### 1. ****Employee Management****

* **Employee Profiles:** Store information such as name, contact, address, role, department, and employment history.
* **Role & Department Management:** Categorize employees based on roles (e.g., drivers, support staff, management) and departments (e.g., operations, logistics).
* **Employment Contracts:** Manage digital copies of employment contracts and expiration dates.
* **Document Storage:** Store employee-related documents like certifications, licenses, training records, and identification documents.

### 2. ****Attendance Tracking****

* **Time and Attendance Logging:** Clock-in/clock-out functionality with options for manual and automated tracking (GPS-based or system-based for field employees).
* **Overtime Tracking:** Monitor and calculate overtime for each employee, based on set rules.
* **Shift Scheduling:** Create and manage shift schedules and assign employees to specific shifts.
* **Geo-Location Tracking:** Track drivers’ attendance based on vehicle GPS data.

### 3. ****Leave Management****

* **Leave Requests:** Allow employees to request leaves, view balances, and track approvals.
* **Approval Workflow:** Create multi-level approval workflows for leave requests.
* **Leave Balances:** Track leave balances for each employee based on accrual rules.
* **Automated Notifications:** Notify employees and managers of leave approvals, rejections, or pending requests.

### 4. ****Payroll and Compensation****

* **Salary Management:** Track and manage employee salaries, including deductions and bonuses.
* **Payroll Processing:** Calculate salaries based on attendance, leaves, and overtime, and generate payslips.
* **Tax Calculation:** Integrate tax calculations based on local tax laws.
* **Expense Reimbursements:** Process and manage employee reimbursements for transportation-related expenses.
* **Insurance and Benefits:** Track employee benefits and manage the insurance enrollment process.

### 5. ****Performance Management****

* **Goal Setting and Tracking:** Set and monitor employee performance goals.
* **Appraisals:** Conduct and document periodic performance appraisals.
* **Feedback and Ratings:** Allow managers and employees to give feedback on performance.
* **Training and Development:** Track training sessions attended by employees, including certifications and licenses.

### 6. ****Compliance and Safety****

* **License and Certification Tracking:** Keep track of expiration dates for driver licenses, medical certificates, and other required certifications.
* **Safety Training Records:** Document and monitor completion of safety training for all employees.
* **Incident Reporting:** Log and track incidents or accidents involving employees or vehicles, including follow-up actions.
* **Legal and Regulatory Compliance:** Ensure compliance with industry-specific laws and company regulations.

### 7. ****Recruitment and Onboarding****

* **Applicant Tracking System:** Track candidates through the hiring process, from application to onboarding.
* **Digital Onboarding Process:** Simplify onboarding with digital forms and necessary document submissions.
* **Background Verification:** Integrate background verification, especially for drivers, to validate licenses and work history.
* **Orientation Schedule:** Set up schedules for new employees’ orientation and training.

### 8. ****Vehicle and Asset Management Integration****

* **Vehicle Assignment:** Track which vehicles are assigned to which drivers or employees.
* **Maintenance Scheduling:** Ensure that vehicles are regularly maintained and checked, with logs tied to drivers or maintenance staff.
* **Fuel and Mileage Tracking:** Track fuel usage, mileage, and expenses associated with each driver or vehicle.

### 9. ****Employee Self-Service Portal****

* **Leave Requests and Approvals:** Employees can view their leave balances and submit requests.
* **Payslip Downloads:** Allow employees to view and download their payslips.
* **Profile Update:** Enable employees to update their contact information or emergency contacts.
* **Communication Hub:** Access important company announcements and HR-related documents.

### 10. ****Analytics and Reporting****

* **Leave and Attendance Reports:** Generate reports on employee attendance, leave utilization, and overtime.
* **Payroll and Expense Reports:** Generate financial reports, including payroll summaries and expense breakdowns.
* **Performance Analysis:** Analyze employee performance trends, identifying high and low performers.
* **Compliance Reports:** Monitor certifications and licenses, keeping track of renewals to ensure compliance.

### 11. ****Communication and Notifications****

* **Automated Notifications:** Send reminders about expiring certifications, upcoming shifts, and approval requests.
* **Broadcast Messages:** Announce company updates, policy changes, and safety alerts to all employees.
* **One-to-One Messaging:** Allow HR managers to communicate directly with employees or specific groups.