



Employee Self Service App

Dashboard

Real-time overview of attendance, leaves, payroll, tasks, and team metrics with alerts—enabling quick, informed decisions for employees and managers.

Attendance Management

Clock in/out via app with GPS or biometric sync. Apply for Attendance correction or missed attendance. Inform late coming and early leaving. Improves accuracy and eliminates manual entry.

Leave Management

Apply, view, and track leave status and balances.
Speeds up leave approvals and reduces HR workload.

Payroll & Payslip Access

View salary details, tax deductions, and download payslips.
Empowers employees with self-access to salary data.

Profile & Document Management

Update personal details, Bank account details and upload ID proofs or certificates. Integration with Bank API to check valid IFSC and Ban Account Number. Ensures data accuracy and reduces dependency on HR.

Offer Letter & HR Document Download

Download offer letters, appointment letters, and experience certificates. Ensures easy access to critical HR documents anytime.

Task & Timesheet Tracking

Log daily work hours and submit timesheets. Improves productivity tracking and project billing.

HR Requests / Helpdesk

Raise tickets for HR issues or requests (e.g., PF, loans). Centralizes and streamlines HR communication.



Company Announcements

Get instant updates, notices,
and policy changes.
Improves internal
communication and
compliance.

Performance Management

Set goals, receive feedback,
and view appraisals.
Encourages transparency and
continuous improvement.

Expense & Reimbursement Claims

Submit bills and track claim status.
Reduces manual paperwork and
speeds up reimbursements.

Notifications & Reminders

Push alerts for pending tasks,
approvals, or announcements.
Keeps employees engaged and
responsive.

Document Center

Central library for company
policies, templates, and SOPs.
Gives easy access to important
organizational content.



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