

Onboarding in eHRMS

1. Attached Excel sheet needs to be filled for organization hierarchy and Designation Master.
2. Share the Nodal officer name for creating Office admin at State level.
 - a. Nodal officer Name
 - b. Designation
 - c. Official Email ID
 - d. Alternate email ID
 - e. Mobile no.
3. MAPIT will create the Office admin after receiving the above details. Credentials will be shared on email ID and mobile number provided.

What Office admin will do:-

4. Office admin can
 - a. On-board up to 2 employees and.
 - b. Give Establishment In charge Clerk and Establishment In charge Officer role to on boarded employee in step 4.a
 - c. Office can create office admin of below level.