

CHRIS

(CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM)

Developed By The logo for Zealous Technologies, featuring a stylized purple flower-like icon to the left of the text "zealous" in a bold, lowercase sans-serif font, with "TECHNOLOGIES" in a smaller, uppercase sans-serif font below it.

<https://zealoustechnologies.com/>

Project Summary

The Centralized Human Resource Information System (CHRIS) is a high-performance HR platform designed specifically for the CitiBank's Operations Team. Developed to modernize legacy HR processes, CHRIS focuses on security and operational efficiency by centralizing employee data, payroll, and personnel management into a single, unified interface.

To support Citibank's digital transformation goals, CHRIS streamlines the entire employee lifecycle—from hiring and onboarding to promotions and payroll—eliminating manual record-keeping and ensuring data integrity across all branches.

Project Summary

Project Highlights

- Features a robust system for managing user roles with integrated maker-checker functionality to ensure all HR actions undergo a strict approval process.
- Supports structured workflows for Regular and Contract Staff Hiring, Summer Intern management, and internal movements such as Promotions and Department Transfers.
- Automates complex calculations for Income Tax, Allowances, and Deductions, ensuring accurate and timely compensation.
- Flexible modules for managing organizational hierarchies, including Branches, Categories, Departments, and Designations.

Impact

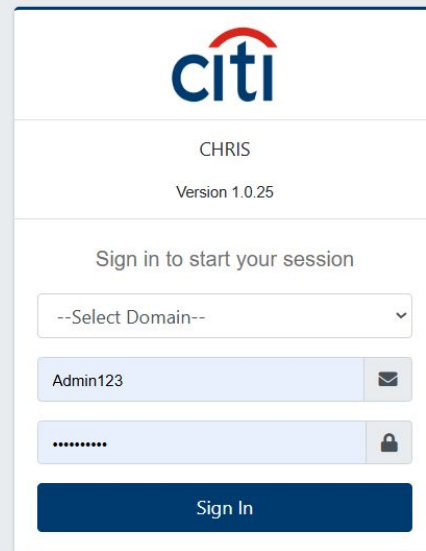
- Reduces errors in payroll and personnel records through automated workflows and mandatory approvals.
- Ensures all HR activities align with bank policies and regulatory requirements through a transparent, traceable audit trail.
- Provides a comprehensive reporting suite for payroll, compensation, and user logs, enabling data-driven decision-making for HR leadership.

System Architecture

The CHRIS Portal is a secure, enterprise-grade platform built in C# and .NET Core to manage high-concurrency HR operations with maximum stability and performance. It centralizes all personnel data, ensuring that sensitive information is handled with the highest level of security.

The system architecture includes a Centralized Database for unified record-keeping and a Logic Tier that enforces business rules for hiring, increments, and tax calculations. It supports an integrated Reporting Engine that generates real-time payroll and audit logs. Built for scalability, the architecture allows for seamless integration with other banking systems while providing a reliable, secure environment for managing the bank's most critical asset: its people.

Project Snips



The image shows a login window for 'citi'. At the top is the 'citi' logo. Below it, the text 'CHRIS' and 'Version 1.0.25' are displayed. The main heading is 'Sign in to start your session'. There are three input fields: a dropdown menu labeled '--Select Domain--', a text field containing 'Admin123' with an envelope icon, and a password field with masked characters and a lock icon. A dark blue 'Sign In' button is at the bottom.

citi

CHRIS
Version 1.0.25

Sign in to start your session

--Select Domain--

Admin123

Sign In

System Modules



-  Home
-  Manage Groups
-  Manage Users
-  Setup
-  PersonnelReport
-  PayrollReports
-  FinanceReports
-  Processing
-  Query
-  TaxClosing
-  PFund
-  Personnel
-  Gratuity
-  InterestDifferential
-  MedicalInsurance
-  Payroll
-  Finance
-  SetupReport

Setup Forms

 (C.H.R.I.S)

[Home](#) / [Manage User](#)

+ Add New

User Last Name

Enter Login User Last name

User GE ID

Enter Login User Rist ID

Role Name

Submit

100

Previous **1** Next

Category Entry Setup form

Home

Manage Groups

Manage Users

Setup

PersonnelReport

PayrollReports

FinanceReports

Processing

Query

TaxClosing

PFund

Personnel

Gratuity

InterestDifferential

MedicalInsurance

Payroll

Finance

SetupReport

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

CATEGORY ENTRY

Home / Category Entry

CATEGORY ENTRY

+ Add New

Category Code

Category Description

Submit

Delete

Authorize

Search:

CATEGORY CODE	CATEGORY DESCRIPTION
C	CLERICAL STAFF

Showing 0 to 0 of 0 entries

Previous

Next

Citi

(C.H.R.I.S)

Home

Manage Groups

Manage Users

Setup

PersonnelReport

PayrollReports

FinanceReports

Processing

Query

TaxClosing

PFund

Personnel

Gratuity

InterestDifferential

MedicalInsurance

Payroll

Finance

SetupReport

Centralized Human Resource Information System

Current User: ADMIN123

Last Login: 10/27/2025 2:45:38 PM

+ Add New

TIR ENTRY

Home / TIR Entry

TIR % FOR IS / FAST

For The Year

TIR %

Rank

Level

Min %

Max %

Average %

Submit

Delete

Atuthorize

YEAR	TIR_PER %	RANK	LEVEL	MIN %	MAX %	AVERAGE %
------	-----------	------	-------	-------	-------	-----------

YEAR	TIR_PER %	RANK	LEVEL	MIN %	MAX %	AVERAGE %

 (C.H.R.I.S.)

(C.H.R.I.S)

≡ CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM



▶ CONTRACTOR CODE ENTRY

[Home](#) / [Contractor Code Entry](#)

Contractor Code Entry

+ Add New

1) Contractor Code

2) Name

3) Company Name

4) Address

5) Telephone #1

6) Telephone #2

7) Agreement Start Date

mm/dd/yyyy

8) Expiry Date

mm/dd/yyyy

9) NID Card No

Submit

Delete

Atauthorize

CODE	NAME	COMP_NAME	ADD1	ADD2	ADD3	PHONE1	PHONE2	AGRE_DATE	EXP_DATE	NID
------	------	-----------	------	------	------	--------	--------	-----------	----------	-----

Branch Setup form



- Home
- Manage Groups
- Manage Users
- Setup
- PersonnelReport
- PayrollReports
- FinanceReports
- Processing
- Query
- TaxClosing
- PFund
- Personnel
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- InterestDifferential
- MedicalInsurance
- Payroll
- Finance
- SetupReport

BRANCH SETUP

Home / Branch Setup

Branch Setup

+ Add New

Branch Code

Branch Description

Branch Address

Branch Cr Account

Branch Dr Account

Submit

Delete

Atuthorize

Search:

BRANCH CODE	BRANCH DESCRIPTION	BRANCH ADDRESS	BRANCH CR.AMOUNT	BRANCH DR.AMOUNT
Showing 0 to 0 of 0 entries				

Previous

Next

 (C.H.R.I.S) [Home](#) / [BenchMark Rate Entry](#)

[+ Add New](#)

mm/dd/yyyy

TYPE

Description

RATE

Submit Rates

Delete

Search:

FINANCE TYPE

DESCRIPTION

BENCHMARK RATE (%)

Showing 0 to 0 of 0 entries

[Previous](#)

Next

Compensation Information Entry form

 (C.H.R.I.S)



Home

Manage Groups

Manage Users

Setup

PersonnelReport

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

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COMPENSATION ENTRY

Home / Compensation Entry

Compensation Information Entry

+ Add New

Lvl Code

Min Salary

Mid Salary

Max Salary

Budget Price

Annual Dep

Petrol Ltr

Petrol Rate

Insurance Rate

Maintenance Amt

Driver Cost

GroupHead Allowance

Group Head

☐

Submit

Delete

Atuthorize

Group Head

LVL CODE

GRP HEAD

MIN SAL

MID SAL

MAX SAL

BUDGET PRICE

ANNUAL DEP

PETROL LTR

PETROL RATE

INSURANCE RATE

MAINTENANCE AMT

DRIVER COST

GROUPHEAD ALLOWANCE

Attrition Category Entry form

 C.H.R.I.S

Q

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM



Attrition Category Entry

Home / Attrition Category Entry

Attrition Category Entry

+ Add New

Code

0

Description

Submit

Delete

Atuthorize

Search:

CODE

DESCRIPTION

Showing 0 to 0 of 0 entries

Previous

Next

Attrition Category Type Entry form

 (C.H.R.I.S.)

Home

Manage Groups

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

ATTRITION TYPE ENTRY

Home / Attrition Type Entry

ATTRITION CATEGORY/TYPE ENTRY

Category Code

Category Description

Type Code

Type Description

Submit

Search:

ID	CATEGORY CODE	CATEGORY DESCRIPTION	TYPE CODE	TYPE DESCRIPTION
1	1	TRANSFER	1	IS
2	1	TRANSFER	2	LOCAL
3	2	RESIGNED	1	MIGRATED
4	2	RESIGNED	2	PERSONAL REASON
5	2	RESIGNED	3	FURTHER STUDIES
6	2	RESIGNED	4	COMPETITION
7	2	RESIGNED	5	MARRIAGE

 (C.H.R.I.S)

- Home
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[Home](#) / [Loan Subsidy Bench Mark](#)

+ Add New

TAX YEAR FROM	TAX YEAR TO	TAX %

[Home](#) / [Test Payroll Process](#)

+ Add New

mm/dd/yyyy

Submit

ACTION

Next

Group Entry form

- Home
- Manage Groups
- Manage Users
- Setup <
- PersonnelReport <
- PayrollReports <
- FinanceReports <
- Processing <
- Query <
- TaxClosing <
- PFund <
- Personnel <
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- MedicalInsurance <
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- Finance <
- SetupReport <

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

▶ GROUP ENTRY

Home / Group Entry

Group Entry

+ Add New

Segment

Group

Description1

Description2

Group Head

Date From

Date To

Submit

Delete

Atuthorize

SEGMENT	GROUP	DESCRIPTION 1	DESCRIPTION 2	GROUP HEAD	FROM	TO
---------	-------	---------------	---------------	------------	------	----

Marginal Tax Setup form



- Home
- Manage Groups
- Manage Users
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- PersonnelReport <
- PayrollReports <
- FinanceReports <
- Processing <
- Query <
- TaxClosing <
- PFund <
- Personnel <
- Gratuity <
- % InterestDifferential <
- + MedicalInsurance <
- Payroll <
- Finance <
- SetupReport <

MARGINAL TAX SETUP

Home / Marginal Tax Setup

Marginal Tax Setup

Date From

Date To

Starting Amount

Ending Amount

Percentage

Submit

Authorize

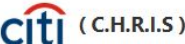
Search:

ID	DATE FROM	DATE TO	STARTING AMOUNT	ENDING AMOUNT	PERCENTAGE	ACTION
Showing 0 to 0 of 0 entries						

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Global Prameter Setup form

 (C.H.R.I.S.)



Home

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

GLOBAL PARAMETER SETUP

Home

Global Parameter Setup

Global Parameters Setup

+ Add New

Paramter Name

SOE ID

Value

MARKUP_RATE

Submit

Delete

Atuthorize

SOE ID

VALUE

User Name Setup form

CITI (C.H.R.I.S)

 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM

Q

USER NAME SETUP
Home / User Name Setup

User Name Setup
+ Add New

USER ID

USER NAME

Submit

ID	USER ID	USER NAME	ACTION
1	RH08688	SUPER	
2	JD06595	SUPER2	
3	SK78236	SK78236	
4	MG60846	MG60846	
5	BH24852	BASIT	
6	WA48776	WAQAS_A	
7	MI06522	M_ILVAS	
8	MS91809	SHAKIR	
9	FN75675	FN75675	
10	MS06524	M_SHOAIB	

Search:

Showing 1 to 10 of 138 entries

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1
2
3
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5
...
14
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SMTP Setting form

Home

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

SMTP SETING

Home / SMTP Setting

SMTP Seting

+ Add New

Shared Folder Path

Subject

Profile Name

Message Body

Save

Atuthorize

Profile Name

Shared Folder Path

Subject

Body

≡ CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM



[Home](#) / [Department Entry](#)

+ Add New

Upload Cost Center

Search:

Previous **1** 2 3 4 5 ... 45 Ne

Designation Entry form

 (C.H.R.I.S)



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DESIGNATION ENTRY

Home / Designation Entry

Designation Entry

+ Add New

—

Designation Entry

Desg Abbreviation



Desig Description

Level

Category

Cat Description



Branch Code



Branch Name

Confirmed Period

Sp Current

Salary Ranges

Min

Mid

Max

Inc Amount

Effective From

Submit

Delete

Atuthorize

Search:

DESG ABB	DESG DESCRIPTION	LEVEL	CATEGORY	BRANCH CODE	CONFIRMED PERIOD	SP CURRENT	MIN	MID	MAX	INC AMOUNT	EFFECTIVE FROM
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Showing 0 to 0 of 0 entries

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Income Tax Slabs Entry form

 (C.H.R.I.S.)

Q

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Gratuity

InterestDifferential

MedicalInsurance

Payroll

Finance

SetupReport

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

⏻

⌵

Home / IncomeTax Slabs Entry

INCOMETAX SLABS ENTRY

Incometax Slabs

+ Add New

MIN

MAX

EXTP LIMIT

Tax %

Fixed Tax Amount

Submit

Delete

Atuthorize

Search:

MIN	MAX	EXTP LIMIT	TAX %	FIXED TAX AMOUNT
600001	1200000	600000	2.5	200
1200001	2400000	1200001	12.5	15000
2400001	3600000	2400000	20	165000
3600001	6000000	3600000	25	405000
6000001	12000000	6000000	32.5	10050000
12000001	999999999	12000000	35	2955000

Showing 1 to 6 of 6 entries

Previous

1

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Account Entry form

 (C.H.R.I.S)



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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM





ACCOUNT ENTRY

Home / Account Entry

Account Entry

+ Add New

Account No

Description

Description1

Account Type

Submit

Delete

Authorize

Search:

ACCOUNT NO	DESCRIPTION	DESCRIPTION	ACCOUNT TYPE
------------	-------------	-------------	--------------

Showing 0 to 0 of 0 entries

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Allowance Entry form

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

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Home / ALLOWANCE ENTRY

ALLOWANCE ENTRY

Allowances Excluding Housing/Conv.Off./Bonus Should Be Coded

1)Allow Abbreviation

Branch

2)Designation

3)Level

4)Category

5)Description

6)Valid From/To

7)Individual / All

8)Amount

9)% With Annual Package

10)Related With Attendance

11)Related With Leave

12)Meal / Conveyance

13)Taxable

14)Tax Forecasted

15)ASR / Basic

16)Account No To Effect

Account Description

Submit

Delete

Authorize

Query

Search:

ALL CODE	BRANCH	DESC	CATEG	DESG	LEVEL A	VALID FROM	VALID TO	AMOUNT	PER ASR	TAX	ATT RELATED	RELATED LEAV	ASR BASIC	MEAL CONV	ALL IND	ACCOUNT NO	FTAX
QTA	null	QUALITY TEAM AWARD	null	null	null	2000-06-01	2000-06-30	1	null	Y	null	null	A	null	I	0	N
007	LHR	LEAVE FARE ASSISTANCE	C	CTT	A	1990-07-01	1994-06-30	3550	null	N	null	L	null	null	A	0	null

Deduction Entry form

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- SetupReport

DEDUCTION ENTRY

Deductions Excluding P.Fund/Gratuity/Insurance Premium

+ Add New

1) Deduc Abbreviation	Branch	2) Designation
3) Level	4) Category	Description
6) Valid From / To	7) Individual / All	9) Amount
mm/dd/yyyy mm/dd/yyyy		
9) % With Annual Package	10) Account No To Effect	Account Description
Submit Delete Authorize Query		

DED CODE	BRANCH D	DED DESC	CATEGORY	DESG	LEVEL	VALID FROM	VALID TO	DED AMOUNT	DED ER	ALL IND	ACCOUNT NO
TAX	ISL	ADDITIONAL TAX	null	null	null	1996-07-01	1997-06-30	null	3	I	1850004001
003	KHI	EOBI CONTRIBUTION	C	CTT	B	2008-09-01	2010-07-31	60	21	A	5702672017
003	KHI	EOBI CONTRIBUTION	C	CTT	C	2008-09-01	2010-07-31	60	null	A	5702672017
003	null	EOBI CONTRIBUTION	C	CTT	D	2008-09-01	2010-07-31	60	null	A	5702672017
003	null	EOBI CONTRIBUTION	D	SES	S-4	2008-09-01	2010-07-31	60	null	A	5702672017
003	null	EOBI CONTRIBUTION	D	CPO	P	2008-09-01	2010-07-31	60	null	A	5702672017
003	null	EOBI CONTRIBUTION	D	SPO	Q	2008-09-01	2010-07-31	60	null	A	5702672017
003	null	EOBI CONTRIBUTION	D	FA	Q	2008-09-01	2010-07-31	60	null	A	5702672017
003	null	EOBI CONTRIBUTION	D	CPO	O	2008-09-01	2010-07-31	60	null	A	5702672017
003	null	EOBI CONTRIBUTION	D	STO	Q	2008-09-01	2010-07-31	60	null	A	5702672017

Showing 1 to 10 of 325 entries

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

Home / Setup Holiday Entry

HOLIDAY ENTRY

+ Add New

Date

Description

Submit

Delete

Atuthorize

Search:

DATE	DESCRIPTION
------	-------------

Showing 0 to 0 of 0 entries

Previous

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Personnel Report Node

Analysis Parameters Report

 (C.H.R.I.S)



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 PersonnelReport <

 PayrollReports <

 FinanceReports <

 Processing <

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 TaxClosing <

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 Personnel <

 Gratuity <

 % InterestDifferential <

 + MedicalInsurance <

 \$ Payroll <

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 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM



▶ ANALYSIS REPORT

Home / Analysis Report

Report Parameters

ENTER A BRANCH CODE OR ALL

ENTER A SEGMENT OR ALL

ENTER A DESIGNATION OR ALL

ENTER LAST EDU YEAR(YYYY)

ALL

GF

ALL

1999

Run

Prior Experience EDU report



- Home
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- % InterestDifferential
- + MedicalInsurance
- \$== Payroll
- Finance
- SetupReport

PRIOR EXPERIENCE EDU

Home / Prior Experience EDU

Report Parameters

ENTER A BRANCH CODE OR ALL

FBD

ENTER A SEGMENT OR ALL

GF

ENTER A DESIGNATION OR ALL

ALL

ENTER LAST EDU YEAR(YYYY)

1995

Run

Prior Experience Report

 (C.H.R.I.S)



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 FinanceReports <

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 Query <

 TaxClosing <

 PFund <

 Personnel <

 Gratuity <

 % InterestDifferential <

 + MedicalInsurance <

 \$ Payroll <

 Finance <

 SetupReport <

 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM





 PRIOR EXP

Home / Prior Exp

Report Parameters

TODAY DATE



ENTER A BRANCH CODE OR ALL

ENTER A SEGMENT OR ALL

ENTER A DESIGNATION OR ALL

Run

Personal Report form



-  Home
-  Manage Groups
-  Manage Users
-  Setup <
-  PersonnelReport <
-  PayrollReports <
-  FinanceReports <
-  Processing <
-  Query <
-  TaxClosing <
-  PFund <
-  Personnel <
-  Gratuity <
-  % InterestDifferential <
-  + MedicalInsurance <
-  \$ Payroll <
-  Finance <
-  SetupReport <

PERSONNEL REPORT FOR ALL

[Home](#) / [Personnel Report For All](#)

Report Parameters

Valid Branch Or ALL

ALL

Valid Segment Or ALL

ALL

Valid Desig Or ALL

ALL

Starting Personnel No

1

Ending Personnel No

999999

From Joining Date

11/13/2025

To Joining Date

11/13/2025

Run

Personnel On Pager Report

▶ PERSONNEL ON PAGER REPORT

[Home](#) / [Personnel On Pager Report](#)

Report Parameters

Enter Branch or ALL

Enter Starting P NO

Enter Ending P NO

Enter GF/GCB or ALL

Enter Department or ALL

Enter Level or ALL

Enter Desig or ALL

Enter Group or ALL

Run

-  Home
-  Manage Groups
-  Manage Users
-  Setup <
-  PersonnelReport <
-  PayrollReports <
-  FinanceReports <
-  Processing <
-  Query <
-  TaxClosing <
-  PFund <
-  Personnel <
-  Gratuity <
-  % InterestDifferential <
-  + MedicalInsurance <
-  \$ Payroll <
-  Finance <
-  SetupReport <

Head Count Chart form

 (C.H.R.I.S.)



Home

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CURRENT USER: ADMIN123

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HEAD COUNT CHART

Home / Head Count Chart

Report Parameters

Enter Valid Branch Code

Enter Segment (GF / GCB)

Enter Group Code OR (ALL)

ALL

GF

ALL

Run

New Hires Head Count Analysis form

 (C.H.R.I.S.)



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 MedicalInsurance

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 Finance

 SetupReport



CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM







NEW HIRES HEAD COUNT ANALYSIS

Home / New Hires Head Count Analysis

Report Parameters

Enter Valid Branch Code

Enter Segment [GF/GCB]

Enter Group Code OR [ALL]

Enter Joining From Date



Enter Joining To Date



Run

New Hires Head Count Department Wise form



- Home
- Manage Groups
- Manage Users
- Setup
- PersonnelReport
- PayrollReports
- FinanceReports
- Processing
- Query
- TaxClosing
- PFund
- Personnel
- Gratuity
- % InterestDifferential
- + MedicalInsurance
- \$ Payroll
- Finance
- SetupReport

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

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NEW HIRES HEAD COUNT DEPT WISE

Home / New Hires Head Count Dept Analysis

Report Parameters

ENTER BRANCH OR (ALL)

KHI

ENTER SEGMENT CODE

GCB

ENTER DEPARTMENT CODE

ALL

ENTER GROUP CODE

ALL

ENTER VALID DESIGNATION

ALL

ENTER VALID LEVEL OR (ALL)

ALL

ENTER JOINING DATE FROM

11/13/2025



ENTER JOINING DATE TO

11/13/2025



Run

Provident Fund Report form



Q

- Home
- Manage Groups
- Manage Users
- Setup
- PersonnelReport
- PayrollReports
- FinanceReports
- Processing
- Query
- TaxClosing
- PFund
- Personnel
- Gratuity
- InterestDifferential
- MedicalInsurance
- Payroll
- Finance
- SetupReport

PF REPORT

Home / PF Report

Report Parameters

YEAR (YYYY)

PERSONNEL NO FROM

ENTER BRANCH OR 'ALL'

ENTER DEPARTMENT OR 'ALL'

1999

427

ALL

ALL

Termination Dt

Trustee 1

Trustee 2

Zakat Deduction

11/13/2025

Run

Gratuity Settlement form

 (C.H.R.I.S.)



Home

Manage Groups

Manage Users

Setup

PersonnelReport

PayrollReports

FinanceReports

Processing

Query

TaxClosing

PFund

Personnel

Gratuity

InterestDifferential

MedicalInsurance

Payroll

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

Home / Gratuity Settlement

GRATUITY SETTLEMENT

http://localhost:85 – to exit full screen, press

Esc

Report Parameters

Year

1990

PERSONNEL NO FROM

427

ENTER BRANCH OR [ALL]

ALL

ENTER DEPARTMENT OR [ALL]

ALL

Termination Dt

mm/dd/yyyy



Trustee1

Trustee2

Run

Attrition Report form

 (C.H.R.I.S)



Home

Manage Groups

Manage Users

Setup

PersonnelReport

PayrollReports

FinanceReports

Processing

Query

TaxClosing

PFund

Personnel

Gratuity

% InterestDifferential

MedicalInsurance

Payroll

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SetupReport

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM





Home / Attrition Report

ATTRITION REPORT

Report Parameters

Start Date



End Date



Enter Category Or Null

Enter Type Or Null

Enter Branch Or Null

Enter Segment Or Null

Enter Group Or Null

Enter Department Or Null

Enter Sorting Order

Run

Attrition Summary Report form



Q

- Home
- Manage Groups
- Manage Users
- Setup <
- PersonnelReport <
- PayrollReports <
- FinanceReports <
- Processing <
- Query <
- TaxClosing <
- PFund <
- Personnel <
- Gratuity <
- % InterestDifferential <
- + MedicalInsurance <
- \$-- Payroll <
- Finance <
- SetupReport <

▶ ATTRITION SUMMARY REPORT

Home / Attrition Summary Report

Report Parameters

Start Date

11/13/2025

📅

End Date

11/13/2025

📅

Enter Branch Or Null

▼

Enter Segment Or Null

GF

▼

Run

Overtime Entry Report form

 (C.H.R.I.S)



Home

Manage Groups

Manage Users

Setup

PersonnelReport

PayrollReports

FinanceReports

Processing

Query

TaxClosing

PFund

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Gratuity

InterestDifferential

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SetupReport

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM





OVER TIME ENTRY REPORT

Home / Over Time Entry Report

Report Parameters

Starting Personnel No

1

Ending Personnel No

999999

Enter Month

Enter Branch Code

Run

Employees Current Count Report form

 (C.H.R.I.S.)



Home

Manage Groups

Manage Users

Setup

PersonnelReport

PayrollReports

FinanceReports

Processing

Query

TaxClosing

PFund

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM





EMPLOYEES CURRENT

Home / Employees Current

Report Parameters

ENTER BRANCH OR [ALL]

ALL

ENTER SEGMENT CODE

ALL

ENTER DEPARTMENT CODE

ALL

ENTER GROUP CODE

ALL

ENTER VALID DESIGNATION

ALL

ENTER VALID LEVEL OR [ALL]

ALL

Run

Report for Confirmation Due Report form

 (C.H.R.I.S)



 Home

 Manage Groups

 Manage Users

 Setup <

 PersonnelReport <

 PayrollReports <

 FinanceReports <

 Processing <

 Query <

 TaxClosing <

 PFund <

 Personnel <

 Gratuity <

 % InterestDifferential <

 + MedicalInsurance <

 \$ Payroll <

 Finance <

 SetupReport <



CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM



REPORT FOR CONFIRMATION DUE

Home / Report For Confirmation Due

Report Parameters

ENTER BRANCH OR [ALL]

Confirmation Due From

Confirmation Due Date

Segment Code or All





Designation Code or All

Run

New Induction Report



- Home
- Manage Groups
- Manage Users
- Setup <
- PersonnelReport <
- PayrollReports <
- FinanceReports <
- Processing <
- Query <
- TaxClosing <
- PFund <
- Personnel <
- Gratuity <
- InterestDifferential <
- MedicalInsurance <
- Payroll <
- Finance <
- SetupReport <

NEW INDUCTION

[Home](#) / [New Induction](#)

Report Parameters

Joining From	Joining To	Enter Valid Segment	Enter Desig Code or 'ALL'	Enter Branch Code or 'ALL'	Enter Group or 'ALL'
11/13/2025	11/13/2025	ALL	ALL	ALL	ALL
Run					

Appraisal Due Report form



- Home
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- Manage Users
- Setup
- PersonnelReport
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- FinanceReports
- Processing
- Query
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- Payroll
- Finance
- SetupReport

≡ CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM



► APPRAISAL DUE

[Home](#) / [Appraisal Due](#)

Report Parameters

BRANCH CODE

KHI

Appraisal Due From

11/13/2025



Appraisal Due To

11/13/2025



Run

Given Designation Report



Q

- Home
- Manage Groups
- Manage Users
- Setup <
- PersonnelReport <
- PayrollReports <
- FinanceReports <
- Processing <
- Query <
- TaxClosing <
- PFund <
- Personnel <
- Gratuity <
- % InterestDifferential <
- + MedicalInsurance <
- \$ Payroll <
- Finance <
- SetupReport <

▶ GIVEN DESIGNATION

Home / Given Designation

Report Parameters

Today

ENTER BRANCH OR [ALL]

Designation Code

Segment Code

11/13/2025

Run

Employees Current Salary Status Report



Q

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- Query <
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- + MedicalInsurance <
- \$== Payroll <
- Finance <
- SetupReport <

EMPLOYEES CURRENT SALARY STATUS

Home / Employees Current Salary Status

Report Parameters

ENTER BRANCH OR [ALL]

ALL

Run

Report For All Current Employess Department Wise Report

 (C.H.R.I.S)



Home

Manage Groups

Manage Users

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

REPORT FOR ALL EMPLOYEES CURRENT DEPT WISE

Home / Report For All Employees Current Dept Wise

Report Parameters

ENTER BRANCH OR [ALL]

ENTER SEGMENT CODE

ENTER DEPARTMENT CODE

ENTER GROUP CODE

ALL

ALL

ALL

ALL

ENTER VALID DESIGNATION

ENTER VALID LEVEL OR [ALL]

ALL

ALL

Run

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Department Report form

 (C.H.R.I.S.)



Home

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

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REPORT FOR DEPARTMENT

Home / Report For Department

Report Parameters

Rundate

11/13/2025



Enter Valid Branch

ALL

Enter Segment(GF/GCB)

GF

Enter Valid Group or ALL

ALL

Enter Valid Department

ALL

Run

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Employees for Probation Report

 (C.H.R.I.S.)



 Home

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

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EMPLOYEES FOR PROBATION

Home / Employees For Probation

Report Parameters

ENTER BRANCH OR [ALL]

Segment Code

Designation Code

Level Code

ALL

ALL

ALL

ALL

Run

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Report for International Staff Report

 (C.H.R.I.S)



 Home

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 FinanceReports <

 Processing <

 Query <

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 PFund <

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 % InterestDifferential <

 MedicalInsurance <

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 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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▶ REPORT FOR INTERNATIONAL STAFF

Home / Report For International Staff

Report Parameters

Run

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Service Termination Report



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- Payroll
- Finance
- SetupReport

▶ SERVICE TERMINATION REPORT

[Home](#) / [Service Termination Report](#)

Report Parameters

Branch Code	Segment Code	Designation Code	Termination Date From
ALL	ALL	ALL	03/14/2011
Termination Date To	[ALL]/[T]ERMINATED/[H]OLD		
11/13/2025	ALL		
Run			

Report for Intern Form

 (C.H.R.I.S)



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 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

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REPORT FOR INTERN

Home / Report For Intern

Report Parameters

Enter Valid Branch

Run

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Report for Contractual Employees



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- FinanceReports <
- Processing <
- Query <
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- PFund <
- Personnel <
- Gratuity <
- % InterestDifferential <
- + MedicalInsurance <
- \$ Payroll <
- Finance <
- SetupReport <

REPORT FOR CONTRACTUALS

Home / Report For Contractuals

Report Parameters

Branch Code

ALL

Run

Report for Transfer Employees form

 (C.H.R.I.S)



Home

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REPORT FOR TRANSFER

Home / Report For Transfer

Report Parameters

Branch Code

Transfer From



Transfer To



Run

Leaves Balance Report form

 (C.H.R.I.S.)



Home

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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LEAVES BALANCE REPORT

Home / Leaves Balance Report

Report Parameters

Dt

11/13/2025



Yr

11/13/2025



Dept Code OR ALL

ALL

Branch OR ALL

ALL

Segment OR ALL

ALL

Run

Leaves Summary Report form



- Home
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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

Home / Leaves Summary Report

LEAVES SUMMARY REPORT

Report Parameters

Date

11/13/2025

Year

11/13/2025

Department Code OR ALL

ALL

Branch OR ALL

ALL

Segment OR ALL

ALL

Run

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Reference Letter form

 (C.H.R.I.S)



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REFERENCE LETTER

Home / Reference Letter

Report Parameters

Personal No

Auth Name

Auth Desig

Auth Place

Run

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Previous Employment Letter form

 (C.H.R.I.S)



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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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PREVIOUS EMP LETTER

Home / Previous Emp Letter

Report Parameters

PERSONNEL

Run

Auth Name

Auth Desig

Auth Place

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Personnel Informational form



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- Processing <
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- PFund <
- Personnel <
- Gratuity <
- InterestDifferential <
- MedicalInsurance <
- Payroll <
- Finance <
- SetupReport <

PERSONNEL INFO

Home / Personal Info

Report Parameters

Enter Branch Code or 'ALL'

ALL

Starting Personnel No

4157

Ending Personnel No

4157

Enter GF/GCB Or ALL

ALL

Enter Dept Or ALL

ALL

No Of Years For History

3

Enter Level Or ALL

ALL

Run

Academic Qualification Report form

 (C.H.R.I.S)



Home

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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ACADEMIC QUALIFICATION REPORT

Home / Academic Qualification Report

Report Parameters

Today

11/13/2025



Enter Valid Branch

ALL

Enter Valid Segment

ALL

Enter Valid Designation

ALL

Last Edu Year [YYYY]

2001

Run

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Payroll Report Node

Segment Wise Report form

 (C.H.R.I.S)



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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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SEGMENT WISE REPORT

Home / Segment Wise Report

Report Parameters

Enter Valid Branch

Enter Valid Segment

Enter Month

Enter Year

KHI

GF

11

2025

Run

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Department Wise Payroll Clerical form

 (C.H.R.I.S)



Home

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

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DEPARTMENT WISE PAYROLL CLERICAL

Home / Department Wise Payroll Clerical

Report Parameters

Enter Branch

Enter Month (MM)

Enter Valid Segment

Enter Year (YYYY)

Run

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Periodic Report for INC Promotion form

▶ PERIODIC REPORT FOR INC PROMOTION

[Home](#) / [Periodic Report For Inc Promotion](#)

Report Parameters

Enter Valid Branch

KHI

FROM DATE

11/13/2025



TO DATE

11/13/2025



Run

-  Home
-  Manage Groups
-  Manage Users
-  Setup <
-  PersonnelReport <
-  PayrollReports <
-  FinanceReports <
-  Processing <
-  Query <
-  TaxClosing <
-  PFund <
-  Personnel <
-  Gratuity <
-  % InterestDifferential <
-  + MedicalInsurance <
-  \$== Payroll <
-  Finance <
-  SetupReport <

Monthly Staff Payment Listings form



- Home
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- Manage Users
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- FinanceReports
- Processing
- Query
- TaxClosing
- PFund
- Personnel
- Gratuity
- % InterestDifferential
- + MedicalInsurance
- \$ Payroll
- Finance
- SetupReport

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM

MONTHLY STAFF PAYMENT LISTINGS

Home / Monthly Staff Payment Listings

Report Parameters

Enter Valid Branch

KHI

Enter Valid Segment

GF

Enter Catagory or null

Enter Month

11

Enter Year

2025

Enter Confirmation (Y/N)

Y

Run

Provident Fund Report form

 (C.H.R.I.S.)



Home

Manage Groups

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☰

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM





PROVIDENT FUND REPORT

Home / Provident Fund Report

Report Parameters

Enter Valid Branch

Enter Valid Segment

Enter Month

Enter Year

Enter Catagory or null

KHI

GF

3

1994

Run

Overtime Report form

 (C.H.R.I.S)



Home

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM



OVERTIME REPORT

Home / Overtime Report

Report Parameters

Enter Valid Branch

Enter Valid Segment

Enter Month (MM)

Enter Year

Enter Catagory or null

KHI

GF

11

1995

Run

► INCOMETAX REPORT

[Home](#) / [IncomeTax Report](#)

Report Parameters

Enter Valid Branch

KHI

Enter Valid Segment

GF

Enter Month (MM)

11

Enter Year

2025

Enter Catagory or null

Run

- Home
- Manage Groups
- Manage Users
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Reconciliment Report form

 (C.H.R.I.S.)



Home

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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RECONCILIMENT REPORT

Home / Reconciliment Report

Report Parameters

Enter Valid Branch

Enter Valid Segment

Enter Month

Enter Year

Enter Category or Null

KHI

GF

11

2025

Run

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Payroll Register form

 (C.H.R.I.S)



Home

Manage Groups

Manage Users

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PayrollReports

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM



PAYROLL REGISTER

Home / Payroll Register

Report Parameters

Enter Valid Branch

KHI

Enter Valid Segment

GF

Enter Month (MM)

11

Enter Year

2025

Enter Catagory or null

Run

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Salary Settlement Officer form



Q

- Home
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- Finance
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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

Home / Salary Settlement Officer

SALARY SETTLEMENT OFFICER

Report Parameters

Enter Valid Branch

ISL

Enter Valid Segment

ALL

Enter Valid Department

ALL

Enter Category or NULL

Enter Month

10

Enter Year

2023

Enter From PNo

3041

Enter To PNo

3041

Generate Report

Generate Reports For Mail

Send Pending Mails

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E Form

 (C.H.R.I.S.)

Home

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Manage Users

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM





E FORM

Home / E Form

Report Parameters

First Name	Last Name	Rate	Initiating Officer	Senior Officer
410 FIRST NAME	LST NAME	120.20	TARIQ FEROZ	SHAUKAT TARIN

Run

FTE Analysis form

-
- Q
-  Home
 -  Manage Groups
 -  Manage Users
 -  Setup <
 -  PersonnelReport <
 -  PayrollReports <
 -  FinanceReports <
 -  Processing <
 -  Query <
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 -  PFund <
 -  Personnel <
 -  Gratuity <
 -  % InterestDifferential <
 -  MedicalInsurance <
 -  Payroll <
 -  Finance <
 -  SetupReport <

▶ FTE ANALYSIS

Home / FTE Analysis

Report Parameters

Month && Year

Segment (GF/GCB)

Branch or ALL

From PNo or Null

Run

Monthly Salary Inter form



Q

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- Manage Groups
- Manage Users
- Setup <
- PersonnelReport <
- PayrollReports <
- FinanceReports <
- Processing <
- Query <
- TaxClosing <
- PFund <
- Personnel <
- Gratuity <
- % InterestDifferential <
- + MedicalInsurance <
- \$ Payroll <
- Finance <
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MONTHLY SALARY INTER

Home / Monthly Salary Inter

Report Parameters

Enter Valid Branch

Month

Year

Run

Shift Entry Report form

 (C.H.R.I.S)



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SHIFT ENTRY REPORT

Home / Shift Entry Report

Report Parameters

Enter Month

Starting Employee No

Ending Employee No

Run

Excise Deduction Report form

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FinanceReports <

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PFund <

Personnel <

Gratuity <

InterestDifferential <

MedicalInsurance <

Payroll <

Finance <

SetupReport <

EXCISE DEDUCTION REPORT

Home / Excise Deduction Report

Report Parameters

Enter Valid Branch

Enter Valid Segment

Enter Month (MM)

Enter Year

Enter Category or null

KHI

GF

11

2025

Run

Annual 10 C Bonus form

 (C.H.R.I.S.)



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ANNUAL 10 C BONUS

Home / Annual 10 C Bonus

Report Parameters

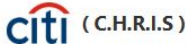
Enter Year

Enter Branch or ALL

ENTER GF/GCB

Run

Annual 10 C Payment Report form

 (C.H.R.I.S.)



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▶ ANNUAL 10C PAYMENT REPORT

Home / Annual 10C PaymentReport

Report Parameters

Enter Branch or ALL

Enter Year

Enter Segment

Run

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10 C Bonus Reciept form

 (C.H.R.I.S)



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TEN C BONUS RECIEPT

Home / Ten C Bonus Reciept

Report Parameters

Enter Date

11/13/2025

Enter Bonus%

Run

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Monthly Tax Payment Report



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Report Parameters

Run Date

Enter Valid Branch

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Year

11/13/2025

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2021

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Department Wise OV form



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► DEPARTMENT WISE OV

[Home](#) / [Department Wise OV](#)

Report Parameters

Destination Type	Destination Name	Destination Format	Copies
--Select--			
Enter Branch	Enter Segment	Enter Year	Enter Starting Month
Enter Ending Month			

Run

Annual Incentive Bonus form



ANNUAL INCENTIVE BONUS

[Home](#) / Annual Incentive Bonus

Report Parameters

Bonus For The Year

2000

Enter Branch or ALL

KHI

Enter GF/GCB

GF

Enter Category

F

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Annual Incentive Payment form

 (C.H.R.I.S.)



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Home / Annual Incentive Payment

Report Parameters

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Enter Year

Enter Segment

Enter Category

KHI

2000

GF

F

Run

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Incentive Bonus Receipt form



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► INCENTIVE BONUS RECEIPT

[Home](#) / Incentive Bonus Receipt

Report Parameters

Enter Date



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PY009 form

 (C.H.R.I.S)

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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LAST LOGIN: 10/27/2025 2:45:38 PM

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⌵

▶ PY009

Home / PY009

Report Parameters

Enter Valid Branch

Enter Valid Segment

Enter Month

Enter Year

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GF

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2021

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Salary Arrear Detail Report form

 (C.H.R.I.S)



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SALARY ARREAR DETAIL REPORT

Home / Salary Arrear Detail Report

Report Parameters

Enter Report Heading

WORKING AS OF JUN-30(SALARIES ON O

Enter Valid Branch

KHI

Run

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Overtime Arrears Detail form

 (C.H.R.I.S)



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OVERTIME ARREARS DETAIL

Home / Overtime Arrears Detail

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Destination Name

Number Of Copies

Enter Report Heading

Enter Branch Code

Run

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Arrears Summary Report form

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AREARS SUMMARY REPORT

[Home](#) / [Arears Summary Report](#)

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Enter Report Heading			

Run

Arrears Reciept form



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▶ ARREARS RECIEPT

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--Select--

▼

Destination Name

Destination format

Number of Copies

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Enter Date

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[Home](#) / Areas Summary Report

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Destination Type

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Destination format

Number of Copies

Enter Branch or ALL

Enter Date

Run

Actural Report form

 (C.H.R.I.S)



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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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Home / Actural Report

ACTURAL REPORT

Report Parameters

Enter Branch or ALL

ENTER GF/GCB

[C]=Clerks [Blank]=Officer

Enter Date

Run

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Income Tax Prerequisite form



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► INCOME TAX PREREQUISTE

[Home](#) / [Income Tax Prerequisite](#)

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Assessment Year

Enter Start Date



Enter End Date



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Ranking Report form

 (C.H.R.I.S)



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Ranking Report

Home / Ranking Report

Report Parameters

Enter Report Heading

PERSONNEL INFORMATION FOR TC

Enter Branch or [ALL]

ALL

Enter GF/GCB

GF

[O]=Officer [C]=Clerical

O

Enter Ranks

'A','B'

Enter Reporting Order

Order by 1,3

Run

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FTE Data Entry List form

 (C.H.R.I.S)



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FTE Designation Segment Wise form



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FTE DESIGNATION SEGMENT WISE

Home / FTE Designation Segment Wise

Report Parameters

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--Select--

Destination Name

Destination Format

Number of Copies

Enter Valid Branch or ALL

As Of

mm/dd/yyyy

Enter GF/GCB/ALL

Run

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FTE Department Head Group Wise form

 (C.H.R.I.S)



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FTE DEPARTMENT HEADS GROUP WISE

Home / FTE Department Heads Group Wise

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--Select--

Destination Name

Destination Format

Number of Copies

Enter Branch or ALL

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mm/dd/yyyy

Enter GF/GCB/ALL

Enter Group Or ALL

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FTE Group and Heads Segment Wise form

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FTE GROUP AND HEADS SEGMENT WISE

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Enter GF/GCB/ALL

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FTE Department and Heads Group Wise form

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FTE DEPARTMENT AND HEADS GROUP WISE

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Number of Copies

Enter Branch or ALL

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mm/dd/yyyy



Enter GF/GCB/ALL

Enter Group Or ALL

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FTE Group Heads Segment Wise form

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FTE GROUP HEADS SEGMENT WISE

Home / FTE Group Heads Segment Wise

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As Of

mm/dd/yyyy

Enter GF/GCB/ALL

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FTE011 form



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--Select--

--Select--

--Select--

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[Home](#) / [FTE011B](#)

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Destination Name

Month

--Select--

Year

--Select--

Seg

Run

FTE010 form

 (C.H.R.I.S.)



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FTE010

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Destination Format

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--Select--

Month

--Select--

Year

--Select--

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FTE 010 Segment form

 (C.H.R.I.S)



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Report Parameters

Destination Type

--Select--

Destination Name

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--Select--

Year

--Select--

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Salary Worksheet form

 (C.H.R.I.S.)



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SALARY WORKSHEET

Home / Salary Worksheet

Report Parameters

Destype

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Enter Valid Branch

Enter Month

Enter Year

Run

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Acturial Report Download form

 (C.H.R.I.S.)



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ACTURIAL REPORT DOWNLOAD

Home / Acturial Report Download

Report Parameters

Desname

Enter Branch or ALL

ENTER GF/GCB

[C]=Clerks [Blank]=Officer

mm/dd/yyyy

Run

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Monthly Tax Report form

 (C.H.R.I.S)



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▶ MONTHLY TAX REPORT

Home / Monthly Tax Report

Report Parameters

Month

November 2025



City Code

KHI

Run

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Employee Annual Tax Register form

 (C.H.R.I.S.)



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EMPLOYEE ANNUAL TAX REGISTER

Home / Employee Annual Tax Register

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ATR Incentive Allow form

 (C.H.R.I.S)



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ATR INCENTIVE ALLOW

Home / ATR Incentive Allow

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F

Branch

KHI

All Code

ANV

Emp No

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Employee List for Salary form

 (C.H.R.I.S)



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▶ EMPLOYEE LIST FOR SALARY

Home / Employee List For Salary

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Finance Reports Node

Finance Balance Report form

 (C.H.R.I.S.)



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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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▶ FINANCE BALANCE

Home / Finance Balance

Report Parameters

Enter valid Branch

Enter Valid Segment

Enter Date



Run

Monthly Finance Report

 (C.H.R.I.S.)



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▶ MONTHLY FINANCE

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GF/GCB

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▶ FINANCE LEDGER

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Markup Amount Collected Report

 (C.H.R.I.S)



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MARKUP AMOUNT COLLECTED

Finance Reports / Markup Amount Collected

Report Parameters

Enter Branch or ALL

Segment GF or GCB

FROM DATE

TO DATE

[I]inside/[O]utside

Run

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Finance Maturity Report form

 (C.H.R.I.S)



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PFund

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Gratuity

InterestDifferential

MedicalInsurance

Payroll

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SetupReport

 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM



FINANCE MATURITY REPORT

Finance Reports / Finance Maturity Report

Report Parameters

Enter Branch or ALL

Segment GF or GCB

KHI

GF

Run

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Segment Wise Finance Report

 (C.H.R.I.S)



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SEGMENT WISE FINANCE

Finance Reports / Segment Wise Finance

Report Parameters

Enter Vaild Branch

Segment GF or GCB

Run

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Finance Person Report



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FINANCE PERSON

http://localhost:85 – to exit full screen, press Esc

Home / Finance Person

Report Parameters

Personnel No

Run

Finance Liquidation Report



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FINANCE LIQUIDATION

Home / Finance Liquidation

Report Parameters

Valid Branch Or ALL

Enter Segment GF or GCB

FROM DATE

TO DATE

[I]inside/[O]utside

ALL

GF

11/13/2025

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I

Run

Finance Outstanding Report

 (C.H.R.I.S.)



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▶ FINANCE OUTSTANDING

Home / Finance Outstanding

Report Parameters

Branch

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Finance Outstanding With ASR Report

 (C.H.R.I.S.)



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▶ FINANCE OUTSTANDING WITH ASR

Home / Finance Outstanding With ASR

Report Parameters

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Enter Segment GF or GCB

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Finance History Ledger Report



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FINANCE HISTORY LEDGER

Finance Reports / Finance Ledger

Report Parameters

Enter Branch

Enter Month

Enter Year

GF/GCB

KHI

01

2024

GF

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Finance OS for IS and Others report



CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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FINANCE OS FOR IS AND OTHERS

Finance Controller / Finance OS For IS And Others

Report Parameters

Enter Valid Segment

Enter Date



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Insurance Required Report form



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INSURANCE REQUIRED

Home / Insurance Required

Report Parameters

Destination Type

--Select--

Destination Name

Destination Format

Number of Copies

Enter Segment

Enter Branch

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Run

Fire Insurance Report form

 (C.H.R.I.S)

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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⌵

▶ FIRE INSURANCE

Home / Finance Insurance

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Segment Wise Finance Report

 (C.H.R.I.S)



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▶ SEGMENT WISE FINANCE

Home / Segment Wise Finance

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mm/dd/yyyy

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Run

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Newly Finance Booking Report

 (C.H.R.I.S)



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NEWLY FINANCE BOOKING

Home / Newly Finance Booking

Report Parameters

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FROM DATE

mm/dd/yyyy



TO DATE

mm/dd/yyyy



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MCO Report form

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► MCO REPORT

Home / MCO Report

Report Parameters

GL Balance	Segment	Option
0	GF	Normal

Run

Disbursement Outs Report

 (C.H.R.I.S)



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DISBURSEMENTOUTS

Home / DisbursementOuts

Report Parameters

Destination Type

--Select--

Destination Name

Destination Format

Number of Copies

ENTER BRANCH CODE OR ALL

ENTER SEGMENT CODE

ENTER DESIGNATION OR ALL

ENTER DEPARTMENT OR ALL

ENTER LEVEL CODE OR ALL

ENTER LOAN TYPE OR [A]LL

FROM DATE

mm/dd/yyyy

TO DATE

mm/dd/yyyy

Run

Loan Disbursement Report



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LOAN DISBURSEMENT

Report Parameters

Enter Valid Branch	Enter Valid Segment	From Date	To Date
ALL	ALL	11/13/2025	11/13/2025
Enter Fin Type [H,C,V,S]	Enter Amount >= to		
H	1000000		
Run			

Loan Status Report form



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▶ LOAN STATUS REPORT

[Home](#) / [Loan Status Report](#)

Report Parameters

Enter As of Date

11/13/2025



Enter Valid Segment

GF

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[Home](#) / [FNREP18A](#)

Report Parameters

Destination Type

--Select--

Destination Name

Destination Format

Number of Copies

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Enter Segment

[C] For CTT/Blank For OFF

Run

FNREP 188 form



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▶ FNREP18B

Home / FNREP18B

Report Parameters

Destination Type	Destination Name	Destination Format	Number of Copies
--Select--			
Enter Segment			
Run			

Designation Wise OS form

 (C.H.R.I.S)



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CURRENT USER: ADMIN123

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DESIG WISE OS

Home / Desig Wise OS

Report Parameters

Enter valid Branchor [ALL]

Enter Valid Segment [GF/GCB]

Enter Date

Run

Designation Wise IS OS others form

 (C.H.R.I.S)



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DESIG WISE IS OS OTHERS

Home / Desig Wise IS OS Others

Report Parameters

Enter valid Branch

Enter Valid Segment

Enter Date

Seg

Run

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MCO Process form

 (C.H.R.I.S.)



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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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▶ MCO PROCESS

Home / MCO Process

Report Parameters

Enter Segment

Enter Branch Code

Enter As of Date



Start Process

(C.H.R.I.S.)

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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Home / Loan Asim

LOAN ASIM

Report Parameters

Destination Type

--Select--

Destination Name

Print Job

--Select--

Fn P No

Pr Amt Availd

Tot Month Inst

Pr Markup

Amt of Loan Can Avail

Fn Type

Loan App Date

mm/dd/yyyy

Run

Category Wise Outstanding Balance Local

 (C.H.R.I.S)

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Category Wise Outstanding Balance Local

CATEGORY WISE OUTSTANDING BALANCE LOCAL

Home / Category Wise Outstanding Balance Local

Report Parameters

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mm/dd/yyyy

Run

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Category Wise Outstanding Balance Out Report

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CATEGORY WISE OUTSTANDING BALANCE OUT

Home / Category Wise Outstanding Balance Out

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Enter valid Branch	Enter Valid Segment	Enter Date	
		mm/dd/yyyy	

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≡ CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM

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Pol	Exp	Dt	To
1	1	1	1
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mm/dd/yyyy



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[Home](#) / [Payroll Generation](#)

+ Clear

Provident Fund Exempt

Y

Subs Loan Tax Amount

Calculate Tax

Process Node

Increment Finalization Peocess Report

 (C.H.R.I.S)



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INCREMENT FINALIZATION PROCESS

Home / Increment Finalization Process

PAYROLL SYSTEM (FOR REGULAR STAFF ONLY) TODAY IS

START PROCESS

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10 C Bonus Approval Report



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► 10-C BONUS APPROVAL

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10-C BONUS FOR CLERICAL

[YES] Start Calculation OR [NO] To Exit

Month End Process Report

 (C.H.R.I.S.)

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MONTH END PROCESS

Home / Month End Process

PAYROLL SYSTEM

+ Clear

MONTH END PROCESS

Generate

TE_YEAR	PNO	MONTH	BRANCH
DESIG	CATEGORY	TYPE	BASIC
HOUSE	CONV	PFUND	OTHR
SEGMENT	GROUP	DEPT	CONTRIBUTION
O T COST	ATT AWD	MEAL	OTHERS

Payroll History Updation Process Report

 (C.H.R.I.S.)



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 PAYROLL HISTORY UPDATION PROCESS

Home / Payroll History Updation Process

PAYROLL SYSTEM FINANCE GENERATION FOR IS AND FAST STAFF ONLY

Processing Date



Enter Personnel No



Start Process

Finance Payroll History Updation Process Report

 (C.H.R.I.S.)



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FINANCE PAYROLL HISTORY UPDATION PROCESS

Home / Finance Payroll History Updation Process

PAYROLL HISTORY UPDATION PROCESS

Start

Leaves at Year End Report

 (C.H.R.I.S)



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LEAVES YEAR END

Home / Leaves Year End

PAYROLL SYSTEM (LEAVES YEAR END PROCESS)

START PROCESS

Pre Dump Process Report

 (C.H.R.I.S.)



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 PRE DUMP PROCESS

Home / PRE DUMP Process

PRE DUMP Process

PROCESS START

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Post Dump Process Report



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▶ POST DUMP PROCESS

[Home](#) / [POST DUMP Process](#)

Post Dump Process

PROCESS START

Query Node

Salary History Query Report

 (C.H.R.I.S)



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SALARY HISTORY QUERY

Home / Salary History Query

Salary History Query

+ Add New

Pr No



Name

Joining Date

Level

Annual Package

Designation

DATE

↑↓

INCREMENT TYPE

↑↓

LEVEL

↑↓

DESIGNATION

↑↓

ANNUAL PACKAGE

↑↓

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- Personnel <
- Gratuity <
- InterestDifferential <
- MedicalInsurance <
- Payroll <
- Finance <
- SetupReport <

▶ DEPT WISE QUERY

[Home](#) / [Dept Wise Query](#)

Department Wise Query Of Employee's

+ Add New

Branch Code

Description

Seg/Dept Code

Name

Search:

Personnel No	First Name	Last Name	Category	Level	Designation
Showing 0 to 0 of 0 entries					

Previous

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Employee Current Status Query Report

Centralized Human Resource Information System

Current User: ADMIN123

Last Login: 10/27/2025 2:45:38 PM

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Employee Current Status Query

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Employee's Current Status

+ Add New

Personnel Number

Name

Last Name

Designation

Category

Level

Location

Branch

Functional

Title

Joining Date

Confirm Due

Confirm Date

Last Appraisal

Next Appraisal

G E ID No

Annual Package

National Tax No

Account No

Education

Search:

SEG

DEPT

CONTRIB

COST CENTER

Showing 0 to 0 of 0 entries

Previous

Next

PERSONAL

Address

Phone No

NIC No

Sex

Date Of Birth

Marital Status

Marriage Date

Spouse Date Of Birth

Spouse Name

No Of Children

Search:

CHILD NAME

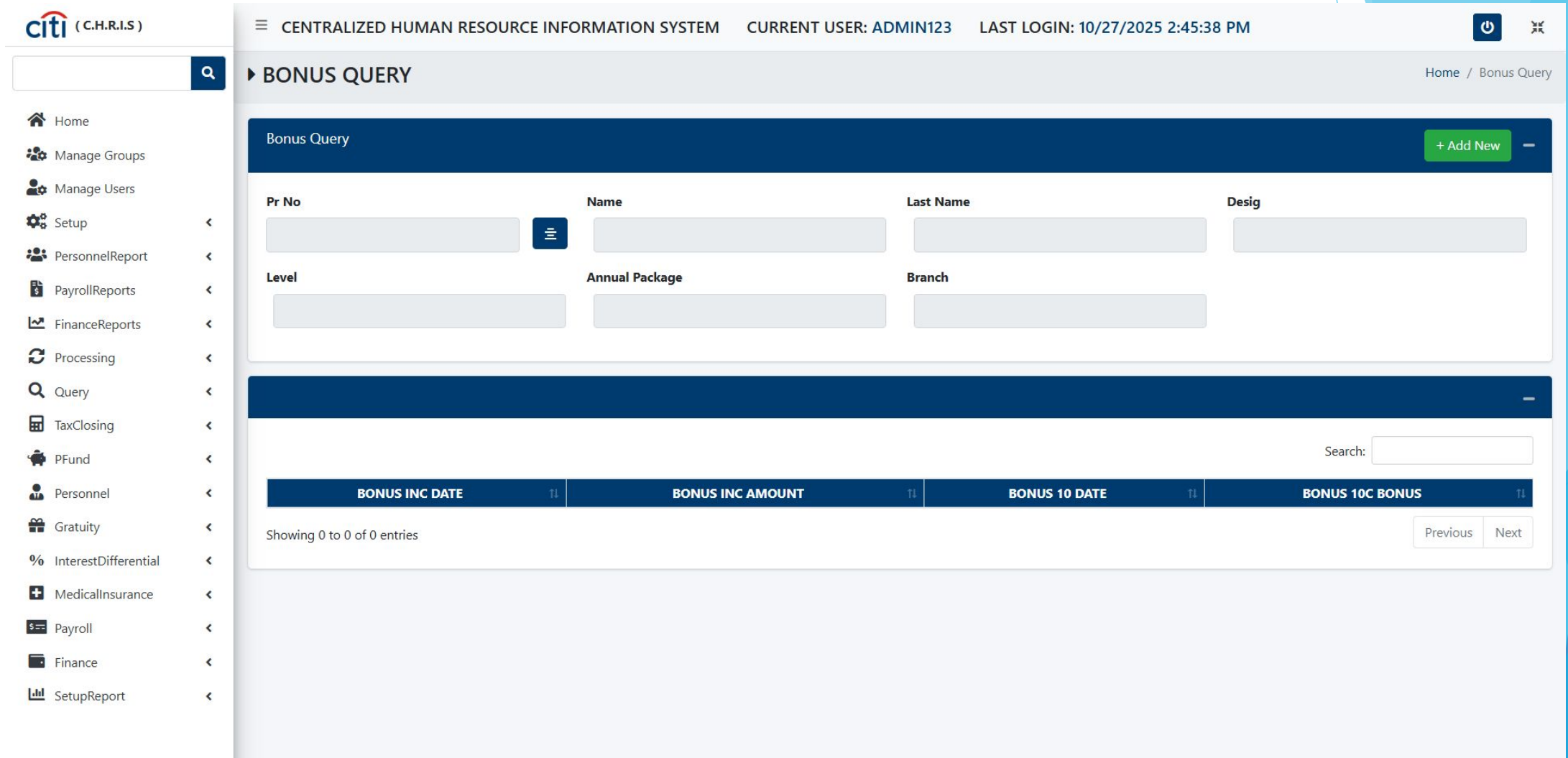
DATE OF BIRTH

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Bonus Query Report



Rank History Query Report

 (C.H.R.I.S)



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 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

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 RANK HISTORY QUERY

Home / Rank History Query

Rank Query

+ Add New

Pr No



Name

Desig

Level

Annual Package

Branch

YEAR

QTR

RANK

Add

Clear

Search:

YEAR

T1

QTR

T1

RANK

T1

Action

T1

Showing 0 to 0 of 0 entries

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Allowance Deduction Payroll Query Report

 (C.H.R.I.S.)

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▶ ALLOWANCE DEDUCTION PAYROLL QUERY

Home / Allowance Deduction Payroll Query

+ Add New

—

Personnel No



Search:

DATE	PFUND	BRANCH	BASIC	NET PAY
Showing 0 to 0 of 0 entries				

Previous

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Allowances

—

Search:

ALLOWANCES CODE	PAY DATE	AMOUNT	ACCOUNT
Showing 0 to 0 of 0 entries			

Previous

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Deductions

—

Search:

DEDUCTIONS CODE	PAY DATE	AMOUNT	ACCOUNT
Showing 0 to 0 of 0 entries			

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Tax Closing Node

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CURRENT USER: ADMIN123

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ANNUAL TAX PROCESSING

Home / Annual Tax Processing

Annual Tax Closing Module

Tax Year End Closing Process

Tax From

Tax To

PNo

Name

START PROCESS

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Tax Update Entry Report

C.H.R.I.S.)

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM
CURRENT USER: ADMIN123
LAST LOGIN: 10/27/2025 2:45:38 PM

Home / Tax Update Entry

▶ TAX UPDATE ENTRY

Annual Tax System Annual Tax Statement Updation

+ Clear

F_PNO	Name	Designation	Tax From
			mm/dd/yyyy
To	Level	Category	Branch
mm/dd/yyyy			
Inc TaxNo	Basic	House Rent	Conveyance
Conv Added	P Fund	10 C Bonus	Inc Bonus
Zakat	Overtime	Taxable Allow	GH Allow
Subs Loan Tax:	Sevarance Paid	Tax Asr	Taxable Income
Regular/Resig	Tax Paid	TaxPaid	Tax Refund
Education	Servent Sal	Light H Water	Slab Amount
Rebate	Remaining Amt	Fixed Tax on Slab Amt:	Tax on Remaining Amt
Surcharge	RF Unfurnished	RF Furnished	Private

Submit

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Provident Fund Entry Report

 (C.H.R.I.S)



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PROVIDENT FUND ENTRY

Home / Provident Fund Entry

+ Clear

—

P NO

Name

P Fund C/F Amount

P Fund This Year



Submit

P. NO	NAME	P.FUND C/F AMOUNT	P.FUND THIS YEAR
Pname	1766	null	null
Pname	2117	null	null
Pname	1216	null	null
Pname	1274	null	null
Pname	1385	null	null
Pname	69	null	null
Pname	237	null	null
Pname	33333	null	null
Pname	1600	null	44444.44
Pname	1743	null	null
Pname	1466	null	0
Pname	1363	null	0
Pname	1677	null	0

Tax Assessment Status Report



 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM



► TAX ASSESSMENT STATUS

[Home](#) / [Tax Assessment Status](#)

PAYROLL SYSTEM TAX ASSESSMENT STATUS ENTRY

User	Location	Option	Date
Personnel No	First Name	Last Name	Date Of Joining
			mm/dd/yyyy
NTN No	NTN Certificate Received [Y]es Or [N]o	NTN Card Received [Y]es Or [N]o	
INCOME YEAR	ASS ORDER INCOME TAX	ASS ORDER WEALTH TAX	

Submit

Search:

INCOME YEAR	ASS. ORDER INCOME TAX	ASS. ORDER WEALTH TAX	ACTION
-------------	-----------------------	-----------------------	--------

Showing 0 to 0 of 0 entries

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CURRENT USER: ADMIN123

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DEDUCTION LETTER REPORT

Home / Deduction Letter Report

Report Parameters

ENTER FROM NAME

ASAD ALI

DESIGNATION

RESIDENCE VICE PRESIDENT

START PERSONNEL NO

1

END PERSONNEL NO

1000

DATE

11/13/2025

Enter Valid Branch

ALL

Fn From Date

mm/dd/yyyy

Fn To Date

mm/dd/yyyy

Run

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Provident Fund Deduction Letter Report

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PROVIDENT FUND DEDUCTION LETTER

Home / Provident Fund Deduction Letter

Report Parameters

FROM PERSONNEL NO

1

TO PERSONNEL NO

1000

SIGNEE

ASAD ALI

DESIGNATION

RESIDENCE VICE PRESIDENT

DATE

11/13/2025

ENTER BRANCH

ALL

Hr

HUMAN RESOURCES

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Income/Wealth Assessment Status Report

 (C.H.R.I.S)



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INCOME / WEALTH ASSESSMENT STATUS

Home / Income Tax Assessment

Report Parameters

Enter Valid Branch

Year

Finalized(YES / NO / N/A) ?

Run

ALL

2024

YES

Wealth Tax Assessment Report



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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM



WEALTH TAX ASSESSMENT

Home / Wealth Tax Assessment

Report Parameters

Enter Valid Branch

ALL

Year

2000

Finalized(YES / NO / N/A) ?

NO

Run

NTN Certification Report

 (C.H.R.I.S)



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▶ NTN CERTIFICATION

Home / NTN Certification

Report Parameters

Enter Valid Branch

ALL

Year

2021

NTN Cert Received (Y/N) ?

Y / N

Run

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NTN Card Status Report

 (C.H.R.I.S.)



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Home / NTN Cards Status

NTN CARDS STATUS

Report Parameters

Enter Valid Branch

Year

NTN Card Recieved (Y/N) ?

Run

ALL

2024

Y/N

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Income Tax Assessment Status Report

 (C.H.R.I.S)



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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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▶ INCOME TAX ASSESSMENT STATUS

Home / Income Tax Assessment Status

Report Parameters

Enter Valid Branch

Year

Finalized(YES / NO / N/A) ?

Run

Salary Certificate Report



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SALARY CERTIFICATE

Home / Salary Certificate

Report Parameters

BRANCH CODE OR ALL

PERSONNEL NO FROM OR ALL

PERSONNEL NO TO OR ALL

SIGNEE

ALL

1

1000

Admin123

DESIGNATION

DATE

Designation

11/13/2025

Run

139 Tax Statement Report

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139 TAX STATEMENT

Home / 139 Tax Statement

Report Parameters

Enter Valid Branch	DATE	SIGNEE	DESIGNATION
KHI	11/13/2025	ASAD ALI	RESIDENT VICE PRESIDENT

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Provident Fund Node

Provident Fund Interest Entry Report

 (C.H.R.I.S.)

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

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⌵

Home / PF Interest Entry

PF INTEREST ENTRY

Provident Fund Module PF Interest Entry

+Add New

Year

Interest Rate %

Resinges Interest Rate %

Submit

Search:

YEAR	INTEREST RATE %	RESINGES INTEREST RATE %	ACTION
2023	12.45	12.45	Edit X
2021	12.45	12.45	Edit X
2020	12.45	12.45	Edit X
2019	14.8	13.8	Edit X
2018	8.402	6.902	Edit X
2017	9.933	8.433	Edit X
2016	13.221	11.721	Edit X
2015	12.517	8	Edit X

Provident Fund Entry Report

 (C.H.R.I.S.)

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PF ENTRY

Home / PF Entry

Provident Fund Module PF Entry

Personnel No



Name



P Fund Year



Employee Cont

Bank Cont

Acc Interest

Premium Amount

Submit

Provident Fund Module Query Report

Centralized Human Resource Information System

Current User: ADMIN123

Last Login: 10/27/2025 2:45:38 PM

PF QUERY

PF Fund Summary

Calculate

PF QUERY

PF Fund Summary

Calculate

PF Fund Summary

Calculate

Monthly Provident Fund Update Report

 (C.H.R.I.S.)



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MONTHLY PF UPDATE

Home / Monthly PF Update

Report Parameters

Payroll Date

11/13/2025



Or NULL (ALL):

Personnel No

Process Start

Provident Fund Contribution Update Report

 (C.H.R.I.S.)

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PF CONTRIBUTION UPDATE

Home / PF Contribution Update

Report Parameters

+Add New

Personal No

Name

Year

Date

Employee Contribution

Arear

Flag

mm/dd/yyyy

Submit

Search:

DATE	EMPLOYEE CONTRIBUTION	AREAR	FLAG	ACTION
Showing 0 to 0 of 0 entries				

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Personnel Node

Year End Closing Process Report

 (C.H.R.I.S.)



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▶ YEAR END CLOSING PROCESS

Home / Year End Closing Process

PROVIDENT FUND MODULE Year End P.Fund Closing Process

Enter the Provident Fund Processing Year :

Run

Induividual Provident Fund Report

 (C.H.R.I.S.)



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INDIVIDUAL PROVIDENT FUND BALANCES

Home / Individual Provident Fund Balances

Report Parameters

Enter Valid Branch Or 'ALL'

Year

Run

CITI Wise Provident Fund Balances Report

 (C.H.R.I.S.)



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CITI WISE PROVIDENT FUND BALANCES

Home / Citi Wise Provident Fund Balances

Report Parameters

Enter Valid Branch

Year

Today

ALL

2024

11/13/2025



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Employees Provident Fund Letter Report

 (C.H.R.I.S)



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Home / Employees Provident Fund Letter

Report Parameters

Enter Valid Branch Or 'ALL'

DEPARTMENT OR (ALL)

Year

PERSONNEL NO FROM

PERSONNEL NO TO

Run

ALL

ALL

2021

275

275

Run

Personal Provident Fund Balance Report

 (C.H.R.I.S.)



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PERSONAL PROVIDENT FUND BALANCE

Home / Personal Provident Fund Balance

Report Parameters

Year

2024

PERSONNEL NO FROM

1

PERSONNEL NO TO

1000

Enter Valid Branch Or 'ALL'

ALL

DEPARTMENT OR (ALL)

ALL

Run

Resign I Sand Other IPFB Report



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Year

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Resign I Sand Other Settlement Report

 (C.H.R.I.S.)



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RESIGN I SAND OTHER SETTLEMENT

Home / Resign I Sand Other Settlement

Report Parameters

Year

2021

PERSONNEL NO FROM

275

ENTER BRANCH OR ALL

ALL

ENTER DEPARTMENT OR ALL

ALL

Termination Dt

11/13/2025

Trustee 1

Trustee 2

Run

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Provident Fund Contribution Report

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PROVIDENT FUND CONTRIBUTION

Home / Provident Fund Contribution

Report Parameters

Year

Enter Valid Branch Or 'ALL'

2024

KHI

Run

Regular Staff Hiring Entry Report

Home

Manage Groups

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PFund

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Gratuity

InterestDifferential

MedicalInsurance

Payroll

Finance

SetupReport

REGULAR STAFF HIRING ENT

Home / Regular Staff Hiring Ent

Personnel System

Previous Employment History

Personnel Information

Education Information

AddUpdateDeleteView

Personnel No

Branch

Location

First Name

Last Name

Report To

Name

Designation Code

Level

SOEID

Geid No

Functional Title

FT/PT

Joining Date

Confirmation

Annual Package(Rs)

National Tax No

Account No

Cost Code

Bank ID Card Issued [Y/N]

ID Card Issue Date

ID Card Expiry Date

Taxable Income

Tax Paid

Email

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Contract Staff Hiring ENT Report



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CONTRACT STAFF HIRING ENT

Home / Contract Staff Hiring Ent

PERSONNEL SYSTEM CONTRACTUALS ENTRY

Add

Update

Delete

View

Personnel No

Branch

First Name

Last Name

Designation

Contractor

From / To

Address

Phone

Date Of Birth

Marital

Sex

NID Card No

Monthly Salary

Submit

SEGMENT	DEPT	CONTRI	
			AddClear
			Search:
SEGMENT	DEPT	CONTRI %	ACTION
Showing 0 to 0 of 0 entries			
		Previous	Next

Summer Interns Hiring Report

 C.H.R.I.S

Q

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Home / Summer Interns Hiring

Personnel System SUMMER INTERNS ENTRY

+ Add New

AddUpdateDeleteView

Personnel No

Branch

First Name

Last Name

University

Class

From / To

Previous Internship (With CitiBank)

mm/dd/yyyy

mm/dd/yyyy

Recommendation To Hire

Stipend

Address

Phone

Date Of Birth

Marital Status:

Sex

NID Card No

mm/dd/yyyy

[S]Single [M]Married

[M]Male [F]Female

Submit

SEGMENT

DEPT

CONTRI

AddClear

Search:

SEGMENT

DEPT

CONTRI %

ACTION

Showing 0 to 0 of 0 entries

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Confirmation Entry Report



(C.H.R.I.S.)

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM



CONFIRMATION ENTRY

Home / Confirmation Entry

PERSONNEL SYSTEM CONFIRMATIONS

+ Add New

Personnel No

Name

Confirmation Due

mm/dd/yyyy

Confirmed (Y/N)

Confirmation Date

mm/dd/yyyy

Expected Date

mm/dd/yyyy

Submit

Search:

PERSONNEL NO

NAME

CONFIRMATION DUE

CONFIRMED (Y/N)

CONFIRMATION DATE

EXPECTED DATE

ACTION

Showing 0 to 0 of 0 entries

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

Home / Termination Entry

TERMINATION ENTRY

Personnel System TERMINATIONS

+ Add New

Add

Update

Delete

View

Personnel No

Name

Termination Type

Enter [T]ermination,[R]esignation,[S]

Termination Date

mm/dd/yyyy

Reasons Of Leaving

Resignation Received Y/N

Enter [Y] or [N]

Approval Of Resignation Y/N

Enter [Y] or [N]

Exit Interview Done Y/N

Enter [Y] or [N]

ID Card Returned Y/N

Enter [Y] or [N]

Notice Of Staff Change Y/N

Enter [Y] or [N]

Power Of Attorney Cancel Y/N

Enter [Y] or [N]

Delete from Micro/Prime Y/N

Enter [Y] or [N]

Final Settlement Report Y/N

Enter [Y] or [N]

Submit

Increment Officers Report

 (C.H.R.I.S.)



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CURRENT USER: ADMIN123

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INCREMENT OFFICERS

Home / Increment Officers

PERSONNEL SYSTEM INCREMENTS / PROMOTIONS (OFFICERS STAFF)

+ Add New

AddUpdateDeleteView

Personnel No

ASR

Desig

Level

Name

Increment Type

Effective from

Ranking & Ranking Date(Before Effective)

Increment Amount

Increment %

New Annual Package

Last Appraisal

Next Appraisal

Remarks

Previous Package

Submit

Increment Promotion Cleric Report

 (C.H.R.I.S.)

Q

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CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

Home / Increment Promot Cleric

PERSONNEL SYSTEM INCREMENTS / PROMOTIONS (CLERICAL STAFF)

+ Add New

ADDVIEWMODIFYDELETE

Personnel No

ASR

Desig

Level

Name

Increment Type

Effective from

Ranking & Ranking Date(smaller than Effec Date)

mm/dd/yyyy

No Of Increments

Increment Amount

Stepping Amount

No Of Months

Last Appraisal

New Annual Package

Next Appraisal

Remarks

mm/dd/yyyy

mm/dd/yyyy

Previous ASR

Monthly Basic

Submit

Submit

[Home](#) / [Segmt Or Dept Trans](#)

+ Add New

Previous Next

Fast OR IS Transfer Report

 (C.H.R.I.S.)

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ContractStaffHiringEnt...

SumInernsHiring

ConfirmationEntry

TerminationEntry

IncrementOfficers

IncremPromotCleric

SegmtOrDeptTrans

FastOrISTransfer

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM



FAST OR IS TRANSFER

Home / Fast Or IS Transfer

PERSONNEL SYSTEM FAST TO IS

Authorize + Add New

ADD

VIEW

MODIFY

DELETE

1 Personnel No

2 Name

3 Designation

4 Level

5 Functional

6 Transfer Type

Title

Transfer Country

Transfer City

Designation

Level

Department

Current Annual Package

New Annual Package

ASR Currency Type

Effective Date

Regret/Non Regret

Voluntary/Non Voluntary

Remarks

Submit

Delete

Branch Manager Transfer Report

Centralized Human Resource Information System

Current User: ADMIN123 Last Login: 10/27/2025 2:45:38 PM

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SetupReport

PERSONNEL SYSTEM BRANCH TO BRANCH

+ Add New

Add

Update

Delete

View

Personnel No

Functional Title

Name

Title

Designation

Branch

Level

Transfer Type

Transfer Information

New Branch

Effective Date

Forlough City

Remarks

Functional Title

Submit

SEGMENT

DEPT

CONTRI

Add

Clear

Search:

SEGMENT	DEPT	CONTRI %	ACTION
Showing 0 to 0 of 0 entries			

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Next

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Fast OR IS Conversion Report

 (C.H.R.I.S)



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CURRENT USER: ADMIN123

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FAST OR IS CONVERSION

Home / Fast Or IS Conversion

PERSONNEL SYSTEM FAST TO IS

ADD

VIEW

MODIFY

DELETE

1 Personnel No

2 Name

3 Designation

4 Level



5 Functional

6 Transfer Type

Title

Transfer Information

Country

City

Designation

Department

Conversion Date

Furlough City

Remarks

Level

Current Annual Package

IS Co-ordinate

Submit

Delete

Actual Leave Entry Report

 (C.H.R.I.S.)

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Power icon

Fullscreen icon

Home / Actual Leave Entry

Personnel System (L E A V E S)

ADD

VIEW

MODIFY

DELETE

Personnel No / Name

Leave Type

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Joining Date

mm/dd/yyyy

Total Days

Medical Certificate [Y/N]

Approved By Head [Y/N]

Remarks

LEAVES STATUS

PL Availed

CL Availed

SL Availed

ML Availed

PL Balance

CL Balance

SL Balance

ML Balance

Carry Forward

Mandatory Availed [Y/N]

PL Advance

SL Half

Submit

Delete

Leaves Carried Forward Report

 (C.H.R.I.S)



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+ MedicalInsurance

\$ Payroll

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Home / Leaves Carry Forward

LEAVES CARRY FORWARD

LEAVES APPROVALS

Search:

PERSONNEL NO	NAME	PREV YEAR PL BALANCE	CARRY FORWARD (Y/N)	NO OF LEAVES	APPTOVED (Y/N)	ACTION
Showing 0 to 0 of 0 entries						

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Leaves Schedule Entry Report

 (C.H.R.I.S)

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⏻

⌵

▶ LEAVES SCHEDULE ENTRY

Home / Leaves Schedule Entry

LEAVES SCHEDUL

+ Add New

P No

⌵

Name

PI Bal

JAN 1

2

3

4

FEB 1

2

3

4

MAR 1

2

3

4

APR 1

2

3

4

MAY 1

2

3

4

JUN 1

2

3

4

JUL 1

2

3

4

AUG 1

2

3

4

SEP 1

2

3

4

OCT 1

2

3

4

NOV 1

2

3

4

DEC 1

2

3

4

Submit

Delete



► RE-HIRING

[+ Add New](#)

NAME

CONFIRMATION DATE

mm/dd/yyyy

Delete

PERSONNEL NO NEW	PERSONNEL NO OLD	NAME	RE-HIRE DATE	CONFIRMATION DATE
1460	1191	1460 first name lst name	1993-02-01	1993-05-01
1572	1473	1572 first name lst name	1994-10-01	1995-01-01
1575	1523	1575 first name lst name	1994-11-16	1995-02-16
1576	1549	1576 first name lst name	1994-11-17	1995-02-17
1609	1480	1609 first name lst name	1995-01-01	1995-04-01
1691	1476	1691 first name lst name	1995-08-01	1979-08-01
1878	1602	1878 first name lst name	1996-10-21	1997-01-21
2080	2044	2080 first name lst name	1999-12-01	2000-06-01
2115	1912	2115 first name lst name	2000-03-15	2000-03-15
2188	1688	2188 first name lst name	2000-10-02	2001-01-02
2205	1654	2205 first name lst name	2001-01-01	2001-04-01

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[Home](#) / [Shadow Salary](#)

Termination SETT Hold RReport

 (C.H.R.I.S)



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Home / Termination Sett Hold

TERMINATION SETT HOLD

Hold / Regular Entry

+ Add New

Personnel No

Name



Designation

Level

Category

Branch

Termination Dt



Remarks

Flag

Submit

Delete

SEARCH

SEGMENT	DEPT	CONTRIB
Showing 0 to 0 of 0 entries		

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GEID Entry Report

 (C.H.R.I.S.)



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Home / GEID Entry

GEID ENTRY

GEID Entry Form

Add

Modify

View

Personnel No

Count Pay Loc

Gei Date

mm/dd/yyyy

First Name

Geid No

Middle Name

Date Of Birth

mm/dd/yyyy

Last Name

Rec Type

Save

Delete

Rank Entry Report



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≡ CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM



► RANK ENTRY

[Home](#) / [Rank Entry](#)

Personnel No	Name	Desig	Level
Joining Date	Grade In Since	Branch	
mm/dd/yyyy			
Year	Qtr	Rank	
YYYY	0 To 9		
Submit			

YEAR	QTR	RANK
------	-----	------

One Pager Personal Entry Report

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ONE PAGER PERSONAL ENTRY

Home / One Pager Personal Entry

Save

Personnel No

First Name

Last Name

GEID

Functional Title

Repto No

Salary Account #

Confirmation Date

Religion

National Tax No

Joining Date

Designation

Current Business

Current Group

Level

Current Department

Date of Birth

Place Of Birth

Nationality

Current Phone

Curr Res Add

Permanent Residence Phone #

Permanent Residence Address

Mobile No

ID Card No

Language

Father's Name

Mother's Name

Marital Status

Date of Marriage

Spouse Name

Spouse Date of Birth

No of Children

CHILDREN NAME

DATE OF BIRTH

SEX

Save

CHILDREN NAME

DATE OF BIRTH

SEX

Gratuity Node

History Updating Process Report

 C.H.R.I.S



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 HISTORY UPDATING PROCESS

Home / History Updating Process

Gratuity Module Gratuity History Update Process

+ Clear

—

Enter [Y]es / [N]o to start process

Start Process

Gratuity Reserves Reports

 (C.H.R.I.S.)



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CURRENT USER: ADMIN123

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Home / Gratuity Reserves Reports

GRATUITY RESERVES REPORTS

Enter Personnel No

Run

ADD:

Leave Encashment In Days

Unpaid Salary No # Days

Allowances Payment

BAF loan subsidy

Deferred Cash

Incentive Award

Other Payments 1

Other Payments 2

PF Reversal on Own Contribution (Days)

Maker

Checker

ZAKAT DECLARATION

☒

LESS:

Citi Outstanding Loan

Advance Settlement Paid Adjustment

Outstanding Balance of Loan

Allowances Reversal

Salary Reversal (Days)

PF Reversal on own Contribution (Days)

BAF House Loan Deduct

BAF Car Loan Deduction

Outstanding 0% Vehicle Loan

Income Tax deduct on Salary and Leave Encashment

Other Deductions

Individual Gratuity Reports

 (C.H.R.I.S.)

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INDIVIDUAL GRATUITY REPORTS

Home / Individual Gratuity Reports

Enter values for the parameters

Enter From Personnel No

Enter To Personnel No

Enter Branch or [ALL]

Enter Segment Code or [ALL]

DEPARTMENT CODE OR [ALL]

1

999999

ALL

ALL

ALL

Run

Gratuity Liability Report

 (C.H.R.I.S.)



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GRATUITY LIABILITY REPORT

Home / Gratuity Liability Report

Enter values for the parameters

Destination Type

--Select--

My

mm/dd/yyyy

Today

mm/dd/yyyy

Destination Name

Destination Format

Number Of Copies

Enter Valid Year [YYYY]

Enter Branch or [ALL]

Enter Segment Code or [ALL]

ENTER [C]TT, [O]FFICERS, [ALL]

Run

Resigns and other Gratuity Report

-  Home
-  Manage Groups
-  Manage Users
-  Setup <
-  PersonnelReport <
-  PayrollReports <
-  FinanceReports <
-  Processing <
-  Query <
-  TaxClosing <
-  PFund <
-  Personnel <
-  Gratuity <
-  % InterestDifferential <
-  + MedicalInsurance <
-  \$ Payroll <
-  Finance <
-  SetupReport <

► RESINGES IS AND OTHER GRATUITY

Home / Resinges IS And Other Gratuity

Enter values for the parameters

Today mm/dd/yyyy 	Destination Type --Select--	Destination Name 	Destination Format
Number Of Copies 	Enter Valid Year [YYYY] 	Enter From Personnel No 	Enter To Personnel No
Enter Branch or [ALL] 	Enter Segment Code or [ALL] 		
Run			

Actual Gratuuity Report



≡ CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM



► ACTUAL GRATUITY REPORT

[Home](#) / [Actual Gratuuity Report](#)

Enter values for the parameters

Today

mm/dd/yyyy



Destination Type

```
--Select--
```



Destination Name

Destination Format

Number Of Copies

Enter Valid Year [YYYY]

Enter From Personnel No

Enter To Personnel No

Enter Segment or [ALL]

Enter Branch or [ALL]

Run

Gratuity Liability for the Year

 (C.H.R.I.S.)



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Home / Gratuity Liability For The Year

GRATUITY LIABILITY FOR THE YEAR

Enter values for the parameters

Destination Type

--Select--

My

mm/dd/yyyy



Today

mm/dd/yyyy



Destination Name

Destination Format

Number Of Copies

Enter Valid Year [YYYY]

Enter Branch or [ALL]

Enter Segment Code or [ALL]

ENTER [C]TT, [O]FFICERS, [ALL]

Run

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Interest Differential Node

Country Code

Citi (CHRLS)

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COUNTRY CODE

Country Code Entry(Maintenance)

+ Add New

Country Code

Country Name

Debit A/c #

CitiMail(Y/N)

Record Status [C] Close

Submit

ID	COUNTRY CODE	COUNTRY DESC	COUNTRY AC	CITIMAIL	MAKER NAME	MAKER DATE	MAKER TIME	MAKER LOC	MAKER TERM	AUTH NAME	AUTH DATE	AUTH TIME	AUTH LOC	AUTH TERM	AUTH FLAG	STATUS	ACTION
1	KYV	KENYA	4400132025	Y	PR_MAKER_NAME		1157			PR_AUTH_NAME							Edit Delete
2	AUS	AUSTRALIA	36058247	N	PR_MAKER_NAME	5/22/2003 12:00:00 AM	1559			PR_AUTH_NAME	6/12/2003 12:00:00 AM	130953			A	C	Edit Delete
3	SAR	SAUDI ARABIA	36006252	N	PR_MAKER_NAME	3/24/1999 12:00:00 AM	1846			PR_AUTH_NAME	3/24/1999 12:00:00 AM	184642			A		Edit Delete
4	THA	THAILAND	10980444	N	PR_MAKER_NAME	7/27/2010 12:00:00 AM	1312			PR_AUTH_NAME	8/25/2010 12:00:00 AM	111342			A		Edit Delete
5	SG	SINGAPORE	36072698	N	PR_MAKER_NAME	6/10/1999 12:00:00 AM	1557			PR_AUTH_NAME	6/10/1999 12:00:00 AM	155749			A		Edit Delete
6	TRK	TURKEY	10999727	N	PR_MAKER_NAME	11/27/2002 12:00:00 AM	1004			PR_AUTH_NAME	11/27/2002 12:00:00 AM	100509			A		Edit Delete
7	TZN	TANZANIA	36111351	N	PR_MAKER_NAME	6/10/1999 12:00:00 AM	1611			PR_AUTH_NAME	6/10/1999 12:00:00 AM	161157			A		Edit Delete
8	BAH	BAHRAIN	10996665	N	PR_MAKER_NAME		1031			PR_AUTH_NAME	5/25/2004 12:00:00 AM	110801			A		Edit Delete
9	SRI	SRILANKA	4400132025	Y	PR_MAKER_NAME	3/27/2001 12:00:00 AM	1058			PR_AUTH_NAME	3/27/2001 12:00:00 AM	105858			A		Edit Delete
10	UK	UK	4400132025	Y	PR_MAKER_NAME	12/26/2007 12:00:00 AM	1207			PR_AUTH_NAME			KHI				Edit Delete

Showing 1 to 10 of 42 entries

Previous 1 2 3 4 5 Next

Country Code Authorization

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Country Code Authorization

Home / Country Code Authorization

Interest Differential Country Code Entry (Authorization)

Country Code

Country Name

Debit A/c #

CitiMail(Y/N)

Record Status [C] Close

Auth Flag [A] Authorized Record

Maker Name

Maker Date

Maker Time

Submit

Search:

ID	COUNTRY_CODE	COUNTRY_DESC	COUNTRY_AC	CITIMAIL	STATUS	AUTH_FLAG	MAKER_NAME	MAKER_DATE	MAKER_TIME	ACTION
Showing 0 to 0 of 0 entries										

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LS Other Company

CHRLS

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LS OTHER ENTRY

Home / LS Other Entry

Interest Differential I.S / Others Entry (Maintenance)

+ Clear

Personnel No

Name

Segment

Country Code

Country Desc

Rental Guarantee

Record Status [C] Close

Closed Record

Reopen Record

Submit

ID

PR_P_NO

Name

COUNTRY_CODE

Country_Desc

SEGMENT

RENTAL_GUARANT

MAKER_NAME

MAKER_DATE

MAKER_TIME

MAKER_LOC

MAKER_TERM

AUTH_NAME

AUTH_DATE

AUTH_TIME

AUTH_LOC

AUTH_TERM

AUTH_FLAG

STATUS

ACTION

1

2177

2177 first name list name

EGY

EGYPT

GF

fn maker name

1/28/2008 12:00:00 AM

162108

fn auth name

Edit

Delete

2

fn maker name

12/26/2007 12:00:00 AM

1054

fn auth name

Edit

Delete

3

2078

2078 first name list name

OTH

OTHER

GF

0.00

fn maker name

12/26/2007 12:00:00 AM

120414

fn auth name

Edit

Delete

4

313

313 first name list name

EGY

EGYPT

GF

fn maker name

2/28/2009 12:00:00 AM

111034

fn auth name

Edit

Delete

5

264

264 first name list name

HKG

HONG KONG

GF

fn maker name

7/29/2002 12:00:00 AM

1947

fn auth name

7/29/2002 12:00:00 AM

194832

A

C

Edit

Delete

6

1708

1708 first name list name

UAE

UAE

GF

fn maker name

8/30/2000 12:00:00 AM

123144

fn auth name

8/30/2000 12:00:00 AM

123903

A

Edit

Delete

7

72

72 first name list name

NIG

NIGERIA

GF

fn maker name

6/15/2005 12:00:00 AM

1220

fn auth name

6/15/2005 12:00:00 AM

122034

A

C

Edit

Delete

8

1981

1981 first name list name

UK

UK

GCB

fn maker name

8/30/2000 12:00:00 AM

123521

fn auth name

8/30/2000 12:00:00 AM

123923

A

Edit

Delete

9

1543

1543 first name list name

BAH

BAHRAIN

GF

fn maker name

1049

fn auth name

8/30/2004 12:00:00 AM

125250

A

C

Edit

Delete

10

1748

1748 first name list name

UAE

UAE

GCB

0.00

fn maker name

11/26/2005 12:00:00 AM

1132

fn auth name

8/25/2007 12:00:00 AM

121508

A

C

Edit

Delete

Showing 1 to 10 of 90 entries

Previous

1

2

3

4

5

...

9

Next

Q

 [Home](#) / [LS Other Authorization](#)

+ Clear

ID	PR_P_NO	Name	COUNTRY_CODE	Country_Desc	SEGMENT	RENTAL_GUARANT	MAKER_NAME	MAKER_DATE	MAKER_TIME	MAKER_LOC	MAKER_TERM	AUTH_NAME	AUTH_DATE	AUTH_TIME	AUTH_LOC	AUTH_TERM	AUTH_FLAG	STATUS	ACTION
----	---------	------	--------------	--------------	---------	----------------	------------	------------	------------	-----------	------------	-----------	-----------	-----------	----------	-----------	-----------	--------	--------

ID	PR_P_NO	Name	COUNTRY_CODE	Country_Desc	SEGMENT	RENTAL_GUARANT	MAKER_NAME	MAKER_DATE	MAKER_TIME	MAKER_LOC	MAKER_TERM	AUTH_NAME	AUTH_DATE	AUTH_TIME	AUTH_LOC	AUTH_TERM	AUTH_FLAG	STATUS	ACTION
----	---------	------	--------------	--------------	---------	----------------	------------	------------	------------	-----------	------------	-----------	-----------	-----------	----------	-----------	-----------	--------	--------

Dollar Rate Authorization Report

Citi

(C.H.R.I.S.)

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

DOLLAR RATE AUTHORIZATION

Interest Differential U.S. \$ Rate Entry (Authorization)

+ Clear

Input Date

Transaction Date

US \$ Rate

Record Status [C] Close

Auth Flag [A] Authorized Record

Maker Name

Maker Date

Maker Time

Authorize/Un-Authorize

Submit

ID	DATE	TRN_DATE	RATE	MAKER_NAME	MAKER_DATE	MAKER_TIME	MAKER_LOC	MAKER_TERM	AUTH_NAME	AUTH_DATE	AUTH_TIME	AUTH_LOC	AUTH_TERM	AUTH_FLAG	STATUS	ACTION
----	------	----------	------	------------	------------	------------	-----------	------------	-----------	-----------	-----------	----------	-----------	-----------	--------	--------

FNREP 31

 (C.H.R.I.S)



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 PersonnelReport <

 PayrollReports <

 FinanceReports <

 Processing <

 Query <

 TaxClosing <

 PFund <

 Personnel <

 Gratuity <

 % InterestDifferential <

 + MedicalInsurance <

 \$ Payroll <

 Finance <

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 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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▶ FNREP31

Home / FNREP31

Enter values for the parameters

Enter Segment or [ALL]

Enter From Date

Enter To Date

GF

11/13/2025

11/13/2025

Run

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Interest Differential Process Report

 (C.H.R.I.S.)



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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM



INTEREST DIFFERENTIAL PROCESS

Home / Interest Differential Process

Enter values for the parameters

+ Clear

Enter From Date

DELETE CRITERIA

Enter To Date

DELETE CRITERIA

Enter Personnel # Or Null for All :

Enter Rate

Start Process

FNREP 32



Q

- Home
- Manage Groups
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- % InterestDifferential <
- + MedicalInsurance <
- Payroll <
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▶ FNREP32

Home / FNREP32

Enter values for the parameters

Enter From Date

11/13/2025

Enter To Date

11/13/2025

C Citimail

Y

Run

Medical Insurance Node

Enrollment Letter

 (C.H.R.I.S.)



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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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ENROLLMENT LETTER

Home / ENROLLMENT LETTER

LIFE INSURANCE ENROLLMENT ENTRY

+ Add New

Enter Personnel No

Submit

S NO	NAME	DATE OF JOINING	IENROLLED[Y/N]
------	------	-----------------	----------------

 (C.H.R.I.S)

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM



[Home](#) / [ENROLLMENT ENTRY GHIDE01](#)

+ Add New

Submit

S NO	NAME	DATE OF JOINING	ENROLLED[Y/N]
------	------	-----------------	---------------

- Home
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Premium Information GHIDE 02



Q

- Home

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Gratuity

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MedicalInsurance

Payroll

Finance

SetupReport
- <

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▶ PREMIUM INFO GHIDE02

Home / Premium Info GHIDE02

GROUP HOSPITALIZATION PREMIUM INFORMATION

+ Add New

Policy No

[C]lerical / [O]fficer

Payment Date

mm/dd/yyyy

Premium Amount

Bill No

MC No

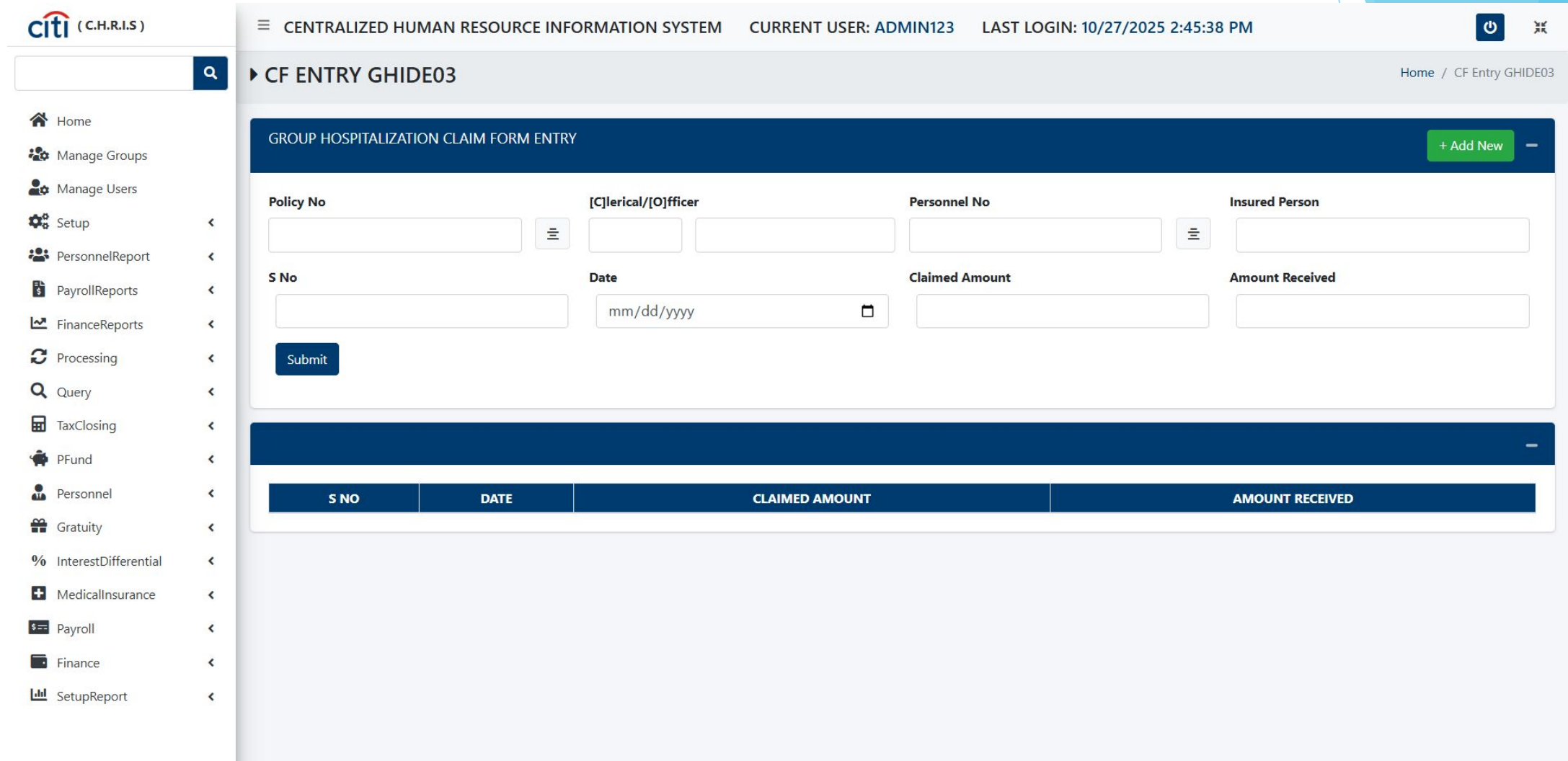
Subject

Submit

Delete

PRE_POLICY	PRE_PAYMENT_DATE	PRE_PREMIUM_AMT	PRE_BILL_NO	PRE_MC_NO	PRE_SUBJECT
05/P/023/010721/08/95	1995-07-30	26553	1	127425	Renewal of Group Hospitalization Policy

CF Entry GHIDE 03



Premium Information OMIDE 02

Citi

(C.H.R.I.S)

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Finance

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PREMIUM INFO OMIDE02

Home / Premium Info OMIDE02

OUT PATIENT MEDICAL PREMIUM INFORMATION

+ Add New

Policy No

[C]lerical / [O]fficer

Payment Date

mm/dd/yyyy

Premium Amount

Bill No

MC No

Subject

Submit

Delete

PRE_POLICY	PRE_PAYMENT_DATE	PRE_PREMIUM_AMT	PRE_BILL_NO	PRE_MC_NO	PRE_SUBJECT
05/P/023/010721/08/95	1995-07-30	26553	1	127425	Renewal of Group Hospitalization Policy

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CF Entry OMIDE 03

Citi

(C.H.R.I.S)

Centralized Human Resource Information System

Current User: ADMIN123

Last Login: 10/27/2025 2:45:38 PM

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CF ENTRY OMIDE03

Home / CF Entry OIIDE03

OUT PATIENT MEDICAL CLAIM FORM ENTRY

+ Add New

Personnel No

Name

Branch

Total Claims

Claim For The Month Of

/

Total OMI Limit

Total Amt Claimed/Recv

Outstanding Balance

OMI Limit:

Self

Spouse

Childern

Balance:

Self

Spouse

Childern

S No

Bill Date

Patient's Name

Relation

Amount

Submit

SEG

DEPT

CONTB

S NO

BILL DATE

PATIENT'S NAME

RELATION

AMOUNT

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 SetupReport

P NO	NAME	CLAIMED AMOUNT	AMOUNT RECEIVED
------	------	----------------	-----------------

Per Claim QR



- Home
- Manage Groups
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≡ CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM



► PER CLAIM QR

[Home](#) / [Per Claim Qr](#)

OUT PATIENT MEDICAL OMI CLAIM QUERY

List  + Add New 

Personnel No	Name	Branch
Total OMI Limit	Total Amt Claimed/Recv	Outstanding Balance
Self	Spouse	Children
Self	Spouse	Children

START PROCESS

SEG	DEPT	CONTR
-----	------	-------

MONTH	YEAR	BILL DATE	PATIENT NAME	RELATION	CLAIM AMOUNT	RECEV
-------	------	-----------	--------------	----------	--------------	-------

OMI LIM Calculation

 (C.H.R.I.S)



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 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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OMI LIM CALC

Home / OMI Lim Calc

GROUP HOSPITALIZATION PROCESS

Enter Month / Year

Run

GLINS REP





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-  Personnel <
-  Gratuity <
-  % InterestDifferential <
-  + MedicalInsurance <
-  \$ Payroll <
-  Finance <
-  SetupReport <

Report Parameters

Run Date	Branch	Segment	[C] = Clerks [O] = Officers
11/13/2025 	KHI	GF	O

Run

ENR LET REP G

 (C.H.R.I.S)



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 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

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ENR LET REP G

Home / Enr Let Rep G

Report Parameters

Branch

KHI

Enter Segment

GF

From

11/13/2025



To

11/13/2025



Name

Asad Ali

Designation

Resident Vice President

Run

ENR Status

 (C.H.R.I.S.)



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 + MedicalInsurance <

 \$== Payroll <

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM





▶ ENR STATUS

Home / Enr Status

Report Parameters

Branch

Enter GF/GCB

[C] = Clerks [O] = Officers

Run

GRP HOSP REP

 (C.H.R.I.S.)

Q

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 % InterestDifferential <

 + MedicalInsurance <

 \$ Payroll <

 Finance <

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☰

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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Home / Grp Hosp Rep

GRP HOSP REP

Report Parameters

Run Date

Branch

Segment

[C] = Clerks [O] = Officers

11/13/2025

KHI

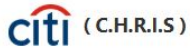
GF

O

Run

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ENR Letter Rep



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≡ CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM



► ENR LETTER REP

[Home](#) / [Enr Letter Rep](#)

Report Parameters

W Date

11/13/2025

[C] = Clerks [O] = Officers

O

Enter Segment

GF

Enter Type Of Letter

A

Signature

Asad Ali

Designation

Assistant Manager

Department

Human Resources Department

From/Blank For Not Enrolled

11/13/2025

To/Blank For Not Enrolled

11/13/2025

Run

ENR STS REP G

 (C.H.R.I.S.)



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 Personnel <

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 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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ENR STS REP G

Home / Enr Sts Rep G

Report Parameters

Branch

Segment

[C] = Clerks [O] = Officers

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ENR STS REP G

 (C.H.R.I.S.)



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ENR STS REP G

Home / Enr Sts Rep G

Report Parameters

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11/13/2025



Branch

KHI

Segment

GF

[C] = Clerks [O] = Officers

O

Run

ENR Letter Rep

 (C.H.R.I.S.)



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ENR LETTER REP

Home / Enr Letter Rep

Report Parameters

W Date

11/13/2025



[C] = Clerks [O] = Officers

O

Enter Segment

GF

Enter Type Of Letter

A

Signature

Asad Ali

Designation

Assistant Manager

Department

Human Resources Department

From/Blank For Not Enrolled

11/13/2025



To/Blank For Not Enrolled

11/13/2025



Run

Out PAT Medi

 (C.H.R.I.S.)



Home

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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OUT PAT MEDI

Home / Out Pat Medi

Report Parameters

Branch

Segment

[C] = Clerks [O] = Officers

Run

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Claim Report

 (C.H.R.I.S)



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CLAIM REPORT

Home / Claim Report

Report Parameters

Valid Branch Or ALL

Enter GF or GCB

Claim For The Month

Claim For The Year

KHI

GF

01

1990

Run

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ENR LETG 2



Q

- Home
- Manage Groups
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- Setup
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- TaxClosing
- PFund
- Personnel
- Gratuity
- % InterestDifferential
- MedicalInsurance
- Payroll
- Finance
- SetupReport

ENR LETG2

Home / Enr LetG2

Report Parameters

W Date

11/13/2025

📅

[C] = Clerks [O] = Officers

O

Enter Segment

GF

Enter Type Of Letter

A

Signature

Asad Ali

Designation

Assistant Manager

Department

Human Resources Department

From/Blank For Not Enrolled

11/13/2025

📅

To/Blank For Not Enrolled

11/13/2025

📅

Run

Year Balance Report



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- SetupReport

YEAR BALANCE REPORT

[Home](#) / [Year Balance Report](#)

Report Parameters

Enter Branch Code

KHI

Enter GF/GCB

GF

Enter Year

2001

[O]fficers/[C]lerical

O

Run

ENR Status G



- Home
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☰ CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM



ENR STATUS G

Home / Enr Status G

Report Parameters

Branch

Segment

[C] = Clerks [O] = Officers

Run

ST Medical Insurance

 (C.H.R.I.S)



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ST MED INS

Home / St Med Ins

Report Parameters

Today

FOR YEAR

11/13/2025

2001

Run

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Employee PER Information

 (C.H.R.I.S)



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EMP PER INFO

Home / Emp Per Info

Report Parameters

Valid Branch Or ALL

Segment Or [ALL]

From Personnel #

To Personnel #

Run

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DSG WIS OMI

 (C.H.R.I.S)

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

DSG WIS OMI

Home / Dsg Wis OMI

Report Parameters

Valid Branch Or ALL

KHI

Valid Segment(GF/GCB)

GF

Valid Deptt Or [ALL]

ALL

Valid Desig Or [ALL]

ALL

Valid Level Or [ALL]

ALL

OMI Year (YYYY)

1997

Run

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GLINS REP 2



Q

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- SetupReport <

Report Parameters

Run Date

11/13/2025

📅

Branch

KHI

Segment

GF

[C] = Clerks [O] = Officers

O

Run

Payroll Node

[Home](#) / [Incentive Bonus Entry](#)

+ Clear

Search: Showing 1 to 7 of 7 entries

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Zakat Entry form

 (C.H.R.I.S)



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CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM



ZAKAT ENTRY

Home / Zakat Entry

PAYROLL SYSTEM ZAKAT/ TAX REFUND ENTRY

+ Clear

—

P No



First Name

Zakat Amount

Tax Refund Amount

Refund For the Year

Submit

Delete

(C.H.R.I.S)

- Home
- Manage Groups
- Manage Users
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☰

CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

⏻

⌵

▶ SALARY ADVANCE ENTRY

Home / Salary Advance Entry

PAYROLL SYSTEM SALARY ADVANCE

+ Clear

—

Personnel No

☰

Name

Month 1

Month 2

Advance Amount

Date On Which Advance Was Taken

📅

Submit

Modify/View

Delete

LFA Entry form

-  Home
-  Manage Groups
-  Manage Users
-  Setup <
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-  Gratuity <
-  % InterestDifferential <
-  + MedicalInsurance <
-  \$== Payroll <
-  Finance <
-  SetupReport <

PAYROLL SYSTEM LEAVE FAIR ASSISTANCE

+ Clear

Personnel No

Name

Leave Balance

LFA Amount

Approved [Y/N]

Date Of Generation

Submit

View

Salary Entry Report



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▶ SALARY ENTRY

Home / Salary Entry

Union Arrears Processing

+ Clear

Start From/To

Branch

Old Meal

Old Conv

Old LFA

Old Medical

New Meal

New Conv

New LFA

New Medical

Start Processing [Y/N]

Processing Employee No

Start Process

Shift Entry form

Q

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- + MedicalInsurance <
- \$ Payroll <
- Finance <
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SHIFT ENTRY

Home / Shift Entry

+ Clear -

Enter Month

Year

User / Location

P No

VIEW

[Home](#) / [Individual Allowance Entry](#)

Allowance Details				
PERSONNEL NO	PERSONNEL NAME	ALLOWANCE AMOUNT	REMARKS	ACTION
UPDATE SELECTED				

Individual Deduction Entry form

[illegible]

 (C.H.R.I.S)

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PR 111 Serial Number form



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 CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM CURRENT USER: ADMIN123 LAST LOGIN: 10/27/2025 2:45:38 PM

▶ PR111 SERIAL NO

[Home](#) / [PR111 Serial No](#)

Employee Serial Number

+ Clear

000000

Last Generated Employee Number

0

Submit

CHRSP



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CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

Home / CHRSP

CHRSP

+ Clear

VIEW

GENERATE

PRINT

Search:

BRANCH	HEAD COUNT	AMOUNT	AMOUNT IN CHRSP

Showing 0 to 0 of 0 entries

PreviousNext

Search:

PreviousNext

Enter Value Date (YYYYMMDD)

Enter File Name With Path

mm/dd/yyyy

START

Loan Update form

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

LAST LOGIN: 10/27/2025 2:45:38 PM

Home / Loan Update

LOAN UPDATE

Submit

+ Clear

-

Loan Booking Information

-

Personnel No

Loan Type

Finance No

End Date

Availed Amt

Credit Ratio

Branch

Payment Schedule

Start Date

Extra Time

Monthly Deduction

Liquidation Flag

Monthly Installment Information

-

Date

Debit

Credit

Pay Left

O/S Balance

Loan Balance

Markup

Flag

Branch

Search:

Showing 0 to 0 of 0 entries

Previous

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 [Home](#) / [Salary Update](#)Submit

+ Clear

Arrear Update Report

Citi

(C.H.R.I.S)

Centralized Human Resource Information System

Current User: ADMIN123

Last Login: 10/27/2025 2:45:38 PM

Home / Arear Update

AREAR UPDATE

Salary Arear Updation

+ Clear

P NO

Entry Date (dd/MM-yyyy)

Salary Arear

mm/dd/yyyy

PF Arear

OT Arear

Approve [Y/N]

Submit

Delete

Search:

P NO	Entry Date	Salary Arear	PF Arear	OT Arear	Approve [Y/N]
------	------------	--------------	----------	----------	---------------

Showing 0 to 0 of 0 entries

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PR 111



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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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▶ PR111

Payroll / PR111

Employee Serial Number

+ Clear

—

1 Salary Update

2 Arear Update

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4 Employee Number Update

5 View Tax Details

6 Format 31

Finance Node

 (C.H.R.I.S)

[Home](#) / [Self Insurance Entry](#)

+ Clear —

0

Finance Type Entry

(C.H.R.I.S)

Q

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM
CURRENT USER: ADMIN123
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FINANCE TYPE ENTRY

Home

/ Finance Type Entry

FINANCE SYSTEM TYPE ENTRY

Submit

+ Clear

Type	Description	Mark Up %	Credit Ratio %
Eligibility (In Months)	OR On Confirmation	Payment	Excise Levy %
On Amt Less Than And Greater Than	Excise Levy %		

FINANCE SYSTEM SUB TYPE ENTRY

+ Clear

SUBTYPE	SUBDESC

Finance Sub-Type

SUBTYPE	SUBDESC
---------	---------

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+ Clear

Fin./Loan Number	Monthly Deduction	Markup	Balance	Liquidate[L]

Finace Booking Entry

(C.H.R.I.S)

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM
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Q

▶ FINANCE BOOKING ENTRY

[Home](#) / [Finance Booking Entry](#)

FINANCE SYSTEM FINANCE BOOKING

+ Clear

Add

Update

Delete

View

P NO

First Name

L/Fin Type

L/Fin SubType

L/Fin No

Start Date

Expiry Date

Extra Time

Payroll Date

Amount Taken

Installment Amt

Mark Up

Credit Ratio %

Mortg Property Address

Mortg Property City

Value (Sales Agreement)

Value (Valuation Agreement)

Descrip

Sub Descrip

Markup %

CR %

Schedule

Credit Ratio

Less Ratio Aailed

Available Ratio

Factor/ Repayment

Amt Of Loan Can Avail

Total Monthly Install

Submit

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 [Home](#) / [Fin Enhancement Entry](#)

FINANCE SYSTEM ENHANCEMENT OF FINANCE

+ Clear

AddUpdateDeleteView

Personnel No	First Name	L/Fin Type	L/Fin No
Next Payroll Date mm/dd/yyyy	Start Date mm/dd/yyyy	Expiry Date mm/dd/yyyy	Extra Time mm/dd/yyyy
Payroll Date mm/dd/yyyy	Enhancement Date mm/dd/yyyy	Enhancement Amount	Credit Ratio %
Credit Ratio	Less Ratio Aailed	Availab Ratio	Factor 0
Amt Of Loan Can Be Aailed	Total Monthly Install	Balance	Installment Received
Markup Received	Installment Amount	Markup	

FIN Reduction Entry



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FIN REDUCTION ENTRY

FINANCE SYSTEM REDUCTION OF FINANCE

+ Clear

Add Update Delete View

Personnel No	First Name	L/Fin Type	L/Fin No
Expected Payroll Date	Start Date	Expiry Date	Extra Time
mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Annual Pack	Payroll Date	Reduction Date	Reduction Amount
	mm/dd/yyyy	mm/dd/yyyy	
Credit Ratio %			
Credit Ratio	Less Ratio Aailed	Availab Ratio	Factor
Amt Of Loan Can Be Aailed	Total Monthly Install	Balance	Installment Received
Markup Received	Installment Amount	Markup	

Submit

FIN Liquidation Entry

Citi

(C.H.R.I.S.)

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

CURRENT USER: ADMIN123

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▶ FIN LIQUIDATION ENTRY

FINANCE SYSTEM LIQUIDATION OF FINANCE

+ Clear —

Personnel No

☰

First Name

☰

L/Fin Type

☰

L/Fin No

☰

Start Date

📅

Expiry Date

📅

Extra Time

📅

Payroll Date

📅

Adjustment Date

📅

Principal Amount

Markup Received

Markup Left

No Of Inst Rec

No Of Inst Left

Submit

SEGMENT

DEPT

CONT

Submit

SEGMENT

DEPT

CONT

Finance Installment Entry Form

Centralized Human Resource Information System

Current User: ADMIN123

Last Login: 10/27/2025 2:45:38 PM

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FINANCE INTSALLMENT ENTRY FOR

Payroll System Finance Installment(I.S. && Oth.)

P NO

First Name

Loan Type

Finance No

Availed Amount

Credit Ratio

Liquidation Flag

Branch

Payment Schedule

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Extra Time

mm/dd/yyyy

Monthly Deduction

Submit

DATE

mm/dd/yyyy

DEBIT

0.00

CREDIT

0.00

MARKUP

0.00

O/S BALANCE

0.00

LOAN BALANCE

PAY

FLAG

Submit

DATE

DEBIT

CREDIT

MARKUP

O/S BALANCE

LOAN BALANCE

LEFT

FLAG

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CURRENT USER: ADMIN123

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TRANSFER FINANCE TYPE

Home / Transfer Finance Type

Finance System Transfer Finance Type

+ Clear

Finance Number

MarkUp %

Old Finance Type

Personnel Number

Transfer Type

DESC

MarkUp %

Transfer Date

mm/dd/yyyy

Adjustment Amount += DR -= CR

Submit

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[Home](#) / [Liquidated Finance Query](#)

Finance System Liquidated Loans / Finance Query

+ Clear

Personnel No

First Name

Finance Application Report

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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FINANCE APPLICATION

Home / Finance Application

+ Clear

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PERSONNEL INFO

P NONAMEBranchDate Of Birth

Date Of JoiningDesignationLevelCategory

Annual Package10 C Bonus

FINANCE TYPE

Finance TypeDecriptionTenureMark up

Start DateEnd DateRatioRatio

FINANCE TABLE

FINANCE NOSTINSTO/S BALANCELIQ REDUCE AMTMNTH INSTO/S BALANCE

AMT OF LOAN CAN AVAILCap AmountDisbursement AmountTotal Month Install

Exception FlagException Rem OptionException RemarksRemarks

Credit RatioLess Ratio AvailibleAvailable RatioFactor

INS COVERAGE AMOUNT

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[Home](#) / [Vehicle Insurance Entry](#)

Mortgage Property Collateral Entry Report

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(C.H.R.I.S.)

Centralized Human Resource Information System

Current User: ADMIN123

Last Login: 10/27/2025 2:45:38 PM

Home / Mortgage Property Collateral Entry

MORTGAGE PROPERTY COLLATERAL ENTRY

FINANCE SYSTEM MORTGAGE PROPERTY COLLATERAL ENTRY

+ Clear

Personnel No

First Name

Finance No

Start Date

mm/dd/yyyy

Expiry Date

mm/dd/yyyy

L/FinType

L/Fin Sub Type

Descrip

Sub Descrip

Collateral Code

Collateral Description

Party 1

Party 2

Collateral Date

mm/dd/yyyy

Doc Receive Date

mm/dd/yyyy

Submit

Setup Report Node

Category File List



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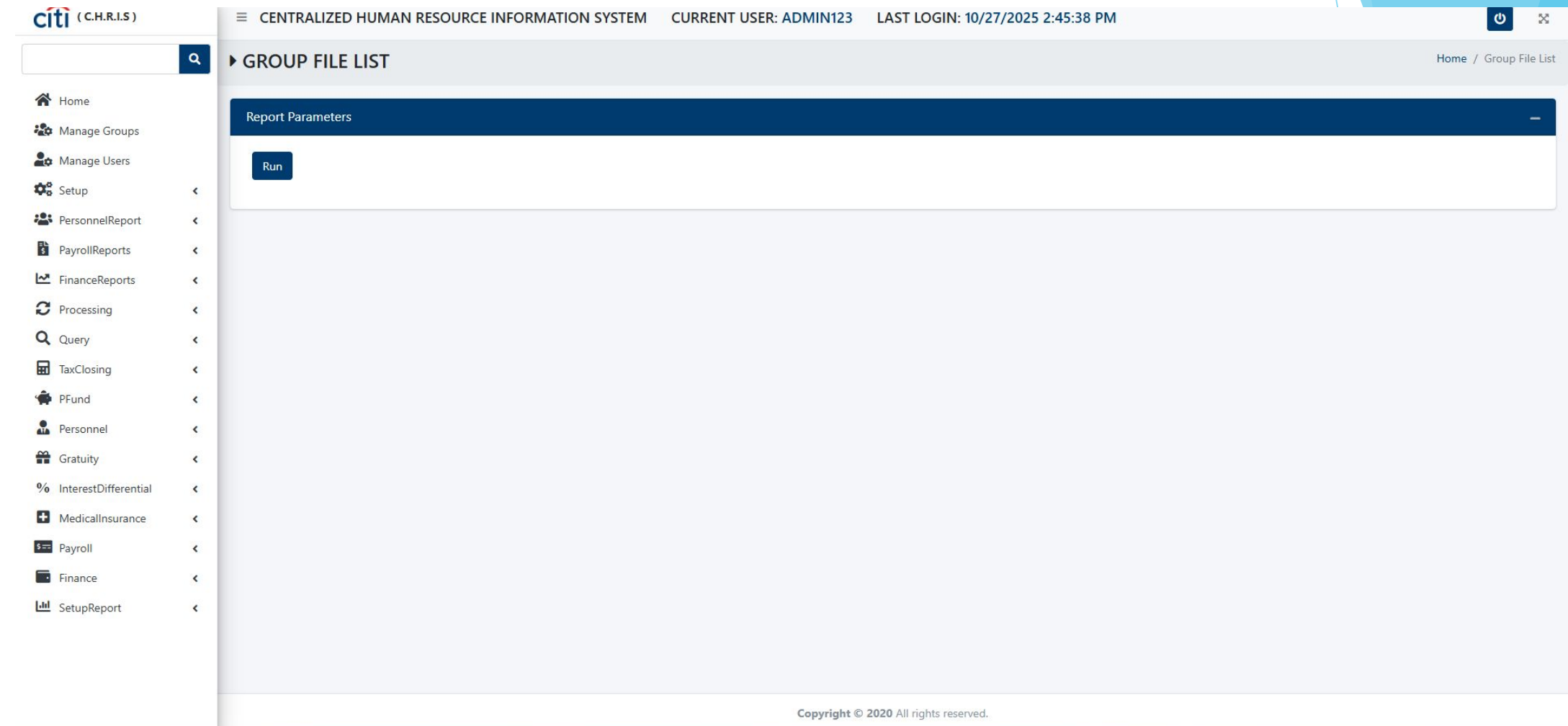
CATEGORY FILE LIST

Home / Category File List

Report Parameters

Run

Group File List



Department File List

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DEPT FILE LIST

Home / Dept File List

Report Parameters

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Designation File List Report

 (C.H.R.I.S.)



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DESIGNATION FILE LIST

Home / Designation File List

Report Parameters

Run

Income Tax File List Report

 (C.H.R.I.S.)



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 Personnel Report <

 Payroll Reports <

 Finance Reports <

 Processing <

 Query <

 Tax Closing <

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 Personnel <

 Gratuity <

 % Interest Differential <

 + Medical Insurance <

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 Finance <

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INCOMETAX FILE LIST

Home / IncomeTax File List

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Account File List Report

 (C.H.R.I.S.)

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CENTRALIZED HUMAN RESOURCE INFORMATION SYSTEM

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▶ ACCOUNT FILE LIST

Home / Account File List

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Allowance File List Report



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ALLOWANCE FILE LIST

http://localhost:85 - to exit full screen, press

Home / Allowance File List

Report Parameters

Run

Deduction File List Report

 (C.H.R.I.S)



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▶ DEDUCTION FILE LIST

Home / Deduction File List

Report Parameters

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Holiday File List Report

 (C.H.R.I.S)



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HOLIDAY FILE LIST

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Insurance File List Report



Q

INSURANCE FILE LIST

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TIR File List Report form



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► TIR FILE LIST

Home / Insurance File List

Report Parameters

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THE END