

DOCUMENTATION OF EMPLOYEE

Presented by

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1.Employee Login Page

This login page provides secure access for employees to enter their personal dashboard in the Employer & Employee Management System. It ensures only authorized users can view or interact with their data.

Key Components

Field Name	Type	Description
Email / Username	Text Input	The registered email address or username of the employee.
Password	Password Box	The secure password associated with the account.
Remember Me	Checkbox	Option to keep the user logged in on the device.
Forgot Password?	Link	Redirects to a password recovery process.
Login Button	Button	Submits the credentials for verification.

Login Process Flow

- User enters credentials** (email/username and password).
- System validates inputs** for correct format and completeness.

3. **Authentication check** is performed:

- If credentials are valid: User is redirected to the employee dashboard.
- If credentials are invalid: Error message is shown.

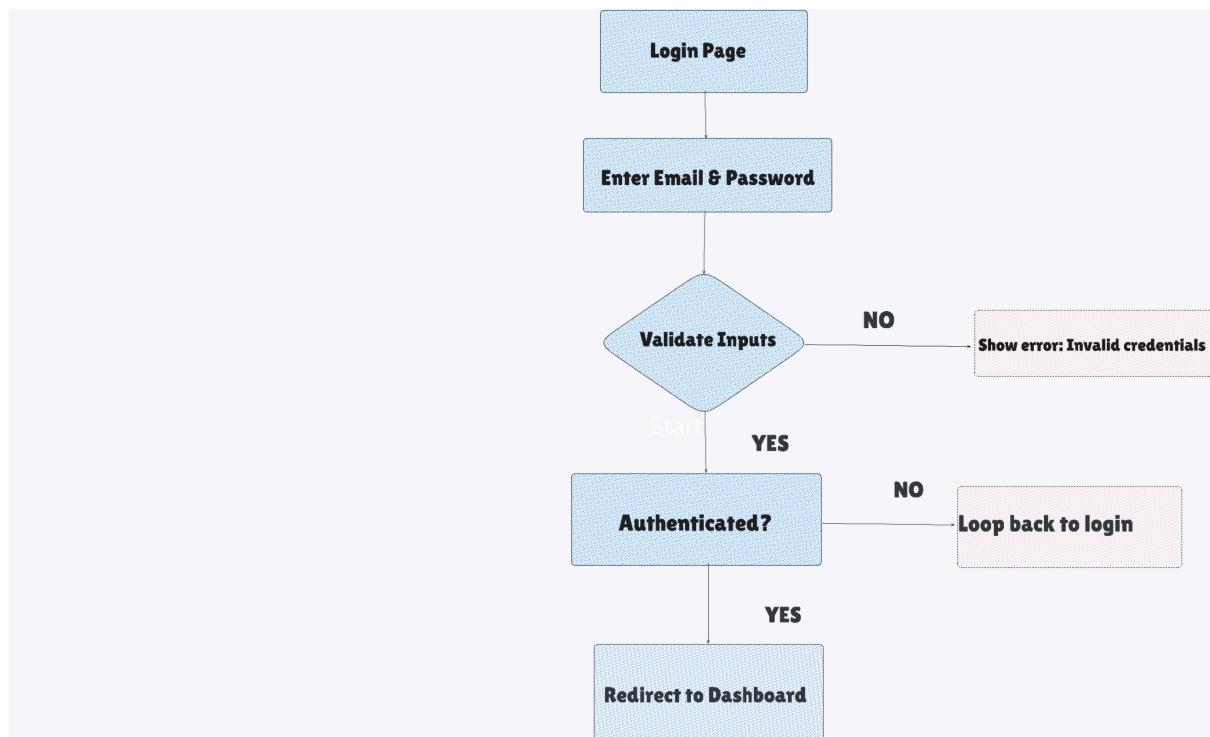
4. If "Remember Me" is selected, a cookie/session is stored for automatic login next time.

5. If "Forgot Password?" is clicked, the user is taken to a recovery flow.

Validations

Field	Validation Type	Example/Error Message
Email	Required, Format Check	Please enter a valid email address.
Password	Required, Length Check	Password must be at least 6 characters.
Credentials	Authentication Check	Invalid email or password.

Employee Login Page



2. Employee Dashboard

The **Employee Dashboard** provides a personalized interface for employees to manage and monitor their employment-related information, documents, attendance, and communication with HR.

2.1 Dashboard Overview

- Displays a **Personal Summary** section:
 - **Attendance Overview:** Snapshot of present/absent days and working hours.
 - **Leave Status:** Current balance and status of leave applications.
 - **Document Status:** Overview of uploaded documents and their verification state.
 - **Recent Announcements:** Highlights of unread or important company messages.

2.1.1 Attendance Summary

The **Attendance Summary** is a key component of the Employee Dashboard. It provides employees with a real-time view of their **daily, weekly, and monthly attendance performance**, offering transparency and accountability regarding their presence in the organization.

Features & Functionalities

Daily Status Display

- Shows today's attendance as:
 - Present
 - Absent
 - On Leave
 - Half Day
 - Work From Home
 - Not Yet Marked
 - Includes check-in and check-out times if the organization uses time tracking.

Working Hours

- Total hours worked for the day.
- Optionally includes:
 - Break times
 - Overtime (if applicable)

Monthly Attendance Calendar

- A visual calendar view with color-coded status:
 - Green = Present
 - Red = Absent
 - Yellow = Leave
 - Blue = Holiday
- Enables quick browsing of attendance patterns.



Summary Metrics

- Days Present this month
- Total Working Days
- Approved Leaves
- Absences (with or without notice)



Attendance Correction Request

- If enabled, employees can request:
 - Attendance corrections (missed punch)
 - Change of leave to present (if wrongly marked)
 - Regularization approval from the manager/HR

2.1.2 Leave Summary

The **Leave Summary** module provides employees with an at-a-glance overview of their leave balances, recent leave applications, and current leave status. It promotes transparency and self-service leave management.

- Displays:

- Available leave balance.
 - Number of leaves taken.
 - Upcoming approved leaves.
- A quick link to apply for leave or view history.

Features & Functionalities

Leave Balance Overview

- Displays types of leaves (e.g., Casual, Sick, Earned, Maternity, etc.).
- Shows:
 - Total allotted
 - Used
 - Remaining leaves

Recent Leave Applications

- Lists recent leave requests with:
 - Date range
 - Leave type
 - Reason
 - Status: Pending, Approved, or Rejected

Graphical View (Optional)

- Pie chart or bar graph showing used vs. remaining leaves for better visualization.

2.1.3 Document Status

The **Document Status** feature allows employees to track, manage, and upload official documents necessary for employment compliance. It ensures both parties - HR and employee - are aligned on documentation requirements.

Features & Functionalities

Uploaded Documents List

- Displays all documents submitted by the employee:
 - Aadhar, PAN, Offer Letter, Educational Certificates, etc.
- Shows **Upload Date** and **Uploaded By (HR or Employee)**.

Status Tracking

- Each document has a status:
 - Pending Review
 - Approved
 - Rejected (with reason)

Expiry Notifications

- Alerts for documents with expiration dates (e.g., visa, contract renewals).
- Reminders sent before expiry for renewal.

Document Upload Feature

- Allows employees to upload required documents via the dashboard.
- Auto-validation for file format and size (if implemented).

2.1.4 Latest Announcements

- Shows recent updates from HR/Admin such as:
 - Policy changes, company holidays, events, or reminders.
- Mark as read/unread for tracking.

3. My Profile

The **My Profile** section allows employees to **view and manage their personal and professional information** in one place. This self-service feature ensures employee records are always up-to-date and reduces HR dependency for minor changes.

Features & Functionalities

Personal Information Display

- Fields typically include:
 - Full Name
 - Contact Number
 - Email Address (usually read-only)
 - Department
 - Designation / Job Title
 - Date of Joining (read-only)

Upload Profile Photo

- Option to upload or update a profile picture.
- Common validations include:
 - File type: JPG/PNG
 - Max size (e.g., 2MB)

Edit & Update

- Editable fields like:
 - Contact Number
 - Emergency Contact (if included)
 - Residential Address
 - Alternate Email (optional)

- "Save Changes" button to apply updates.

Additional Info (Optional)

- Can include fields like:
 - Blood Group
 - Gender
 - Marital Status
 - Reporting Manager

Access Control & Validation

- Certain fields may be locked for editing (e.g., Name, Department) and can only be changed by HR/Admin.
- Basic input validation ensures data consistency (e.g., valid phone number format).

Benefits

- Empowers employees with **control over their profile**.
- Maintains **accurate and current information** in the system.
- Enhances **professional representation** in internal systems (especially with a profile photo).

4. My Documents

The **My Documents** section in the Employee Dashboard is a centralized hub for managing all employment-related documents. It enables employees to upload, view, and download essential files, ensuring proper documentation and compliance.

Key Features

1. Document Upload

- Allows employees to upload relevant documents such as:
 - **Offer Letter**
 - **NDA (Non-Disclosure Agreement)**
 - **Aadhar Card / Government ID**
 - **Educational Certificates**
 - **Experience Letters**
 - **Termination Letter** (if applicable)

2. Document Status Tracking

- Each uploaded document displays its **status**:
 - **Approved**
 - **Pending**
 - **Rejected**
- Admin or Employer has the ability to verify and update document statuses.

3. Download Option

- Employees can download already submitted or approved documents for their reference or reuse.

4. Notifications & Expiry Alerts

- Automated alerts for documents nearing **expiry** (e.g., ID proofs, certifications).

- Reminder prompts to upload missing or outdated documents.

5. Leave Application

The **Leave Application** section allows employees to request time off in a structured and transparent manner. It helps manage leave workflows efficiently while keeping both employees and HR informed of leave balances and request statuses.

Key Features

1. Submit Leave Request

- Employees can submit a leave request by filling in the following:
 - **Date Range:** Select start and end dates of the leave.
 - **Leave Type:**
 - Sick Leave
 - Casual Leave
 - Earned Leave
 - Maternity/Paternity Leave (if applicable)
 - **Reason:** A brief explanation for the leave (e.g., personal, medical, emergency).

2. View Leave Balance

- Employees can check available leave balances before submitting a request.
- Leave categories display how many days are remaining for each type.

3. Track Leave Status

- After submission, employees can view the real-time status of their request:
 - **Pending**
 - **Approved**
 - **Rejected**

4. Notifications

- Employees receive alerts when the leave is approved or rejected.

- HR/Admin gets notified of new leave requests for timely action.

6. Attendance Log

The **Attendance Log** is a key feature in the Employee Dashboard that allows employees to monitor their daily attendance and understand their work patterns. It promotes accountability, helps manage time effectively, and ensures transparent tracking for payroll and performance evaluations.

Key Features

View Daily Attendance Records

- Displays the employee's **daily log** in a calendar or tabular format.
- Includes date-wise entries for attendance data.

Check-in / Check-out Times

- Shows:
 - Exact **Check-in** time when the employee started the day.
 - **Check-out** time when the employee logged off or ended the workday.
- May include automatic or manual entry (based on system setup).

Total Working Hours

- Calculates total hours worked for the day by comparing check-in and check-out times.
- Displays summary such as:
 - **Worked Hours**
 - **Break Duration** (if applicable)

Presence and Absences

- Marks each day as:
 - **Present**
 - **Absent**
 - **On Leave**
 - **Holiday / Week Off**

- Helps employees track their attendance over a period (weekly/monthly).

7. Announcements / Notices

The **Announcements / Notices** module keeps employees informed about important updates, events, and policy changes communicated by HR or management. It acts as a digital notice board within the Employee Dashboard.

Key Features

Read HR or Management Announcements

- Displays official announcements directly from the **HR team or management**.
- Ensures employees are aligned with company updates, policy changes, or events.

View Announcement Details

Each announcement includes:

- **Title** - A brief summary of the announcement.
- **Date** - When the announcement was posted.
- **Message Content** - Full description of the notice, which can include event information, holidays, updates, or motivational messages.

Mark as Read Option

- Employees can **acknowledge** that they've read an announcement by marking it as read.
- Helps HR track who has seen important communications.

8. Support / Contact HR

The **Support / Contact HR** module is a direct communication channel between employees and the HR department. It allows employees to raise queries, report issues, or share feedback in a structured and trackable manner.

Key Features

Submit Queries, Issues, or Feedback

- Employees can **submit a support ticket** or contact form including:
 - **Subject / Title** - A brief description of the issue or query.
 - **Category** - Select the type (e.g., Payroll, Leave, Policy, Feedback).
 - **Description** - A detailed message or explanation.
 - **Attachments** - Optional uploads like screenshots or documents.

Send Directly to HR

- Once submitted, the message is routed to the HR team.
- Email notifications or in-system alerts may notify HR and the employee of submission.

Track Response or Resolution Status (if applicable)

- Tickets or queries may include a **status tracker** such as:
 - **Pending**
 - **In Progress**
 - **Resolved**
- Employees can view the **response** from HR and continue communication via threaded replies or updates.

9. Settings

The **Settings** section in the Employee Dashboard provides employees with the ability to personalize and secure their account preferences, ensuring a tailored and secure experience within the system.

Key Features

Change Password

- **Functionality:** Allows employees to update their login credentials.
- **Fields typically include:**
 - **Current Password**
 - **New Password**
 - **Confirm New Password**
- **Validation:** Ensures the new password meets security requirements (e.g., minimum characters, symbols, etc.).
- **Security Tip:** Prompt confirmation via OTP/email or alert to registered email for security updates.

Language Preference (If Multilingual Support is Enabled)

- **Functionality:** Lets users select their preferred language for the interface.
- **Dropdown Menu** or **Toggle** to choose from available languages (e.g., English, Hindi, Tamil, etc.).
- Saves preferences for future logins and dashboard display.