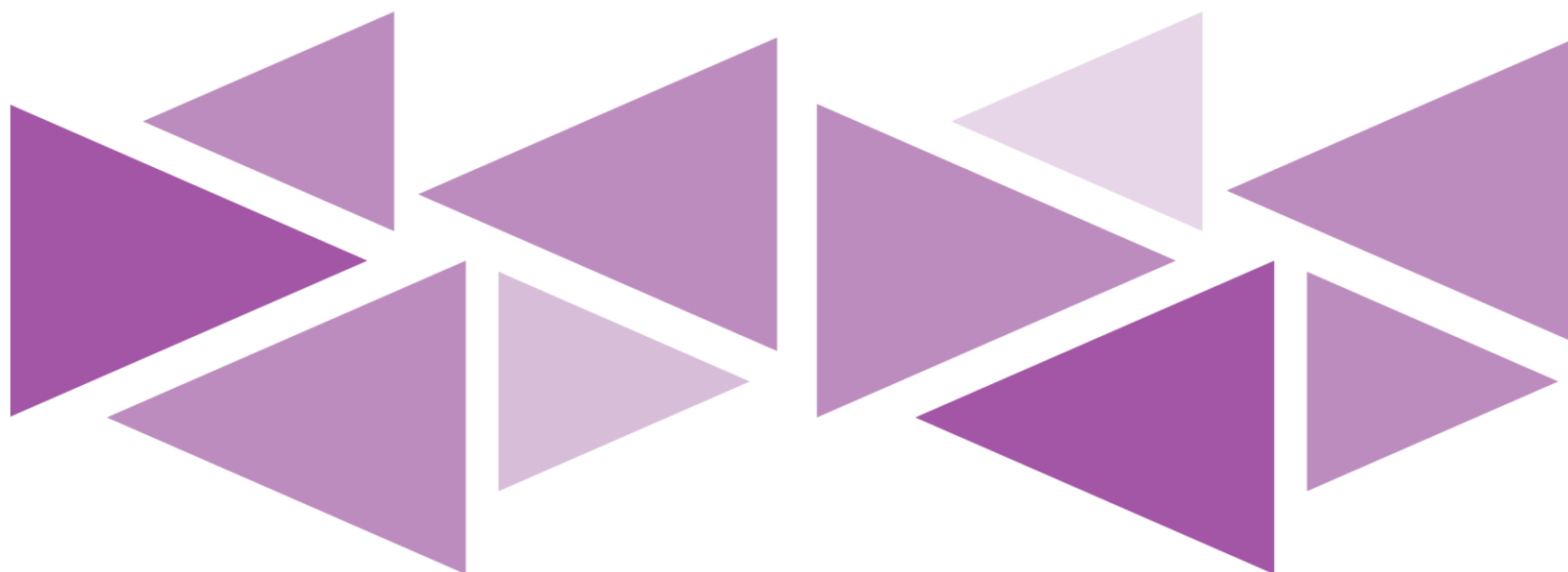


BUDGIE



PREPARED BY

HEMA'S ENTERPRISES PRIVATE LIMITED

PRE ON BOARDING – ON BOARDER

S.NO	MENU	WORKFLOW DESCRIPTION
1	PRE ONBOARDING – Day zero	In Day Zero , HR can view the details of upcoming list of employees who are all going to join by next day. <ul style="list-style-type: none">– Here, the list of employees is with header options of Employee ID, Name, Email, Mobile number, Induction mail, Buddy Mail.– Those details need to copied, and download through Excel, CSV, and PDF options.– user can search through Employee Id or Name in search option tab.

HOME PAGE**DAY ZERO-**

COPY	EXCEL	CSV	PDF
------	-------	-----	-----

S.NO	EMPLOYEE ID	NAME	EMAIL	MOBILE NUMBER	INDUCTION MAIL	BUDDY MAIL
1	433534534	XYZ	XYZ@GMAIL.COM			

ON BOARDING

S.NO	MENU	WORKFLOW DESCRIPTION
1	On boarding	<p>In On Boarding, the candidate who are all updated their documents need to be shown with the following header options as S.No, Employee ID, Name, Email ID, Mobile number, Induction Mail, Buddy Mail, Document status, Action and document.</p> <ul style="list-style-type: none">– HR needs to verify the documents and so the employee code will be generated. And so the details can be copied, and download through Excel, CSV, and PDF options. <p>For NAPS employee through action icon the HR can give the Employee ID and for HEPL Employee the Employee code will be automated.</p>

ON BOARDING

COPY	EXCEL	CSV	PDF
------	-------	-----	-----

S.NO	EMPLOYEE ID	NAME	EMAIL	MOBILE NUMBER	INDUCTION MAIL	BUDDY MAIL	DOCUMENT STATUS	ACTION	DOCUMENT
1	4335345	XYZ	XYZ@GMAIL.COM				VERIFIED		

SEATING READINESS & ID CARD REQUEST

S.NO	MENU	WORKFLOW DESCRIPTION
1	Candidate seating and ID card request	<p>Candidate seating and ID card request can be known through pending and completed tabs.</p> <ul style="list-style-type: none">– Both Pending and completed tab should have the common headers as Employee id, name, email, mobile number, seating status and ID card status.– Those details need to copied, and download through Excel, CSV, and PDF options. <p>The user can search through Employee Id or Name in search option tab.</p>

CANDIDATE SEATING AND IDCARD

PENDING | COMPLETED

COPY	EXCEL	CSV	PDF
------	-------	-----	-----

S.NO	EMPLOYEE ID	NAME	EMAIL	MOBILE NUMBER	SEATING STATUS	IDCARD STATUS
1	433534534	XYZ	XYZ@GMAIL.COM		PENDING/ COMPLETED	

EMAIL ID CREATION

S.NO	MENU	WORKFLOW DESCRIPTION
		<p>Email creation menu should have the Pending and completed tabs.</p> <ul style="list-style-type: none">Both pending and completed tab should have common headers as Employee ID, name, Email, Mobile number, HR suggested email and asset type.The search tab must have help to search based on keywords. <p>The list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option and so user can print the list using print option</p>

EMAIL ID CREATION

PENDING | COMPLETED

COPY	EXCEL	CSV	PDF
------	-------	-----	-----

S.NO	EMPLOYEE ID	NAME	EMAIL	STATUS	HR SUGGESTED EMAIL	ASSET TYPE
1	433534534	XYZ	XYZ@GMAIL.COM		XYZ@HEMAS.IN	LAPTOP

PRE ON BOARDING HR

S.NO	MENU	WORKFLOW DESCRIPTION
	Pre On Boarding HR	<p>Pre on boarding HR displays the shown entries on numberings as 10, 50,100,250 and 500.</p> <ul style="list-style-type: none">– The search tab must have help to search based on keywords.– Below it should contain the headers as S.No, employee id, name, email, mobile number and action.

PRE ON BOARDING HR

COPY	EXCEL	CSV	PDF
------	-------	-----	-----

S.NO	EMPLOYEE ID	NAME	EMAIL	MOBILE NUMBER	ACTION
1	433534534	XYZ	XYZ@GMAIL.COM		

SEATING REQUEST -SITE ADMIN

S.NO	MENU	WORKFLOW DESCRIPTION
1	Candidate seating and id card request	<p>Candidate seating and id card allotment is done through Pending and completed tabs.</p> <ul style="list-style-type: none">– Both the tabs should have common headers as S.No, employee id, name, email, mobile number, (seating status and ID card status with switch tabs).– Generated ID card info tab should be Pending download and download.<ul style="list-style-type: none">- Pending download must be with headers S.No, Employee ID, Name, Email, Mobile number and Action with view tab.- Download should have check option to select and update the status of employees with headers as Employee ID, Name, Email, Mobile number, Work location.– The list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option and so user can print the list using print option, Colvis have the drop down option which includes header title.– In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries.

SEATING REQUEST -SITE ADMIN

PENDING | COMPLETED | GENERATED IDCARD INFO

COPY EXCEL CSV PDF

S.NO	EMPLOYEE ID	NAME	EMAIL	MOBILE NUMBER	SEATING STATUS	IDCARD STATUS
1	433534534	XYZ	XYZ@GMAIL.COM			

PENDING DOWNLOAD | DOWNLOAD

EXPORT

SEARCH

S.NO	EMPLOYEE ID	NAME	EMAIL	MOBILE NUMBER	ACTION
1	433534534	XYZ	XYZ@GMAIL.COM		

E-MAIL ID CREATION -IT INFRA

S.NO	MENU	WORKFLOW DESCRIPTION
1	E-MAIL CREATION	<ul style="list-style-type: none"> Once, the HR created the E-Mail creation to the employee, it will be assigned to the IT Infra team The email creation menu should have the Pending and completed tabs. The assigned employee list will be available in the pending tabs. After handing over the assets to employee and creation of email Id, user need to change the status to completed. If the suggested mail id similar with existing employee mail id, IT Infra team can change the mail id and can create it. Both pending and completed tab should have common headers as Employee ID, name, Email, Mobile number, HR suggested email and asset type.

EMAIL ID CREATION

PENDING | COMPLETED

COPY	EXCEL	CSV	PDF
------	-------	-----	-----

S.NO	EMPLOYEE ID	NAME	EMAIL	MOBILE NUMBER	HR SUGGESTED EMAIL	ASSET TYPE
1	433534534	XYZ	XYZ@GMAIL.COM		XYZ@HEMAS.IN	LAPTOP

ID CARD - Graphics team

S.NO	MENU	WORKFLOW DESCRIPTION
1	Id card image process	<p>ID card process should contain Advanced filter tab and Upload option.</p> <p>Advanced filer need to be with Select employee code, employee name, reporting manager and select result in drop down option, date of joining in updated calendar along with apply and clear tab.</p> <ul style="list-style-type: none">– In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries.– Search option must also be provided to help search with the help of keyword.– It should contain S.no, Employee code, employee name, Reporting manager name, DOJ, passport photo, ID card photo, Id card photo status.

ATTENDANCE

S.NO	MENU	WORKFLOW DESCRIPTION
1	Attendance Info	<p>Attendance Info should contain Legend tab which represents the Holiday, Regularization approval, Regularization pending, Present as P, Absent as A, Leave as L, Off as Off days.</p> <ul style="list-style-type: none">– At right side corner Attendance info should have three icons – Calendar, Biometric and Graph icon.– Calendar should display the current month attendance details which are described above.– Biometric should contain date filter tab in which the user can select the particular date.<ul style="list-style-type: none">- Below this the following headers should be placed Date, Shift, attendance scheme, First in, last out, work hrs, actual hrs, status, swipe details, exception, shortfall/excess hrs, Session 1(shift timings), Session 2 (shift timings), early out.– Graph should contain the details like Average work hrs, Avg actual work hrs, Penalty days, Late in, Early out, Exception days.<ul style="list-style-type: none">- It should have the date filter tab, below this pie chart should be displayed as Present and absent with percentage.

January 27, 2023

ATTENDANCE INFO:

< MARCH >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 P	2 P	3 P	4 A : OFF
5 OFF	6 P	7 P	8 P	9 P	10 P	11 P
12 OFF	13	14	15	16	17	18
19 OFF	20	21	22	23	24	25
26 OFF	27	28	29	30	31	

ATTENDANCE REGULARIZATION APPLY

S.NO	MENU	WORKFLOW DESCRIPTION
1	Attendance Regularization apply	<p>Attendance Regularization apply should contain Legend tab which represents the Holiday, Regularization approved, Regularization pending, Present, Absent, Leave.</p> <ul style="list-style-type: none">– It should have Apply, Pending and history tab.– Apply option should contain the current month calendar in which the user can select particular date for regularization. It should display the details Date, day, in time, out time, reason and delete option.<ul style="list-style-type: none">- Below this Applying to tab as drop down option and Remarks tab as input field with cancel and submit tab.– Pending tab should contain the applied regularization details along with view and withdraw tab.– History tab should display the approved/rejected details with view option.

ATTENDANCE REGULARIZATION APPLY

APPLY

PENDING

HISTORY

< February 2023 >

Sun Mon Tue Wed Thu Fri Sat

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

APPLIED ON:

Dd-mm-yyyy

v

Pending With:

No. Of Days:

Date Applied:

VIEW

WITHDRAW

APPLIED ON:

Dd-mm-yyyy

v

Approved by:

No. of days:

Date applied:

VIEW

ATTENDANCE REGULARIZATION APPROVAL

S.NO	MENU	WORKFLOW DESCRIPTION
1	Attendance regularization approval	Attendance regularization approval should contain Active and Closed tab. <ul style="list-style-type: none">– Active tab should display the regularization details of team members with partial approval, approve and reject tab.– Closed tab should display the details with view option.

ACTIVE

Closed

XXXXXX (3900231)

No. Of Days:

Dates Applied:

Employee Remarks:

Partial approval

Approve

Reject

XXXXXX (3900231)

No of days:

Dates applied:

Employee remarks:

View

ATTENDANCE MUSTER

S.NO	MENU	WORKFLOW DESCRIPTION
1	Attendance Muster	<p>Attendance Muster contain filter option which includes reviewer, reporting manager, employee, department , designation, payroll status, band, location with drop down option, month and calendar with updated calendar as well as input field and reset tab.</p> <ul style="list-style-type: none">– Export option - in which the user can download the details in Excel format.– Import option should have File upload option along with update and close tab.– Sample excel the sample for attendance muster must be in predefined and be downloadable in excel format.– In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries.– It should contain the following header as S.No, Employee Id, Employee name, Designation, Location, total no. of. Present days, Total LOP, week off, total holidays, total days, total SL, total CL, total Privilege leave, total probationary leave, and total leave. From current month 25th to upcoming month 24th attendance must be captured.

ATTENDANCE MUSTER:

Attendance details

FILTER

Select reviewer

V

Select rep manager

V

Select employee

V

Select department

V

Select designation

V

Select payroll status

V

Select band

V

Select location

V

Select month & year

Mm-yyyy

EXPORT

EXCEL

SAMPLE EXCEL

IMPORT

IMPORT

Upload

Choose File option

Update

Close

RESET

**Excel file of attendance muster download option

16 | HEPL

LEAVE

S.NO	MENU	WORKFLOW DESCRIPTION
1	Leave Apply	Leave Apply should contain the balance leave of the employee, Leave type, Applying to as dropdown option, CC as input field, From and to date as updated calendar with sessions, Applying for days should capture automatically selecting the date and session, contact details, reason as input field and File upload option along with submit tab.

LEAVE APPLY PAGE:

LEAVE TYPE:	<input type="text"/>	v	
APPLYING TO:	<input type="text"/>	v	→ Select Manager from the list
CC:	<input type="text"/>		
FROM DATE:	<input type="text" value="Dd-mm-yyyy"/>	SESSION 1:	<input type="text"/>
TO DATE:	<input type="text" value="Dd-mm-yyyy"/>	SESSION 2:	<input type="text"/>
CONTACT DETAILS:	<input type="text"/>		
FILE UPLOAD:	<input type="text" value="Choose File option"/>		
REASON:	<input type="text"/>		

SUBMIT

LEAVE BALANCE

S.NO	MENU	WORKFLOW DESCRIPTION
1	Leave Balance	<p>Leave balance should have Apply tab (which redirect to Leave apply menu) and year drop down option.</p> <ul style="list-style-type: none">– Leave type has to be listed in a thumbnail as Loss of pay, on duty, Privilege leave, sick leave, casual leave, (Work from home, Probationary leave is enabled for concern employee) and the respective granted leave listed along with it.

LEAVE BALANCE

Redirect to the leave apply page

APPLY

2023

Probationary Leave

0

Granted 13

Loss of pay

0

Granted 0

On duty

0

Granted 0

Privilege Leave

2

Granted 14

Sick Leave

3

Granted 12

Casual Leave

7

Granted 12

Work from home

0

Granted 0

LEAVE CALENDAR

S.NO	MENU	WORKFLOW DESCRIPTION
1	Leave calendar	Leave calendar should have Filter option which includes Filter type with drop down option along with reset tab. It also has Updated calendar with viewable option as month, week and day wise.

MARCH 2022

MONTH

WEEK

DAY

FILTER

Filter type

v

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 P	2 P	3 P	4 A : OFF
5 OFF	6 P	7 P	8 A	9 P	10 P	11 P
12 OFF	13	14	15	16	17	18
19 OFF	20	21	22	23	24	25
26 OFF	27	28	29	30	31	

LEAVE ENCASHMENT

S.NO	MENU	WORKFLOW DESCRIPTION
1	Leave Encashment	Leave Encashment should have the following details as Available sick leave and Eligible for encashment, along with Submit and cancel tab. <ul style="list-style-type: none">– If there is eligibility for leave encashment then it should displays carry forward leaves and encash leave with check box option.– If the employee selects encash leave (no of days to be encashed) tab should shows the input field with up down option.

LEAVE ENCASHMENT:

Available Sick Leave:

Eligible for Encashment:

SUBMIT**CLOSE**

RESTRICTED HOLIDAY

S.NO	MENU	WORKFLOW DESCRIPTION
1	Restricted Holiday	Restricted Holiday apply should contain the following header as Occasion, date, day and description. <ul style="list-style-type: none">Below it also contain Applying to tab as drop down option, CC tab, Reason tab as input field with submit option.

RESTRICTED HOLIDAY:**OCCASION****DATE****DAY****DESCRIPTION**

APPLY TO:

CC:

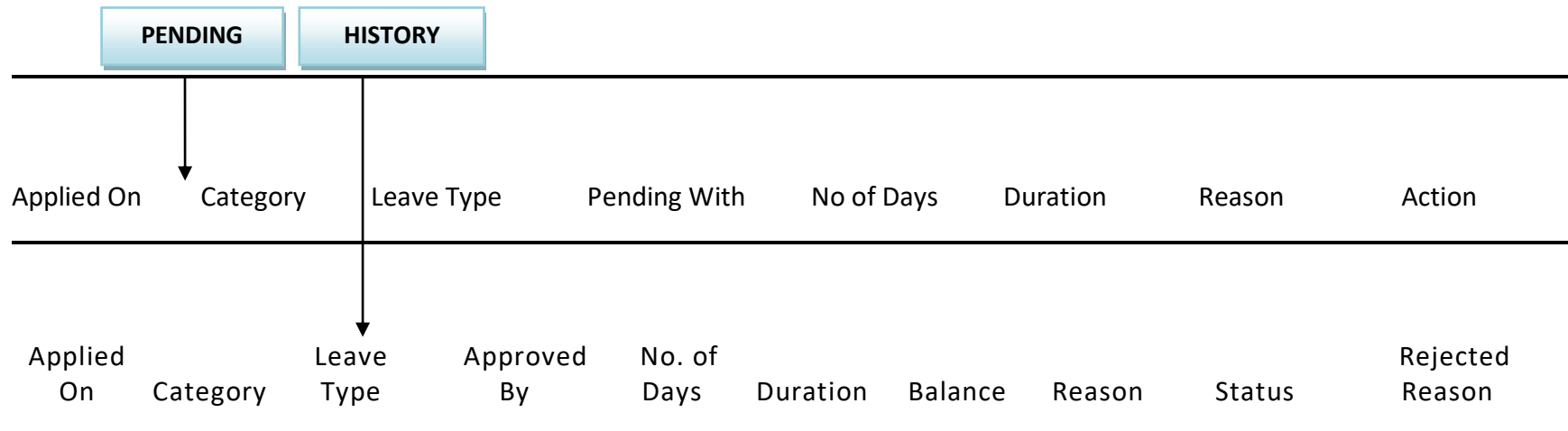
REASON:

SUBMIT

LEAVE HISTORY

S.NO	MENU	WORKFLOW DESCRIPTION
1	Leave history	<p>Leave history tab should contain Pending and history tab.</p> <ul style="list-style-type: none"> – Pending tab should contain the headers as Applied on, Category, leave type, pending with, No. of. Days, duration, reason and action. – History tab should contain the headers as Applied on, Category, leave type, approved by, No. of. Days, duration, balance, reason, status and rejected reason.

LEAVE HISTORY:



COMP. OFF GRANT

S.NO	MENU	WORKFLOW DESCRIPTION
1	Comp. Off Grant	Compensatory Off apply should contain the Comp off date and comp off work date as updated calendar. <ul style="list-style-type: none">Applying to tab in drop down option, CC and Reason as input field along with submit tab.

COMP OFF GRANT:

Comp. off date

Dd-mm-yyyy

Comp. Off work date

Dd-mm-yyyy

Applying to

v

CC

Reason

SUBMIT

LEAVE CANCEL

S.NO	MENU	WORKFLOW DESCRIPTION
1	Leave cancel	Leave cancel should display the recently applied leave with the headers as Leave type, duration, days and reason, check box in which employee can select and cancel the applied leave. Applying to as drop down option, CC and reason as Input field along with submit tab.

LEAVE CANCEL:

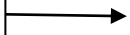
Leave Type

Duration

Days

Reason

APPLYING TO:



Select Manager from the list

CC:

REASON:

SUBMIT

LEAVE APPROVAL – REP.MANAGER, REVIEWER

S.NO	MENU	WORKFLOW DESCRIPTION
1	Leave approval- Reporting manager, Reviewer	<p>Leave Approval It should have Apply on behalf tab which includes Employee name, leave type, Sessions 1, Sessions 2 with drop down options. From date and To date should be entered manually. Contact details and reason as input field, File upload with Choose file option Along with Close and Submit tab.</p> <ul style="list-style-type: none">– Leave approval menu should have Active and Closed tab.– Active should have following details with header options like Name, Category, Leave type, pending with, and leave balance, Duration, No. of days and action.– Closed should have following details with header options like Name, Category, Leave type, Approved by, No. of days, Duration, balance, action and Rejected reason.

COLLEAGUE'S BIRTHDAY

S.NO	MENU	WORKFLOW DESCRIPTION
1	Colleague's Birthday	– Colleague birthday menu should be enabled to all employees. So, that each employee can able to view all employee's birthday through calendar.

HOMEPAGE

APRIL						2023
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 XYZ	3	4	5	6
7	8	9	10	11	12	13
14	15 ABC	16	17	18	19	20
21	22	23	24	25	26 AJAY	27
28	29	30	31			

EVENTS

S.NO	MENU	WORKFLOW DESCRIPTION
1	Employee	<ul style="list-style-type: none">– The event menu should be viewable for all the employees.– It should portrait the calendar with list of events on each date.– Calendar should be viewable as month wise, week wise, day wise.– For regional events, user needs to select the corresponding state for which state the employee needs to view.

Home Page

JANUARY 2022

MONTH | WEEK | DAY | LIST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 XYZ	3	4	5	6
7	8	9	10	11	12	13
14	15 PONGAL	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

ADMIN EVENTS

S.NO	MENU	WORKFLOW DESCRIPTION
1	Admin events	<ul style="list-style-type: none">– Using Add option Admin can add event which includes the tabs like Event name, Where, Category and Event type with Drop down option, Event file, Color, Description, Starts on (date & time to be mentioned), Ends on (date & time to be mentioned), Add Attendees with drop down option with close and submit tab.– Filter option displays Select employee, Select Category and Select Event type tab with Apply and Reset tab. <p>The upcoming events should display in the dashboard.</p>

ADMIN EVENTS:

FILTER

SELECT EMPLOYEES

V

SELECT CATEGORY

V

SELECT EVENT TYPE

V

APPLY

RESET

MONTH

WEEK

DAY

LIST

ADD+

EVENT NAME

WHERE

CATEGORY +

EVENT TYPE +

EVENT FILE

CHOOSE FILE

COLOR

START DATE AND TIME

END DATE AND TIME

SELECT ATTENDEES

CLOSE

SUBMIT

August						2022
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PEOPLE

S.NO	MENU	WORKFLOW DESCRIPTION
1	People	<ul style="list-style-type: none"> – People menu should be enabled for all the employees, to view other employee basic details. – The list of employees need to be listed and can able view the basic details such as employee ID, designation, department, contact details, email, work location, Joining date, Date of birth without year. – Here, one employee can mark other employees as favourite as per their needs. – Filter option is needed to view the filtered employee list, where the required designation, department and location can be filtered.

Home Page

Employee list | starred

ABC 001	Executive
Xyz 002	Senior Executive
AAb 003	Manager

Profile Picture - ABC

Employee ID: 001

Designation: Executive

Department: Finance

Contact details: 9876543210

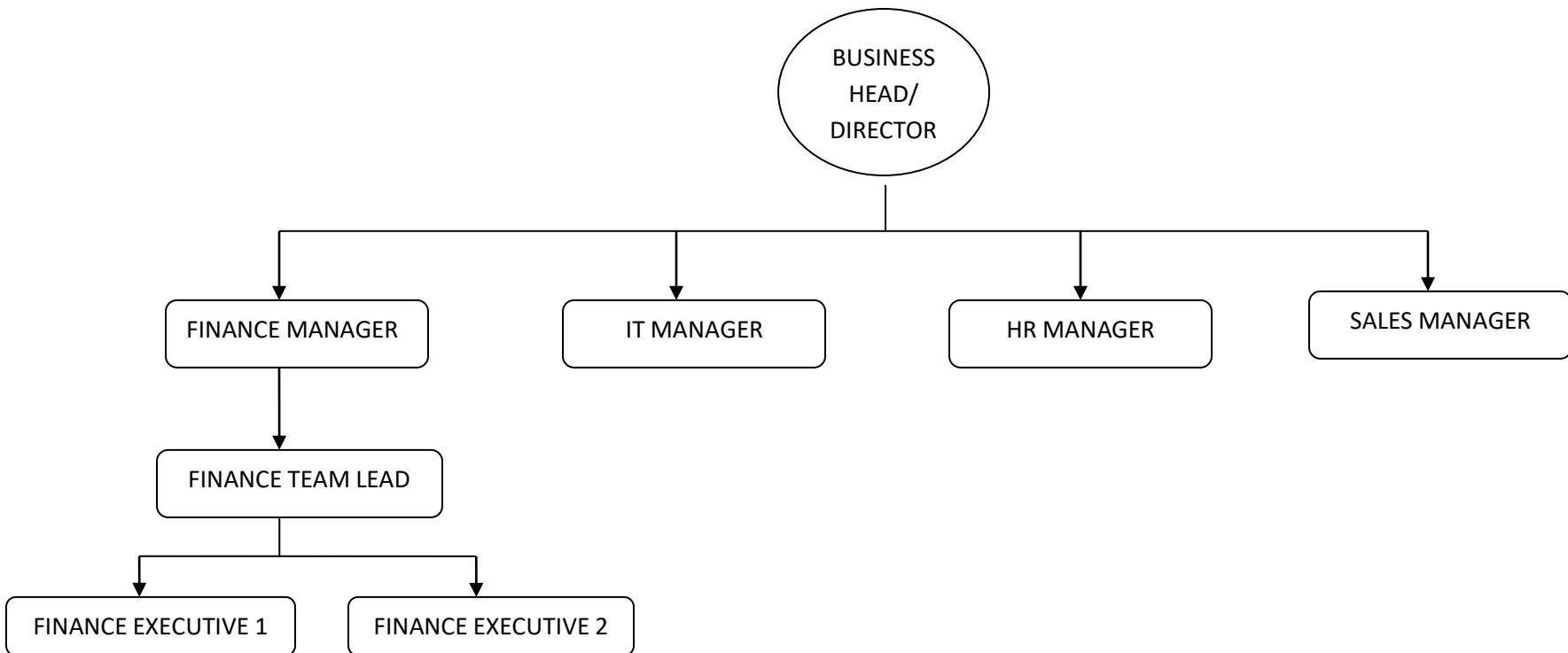
Email: ABC@hemas.in

Work Location: Onsite

S.NO	MENU	WORKFLOW DESCRIPTION
1	Organizational chart	<ul style="list-style-type: none">– Organization chart Menu should be enabled to all the employees to view the org flow– Hence, it starts from the Director of the Business and followed by their subsidiaries.– Thus, the flow will be continued till it reached the Last employee of the organization

ORGANIZATION CHART

Home Page

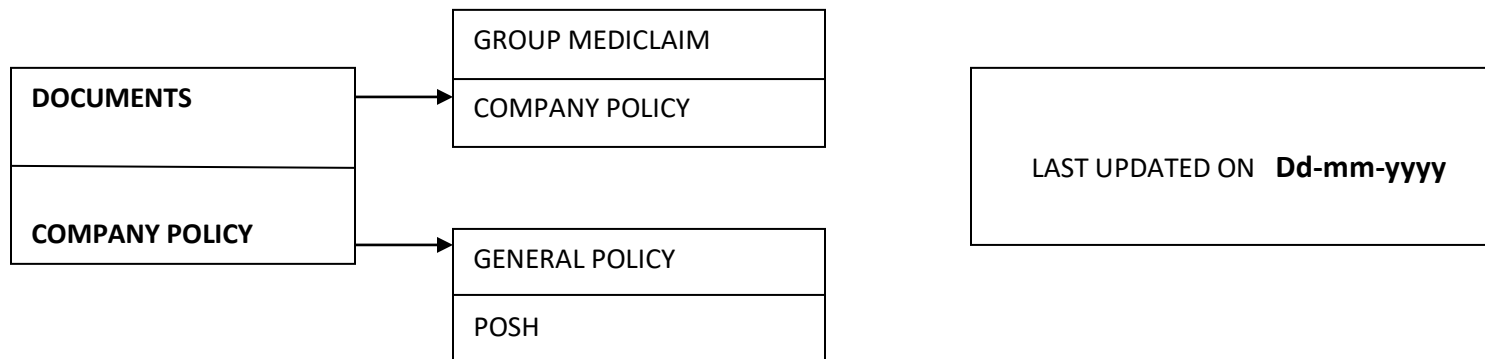


MY TEAMS

S.NO	MENU	WORKFLOW DESCRIPTION
1	My teams	My teams – It should have Select team member with drop down option through this TL can select their team members

DOCUMENT CENTRE – Employee

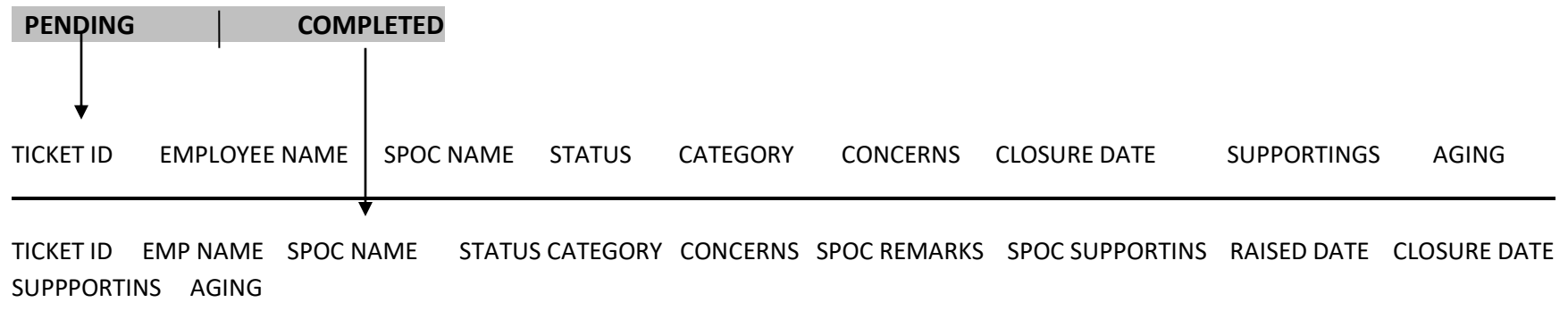
S.NO	MENU	WORKFLOW DESCRIPTION
1	Document centre	<ul style="list-style-type: none">- The document center has the documents that company provided to the employees- This must have two tabs as documents and company policies.- Document tabs when invoked should take to the document center of company must contain details and downloadable PDF documents (e.g. ID card, Medical claims...).- Company policies when invoked should display all the general policies of the company like terms of engagement and grooming & dress code policy. Both have information as well as downloadable PDF documents.

DOCUMENT CENTER:

HELP DESK

S.NO	MENU	WORKFLOW DESCRIPTION
1	Helpdesk	<p>My request – Employee can raise their queries through helpdesk.</p> <ul style="list-style-type: none"> – Helpdesk should contain my request tab in which display two sub tabs as Pending and completed. – In both tabs Search option must also be provided to help search with the help of keyword in the record and they can also be able to Copy and Download(via Excel, CSV, PDF) – In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – Pending tab must have the header options like S.No, Ticket Id, Employee name, Spoc name, Status, Category, Concerns, Closure date, Supporting, Aging. – Completed tab must have the header options like S.No, Ticket Id, Employee name, Spoc name, Status, Category, Concerns, Spoc remarks, Spoc supporting, Raised date, Closure date, Supporting, Aging.

HELP DESK:



HELP DESK- HR

S.NO	MENU	WORKFLOW DESCRIPTION
1	My request Helpdesk report	<p>My request – Employee can raise their queries through helpdesk.</p> <ul style="list-style-type: none"> – Helpdesk should contain my request tab in which display two sub tabs as Pending and completed. – In both tabs Search option must also be provided to help search with the help of keyword in the record and they can also be able to Copy and Download(via Excel, CSV, PDF) – In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – Pending tab must have the header options like S.No, Ticket Id, Employee name, Spoc name, Status, Category, Concerns, Closure date, Supporting, Aging. – Completed tab must have the header options like S.No, Ticket Id, Employee name, Spoc name, Status, Category, Concerns, Spoc remarks, Spoc supporting, Raised date, Closure date, Supporting, Aging. <p>In HR desk report it shows Report, Graph and SLA graph tab.</p> <p>Report could have Advanced filter option with Start date, End date, Category with drop down option, status with drop down option and clear tabs.</p> <ul style="list-style-type: none"> – The list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option and so user can print the list using print option, Colvis have the drop down option which includes header title. – In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – The user can search through Employee Id or Name in search option tab. – It should display the header option like S.No, Ticket Id, Employee Name, Spoc name, Status, Category, Concerns, Spoc remarks, Spoc supporting, Raised date, closure date, supportings, aging and Ticket lifecycle. <p>Graph could have the ticket process in view chart like Completed, Pending and In progress with percentage.</p> <ul style="list-style-type: none"> – SLA Graph could have the ticket process in view chart like With SLA and Without SLA with %.

HOLIDAY

S.NO	MENU	WORKFLOW DESCRIPTION
1	Holiday	Holiday should contain Legend tab and filter option. <ul style="list-style-type: none"> – Legend tab should represent the holiday and restricted holiday – Filter by should display select state, location in drop down option along with reset tab. – The holiday menu should be viewable for all the employees. – Calendar should be viewable as month, week and day wise.

Home Page

MONTH	WEEK	DAY	LIST
-------	------	-----	------

LIST OF HOLIDAYS14TH JAN – PONGAL26TH JAN – REPUBLIC DAY14TH APRIL – TAMIL NEW YEAR1ST MAY – MAY DAY15th AUGUST – INDEPENDANCE DAY

August						2022
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

ADMIN HOLIDAY

S.NO	MENU	WORKFLOW DESCRIPTION
1	Holiday	<p>Admin should create the holiday by selecting the particular date which includes the option like Occasion, Restricted holiday with drop down option(Yes, No), state with drop down option, location with drop down option, Description, File Option with Close and Save Tab.</p> <ul style="list-style-type: none">- The Admin can view the previous holidays it shows Occasion, Description, Restricted holiday, State, location with close delete and Edit tab.- If there is any change the Admin can edit or delete the Holiday details. <p>The upcoming holidays should display in the dashboard.</p>

Home Page

MONTH

WEEK

DAY

LIST

LIST OF HOLIDAYS

☒ View All☐ Restricted Holiday☐ Holiday☐ PONGAL☒ CHENNAI

February

2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 ABC	6
7	8	9	10	11	12	13
14	15 XYZ	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Occasion:

Description:

Restricted Holiday:

State:

Location:

CLOSE

DELETE

EDIT

Occasion

Restricted Holiday

v

State

☐

All State

Location

☐

All location

Description

File

Choose File

MOVEMENT - REPORTING MANAGER

S.NO	MENU	WORKFLOW DESCRIPTION
1	Reporting manager Movement	<ul style="list-style-type: none">– Employee movement is where the employers can be able to assess the work movements of employees.– Reporting manager movements must have a sub tab initialize movement which should take to the movement process. This should involve input fields like<ul style="list-style-type: none">- Department movement (change department or no changes) and if any change they can select the respective department from the department list (finance, AB, Admin, etc...).- Designation movement (change designation or no changes) and if any change they can select the respective designation from the designation list (if department is finance then it should show accounts assistant, accounts executive, accounts officer).- Reporting manager movement (Reporting manager or no changes) and if any change they can select the respective employee from the employee list (it should display the list of all the employees).- Reviewer movement (Reviewer or no changes) and if any change they can select the respective employee from the employee list (it should display the list of all the employees).- Remarks as input field with submit option.– It should contain Pending and Completed tab– Search option must also be provided to help search with the help of keyword and show entries in drop down option as 10, 50, 100,250, 500 and all.– In both tabs the headers are common – S.No, Employee name, Movement process, Remarks and status.

MOVEMENT:

REPORTING MANAGER MOVEMENTS

INITIATE MOVEMENT

DEPARTMENT MOVEMENT

DESIGNATION MOVEMENT

REP. MANAGER MOVEMENT

REVIEWER MOVEMENT

DEPARTMENT LIST

DESIGNATION

EMPLOYEE LIST

REMARKS

SUBMIT

PENDING | **COMPLETED**

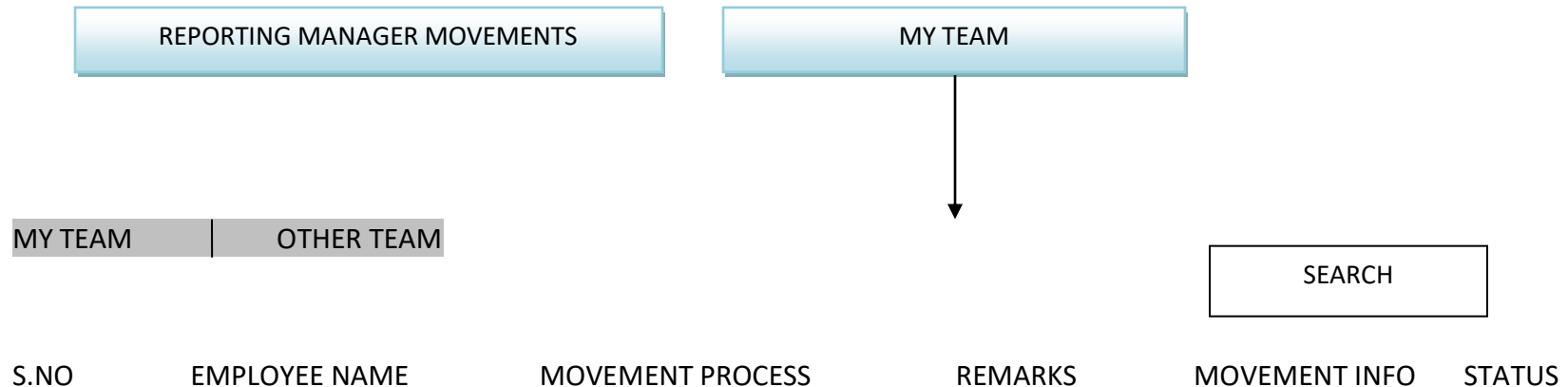
SEARCH

S.NO	EMP NAME	MOVEMENT	PROCESS	REMARKS	STATUS
------	----------	----------	---------	---------	--------

MOVEMENT - REVIEWER

S.NO	MENU	WORKFLOW DESCRIPTION
1	As Reviewer	<ul style="list-style-type: none"> Employee movement must have two tabs namely Reporting manager movements and my team. Reporting Manager Tab is same as that of Reporting manager movements above. My team tab should contain two sub tabs as my team and other team with common headers as S.No, Employee name, Movement process, Remarks, Movement Info, Movement status and status. Search option must also be provided to help search with the help of keyword and show entries in drop down option as 10, 50, 100,250, 500 and all.

MOVEMENT:



MOVEMENT – HR HEAD

S.NO	MENU	WORKFLOW DESCRIPTION
1	As Reviewer	<p>Employee movement must have three tabs namely Reporting manager movements, my team and HR movement.</p> <ul style="list-style-type: none"> – Reporting Manager & My team tab is already mentioned in above menu. – Search option must also be provided to help search with the help of keyword. – The list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option. – It should contain the following headers as S.No, Employee, Movement type, Remarks, Old reviewer status, New reviewer status, Movement info and action.

MOVEMENT:

REPORTING MANAGER MOVEMENT

MY TEAM

HR MOVEMENT

COPY | EXCEL | CSV | PDF

SEARCH

S.NO EMPLOYEE MOVEMENT TYPE REMARKS OLD REVIEWER STATUS NEW REVIEWER STATUS MOVEMENT INFO ACTION

MY DAY AT WORK -EMPLOYEE

S.NO	MENU	WORKFLOW DESCRIPTION
1	My Day At Work	<ul style="list-style-type: none">– Employees need to register their day to day activity in this field.– My day at work should contain header options namely my activity, Activity report.– My activity – Activity date should capture automatically. It should contain Add new row, Submit activity tab.<ul style="list-style-type: none">– My activity should display the following header options like S.NO, activity, time spent, remarks, action.– Activity report – It need to be with updated calendar, clear tab, Activity status with pending tab, hours worked break hours, total hours as input field.<ul style="list-style-type: none">– The list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option and so user can print the list using print option, Colvis have the drop down option which includes header title.– It should contain the following header options like S.NO, activity, time spent, remarks.

MY DAY AT WORK:

MY ACTIVITY

REPORTING MANAGER

MY ACTIVITY

MY ACTIVITY

ACTIVITY REPORT

Activity date

Dd-mm-yyyy

ADD NEW ROW

SUBMIT ACTIVITY

Dd-mm-yyyy

Clear

S.NO ACTIVITY TIME SPENT REMARKS ACTION

Activity status

hours worked

break hour

total hours

Pending

0h: 0m

0h: 0m

0h: 0m

COPY | EXCEL | CSV | PDF | PRINT | COLVIS

S.NO

ACTIVITY

TIME SPENT

REMARK

MY DAY AT WORK - REPORTING MANAGER

S.NO	MENU	WORKFLOW DESCRIPTION
1	As reporting manager	<p>The reporting manager will give remarks and approve the team member's activity.</p> <ul style="list-style-type: none"> As Reporting manager tab should contain two sub tabs as Team activity and activity status. Team activity must have select team member with drop down option, activity date in updated calendar with clear tab. It should contain the header option as S.No, Activity, time spent and remarks. Below the header it should contain the Remarks tab as input field with approval tab. Activity status should have select team member in drop down option with clear tab. It need to be with the following headers like S.No, activity date, employee name, remark, hours worked, total hours and status.

REPORTING MANAGER:

TEAM ACTIVITY	ACTIVITY STATUS
---------------	-----------------

Select team members to view activity

v

SELECT

v

ACTIVITY DATE :

CLEAR

DD-MM-YYYY

CLEAR

S.NO ACTIVITY TIME SPENT REMARK

S.NO ACTIVITY EMP NAME REMARKS HOURS WORKED TOTAL HOURS STATUS
DATE

APPROVAL

PROBATION

S.NO	MENU	WORKFLOW DESCRIPTION
1	Probation Process – Reporting manager <ul style="list-style-type: none">• Current Probation List• Extended Probation List• Confirmation Probation list	<p>In Current, Extended Probation and Confirmed Probation list these submenus have options as, this list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option and so user can print the list using print option, Colvis have the drop down option which includes header title.</p> <ul style="list-style-type: none">– In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries.– The user can search through Employee Id or Name in search option tab.– Current and Extended probation list have the common header option - S.No, Employee code, Employee name, Date of joining, Confirmation end date and Action.– In Action it should display the feedback form –whereas the Employee ID, Employee name, Rep. Manager Code and name, Date of Joining, Confirmation date should generate automatically.– Final remark, Result, Cumulative rating on scale with edit option.– In edit which includes following options such as final remarks as input field, Result should have the drop down option like Extended, Confirmed.– Extended should have the select option with 1, 2, 3 months.– Confirmed Probation list need to be with the header option as S.No, Employee code, employee name, Date of joining, confirmation date and action.

PROBATION - REPORTING MANAGER

Current Probation List

Extended Probation List

Confirmed Probation list

							Search
NO	EMPLOYEE CODE	EMPLOYEE NAME	DATE OF JOINING	CONFIRMATION	END DATE	ACTION	
							Search
NO	EMPLOYEE CODE	EMPLOYEE NAME	EXTENDED MONTHS	DATE OF JOINING	CONFIRMATION	END DATE	ACTION
							Search
NO	EMPLOYEE CODE	EMPLOYEE NAME	DATE OF JOINING	CONFIRMATION	END DATE	ACTION	

PROBATION - HR HEAD

S.NO	MENU	WORKFLOW DESCRIPTION
1	HR Head	<p>In Current, Extended Probation and Confirmed Probation list these submenus have options as, this list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option and so user can print the list using print option, Colvis have the drop down option which includes header title.</p> <ul style="list-style-type: none"> – In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – The user can search through Employee Id or Name in search option tab. – Advanced filter shows Employee code, Employee name, Reporting Manager, Result, Extended months and Status tab with drop down option along with apply and clear tab. – Current and Extended probation list have the common header option - S.No, Employee code, Employee name, Reporting manager name, Result, Extended months, Date of joining, Confirmation end date, Status(HR should update status as Completed or Pending) and Action. – In Action it should display the feedback form –whereas the Employee ID, Employee name, Rep. Manager Code and name, Date of Joining, Confirmation date should generate automatically. – Final remark, Result, Cumulative rating on scale with edit option. – In edit which includes following options such as final remarks as input field, Result should have the drop down option like Extended, Confirmed. – Extended should have the select option with 1, 2, 3 months. <p>Confirmed Probation list need to be with the header option as S.No, Skill sets, Reporting manager assessment, rating, Remarks.</p>

HR HEAD PROBATION:

Current Probation List

Extended Probation List

Confirmed Probation list

ADVANCED FILTER

Select Employee code

V

Select Employee name

V

Select Reporting manager

V

Select Result

V

Select Extended Months

V

Select status

V

APPLY

CLEAR

Search

S.NO	EMPLOYEE CODE	EMPLOYEE NAME	REPORTING MANAGER NAME	RESULT	EXTENDED MONTHS	DATE OF JOINING
------	---------------	---------------	------------------------	--------	-----------------	-----------------

January 27, 2023

Extended Probation List

Confirmed Probation list

ADVANCED FILTER

Select Employee code

V

Select Employee name

V

Select Reporting manager

V

Select Extended Months

V

Select status

V

APPLY

CLEAR

Search

S.NO	EMPLOYEE CODE	EMPLOYEE NAME	REPORTING MANAGER NAME	RESULT	EXTENDED MONTHS	DATE OF JOINING	CONFIRMED END DATE	STATUS	ACTION
------	---------------	---------------	------------------------	--------	-----------------	-----------------	--------------------	--------	--------

ADVANCED FILTER

Select Employee code

V

Select Employee name

V

Search

S.NO	EMPLOYEE CODE	EMPLOYEE NAME	DATE OF JOINING	CONFIRMATION DATE	ACTION
------	---------------	---------------	-----------------	-------------------	--------

PROFILE

S.NO	MENU	WORKFLOW DESCRIPTION
1	Profile	<ul style="list-style-type: none"> Through profile option, have to upload the documents like qualification certificate, Experience certificate, Payslip/ bank statement, relieving letter, PAN & Aadhar card, Cancelled cheque or Bank passbook front page, Recent passport size photo, Vaccination certificate, updated resume, e-signature copy, DOB Proof, Blood group proof, EPE Form, Group insurance form, Welcome Aboard. The basic profile should have the employee's Basic details, Contact, Working Information, HR Information, Account information, education, experience, other documents, family, and follow up details.

Home Page

BASIC DETAILS

CONTACT

WORKING INFORMATION

HR INFORMATION

ACCOUNT DETAILS

EDUCATION

EXPERIENCE

FAMILY

NAME

RELIGION

PAN NUMBER

BLOOD GROUP

GENDER

AGE

AADHAR NUMBER

IDENTIFICATION MARK

DOB

MARITAL STATUS

LANGUAGE KNOW

+ UPDATE INFO

SEPARATION -EMPLOYEE

S.NO	MENU	WORKFLOW DESCRIPTION
1	Employee information As Reporting manager As Manager	<ul style="list-style-type: none"> • Employee- Separation tab fetches the following details automatically like Employee Id, name, Department, Reporting manager ID, Reporting manager name, Designation, Reviewer Id, Reviewer name, Notice period, Date of Joining, Date of Resignation & Last Working day. <ul style="list-style-type: none"> - Separation menu should contain the following tabs - Employee information, Exit interview, No-dues/ Clearance status. – Employee Information includes Official Mail, Personal Mail, Phone Number, and Reason for Separation with drop down menu, Remarks and Next tab. Next tab should reflect the employee account information in which the employee can fill the basic information and submit the details. – In Exit Interview Employee name, Employee code, Designation, Date of Joining, Department and Date of leaving should capture automatically. <ul style="list-style-type: none"> - Below the details there should be set of questions based on the following titles like Reasons for Leaving, Job ranking, Remuneration & Benefits, The Company, Supervisor/Line manager, Management with check box and below every title there should be a comment box in which the employee can post their opinion. – No-Dues/Clearance Status displays Admin, IT Infra, HR Ops and Finance tab in which the employee can view the status is Completed or Pending. – Exit Interview and No-Dues/ Clearance Status tab should display only before 7days from relieving date of the employee. • As Reporting manager tab should contain Search option must also be provided to help search with the help of keyword and show entries in drop down option as 10, 50, 100, 250, 500 and all. <ul style="list-style-type: none"> - It need to be with the following headers as ID, Employee Id, name, designation, department, reason, remarks and action. - Action should display Reporting manager status in drop down option, Rep.

January 27, 2023

		<p>Manager remarks, Re hire remarks as input field, Attrition desirable or undesirable tab in drop down option, If desirable is selected it should display certain option as check box and same for undesirable option, Eligible for rehire as drop down option with submit and close tab.</p> <ul style="list-style-type: none"> • As Manager tab should contain Search option must also be provided to help search with the help of keyword and show entries in drop down option as 10, 50, 100, 250, 500 and all. <ul style="list-style-type: none"> - It need to be with the following headers as Action, Id, Employee Id, name, department, designation, joining date, notice period, relieving date, reason, Rep. Manager remarks, Rep. Manager status, Reviewer status, IT infra status, HR status, Finance status and Admin status - Action displays (Reviewer status as drop down option, notice period, date with updated calendar, short notice days, recommend for waiver as drop down option along with save and close tab). <p>The employee list (who applied for resignation) can be viewable by the teams IT Infra, Site Admin, Finance and HR Ops only Before 7days of relieving date of the employee.</p>
--	--	--

EMPLOYEE SEPARATION:

EMP ID:

EMP NAME :

EMP DEPT:

REP. MANAGER ID:

REP. MANAGER NAME:

DESIGNATION:

REVIEWER ID:

REVIEWER NAME:

NOTICE PERIOD:

DOJ:

DATE OF RESIGNATION:

LAST WORKING DATE:

EMPLOYEE INFORMATION

REPORTING MANAGER

REVIEWER

EMPLOYEE INFORMATION:

OFFICIAL EMAIL	PERSONAL EMAIL	PHONE NUMBER
REMARKS	REASON FOR SEPARATION	
NEXT		

REPORTING MANAGER:**SEARCH**

ID	EMP ID	NAME	DESIGNATION	DEPARTMENT	REASON	REMARKS	ACTION
----	--------	------	-------------	------------	--------	---------	--------

SEARCH**REVIEWER:**

ACTION	ID	EMP ID	NAME	DEPARTMENT	DESIGNATION	JOINING DATE	NOTICE PERIOD	RELEIVING DATE			
REASON		REP. MANAGER	REMARKS	REP. MANAGER	STATUS	REVIEWER	STATUS	IT INFRA	STATUS	FINANCE	STATUS
ADMIN	STATUS										

SEPARATION- SITE ADMIN

S.NO	MENU	WORKFLOW DESCRIPTION
1	Site Admin	<p>In Admin No-Dues Certificate the list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option and so user can print the list using print option, Colvis have the drop down option which includes header title.</p> <ul style="list-style-type: none">– The user can search through Employee Id or Name in search option tab.– In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries.– It should have the following headers as S.No, Employee Id, Name, Department, Designation, Joining date, Remarks, Reason, Notice period(days), Reviewer Status, Relieving date and Action.– Action icon should contain Employee name, code, Date of joining, Department, Designation and date of relieving. Following these options it contains set of questions (Yes/No type) with header option like Submitted to, Particulars and Payable/Recovery amounts and close tabs.– For Eg: Particulars – Sim card, Mobile handset received, Access& ID cards received.

ADMIN SEPARATION:

EMP ID:

EMP NAME :

EMP DEPT:

REP. MANAGER ID:

REP. MANAGER NAME:

DESIGNATION:

REVIEWER ID:

REVIEWER NAME:

NOTICE PERIOD:

DOJ:

DATE OF RESIGNATION:

LAST WORKING DATE:

EMPLOYEE INFORMATION

OFFICIAL EMAIL

PERSONAL EMAIL

PHONE NUMBER

REASON FOR SEPARATION

REMARKS

NEXT**ADMIN NO-DUES CERTIFICATE**

SEARCH

ID	EMPID	NAME	DEPARTMENT	DESIGNATION	JOINING DATE
REMARKS	REASON	NOTICE PERIOD	REVIEWER DATE	ACTION	

IT INFRA SEPARATION

S.NO	MENU	WORKFLOW DESCRIPTION
1	<ul style="list-style-type: none">– Employee information– As Reporting manager– As Manager– IT Infra No- Dues Certificate	<p>In IT Infra the list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option and so user can print the list using print option, Colvis have the drop down option which includes header title.</p> <ul style="list-style-type: none">– In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries.– The user can search through Employee Id or Name in search option tab.– It should have the following headers as S.No, Employee Id, Name, Department, Designation, Joining date, Remarks, Reason, Notice period(days), Reviewer Status, Relieving date and Action.– Action icon should display Employee name, code, Date of joining, Department, Designation and date of relieving. Following these options it contains set of questions (Yes/No type) with header option like Submitted to, Particulars and Payable/Recovery amounts and close tab.– For Eg: Particulars – PC, Mouse/Laptop hand over.

IT INFRA SEPARATION:

EMP ID:

EMP NAME :

EMP DEPT:

REP. MANAGER ID:

REP. MANAGER NAME:

DESIGNATION:

REVIEWER ID:

REVIEWER NAME:

NOTICE PERIOD:

DOJ:

DATE OF RESIGNATION:

LAST WORKING DATE:

EMPLOYEE INFORMATION**ADMIN NO-DUES CERTIFICATE**

SEARCH

OFFICIAL EMAIL

PERSONAL EMAIL

PHONE NUMBER

REASON FOR SEPARATION

REMARKS

NEXT

ID	ACTION	EMPID	NAME	DEPARTMENT	DESIGNATION	JOINING DATE
REMARKS	REASON	NOTICE PERIOD	REVIEWER STATUS	RELIEVING DATE		

SEPARATION - FINANCE

S.NO	MENU	WORKFLOW DESCRIPTION
1	Finance	<p>In Finance the list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option and so user can print the list using print option, Colvis have the drop down option which includes header title.</p> <ul style="list-style-type: none">– In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries.– The user can search through Employee Id or Name in search option tab.– It should have the following headers as S.No, Employee Id, Name, Department, Designation, Joining date, Remarks, Reason, Notice period(days), Reviewer Status, Relieving date and Action.– Action icon should display Employee name, code, Date of joining, Department, Designation and date of relieving. Following these options it contains set of questions (Yes/No type) with header option like Submitted to, Particulars and Payable/Recovery amounts and close tabs.– For Eg: Particulars – Settlement of travel advance, Loan Amount.

FINANCE SEPARATION:

EMP ID:

EMP NAME :

EMP DEPT:

REP. MANAGER ID:

REP. MANAGER NAME:

DESIGNATION:

REVIEWER ID:

REVIEWER NAME:

NOTICE PERIOD:

DOJ:

DATE OF RESIGNATION:

LAST WORKING DATE:

EMPLOYEE INFORMATION**FINANCE NO- DUES CERTIFICATE**

SEARCH

OFFICIAL EMAIL

PERSONAL EMAIL

PHONE NUMBER

REASON FOR SEPARATION

REMARKS

NEXT

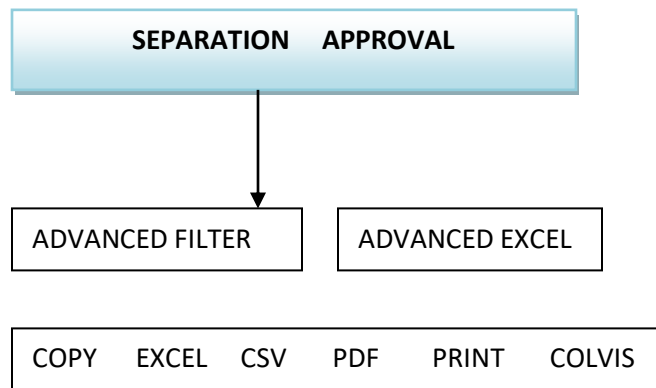
ID	EMPID	NAME	DEPARTMENT	DESIGNATION	JOINING DATE	REMARKS
REASON	NOTICE PERIOD	REVIEWER DATE	RELIEVING DATE	ACTION		

SEPARATION HR OPS

S.NO	MENU	WORKFLOW DESCRIPTION
1	HR Ops	<p>In HR Ops it should contain two tabs Separation approval and Account Information for approval.</p> <p>In Separation Approval it displays Advanced filter and Advanced excel tab. Advanced filter should have Reviewer, Reporting manager, Employee, Department, Designation, separation status and rehire tab with drop down option.</p> <ul style="list-style-type: none"> – The list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option and so user can print the list using print option, Colvis have the drop down option which includes header title. – In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries. – The user can search through Employee Id or Name in search option tab. – It should have the following headers as S.No, Employee Id, Name, Department, Designation, Joining date, Remarks, Reason, Date of resignation, Relieving date, Notice period(days), Status, Desirable status and remarks, Re-hire remarks, Waiver, Separation status, Supervisor status, Reviewer status, IT Infra (Status, Amount), Finance (Status, Amount), Admin (Status, Amount), HR Status and Action. <p>Action displays Exit interview form, No Due form and download option.</p> <ul style="list-style-type: none"> – Action icon shows Exit Interview form of the employee in which they have filled for separation process. – No Dues form displays Employee name, code, Date of joining, Department, Designation and date of relieving. Following these options it contains set of questions (Yes/No type) with header option like Submitted to, Particulars and Payable/Recovery amounts and close tabs. – HR Ops can view whether the concern department approved the above details and amount has been recovered from the employee. <p>In Account Information for approval The list can be downloaded in PDF, CSV, and Excel format or else user copy the data with copy option and so user can print the list using print option, Colvis</p>

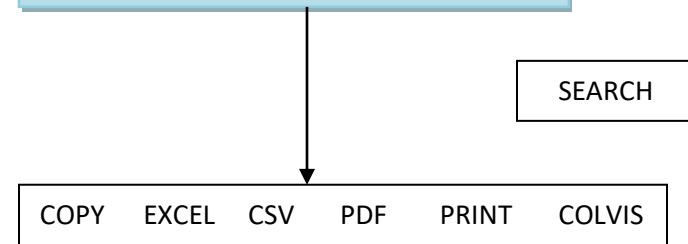
		<p>have the drop down option which includes header title.</p> <ul style="list-style-type: none">– The user can search through Employee Id or Name in search option tab.– It should have the following headers as Id, Employee Id, Name, Department, Designation and Action.– Action should capture Account holder name, Acc number, Bank name, IFSC code, UPI ID, Branch name, UAN number, Cheque leaf with submit and close tab.
--	--	---

HR OPS SEPARATION:



Id	Action	Emp Id	Name	Dept	Designation	Doj	Relieving
Notice Period	Separation Status	Supervisor Status	Reviewer Status				
It Infra Status	Finance Status	Admin Status	Hr Status				

ACCOUNT INFORMATION FOR APPROVAL



Id	Emp Id	Name	Department	Designation	Action
----	--------	------	------------	-------------	--------

WORK ANNIVERSARY:

S.NO	MENU	WORKFLOW DESCRIPTION
1	Work Anniversary	Work Anniversary needs to be with Select employee with drop down option and it will display updated calendar which shows employees work anniversary on their particular date.

Home Page

March						2022
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 XYZ	3	4	5	6
7	8	9	10	11	12	13
14	15 ABC	16	17	18	19	20
21	22	23	24	25	26 CTR	27
28	29	30	31			

EMPLOYEE LIST - Admin

S.NO	MENU	WORKFLOW DESCRIPTION
1	Employee List	<p>Employee list must display the tabs as add employee, download sample file, bulk upload, advanced filter, id card information and advanced excel.</p> <ul style="list-style-type: none"> – Add employee -Through employee list HR can view the existing employee details and can add the new employee – Then the home page need to be with list of employees with basic headers of S.No, Action, Employee ID, Employee name, role type, gender, DOJ, DOB, Department, Designation, Work location, Grade, Official Mail ID, Personal mail ID, Contact no, Contact no 2, Blood Group, Supervisor Name, Reviewer name, Emergency contact number. – Those list details can be copy, and download through Excel, CSV, and PDF and can print the page. Then, colvis option is needed to edit the headers as per user needs. – Add employee process will start the entire application flow. – The input fields need to be first name, middle name, last name, business, vertical, department, designation, RFH, mobile, secondary contact number, personal email, role category master, attendance format, week off, role type, experience, band, recruiter, on boarder, buddy, additional reporting manager, primary reporting manager, reviewer, work location, CTC, DOJ, Gender, Marital Status, blood group, DOB and submit option. – Here except middle name, RFH, Gender, Marital Status, blood group, DOB all other headers are mandatory – Once the details were added, the link will send to the candidate (employee) to fill their other details and to upload the document – In Download Sample File the sample for employee details must be in predefined and be downloadable in excel format. – In Bulk upload employees list can be uploaded using choose file option. – Advanced filter must have the inputs as ID card status, select reviewer, select Rep .manager, select employee, select department, select designation, select payroll status, select band, select business, select vertical, select gender and active status as dropdown

		<p>option with clear tab.</p> <ul style="list-style-type: none">– ID Card Information should have filter as select ID card status (pending, accept, revert), Image status (with image, without image) with import tab with choose file option and clear tab.– Advanced excel provides downloadable excel file format of the employee list.
--	--	---

SETTINGS

S.NO	MENU	WORKFLOW DESCRIPTION
1	Master	<ul style="list-style-type: none">– The master plays major role for the creation of new options for the set of tabs.– Those list details can be copy, and download through Excel, CSV, and PDF and can print the page. Then, colvis option is needed to edit the headers as per user needs.– In the drop down option 10, 50, 100, 250, 500, all numeric are there, depending upon user's requirement they can view the entries.– The user can search through Employee Id or Name in search option tab.– The above common points are applicable to all the below sub menus.– Below options also need to be designed similar to Business unit and others, which should be for,<ul style="list-style-type: none">• Function• Grade• Band• Work location• Blood Group• Roll of intake• Department• Designation or Position• Bank• State• Zone.
2	Roles & Permission	<p>Settings Menu is mainly for the creation of Roles and assigning the permission for the roles.</p> <ul style="list-style-type: none">– Role can be created; can change the status as inactive if it is not needed.– The list of roles can be copied and so downloaded as Excel, CSV, PDF and can print the list of roles.– Each role should have all permissions, which is with enable and disable options that can be accessed only by admin user.– If the particular role has set of permissions, those permissions can be enabled and rest of the permissions shall be disabled; in such a way the permission allocation can be done.

		<ul style="list-style-type: none"> – Depend upon the permission granted, the roles will get the enabled permissions.
3	Business unit	<ul style="list-style-type: none"> – Business unit: it should have the list of created business with the header options of S.No, Business, Status, and Action. – Add Business option is needed to create the new Business name.
4	Division	<ul style="list-style-type: none"> – Division: it should have the list of created division with the header options of S.No, Division, Status, and Action. – Add Division option is needed to create the new Division name.
5	Client	<ul style="list-style-type: none"> – Client: it should have the list of created Client with the header options of S.No, Client, Mobile number, Email, Status, and Action. – Add Function option is needed to create the new client with client name, mobile number, and email.
6	Company policies	<ul style="list-style-type: none"> – Company policies: it should have the list of created company policy with the header options of S.No, policy category, Policy title, Policy description, file, Status, and Action. – Add Policy Category option is needed to create the new policy category with Close and save tab. – Add Policy Information should have Policy Category tab in drop down option, Policy title, Policy Description, File upload, Close and Save tab
7	Document	<ul style="list-style-type: none"> – Documents it includes the following headers as S.No, Document title, Document description, File, Status, Action (Edit, Delete and status option). – Add document Category option is needed to create the new document category with Close and save tab. – Add document Information should have document Category tab in drop down option, document title, document Description, File upload, Close and Save tab.
8	Document centre report	<ul style="list-style-type: none"> – Document centre report should have advanced filter tab with Select process, Select EMP ID, Select Employee name, Select category, Select title and Select status with apply and clear tab. – It should be listed with headers as S.No, Process, Employee ID, Employee name, Category, Title and Status.