

Kumudam Publications Private Limited – Staff Login Portal Guide

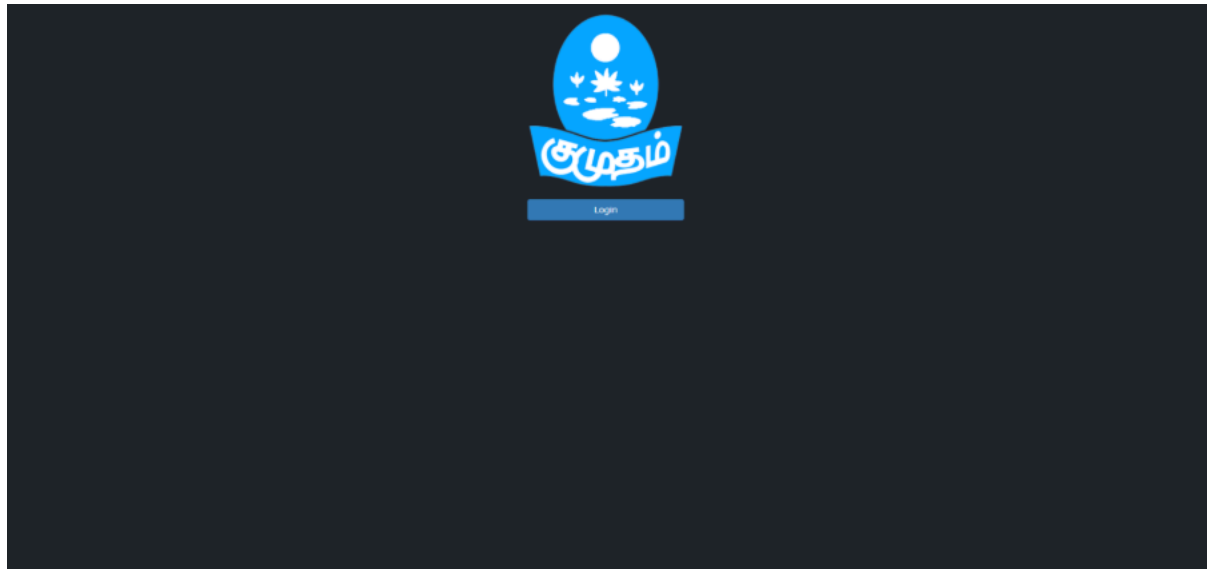
Kumudam employees can access the KumudamOne portal to manage leave requests, permissions, attendance, and payslips.

Portal Access Methods

1. Desktop Web Browser: <https://www.kumudam.one/Login>
2. Mobile Chrome Browser: <http://www.kumudam.one/Login>

Important:

When accessing KumudamOne from a mobile browser, use <http://www.kumudam.one/Login> (without https). Using the HTTP URL ensures the portal works correctly on mobile devices.



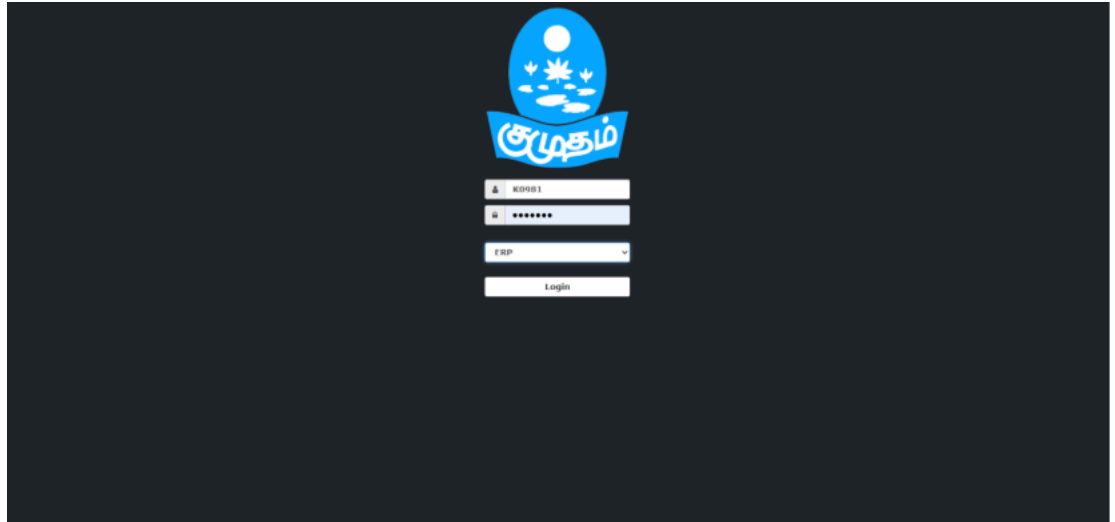
Login Steps

1. Open the KumudamOne website.
2. Click the **Login** button.
3. Enter the following details:
 - a. **User ID:** The employee ID provided by the company (e.g., K0981 or C0981).
 - b. **Password:** The first five letters of your name in uppercase, followed by the last two digits of your year of birth.

i. Example:

1. Name: KAVIBHARATHI
2. Year of Birth: 1998
3. Password: KAVIB98

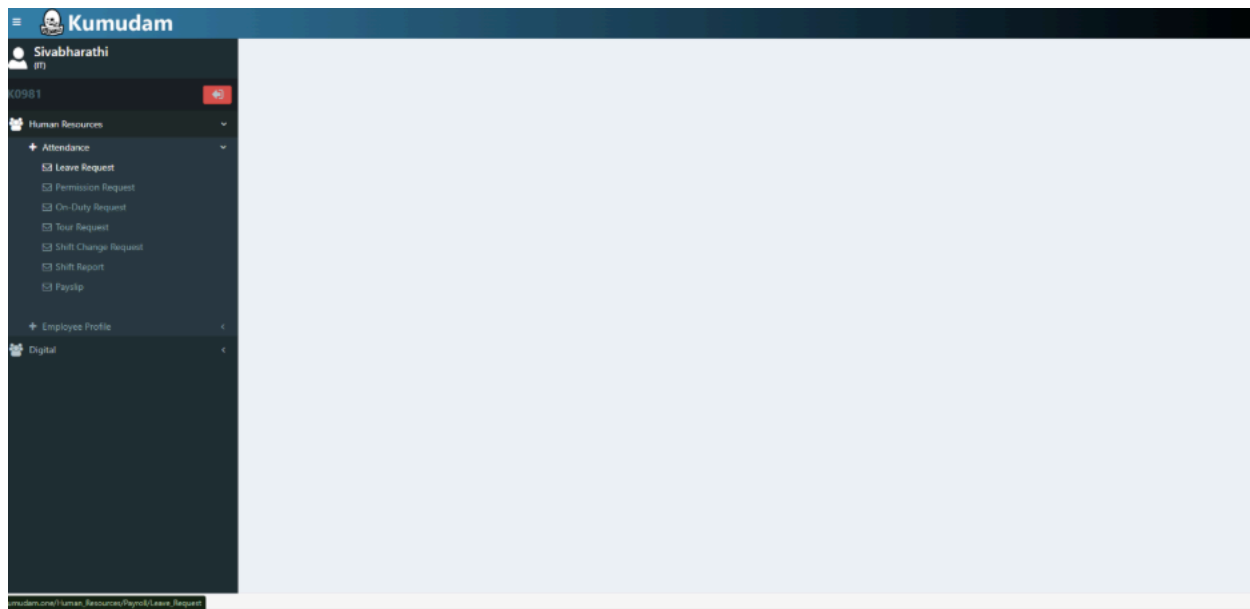
c. **Type**: Select **ERP** from the dropdown menu.



4. Click the **Login** button.

Accessing the Attendance Menu

After successful login, the ERP Dashboard will be displayed.



1. Open the **Menu Bar**.
2. Click **Human Resources**.
3. Two options will be displayed:
 - a. Attendance

b. Employee Profile

4. Click **Attendance**.

Under Attendance, the following options are available:

- Leave Request
- Permission Request
- Payslip

How to Apply for Leave

1. Open **Attendance**.

2. Click **Leave Request**.

3. In the **Application** section:

- a. Select **Leave**.
- b. Choose **Full Day** leave.

4. Additional fields will appear:

- a. **Type**: Select the appropriate leave type, such as **Casual Leave** or **Comp Off Request**.
- b. **Date**: Select the **Start Date** and **End Date**.
- c. **Reason**: Enter a valid reason for the leave request.

The screenshot shows the Kumudam web application interface for submitting a leave request. At the top, there is a navigation bar with the Kumudam logo and a 'Leave Request' button. Below this, there is a section for 'Already Availed' leave, displaying various leave types and their counts: CL (40), EOP (0), ML (0), AB (0), CO (0), and Leave taken Last Yr (0). The next section is 'Pending Leave Requests', which currently shows no records. The main section is 'Application', which contains several input fields: 'Day' (set to 'Full Day'), 'Type' (set to 'Casual Leave'), 'From' (set to '03-Jun-2025'), and 'To' (set to '03-Jun-2025'). Below these fields is a 'Reason' text area containing the text 'some personal issue'. At the bottom right of the form, there are two buttons: a green 'Submit' button and a red 'Cancel' button. The footer of the page reads '© Kumudam Publication Pvt. Ltd.'.

5. Review the details.

6. Click the **Submit** button to send the leave request for approval.

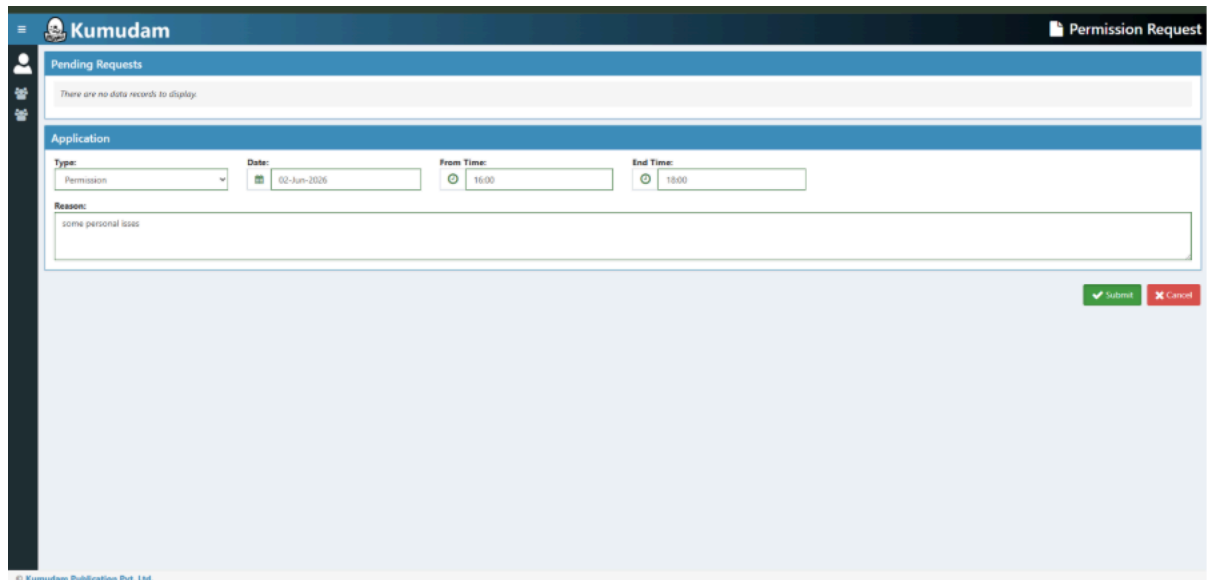
How to Apply for Permission

Employees are allowed **two permissions per month**.

- Employees can avail for a maximum of **2 hours**.
- The permission can be used either in the **morning** or in the **evening**.
- Only **two permissions are allowed per month**.

Steps to Apply for Permission

1. Log in to the KumudamOne ERP portal.
2. Navigate to **Human Resources** → **Attendance** → **Permission Request**.
3. Fill in the following fields:
 - a. **Type**: Select the appropriate permission type.
 - b. **Date**: Select the permission date.
 - c. **From Time**: Enter the starting time of the permission.
 - d. **End Time**: Enter the ending time of the permission (maximum duration: 2 hours).
4. Enter the reason for requesting permission, if required.
5. Verify all details carefully.
6. Click the **Submit** button to send the permission request for approval.



The screenshot displays the 'Kumudam' ERP portal interface for a 'Permission Request'. The page title is 'Permission Request'. Below the title, there is a section for 'Pending Requests' which currently shows 'There are no data records to display'. The main section is 'Application', which contains the following fields:

- Type**: A dropdown menu with 'Permission' selected.
- Date**: A date picker showing '02-Jun-2026'.
- From Time**: A time picker showing '16:00'.
- End Time**: A time picker showing '18:00'.
- Reason**: A text area containing 'some personal issues'.

At the bottom right of the form, there are two buttons: a green 'Submit' button and a red 'Cancel' button. The footer of the page reads '© Kumudam Publication Pvt. Ltd.'.

Example:

- Type: Permission
- Date: 10-06-2026
- From Time: 09:00 AM
- End Time: 11:00 AM
- Reason: Personal work

After submission, the request will be sent to the concerned authority for approval.

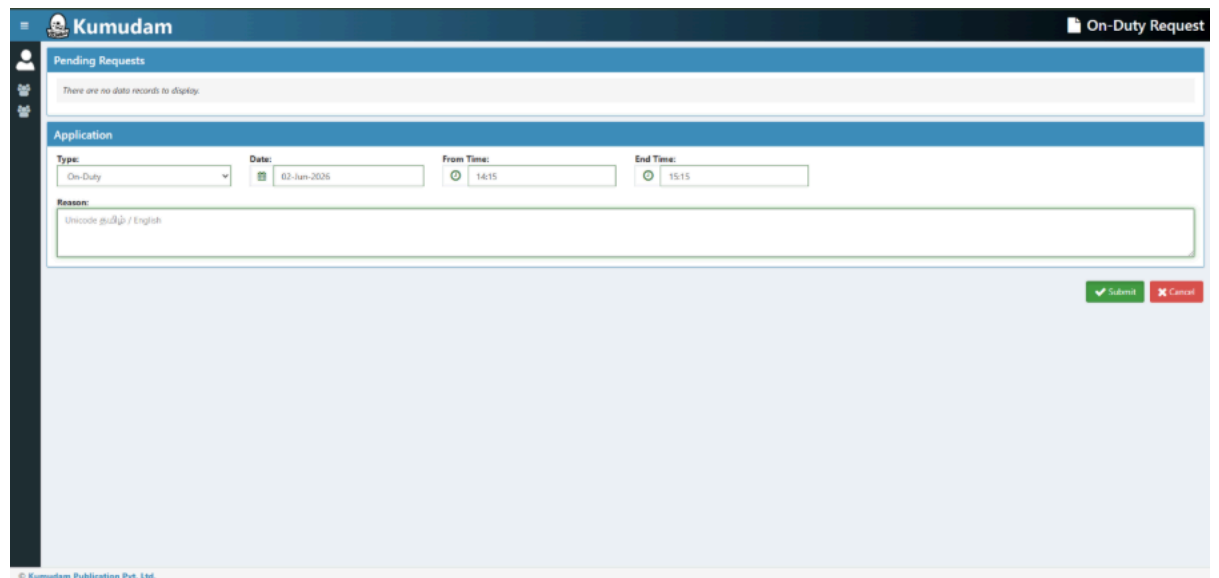
How to Apply for On Duty (OD)

An **On Duty (OD)** request can be applied when an employee is performing official company work outside their regular workplace, such as:

- Visiting a client for a meeting
- Attending an official business meeting
- Field visits related to office work
- Any other authorized company-related work

Steps to Apply for On Duty

1. Log in to the KumudamOne ERP portal.
2. Navigate to **Human Resources** → **Attendance** → **On Duty Request**.
3. Fill in the following details:
 - a. **Type:** Select the appropriate On Duty type.
 - b. **Date:** Select the On Duty date.
 - c. **From Time:** Enter the start time.
 - d. **End Time:** Enter the end time.
 - e. **Reason:** Enter the purpose of the On Duty request.
4. Verify all the details carefully.
5. Click the **Submit** button to send the request for approval.



The screenshot shows the 'On-Duty Request' application form in the KumudamOne ERP portal. The form is titled 'Application' and includes the following fields:

- Type:** A dropdown menu with 'On-Duty' selected.
- Date:** A date picker showing '02-Jun-2026'.
- From Time:** A time picker showing '14:15'.
- End Time:** A time picker showing '15:15'.
- Reason:** A text area containing the text 'Unicode ൧൪൧൧ / English'.

At the bottom right of the form, there are two buttons: a green 'Submit' button and a red 'Cancel' button. The top of the page shows the 'Kumudam' logo and the 'On-Duty Request' title. A 'Pending Requests' section above the form indicates 'There are no data records to display.'

Example

- **Type:** On Duty
- **Date:** 10-06-2026
- **From Time:** 10:00 AM

- **End Time:** 04:00 PM
- **Reason:** Client meeting at the customer's office.

After submission, the On Duty request will be forwarded to the concerned authority for approval.

How to Download a Payslip

Employees can download their monthly payslips through the KumudamOne ERP portal.

Steps to Download a Payslip

1. Log in to the KumudamOne ERP portal.
2. Navigate to **Human Resources** → **Attendance** → **Payslip**.
3. Select the required:
 - a. **Month**
 - b. **Year**
4. Click the **Download** button.
5. Your payslip for the selected month and year will be downloaded to your device.

Example

- **Month:** May
- **Year:** 2026
- Click **Download** to download the May 2026 payslip.

The downloaded payslip contains details such as salary, allowances, deductions, PF contributions, and net pay for the selected month.