

Attendance and Payroll Management

List of Modules and Sections

- **Company Setup**
 - **Basic Setup**
 - Company Name
 - Address
 - Registration No
 - Email
 - Phone
 - Fax
 - Website
 - Logo
 - Branch
 - Department
 - Designation
 - Shift
 - Add Shift
 - Shift Assign
- **Employee Management**
 - **Add Employee**
 - **Personal Detail**
 - First Name
 - Last Name
 - Gender
 - DOB
 - Blood Group
 - Fathers Name
 - Mothers Name
 - Spouse Name
 - Present Address
 - Permanent Address
 - Religion
 - Nationality
 - Marital Status
 - Email
 - Contact No
 - NID/Passport
 - TIN No
 - **Official Detail**
 - Employee ID
 - Official Email
 - Official Phone
 - Employee Type (Full-time, Part-time, Contractual)
 - Branch

- Department
 - Designation
 - Employment Status (Trainee, Probation, Permanent)
 - Shift
 - Joining Date
- Salary and Leaves
 - Bank Account Detail
 - Salary
 - Leave Policy Assign
 - Payroll Policy Assign
- Emergency Contact
 - Name
 - Phone No
 - Email
 - Address
 - Relation
- Upload Documents
 - NID/Passport
 - CV
 - Appointment Letter
 - Photo
- Manage Employee
- Leave Management
 - Holiday List (Weekly, Yearly, and Occasional)
 - Leave Policy (Policy name and Duration)
- Payroll Management
 - Deduction Type (Name and Cost)
 - Tardiness Rules
 - Attendance Tolerance Time
 - Late Attendance Count (Number of Days, Consecutive/Any)
 - Incentives and Bonuses
- Attendance Management
 - Raw Data
 - Attendance Report
- Device Management
 - Add Device
 - Add Group
 - Assign to Group
 - Sync Log Data
 - Clear Raw Data