

Employee Management System

1. Employee Directory

Description: Searchable staff database

Screens: Employee List, Profile Viewer, Advanced Search

Interaction:

- HR: Add new hires → upload documents → assign IDs
- Employees: Search colleagues by name/skills → view contact details
- Export full directory as CSV for emergency contacts

2. Department Structure

Description: Organizational hierarchy

Screens: Department Editor, Reporting Lines

Interaction:

- Drag-and-drop team reorganization
- View matrix reporting relationships
- Color-code departments for visual scanning

3. Leave Requests

Description: Submit/time-off approvals

Screens: Leave Calendar, Approval Workflow, Balance Tracker

Interaction:

- Employees: Select dates → choose leave type → submit
- Managers: Approve/reject with comments → see team availability
- Automatic accrual calculations

4. Performance Reviews

Description: Track employee evaluations

Screens: Review Template, 360° Feedback, Goal Tracking

Interaction:

- Schedule review cycles → assign reviewers
- Self-assessment + manager evaluation forms
- Competency matrix visualization

5. Document Storage

Description: Centralized HR files

Screens: Document Vault, Version Control

Interaction:

- Upload contracts/certificates → set access permissions
- Electronic signature collection
- Automated retention policy enforcement

6. Company Announcements

Description: Internal bulletin board

Screens: News Feed, Priority Alerts

Interaction:

- HR: Post updates → target specific departments
- Employees: Comment/react to posts
- Mandatory read acknowledgments

7. Training Records

Description: Track skill development

Screens: Training Catalog, Transcripts, Certification Tracker

Interaction:

- Register for courses → complete assessments

- Automatic expiry alerts for certifications
- Skills gap analysis reports

8. Org Chart

Description: Visual company structure

Screens: Interactive Chart, Profile Cards

Interaction:

- Zoomable hierarchy with photo avatars
- Click any employee to see full profile
- Print wall-sized version

9. Timesheets

Description: Record working hours

Screens: Weekly Timesheet, Approval Queue

Interaction:

- Clock in/out with GPS verification
- Project/task code allocation
- Overtime threshold alerts

10. Exit Interviews

Description: Offboarding documentation

Screens: Exit Form, Knowledge Transfer

Interaction:

- Standardized questionnaire
- Company asset return checklist
- Alumni network opt-in