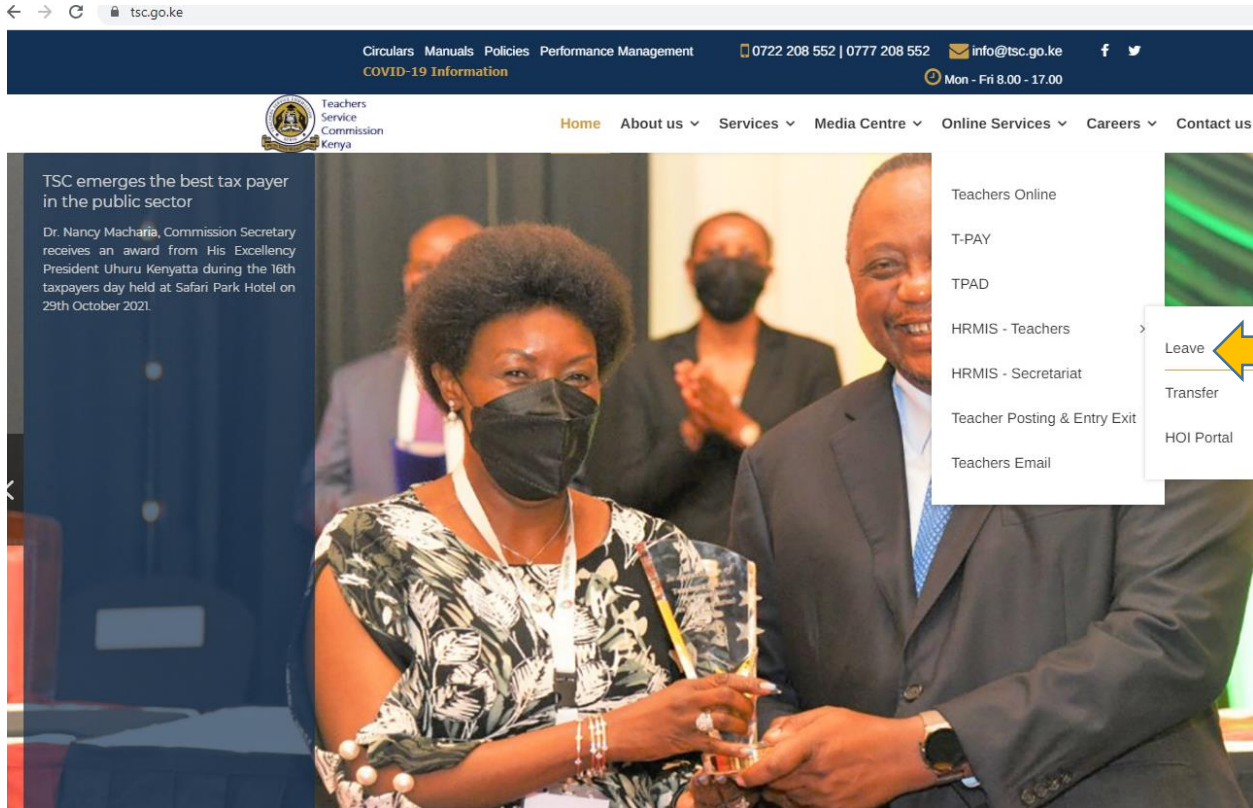


# 1.0 HRMIS TEACHERS LEAVE MODULE GUIDE

## 1.1 System Access and Login by Teachers

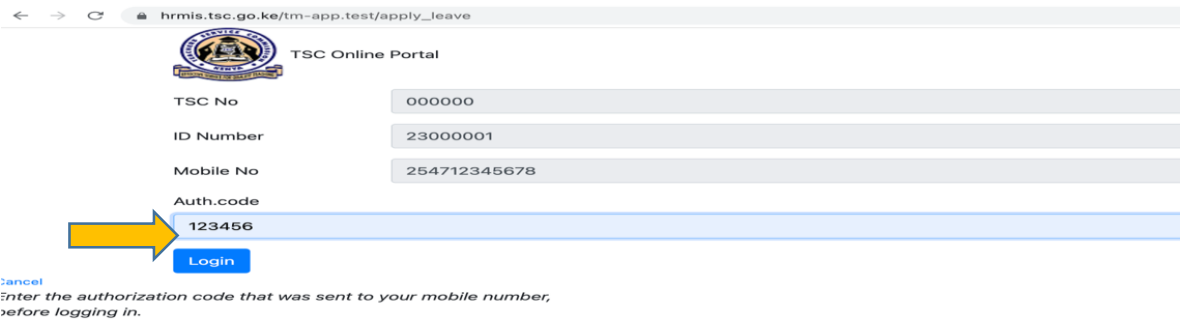
- i. To access the system, Open web browser(e.g Chrome,FireFox) and the HRMIS Url: [hrmis.tsc.go.ke](http://hrmis.tsc.go.ke) or go to TSC Website [www.tsc.go.ke](http://www.tsc.go.ke)>>Online Services>> HRMIS-Teachers and click Leave



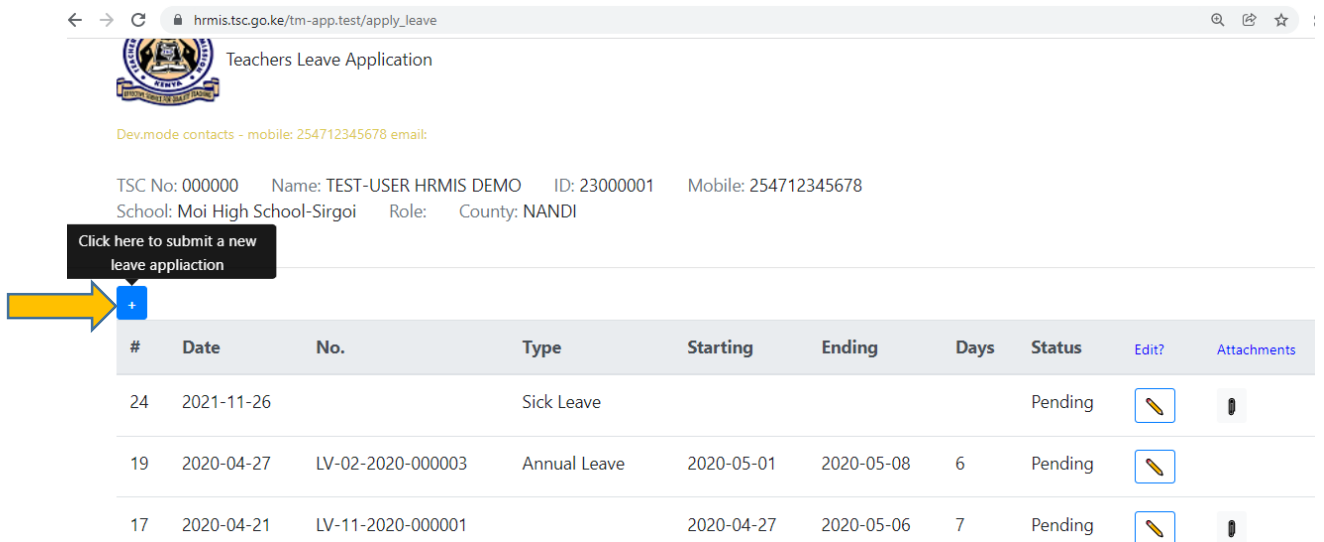
- i. Put in your details-TSC No, ID Number, Mobile No and click

A screenshot of the 'TSC Online Teachers Portal' login page. The browser address bar shows 'hrmis.tsc.go.ke/tm-app.test/apply\_leave'. The page title is 'TSC Online Teachers Portal'. There are three input fields: 'TSC No' with the value '000000', 'ID Number' with the value '12345678', and 'Mobile No' with the value '0712345678'. A blue 'Login' button is located below the fields. A yellow arrow points to the 'TSC No' field. Below the 'Mobile No' field, there is a note: 'You will be sent a security (validation) code on this number'.

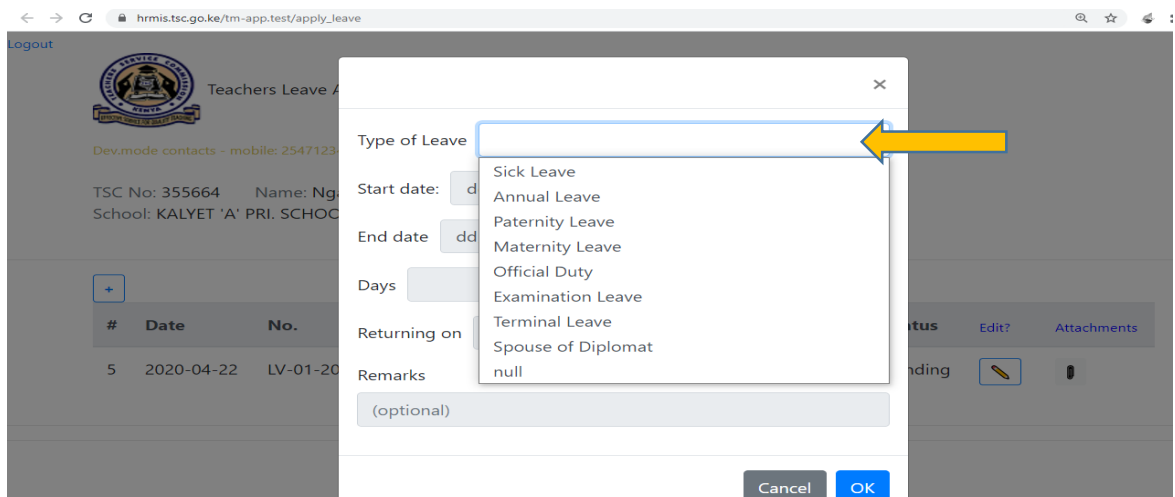
- ii. A six-digit authorization code will be sent to your mobile number
- iii. Put in the authorization code and click login



- 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



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



vii. Fill all the details and click Ok

Teachers Leave Application

Dev.mode contacts - mobile: 254712345678 email:

TSC No: 000000 Name: TEST-USER H School: Moi High School-Sirgoi Role:

Type of Leave: Annual Leave

Start date: 17/11/2021

End date: 03/12/2021

Days: 13

Returning on: 06/12/2021

Remarks: I Urgently need the leave

Cancel OK

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

Teachers Leave Application

Dev.mode contacts - mobile: 254712345678 email:

TSC No: 000000 Name: TEST-USER HRMIS DEMO ID: 23000001 Mobile: 254712345678  
School: Moi High School-Sirgoi Role: County: NANDI

#	Date	No.	Type	Starting	Ending	Days	Status	Edit?	Attachments
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		
16	2020-04-21	LV-04-2020-0001	Paternity Leave	2020-04-27	2020-05-08	9	Pending		

ix. Click on the attachment icon to attach your document

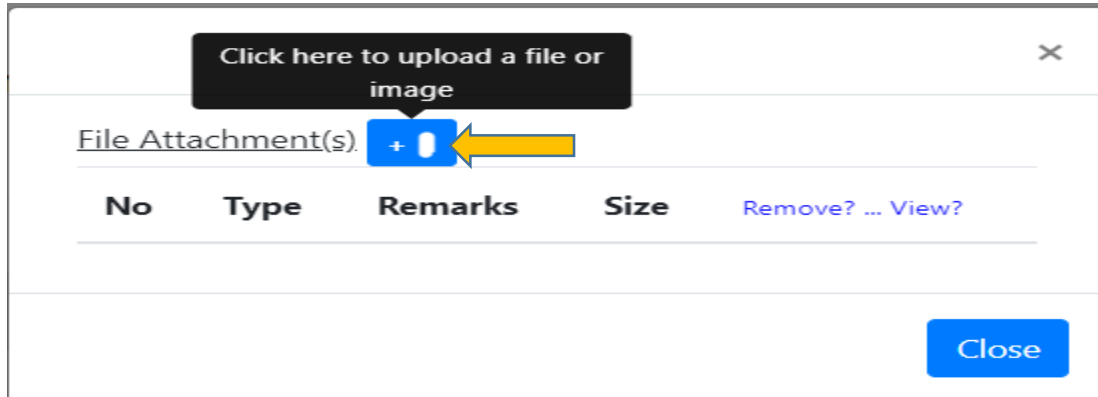
Teachers Leave Application

Dev.mode contacts - mobile: 254712345678 email:

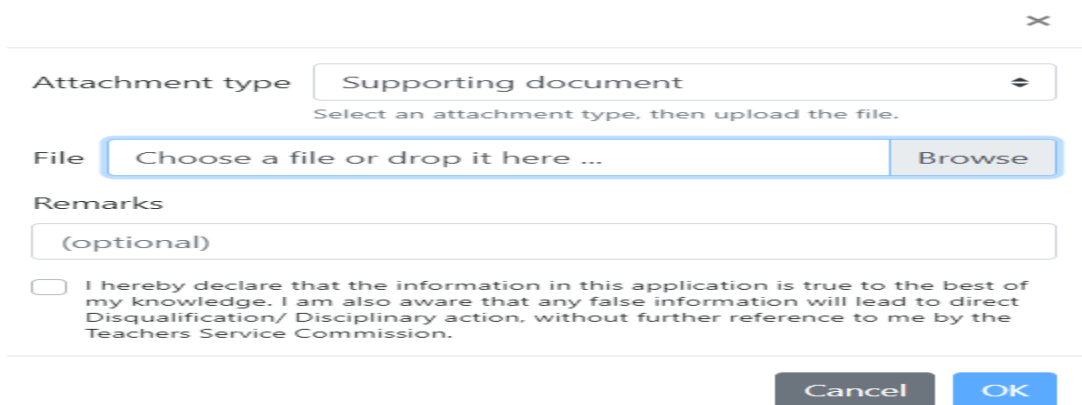
TSC No: 000000 Name: TEST-USER HRMIS DEMO ID: 23000001 Mobile: 254712345678  
School: Moi High School-Sirgoi Role: County: NANDI

#	Date	No.	Type	Starting	Ending	Days	Status	Edit?	Attachments
25	2021-11-26		Annual Leave				Pending		
24	2021-11-26		Sick Leave				Pending		
19	2020-04-27	LV-02-2020-000003	Annual Leave	2020-05-01	2020-05-08	6	Pending		

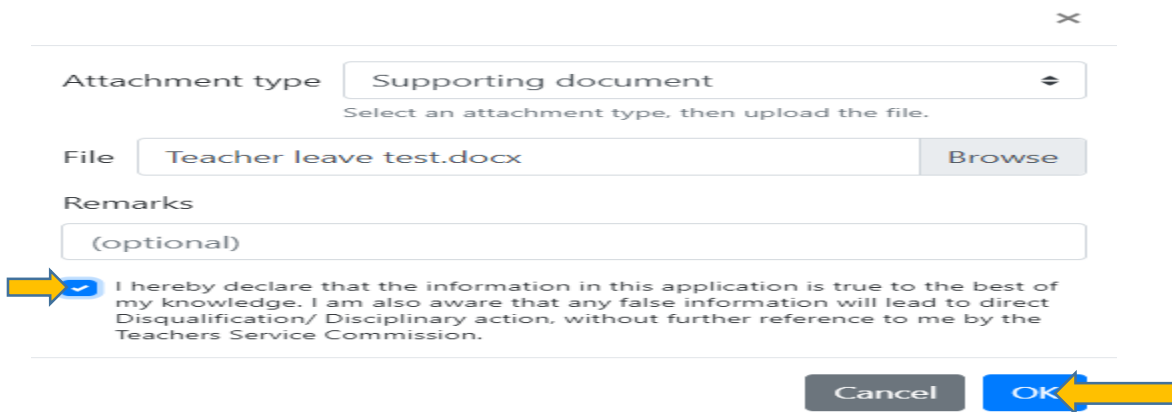
- x. The window below is displayed. Click on on File attachment icon as shown to upload your document



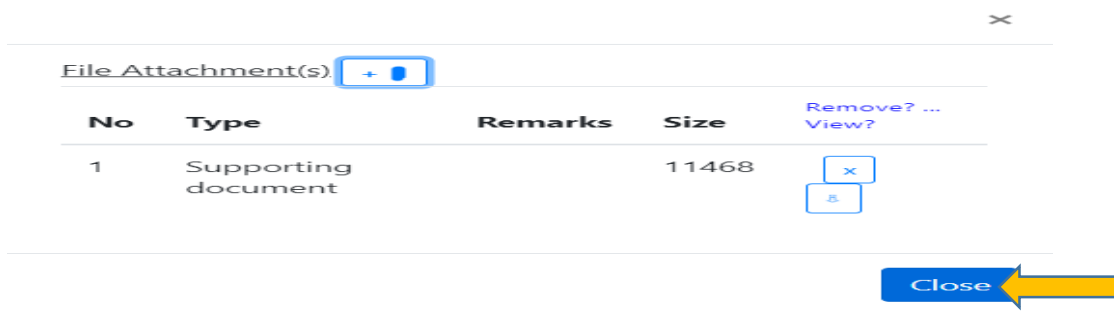
- xi. Click on on Browse to locate your document



- xii. Check the declaration box and Click Ok



- xiii. Click close to exit






xiv. The screen below will be displayed

hrmis.tsc.go.ke/tm-app.test/apply\_leave

Teachers Leave Application

Dev.mode contacts - mobile: 254712345678 email:

TSC No: 000000 Name: TEST-USER HRMIS DEMO ID: 23000001 Mobile: 254712345678  
School: Moi High School-Sirgoi Role: County: NANDI

#	Date	No.	Type	Starting	Ending	Days	Status	Edit?	Attachments
26	2021-12-01		Maternity Leave				Pending		
25	2021-11-26		Annual Leave				Pending		

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: [hrmis.tsc.go.ke](http://hrmis.tsc.go.ke) or go to TSC Website [www.tsc.go.ke](http://www.tsc.go.ke)>>Online Services>> HRMIS>>Teachers and click HOI Portal



- ii. Enter your details and click Login


The screenshot shows the HRMIS login page. The URL in the browser is [hrmis.tsc.go.ke/tm-app/login](http://hrmis.tsc.go.ke/tm-app/login). The page title is 'TSC Online Teachers Portal'. The login form contains the following fields:

- TSC No: 000000
- ID Number: 23000001
- Mobile No: 0712345678

Below the mobile number field, there is a message: 'You will be sent a security (validation) code on this number'. A blue 'Login' button is located at the bottom of the form, with a yellow arrow pointing to it.

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

hrmis.tsc.go.ke/tm-app.test/login

 TSC Online Portal

TSC No: 000000

ID Number: 23000001

Mobile No: 254712345678


Auth.code: 123456

[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

hrmis.tsc.go.ke/tm-app/HOI

 HOI (Head of Institution)

Dev.mode contacts - mobile: 254712345678 email:

TSC No: 20000 Name: Njuru Waitira ID: 62477400000 254712345678 email:  
County: KIAMBU School: Muthurumbi Primary School Role: HeadTeacher

### Leave Applications

#	Date	No.	TSC#	Name	Type	Starting	Ending	Days	Status	View/Edit	Attachments
46	2021-12-01	LV-05-2021-000004	xxxxxx	Michael N. Kiarie	Maternity Leave	2021-12-01	2022-04-05	90	Pending		

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

Michael Kiarie

Type of Leave: Maternity Leave

Start date: 12/01/2021

End date: 04/05/2022

Days: 90

Returning on: 04/06/2022


Applicant Remarks:

HOI Remarks: approved

I hereby declare that the information in this application is true to the best of my knowledge. I am also aware that any false information will lead to direct Disqualification/ Disciplinary action, without further reference to me by the Teachers Service Commission.

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

Logout






HOI (Head of Institution)

Dev.mode contacts - mobile: 254712345678 email:


TSC No:  Name: Njuru  Waithira ID: 6247748 Mobile: 254712345678 email:  
County: KIAMBU School: Muthurumbi Primary School Role: HeadTeacher

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### Leave Applications

#	Date	No.	TSC#	Name	Type	Starting	Ending	Days	Status	
46	2021-12-01	LV-05-2021-000004	<input type="text" value="11111"/>	Micha <input type="text" value=""/> Kiarie	Maternity Leave	2021-12-01	2022-04-05	90	Pending	  

Click here to view file attachments



vii. Click logout once done to exit

**END**