# **1.0 HRMIS TEACHERS LEAVE MODULE GUIDE**

# 1.1 System Access and Login by Teachers

i. To access the system, Open web browser(e.g Chrome,FireFox) and the HRMIS Url: <u>hrmis.tsc.go.ke</u> or go to TSC Website <u>www.tsc.go.ke>>Online</u> Services>> HRMIS-Teachers and click Leave



i. Put in your details-TSC No, ID Number, Mobile No and click

$\leftarrow \rightarrow c$	2 🔒 h	nrmis.tsc.go.ke/tm-app.test/apply_leave	1
Т	FSC Onli	ine Teachers Portal	
		TSC No	
		000000	
		ID Number	
		12345678	
		Mobile No	
		0712345678	
		You will be sent a security (validation) code on this number	
		Login	

- ii. A six-digit authorization code will be sent to your mobile number
- iii. Put in the authorization code and click login

$\leftarrow$ $\rightarrow$ $C$ $\cong$ hrmis	.tsc.go.ke/tm-app.test/ap	pply_leave
	TSC Online F	Portal
TSC	CNo	000000
ID M	Number	23000001
Mol	bile No	254712345678
Aut	h.code	
12	23456	
	ogin	

ancel										
Enter th	ne authorization	code	that	was	sent	to	your	mobile	numbe	≥r,
pefore l	logging in.									

- **iv.** On successful login the system is able to detect if you are either primary or post primary teachers
- **v.** Click +Submit to apply for leave

$\leftarrow \rightarrow$	C	hrmis.tsc.go.ke/t	m-app.test/apply_leave							Ð, B	☆
		Teachers	Leave Application								
	Dev.mo	de contacts - mobile:	254712345678 email:								
Click	TSC No: 000000 Name: TEST-USER HRMIS DEMO ID: 23000001 Mobile: 254712345678 School: Moi High School-Sirgoi Role: County: NANDI Click here to submit a new leave appliaction										
	#	Date	No.	Туре	Starting	Ending	Days	Status	Edit?	Attach	ments
	24	2021-11-26		Sick Leave				Pending		0	
	19	2020-04-27	LV-02-2020-000003	Annual Leave	2020-05-01	2020-05-08	6	Pending			
	17	2020-04-21	LV-11-2020-000001		2020-04-27	2020-05-06	7	Pending		0	

vi. Choose your preferred leave type and fill all the details and click Ok once done

$\leftrightarrow \rightarrow c$	A hrmis.t	sc.go.ke/tm-a	pp.test/apply_lea	ive		Ð,	☆	6
Logout		Teach	ers Leave A		×			
	Dev.mode co	ntacts - mo	bile: 2547123	Type of Leave				
	TSC No: 35 School: KA		Name: Ng PRI. SCHOC	Start date: d End date dd	Sick Leave Annual Leave Paternity Leave Maternity Leave			
	+			Days	Official Duty Examination Leave			
	# Dat	e	No.	Returning on	Terrivel Leave	ttachn	nents	
	5 202	0-04-22	LV-01-20	Remarks	null nding 💊	0		
				(optional)				
					Cancel			

$\leftarrow \rightarrow G$	hrmis.tsc.go.ke/tm-app.test/apply_leave						
Logout	Teachers Leave Application		×				
	Dev.mode contacts - mobile: 254712345678 email	Type of Leave Annual Leave	\$				
	TSC No: 000000 Name: TEST-USER H	Start date: 17/11/2021					
	School: Moi High School-Sirgoi Role:	End date 03/12/2021					
	*	Days 13					
	# Date No.	Returning on 06/12/2021		ys S	status	Edit?	Attachments
	19 2020-04-27 LV-02-2020-000	Remarks		P	ending	•	
	17 2020-04-21 LV-11-2020-000	I Urgently need the leave		P	ending	•	
	16 2020-04-21 LV-04-2020-000	Cancel	ОК	P	ending	•	

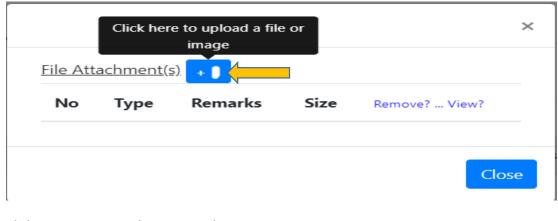
viii. The leave applied will be displayed as in the screen below.Click attachment to attach a document for the leaves that requires attachment

← → C	hrmis.ts	c.go.ke/tm-app.tes	st/apply_leave							1
Logout		Teachers	Leave Application							
	Dev.mo	ode contacts - mobile	e: 254712345678 email:							
	TSC N	lo: 000000 N	ame: TEST-USER HRMIS D	EMO ID: 2300000	Mobile: 254	712345678				
		ol: Moi High Scho		ty: NANDI						
	+									
	#	Date	No.	Туре	Starting	En alla a				
					Starting	Ending	Days	Status	Edit? Attach	iments
	19	2020-04-27	LV-02-2020-000003	Annual Leave	2020-05-01	2020-05-08	Days 6	Status Pending	Edit? Attach	iments
	19 17	2020-04-27 2020-04-21	LV-02-2020-000003 LV-11-2020-000001		-				_	iments

ix. Click on the attachment icon to attach your document

← -	) C	hrmis.tsc.go.ke/ti	m-app.test/apply_leave							Q 🖻 🛧 簈
	Dev.mo	de contacts - mobile:	254712345678 email:							
		o: 000000 Nar I: Moi High Schoo	me: TEST-USER HRMIS DE bl-Sirgoi Role: Cou	MO ID: 23000001 nty: NANDI	Mobile: 25471	2345678				
	+									
	#	Date	No.	Туре	Starting	Ending	Days	Status	Edit?	Attachments
	25	2021-11-26		Annual Leave				Pending		re to view/upload file attachments
	24	2021-11-26		Sick Leave				Pending		D
	19	2020-04-27	LV-02-2020-000003	Annual Leave	2020-05-01	2020-05-08	6	Pending	<b>\</b>	

x. The window below is displayed. Click on on File attachment icon as shown to upload your document



#### xi. Click on on Browse to locate your document

Attachment type		Supporting document Select an attachment type, then upload the file	<b>\$</b>					
File	Choose a fi	le or drop it here	Browse					
Remarks								
(0	ptional)							
r	ny knowledge. I a	nat the information in this application is true to m also aware that any false information will lea bisciplinary action, without further reference to commission.	d to direct					

 $\sim$ 

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#### **xii.** Check the declaration box and Click Ok

Attachment type	Supporting document Select an attachment type, then up	load the file.
ile Teacher lea	ve test.docx	Browse
Remarks		
(optional)		
my knowledge. I a	at the information in this application m also aware that any false informa visciplinary action, without further re ommission.	tion will lead to direct

#### xiii. Click close to exit

No	Туре	Remarks	Size	Remove? View?
1	Supporting document		11468	x E

# **xiv.** The screen below will be displayed

$\leftarrow \rightarrow c$	hrmis.tsc.go.ke/tn	n-app.test/apply_leave							Ð	œ	\$
jout	Teachers I	Leave Application									
Dev.mo	ode contacts - mobile: 2	254712345678 email:									
	lo: 000000 Nan bl: Moi High Schoo	ne: TEST-USER HRMIS DE I-Sirgoi Role: Cour	MO ID: 23000001 hty: NANDI	Mobile: 25471	2345678						
#	Date	No.	Туре	Starting	Ending	Days	Status	Edit?	Atta	achm	ents
26	2021-12-01		Maternity Leave				Pending		0		
25	2021-11-26		Annual Leave				Pending	<b>\</b>			

# END

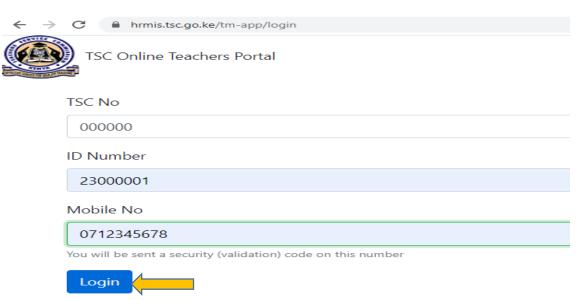
# 1.2 HOI(Head of Institution) Recommendation

## 1.2.1 System Access and Login by Teachers

i. To access the system, On the web browser enter the HRMIS url: <u>hrmis.tsc.go.ke</u> or go to TSC Website <u>www.tsc.go.ke>>Online</u> Services>> HRMIS>>Teachers and click HOI Portal



### ii. Enter your details and click Login



iii. Enter the authorization code send to your mobile phone and click

$\leftarrow \rightarrow$	C hrmis.tsc.go.ke/tm-app.test/login								
	TSC Online F	Portal							
	TSC No	000000							
	ID Number	23000001							
	Mobile No	254712345678							
	Auth.code								
	123456								
	Login								

Cancel

Enter the authorization code that was sent to your mobile number, before logging in.

iv. The screen below is displayed. Under the View/edit column click the "pen" Icon to input your remarks

C hrmis.tsc.go.ke/tm-app/HOI	Ð	Ċ	$\dot{\Delta}$	*
agout				
HOI (Head of Institution)				
Dev.mode contacts - mobile: 254712345678 email:				
TSC No: 20000 ame: Njuru Waithira ID: 624774 00000 254712345678 email: County: KIAMBU School: Muthurumbi Primary School Role: HeadTeacher				
Leave Applications				

#	Date	No.	TSC#	Name	Туре	Starting	Ending	Days	Status	View/Edit	Attachments
46	2021-12- 01	LV-05-2021- 000004	XXXXXX	/lichael Nigeral	Maternity Leave	2021-12- 01	2022-04- 05	90	Pending	<b>\</b>	

v. Input all the leave details, check the declaration box and click Ok

Michael	Kiarie
Type of Lear	Maternity Leave
Start date:	12/01/2021
End date	04/05/2022
Days 90	
Returning o	04/06/2022
Applicant R	emarks
HOI Remark	
approved	
my knowle Disqualific	eclare that the information in this application is true to the best of edge. I am also aware that any false information will lead to direct ation/ Disciplinary action, without further reference to me by the service Commission.
	Cancel OK

vi. Click on the attachment icon to confirmed the attached document

Logout			(Head of Institutio									
	Dev.mode contacts - mobile: 254712345678 email:											
	TSC N Count	lo: xxx ty: KIAMBU	Name: Njuru School: Muthuru	Wait mbi Primar		Mobile: 2547 leadTeacher	12345678	email:				
	Lea	ve Applic	ations									
											did have to view fit	
	#	Date	No.	TSC#	Name	Туре	Starting	Ending	Days	Status	Click here to view file attachments	
	46	2021-12- 01	LV-05-2021-	11111	Micha Kiarie	Maternity Leave	2021-12- 01	2022-04- 05	90	Pending		

vii. Click logout once done to exit

END