



HRMS V 1.0

Management Functions and Organizational Processes

INTERACTIVE STUDY GUIDE

Employee Details

Attendance System

Salary Computation

Room Management

Bio Devices



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Human Resource Management System

1 Module Description

The Human Resources Management System (HRMS) module is a part of Application that makes the Offline management of Human Resources Management possible.

2 Module's Basic Definitions

As the HR process has many steps the whole process is split into various components. The modules/component definitions are listed below:

- **Office Setup:** This is a sub module of HRMS which maintains the record of registered offices for example head office, sub offices, status, contact details and all necessary details. Employee Information: It maintains the record of employee's for example employee personal details, employee official details, nomination details etc. and it has facility to update all records of employee.
- **Establishment Schedule:** It is used to maintain office wise historical details of employee with the help of this we can check all the previous office details and number of employee in office and vacant positions.
- **Employee Information Management:** Storing and managing employee data, including personal details, job history, skills, performance records, and contact information
- **Transfer:** It maintains all the transfer related information of employee and keeps history of all transferred employee records.
- **Promotion:** It maintains all the promotion related information of employee and keeps history of all promoted employee records.
- **Training and Development:** Maintain record of all trainings, nominated employees and attended employee. Leave and Attendance: It contains employee leave records and also maintains **employee daily attendance records**.
- **Travel:** Maintain record of employee travelling information and all necessary details.
- **ACR:** Annual confidential report (ACR) maintains the records of all employees ACR.
- **Analytics and Reporting:** Providing insights through reports and analytics on various HR metrics, employee turnover, performance trends, and more.
- **Compensation and Benefits:** HR manages the organization's compensation and benefits programs. This includes determining salaries, wages, bonuses, and benefits such as health insurance, retirement plans, and paid time off
- **Improved Employee Experience:** Self-service capabilities empower employees to manage their own information, access resources, and participate in career development activities, fostering a culture of transparency and trust

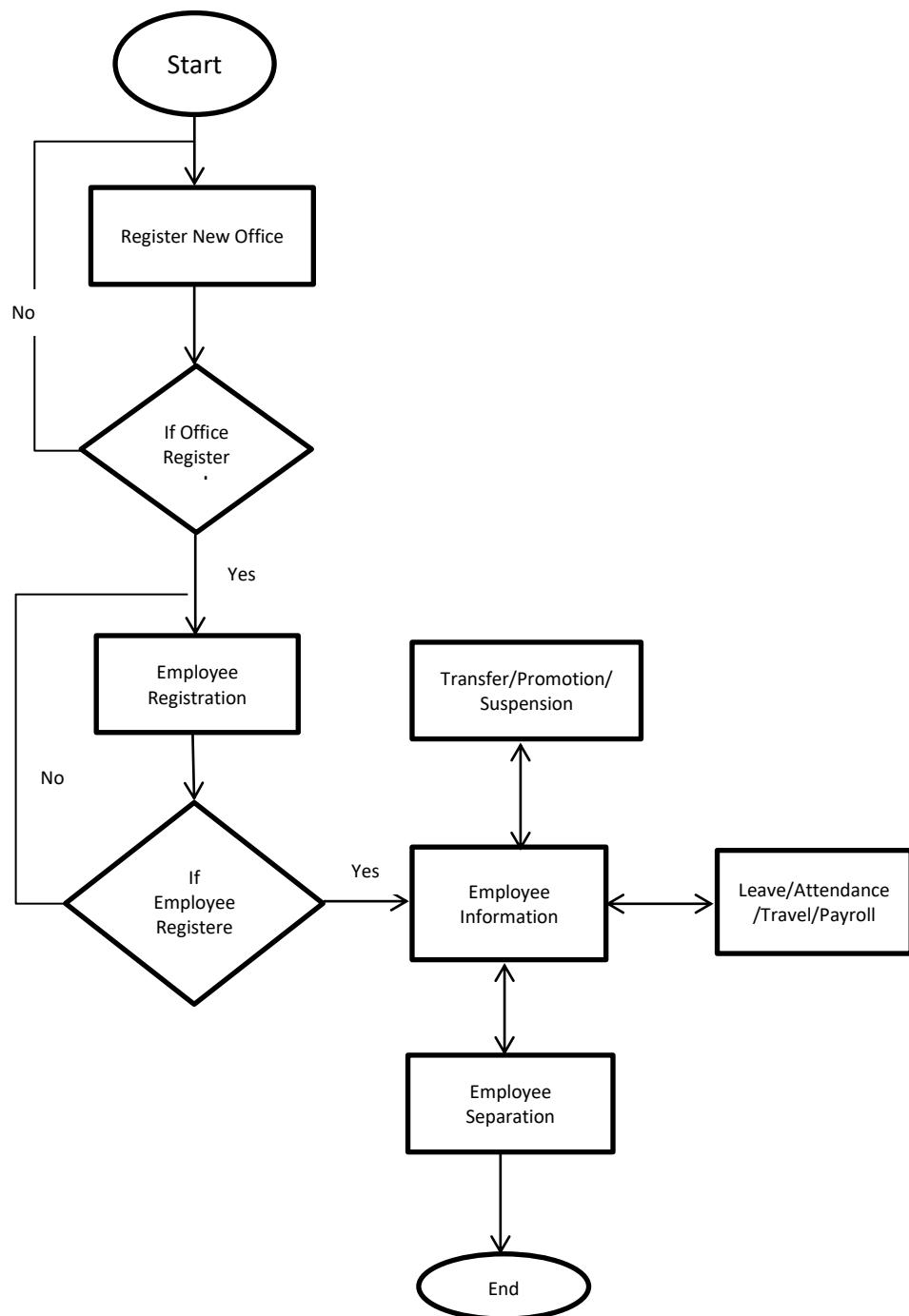
3 Process Diagram

The following process chart is useful for understanding the overall flow of the Human Resource

Human Resource Management System

Management System:

Overall HRMS Process:



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❖ As can be seen above the module is about:

- Office Setup
- Employee Information System
- Employee Benefits – Pension, Superannuation, Provident Funds, Insurance, etc
- Payroll Processing
- Attendance and Leave Management
- Transfer and Deputation
- Travel Processing
- Manpower Management and Recruitment
- Managing complaints and Grievances
- ACR
- Advances and Withdrawals
- Complaints & Litigations
- Medical Reimbursements
- Training Activities
- Appreciation, Punishments
- Promotions and Demotions
- Employee Separation – Retirement, VRS, etc
- Suspension, Awards, Dismissal

- The HRMS module has been designed keeping in mind of giving WRD a tool that shall allow standardized data collection, quicker data processing and allow smooth and easy flow of information across the whole organization
 - 4 Module Features
 - The key features of the modules are listed below:

4.1 Security Feature

- The module has login based permissions and access. It means one user can't access or remove/update the information created by HRMS user. Also some of the screens or facilities in the modules are extended as per the roles.

Note to the user:

Please do not share your login and passwords with other users

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Chapter 1: Login Screen

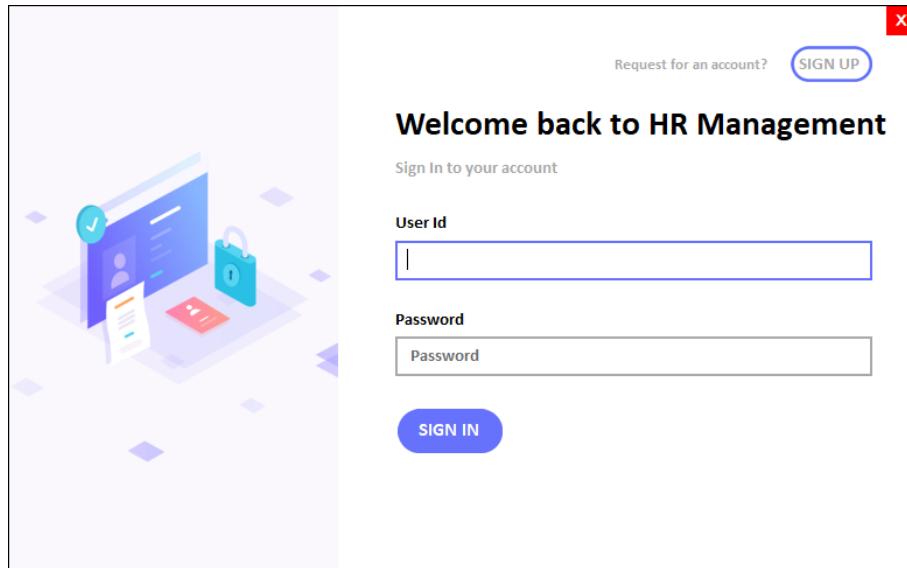


Figure 1.1: Application login screen

Starting of each application provide interface for check authentic user with accessibility option, there for this application also start with user login option ([see figure 1.1](#)).

Here is login screen user provide its own user Id and password to login, in case user not register on application then contact to administrator for create user Id, and grant all need full permissions to access application environment.

Application checks user Id and password on login time if missing or invalid User Id and Password use to access application environment then application provides different type of validation error like ([see figure 1.2](#))

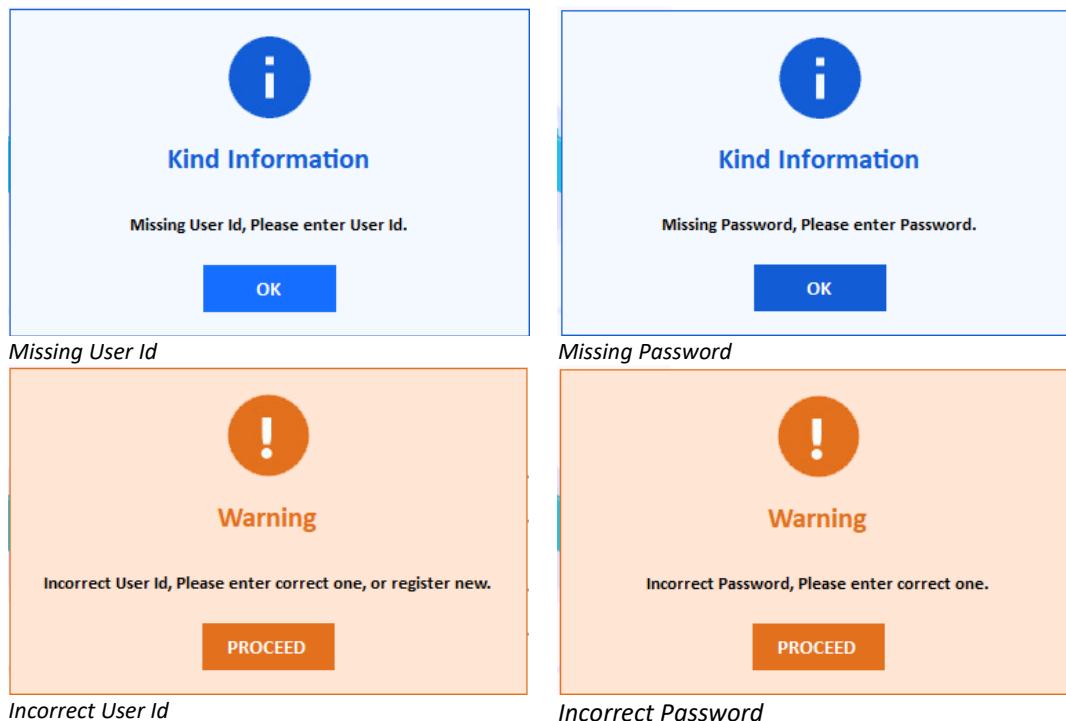


Figure 1.2: Application login missing or Invalid User Id and Password warning screens

If user Id and password is correct the application grant permission to access application environment via next application screen named “Dashboard”

Human Resource Management System

Chapter 2: Dashboard

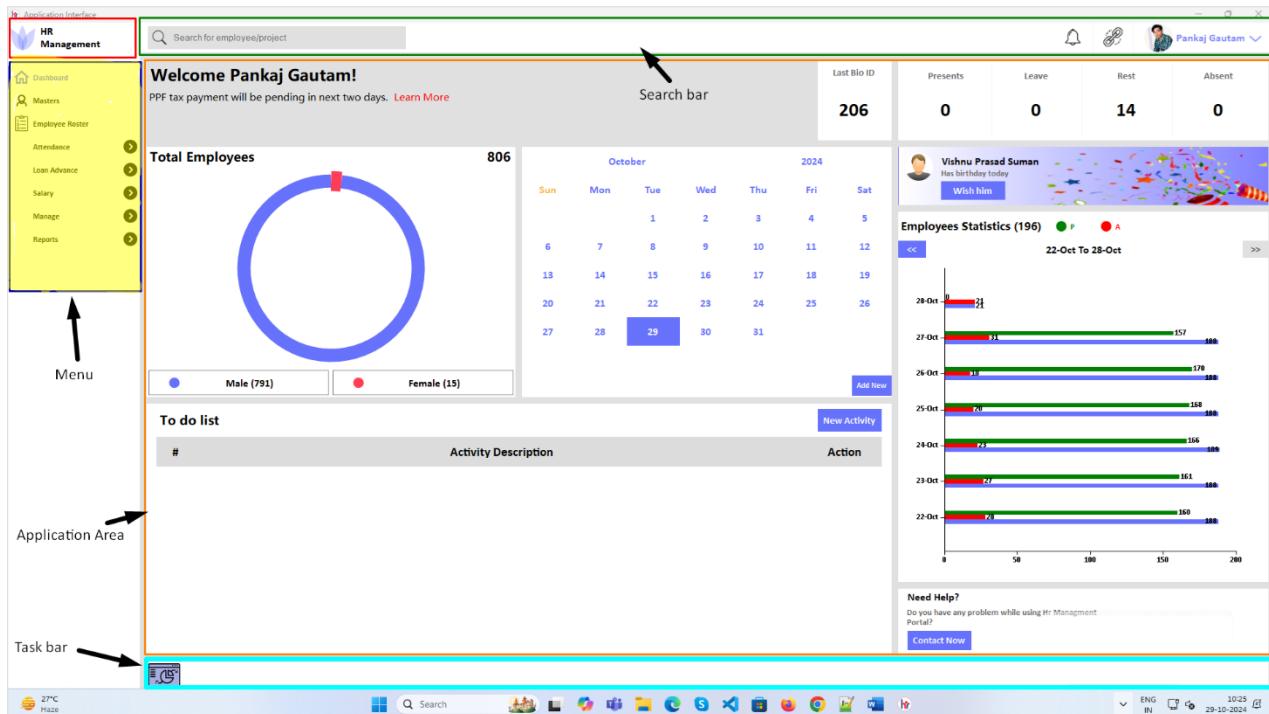


Figure 2.1 HRMS Application Dashboard

A dashboard is an information HR management tool that receives data from a linked database to provide data they can be configured to provide specific information to the end user and how this information is side menu bar, Title bar in searching option, Total employee records, Chart, Time schedule, Attendance Controls...Like(See figure 2.1)

Menu Bar (Yellow highlighted)

It contains a side bar menu top to screen application. That provide drop down list available option, the information may include Dashboard, master data, employee roster, attendance, loan advance, salary, electricity, room management, event and report That option click new feature open Like.... (See figure 2.1)

Title Bar (Green Border)

A title bar is a horizontal bar at the top to screen application which has a searching option to search the data, employee records and report searching. It contains be notification option that provide new information.it can be include Bio-Device connected data base.

Application Area (Orange Border)

That can be user profile in user of facility change password connected data base...like (see figure 2.1)

That can be contain employee detail and multiple objects define

- Define total employee with graph provides. That two segment are also given which directly filter reach to male and female object
- Define male employee total and female employee segments

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- Define date and time this application
- Define employee attendances control leave, present rest it provides information data base Connectivity.
- Define employee statistics all record to maintain application. This required to employee information with chart helps. Different type of information. This application takes to attendance for each present and leaves directly data base connectivity.
- Define this application facility of activity new activity added

Task bar (Light Blue Border)

This area contains icons of all activity operated by user a separate icon of activity, that works similar to windows task bar user can visit in an activity of application suing just single click of that icon.

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Chapter 3: Master

The screenshot shows the HR Management System interface. On the left, a sidebar menu includes 'Dashboard', 'Masters' (which is highlighted with a green box), 'Employee Roster', 'Attendance', 'Loan Advance', 'Salary', 'Manage', and 'Reports'. A blue arrow points from the text 'Master Data' to the 'Masters' menu item. The main content area is titled 'Master Data' and displays various statistics and management options:

Category	Count	Description	Action Buttons
Employees	803	Manage all record of employees	Add View
Persons	905	Manage person details	Add View
Contractors	16	Manage all record of Contractors	Add View
Salary/Deduction	12	Manage all salary heads	Add View
Location	6	Manage all record of location	Add View
Departments	56	Manage all record of department	Add View
Designations	17	Manage all record of designation	Add View
Document Types	18	Manage all record of Document types	Add View

At the bottom right of the main content area, it says '1-8/28'. The title bar at the top right contains icons for a bell, a key, and a user profile, with the text 'Shalini Kuma...'.

Figure 3.Master Data

Master data (Blue Color)

A master data click event it provide application of different feature of data management.it can be used data connected to data base table that provide new information segments.

This is collection of data, in this all the data of the employee is collected, whatever data is in the field adding employee , creating person detail, adding the department of the employee, telling his designation, employee location, contractors, document type of the employee

Title Bar (Orange color)

The screenshot shows the HR Management System interface. The 'Masters' menu item is highlighted with a yellow box. The main content area is titled 'Home -> Reports' and shows a list of reports under the 'Extra' tab:

- Combine Singal Punch and Manual Punch With Remark [Dec-2024]
- Day Wise No Punches [02-12-2024]
- Day Wise Punches [02-12-2024]
- Day Wise Punches Past Day [01-12-2024]
- Manual Punch Month Wise [Dec-2024]
- Manual Punch Remark Report [Dec-2024]
- Past Day Working hours [01-12-2024]
- Punches Approval Log Record [02-12-2024]
- Single Punches Month Wise [Dec-2024]
- Single Punches Month Wise NAPS Candidate Only [Dec-2024]

On the left, there is a sidebar with 'Master' (highlighted with a yellow box), 'Transaction', and 'Extra' tabs. Under 'Master', there are icons for 'Deepawali' and 'Bio Device'. Under 'Extra', there is an icon for 'Users'. A green arrow points from the text 'Bio Device Punch' to the 'Bio Device' icon in the sidebar. The title bar at the top right contains icons for a bell, a key, and a user profile, with the text 'Shalini Kuma...'.

Figure 3.01.Master Data Bio Devices report

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A biometric device is a security identification and authentication device. Through which we can monitor the employee by including facial images.

The determine the average number of shifts worked per week AND average number of hours worked per shift by location. My report can have multiple "In Punch" and "Out Punch" records on a single day for the same employee

Employees are required to punch in before performing any work and are not permitted to punch out until all work has stopped. Employees that under report or fail to report hours worked are subject to corrective action up to. You Can SeeLike reports ([see figure 3.01](#))

Master data (Blue Color)

Starting application in the beginning, first of all we add the person and fill all the details, after that we will become his employee. Then employee detail fills all data. Explain one by one this application

Person Detail 3.1:-

Starting first of all we add person detail (new employee Add) to add an employee, we need to have all the information and then we will add the person.

There are two buttons also given here.

- Add Button
- View Button

And then click on the given button and click on the add button to the person detail open, then click on the view button this application which all the information will be open.

Add Button:- By clicking the add button, the person detail information will open or after filling all the details, then save button has been given, on clicking which, the person detail will remain visible.

The screenshot shows the 'HR Management System' interface. On the left, there's a sidebar with various icons and links: Application Interface, HR Management, Dashboard, Person Detail (highlighted with a red arrow), Masters, Employee Roster, Attendance, Loan Advance, Salary, Manage, and Reports. The main content area is titled 'Master -> Person -> Add' and contains a 'Basic Details' tab. The 'Basic Details' tab has the following fields:

- *Print Name
- *Print Name (Hindi)
- PAN No.
- UAN No.
- *Aadhar No.
- Father/Husband
- *Father Name
- Mother Name
- *Date of Birth
- *Gender
- *Contact 1
- Contact 2
- Contact 3
- Email
- Nominee Name

On the right side of the form, there are additional fields and checkboxes:

- *Document Name
- *Doc Name (Hindi)
- *Marital Status
- *Category
- *Current Address
- *Current PIN Code
- Mark Current Address as Permanent Address
- Permanent Address
- Permanent PIN Code
- Mark Permanent Address as Nominee Address
- Nominee Address
- Nominee PIN Code

A large placeholder image for a profile picture is on the right. At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 3.1.1 Person Add information

Human Resource Management System

3.1.1 Basic Detail:-

- **Print Name:** - Generate by Employee Name.
- **Document Name :**-Generate by document name of employee
- **Pan Number:** - Permanent Account Number (PAN) All tax-related information of a person is recorded against a single PAN number.
- **UAN Number:** - UAN stands for Universal Account Number to be allotted by EPFO(Employees' Provident Fund Organization)
- **Aadhar Number:** - An Aadhaar number is a 12-digit unique identification number that serves as proof of address and identity for Indian residents.
- **Marital Status:** - the state of being married or not married.
- Used on official forms to ask if a person is married, single, divorced, or widowed. Please enter your marital status like see[Master>>Martial Status](#)
- **Category:** - Category of Persons means any group of persons.
- Category of Persons means families, specific religious denominations, or groups of persons with special requirements for interment of human remains. Like see.....[Master>>Category](#)
- **Father Name:** - Generate By Father Name of employee.
- **Mother Name:** - Generate By Mother Name of employee.
- **Date of Birth:** - Generate by DOB of employee.
- **Current Address:** - **Generate** by employee permanent Address.
- **Contact:** - Entry by Contact Number.
- **Gender:**- is a social construct that refers to the characteristics, roles, and behaviors associated with being a man, woman, girl, or boy Like See.....[Master>>Gender](#)
- **Mail:** - Mail is material that is sent or carried through a postal system, such as letters, packages, magazines, or bills. It can also refer to similar material that is distributed within an organization.
- **Nominee Relation:**- A nominee is a person or group that receives the assets of another person or group

3.1.2 Documents Detail:-

Starting we had to add the photo of the employee, if he has Aadhaar then upload the documents of Aadhaar, we can add bank passbook and other documents.

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To upload a document, first of all we have to select the document type, after that we give the particular name of the document, then where our document is, the document is uploaded by selecting the file and saving the document by clicking on the upload button Like See... [Master>>Document Type](#)

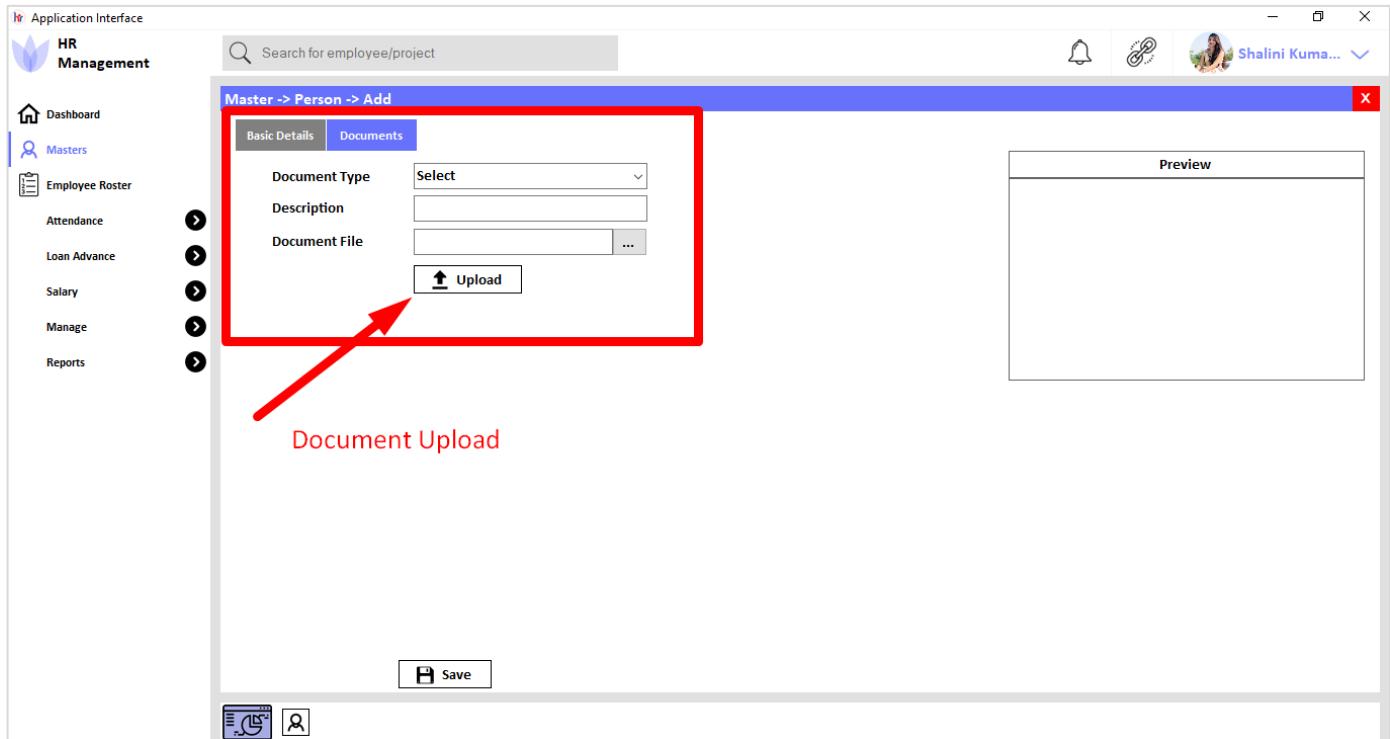


Figure 3.1.2 Person Document

Document: - Before uploading the first document, select the document type, write the description then select the document and after that we will upload the document. [Master>>document](#)

View Button: - By clicking on the View button, you can see all the data of the application on the screen. You can seethis application

Sr.	Print Name	Print Name (Hindi)	Doc Name	Doc Name (Hindi)	Father Name	Date of Birth	Contact No	Action
1	Aadish Soni	આદર્શ સોની	Aadish Soni	આદર્શ સોની	Jeetmal Soni	01-03-1994	9667335367	
2	Aakash Gocher	આકાશ ગોચર	Aakash Gocher	આકાશ ગોચર	Jodhraj	01-01-2005	7877573783	
3	Abhishek Gupta	અભિષેક ગુપ્તા	Abhishek Gupta	અભિષેક ગુપ્તા	Moolchand	16-04-1987	7976800834	
4	Abid Husain	અબિદ હુસૈન	Abid Husain	અબિદ હુસૈન	Ramzani	19-03-1991	7791963875	
5	Ajab Singh Meena	અજબસિંહ મીણા	Ajab Singh Meena	અજબ સિંહ મીણા	Ramgopal Meena	01-01-1984	7000594458	
6	Ajay Kumar Meena DJ Ele...	અજય કુમાર મીણા	Ajay Kumar Meena	અજય કુમાર મીણા	Dhanpal	04-05-2002	7073630176	
7	Ajay Kumar Sharma GP	અજય કુમાર શર્મા	Ajay Kumar Sharma	અજય કુમાર શર્મા	Ashok Kumar	29-07-1988	9529135251	
8	Ajay Kumar Yogi BM	અજય કુમાર યોગી	Ajay Kumar Yogi	અજય કુમાર યોગી	Satyaranay Yogi	26-08-1995	9928894747	
9	Ajay Meena	અજય મીણા	Ajay Meena	અજય મીણા	Kanhaiya Lal	18-07-2007	6377475576	
10	Ajay Shringi	અજય શ્રાંગી	Ajay Shringi	અજય શ્રાંગી	Shyambihari Shringi	21-07-1980	8875995466	
11	Ajay Srivastava	અજય શ્રીવાસ્તવ	Ajay Srivastava	અજય શ્રીવાસ્તવ	Vinay Srivastava	02-10-1998	9682867785	
12	Ajay Suman	અજય સુમન	Ajay	અજય	Shyam Lal	01-01-2004	6376201422	
13	Ajay Suman BM	અજય સુમન	Ajay Suman	અજય સુમન	Ramnarayan	12-05-2000	767614227	
14	Ajay Yadav	અજય યાદવ	Ajay Yadav	અજય યાદવ	Dhanraj Yadav	04-12-1999	7570121265	
15	Akanksha Motwani	આકંખા મોટવાની	Akanksha Motwani	આકંખા મોટવાની	Demo	01-01-1991	8269650485	
16	Akash Bairwa	આકાશ બૈરવા	Akash Bairwa	આકાશ બૈરવા	Jagmohan	03-03-2011	9079211236	
17	Akash Gurjar	આકાશ ગુર્જર	Akash Gurjar	આકાશ ગુર્જર	Demo	01-07-2000	0000000000	
18	Akash Gurjar	આકાશ ગુર્જર	Akash Gurjar	આકાશ ગુર્જર	Chandra Mohan Gurjar	16-07-2001	7878452327	
19	Akash Gurjar prep helper	આકાશ ગુર્જર	Akash Gocher	આકાશ ગોચર	Birdhilal	03-04-2001	8955470915	
20	Akash Meghwali Seed	આકાશ મેઘવાલ	Akash Meghwali	આકાશ મેઘવાલ	Prabhulal	01-01-2006	9571971716	

Figure 3.1.3 Person Add information

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Searching Bar(green Marking)

In this application, there is a searching option at the top through which we can search the data. There is a button on the right side which adds new and on clicking which the person detail information will open. Will open or a Button to export has been given on the bottom right. Click and export person detail to excel file.

Person Detail (Yellow Marking)

In this application, we can see every person we have added here and by searching for a particular person, we can also check his details, if we can search his documented name, we can also search

Edit (Brown Marking)

On clicking the edit button, the person details will open and we can change it and by clicking on the save button, the details are saved. See Like..... ([Figure 3.1.3 Person Add information](#))

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Employee detail 3.2:-

After creating a person, we make him an employee. To make an employee, we have to select the person whom we want to make an employee. After that, all the details will open.

Employee Add: - On clicking add button new employee application will open.

Basic Detail 3.2.1:-

We can see that here we have given two buttons which allows us to add new or view, by clicking on add new button click new employee information open or by clicking on view button all information is opened.

The screenshot shows the 'Master > Employee > Add' screen. On the left, there's a sidebar with 'Dashboard', 'Masters' (selected), 'Employee Roster', 'Attendance', 'Loan Advance', 'Salary', 'Manage', and 'Reports'. The main area has tabs for 'Basic Details', 'Pay Structure', 'Bank Details', 'Documents', 'Contractors', and 'Assets'. The 'Basic Details' tab is active. It contains fields for 'Employee Name' (with a dropdown menu), 'Father Name', 'Mother Name', 'Date of Birth', 'PAN No.', 'UAN No.', and 'Aadhar No.'. Below these is a placeholder for a profile picture. To the right, a large panel is titled 'Employee Detail' and contains fields for 'Employee Code', 'Bio Id', 'ESI Number', 'Employee Type', 'Site', 'Location', 'Department', 'Designation', 'Joining Date' (set to 02-12-2024), 'Left on' (set to 02-12-2024), 'Cause of Leave', and several checkboxes for benefits like 'Rest Day Payable', 'TDS Applicable', 'PF Applicable', 'ESIC Applicable', 'Under Guardian of Contractor', 'Room Maintenance Applicable', and 'Direct Pay Flag'. At the bottom are 'Save' and 'Cancel' buttons.

Figure 3.2.1 Employee Add

Employee Name (Light Green Marking)

First of all we will select the name of the person whom we have to make an employee and after that our person's Detail will open then after making the employee we will make all his details

Employee Detail (Dark green marking)

Generate the Bio Id: - (proximity-dependent biotin identification)

The employee, whom we add, here is also added in the bio metric machine or this data base is directly connected. To which data base by doing connectivity, we can get the bio ID of the employee.

We get the bio id of the employee by doing this sequence one by one.

Generate ESI Number: - ESI stands for Employees' State Insurance, a social security scheme in India that provides benefits to employees in the organized sector.

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Employee Type:-

Employee type is a classification of employees based on their: employment status, work schedule, and role within the organization

User can be mange data employee Type master we can visit to

Master>>Employee Type >>View

Site:-

A site is a piece of ground that is used for a particular purpose or where a particular thing happens. I was working as a foreman on a building site

User can be mange data Site master we can visit to

Master>>Site >>View

Location:-

A company's location is the physical structure or premises a company's location is important for its operations and its relationship with the community it serves.

User can be mange data Location master we can visit to

Master>>Location >>View

Department:-Department Employee' is an individual who is responsible for carrying out work activities within a specific department of an organization

User can be mange data Department master we can visit to

Master>>Department >>View

Designation:-A business title given to an employee, also known as a designation in a company, is important for defining an organization's structure and an employee's position within that structure.

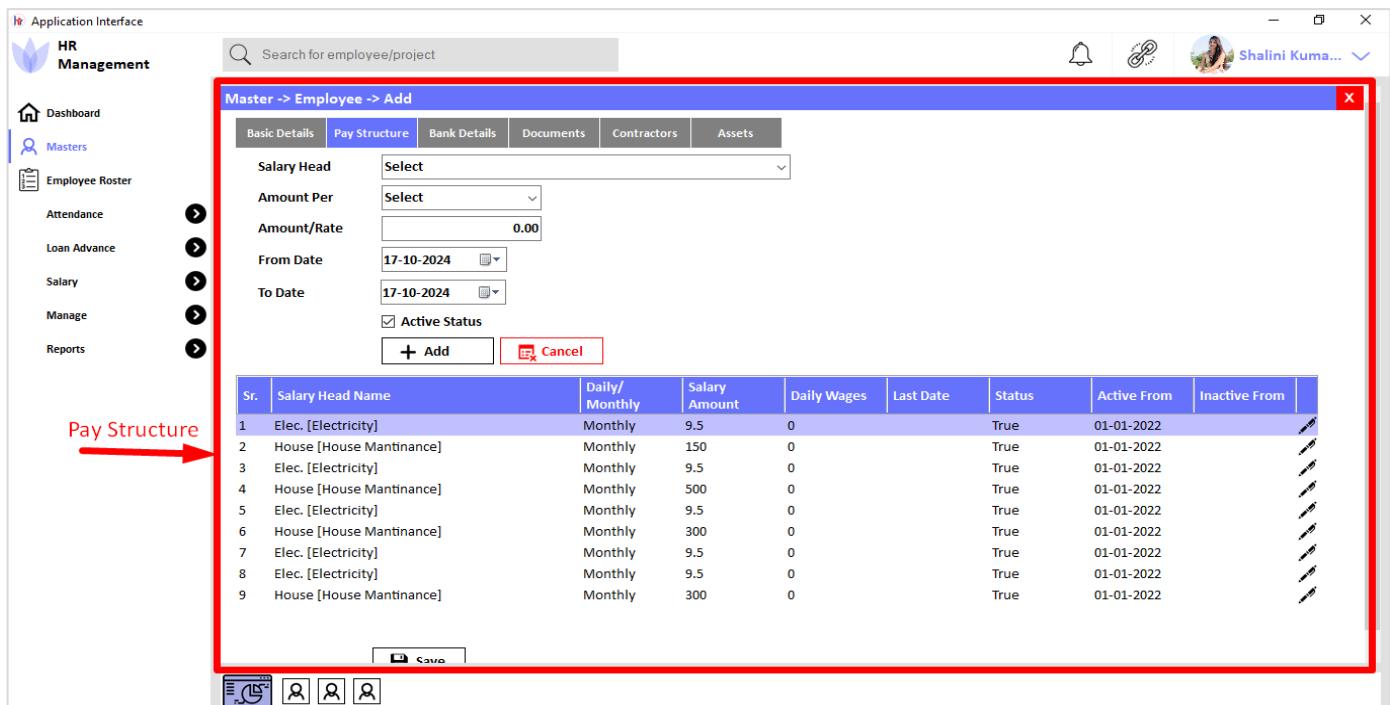
User can be mange data Designation master we can visit to

Master>> Designation >>View

- **Joining Date**
- **Rest Day Payable**
- **TDS Applicable**
- **PF Applicable**
- **Esic Applicable**
- **Under Guardian of Contractor**
- **Room Maintenance Applicable**
- **Direct pay Flag**

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Pay structure: - The employee whose company's fixed salary amount



The screenshot shows the 'Master > Employee > Add' screen. The 'Pay Structure' tab is selected. The form fields include:

- Salary Head: Select
- Amount Per: Select
- Amount/Rate: 0.00
- From Date: 17-10-2024
- To Date: 17-10-2024
- Active Status

Buttons: + Add, Cancel, Save, Print, Copy, Paste, Delete.

A table below lists salary structures:

Sr.	Salary Head Name	Daily/Monthly	Salary Amount	Daily Wages	Last Date	Status	Active From	Inactive From
1	Elec. [Electricity]	Monthly	9.5	0		True	01-01-2022	
2	House [House Mantinance]	Monthly	150	0		True	01-01-2022	
3	Elec. [Electricity]	Monthly	9.5	0		True	01-01-2022	
4	House [House Mantinance]	Monthly	500	0		True	01-01-2022	
5	Elec. [Electricity]	Monthly	9.5	0		True	01-01-2022	
6	House [House Mantinance]	Monthly	300	0		True	01-01-2022	
7	Elec. [Electricity]	Monthly	9.5	0		True	01-01-2022	
8	Elec. [Electricity]	Monthly	9.5	0		True	01-01-2022	
9	House [House Mantinance]	Monthly	300	0		True	01-01-2022	

Figure3.2.2Employee Pay Structure

Starting for all salary head select the particular option, to give monthly and daily employee amount selected then fixed salary amount is written and save the button click payment add

- Go to the Pay Structure Option
- Select the Salary Head
- Select the Amount>Monthly/Daily
- Enter the Amount rate
- Enter the To Date
- Active
- Add

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Bank detail: - We need to have bank details of the employee to whom we want to make payment, his bank name, IFSC code and account number this application

- Go to the Bank Detail Option
- Select the Bank
- Enter the IFSC Code
- Enter the Account Number
- Active
- Add

The screenshot shows the 'Master -> Employee -> Add' screen. On the left, there's a sidebar with icons for Dashboard, Masters (selected), Employee Roster, Attendance, Loan Advance, Salary, Manage, and Reports. The main area has tabs for Basic Details, Pay Structure, Bank Details (selected), Documents, Contractors, and Assets. Under the Bank Details tab, there are fields for Bank Name (with a dropdown menu showing 'Select'), IFSC Code, and Account No., each with a red asterisk indicating required fields. There's also a checkbox for Active Status and two buttons: '+ Add' and 'Cancel'. Below this is a table header row with columns for Sr., Bank Name, IFSC Code, Account No., Active From, Inactive From, and Status. At the bottom, there are Save, Print, and Search buttons.

Figure3.2.4 Employee Bank Detail

User can be mange Bank Detail

Master>>Bank >>View

Human Resource Management System

Document: - The same documents which were added in the person details will be shown, but we can add all these documents also

- Go to the Document Option
- Select the Document type
- Description
- Select document file
- Upload file
- save

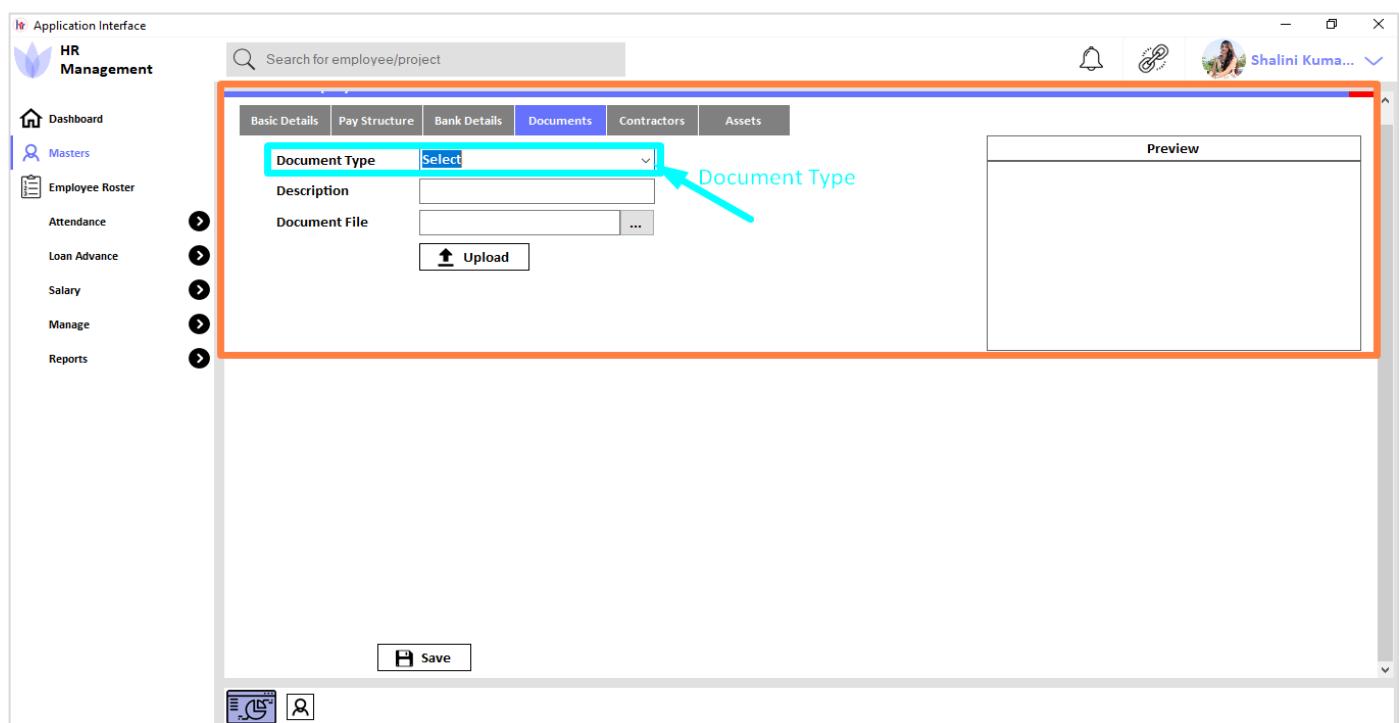


Figure 3.2.5 Employee Document

User can be mange Document Detail

Master>>Document >>View

Human Resource Management System

Contractor:-The name of the employee whose contractor is made is selected. after that the contractor is activated.

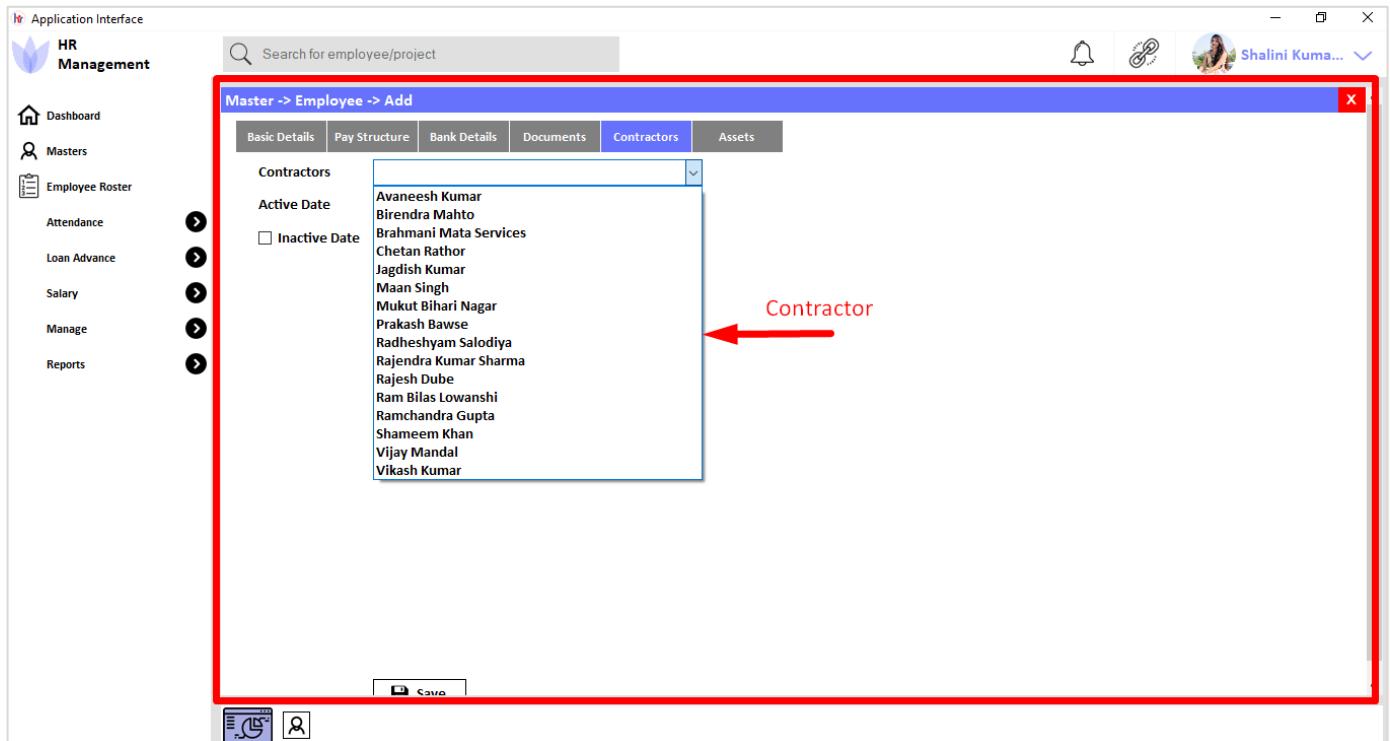


Figure3.2.6 Employee Contractor

Assets:- Providing any device or vehicle from the company

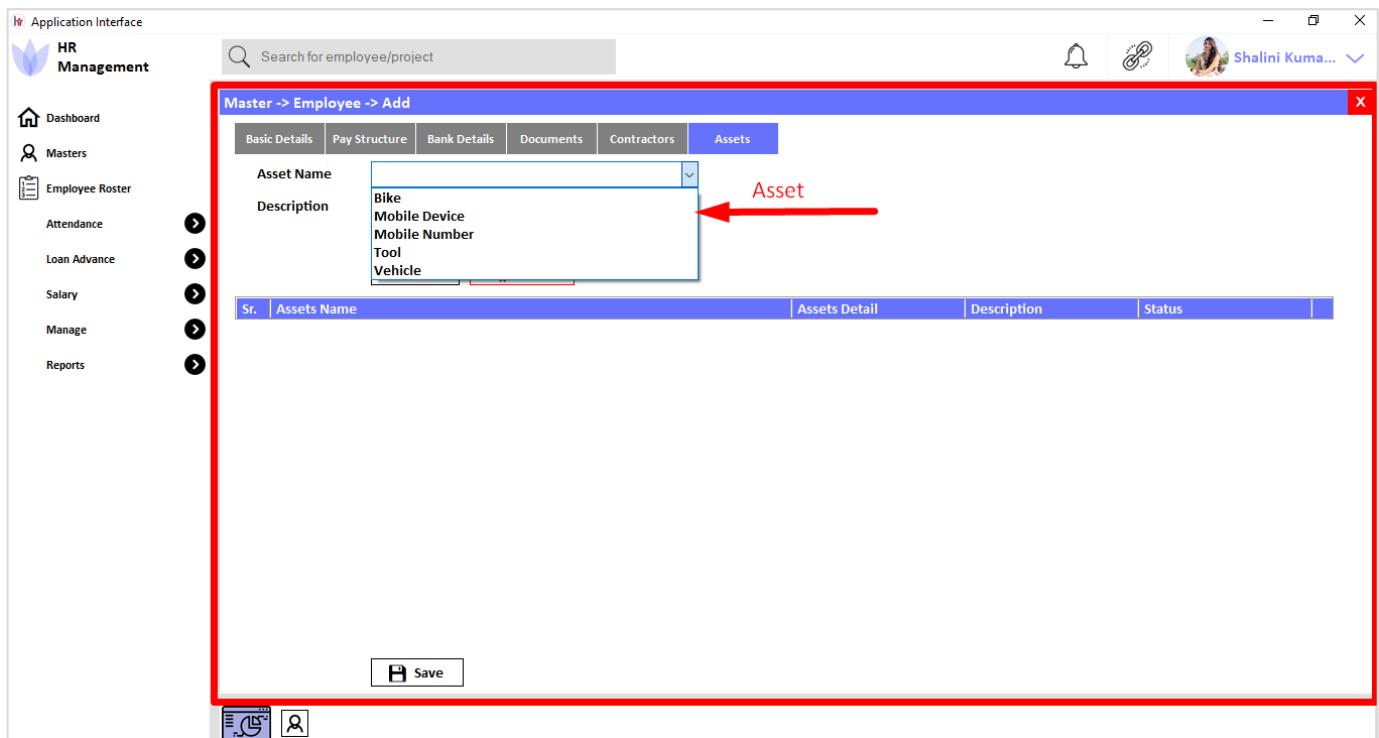


Figure3.2.7 Employee Assets

Save:- Employee details are saved on clicking save button. The Employee Add Information Complete.

Human Resource Management System

Employee View:-

We can see all the employee information at once. By applying filter in this end we can also check the details of the employee and by clicking on the button given below we can change his detail. HRMS gives search facilities for retrieval of data. On the search screen the user is required to enter key phrases to enable search. The various search screens available in Like See([Figure3.18 Employee View](#))

Sr	Employee Code	Bio Id	Name	Name (Hindi)	Father Name	Aadhar	Location	Departm	Designat	Employee Type	Joined On	Left On	Contact	Approve
1	E240496		Sonu Mittal	सोनू मित्तल	Chains...	953506...	Goyal	Audit	Dep H...	Compa...	01-04-...		992830...	Appro...
2	E240869		Akanksha Motwani	आकंक्षा मोटवानी	Demo	000000...	Goyal	Audit	Staff	Compa...	01-07-...		826965...	Appro...
3	E240357	26	Geetanjali Shukla	गीतांजलि शुक्ला	Ashok ...	673798...	Goyal	Audit	Staff	Appre...	01-04-...		960265...	Appro...
4	E240354	19	Nausheen Siddiqui	नौशेह सिद्दीकी	Israr A...	752930...	Goyal	Audit	Staff	Contra...	01-04-...		916666...	Appro...
5	E240810	188	Satyaranayana Suman	सत्यनारायण सुमन	Mohan...	682569...	Goyal	Audit	Staff	Compa...	01-05-...		946873...	Appro...
6	E240393	27	Yashwani Sharma...	यशवनी शर्मा	Balmu...	695753...	Goyal	Audit	Staff	Appre...	07-10-...		946129...	Appro...
7	E240495	42	Bhimraj Nagar	भीमराज नगर	Mangi...	940629...	Goyal	Banking	Staff	Compa...	01-04-...		887599...	Appro...
8	E240502	32	Yuvraj Gautam	युवराज गौतम	Mohan...	833403...	Goyal	Banking	Staff	Compa...	01-04-...		974831...	Appro...
9	E240887		Dilip Choudhary	दिलीप चौधरी	Mangi...	455221...	Goyal	Boiler	Helper	Contra...	01-08-...		876981...	Appro...
10	E240711		Khuna Bhuruya B...	खुना भुरिया भीत	Dalsingh...	376629...	Goyal	Boiler	Helper	Contra...	01-02-...		929479...	Appro...
11	E240885		Parmanand suman	परमानन्द सुमन	Ghans...	532964...	Goyal	Boiler	Helper	Contra...	01-08-...		992879...	Appro...
12	E240889		Satyaranayana Jat	सत्यनारायण जाट	Ramch...	956626...	Goyal	Boiler	Helper	Contra...	01-08-...		957132...	Appro...
13	E240665		Suresh Bhil	सुरेश भील	Bhursi...	507199...	Goyal	Boiler	Helper	Contra...	01-02-...		701445...	Appro...
14	E240814	310	Inderjeet Singh S...	इंद्रेजीत सिंह शक्त...	Dhann...	212143...	Goyal	Boiler	Operat...	Contra...	01-05-...		967242...	Appro...
15	E240874	314	Vivekanand Suman	विवेकानन्द सुमन	Madan...	674889...	Goyal	Boiler	Operat...	Contra...	21-08-...		979386...	Appro...
16	E240754		Asalam Pathan C...	असलाम पठान	Yasin ...	303940...	Goyal	Carpe...	Operat...	Contra...	01-02-...		771741...	Appro...
17	E240045	121	Laxman Sen	लक्ष्मण सेन	Bhairu...	596629...	Goyal	Civil	Dep H...	Compa...	01-04-...		810730...	Appro...
18	E240213		Murari Suman	मुरारी सुमन	Chhot...	572224...	Goyal	Civil	Helper	Contra...	01-04-...		966051...	Appro...
19	E240531		Narendra Bairwa	नरेन्द्र बैरवा	Babu L...	314968...	Goyal	Civil	Helper	Contra...	01-04-...		890573...	Appro...
20	E240627		Omprakash Meena	ओमप्रकाश मीणा	Harich...	998645...	Goyal	Civil	Helper	Contra...	01-1...		957105...	Appro...

803 employee(s) records available.

Edit /Person Detail/Family Detail Export Export

Figure3.2.8 Employee View

Searching Bar (Green Marking)

Under this, a searching option has been given and by entering the employee code, we can also use it to search, we can also see the details of the particular employee by using his Aadhaar number.

There are three buttons given in it: On selecting which, information on that particular data will open only.

A search button is also given, on clicking which the data is searched.

First of all, the button given below: If we click on that button in the drop down list, its list will open from which we can select that particular location.

After that, on clicking the second button, the employee's department list will open, from which we can see the employees of that particular department.

We can see the details of the employee whose designation is given by selecting the department and selecting the designations.

After the button, there is a searching option through which we can search the employee.

- **Search by Employee Name:** Facility to search Employee name.
- **Search by Employee Code:** Facility to search Employee Code

Human Resource Management System

- **Search by Aadhar Number:** Facility to search Aadhar Number
- **Search by Employee Father Name:** Facility to search Employee Father Name

There is a button on the right side which is given as Add New, on clicking it we can directly add new employee. See like ([Figure 3.2.8 Employee View](#))

Update Profile Data (Pink Marking)

There are three buttons on the side of the employee view which directly change the employee's details.

Edit: - On clicking the edit button, employee details will open which we can directly change the employee details.

Profile: - On clicking the profile button, person details will open which we can directly change the person details.

Family: - On clicking the Family button, a new application called Family opens in which we can add the details of that employee. Adding employee Relation like See ([Figure 3.2.8 Employee Relation](#))

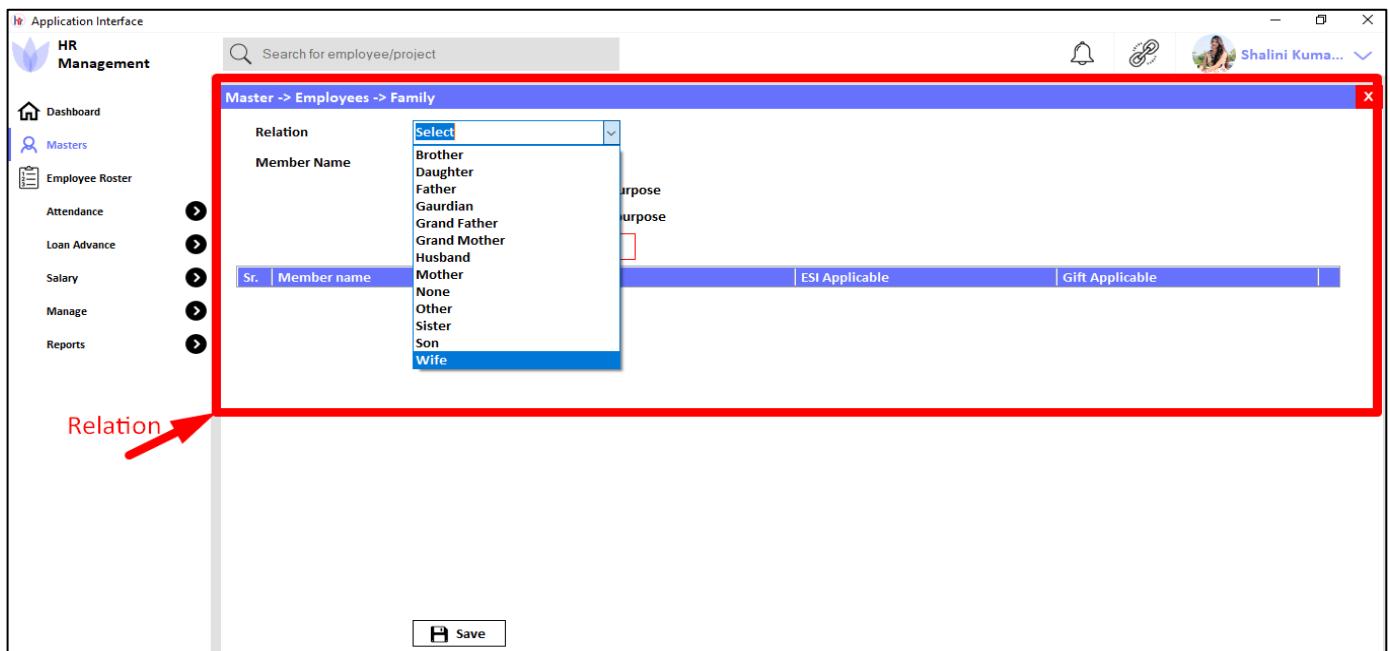


Figure 3.2.9 Employee Relation

- Go to the Department list, click on New.
- Select the relation
- Enter the Member Name
- Family member user for ESI purpose flag
- Family member user for Gift purpose flag
- Add

Export: - By clicking on the export button, we can export the employee's data to Excel.

Human Resource Management System

Contractor 3.3:-

A contractor is a person or business that is hired to complete a specific project or task for a client, but is not considered a permanent employee of the client.

Contractors are usually hired for a specific skill or expertise, and are often paid on a per-project basis.

Select Employee Contractor Hired Company. We can see Two button **Add/View**

- On clicking add button contractor details open in which we can add new contractor.

The screenshot shows the HR Management System's 'Contractors -> Add' form. The form is divided into three tabs: 'Basic Details', 'Documents', and 'Employees'. The 'Basic Details' tab is active. It contains fields for 'Contractor Name', 'Contractor Name (Hindi)', 'Father Name', 'Aadhar No.', 'PAN No.', 'Date of Birth' (set to 18-10-2024), 'Contact 1', 'Contact 2', 'Company', 'Current Address', 'Current PIN Code', 'Firm Code', 'Account No', and 'IFSC'. There are also two checkboxes: 'Approve Contractor Details' (unchecked) and 'Active' (checked). At the bottom right of the form is a 'Save' button. The left sidebar has a 'Contractor' link with a red arrow pointing to it. The top navigation bar includes a search bar, user profile, and other system icons.

Figure 3.3.1 Contractor basic detail

❖ Basic Detail:-

- Contractor Name:- Enter the contractor name.
- Father Name:- Enter the Father Name by Contractor.
- Aadhar Number:- Enter the Aadhar Number by Contractor.
- Pan Number:- Enter the Pan Number by Contractor.
- Current Address:- Particular Address of contractor.
- Company:- Selected company Name
- Current Address
- Bank detail
- Approve contractor detail
- Active
- save

Human Resource Management System

Document:-

Whatever contractor we have added, we should first take that document. The type of document has to be selected and its document file is uploaded.

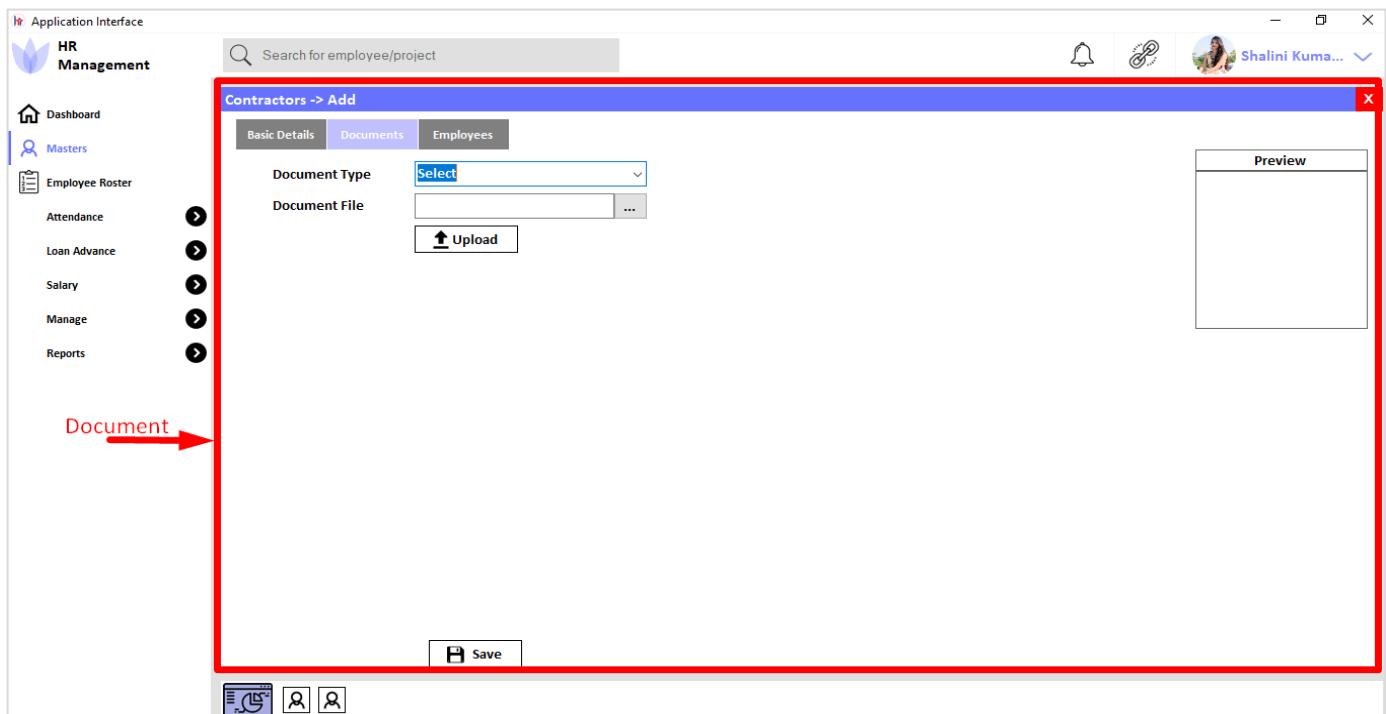


Figure 3.3.2 Contractor document

- Select the document type
- Selected the document file
- Upload File
- Save

You can add the information of the contractor to whom the employee is added this application

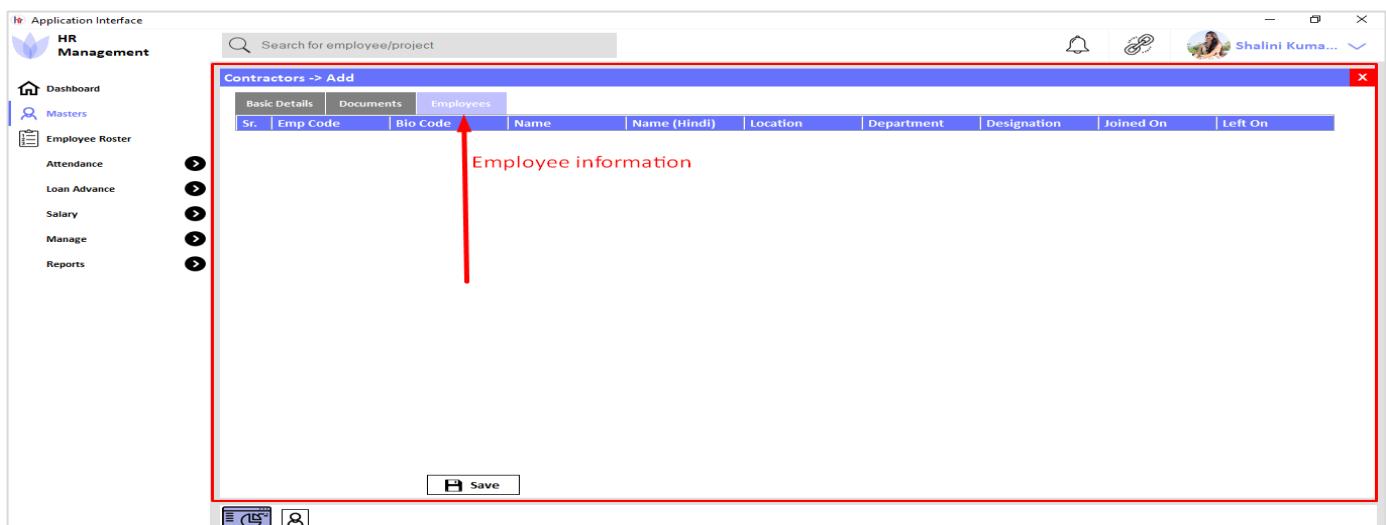


Figure 3.3.3 Contractor employee

Human Resource Management System

Save: - By clicking on save button we can add all the details of the contractor in our application.

Contractor View:- On clicking the Contractor View button, the entire detail screen will be shown. We can see the specific employee of the contractor whom we want to filter. See....([Figure 3.3.4 Contractor View](#))

Sr.	Contractor Name (Hindi)	Contractor Name (English)	Father Name	Location	Aadhar No	PAN No	No of Emp.	Status	Approved
1	अभिषेक गुप्ता	Abhishek Gupta	Mool Chand Gupta	Goyal Proteins Ltd.	25515898...	AOBPG98...	0	Inactive	Approved
2	अजय श्रींगी	Ajay Shringi	Shyam Bihari Shringi	Goyal Proteins Ltd.	91440056...	BMGPS80...	0	Inactive	Approved
3	अशोक कुमार	Ashok Kumar	Parmanand	Goyal Proteins Ltd.	34050417...	EIPFK3207Q...	0	Inactive	Approved
4	अवनीश कुमार	Avanesh Kumar	Chakki Lal	Goyal Proteins Ltd.	84599854...	EYZPK501...	0	Active	Approved
5	भेरुल मीणा	Bherul Meena	Birdhi Lal	Goyal Proteins Ltd.	2913237...	APIPL1555Q...	0	Inactive	Approved
6	भीमराज नाराय	Bhimraj Nagar	Mangi Lal Nagar	Goyal Proteins Ltd.	94062960...	AEXPN24...	0	Inactive	Approved
7	भीमराज रेवारी	Bhimraj Revari	Jodhraj	Goyal Vegoils Ltd.	61582883...	BUSPR1892J...	0	Inactive	Approved
8	भृपेंद्र गुप्ता	Bhupendra Gupta	Prem Bihari	Goyal Proteins Ltd.	34771818...	AJCPG648...	0	Inactive	Approved
9	बिरेन्द्र महतो	Birendra Mahto	Kuldeep Mahto	Goyal Proteins Ltd.	80514917...	AALHB33...	0	Active	Approved
10	ब्राह्मणी माता सर्विसेज़	Brahmani Mata Serv...		Goyal Proteins Ltd.		BAPPK75...	780	Active	Approved
11	चेतन राठोर	Cheitan Rathor	Suresh Kumar Rathor	Goyal Proteins Ltd.	81160511...	BIGPR9893F...	0	Active	Approved
12	चेत्न्य प्रकाश	Chetnya Prakash	Bhairu Lal Goutam	Goyal Proteins Ltd.	73681260...	DBJPP229...	0	Inactive	Approved
13	दया कृष्ण	Daya Krishna	Kalu Lal	Goyal Vegoils Ltd.	91507166...	BNMEPK21...	0	Inactive	Approved
14	गोयल प्रोटिन्स लिमिटेड	Goyal Proteins Ltd.	-	Goyal Proteins Ltd.	-	AABCG37...	0	Inactive	Approved
15	गोयल वेज अपॉल लिमिटेड	Goyal Vegoils Ltd.	-	Goyal Vegoils Ltd.	-	AABC625...	0	Inactive	Approved
16	जगदीश कुमार	Jagdish Kumar	Birdhi Chand	Goyal Proteins Ltd.	56558906...	AJDPK427...	0	Active	Approved
17	जगदीश प्रसाद मार्ली	Jagdish Prasad Mali	Gogaji	Goyal Proteins Ltd.	61697623...	ATVPJ4059J...	0	Inactive	Approved
18	मान सिंह	Maan Singh		Goyal Vegoils Ltd.		CUFPR273...	0	Active	Approved
19	महावीर गुर्जर	Mahaveer Gurjar	Rampal	Goyal Vegoils Ltd.	43844930...	BVJPG4641J...	0	Inactive	Approved
20	महावीर नाराय	Mahaveer Nagar	Jamna Lal	Goyal Vegoils Ltd.	87951330...	AVZPN98...	0	Inactive	Approved

Figure 3.3.4 Contractor View

Search Bar (light Green)

This application the button for searching option is given on the top side. Which we can see our particular contractor and on the left side we have given the add new button which we can click on to add a new contractor.

Inside this application, where we can see all the details, there is an edit button on which we can edit it.

After clicking on the edit option, a new application will open in which we can change its details. See...([Figure 3.3.4 Contractor View](#))

Save: - After that, you can save the changed details by clicking on the save button.

Human Resource Management System

Location 3.4

This application is the master of location in which the company's workout is created at different locations, the employee can be made to work at which location or which location should be used for the workout, and the location according to the plant can be defined.

Location mentioned by the company: The name of our company and its brand name will be our location.

Inside this, a counter is also given: that we have the company's location add

There are also two buttons inside it: Add / View.

Sr.	Location Name	Location Name (Hindi)	No of Employees	Status	Approved
1	GGVS	गोयल ग्रामीण विकास संस्थान	0	Inactive	Approved
2	Goyal	गोयल	540	Active	Approved
3	GPL 1st	जीपीएल प्रथम	120	Active	Approved
4	GPL 2nd	जीपीएल द्वितीय	64	Active	Approved
5	GVL 1st	जीवीएल प्रथम	56	Active	Approved
6	GVL 2nd	जीवीएल द्वितीय	23	Active	Approved
7	Kutumbhkam	कुटुम्बकम	0	Active	Approved

Figure 3.4.1 Location View

Search Bar (Red Marking)

This application the button for searching option is given on the top side. Which we can see our particular Location and on the left side we have given the add new button which we can click on to add a new Location

Edit (Green Marking)

Inside this application, where we can see all the details, there is an edit button on which we can edit it. After clicking on the edit option, a new application will open in which we can change its location details Like see.....

([Figure 3.4.1 Location View](#))

Add New (Red Marking)

Location Add First of all, we will add the location of the company by giving two columns inside the box, after that we will activate it. After that we will activate it that location is saved by clicking on the save button. Like see.....([Figure 3.4.2 Location Add](#))

Human Resource Management System

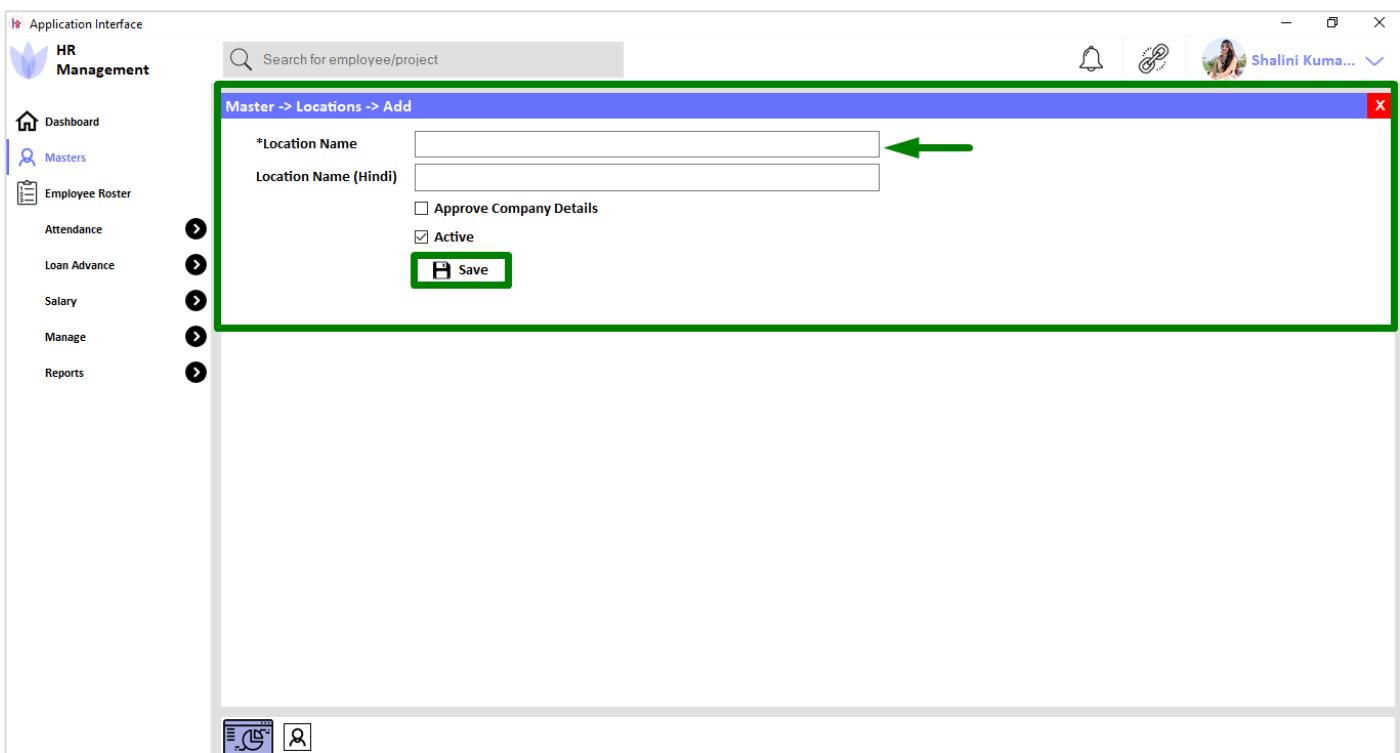


Figure 3.4.2 Location Add

- Go to the Location list, click on New.
- Enter Location name.
- Enter Location name (Hindi).
- Enter Location detail
- Active
- Save.

Save: - On clicking the save button, the location is added which is connected to the data base.

Export: - There is an export button at the bottom, on clicking which the location file is exported.

Human Resource Management System

Department 3.5:-

An employee department is a specialized division of an organization that handles matters related to employees.

Some examples of employee departments include:

The screenshot shows the 'Master -> Departments' page. At the top, there is a search bar labeled 'Type to search' and an 'Add New +' button. On the left, a sidebar lists 'Employee Roster', 'Attendance', 'Loan Advance', 'Salary', 'Manage', and 'Reports'. A green arrow points to the 'Employee Department' section in this sidebar. The main area displays a table of 57 department records. The table columns are: Sr., Department, Department (Hindi), No of Employees, OT Round Off, Status, and Approved. Each row contains a small edit icon. At the bottom right, there are 'Export File' and 'Export' buttons.

Sr.	Department	Department (Hindi)	No of Employees	OT Round Off	Status	Approved
1	Audit	ऑडिट	6	2	Active	Approved
2	Badi Section	सोया बड़ी	0	0	Active	Approved
3	Banking	बैंकिंग	2	0	Active	Approved
4	Boiler	बॉलर	30	0	Active	Approved
5	Carpenter	बद्दाइ	1	0	Active	Approved
6	Chillex	चिलेक्स	0	0	Active	Approved
7	Civil	सिविल	7	0	Active	Approved
8	Cleaner	स्वच्छक (सफाई करने वाला)	0	0	Active	Approved
9	DOC	डी ओ सी	10	0	Active	Approved
10	Driver	वाहन चालक	77	0	Active	Approved
11	Electrical	इलेक्ट्रीकल	42	0	Active	Approved
12	ETP	ईटीपी	0	0	Active	Approved
	Field	फील्ड	14	0	Active	Approved
14	Filing	फाइलिंग	4	0	Active	Approved
15	Filter	परिशोधन	14	0	Active	Approved
16	Fireman	आगशमन	1	0	Active	Approved
17	Floor Mill	फ्लोर मिल	19	0	Active	Approved
18	Gardener	मारी	1	0	Active	Approved
19	Gaushala	गोशाला	0	0	Active	Approved
20	GOI Mandi	गोयल अॉइल इंडस्ट्रीज मंडी	6	0	Active	Approved

Figure 3.5.1 Department View

Searching Bar (Red Marking)

This application the button for searching option is given on the top side. Which we can see our particular Department and on the left side we have given the add new button which we can click on to add a new Department

Add new: - User can add a new department by clicking on the Add New button.

Before creating a Department, it is advisable you create the following documents:

- Go to the Department list, click on New.
- Enter Department name.
- Enter Department name (Hindi).
- Enter Description detail
- Select Leave Block List (optional) applicable for this department.
- Active
- Save.

Human Resource Management System

The screenshot shows the HR Management System interface. On the left, a sidebar lists various modules: Dashboard, Masters (selected), Employee Roster, Attendance, Loan Advance, Salary, Manage, Reports, and Department. A red arrow points from the 'Department' link in the sidebar to the red-highlighted 'Department Add' form. The 'Department Add' form has a blue header 'Master > Departments > Add'. It contains fields for 'Department' (text input), 'Department Name (Hindi)' (text input), 'OT hours Round Off' (number input set to 0), and a large 'Description' text area. There are two checkboxes at the bottom: 'Approve Department Details' (unchecked) and 'Active' (checked). A 'Save' button is at the bottom right.

Figure 3.5.2 Department Add

Edit (Sky color):-

Inside this application, where we can see all the details, there is an edit button on which we can edit it. After clicking on the edit option, a new application will open in which we can change its Department details

Export:- There is an export button at the bottom, on clicking which the Department file is exported.

Human Resource Management System

Designation 3.6:-

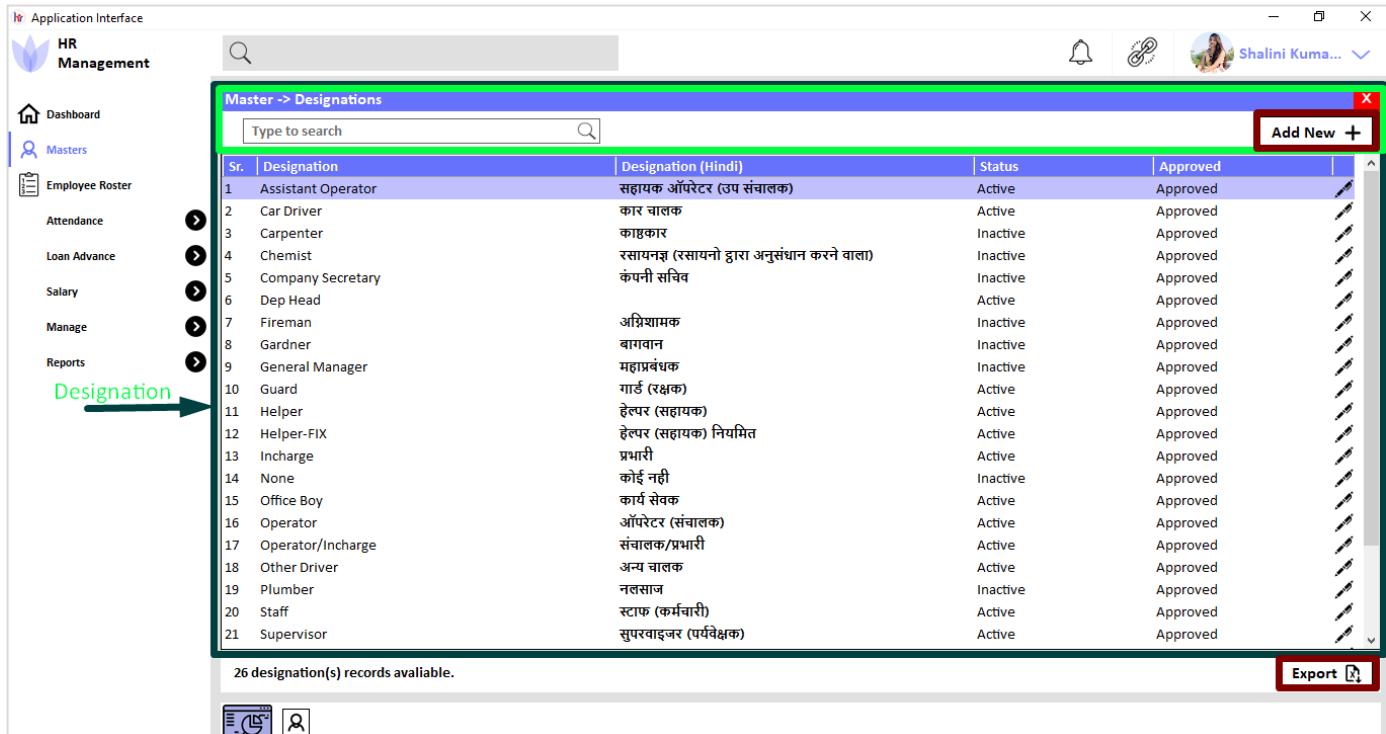
Designations are the official job titles given to employees.

With reference to company management, there are various stakeholders like directors, officers, and manageress

In the Designation information, there are two buttons which add the department and one is view button which shows the all information screen of the Designation.

By clicking on add button we can add new Designation.

Screen Designation View

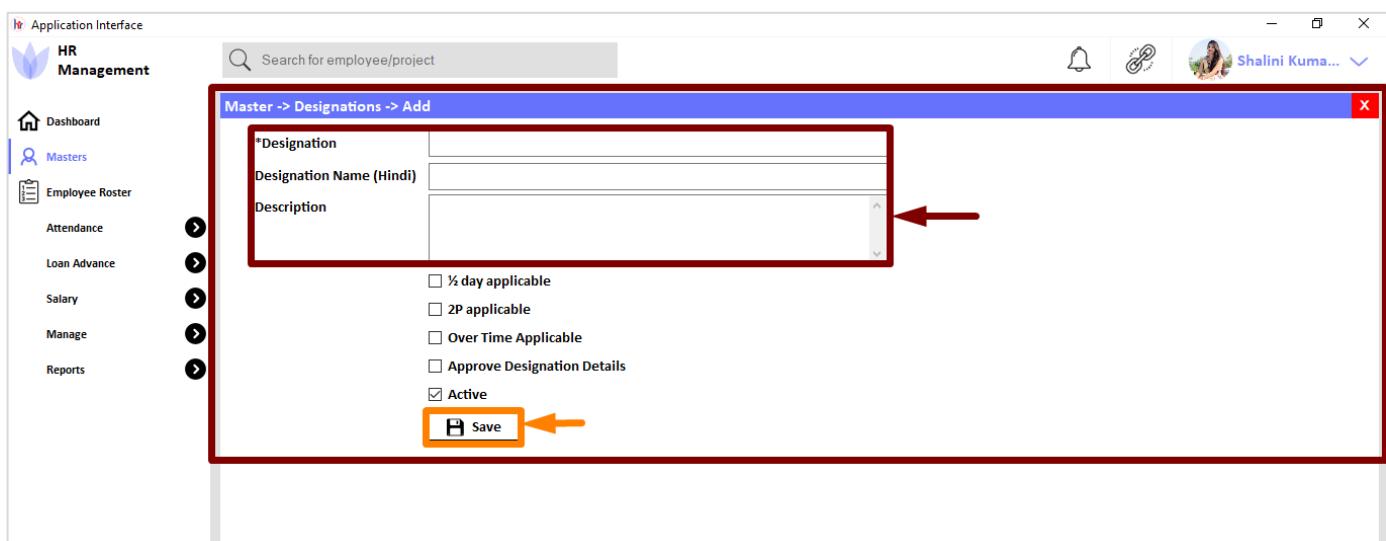


The screenshot shows a table titled "Master > Designations" with 26 records. The columns are Sr., Designation, Designation (Hindi), Status, and Approved. A green arrow points to the "Designation" link in the left sidebar.

Sr.	Designation	Designation (Hindi)	Status	Approved
1	Assistant Operator	सहायक ऑपरेटर (उप संचालक)	Active	Approved
2	Car Driver	कार चालक	Active	Approved
3	Carpenter	काष्ठकार	Inactive	Approved
4	Chemist	रसायनज्ञ (रसायनो द्वारा अनुसंधान करने वाला)	Inactive	Approved
5	Company Secretary	कंपनी सचिव	Inactive	Approved
6	Dep Head		Active	Approved
7	Fireman	अग्निशमक	Inactive	Approved
8	Gardner	बागवान	Inactive	Approved
9	General Manager	महाप्रबंधक	Inactive	Approved
10	Guard	गार्ड (रक्षक)	Active	Approved
11	Helper	हेल्पर (सहायक) नियमित	Active	Approved
12	Helper-FIX	प्रभारी	Active	Approved
13	Incharge	कोई नहीं	Inactive	Approved
14	None	कार्य सेवक	Active	Approved
15	Office Boy	ऑपरेटर (संचालक)	Active	Approved
16	Operator	संचालक/प्रभारी	Active	Approved
17	Operator/Incharge	अन्य चालक	Active	Approved
18	Other Driver	नवासाज	Inactive	Approved
19	Plumber	रटाफ (कर्मचारी)	Active	Approved
20	Staff	सुपरवाइजर (पर्यवेक्षक)	Active	Approved
21	Supervisor		Active	Approved

Figure 3.6.1 Employee Designation View

Add new: - User can add a new Designation by clicking on the Add New button.



The screenshot shows a form titled "Master > Designations -> Add". It has fields for "Designation", "Designation Name (Hindi)", and "Description". Below the fields are checkboxes for "½ day applicable", "2P applicable", "Over Time Applicable", "Approve Designation Details", and "Active". A red box highlights the "Save" button at the bottom.

Figure 3.6.2 Employee Designation Add

Human Resource Management System

Before creating a Department, it is advisable you create the following

- Go to Designation list, click on Add New.
- Enter the Designation name.
- Enter Description and Required Skills (optional).
- Approve Designation Detail
- Active
- Save.

Save: - On clicking the save button, the Designation is added which is connected to the data base.

Export:-There is an export button at the bottom, on clicking which the Designation file is exported.

Human Resource Management System

Document Type 3.7:- For the type of document, we had to define its size: What is the extension of that document:

Sr.	Document Name	Document Name (Hindi)	Status	Approved
1	10th Marksheets	अंकतालिका (दसवीं)	Active	Approved
2	12th Marksheets	अंकतालिका (वारहवीं)	Active	Approved
3	Aadhar Card	आधार	Active	Approved
4	Application	प्रार्थना पत्र	Active	Approved
5	Bank Passbook	बैंक खाताबुक	Active	Approved
6	Cancel Cheque	निरस्त चूपातान पत्र	Active	Approved
7	Certificate	प्रमाण पत्र	Active	Approved
8	Driving Licence	वाहन चालन अनुशासन पत्र	Active	Approved
9	Employee Bond	कर्मचारी अनुबंध	Active	Approved
10	ESIC Card	कर्मचारी राज्य बीमा कार्ड	Active	Approved
11	ESIC Certificate	कर्मचारी राज्य बीमा प्रमाण पत्र	Active	Approved
12	Other	अन्य	Active	Approved
13	PAN Card	पैन कार्ड	Active	Approved
14	Passport	पार पत्र	Active	Approved
15	Photo	छायाचित्र	Active	Approved
16	Ration Card	राशन कार्ड	Active	Approved
17	UAN Card	युनिवर्सल अकाउंट नंबर	Active	Approved
18	Voter Card	मतदान कार्ड	Active	Approved

18 document(s) name records available.

Export

Figure 3.7.1 Employee Document Type

When we upload a document, we first see what the document is like, then after that we select the type of document, but before uploading the document, we also have to see what is the size of that document, if its size is more than that. I will upload the document and it will give me an error so I can correct its size.

If we have to add a new document type, we can add its new document type by clicking on the add button. Like see....(Figure 3.7.2 Employee Document Add)

*Document Type

DocumentType (Hindi)

Description

Approve Document Details

Active

Document Add

Figure 3.7.2 Employee Document Add

- Enter the document Type/ Disruption
- Active/Save

Human Resource Management System

Shift 3.8:-

It depends on the working time of the employee as to what time he should be called, his shift will be night and morning.

The Shift Management module in HR helps you efficiently manage shifts for your employees.

Shift 3.8.1 View Screen

Sr.	Code	Name	Name (Hindi)	Start	End	Description	Status
1	A	24/8 Ist	प्रथम यारी	07:00 AM	03:00 PM	First Shift of 8 Hours Shift	Active
2	B	24/8 IInd	द्वितीय यारी	03:00 PM	11:00 PM	Second Shift of 8 Hours Shift	Active
3	C	24/8 IIrd	तृतीय यारी	11:00 PM	07:00 AM	Third Shift of 8 Hours Shift	Active
4	D	Day Shift	दिन यारी	08:00 AM	08:00 PM	12 Hours Day Shift	Active
5	G	9 to 6	सामान्य यारी	09:00 AM	06:00 PM	General Shift	Active
6	K	6 to 6 Day	प्रभात यारी	06:00 AM	06:00 PM	12 Hours Morning Shift	Active
7	N	Night Shift	रात्री यारी	08:00 PM	08:00 AM	12 Hours Night Shift	Active
8	R	Rest Day Shift	विश्राम दिन यारी	12:00 PM	12:00 AM	Day of Rest day shift	Inactive

Figure 3.8.1Shift View

The Shift Type document allows you to define the different types of Shifts in your Organization and set up auto attendance for the shift. Auto attendance marks attendance based on Employee Checkin records for employees assigned to a shift.

Shift 3.8.1 Add Screen

*Shift Code:

*Shift Name:

Shift Name (Hindi):

*Start Time:

*End Time:

Description:

Approve Shift Details

Active

Figure 3.8.1Shift Add

Human Resource Management System

- Click on New.
- Enter the Shift Code,
- Enter the shift name
- Start Time and End Time
- Description
- Approve shift detail flag
- Active
- Save

Save: - It's to save user Shift detail

Export:-There is an export button is a button that allows users to export data from a software application or file format to another:

Human Resource Management System

Gov. Deduction 3.9:-

Master>>Gov. Deduction>>New

Gov. Deduction Screen View

The screenshot shows the 'Master -> Govt. Deduction' screen. On the left, there is a sidebar with icons for Dashboard, Masters (selected), Employee Roster, Attendance, Loan Advance, Salary, Manage, and Reports. The main area has a search bar at the top. Below it is a table titled 'Master -> Govt. Deduction' with columns: Sr., Deduction, Pay By, Description, Abbreviation, Rate, Status, Approved, and Action (pencil icon). The table contains 8 rows of data. At the bottom of the table, a message says '8 Govt. Deduction records available.' There are 'Add New +' and 'Export' buttons at the top right of the table area.

Sr.	Deduction	Pay By	Description	Abbreviation	Rate	Status	Approved	Action
1	EPF	Employer	EDLIS Administration Charges	EDLIA	0.01	Active	Approved	
2	EPF	Employer	Employee Deposit Link Insurance Scheme	EDLI	0.5	Active	Approved	
3	EPF	Employer	Employee Pension Scheme	EPS	8.33	Active	Approved	
4	EPF	Employer	Employee Provident Fund	EPF	3.67	Active	Approved	
5	EPF	Employer	EPF Administration Charges	EPFA	1.1	Active	Approved	
6	EPF	Employee	EPF Employee Contribution	EPFE	12	Active	Approved	
7	ESIC	Employee	Employee Contribution	ESICE	0.75	Active	Approved	
8	ESIC	Employer	Employer Contribution	ESICER	3.25	Active	Approved	

Figure 3.9.1 Gov. Deduction View

Gov. Deduction 3.9.2 Screen Add

The screenshot shows the 'Master -> Govt. Deduction -> Add' screen. On the left, there is a sidebar with icons for Dashboard, Masters (selected), Employee Roster, Attendance, Loan Advance, Salary, Manage, and Reports. A red arrow points from the sidebar towards the add form. The main area has a search bar at the top. Below it is a form with fields: *Deduction For (text input), Description (text input), Pay By (dropdown menu set to 'Select'), Abbreviation (text input), Rate (text input with value '0.00'), and two checkboxes: 'Approve Govt Deduction Details' (unchecked) and 'Active' (checked). At the bottom right is a 'Save' button.

Figure 3.9.2 Gov. Deduction Add

Human Resource Management System

- Go to the Deduction list, click on New.
- Enter Department name.
- Select Company name.
- Select Leave Block List (optional) applicable for this department.
- Save.

Save: - It's to save user Gov. Deduction detail

Export:-There is an export button is a button that allows users to export data from a software application or file format to another:

Human Resource Management System

Bank 3.10

To update the bank details of the employee, we have to add his bank, we can see all the bank details together. If the bank details of the employee are not available in our application, then you can add that bank detail by clicking on Add New button. Like see.....(3.10.1 bank View)

Sr.	Bank Name	Status	Approved
1	Abhyudaya Cooperative Bank	Active	Approved
2	Ahmedabad Mercantile Cooperative Bank	Active	Approved
3	Ahmednagar Merchants Cooperative Bank Limited	Active	Approved
4	Airtel Payments Bank Limited	Active	Approved
5	Akola Janata Commercial Cooperative Bank	Active	Approved
6	Allahabad Bank	Active	Approved
7	Almora Urban Cooperative Bank Limited	Active	Approved
8	Ambar Nath Jaihind Cooperative Bank Limited, Ambarnath	Active	Approved
9	Andhra Bank	Active	Approved
10	Andhra Pradesh Grameena Vikas Bank	Active	Approved
11	Andhra Pragathi Grameena Bank	Active	Approved
12	Apna Sahakari Bank Limited	Active	Approved
13	Arvind Sahakari Bank Ltd	Active	Approved
14	AU Small Finance Bank Limited	Active	Approved
15	Australia and New Zealand Banking Group Limited	Active	Approved
16	Axis Bank	Active	Approved
17	Bandhan Bank Limited	Active	Approved
18	Bank of America	Active	Approved
19	Bank of Bahrain and Kuwait	Active	Approved
20	Bank of Baroda	Active	Approved
21	Bank of Ceylon	Active	Approved

Figure 3.10 Bank View

- Go to the Bank list, click on New.
- Enter the Bank name.
- Approved bank detail
- Active
- save

*Bank Name _____

Approve Bank Details

Active

Save

Figure 3.10.1 bank Add

You can view all the bank details together in our application.

When an employee's bank details need to be updated, we will change his/her bank details with this

Export:-There is an export button is a button that allows users to export data from a software application or file format to another:

Human Resource Management System

Relation 3.11

The screenshot shows the 'Master > Relations' page. The table lists various family relations with their Hindi translations and status. A blue arrow points from the word 'Relation' in the text below to the 'Relation' column header in the table.

Sr.	Relation	Relation (Hindi)	Status
1	Brother	भाई	Active
2	Daughter	पुत्री	Active
3	Father	पिता	Active
4	Gaurdian	संरक्षक	Active
5	Grand Father	दादा	Active
6	Grand Mother	दादी	Active
7	Husband	पति	Active
8	Mother	माता	Active
9	None	कुछ नहीं	Active
10	Other	अन्य	Active
11	Sister	बहन	Active
12	Son	पुत्र	Active
13	Wife	पत्नि	Active

13 relation(s) records available. Export

Figure 3.11 Relation View

Family relationship are the connection between family member, including parents, children and other relative

The employee's nominee is selected from the name relation.

We have added the name of the family member in this application: If we want to add a new employee relation, then we can add a new nominee by clicking on the Add New button.

- Go to Relation list, click on New.
- Enter the Relation name.
- Approve Relation Detail
- Active
- Save.

The screenshot shows the 'Master > Relations -> Add' form. It contains fields for Relation name, Relation in Hindi, checkboxes for Approve Relation Details and Active status, and a prominent 'Save' button highlighted with a cyan box.

Figure 3.11.1 Relation Add

Save: - It's to save user Relation detail

Human Resource Management System

Building 3.12

Buildings built by the company for the employee

The company's ground building has also been given different names which are of different types.

There is a counter inside it which adds the building and we can also add a new building inside the desk in this application

Sr.	Building Name	Building Name (Hindi)	Status	Approved
1	Block - A	ब्लॉक - ए	Active	Approved
2	Block - B	ब्लॉक - बी	Active	Approved
3	Block - C	ब्लॉक - सी	Active	Approved
4	Block A Near Mandir	ब्लॉक ए मंदिर क्षेत्र	Active	Approved
5	Block B Near Mandir	ब्लॉक बी मंदिर क्षेत्र	Active	Approved
6	Hall Back Side	पीछे हमारों के हाल	Active	Approved
7	Hall Front Side	बड़े हाल वाहर	Active	Approved
8	Rooms Beside of Boring	बोरिंग के पास वाले कमरे	Active	Approved
9	Rooms Block Modi Farm	रुम ब्लॉक मोदी फार्म	Active	Approved

Figure 3.12 Building View

Add new: - User can add a new Designation by clicking on the Add New button.

- Go to Building list, click on New.
- Enter the Building name.
- Approve Building Detail
- Active
- save

Building Basic detail:-

Master -> Building -> Add	
Building Details	Charges
*Building Name	<input type="text"/>
Building Name (Hindi)	<input type="text"/>
<input type="checkbox"/> Approve Building Details	
<input checked="" type="checkbox"/> Active	

Figure 3.12 Building Add

Human Resource Management System

There is a building charge option inside in this application: How much is the building charge

Building Charge:-

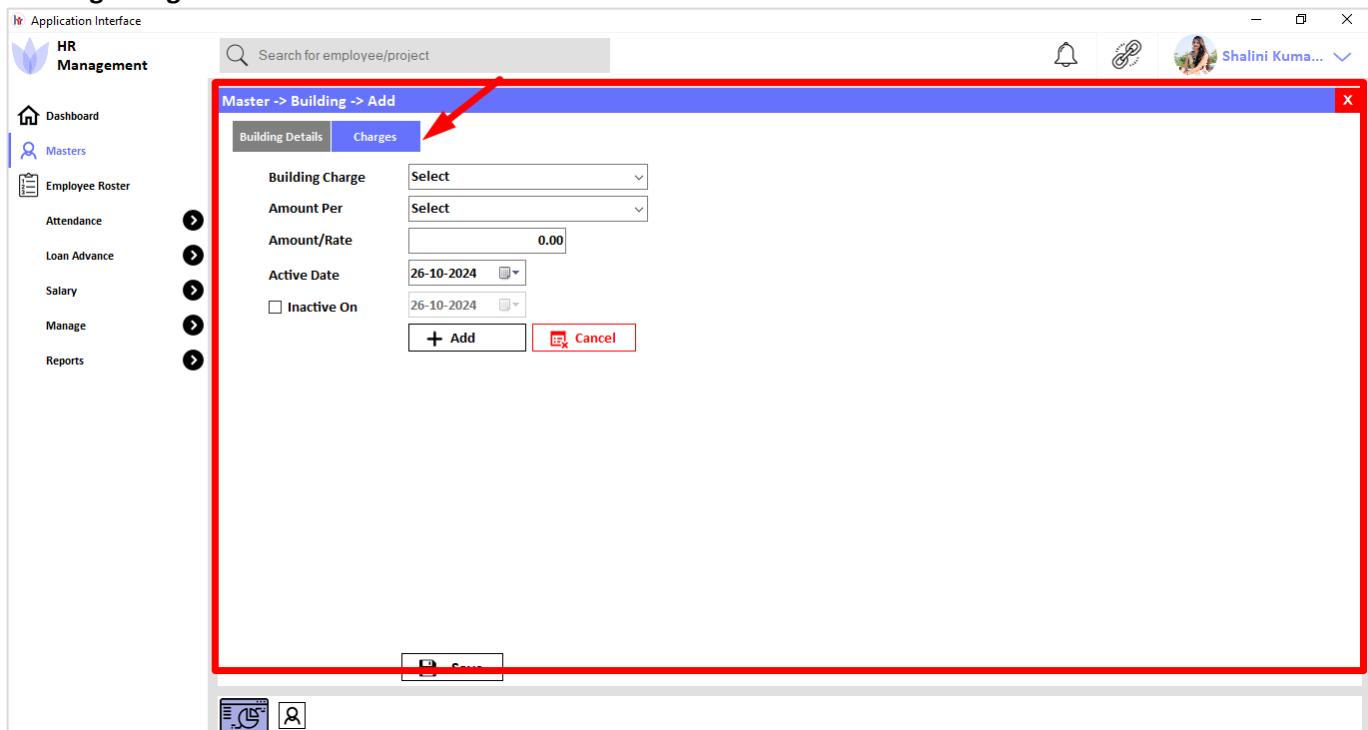


Figure 3.12.1 Building Charge

We have to select the building charge and then select the room maintenance or electricity charge, then tell us the monthly or daily charge in the application and then write the amount and then active date this application and then save it.

- Go to Charge Option
- Select the building charge
- Select the amount par
- Enter the Amount rate
- Active date
- Add
- save

Human Resource Management System

Floors 3.13:- The buildings constructed by the company are divided into separate blocks and their floors are ground floor, first floor and second floor.

Figure 3.13 Floor

There is a counter inside the desk: All the floors constructed will be visible on the screen by clicking on the view button.

The screenshot shows the 'Master -> Floors' list page. At the top, there is a search bar labeled 'Search for employee/project'. On the right side, there is a green button labeled 'Add New +'. Below the search bar is a table with columns: Sr., Floor Name, Floor Name (Hindi), Building Name, and Status. The table contains 21 rows of data. A blue vertical bar highlights the rightmost column. At the bottom left, it says '22 floor(s) name records available.' and at the bottom right, there is an 'Export' button.

Sr.	Floor Name	Floor Name (Hindi)	Building Name	Status
1	First Floor	प्रथम तला	Block - A	Active
2	Ground Floor	सतह तला	Block - A	Active
3	Second Floor	द्वितीय तला	Block - A	Active
4	First Floor	प्रथम तला	Block - B	Active
5	Ground Floor	सतह तला	Block - B	Active
6	Second Floor	द्वितीय तला	Block - B	Active
7	First Floor	प्रथम तला	Block - C	Active
8	Ground Floor	सतह तला	Block - C	Active
9	Second Floor	द्वितीय तला	Block - C	Active
10	First Floor	प्रथम तला	Block A Near Mandir	Active
11	Ground Floor	सतह तला	Block A Near Mandir	Active
12	Second Floor	द्वितीय तला	Block A Near Mandir	Active
13	First Floor	प्रथम तला	Block B Near Mandir	Active
14	Ground Floor	सतह तला	Block B Near Mandir	Active
15	Second Floor	द्वितीय तला	Block B Near Mandir	Active
16	Hammal Hall	हमाली के हाल	Hall Back Side	Active
17	Big Hall	बड़े हॉल	Hall Front Side	Active
18	Beside of Boring	बोरिंग के पास	Rooms Beside of Boring	Active
19	Room Block A	रुम ब्लॉक ए	Rooms Block Modi Farm	Active
20	Room Block B	रुम ब्लॉक बी	Rooms Block Modi Farm	Active
21	Room Block C	रुम ब्लॉक सी	Rooms Block Modi Farm	Active

Figure 3.13.1 Floor View

- Go to Floor list, click on New.
- Select the Building.
- Enter the Floor Name.
- Approve Floor Detail
- Active/save

If we have to add a new floor then we can do it by clicking on the Add New button which will appear on the screen as follows:

The screenshot shows the 'Master -> Floors -> Add' form. It has fields for 'Building' (with a dropdown menu), 'Floor Name' (text input), 'Floor Name (Hindi)' (text input), 'Approve Floor Details' (checkbox), and 'Active' (checkbox). A green vertical bar highlights the entire form area. At the bottom right, there is a 'Save' button.

Figure 3.13.2 Floor Add

Human Resource Management System

Rooms 3.14:-

In the building built by company A, there are rooms inside the floor which are given to the employees.

Room allotments are given to the employees working here.0

Rooms view screen:-

Master -> Room				
Type to search				
Sr.	Room No	Floor Name	Building Name	Status
34	310	Second Floor	Block - A	Active
35	311	Second Floor	Block - A	Active
36	312	Second Floor	Block - A	Active
37	201	First Floor	Block - B	Active
38	202	First Floor	Block - B	Active
39	203	First Floor	Block - B	Active
40	204	First Floor	Block - B	Active
41	205	First Floor	Block - B	Active
42	206	First Floor	Block - B	Active
43	207	First Floor	Block - B	Active
44	208	First Floor	Block - B	Active
45	209	First Floor	Block - B	Active
46	210	First Floor	Block - B	Active
47	211	First Floor	Block - B	Active
48	212	First Floor	Block - B	Active
49	213	First Floor	Block - B	Active
50	214	First Floor	Block - B	Active
51	215	First Floor	Block - B	Active
52	216	First Floor	Block - B	Active
53	217	First Floor	Block - B	Active
54	218	First Floor	Block - B	Active

Figure 3.14.1 Rooms View

Add new: - User can add a new Designation by clicking on the Add New button.

- Select the Building.
- Select the Floor
- Enter the Room Name.
- Approve room detail
- Active

The screenshot shows the 'Master -> Rooms -> Add' form. The 'Room Details' tab is selected. It contains fields for 'Building' (dropdown menu), 'Floor' (dropdown menu), 'Room Name' (text input), and checkboxes for 'Approve Room Details' and 'Active'. Two green arrows point to the 'Building' and 'Floor' dropdown menus.

Figure 3.14.1 Rooms Add

Human Resource Management System

To add a room, select the building in which we have a bad building, select the floor and write the name or number of the bad room and then activate it.

Along with the allotment of rooms, their meters would also be installed by which we can check their monthly electricity and see the electricity charges of each employee.

- Enter the Meter No.
- Select the Install Date
- Enter the Reading
- Consumption
- add

Application Interface

Search for employee/project

Shalini Kuma...

HR Management

Dashboard

Masters

Employee Roster

Attendance

Loan Advance

Salary

Manage

Reports

Electricity charge

Save

Sr.	Meter No	Install Date	Reading	Deinstall Date	Consumption	Status
-----	----------	--------------	---------	----------------	-------------	--------

Figure 3.14.2 Electric meter

To install an electric meter, we will write the number of that meter, its installed date and then update the reading of that room, after that we will save that detail.

Save: - It's to save user Rooms detail

Human Resource Management System

Contractor Company 3.15

The screenshot shows the 'Master -> Contractor Company' list page. On the left, there's a sidebar with icons for Dashboard, Masters (selected), Employee Roster, Attendance, Attendance Register, Attendance Daywise, Leave Permission, Loan Advance, Salary, Manage, and Reports. The main area has a search bar at the top. A table lists two companies: Goyal Proteins Ltd. and Goyal Vegoils Ltd., both marked as Active and Approved. There are columns for Sr., Company Name, Company Name (Hindi), Status, and Approved. An 'Add New' button is in the top right. At the bottom, it says '2 company(s) name records available.' and has an 'Export' button.

Figure 3.15 Contractor Company

We can see how many branches or sites are there in this application.

- Go to Contractor Company list, click on New
- Contractor Company Add:
- Enter the Company Name
- Approved contractor Company Detail
- Active
- Save

The screenshot shows the 'Master -> Contractor Companies -> Add' page. It has a red arrow pointing to the 'Masters' icon in the sidebar. The form includes fields for 'Company Name' and 'Company Name (Hindi)', both marked with asterisks. There are also checkboxes for 'Approve Contractor Company Details' and 'Active', and a 'Save' button. The sidebar on the left is identical to Figure 3.15.

Figure 3.15.1 Contractor Company Add

Human Resource Management System

Firm 3.16

The screenshot shows the 'Master -> Firm' list page. At the top, there is a search bar labeled 'Search for employee/project'. Below the search bar is a table with the following columns: Sr., Firm Name, Firm Code, Description, Approve, and Status. There are two entries in the table:

Sr.	Firm Name	Firm Code	Description	Approve	Status
1	test	test	testing	Approve	Active
2	ttest1	t1	test1	Pending	Active

At the bottom left of the table area, it says '2 Firm Company(s) name records available.' On the right side of the table, there is an 'Add New' button with a '+' sign. On the far right of the table, there are edit and delete icons. The entire table area is highlighted with a green box. On the far right of the window, there is a red 'X' button. At the bottom right of the window, there is an 'Export' button with a file icon.

Figure 3.16 Firm View

- Go to Contractor Company list, click on New
- Enter the firm Name
- Enter the firm code
- Description
- Active
- Save

The screenshot shows the 'Master -> Firm -> Add' form. The form has fields for 'Firm Name', 'Firm Code', and 'Description'. There is also a checkbox for 'Active' and a 'Save' button. A green box highlights the entire input area. A green arrow points upwards from the bottom of the input area towards the 'Save' button.

Figure 3.16.1 Firm Add

Human Resource Management System

Category 3.17

There are four Categories and every Indian belongs to one or another category, and those categories are:

- General(GN)
- Other Backward Class(OBC)
- Scheduled Caste(SC)
- Scheduled Tribe(ST)

Sr.	Category Name	Description	No of Employees	Active Status	Approved
1	General	The absence of any reservation or quotas for specific ...	155	Acvtive	Approved
2	OBC	OBcs are farmers who are socially, educationally, and...	412	Acvtive	Approved
3	SC	SC are candidates who do 'dirty' jobs such as clearing...	132	Acvtive	Approved
4	ST	ST are Indian tribals who live in forests; there are als...	104	Acvtive	Approved

4 category(s) name records available.

Figure 3.17 Category View

Add new: - User can add a new Designation by clicking on the Add New button.

- Enter the Category Name
- Description
- Active
- Save

*Category Name

Description

Active

Save

Figure 3.17.1 Category View

Human Resource Management System

Marital Status 3.18

The state of being either married or not married: Your change in marital status should have no effect on your career.

Sr.	Marital Status	Marital Status (Hindi)	Usable for	No of Employees	Status
1	Divorced	परिवता	Combined	0	Active
2	Married	विवाहित	Combined	683	Active
3	Unmarried	अविवाहित	Combined	120	Active
4	Widow	विधवा	Female Only	0	Active
5	Widower	विधुर	Male Only	0	Active

Figure 3.18 Marital Status View

Add new: - User can add a new Designation by clicking on the Add New button.

- Go to Marital Status list, click on New
- Enter the Marital Status Name
- Select the usable Gender
- Approve marital Status
- Active
- Save

*Marital Name _____

Marital Name (Hindi) _____

UsableGender Select

Approve Marital Status Details

Active

Figure 3.18.1 Marital Status Add

Human Resource Management System

NAPS Company 3.19:-

The National Apprenticeship Promotion Scheme (NAPS) is a scheme of the Government of India that aims to promote apprenticeships in the country. The scheme provides financial incentives to companies that hire apprentices, as well as training and support for apprentices.

This screenshot shows the 'Master -> NAPS Company' list page. The interface includes a sidebar with 'Dashboard', 'Masters' (selected), 'Employee Roster', 'Attendance', 'Loan Advance', 'Salary', 'Manage', and 'Reports'. The main area has a search bar and a table with columns: Sr., Company Code, NAPS Company, NAPS Company (Hindi), No of Employees, and Status. Two entries are listed: 1. GPL (Goyal Protiens Limited) and 2. GVL (Goyal Vegoils Limited). A red arrow points to the 'Add New' button in the top right corner of the table header. At the bottom, it says '2 NAPS Company(s) name records available.' and there's an 'Export' button.

Sr.	Company Code	NAPS Company	NAPS Company (Hindi)	No of Employees	Status
1	GPL	Goyal Protiens Limited	गोयल प्रोटीन्स लिमिटेड	24	Active
2	GVL	Goyal Vegoils Limited	गोयल वेजऑयल्स लिमिटेड	14	Active

Figure 3.19.Naps Company View

- Go to Naps Company list, click on New
- Enter the Company Name
- Abbreviation
- Approve marital Status
- Active
- Save

This screenshot shows the 'Master -> NAPS Company -> Add' form. The sidebar is identical to the previous screenshot. The main form has fields for 'Company Name', 'Company Name (Hindi)', 'Abbreviation', and checkboxes for 'Approve NAPS Company Details' (unchecked) and 'Active' (checked). A red arrow points to the 'Save' button at the bottom right. The status bar at the bottom says '2 NAPS Company(s) name records available.'

*Company Name
*Company Name (Hindi)
Abbreviation
 Approve NAPS Company Details
 Active

Figure 3.19.1.Naps Company Add

Human Resource Management System

Employee Type 3.20:-

Through the company, the employee's company decides in which company to keep him or the contractor makes big publications.

The screenshot shows the 'Master ->EmployeeType' list page. On the left, there is a sidebar with icons for Dashboard, Masters (selected), Employee Roster, Attendance, Loan Advance, Salary, Manage, and Reports. The main area has a search bar at the top with a placeholder 'Type to search' and a magnifying glass icon. Below it is a table with columns: Sr., Employee Type, Employee Type (Hindi), No of Employees, Status, Approved, and three edit icons. The table contains four rows: Apprenticeship (प्राचीकृता), Company (कंपनी), Contractual (सर्विदातामक), and Not Defined (अज्ञात). A red box highlights the search bar and the table. In the bottom right corner of the table, there is an 'Add New' button with a plus sign. At the bottom of the page, a message says '4 EmployeeType(s) name records available.' and an 'Export' button.

Figure 3.19.Employee Type View

Add new: - User can add a new Designation by clicking on the Add New button.

- Go to Employee Type list, click on New
- Enter the Employee Type
- Approve marital Status
- Active
- Save

The screenshot shows the 'Master -> Employee Type -> Add' form. On the left, there is a sidebar with icons for Dashboard, Masters (selected), Employee Roster, Attendance, Attendance Register, Attendance Daywise (highlighted with a red arrow), Leave Permission, Loan Advance, Salary, Manage, and Reports. The main area has two input fields: '*Employee Type' and '*Employee Type (Hindi)'. Below them are two checkboxes: 'Approve Employee Type Details' (unchecked) and 'Active' (checked). At the bottom is a 'Save' button with a save icon. A red arrow points to the 'Save' button.

Figure 3.19.Employee Type Add

Human Resource Management System

Bio Device 3.20:-

Bio-ID is a biometric identification system that uses

Hr Chamber Out side

Car Parking

The screenshot shows the 'Master ->Bio Device' list window. It contains a table with two rows of data:

Sr.	Device Name	Serial Number	IP Address	Port No	Status
1	Car Parking	NCD8234200372	192.168.1.24	4370	Active
2	HR Chamber Out Side	CQIK233460478	192.168.1.23	4370	Active

A red arrow points upwards from the bottom of the list area towards the 'Add New +' button in the top right corner.

Figure 3.20.Bio Device View

- Go to Bio device Type list, click on New
- Enter the Device Serial Number
- Enter the Device IP
- Enter the Port Number
- Approve marital Status
- Active
- Save

The screenshot shows the 'Master ->Bio Device -> Add' form window. It has fields for Device Name, Device Serial Number, Device IP, and Port No. There are also checkboxes for 'Approve Bio Device Details' and 'Active', and a 'Save' button. A red arrow points from the bottom left towards the 'Save' button.

Figure 3.20.1.Bio Device Add

Human Resource Management System

Sites 3.21:-

The screenshot shows the 'Master -> Sites' page. At the top right, there is a search bar with placeholder text 'Type to search' and a magnifying glass icon. To the right of the search bar is an 'Add New' button with a plus sign and a red-bordered 'X' button. Below the search bar is a table with columns: Sr., Site Name, Site Code, Site Name (Hindi), Firm Code, Account No, IFSC, and Status. Three rows of data are listed:

Sr.	Site Name	Site Code	Site Name (Hindi)	Firm Code	Account No	IFSC	Status
1	GOYAL OIL INDUSTRIES	GOI	गोयल ऑइल इंडस्ट्रीज़	297249	53048753682	SBIN0030192	Active
2	GOYAL PROTEINS LIM...	GPL	गोयल प्रोटीन्स लिमिटेड	284989	63001273048	SBIN0030192	Active
3	GOYAL VEGOILS LIMIT...	GVL	गोयल वेजर्गोयल लिमिटेड	286069	63004966324	SBIN0030192	Active

The left sidebar contains navigation links: Dashboard, Masters (selected), Employee Roster, Attendance, Attendance Register, Attendance Daywise, Leave Permission, Loan Advance, Salary, Manage, and Reports. A user profile picture for 'Shalini Kuma...' is at the top right.

Figure 3.21.Sites View

- Go to Site Type list, click on New
- Enter the Site name
- Enter the Site Short Name
- Enter the Firm Code
- Enter the Account Number
- Enter the IFSC Code
- Approve marital Status
- Active
- Save

The screenshot shows the 'Master -> Sites -> Add' form. The form fields are outlined with a green border. The fields include:

- *Site Name
- Site Short Name
- Site Name (Hindi)
- Firm Code
- Account No
- IFSC

Below the fields are two checkboxes:

- Approve Employee Details
- Active

At the bottom is a green-bordered 'Save' button with a disk icon.

The left sidebar contains the same navigation links as Figure 3.21.Sites View. A search bar at the top says 'Search for employee/project'.

Figure 3.21.SitesAdd

Human Resource Management System

Chapter 4: Employee Roster

A schedule of shifts at yours workplace

The act of planning and organizing works shift for employee

Sr.	Location	Department	Start Date	End Date	Updated On
1	Goyal	Audit	01-12-2024	31-12-2024	02-12-2024 10:40 AM
2	Goyal	Banking	01-12-2024	31-12-2024	02-12-2024 02:19 PM
3	Goyal	Boiler	01-12-2024	31-12-2024	26-11-2024 01:32 PM
4	Goyal	Carpenter	01-12-2024	31-12-2024	26-11-2024 01:32 PM
5	Goyal	Civil	01-12-2024	31-12-2024	05-12-2024 12:58 PM
6	Goyal	DOC	01-12-2024	31-12-2024	05-12-2024 11:00 AM
7	Goyal	Driver	01-12-2024	31-12-2024	26-11-2024 01:32 PM
8	Goyal	Electrical	01-12-2024	31-12-2024	26-11-2024 01:32 PM
9	Goyal	Field	01-12-2024	31-12-2024	05-12-2024 01:01 PM
10	Goyal	Filing	01-12-2024	31-12-2024	02-12-2024 02:20 PM
11	Goyal	Filter	01-12-2024	31-12-2024	26-11-2024 01:32 PM
12	Goyal	Fireman	01-12-2024	31-12-2024	26-11-2024 01:32 PM
13	Goyal	Gardener	01-12-2024	31-12-2024	26-11-2024 01:32 PM
14	Goyal	GOI Mandi	01-12-2024	31-12-2024	26-11-2024 01:32 PM
15	Goyal	HR	01-12-2024	31-12-2024	02-12-2024 02:23 PM
16	Goyal	I.T.	01-12-2024	31-12-2024	02-12-2024 10:30 AM
17	Goyal	Jhalmill	01-12-2024	31-12-2024	26-11-2024 01:32 PM
18	Goyal	Kanta	01-12-2024	31-12-2024	05-12-2024 12:21 PM
19	Goyal	Lab	01-12-2024	31-12-2024	02-12-2024 02:22 PM
20	Goyal	Logistic	01-12-2024	31-12-2024	02-12-2024 02:24 PM
21	Goyal	Maintenance	01-12-2024	31-12-2024	26-11-2024 01:32 PM

Figure 4 Employee Roster

Select Option Red Marking

- Go to selection option
- Select the company Name
- Selected the department name
- Date/month

Search/reset (green marking)

We can select the specific department of the employee whose roster we want to see, then click on the search button and show all the data.

Edit Option (Blue color)

On clicking the edit button, the roster will open in our application which updates monthly and daily.

Human Resource Management System

Master -> Rosters -> Update

*Company Goyal
*Department I.T.
*Roster Type Monthly
*Month-Year Dec-2024

Sr.	Name (Hindi)	InTime	OutTime	1 Su	2 Mo	3 Tu	4 We	5 Th	6 Fr	7 Sa	8 Su	9 Mo	10 Tu	11 We	12 Th	13 Fr	14 Sa	15 Su	16 Mo	17 Tu	18 We	19 Th	20 Fr	21 Sa	22 Su	23 Mo	24 Tu	25 We
1	पंकज गोतम	10:00 AM	07:00 PM	R	D	D	D	D	D	R	D	D	D	D	D	D	D	R	D	D	D	D	R	D	D	D		
2	शालिनी कुमारवत	10:00 AM	07:00 PM	D	D	D	D	D	D	R	D	D	D	D	D	D	R	D	D	D	D	D	R	D	D	D		
3	शिव कुमार प्रजापति	09:00 AM	08:00 PM	D	D	D	D	D	D	R	D	D	D	D	D	D	R	D	D	D	D	D	R	D	D	D		

Color Notation Rest Day Approved

Double click on employee name for update details

Export Save

Figure 4.1 Employee Roster

Shift Change (Light Green Marking)

When an employee's shift has to be changed day or night, we can change it by clicking on his name.

You can also trigger the auto attendance manually for a single shift type by pressing the 'Mark Attendance' button in the shift type document.

Master -> Rosters -> Update

*Company Goyal
*Department I.T.
*Roster Type Monthly
*Month-Year Dec-2024

Sr.	Name (Hindi)	InTime	OutTime	1 Su	2 Mo	3 Tu	4 We	5 Th	6 Fr	7 Sa	8 Su	9 Mo	10 Tu	11 We	12 Th	13 Fr	14 Sa	15 Su	16 Mo	17 Tu	18 We	19 Th	20 Fr	21 Sa	22 Su	23 Mo	24 Tu	25 We
1	पंकज गोतम	10:00 AM	0	D	D	D	D	D	D	R	D	D	D	D	D	D	R	D	D	D	D	R	D	D	D			
2	शालिनी कुमारवत	10:00 AM	0	D	D	D	D	D	D	R	D	D	D	D	D	D	R	D	D	D	D	R	D	D	D			
3	शिव कुमार प्रजापति	09:00 AM	0	D	D	D	D	D	D	R	D	D	D	D	D	D	R	D	D	D	D	R	D	D	D			

Color Notation Rest Day Approved

Double click on employee name for update details

Export Save

Figure 4.2 Employee Roster Shift Change

- Flag on click change rest day
- Employee name check
- Select the mark shift from
- Select the shift Name

Human Resource Management System

- Enter the shift start time
- Enter the end time
- Set Detail (Save)

In this application, there are two buttons on the bottom side which approve the request.

- Rest Day light green
- Approve attendance Gray color

The screenshot shows the 'Master -> Rosters -> Update' screen. The main area displays a grid of employee rosters for the month of December 2024. The grid includes columns for Sr. No., Name (Hindi), InTime, OutTime, and a 31-day calendar. The first three rows of the grid are highlighted with green borders, with the first row specifically labeled 'Grouping'. The 'Approved' status is indicated by a green color in the calendar cells for the second employee. A legend at the bottom shows 'Color Notation' with 'Rest Day' (light green) and 'Approved' (gray). Buttons for 'Export' and 'Save' are located at the bottom right.

Figure 4.2 Employee Roster Approve Status

- Rest day (Light Green)
- Approved

The cells data look and fill matches similar to color notation is define as seems as color notation codes

Grouping (True Purple)

Employee Group is grouping of Employees based on some attributes such as Designation.

Master>>Employee

Before creating an Employee Group, it is advisable you create the following

- Designation

Export/Save (True Purple)

On clicking the Save button, all the data is saved and on clicking the Export button, we can see the roster of all the employees.

Human Resource Management System

Chapter 5: Attendance

Attendance registered 1

Attendance is a record stating whether an Employee has been present on a particular day or not.

In HR, you can mark and record attendance of an Employee on a daily basis using the Attendance

The screenshot shows the HR Management System dashboard. On the left sidebar, under the 'Attendance' section, 'Attendance Register' is highlighted with a pink box and arrow. The main area displays a welcome message 'Welcome Shalini Kumawat!', a total employee count of 803, and a circular chart showing 788 males and 15 females. A calendar for December 2024 is shown with the 10th highlighted. To the right, there's a section for 'Employees Statistics' with a table showing attendance details from Dec 3 to Dec 9. A 'Need Help?' section at the bottom right offers contact support.

Figure 5 Attendance

Click on attendance registered

The screenshot shows the 'Attendance Register' page. The 'Attendance Register' option in the sidebar is highlighted with a pink box and arrow. The main content area displays a table of 68 attendance records from December 2024, with columns for Sr., Month Year, Location, Department, Employee Count, Bio Id Count, and NAPS User Count. A red box highlights the last column. At the bottom, a blue arrow points to the 'All Registered Cont' link, and a green arrow points to the 'Export' button. A large green box highlights the entire table area.

Figure 5.1 Attendance Registered

Human Resource Management System

Attendance Searching (Green marking)

- Go to the Attendance list, click on Like.....(Figure5.1 Attendance Registered)
- Select the Company.
- Select the Department.
- Select the Month/year.
- Search

Particular department attendance Check

The screenshot shows the HR Management System's Application Interface. On the left, there's a sidebar with icons for Dashboard, Masters, Employee Roster, Attendance, and Attendance Register. The main area has a search bar at the top with placeholder text 'Search for employee/project'. Below it is a table titled 'Attendance -> Register' with columns: Sr., Month Year, Location, Department, Employee Count, Bio Id Count, and NAPS User Count. A single row is shown: Sr. 1, Month Year November-2024, Location Goyal, Department I.T., Employee Count 3, Bio Id Count 3, and NAPS User Count 1. At the bottom right of the table, there's a red text note: 'Select employee attendance' with an arrow pointing towards the table. The top right corner shows a user profile for 'Shalini Kuma...'.

Figure 5.2 Attendance Employee Registered

Edit Button (Light Green marking)

Click on button open this.

The screenshot shows the 'Attendance -> Register -> Update' window. The top part contains input fields for *Company (Goyal), *Department (I.T.), and *Month-Year (December-2024). Below is a large table titled 'Staff' showing attendance for December 2024. The table has columns for Sr. No., Name (Hindi), and dates from 1 to 31. The first three rows show data for employees 1, 2, and 3. At the bottom of the table, there's a legend for 'Color Notation': Color Notation (green), Rest Day (light green), Leaves (red), Absents (yellow), Half Day (orange), Holiday (blue), Double (purple), and R + P (pink). There's also a note: 'Double click on employee name for update details' and an 'Export' button.

Figure 5.2 Attendance Registered Update

Color Notation (Sky Color)

The sells data look and fill matches similar to color notation is define as seems as color notation codes

- Go to name on click Open New Information see like...(Figure 5.3 Attendance Employee)

Human Resource Management System

Attendance -> Register -> Update

*Company Goyal
*Department I.T.
*Month-Year December -2024

Sr.	Name (Hindi)	1 Su	2 Mo	3 Tu	4 We	5 Th	6 Fr	7 Sa	8 Su	9 Mo	10 Tu	11 We	12 Th	13 Fr	14 Sa	15 Su	16 Mo	17 Tu	18 We	19 Th	20 Fr	21 Sa	22 Su	23 Mo	24 Tu	25 We	26 Th	27 Fr	28 Sa	29 Su	30 Mo	31 Tu	Pre(s)		
1	एक्टर गोतम	R	P	P	P	P	P	P	R	P																									7
2	शालिनी								P	P	P																								8
3	सिंह							P	RP	P	P																								9

Figure 5.3 Attendance Register Update

Employee Information

Over time marking

- Go to the Employee Information, click on

Attendance -> Register -> Update

Employee Detail

Employee Code	E240275	Category	OBC
Employee Bio ID	3	Date of Birth	21/07/1999
Emp. Name	Shalini Kumawat NP	Location	Goyal
Emp. Name (Hindi)	शालिनी कुमावत	Department	I.T.
Father Name	Ramnath Kumawat	Designation	Staff
Mother Name	Geeta Bai	Joining Date	01/01/2022
Gender	Female	Marital status	Unmarried
UAN No		Is Lefted	No
Aadhar No	653669718694	Left Date	
PAN No	JYPPK3999Q	Rest Day	Saturday
ESI Number		Rest Day Payable	Yes
Contact No	9509715548	Address	Rajat Garh Gate No. 6 Ke Samne Indra Colony, Bundi
Contact No		Pin Code	323001
Employee Type	Apprenticeship	Site	GOYAL VEGOILS LIMITED

Color: Normal | Today | Leaves | Absence | Half Day | Friday | Double | All

Double click on employee name for update details

Cancel

Export

Figure 5.4 Attendance Employee detail

- Go to the Over Time Marking, on click see like..... ([Figure 5.5 Attendance over Time Marking](#))
- Employee Name given
- Select the Day from
- Select the day to
- Enter the OT(Hrs.)
- Sat Detail

Grouping (Red Marking)

Human Resource Management System

Employee Group is grouping of Employees based on some attributes such as Designation.

The screenshot shows the HR Management System's Attendance Register - Update interface. The main panel displays a monthly calendar for December 2024. Specific cells in the calendar are highlighted in green and yellow, indicating attendance status. An orange arrow points to the 'Over Time' button at the bottom left of the calendar area. A modal window titled 'Over Time Marking' is overlaid on the calendar, showing details for employee Shalini Kumawat NP. The modal includes fields for 'Day From' (set to December 1), 'Day To' (set to December 31), and 'OT (Hrs.)' (set to 0). Buttons for 'Set Detail' and 'Cancel' are also visible. Below the calendar, there is a color notation legend: Rest Day (green), Leaves (light blue), Absents (red), Half Day (yellow), Holiday (orange), Double (purple), and R + P (pink).

Figure 5.5 Attendances over Time Marking

You can get a monthly report of your Attendance data by going to the **Attendance Registered Application**.

You can easily set attendance for Employees using the Employee Registered Tool.

You can also bulk upload attendance using the Approve Attendance.

Given below and tree button which:

This screenshot shows the 'Attendance Register - Apprenticeship Only' screen. At the top, it displays '68 attendance records available.' A red arrow points to the 'Apprenticeship' button, which is part of a row of buttons labeled 'Apprenticeship', 'Combined', and 'Export'. The 'Month-Year' dropdown and 'Get Data' button are also highlighted with a green box.

- [Apprenticeship](#)

Apprenticeship button on click, monthly data required

This screenshot shows the 'Attendance Register - Apprenticeship Only' screen. Several annotations are present: a green arrow points to the 'Month Change' button; another green arrow points to the 'Search' button; and a green arrow points to the 'Export' button at the bottom right, which is highlighted with a green box. The 'Month-Year' dropdown and 'Get Data' button are also highlighted with a green box.

Human Resource Management System

Figure 5.6 Apprenticeship Employee

The screenshot shows a web-based HR management system interface. On the left, a sidebar menu includes options like Dashboard, Masters, Employee Roster, Attendance, Attendance Register, Attendance Daywise, Leave Permission, Loan Advance, Salary, Manage, and Reports. A green arrow points from the 'Attendance' option in the sidebar to the main content area. The main content area has a header 'Attendance -> Register -> Apprenticeship Only'. It displays a grid of attendance data for November 2024. The columns include Sr., Company, Name, and dates from 1st to 30th November. The data shows various employees from different companies like GPL, BPL, and GPI, each with their specific attendance pattern. An 'Export' button is located at the bottom right of the grid.

Sr.	Company	Name	Attendance Grid (November 2024)																													
			1 Fr	2 Sa	3 Su	4 Mo	5 Tu	6 We	7 Th	8 Fr	9 Sa	10 Su	11 Mo	12 Tu	13 We	14 Th	15 Fr	16 Sa	17 Su	18 Mo	19 Tu	20 We	21 Th	22 Fr	23 Sa	24 Su	25 Mo	26 Tu	27 We	28 Th	29 Fr	30 Sa
1	GPL	Archana Gou...	F	A	R	P	P	P	P	P	R	P	A	P	P	P	P	R	A	P	P	P	P	R	P	P	P	P	P	P		
2	GPL	Bhagwan Sh...	F	R	P	A	P	P	P	P	RP	P	P	P	P	P	½ RP	P	A	P	P	P	P	RP	P	P	P	P	P	P		
3	GPL	Bharat Bund...	F	R	A	P	P	P	P	P	RP	P	P	P	P	P	P	P	P	P	P	P	P	P	R	A	P	P	P	P		
4	GPL	Bherulal Ku...	RF	A	A	P	P	P	P	RP	P	P	P	P	P	P	P	RP	A	P	P	P	P	P	P	R	P	P	P	P		
5	GPL	Bhuvnesh Ja...	F	R	P	P	P	P	P	P	RP	P	P	P	P	P	P	P	R	½ P	P	P	½ A	A	R	P	P	P	P			
6	GPL	Deepak Rayk...	F	P	P	RP	P	P	P	P	P	P	RP	P	P	P	P	P	P	P	RP	P	P	P	P	P	P	P	P	P		
7	GPL	Devendra Sh...	F	A	A	A	A	R	A	A	A	A	P	A	P	RP	P	P	P	P	P	P	P	R	P	P	P	R	A	P		
8	GPL	Devaraj Prijap...	F	P	A	P	P	P	R	P	P	P	P	P	P	P	P	P	R	P	P	P	P	P	P	P	P	P	P	R	P	
9	GPL	Gajendra Ku...	F	A	A	P	P	P	R	P	P	P	P	P	P	P	P	RP	P	P	P	P	P	P	R	P	P	P	P	P		
10	GPL	Geetanjali S...	F	R	P	P	P	P	P	P	R	P	P	P	P	P	P	P	R	P	P	P	P	P	P	R	P	P	P	P		
11	GPL	Govind Shar...	RF	A	A	P	P	P	P	RP	P	P	P	P	P	P	P	RP	P	P	P	P	P	P	P	R	P	A	P	P	P	
12	GPL	Harishankar ...	F	P	R	P	P	P	P	P	P	R	P	P	P	P	P	P	P	P	P	P	P	P	R	P	P	P	P			
13	GPL	Ishika Dadhi...	F	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P		
14	GPL	Kunjan Mah...	F	A	R	P	P	P	P	P	P	R	P	P	P	P	P	P	R	P	P	P	P	P	P	R	P	P	P	P		
15	GPL	Lekhraj Sum...	RF	A	A	P	P	P	P	P	R	P	P	P	P	P	P	P	RP	A	P	P	P	P	P	R	P	P	P	P		
16	GPL	Lokesh Jain I...	RF	P	P	P	P	P	P	R	P	P	A	A	A	A	R	P	P	P	P	P	P	R	P	P	P	P	R	P		
17	GPL	Navneet Bha...	F	A	A	R	P	P	P	P	P	P	R	P	P	P	P	P	P	R	P	P	P	P	R	P	P	P	P			
18	GPL	Nisha Mewa...	F	P	R	P	P	P	P	P	P	R	P	P	P	P	P	P	R	P	P	P	P	R	P	A	P	P	P			
19	GPL	Pawan Kuma...	F	A	A	R	A	P	P	P	P	R	P	A	P	P	P	R	P	P	A	A	A	A	P	R	P	A	P	A		
20	GPL	Ravindra Ch...	F	A	R	A	A	A	A	P	P	RP	P	P	P	P	P	P	R	P	P	P	P	P	R	P	P	P	P			
21	GPI	Sumit Vaish...	F	P	P	P	RP	A	P	P	P	A	RP	P	P	P	P	P	RP	P	P	P	P	A	P	P	RP	P	P			

Figure 5.7 Apprenticeship Employee Attendances

- Combined

The screenshot shows a web-based HR management system interface. On the left, a sidebar menu includes options like Dashboard, Masters, Employee Roster, Attendance, Attendance Register, Attendance Daywise, Leave Permission, Loan Advance, Salary, Manage, and Reports. A green arrow points from the 'All Employee attendance' option in the sidebar to the main content area. The main content area has a header 'Attendance -> Register -> Apprenticeship Only'. It displays a grid of attendance data for November 2024. The columns include Sr., Department, Designation, Name, Emp. Code, and dates from 1st to 30th November. The data shows various employees from different departments like Audit, Banking, and Boiler, each with their specific attendance pattern. An 'Export' button is located at the bottom right of the grid.

Sr.	Department	Designation	Name	Emp. Code	Attendance Grid (November 2024)																															
					1 Fr	2 Sa	3 Su	4 Mo	5 Tu	6 We	7 Th	8 Fr	9 Sa	10 Su	11 Mo	12 Tu	13 We	14 Th	15 Fr	16 Sa	17 Su	18 Mo	19 Tu	20 We	21 Th	22 Fr	23 Sa	24 Su	25 Mo	26 Tu	27 We	28 Th	29 Fr	30 Sa		
1	Audit	Staff	Naushleen Si...	E240354	F	A	R	P	P	P	P	P	P	R	P	P	P	P	P	R	P	P	P	P	P	P	P	P	P	P	R	P				
2	Audit	Staff	Satyaranarya...	E240810	F	A	R	P	P	P	P	P	P	P	P	P	P	P	P	R	P	P	P	P	P	A	P	R	P	P	P	P	R	P		
3	Banking	Staff	Bhimraj Nagar	E240495	F	A	P	P	P	R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	R	P			
4	Banking	Staff	Yuvraj Gautam	E240502	F	P	R	P	P	P	P	P	P	P	P	P	P	P	P	R	P	A	P	P	P	P	P	P	P	P	P	R	P			
5	Boiler	Operator	Balwan Man...	E240209	F																															
6	Boiler	Operator	Bharatraj Me...	E240181	F																															
7	Boiler	Operator	Brijesh Meg...	E240183	F																															
8	Boiler	Operator	Inderjeet Si...	E240814	F																															
9	Boiler	Operator	Jagdish Kum...	E240176	F																															
10	Boiler	Operator	Jagdish Meg...	E240215	F																															
11	Boiler	Operator	Krishan Rav ...	E240173	F																															
12	Boiler	Operator	Rajesh Kuma...	E240187	F																															
13	Boiler	Operator	Ramratan M...	E240174	F																															
14	Boiler	Operator	Roshan Gurjar	E240182	F																															
15	Boiler	Operator	Shivraj Meena	E240217	F																															
16	Boiler	Operator	Tejikaran Bair...	E240184	F																															
17	Boiler	Operator	Tikam Singh ...	E240526	F																															
18	Boiler	Operator	Umesh Kum...	E240175	F																															
19	Boiler	Operator	Vishnu Prasa...	E240210	F																															
20	Boiler	Operator	Vivekanand ...	E240874	F																															
21	Boiler	Operator/In	Teeladhar M	E240537	F																															

Figure 5.8 Combined Employee Attendances

- Export button on click
- Save

Human Resource Management System

Attendance day wise 2

Application Interface

HR Management

- Dashboard
- Masters
- Employee Roster
- Attendance
- Attendance Register
- Attendance Daywise**
- Leave Permission
- Loan Advance
- Salary
- Manage
- Reports

On Click

Attendance -> Daywise

Employee Date Department Designation Status

All 11/12/2024 All All All All Get Data

Select

Export

Figure 5.9 Employee Attendances Day wise

- Select the employee
- Date
- Select the department
- Select the designation
- Status
- Get data

Application Interface

Search for employee/project

Shalini Kuma...

Attendance -> Daywise

Employee Date Department Designation Status

All 12/12/2024 All All All All Get Data

Employee	Date	Department	Designation	Status	Shift	In Time	Out Time	P	Status	Action
Bablu Kumar	12-12-2024	Electrical	Incharge	P	D	09:00 AM	08:00 PM	09:03 AM	09:30 AM	<input type="checkbox"/>
Rakesh Mahes...	12-12-2024	Electrical	Incharge	P	D	08:00 AM	08:00 PM	09:29 AM	09:29 AM	<input type="checkbox"/>
Gaurav Kalvar ...	12-12-2024	Field	Incharge	P	D	09:00 AM	07:00 PM	09:08 AM	09:08 AM	<input type="checkbox"/>
Bhagwan Shar...	12-12-2024	Field	Supervisor	P	D	09:00 AM	08:00 PM	08:58 AM	08:58 AM	<input type="checkbox"/>
Blupendra Gu...	12-12-2024	Field	Supervisor	P	D	09:00 AM	08:00 PM	09:06 AM	09:06 AM	<input type="checkbox"/>
Mahaveer Nagar	12-12-2024	Field	Supervisor	P	R	12:00 PM	12:00 AM	08:20 AM	08:20 AM	<input type="checkbox"/>
Naval Kishor S...	12-12-2024	Field	Supervisor	P	D	08:00 AM	08:00 PM	09:06 AM	09:06 AM	<input type="checkbox"/>
Purushottam S...	12-12-2024	Field	Supervisor	P	D	09:00 AM	08:00 PM	09:06 AM	09:06 AM	<input type="checkbox"/>
Rajkumar Shar...	12-12-2024	Field	Supervisor	P	R	12:00 PM	12:00 AM	07:09 AM	07:09 AM	<input type="checkbox"/>
Reshalp Poter ...	12-12-2024	Field	Supervisor	P	N	08:00 PM	07:00 AM	07:48 AM	07:48 AM	<input type="checkbox"/>
Santprasad Na...	12-12-2024	Field	Supervisor	P	D	08:00 AM	08:00 PM	07:58 AM	07:58 AM	<input type="checkbox"/>
Vishnukant Ga...	12-12-2024	Field	Supervisor	P	D	08:00 AM	08:00 PM	07:53 AM	07:53 AM	<input type="checkbox"/>
Anurag Kabra	12-12-2024	Filing	Staff	P	D	10:00 AM	08:00 PM	10:09 AM	10:09 AM	<input type="checkbox"/>
Girishkant Shar...	12-12-2024	Filing	Staff	P	D	09:00 AM	08:00 PM	09:06 AM	09:06 AM	<input type="checkbox"/>
Pankaj Malav GP	12-12-2024	Filing	Staff	P	D	09:00 AM	08:00 PM	09:07 AM	09:07 AM	<input type="checkbox"/>
Premchand Su...	12-12-2024	Filing	Staff	P	D	09:00 AM	08:00 PM	09:03 AM	09:03 AM	<input type="checkbox"/>
Laxmi Saini GP	12-12-2024	HR	Staff	P	D	10:00 AM	07:00 PM	10:09 AM	10:09 AM	<input type="checkbox"/>
Sunil Bharti GV	12-12-2024	HR	Staff	P	D	09:00 AM	08:00 PM	09:05 AM	09:05 AM	<input type="checkbox"/>
Pankaj Gautam	12-12-2024	I.T.	Staff	P	D	10:00 AM	07:00 PM	09:44 AM	09:44 AM	<input type="checkbox"/>
Shalini Kumaw...	12-12-2024	I.T.	Staff	P	D	10:00 AM	07:00 PM	10:13 AM	10:13 AM	<input type="checkbox"/>

274 Attendance(s) records available., 0 Checked

Export

Figure 5.10 Employee Attendances Day wise

Human Resource Management System

Red Marking Time

If we have done in time and not out time then it will be in red marking and if we have done both the punches then it will be shown as present.

Yellow marking Time

The time of those employees who have rest will be shown in yellow marking.

Particular employee, they can also check with under employee code. And we can also check the whole month data together

Edit (Brown Colors)

- On clicking the edit button

The screenshot shows the HR Management System's Attendance Daywise module. The main interface includes a sidebar with various HR functions like Masters, Employee Roster, Attendance, etc. The central part shows attendance data for an employee named Deepak Rayka NP. A specific row is selected, and an orange arrow points from the 'Edit' button in the screenshot to the 'Edit' button in the highlighted 'Manage Punches' section. The bottom right corner of the screenshot has an orange border.

Figure 5.11 Employee Punch Update

Reset: Clear all Punch employee

Change shift: Go to on click Change Shift employee

Add In Punch: Manual add in punch

Add Out Punch: Manual out Punch

Save

Attendance Summary report:

- Go To Attendance Summary Report
- Select date and month
- Select by department

Human Resource Management System

- Select all designation
- Click on flag
- Click on get data

Attendance -> Summary Add/Update

Date	Department	Designation	Sr.	Employee	EmployeeCode	Department	Designation	Month Days	Presents	Rests	Over Time	TA Presents
Nov-2024	I.T.	Staff	1	Pankaj Gautam	E240276	I.T.	Staff	30	25	4	0	0.0
			2	Shalini Kumawat NP	E240275	I.T.	Staff	30	23	5	0	0.0
			3	Shiv Kumar Prajapati	E240028	I.T.	Staff	30	30	5	0	0.0

3 Attendance summary records available.

Attendance summary Report

Attendance -> Summary Add/Update

Attendance Summary Form

Attendance Summary Excel

Leave Permission

Loan Advance

Salary

Manage

Reports

Get Data

Search

Figure 5.12 Attendance Summary Reports

Attendance Summary Excel

Attendance Summary -> Register

Sr.	Employee	EmployeeCode	Month Year	Location	Department	Designation	Emp Type	SiteName	Month Days	Presents	Rests	Over Time
1	Aakash Gocher	E240852	Dec-2024	Goyal	Other	Helper	Contractual	GOYAL PROT...	31	0.0	0.0	0.0
2	Abhishek Gupta	E240358	Dec-2024	Goyal	Logisti...	Staff	Contractual	GOYAL OIL IN...	31	18.0	4.0	0.0
3	Abid Husain	E240133	Dec-2024	Goyal	Maintena...	Operator	Contractual	GOYAL VEGO...	31	5.0	1.0	0.0
4	Ajabsingh Meena	E240288	Dec-2024	GPL 2nd	Prep	Operator	Contractual	GOYAL PROT...	31	23.0	3.0	0.0
5	Ajay Kumar Meena D...	E240742	Dec-2024	Goyal	Electrical	Helper	Contractual	GOYAL PROT...	31	0.0	0.0	0.0
6	Ajay Kumar Sharma GP	E240547	Dec-2024	Goyal	Kanta	Staff	Company	GOYAL PROT...	31	21.0	3.0	0.0
7	Ajay Kumar Yogi BM	E240774	Dec-2024	Goyal	Mustard U...	Supervisor	Contractual	GOYAL PROT...	31	19.0	3.0	0.0
8	Ajay Meena	E240320	Dec-2024	Goyal	Pentry	Office Boy	Contractual	GOYAL VEGO...	31	21.0	4.0	0.0
9	Ajay Shringi	E240918	Dec-2024	Goyal	GOI Mandi	Supervisor	Company	GOYAL VEGO...	31	0.0	0.0	0.0
10	Ajay Suman	E240512	Dec-2024	GVL 2nd	Prep	Helper	Contractual	GOYAL PROT...	31	0.0	0.0	0.0
11	Ajay Suman BM	E240649	Dec-2024	Goyal	Soya Unlo...	Supervisor	Contractual	GOYAL PROT...	31	16.0	0.0	0.0
12	Akanksha Motwani	E240869	Dec-2024	Goyal	Audit	Staff	Company	GOYAL PROT...	31	0.0	0.0	0.0
13	Akash Bairwa	E240189	Dec-2024	GPL 1st	SEP	Helper	Contractual	GOYAL PROT...	31	0.0	0.0	0.0
14	Akash Gurjar prep he...	E240691	Dec-2024	GPL 2nd	Prep	Helper	Contractual	GOYAL PROT...	31	0.0	0.0	0.0
15	Akash Meghwali Seed	E240517	Dec-2024	Goyal	Unit	Helper	Contractual	GOYAL PROT...	31	0.0	0.0	0.0
16	Akhilesh Kumar Gupta	E240809	Dec-2024	Goyal	Marketing	Staff	Company	GOYAL PROT...	31	0.0	0.0	0.0
17	Amarlal Meghwali	E240324	Dec-2024	Goyal	Driver	Tractor Dri...	Contractual	GOYAL VEGO...	31	0.0	0.0	0.0
18	Amarlal Rayaka	E240237	Dec-2024	GPL 2nd	SEP	Helper	Contractual	GOYAL PROT...	31	0.0	0.0	0.0
19	Ameet Kumar Patel	E240658	Dec-2024	GPL 1st	Lab	Operator	Contractual	GOYAL PROT...	31	6.0	0.0	0.0
20	Amit Shringi	E240082	Dec-2024	GVL 1st	Lab	Operator	Contractual	GOYAL VEGO...	31	0.0	0.0	0.0

761 Attendance summary records available.

Attendance Summary Register

Attendance Summary Excel

Leave Permission

Loan Advance

Salary

Manage

Reports

Excel File

TDS Register

Salary Sheet

Update

Export

Figure 5.13 Attendance Summary Excel