



# Online Employee Management System

## User Manual

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## 2 ABOUT THIS USER MANUAL

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The user manual for the Online Employee Management System (OEMS) serves as a comprehensive guide for all stakeholders involved in utilizing the platform. This manual aims to provide clear instructions and explanations on how to navigate the various features and functionalities of OEMS, ensuring users can effectively leverage its capabilities to streamline HR processes and enhance organizational efficiency.

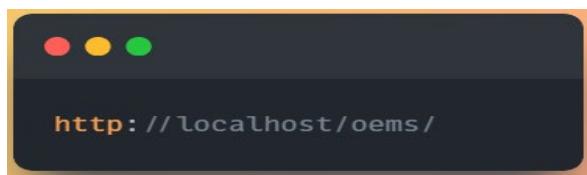
From registration and user management to newsfeed creation, leave application, task assignment, and report generation, each section of the manual offers step-by-step guidance accompanied by screenshots and examples for easy understanding. Additionally, the manual highlights best practices, tips, and troubleshooting techniques to help users overcome common challenges and maximize their experience with OEMS.

Whether you're an administrator, supervisor, or employee, this user manual is designed to empower you with the knowledge and confidence needed to leverage OEMS effectively in your day-to-day operations.

### 3 ACCESS TO WEBSITE

To access the web application via localhost/OEMS, follow these steps:

- Ensure that you have XAMPP or a similar local server environment installed on your computer.
- Start the XAMPP control panel and ensure that the Apache web server is running.
- Copy the OEMS project folder to the htdocs directory in your XAMPP installation folder.
- Open your web browser and type "localhost/OEMS" into the address bar.
- Press Enter, and the web application should load.
- Website has to be accessed via link: “ <http://localhost/OEMS> ” as per below picture.



**NOTE:** On a sever it will be accessed as per it's given domain name

If everything is set up correctly, you should see the login page or the homepage of the OEMS web application, depending on your configuration. You can then proceed to log in or explore the features of the application.

#### 3.1 THE DEFAULT LAUNCH PAGE

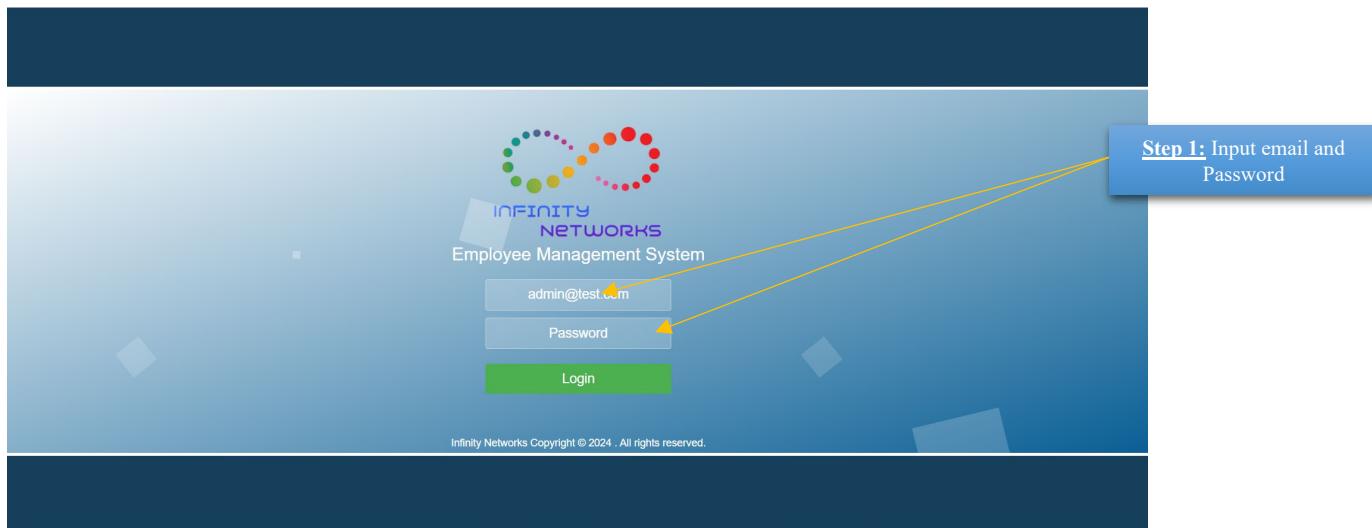


Figure 1: Default Launch Page

- **E-mail:** Must be unique.
- **Password:** Must be at least 8 characters long and include at least one uppercase letter.
- If both the email and password are correct, the system will redirect the user to the dashboard page.
- If the username and password are incorrect, the system will display an error message: "INVALID!!! Username and Password"

## 4 USER GUIDE CASE: ADMINISTRATOR

### 4.1 THE MAIN DASHBOARD WARNING MESSAGE

Every time an administrator logs into the system, a warning message will appear containing usage and security information. This message serves to inform users about the system's policies and access controls, ensuring awareness of important guidelines and regulations.

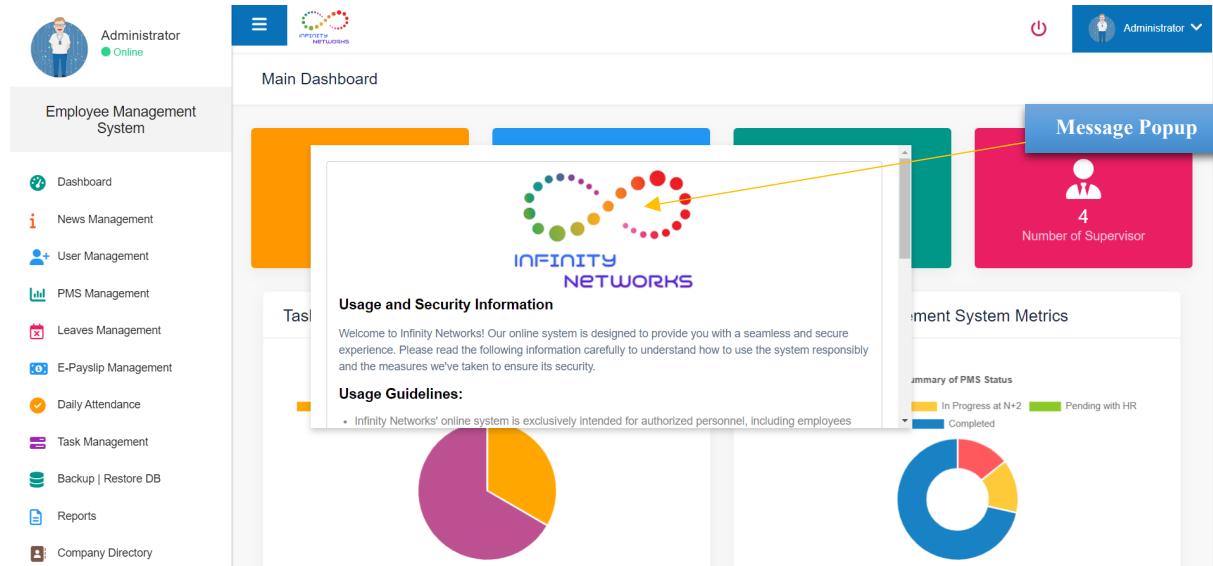


Figure 2: Main Dashboard Warning Message

### 4.2 THE COMPREHENSIVE MAIN DASHBOARD

The main dashboard is comprised of various components meticulously integrated to form a fully functional analytics dashboard. It includes essential modules such as task management, user management, and PMS (Performance Management System) management, each designed to provide comprehensive insights and facilitate efficient operations.

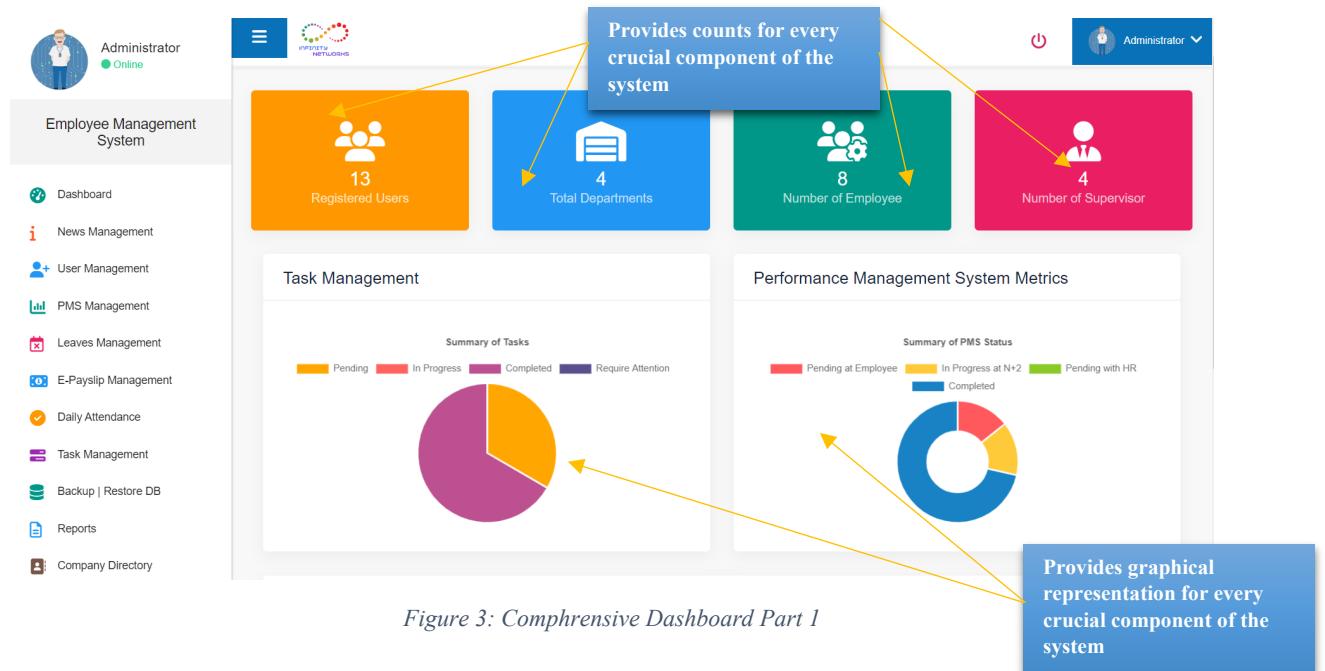


Figure 3: Comphrehensive Dashboard Part 1

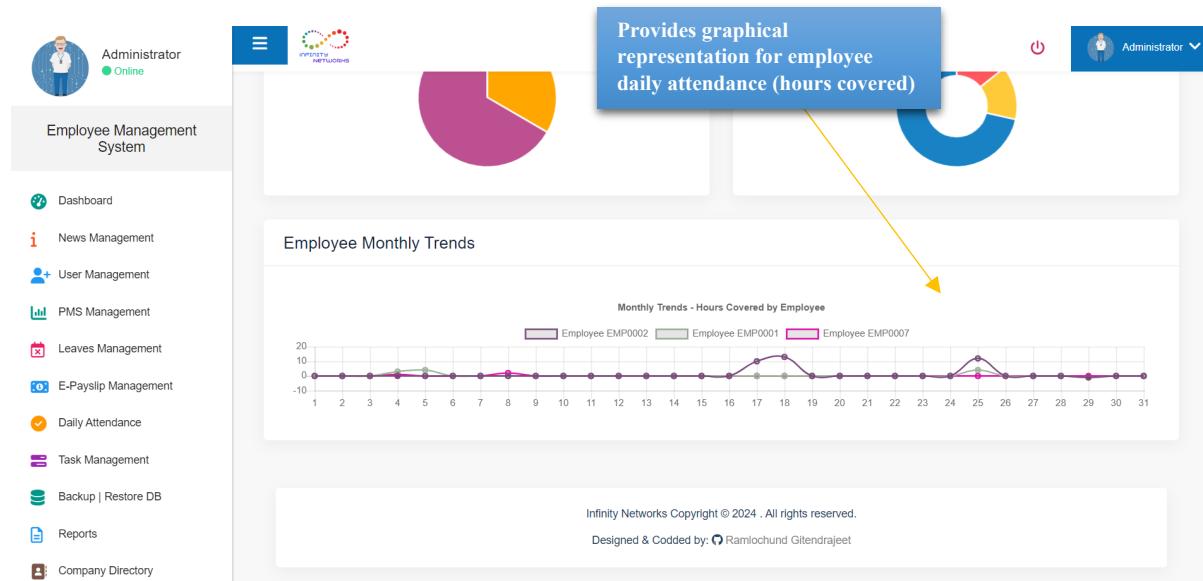


Figure 4: Comprehensive Dashboard Part 2

### 4.3 NEWS FEED MANAGEMENT DASHBOARD

The newsfeed feature serves as a platform for disseminating relevant information and updates to users. It allows administrators to post news articles, announcements, or any other important messages that need to be communicated to employees.

Users can view these news items directly from their dashboard, keeping them informed about company news, policy changes, upcoming events, or any other pertinent information. The newsfeed enhances communication within the organization and ensures that all employees stay informed and engaged with the latest developments.

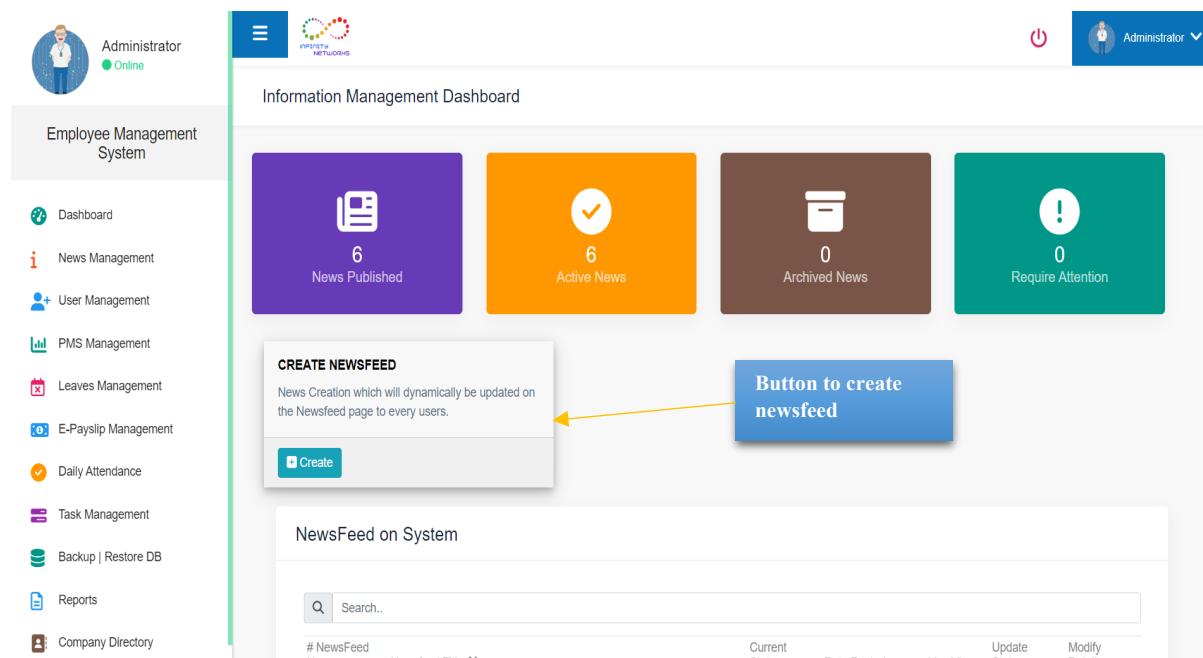


Figure 5: Newsfeed Dashboard

The screenshot shows a 'NewsFeed on System' table with the following data:

# NewsFeed No	Newsfeed Title	Current Status	Date Posted	Live View	Update Status	Modify Details
NEWS0004	Symptoms of Coronavirus Sars Covid-19 Disease 2019	Active	2023-08-25 09:37:50	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Modify</a>
NEWS0005	Salary Pay Date - August 2023	Active	2023-08-25 10:21:29	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Modify</a>
NEWS0006	Performance Management System - Objectives are open for Semester 1 2023	Active	2023-08-25 11:47:47	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Modify</a>
NEWS0007	Salary Pay Date - September 2023	Active	2023-09-01 10:13:30	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Modify</a>
NEWS0008	Pay Date 29th February 2024	Active	2024-02-04 16:17:58	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Modify</a>
NEWS0009	News on Dengue Fever	Active	2024-02-15 22:57:47	<a href="#">View</a>	<a href="#">Update</a>	<a href="#">Modify</a>

Annotations on the right side of the screenshot:

- A blue box labeled "List all newsfeed" points to the top right corner of the dashboard.
- A blue box labeled "Administrator" points to the user status icon in the top right corner.
- A blue box labeled "Button to perform actions" points to the three columns of buttons below the table.
- A blue box labeled "Step 1: Input Title" points to the "Title" input field.
- A blue box labeled "Step 2: Input Contents" points to the "Content" text area.
- A blue box labeled "Step 3: If Image, upload image banner" points to the "Image" section.
- A blue box labeled "Step 4: If video, input video link" points to the "Video Link" section.
- A blue box labeled "Step 5: Choose either to post it now or schedule it" points to the "Is Active" dropdown.
- A blue box labeled "Step 6: Submit Form" points to the "Submit" button.

Figure 6: Newsfeed Dashboard Part 2

#### 4.3.1 Creating a NewsFeed

The screenshot shows a 'Create News' form with the following fields:

- Title: News Title
- Content: News Content
- Image: Choose File (No file chosen), Image Preview
- Video Link: Video Link
- Is Active: Yes
- Buttons: Submit, Cancel

Annotations on the right side of the screenshot:

- A blue box labeled "Step 1: Input Title" points to the "Title" input field.
- A blue box labeled "Step 2: Input Contents" points to the "Content" text area.
- A blue box labeled "Step 3: If Image, upload image banner" points to the "Image" section.
- A blue box labeled "Step 4: If video, input video link" points to the "Video Link" section.
- A blue box labeled "Step 5: Choose either to post it now or schedule it" points to the "Is Active" dropdown.
- A blue box labeled "Step 6: Submit Form" points to the "Submit" button.

Figure 7: Creating a Newsfeed

- **News Title:** is mandatory to have a news title.
- **Content** → is mandatory to have and must not exceed 250 words.
- **Image** → is required, will be used for banner to showcase the news.
- **Video link** → is mandatory if news selected is a video, system will process and update the video link onto playable video on newsfeed.
- **isActive** → this option helps to prepare news feed, same can be activated from newsfeed dash board.
- **Submit** → button will proceed to complete the creation of newsfeed
- **[Cancel]** → button will stop operation and redirect to newsfeed dashboard page

### 4.3.2 Viewing a News feed

To view a newsfeed, the administrator is required to click on [View] button, where system will trigger a modal and display newsfeed content.

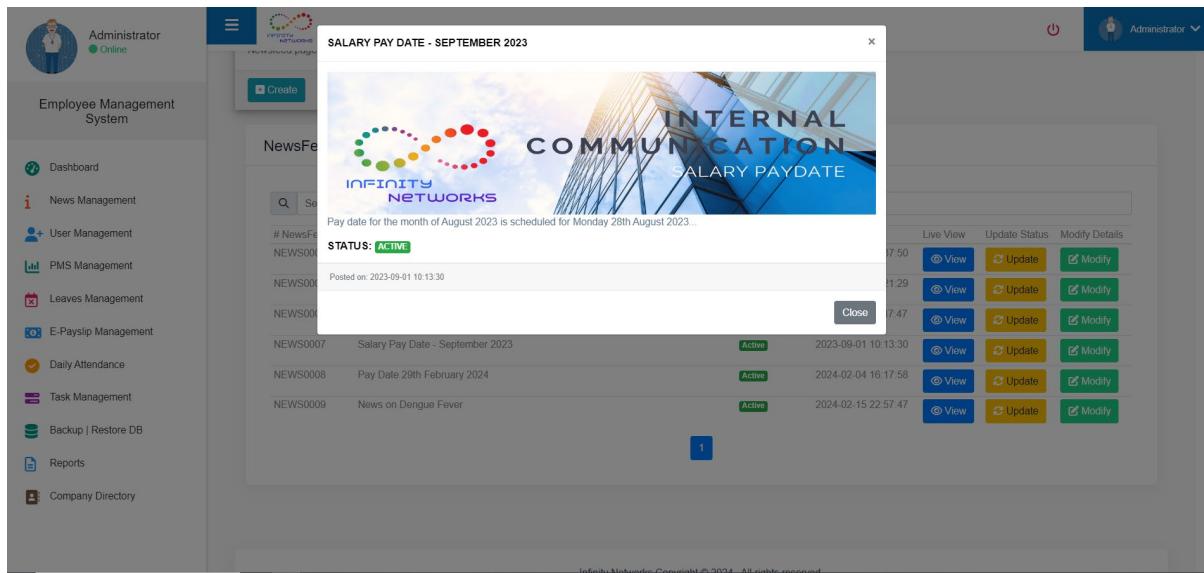


Figure 8: Viewing a Newsfeed

### 4.3.3 Updating a News feed

To update a newsfeed, the administrator is required to click on [Update] button, where system will trigger a modal and provide inputs to update the newsfeed status where administrator can select either Achieved or Active.

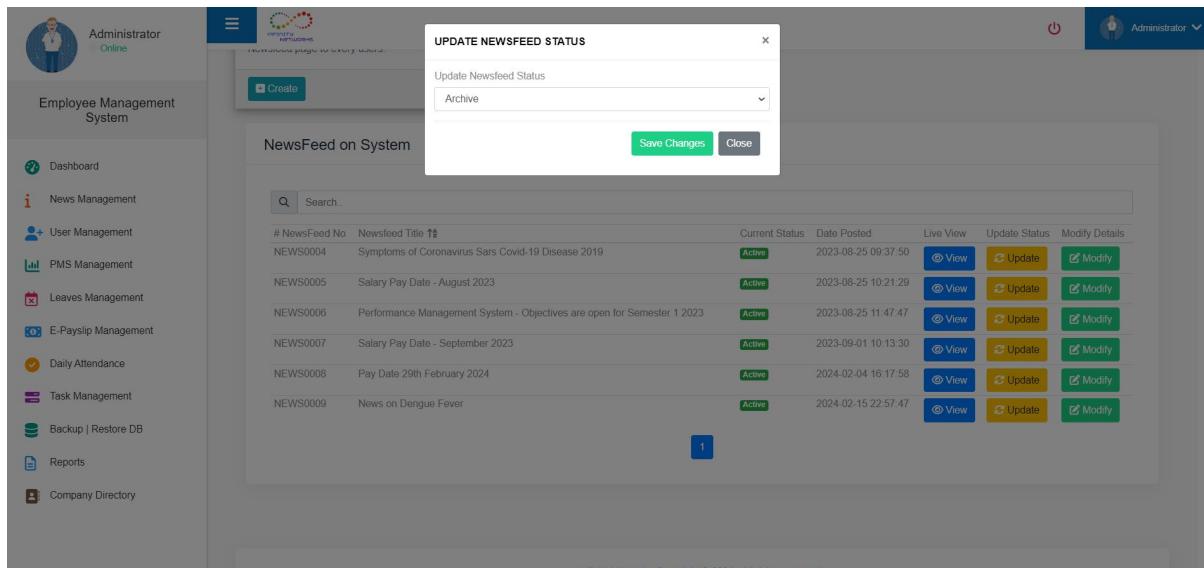


Figure 9: Updating newsfeed status

Select statements

- **Archived** → removes the newsfeed from display and sets the status to “Archived”.
- **Active** → Displays the news on every employee newsfeed dashboard.

#### 4.3.4 Modifying a NewsFeed

To modify a newsfeed, the administrator is requiring to click on [Modify] button, where system will trigger a modal and provide inputs to modify the newsfeed title and contents.

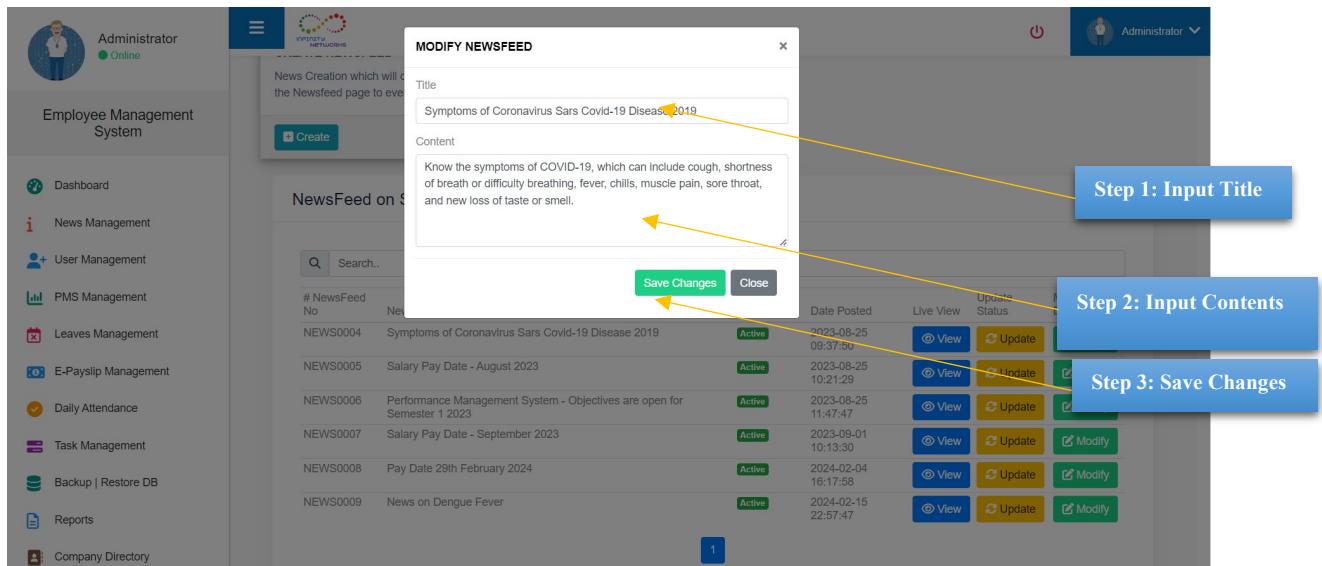


Figure 10: Modifying a newsfeed

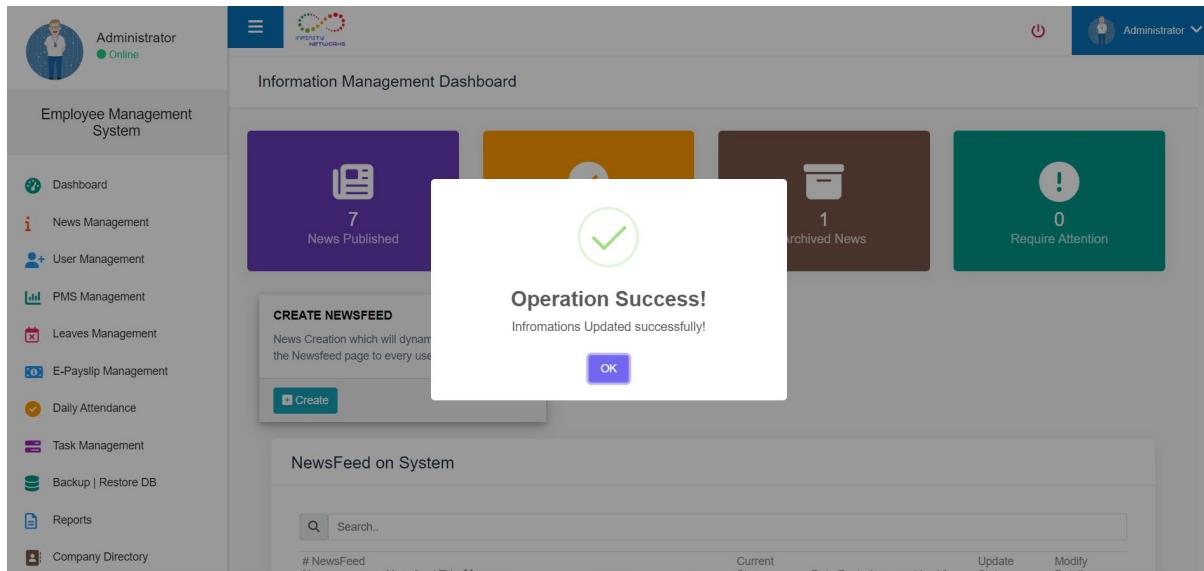


Figure 11: Display Success message

#### Inputs

- **Title** → is mandatory to have a news title.
- **contents** → is mandatory to have and must not exceed 250 words.

Users are notified through dialog messages for any operations involving the addition, modification, or updating of the status of newsfeed items. These dialog messages serve as alerts to inform users about the outcome of their actions about the changes made to the newsfeed.

## 4.4 USER MANAGEMENT DASHBOARD

The registration, authentication, access control, and profile maintenance of users are made easier by OEMS's user management feature. Administrators have the ability to register new users, including supervisors and employees, collecting pertinent data and allocating roles and permissions according to the organizational structure.

Users are in charge of maintaining their own profiles, which includes changing passwords and personal information as needed. By confirming the identity of the user, the system provides safe authentication, preventing unwanted access. All things considered, user management ensures seamless and safe system operations by streamlining the procedures for user registration, authentication, access control, and profile management.

The screenshot shows the 'User Creation Dashboard' with several key components:

- Left Sidebar:** Contains a user icon labeled 'Administrator Online' and a navigation menu with items like Dashboard, News Management, User Management, PMS Management, Leaves Management, E-Payslip Management, Daily Attendance, Task Management, Backup | Restore DB, Reports, and Company Directory.
- User Creation Section:** Features four cards:
  - Registered Users:** Shows 13 users.
  - Total Departments:** Shows 4 departments.
  - Manage Employee:** Shows 4 employees.
  - Require Attention:** Shows 3 alerts.
- Central Buttons:**
  - Button to create user** (orange)
  - Button to create Employee** (blue)
  - Button to create Department** (green)
  - Button to modify Employee** (red)
  - Button to modify Department** (yellow)
- Modifications and Creations:** Below the central buttons are sections for 'REGISTRATION OF USER', 'EMPLOYEE CREATION', and 'DEPARTMENT CREATION', each with a 'Create' button.

Figure 12: User Management Dashboard Part 1

The screenshot shows the 'List of Registered User on System' page with the following structure:

- Left Sidebar:** Same as Figure 12.
- Table Header:** Includes columns for # Staff No, First Name, Last Name, Email Address, Category, User Access, Modify UAC, Modify Role, and two additional columns with icons.
- Data Rows:** A list of 13 registered users (USR001 to USR013) with their respective details and status.
- Action Buttons:** Each row has a set of buttons for 'Update', 'Delete', 'Change', and 'Change' (likely referring to role).
- Bottom Buttons:** 'Search...' and a blue 'Submit' button.

Figure 13: List all users registered on the system

#### 4.4.1 Creating a new user on the system

The screenshot illustrates the process of creating a new user on the OEMS system. The interface is divided into several sections:

- Header:** Shows the user is 'Administrator' and 'Online'. It also features a logo for 'infinity networks'.
- Left Sidebar:** Contains links for Dashboard, News Management, User Management, PMS Management, Leaves Management, E-Payslip Management, Daily Attendance, Task Management, Backup | Restore DB, Reports, and Company Directory.
- Main Content Area:**
  - A title bar says 'Create user on System'.
  - A sub-section titled 'User Creation onto Infinity Networks System' contains fields for:
    - Email address: Email
    - Password: Password
    - Category: Administrator
    - Name: Eg Erling
    - Surname: Eg Haaland
  - Buttons at the bottom: 'Submit' (highlighted in blue) and 'Cancel'.
- Annotations:** Six blue boxes with arrows point to specific steps:
  - Step 1: Input Email (points to the Email field)
  - Step 2: Input Password (points to the Password field)
  - Step 3: Select options category (points to the Category dropdown)
  - Step 4: Input Name (points to the Name field)
  - Step 5: Input Surname (points to the Surname field)
  - Step 6: Submit Form (points to the 'Submit' button)
- Footer:** Includes copyright information: 'Infinity Networks Copyright © 2024. All rights reserved.' and 'Designed & Codded by: Ramlochund Gitendrajeet'.

Figure 14:Creating a new user on the system

- **E-Mail:** is mandatory to have an email address upon registration.
- **Password →** is mandatory to a password which consist of a minimum of 8 characters including alphanumeric.
- **Category →** is required, select options are [Administrator, Employee, Supervisor]
- **Name →** is mandatory to have a name.
- **Surname →** is mandatory to have a surname.
- **[Submit] →** button will proceed to complete the creation of user
- **[Cancel] →** button will stop operation and redirect to user creation dashboard page

#### 4.4.2 Creating an Employee on system

In this process the system will check for registered users where category has been assigned as Supervisor and Employee. The System auto generate a list of all employees where category is as stated previously.

The figure shows a screenshot of the 'Employee Registration Form'. The form includes fields for Profile Picture (with a 'Choose File' button), Position Occupy (Mauritan National Identity Card Number), Mobile Number, Phone Number, Residential Address, Emergency Contact Person, Emergency Contact Number, Date Joined Company, Highest Educational qualification, Basic Salary, and Assign to Department (Business). The 'Assign to Department' field is highlighted with a red box. A blue box labeled 'Step 1: Select User from list' points to the dropdown menu for selecting a user. Another blue box labeled 'Step 2: Select profile photo' points to the 'Profile Picture' section. A third blue box labeled 'Step 3: Input fields' points to the 'Input fields' section. A fourth blue box labeled 'Step 4: Select department to assign employee' points to the 'Assign to Department' field. A fifth blue box labeled 'Step 5: Submit form' points to the 'Submit' button at the bottom left of the form.

Figure 15: Create Employee using list of registered users

#### 4.4.3 Creating a department on system

In this process administrator can create and assign employee where role is supervisor to a department.

The figure shows a screenshot of the 'Create Department on System' form. The form includes fields for Department Name (Eg. Software Development), Department Description (Eg. Regroup all software developers, engineers, mobile developers and QA Specialists), and Select Supervisor to Assign from Dropdown List (Mason Mount). The 'Select Supervisor to Assign from Dropdown List' field is highlighted with a red box. A blue box labeled 'Step 1: Input department name' points to the 'Department Name' field. Another blue box labeled 'Step 2 : Input department description' points to the 'Department Description' field. A third blue box labeled 'Step 3: Select User from list where role is supervisor' points to the 'Select Supervisor to Assign from Dropdown List' field. A fourth blue box labeled 'Step 4: Submit Form' points to the 'Submit' button at the bottom left of the form.

Figure 16: Create a department on system

#### 4.4.4 Modify Employee Details

Administrator is the only one that has been granted the ability to modify employee details, re assign to department. It has been designed a such way to provide data integrity, where only superuser can do the modifications.

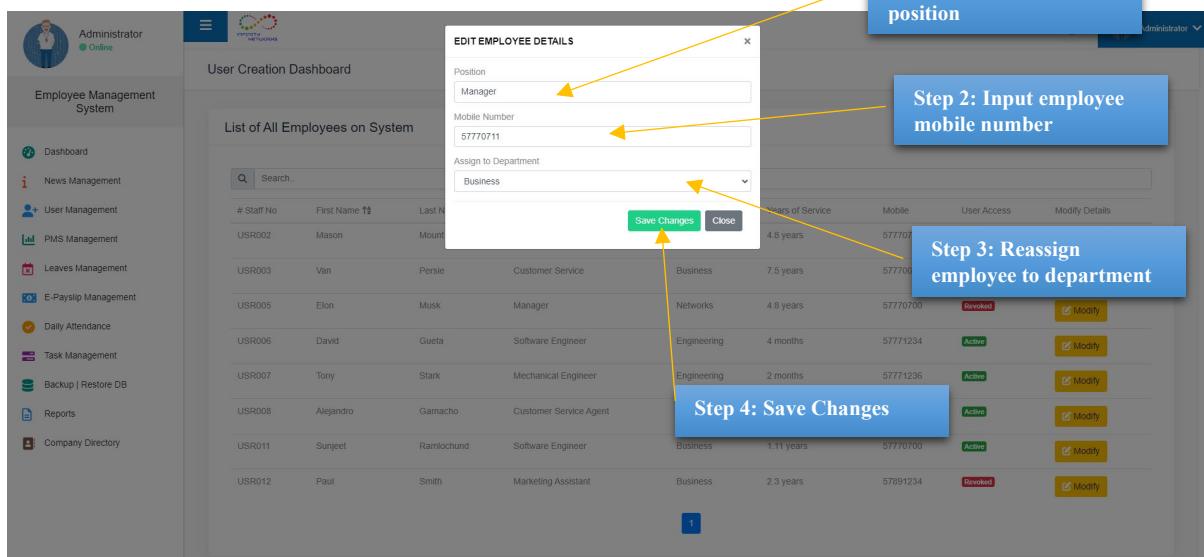


Figure 17: Modify Employee details

#### 4.4.5 Modify department details

Department details modification option is only available for administrator. First select [modify], then a modal opens up and you can input the fields where you want to modify details.

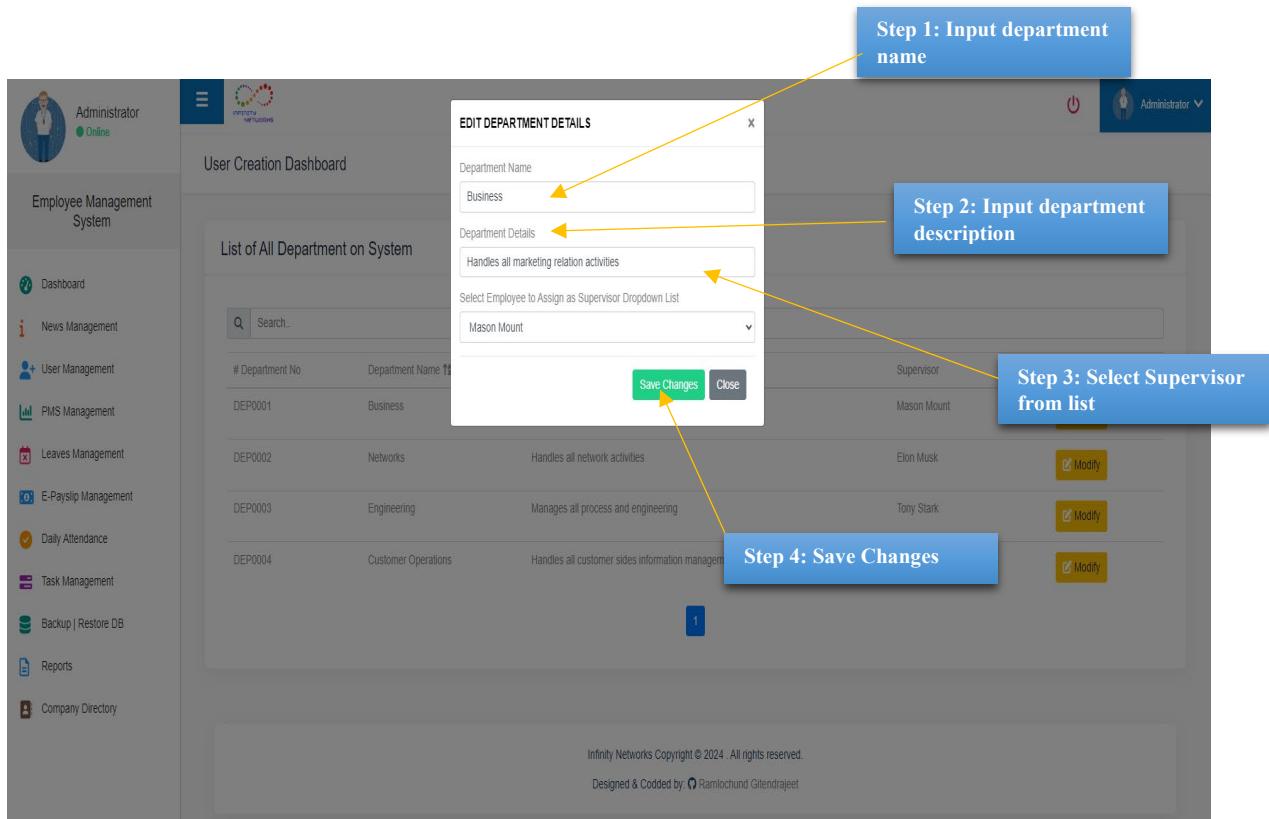


Figure 18: Modify department

## 4.5 PERFORMANCE MANAGEMENT SYSTEM DASHBOARD

The performance management system (PMS) management module of OEMS is made to effectively manage the process of establishing, monitoring, and assessing employee performance goals. Administrators can use it to set and modify performance goals, which are then automatically allocated to staff members.

Supervisors can offer ratings and feedback, employees can add metrics to track their progress through a structured procedure, and the system computes total performance scores and results. This module facilitates the performance review process for supervisors and employees by guaranteeing accountability and transparency.

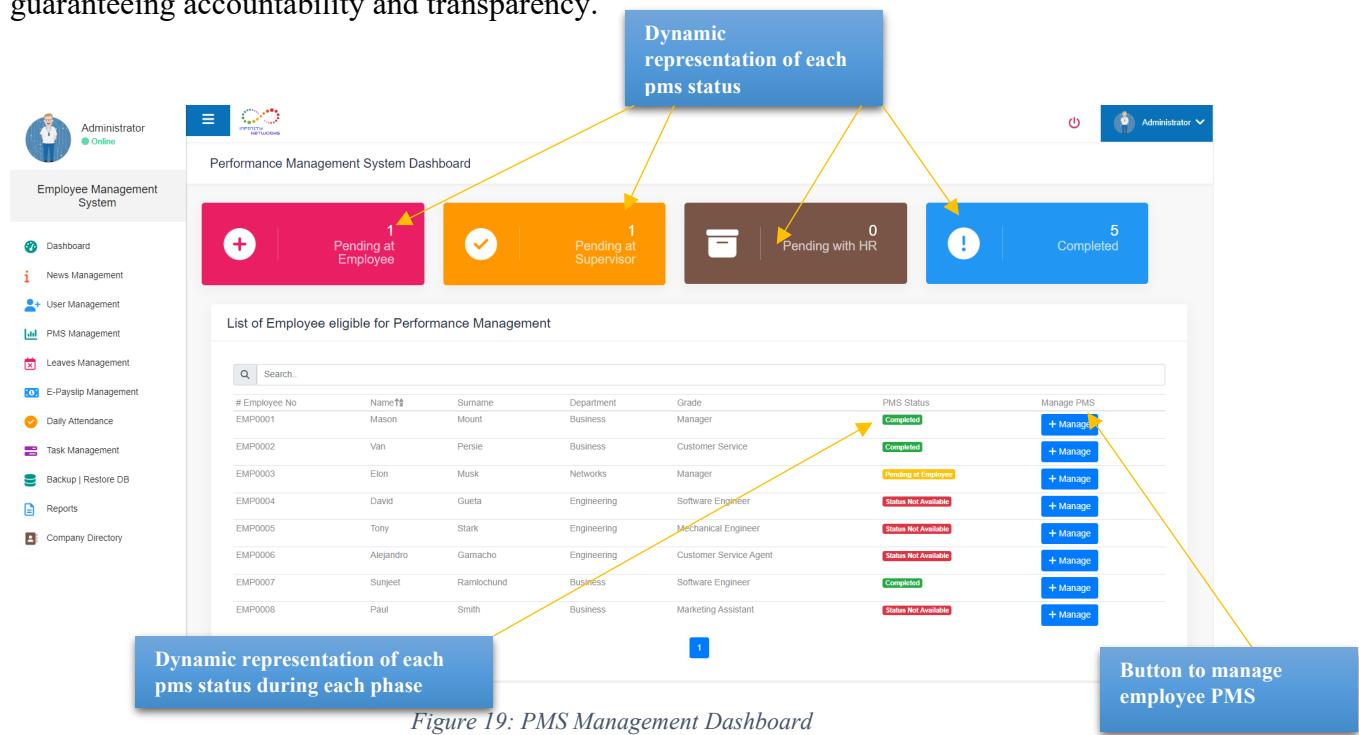


Figure 19: PMS Management Dashboard

### 4.5.1 Manage Employee Pms

In this module administrator can manage pms for employee, where he can view, update and add pms entries from employee pms history.

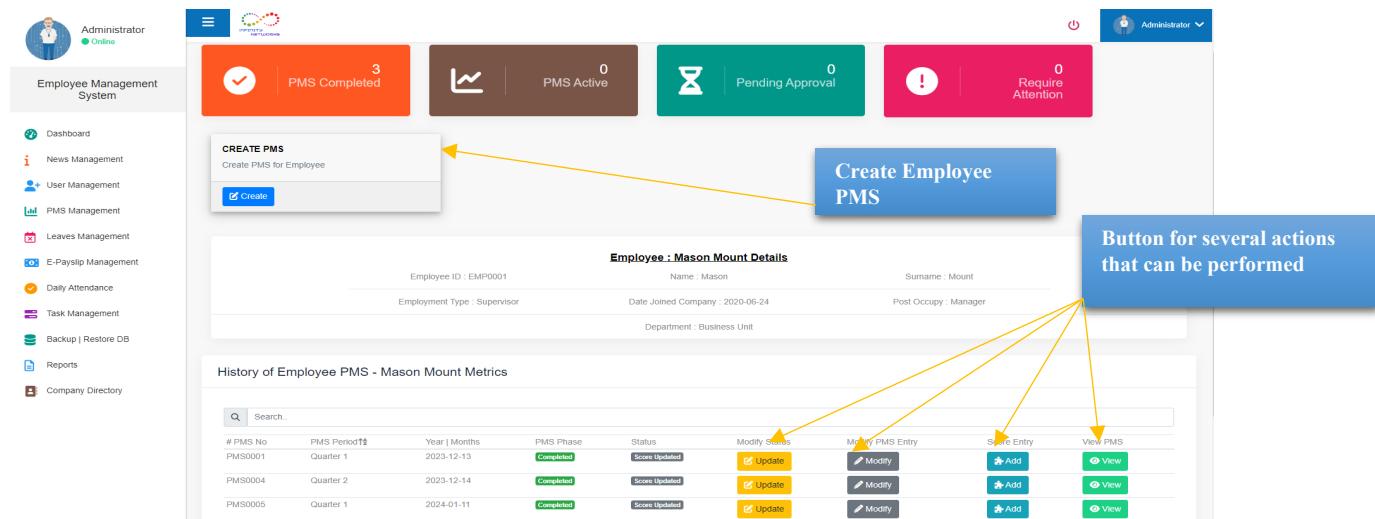


Figure 20: Managing Employee PMSS

#### 4.5.2 Creating Employee Pms

To create a pms entry for employee, click on [Create] in the manage employee pms page. A modal will open and will display serval input.

The screenshot shows a modal window titled "CREATE PMS FOR EMPLOYEE". It is divided into four main sections with step-by-step instructions:

- Step 1: Select Quarter**: Shows a dropdown menu for "Period" with "Quarter 1" selected.
- Step 2: Select month and year**: Shows a date input field for "Month and Year" with "dd/mm/yyyy" placeholder.
- Step 3: Input KPA, KPI and Objectives**: Contains sections for "Key Performance Areas" (KPA 1-KPA 4), "Objectives Set" (Objective 1-Objective 4), and "Key Performance Indicators" (KPI 1-KPI 4). Each section has two input fields.
- Step 4: Save Changes**: Contains a green "Save Changes" button and a "Close" button.

Figure 21: Creating employee pms entry

#### 4.5.3 Modify Employee Pms entry

To modify pms entry for employee, click on [Modify] in the manage employee pms page. A modal will open and will display serval input.

The screenshot shows a modal window titled "MODIFY EMPLOYEE PERFORMANCE SHEET". It displays current values and allows modification of various fields. Two steps are highlighted:

- Step 1: Modify KPA, KPI and Objectives**: Points to the "Objectives Set" and "Key Performance Indicators" sections where values like "Rapid", "On Time", etc., are listed.
- Step 2: Save Changes**: Points to the "Save Changes" button at the bottom right of the modal.

Figure 22: Modify Employee pms entry

#### 4.5.4 Add Score to Employee Pms

To add score pms entry for employee, click on [Add Score] in the manage employee pms page. A modal will open and will display serval input.

**ADD SCORE TO EMPLOYEE PMS SHEET**

**PMS Period**  
Period : Quarter 1 Month and Year : 2023-12-13

**KEY PERFORMANCE INDICATORS**  
KPI No 1 : At Least 1 Hour      KPI No 2 : Min of 3      KPI No 3 : Min waiting Time <30Mins      KPI No 4 : Less than 1000K

**KEY OBJECTIVES**  
Objectives No 1 : Rapid      Objectives No 2 : On Time      Objectives No 3 : Non Delay      Objectives No 4 : Reduce Cost

**METRICS**  
Metrics No 1 : Pending Employee Input      Metrics No 2 : Pending Employee Input      Metrics No 3 : Pending Employee Input      Metrics No 4 : Pending Employee Input

**INPUT PMS SCORE**  
Score No 1 :       Score No 2 :       Score No 3 :       Score No 4 :

**Step 1: Input Scores**

**Step 2: Input Scores**

**Buttons:** Close, Save Changes

Figure 23: Adding score to employee pms

#### 4.5.5 View Employee PMS Result

To View employee pms, click on [View] in the manage employee pms page. It will navigate to employee pms result page and will display its contents.

Performance Management System -Mason Mount Metrics

Employee ID : EMP0001	Name : Mason	Surname : Mount
Employment Type : Supervisor	Date Joined Company : 2020-06-24	Post Occupy : Manager
Department : Business	PMS Quater : Quarter 1	PMS Year : 2023
<b>EMPLOYEE PMS SCORE :</b> 26.5		<b>EMPLOYEE PMS RESULT :</b> Exceeded

**Objectives Details**

Key Performance Areas	Objectives	Key Performance Indicators	Metrics	Score
Service	Rapid	At Least 1 Hour	Minimum of 30mins	23
Delivery	On Time	Min of 3	3	25
Operation	Non Delay	Min waiting Time <30Mins	Less than 10mins	30
Finance	Reduce Cost	Less than 1000K	Less than 10K	28

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Figure 24: View employee pms result

## 4.6 EMPLOYEE LEAVES MANAGEMENT DASHBOARD

It allows employees to submit leave requests, which are then routed to supervisors or HR administrators for approval. The dashboard displays important information such as available leave balances, leave history, and the status of pending leave requests. Supervisors and HR administrators can easily review and approve leave requests, ensuring smooth operations and accurate record-keeping.

The screenshot shows the Employee Leaves Management Dashboard. At the top, there are four summary cards: 'Pending at Supervisor' (1), 'Pending at HR' (0), 'Leaves Application' (10), and 'Require Attention' (1). Below these is a section titled 'List of Employee Eligible for Leaves' with a search bar. A table lists eight employees with their details and 'Create Leaves' and 'Manage Leaves' buttons. To the right, two blue callout boxes point to specific features: 'Create Employee Leave Balance' points to the 'Create Leaves' button for the first employee, and 'Manage Employee Leaves' points to the 'Manage Leaves' section.

Figure 25: Employee Leaves Management Dashboard

### 4.6.1 Creating Employee Leave Balances

To create employee leave balance, click on [Create] in the employee leave management page. It will trigger a modal to input employee leave balances.

The screenshot shows a modal window titled 'CREATE EMPLOYEE LEAVE BALANCE'. It contains three input fields for 'Wellness Leave Balance', 'Vacation Leave Balance', and 'Sick Leave Balance'. At the bottom are 'Save Changes' and 'Close' buttons. Two blue callout boxes with arrows highlight the process: 'Step 1: Input Leave balances' points to the input fields, and 'Step 2: Save Changes' points to the 'Save Changes' button.

Figure 26: Create Employee Leave balances

#### 4.6.2 Managing Employee Leave

To manage employee leave, click on [Manage] in the employee leave dashboard page. It will navigate to employee leaves management page.

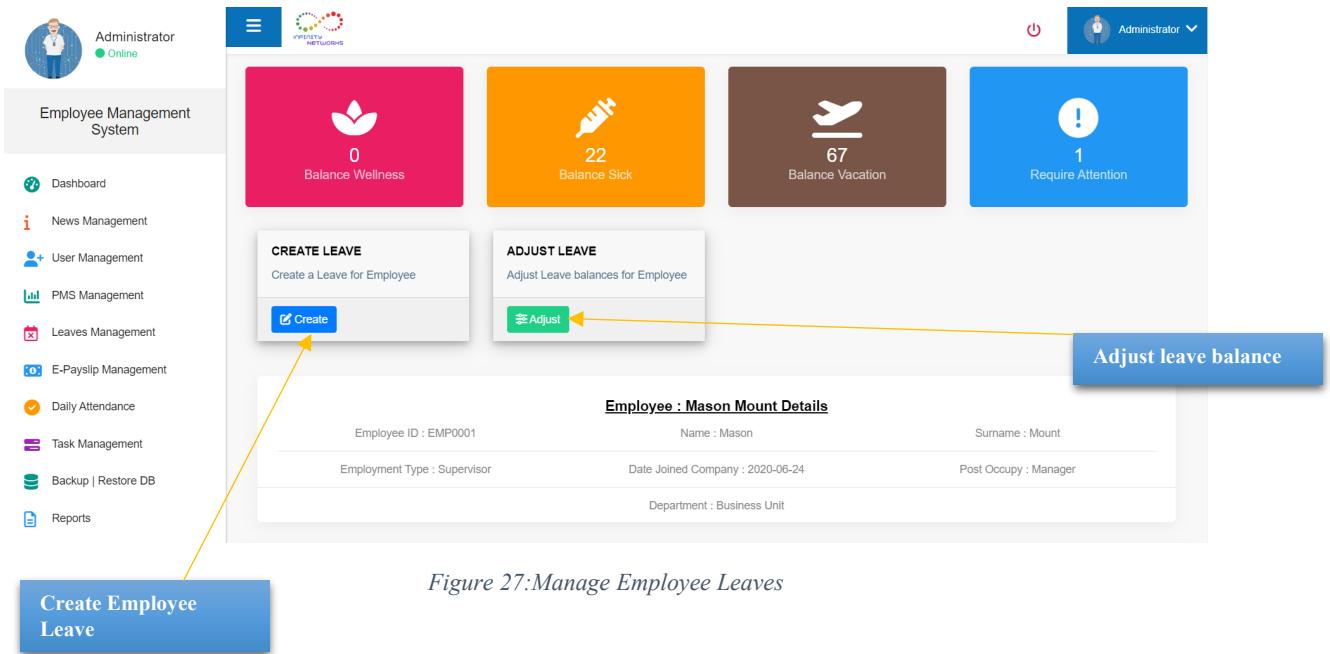


Figure 27: Manage Employee Leaves

#### 4.6.3 Creating Employee Leave

To create employee leave, click on [Create] in the employee leave management page. It will trigger a modal to create employee leave.

The screenshot shows the 'CREATE LEAVE FOR EMPLOYEE' modal. It has four main sections: 'Leave Type' (Sick Leave selected), 'Select Start Date and End Date' (Start Date and End Date fields), 'Total Leave Duration' (Duration: 0 days), and 'Leave Reason' (an empty text area). A blue callout box labeled 'Step 1: Select leave type' points to the 'Leave Type' section. Another blue callout box labeled 'Step 2: Select start and end date' points to the date selection fields. A third blue callout box labeled 'Step 3: Input leave reason' points to the 'Leave Reason' text area. A fourth blue callout box labeled 'Step 4: Save Changes' points to the 'Save Changes' button at the bottom right, which is highlighted in green. Other buttons in the bottom right corner include 'Close' and 'Cancel'.

Figure 28: Creating Employee Leave

#### 4.6.4 Adjust Employee Leave Balances

To adjust employee leave balances, click on [Adjust] in the employee leave management page. It will trigger a modal to adjust employee leave balances.

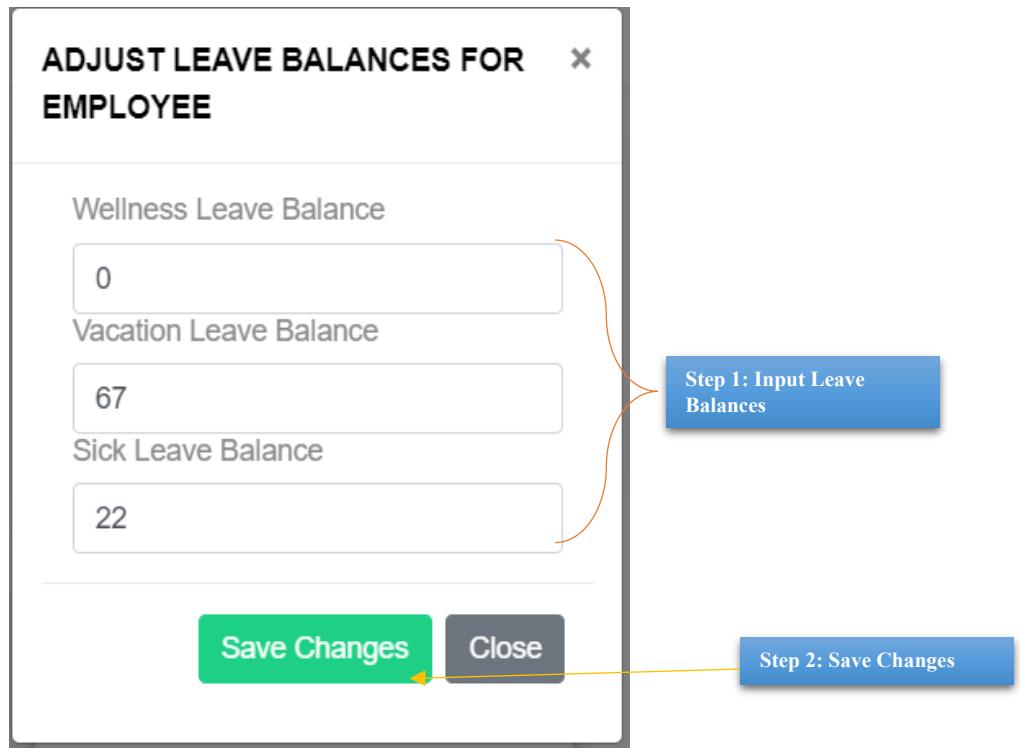


Figure 29: Adjust Employee Leave balances

#### 4.6.5 List all Employee leaves request

On the manage employee leaves page, the system displays all the history of employee leaves where it has been approved or pending, providing the administrator the option to approve leave if any.

# Leave No	Leave Type	Start Date	End Date	Duration	Absence Phase	Leave Status	Approval	View Details
LEV0001	SICK	2024-01-09	2024-01-13	4 Days	Confirmed	Approved		
LVE0002	SICK	2024-01-04	2024-01-13	9 Days	Confirmed	Approved		
LVE0003	WELLNESS	2024-01-09	2024-01-12	3 Days	Confirmed	Approved		
LVE0004	VACATION	2024-01-11	2024-01-12	1 Days	Confirmed	Rejected		
LVE0014	VACATION	2024-02-16	2024-02-24	8 Days	Confirmed	Pending N+1		

Figure 30: List employee leaves request

#### 4.6.6 Approval of leave request by employee

On the manage employee leaves page, the system displays all the history of employee leaves where it has been approved or pending, to approve such leave a button will be displayed click on [Open], it will trigger a modal to manage leave request.

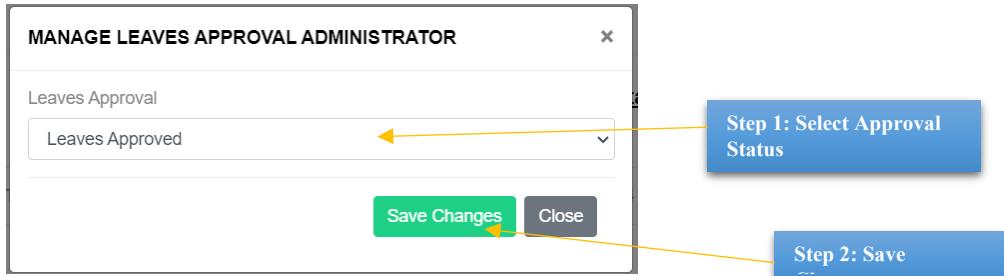


Figure 31: Approval of leave request

#### 4.7 PAYROLL DASHBOARD

To manage employee payslips and other financial data, use the OEMS Payroll Dashboard as a central location. It offers administrators a full range of tools to effectively develop, manage, and generate payslips for employees.

Administrators can enter pertinent payroll information, such as employee salaries, bonuses, deductions, and taxes, onto the dashboard. The net pay for each employee is then automatically determined by the system using the data that has been entered.

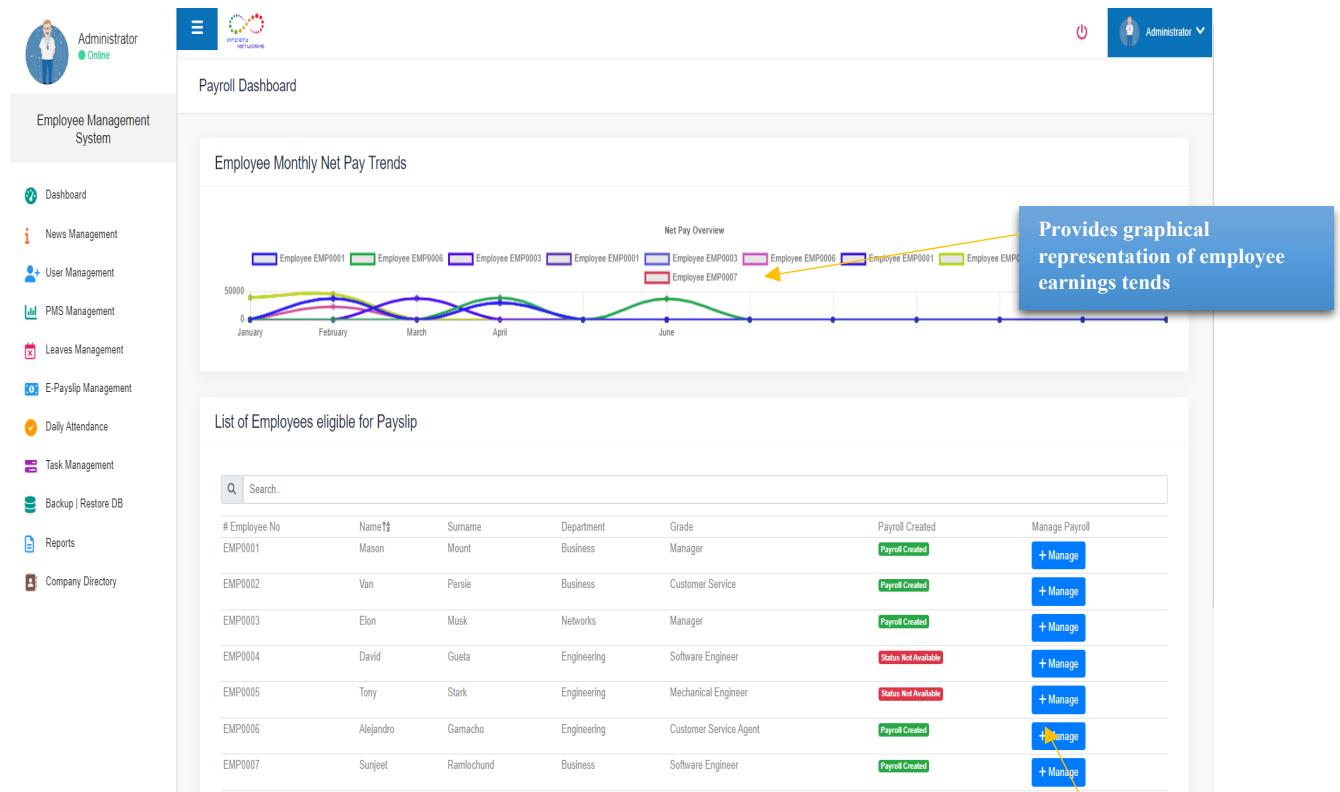


Figure 32: Payroll Dashboard

#### 4.7.1 Creating Employee Payslip

To create Employee payslip, click on [manage] button on payroll dashboard, it will navigate to manage employee payslip page, then click on [Create], it will trigger a modal to create payslip.

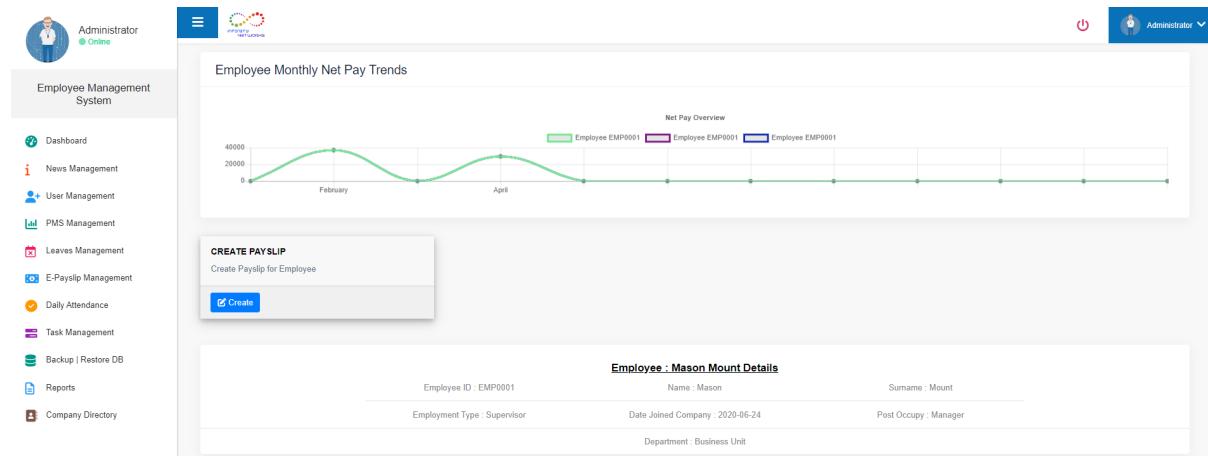


Figure 33: Employee payslip management

By default, the system automatically calculates all deductions using basic salary.

The screenshot shows the 'CREATE PAYSLIP FOR EMPLOYEE' form. It has sections for Pay Period (Month: January, Year: 2024), Earnings (Basic Salary: Rs. 16500), Deductions (CSG Contribution: 247.5, Medical Contribution: 165, NSF Contribution: 155.1), and Overall Pay Information (Gross Pay: 567.60, Deductions: 567.60, Net Pay: 0). Annotations with arrows and boxes indicate the process: 'Step 1: Select Month and Year' points to the Month and Year dropdowns; 'Step 2: Input Overtime if any' points to the 'Enter overtime' field; 'Step 3: Input bus fare if any' points to the 'Enter bus fare' field; and 'Step 4: Save Changes' points to the 'Save Changes' button at the bottom right.

Figure 34: Create Employee Payslip

#### 4.7.2 View Employee Payslip

To view Employee payslip, click on [manage] button on payroll dashboard, it will navigate to manage employee payslip page, then click on [View], it will trigger a modal to view payslip.

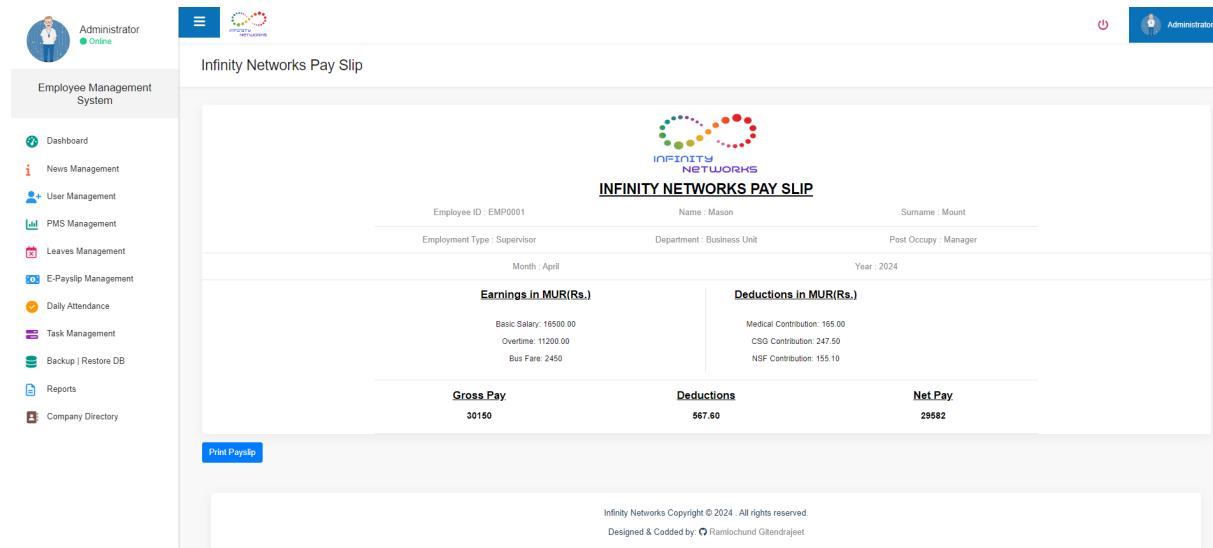


Figure 35: View Employee Payslip

#### 4.8 ATTENDANCE MANAGEMENT

The attendance management in OEMS provides a robust solution for tracking and managing employee attendance records. Administrator can view and manage employee daily hours of works.

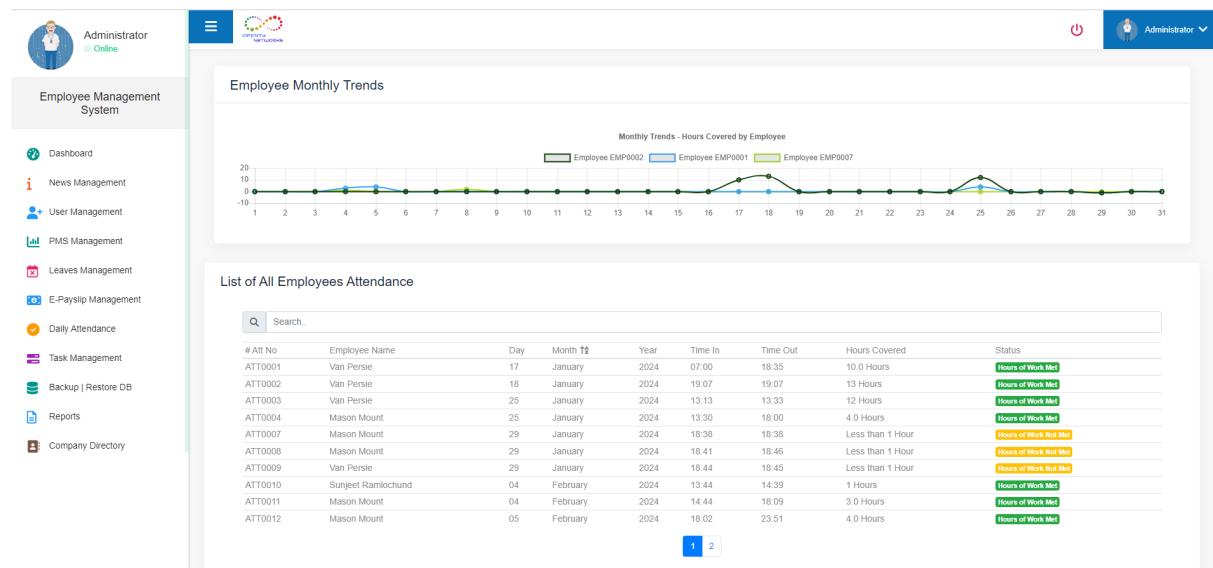


Figure 36: Attendance Management

## 4.9 TASK MANAGEMENT DASHBOARD

Within the organization, OEMS's task management tool offers a complete solution for creating, allocating, and monitoring tasks. Supervisors can use it to generate tasks, assign them to teams or to individual workers, and establish deadlines. Employees have access to check the tasks they have been assigned, change their progress, and attach files or comments as needed.

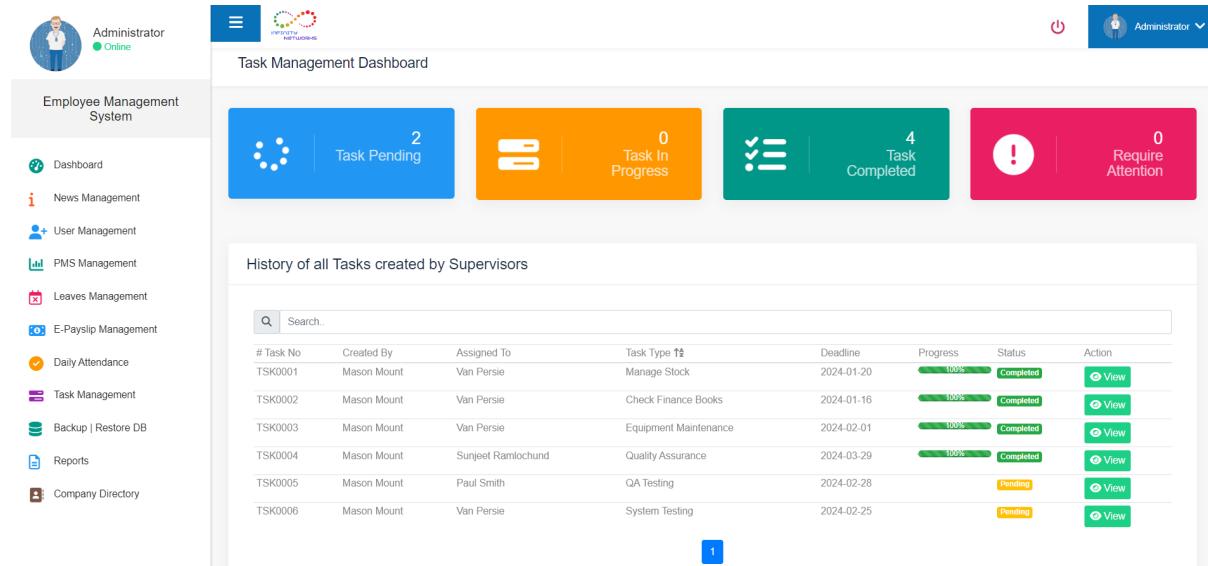


Figure 37: Task Management Dashboard

The administrator does not have any right to alter task management, only view options is available.

### 4.9.1 View Task Progress and Details

To view task details, click on [View] button found in task management page, it will trigger a modal with the task details and feedback.

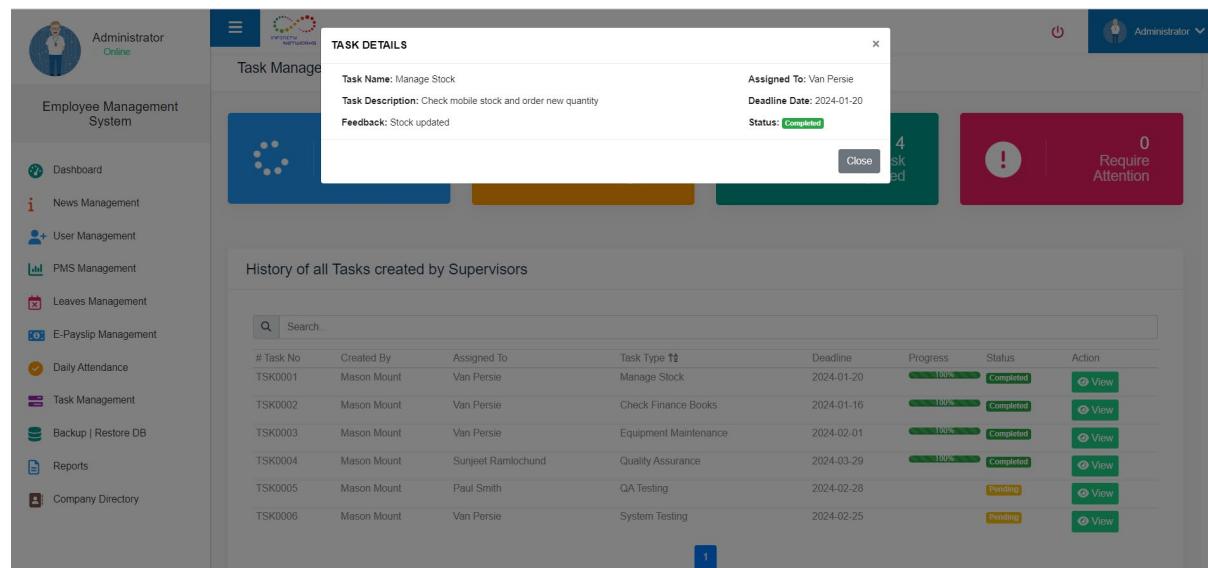


Figure 38: View Task Details

## 4.10 BACKUP AND RESTORE DATABASE

One of the most important tools for preserving organizational data and guaranteeing business continuity is OEMS' backup and restore database capability. It lets system administrators to regularly produce backups of the database, which includes all necessary setups and data. For protection against data loss from a variety of sources, including hardware malfunctions, software bugs, and human mistake, these backups are essential.

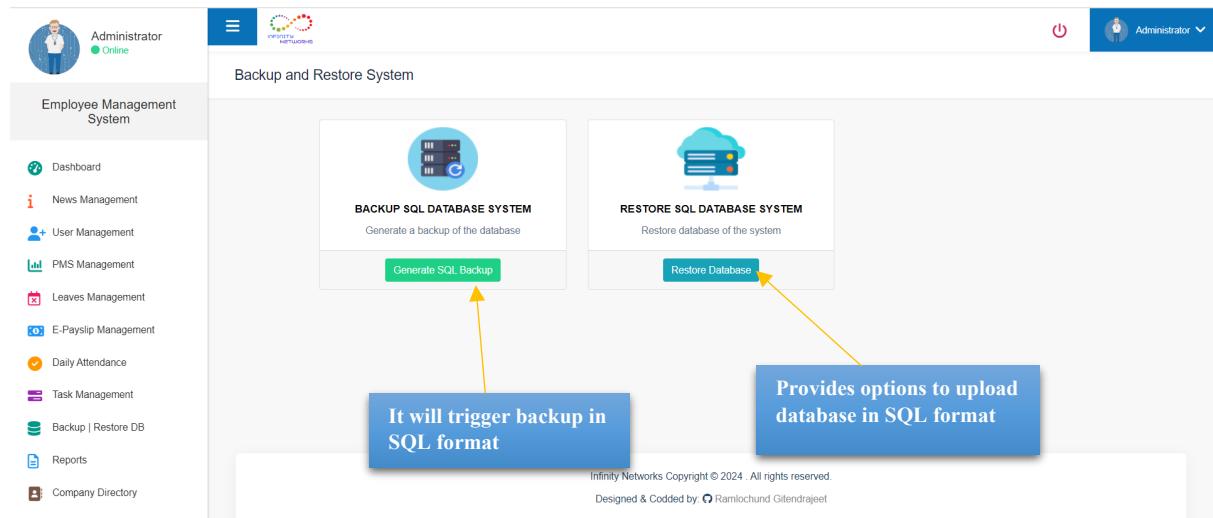


Figure 39: Backup and Restore Database

### 4.10.1 Restore Database

OEMS provides option to restore database in SQL format in a live system, click [Restore], requires SQL format of the database.

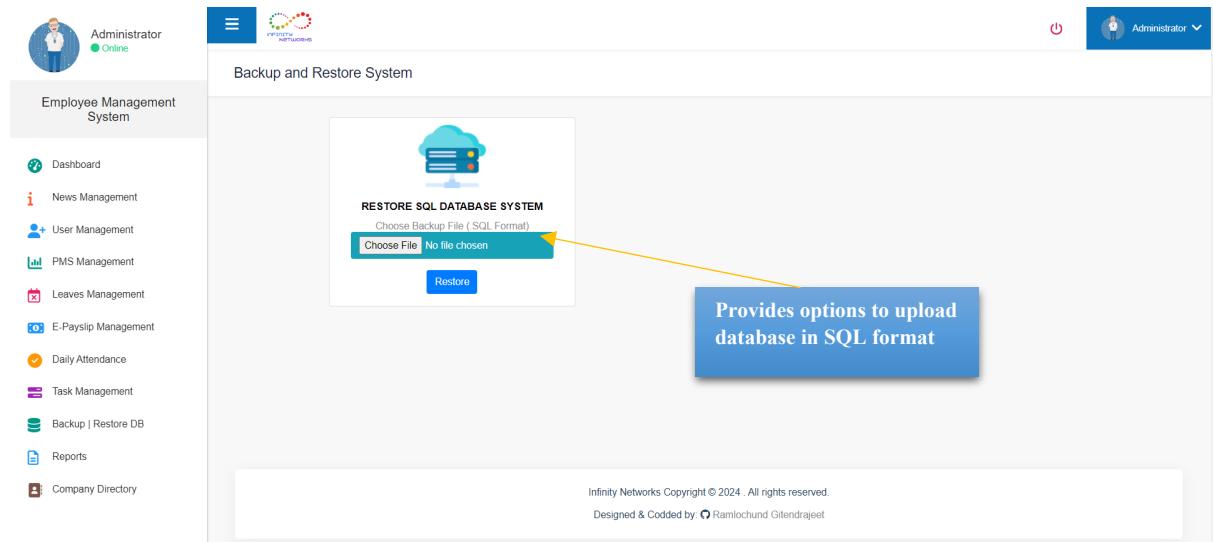


Figure 40: Restore database

## 4.11 REPORTS

Users can access important metrics, performance indicators, and trends related to many parts of the system, such as job allocation, leave tracking, personnel management, and more, by utilizing a range of standard and customizable reports. Administrators, managers, and other stakeholders can monitor and assess many facets of the performance of the organization and pinpoint areas that need development with the use of these reports.

Figure 41: Reports Dashboard

## 4.12 USING PREDEFINED PARAMETERS FOR REPORTS

Users have access to flexible features in OEMS's reports table, which lets them adjust their viewing experience according to certain queries. The table may be easily toggled by users to quickly access important information and identify specific specifics.

Additionally, the system offers easy ways to retrieve reports in several formats, making data sharing and storage simple. In addition, users can print reports straight from the system, which improves usability and accessibility.

Name	Surname	Category	Position	Department	Contact	Date Joined	Status
Elon	Musk	Supervisor	Manager	Networks	57770700	2020-06-17	Revoked
Paul	Smith	Employee	Marketing Assistant	Business	57891234	2021-11-11	Revoked

Figure 42: Toggle reports table

## 4.13 COMPANY DIRECTORY

Easy access to crucial information within the firm is made possible by OEMS's company directory functionality, which functions as a consolidated database of staff details. Users can easily look for and obtain co-worker contact information, department affiliations, and other relevant details.

The screenshot shows the 'Company Directory' section of the OEMS Employee Management System. At the top right is a 'Search Box' with a magnifying glass icon. Below it is a grid of six employee cards. Each card displays a profile picture, name, email, phone number, ID, department, and role. A yellow arrow points from the 'Search Box' to the search bar in the grid header. Another yellow arrow points from a blue callout box to the bottom-right employee card, which is highlighted with a red border. The callout box contains the text: 'Dynamic cards are added upon registration of employees'.

Employee Name	Email	ID	Department	Role
Mason Mount	test2@test.com	2010003	Business	Manager
Van Persie	test30@test.com	2010003	Business	Customer Service
Elon Musk	test32@test.com	2035689	Networks	Manager
David Gueta	test10@test.com	2031001	Engineering	Software Engineer
Tony Stark	stark@test.com	2031002	Engineering	Mechanical Engineer
Alejandro Garnacho	garnacho@test.com	2010006	Engineering	Customer Service
Sunjeet Ramlochund	test7@test.com	2010000	Business	Software Engineer
Paul Smith	test17@test.com	2021234	Business	Marketing Assistant

Figure 43: Company Directory

## 5 USER GUIDE CASE: SUPERVISOR

### 5.1 SUPERVISOR MAIN DASHBOARD

Every time supervisor logs into the system, a warning message will appear containing usage and security information. This message serves to inform users about the system's policies and access controls, ensuring awareness of important guidelines and regulations.

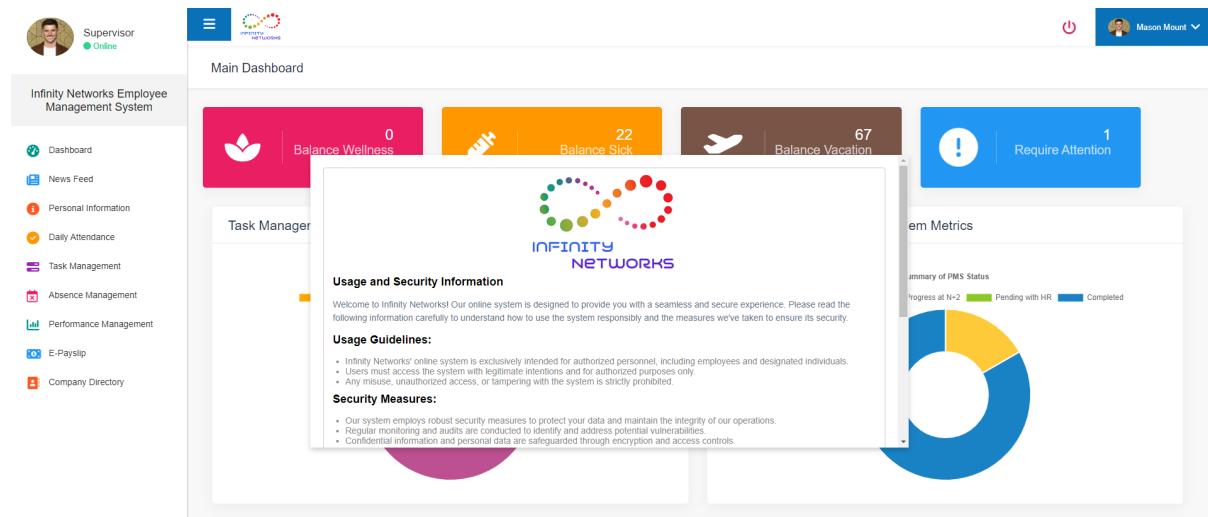


Figure 44: Supervisor Dashboard Part 1

The main dashboard is comprised of various components meticulously integrated to form a fully functional analytics dashboard. It includes essential modules such as task management, user management, and PMS (Performance Management System) management, each designed to provide comprehensive insights and facilitate efficient operation.

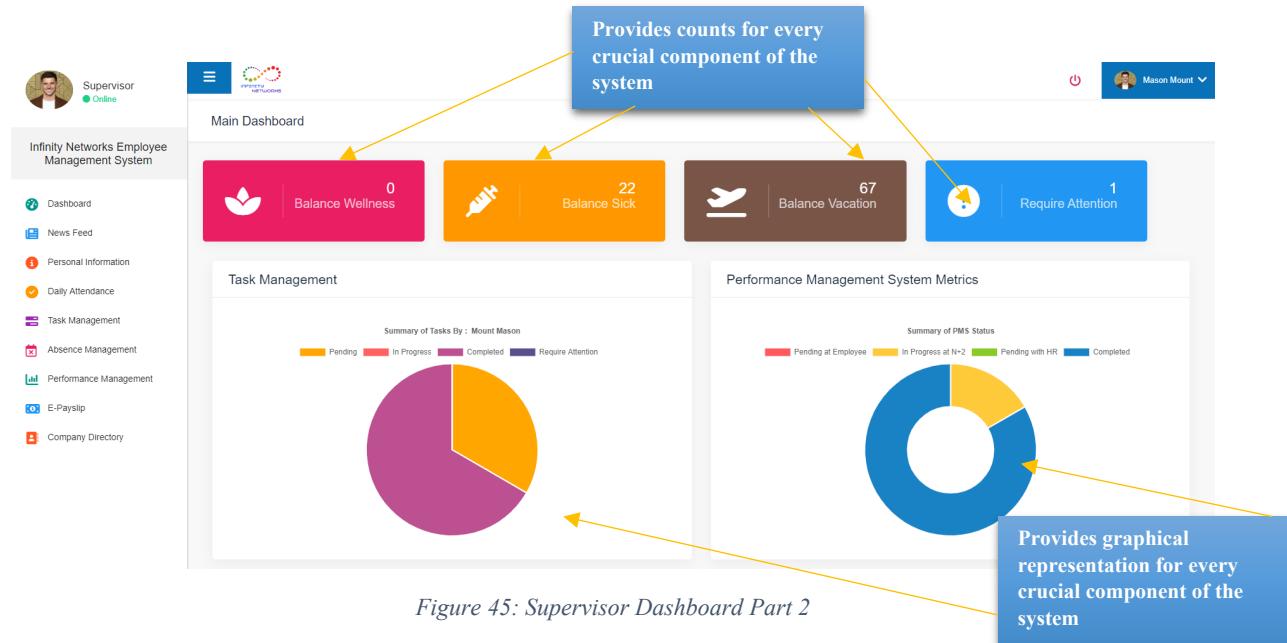


Figure 45: Supervisor Dashboard Part 2

## 5.2 NEWS FEED DASHBOARD

Important changes and messages are immediately shown on each employee's dashboard using OEMS's newsfeed function, making sure that crucial information is easily accessible. This feature facilitates employee knowledge and communication by acting as a consolidated platform for the publication of notifications, announcements, and other pertinent material.

Employees may remain up to speed on corporate news, policy changes, forthcoming events, and other relevant information without having to go outside the system by having these messages displayed right within the system.

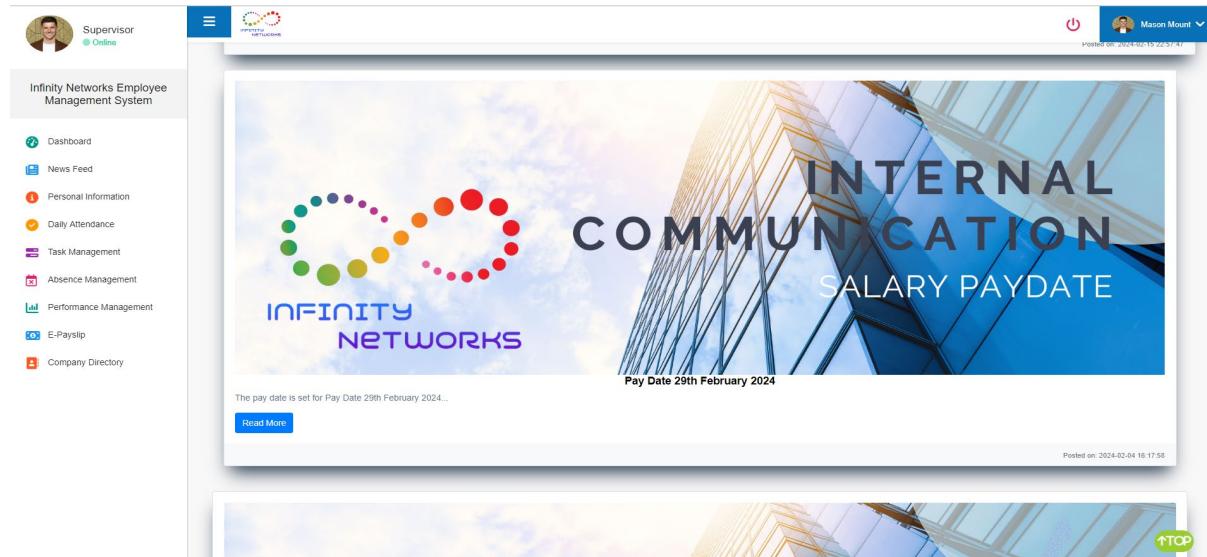


Figure 46: View Newsfeed

## 5.3 EMPLOYEE PROFILE INFORMATION

The OEMS's employee profile information contains all of the personal and professional information about each employee in one convenient location. This contains extra information like department, supervisor, and employment status in addition to basic information like name, contact information, and position within the company.

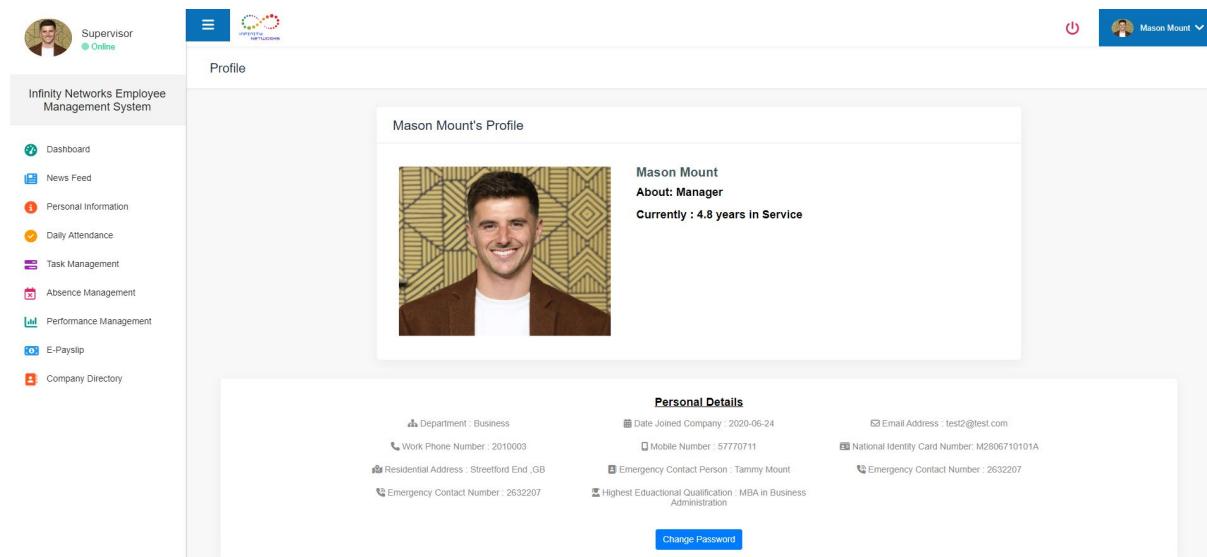


Figure 47: Employee Profile Information

### 5.3.1 Change Password

To change Password, supervisor has to click on [Change Password] on profile information, it will trigger a modal to change password.

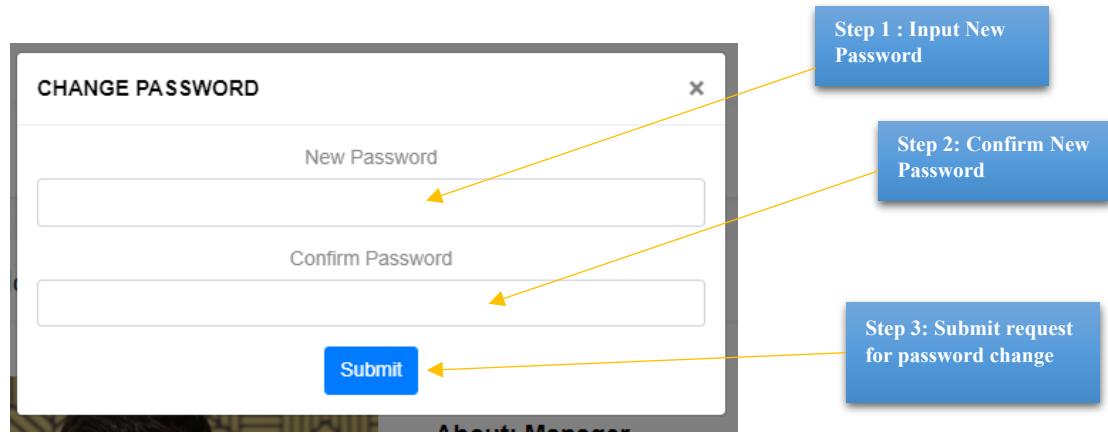


Figure 48: Change Password

## 5.4 DAILY ATTENDANCE DASHBOARD

This daily attendance dashboard provides the time in and time out of supervisor with only 2 clicks, enabling time saving and user friendly. It also provides employee attendance records.

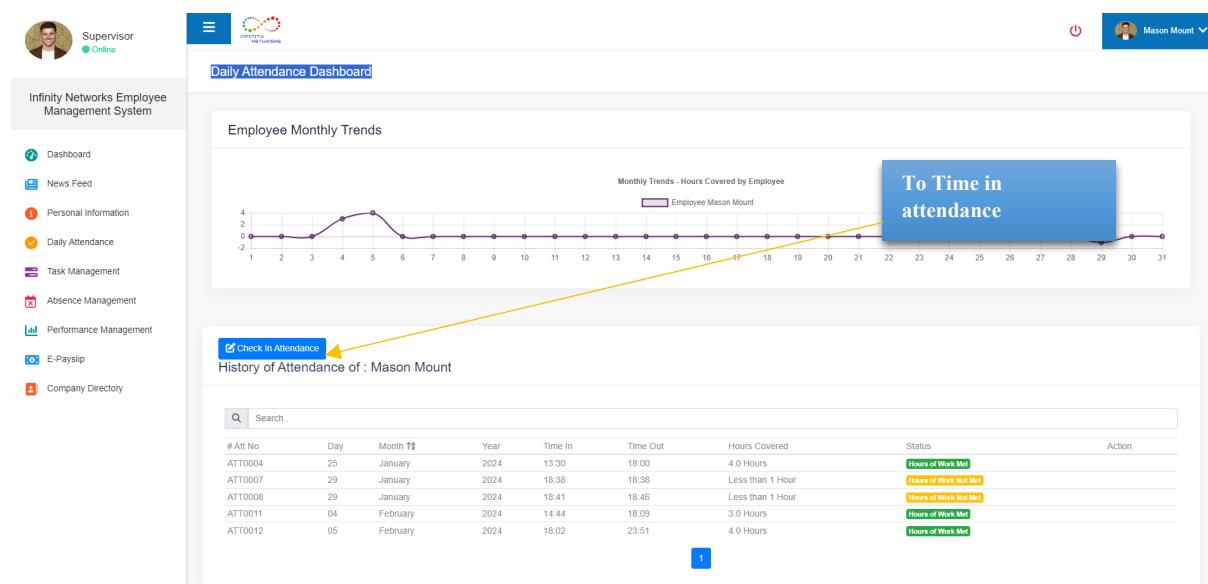


Figure 49: Attendance Dashboard

### 5.4.1 Time in and Time Out Attendance

To time in attendance, supervisor has to click on [Check In Attendance], this will trigger a modal to time in his attendance, for time out, once supervisor has time in, a button is generated for time out, supervisor has to click on [Time Out], which at this turn create a modal to time out.

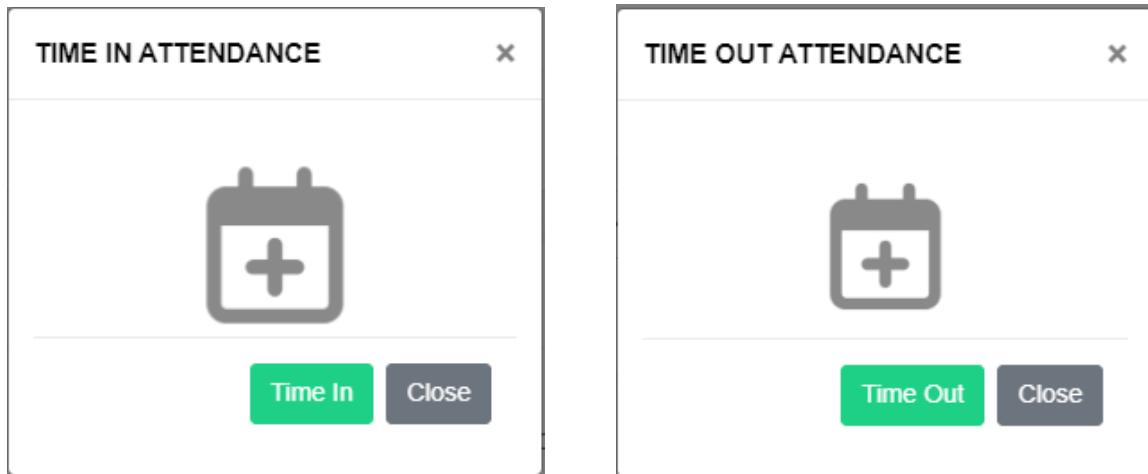


Figure 50: Time In and Time Out Modals

The system automatically calculates the number of hours covered by employee once he times out attendance.

A screenshot of a web-based application showing a list of employee attendance records. At the top left is a blue button labeled 'Check In Attendance'. Below it, the text 'History of Attendance of : Mason Mount' is displayed. A search bar with a magnifying glass icon and the placeholder 'Search...' is present. The main area contains a table with the following data:

# Alt No	Day	Month	Year	Time In	Time Out	Hours Covered	Status	Action
ATT0004	25	January	2024	13:30	18:00	4.0 Hours	Hours of Work Met	
ATT0007	29	January	2024	18:38	18:38	Less than 1 Hour	Hours of Work Not Met	
ATT0008	29	January	2024	18:41	18:46	Less than 1 Hour	Hours of Work Not Met	
ATT0011	04	February	2024	14:44	18:09	3.0 Hours	Hours of Work Met	
ATT0012	05	February	2024	18:02	23:51	4.0 Hours	Hours of Work Met	
ATT0016	03	March	2024	22:45		Hours	Hours of Work Met	<span style="color: red;">Time Out</span>

At the bottom center of the table is a small blue square containing the number '1'.

Figure 51: List of employee attendance record

## 5.5 TASK MANAGEMENT

Only supervisor has the access to create, assign and manage task on the system.

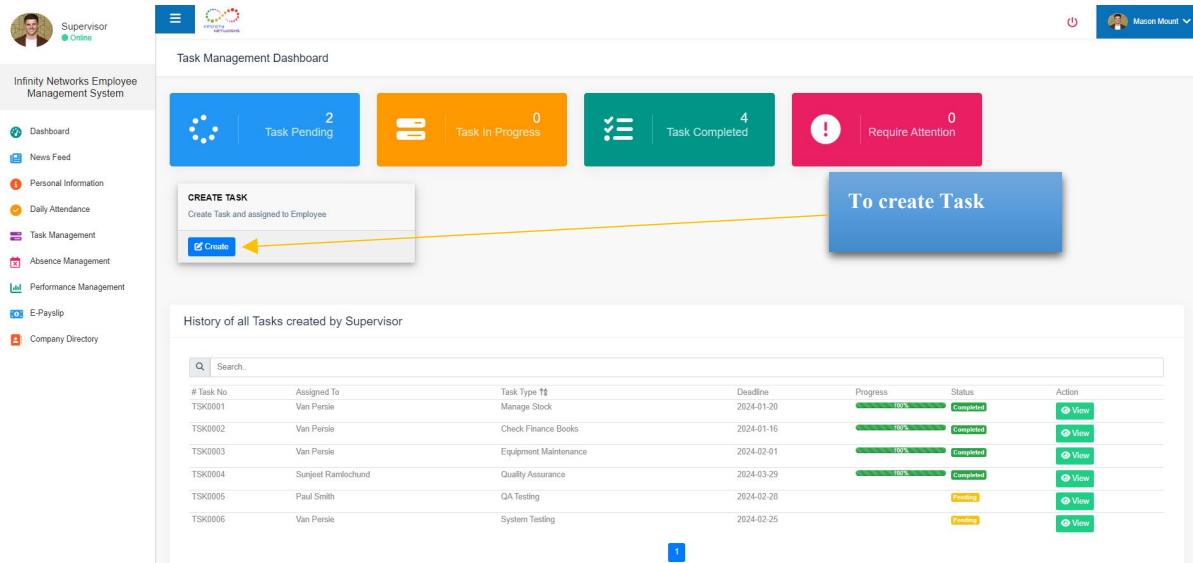


Figure 52: Task Management

### 5.5.1 Create a Task and Assign to Employee

To create a task, click on [Create] button found on task management dashboard. It will trigger a modal to fill in details for task creation.

The figure shows a 'CREATE TASK AND ASSIGN TO EMPLOYEE' modal. It contains five input fields: 'Task Name', 'Task Description', 'Set Deadline' (dd/mm/yyyy format), 'Assign To' (dropdown menu), and a 'Step 5: Create Task' button. Five blue callout boxes labeled 'Step 1: Input Task name', 'Step 2: Input task description', 'Step 3: Set deadline', 'Step 4: Assign to Employee', and 'Step 5: Create Task' point to their respective fields and button. A green 'Create Task' button is located at the bottom right of the modal.

Figure 53: Create Task and assign to Employee

### 5.5.2 View Task details and Feedback

To view a task, click on [View] button found on task management dashboard. It will trigger a modal to view task details and feedback a

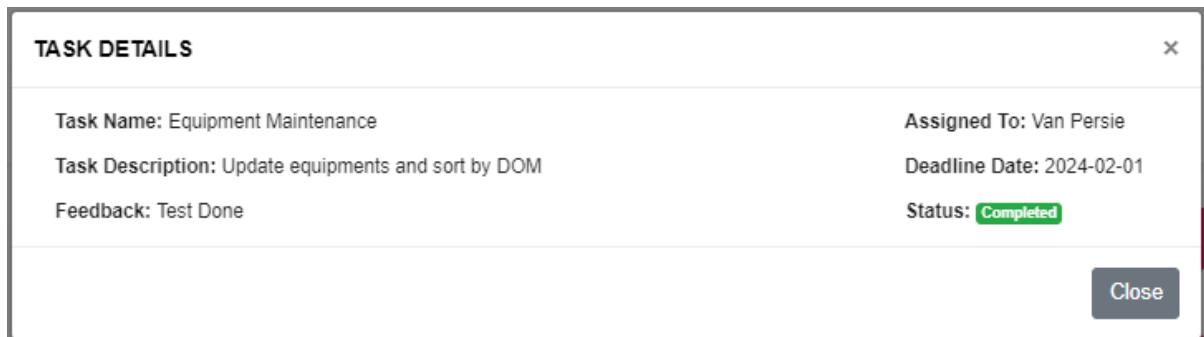


Figure 54: View Task details and Feedback

## 5.6 EMPLOYEE LEAVES MANAGEMENT

In employee leaves management, the supervisor has the ability to approve leaves request of employee who is under his responsibility.

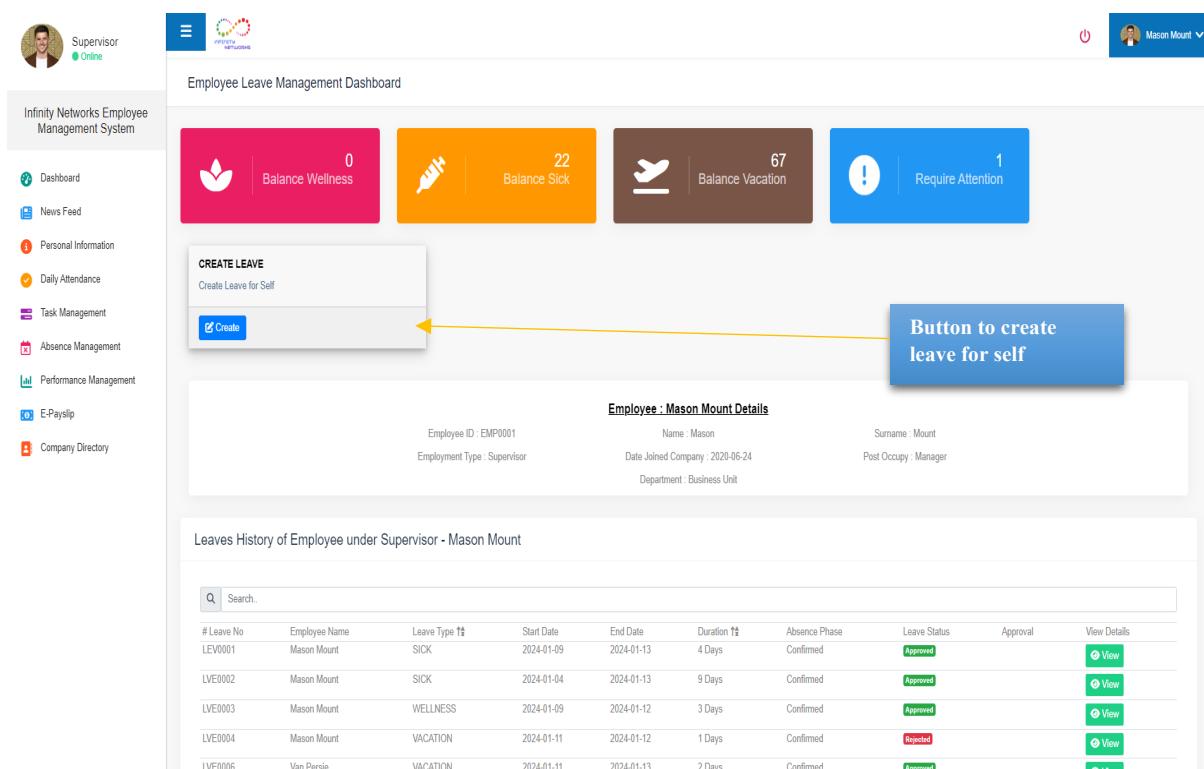


Figure 55: Employee Leave Management

Supervisor can apply for leave for himself or herself, approval is sent to HR Administrator. Employee leaves which fall under supervisor can be approval in the employee leaves management dashboard itself.

### 5.6.1 Create Leave for Self (Supervisor)

To create leave, click on [Create] button found on leaves management, it will trigger a modal and supervisor has to fill in details.

**CREATE LEAVE FOR EMPLOYEE**

**Step 1: Select Leave Type**

Leave Type  
Sick Leave

Sick Leave Balance: 22

**Step 2: Select Start and End Date**

Select Start Date and End Date

Start Date  
dd/mm/yyyy

End Date  
dd/mm/yyyy

**Step 3: Input Leave reason**

Total Leave Duration  
Duration: 0 days

Leave Reason  
[Text input field]

**Step 4: Save Changes**

Save Changes Close

Figure 56: Creating Employee Leave

### 5.6.2 Approval of leave request by employee

On the manage employee leaves page, the system displays all the history of employee leaves where it has been approved or pending, to approve such leave a button will be displayed click on [Open], it will trigger a modal to manage leave request.

**MANAGE LEAVES APPROVAL ADMINISTRATOR**

**Step 1: Select Approval Status**

Leaves Approval  
Leaves Approved

**Step 2: Save Changes**

Save Changes Close

Figure 57: Approval of Employee Leaves

## 5.7 PERFORMANCE MANAGEMENT SYSTEM DASHBOARD

Through this module, managers and supervisors may set, modify, and monitor each employee's performance goals and KPIs. Through guided user-flows that cover everything from goal-setting to performance measure assessment, it automates the process of evaluating performance.

Depending on organizational needs, the system enables modification of the scoring schemes and performance evaluation criteria. Managers may quickly assess worker performance, offer criticism, and record assessments using PMS in OEMS.

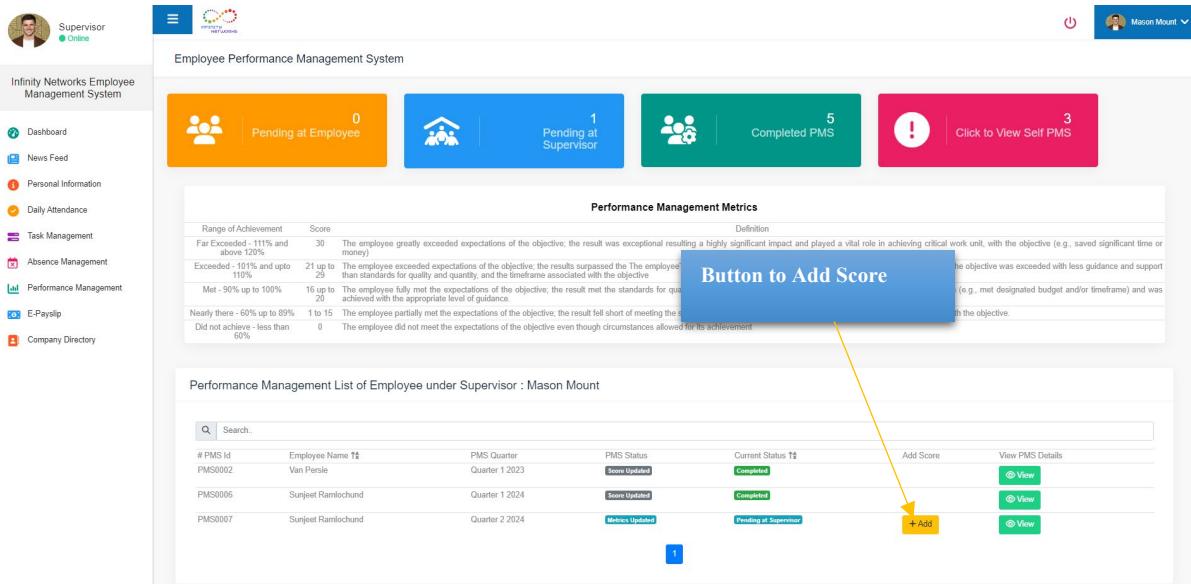


Figure 58: PMS Dashboard

### 5.7.1 Adding Score to Employee PMS Record

To add score to employee pms record, click on [Add] button found on list of employees under supervisor, it will navigate to pms record update page.

The screenshot shows the 'Employee Performance Management System -Sunjeet Ramlochund Metrics' update page. It includes sections for 'Employee ID: EMP0007', 'Name: Sunjeet', 'Surname: Ramlochund', 'Employment Type: Employee', 'Date Joined Company: 2023-03-24', 'Post Occupy: Software Engineer', 'Department: Business', 'PMS Quarter: Quarter 2 2024', and 'PMS Year: 2024'. A blue callout box labeled 'Step 1: Input employee score' points to the 'Score' input fields in the 'Objectives Details' section. Another blue callout box labeled 'Step 2: Save Changes' points to the 'Save Changes' button at the bottom right.

Figure 59: Employee PMS Record

### 5.7.2 View Employee PMS Result

To View employee pms, click on [View] in the manage employee pms page. It will navigate to employee pms result page and will display its contents.

The screenshot shows the 'Performance Management System -Van Persie Metrics' page. At the top, it displays basic information: Employee ID : EMP0002, Name : Van, Surname : Persie, Employment Type : Employee, Date Joined Company : 2016-10-03, Post Occupy : Customer Service, Department : Business, PMS Quarter : Quarter 1, PMS Year : 2023, Employee PMS Score : 26.25, and Employee PMS Result : Exceeded. Below this is a table titled 'Objectives Details' with columns for Key Performance Areas, Objectives, Key Performance Indicators, Metrics, and Score. The table includes rows for Financial, Process improvement, Service Delivery, and Quality Assurance. At the bottom, there is a copyright notice: Infinity Networks Copyright © 2024 . All rights reserved. Designed & Coded by: Ramlochund Gitendrajeet.

Figure 60: View Employee PMS

### 5.7.3 View Self PMS Entry

To view self pms entry for supervisor, click on top right corner [Click to View Self PMS], it will navigate to a new window where the supervisor can find all information about his or her pms appraisal, with options to add his or her metrics.

The screenshot shows the 'Employee Performance Management System' dashboard. On the left, a sidebar lists various management modules: Dashboard, News Feed, Personal Information, Daily Attendance, Task Management, Absence Management, Performance Management (highlighted), E-Payslip, and Company Directory. The status for the supervisor is shown as 'Supervisor Online'. In the center, there are four cards: 'Pending at Employee' (0), 'Pending at Supervisor' (1), 'Completed PMS' (5), and a pink button 'Click to View Self PMS' (3). A blue callout box points to the 'Click to View Self PMS' button with the text 'Click to navigate to self PMS'. Below these cards is a table titled 'Performance Management Matrix' with columns for Range of Achievement and Score. The table includes rows for Far Exceeded, Exceeded, Met, Nearly There, and Did not achieve. The main content area shows the 'Performance Management of Supervisor : Mason Mount' section with a search bar and a table of PMS entries for Mason Mount. The table columns include PMS Id, Employee Name, PMS Quarter, PMS Status, Current Status, Add Metrics, and View PMS Details. The first entry is PMS0001, Mason Mount, Quarter 1 2023, Score Updated, Completed, and has a green 'View' button. The second entry is PMS0004, Mason Mount, Quarter 2 2023, Score Updated, Completed, and has a green 'View' button. The third entry is PMS0005, Mason Mount, Quarter 1 2024, Score Updated, Completed, and has a green 'View' button. At the bottom, there is a copyright notice: Infinity Networks Copyright © 2024 . All rights reserved. Designed & Coded by: Ramlochund Gitendrajeet.

This screenshot is identical to the one above, showing the 'Employee Performance Management System' dashboard and the 'Performance Management of Supervisor : Mason Mount' section. The 'Performance Management Matrix' table and the list of PMS entries for Mason Mount are also present. A blue callout box points to the 'Click to View Self PMS' button with the text 'Click to navigate to self PMS'. The copyright notice at the bottom is identical.

Figure 61: Supervisor Self PMS

## 5.8 PAYSLIP DASHBOARD

Supervisors' payslips are easily accessed on the payslip dashboard with just two clicks, allowing for a smooth switch from paper-based to electronic payslips. The procedure is streamlined by this update, which increases accessibility and efficiency.

Payslip printing options are also included on the dashboard, giving employee flexibility in case they need paper copies for record-keeping or other reasons. All things considered, OEMS's payslip dashboard provides a practical and effective way to organize and retrieve payslip data.

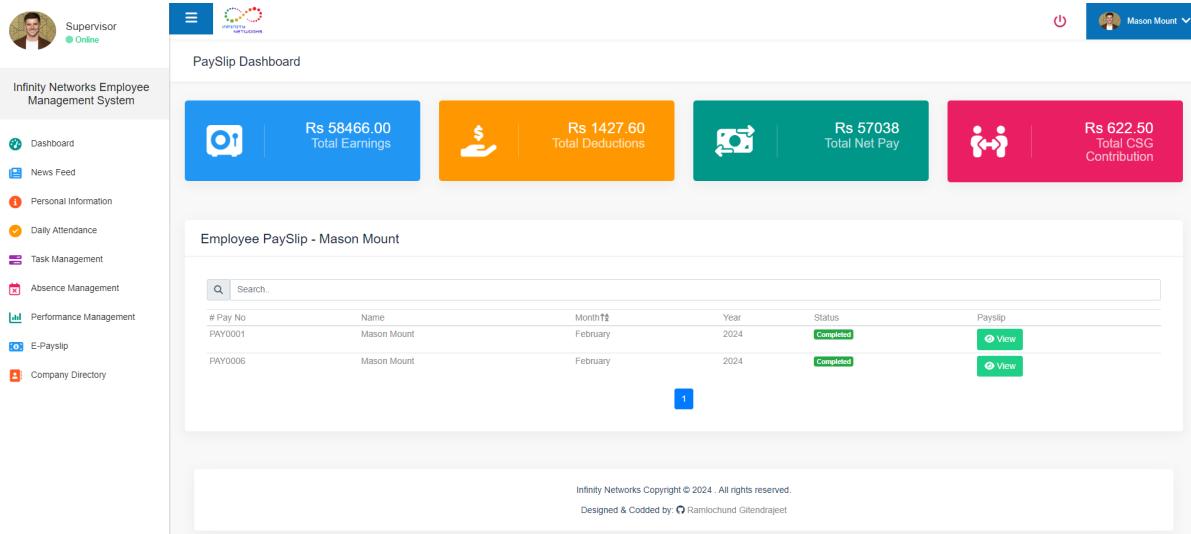


Figure 62:Payslip Dashboard

### 5.8.1 View Payslip

To view payslip, click on selected payslip [View] options and it will navigate to a new page where it will dynamically display all information about the request pay period.

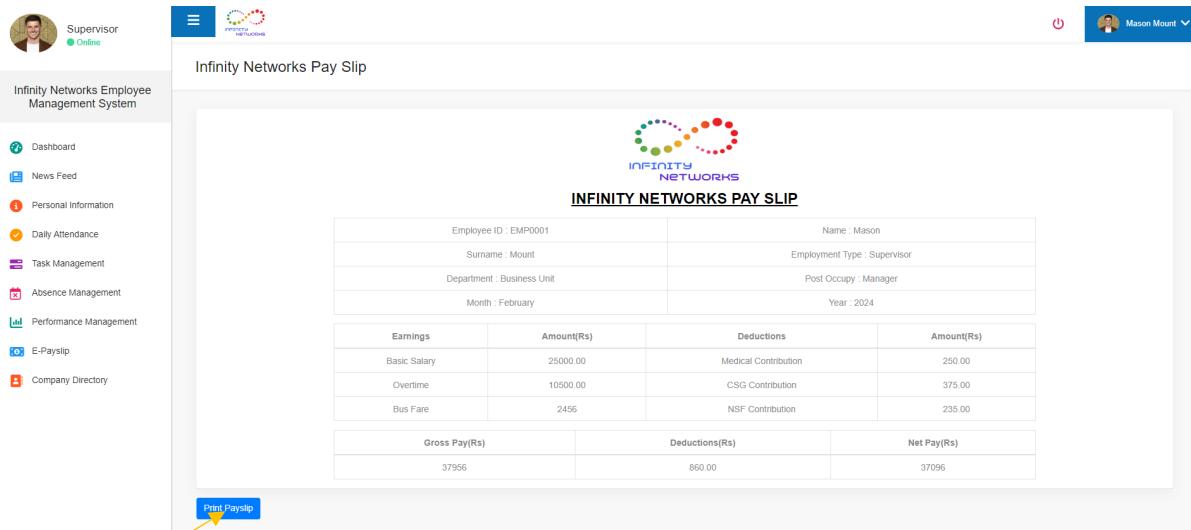


Figure 63: View Supervisor Payslip

## 5.9 COMPANY DIRECTORY

Easy access to crucial information within the firm is made possible by OEMS's company directory functionality, which functions as a consolidated database of staff details. Users can easily look for and obtain co-worker contact information, department affiliations, and other relevant details.

The screenshot shows the OEMS Company Directory page. At the top right is a search box labeled "Search Box". Below it is a list of employee cards:

- Mason Mount**: Manager, Business, test2@test.com, 2010003
- Van Persie**: Customer Service, Business, test3@test.com, 2010003
- Elon Musk**: Manager, Networks, test32@test.com, 2035689
- David Gueta**: Software Engineer, Engineering, test11@test.com, 2031001
- Tony Stark**: Mechanical Engineer, Engineering, test3@test.com, 2031002
- Alejandro Garnacho**: Customer Service Agent, Engineering, garnacho@test.com, 2010006
- Sunjeet Ramlochund**: Software Engineer, Business, test7@test.com, 2010000
- Paul Smith**: Marketing Assistant, Business, test17@test.com, 2021234

A blue callout box with the text "Dynamic cards are added upon registration of employees" has arrows pointing to the "Customer Service Agent" card and the "Marketing Assistant" card.

Figure 64: Company Directory

## 6 USER GUIDE CASE: EMPLOYEE

### 6.1 EMPLOYEE MAIN DASHBOARD

Every time employee logs into the system, a warning message will appear containing usage and security information. This message serves to inform users about the system's policies and access controls, ensuring awareness of important guidelines and regulations.

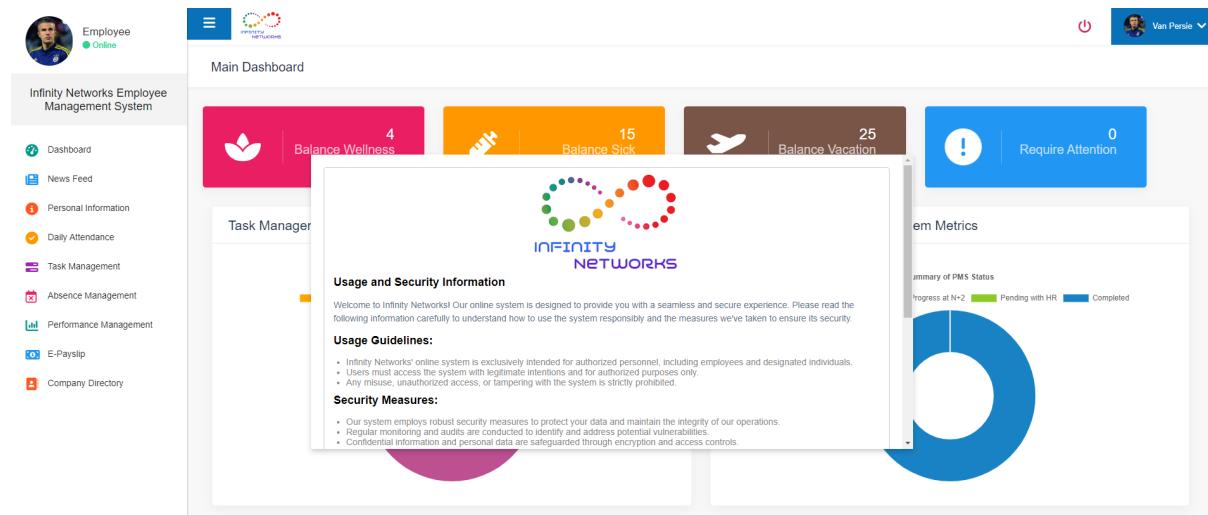


Figure 65: Employee Main Dashboard

The main dashboard is comprised of various components meticulously integrated to form a fully functional analytics dashboard. It includes essential modules such as task management, user management, and PMS (Performance Management System) management, each designed to provide comprehensive insights and facilitate efficient operation.



Figure 66: Comprehensive Dashboard

## 6.2 NEWS FEED DASHBOARD

Important changes and messages are immediately shown on each employee's dashboard using OEMS's newsfeed function, making sure that crucial information is easily accessible. This feature facilitates employee knowledge and communication by acting as a consolidated platform for the publication of notifications, announcements, and other pertinent material.

Employees may remain up to speed on corporate news, policy changes, forthcoming events, and other relevant information without having to go outside the system by having these messages displayed right within the system.

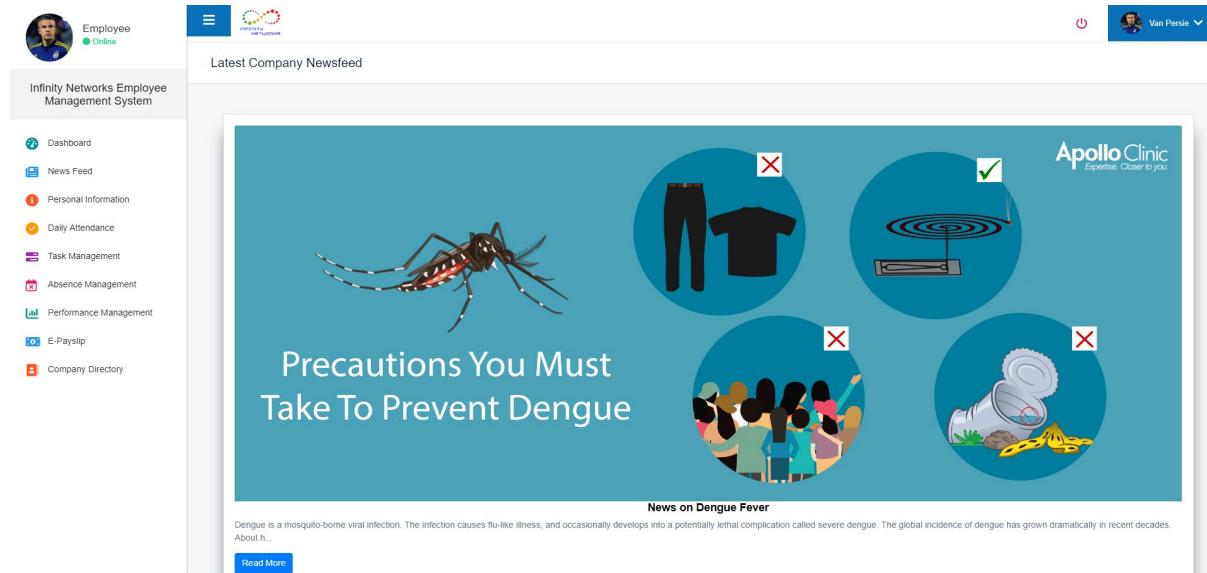


Figure 67: View Newsfeed

## 6.3 EMPLOYEE PROFILE INFORMATION

The OEMS's employee profile information contains all of the personal and professional information about each employee in one convenient location. This contains extra information like department, supervisor, and employment status in addition to basic information like name, contact information, and position within the company.

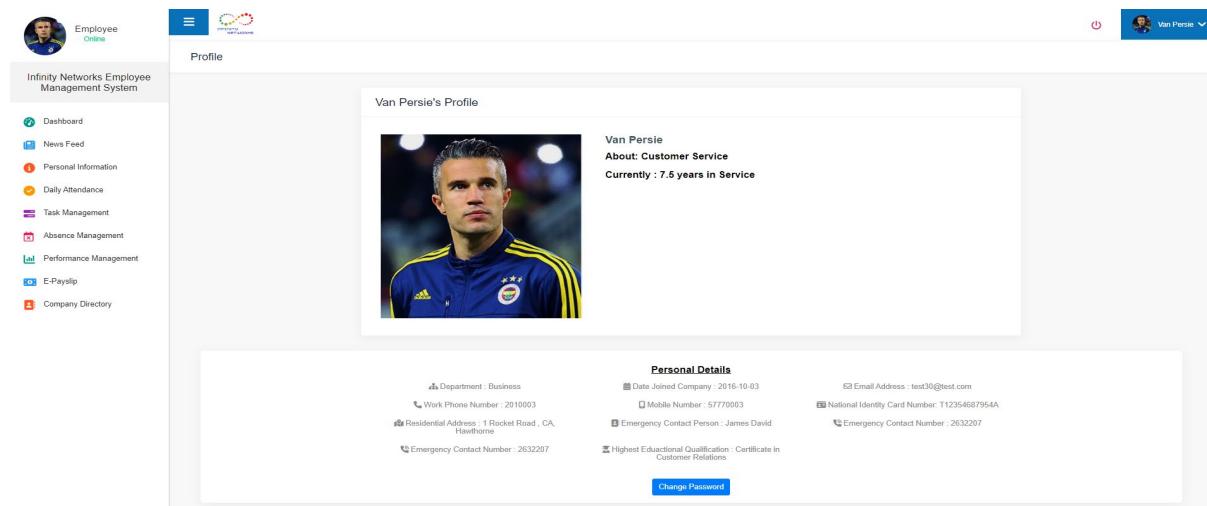


Figure 68: Employee Profile Information

### 6.3.1 Change Password

To change Password, supervisor has to click on [Change Password] on profile information, it will trigger a modal to change password.

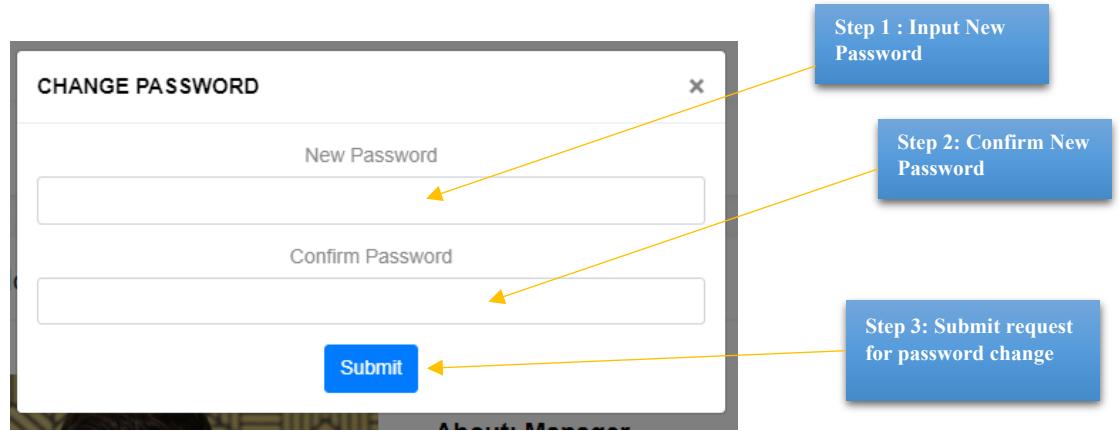


Figure 69: Change Password

### 6.4 DAILY ATTENDANCE DASHBOARD

This daily attendance dashboard provides the time in and time out of supervisor with only 2 clicks, enabling time saving and user friendly. It also provides employee attendance records.

#	Att No	Day	Month	Year	Time In	Time Out	Hours Covered	Status	Action
ATT0001		17	January	2024	07:00	18:35	10.0 Hours	Hours of Work Met	
ATT0002		18	January	2024	19:07	19:07	13 Hours	Hours of Work Met	
ATT0003		25	January	2024	13:13	13:33	12 Hours	Hours of Work Met	
ATT0009		29	January	2024	18:44	18:45	Less than 1 Hour	Hours of Work Not Met	
ATT0014		11	February	2024	11:56		Hours	Hours of Work Met	Time Out

Figure 70: Attendance Dashboard

#### 6.4.1 Time in and Time Out Attendance

To time in attendance, supervisor has to click on [Check In Attendance], this will trigger a modal to time in his attendance, for time out, once supervisor has time in, a button is generated for time out, supervisor has to click on [Time Out], which at this turn create a modal to time out.

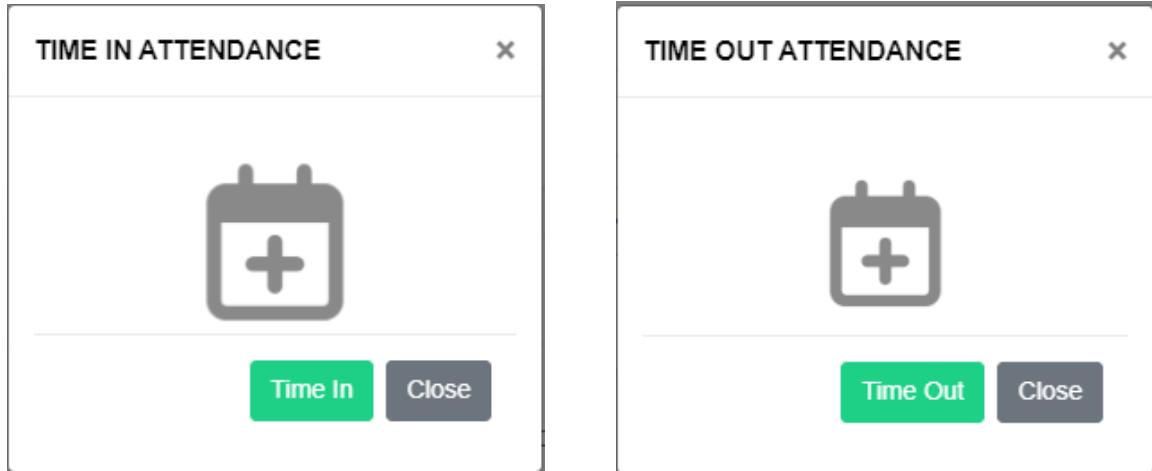


Figure 71: Time In and Time Out Modals

The system automatically calculates the number of hours covered by employee once he times out attendance.

A screenshot of a web-based application showing a list of employee attendance records. At the top left is a blue button labeled 'Check In Attendance'. Below it, the text 'History of Attendance of : Van Persie' is displayed. A search bar with a magnifying glass icon and the placeholder 'Search...' is present. The main area contains a table with the following data:

# Att No	Day	Month	Year	Time In	Time Out	Hours Covered	Status	Action
ATT0001	17	January	2024	07:00	18:35	10.0 Hours	Hours of Work Met	
ATT0002	18	January	2024	19:07	19:07	0 Hours	Hours of Work Met	
ATT0003	25	January	2024	13:13	13:33	0.2 Hours	Hours of Work Met	
ATT0009	29	January	2024	18:44	18:45	Less than 1 Hour	Hours of Work Not Met	
ATT0014	11	February	2024	11:56		Hours	Hours of Work Met	

A blue callout box labeled 'Button to Time Out' points to the red 'Time Out' button for the last row. A yellow arrow points from the number '1' in a blue box above the callout to the 'Time Out' button.

Figure 72: List of employee attendance record

## 6.5 TASK MANAGEMENT

Within task management employee will find all task assigned to them, where they can start the task, close the task with just few clicks.

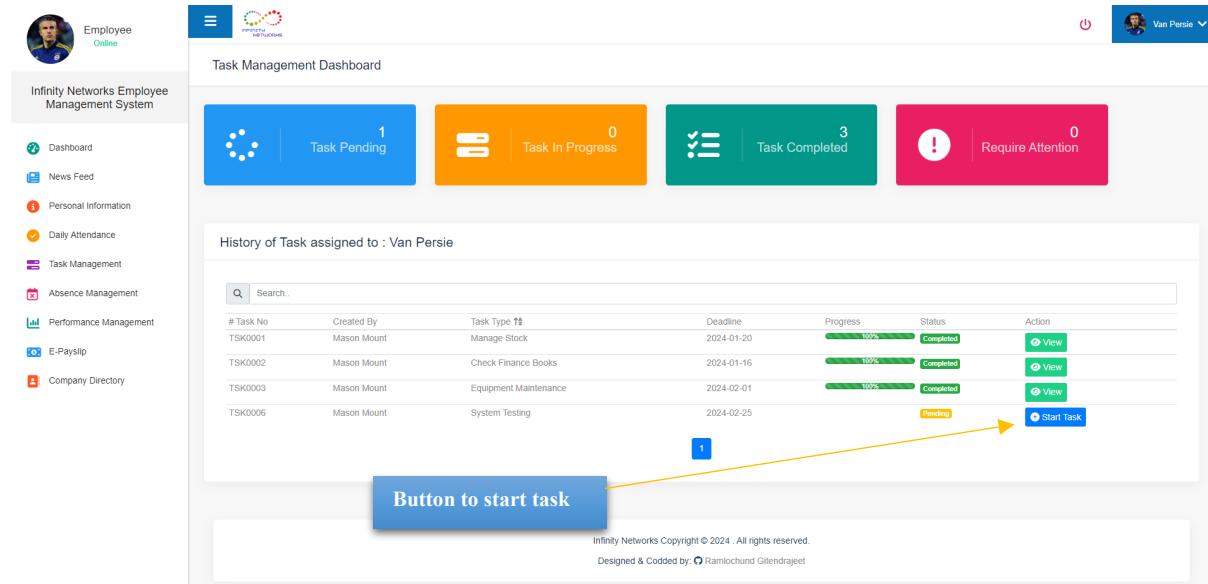


Figure 73: Employee Task Management

### 6.5.1 Start a task

To start a task, click on [Start Task] button found on task management dashboard. It will trigger a modal which will provide details of task and deadline.

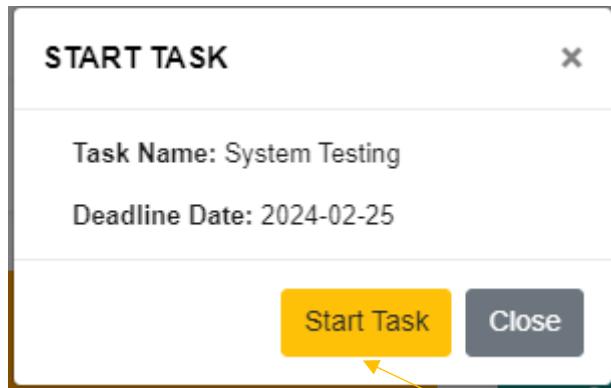
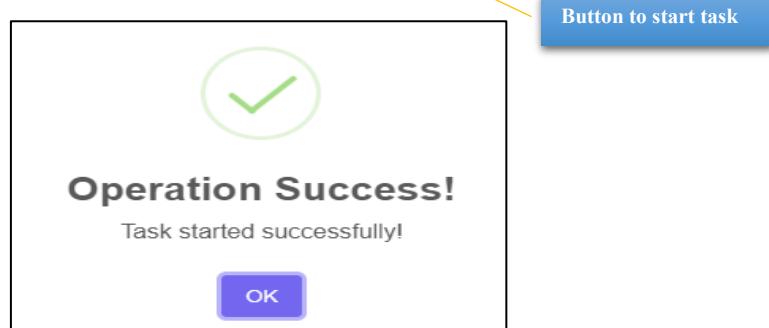


Figure 74: Start Task



### 6.5.2 Close Task

To close a task, click on [Close Task], it will trigger a modal where it will provide input fields to provide feedback for task assigned.

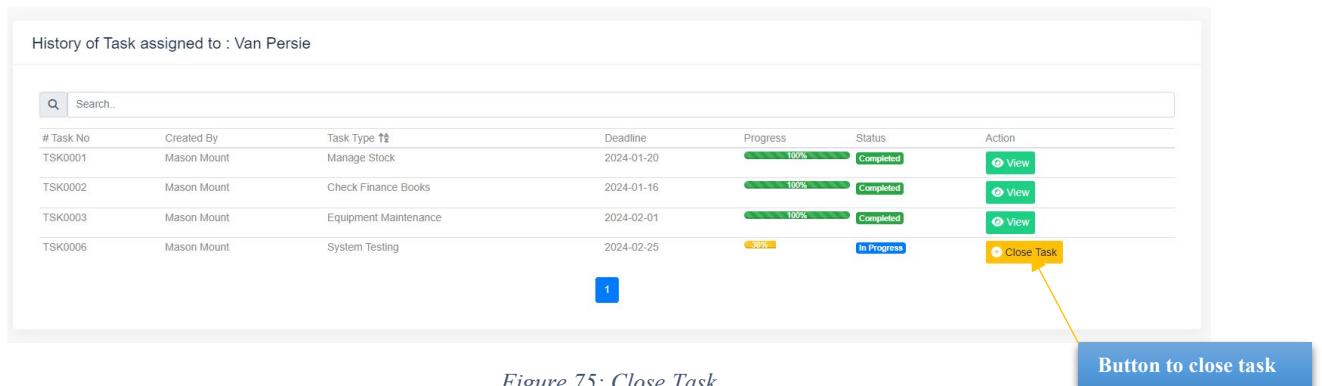


Figure 75: Close Task

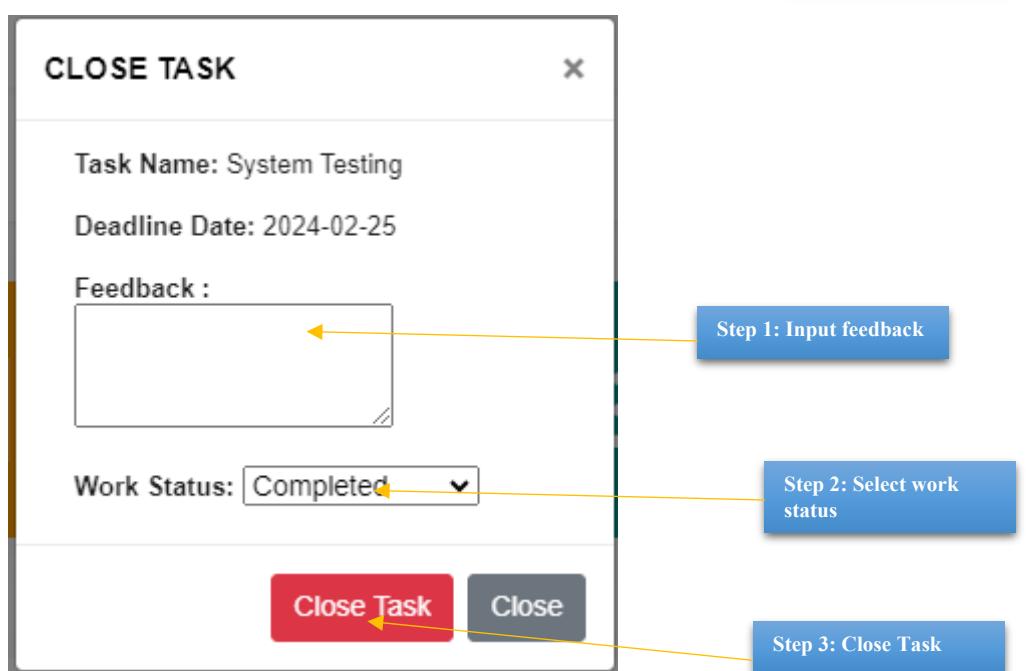
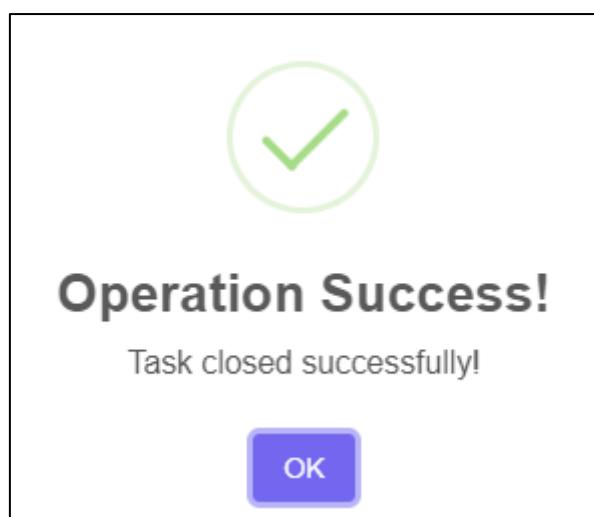


Figure 76: Provide Feedback



## 6.6 EMPLOYEE LEAVES MANAGEMENT

In employee leaves management, the employee can apply for leaves in just a few click and the system has been designed such that it will automatically deduct employee leave when approval has been done by supervisor or HR Administrator.

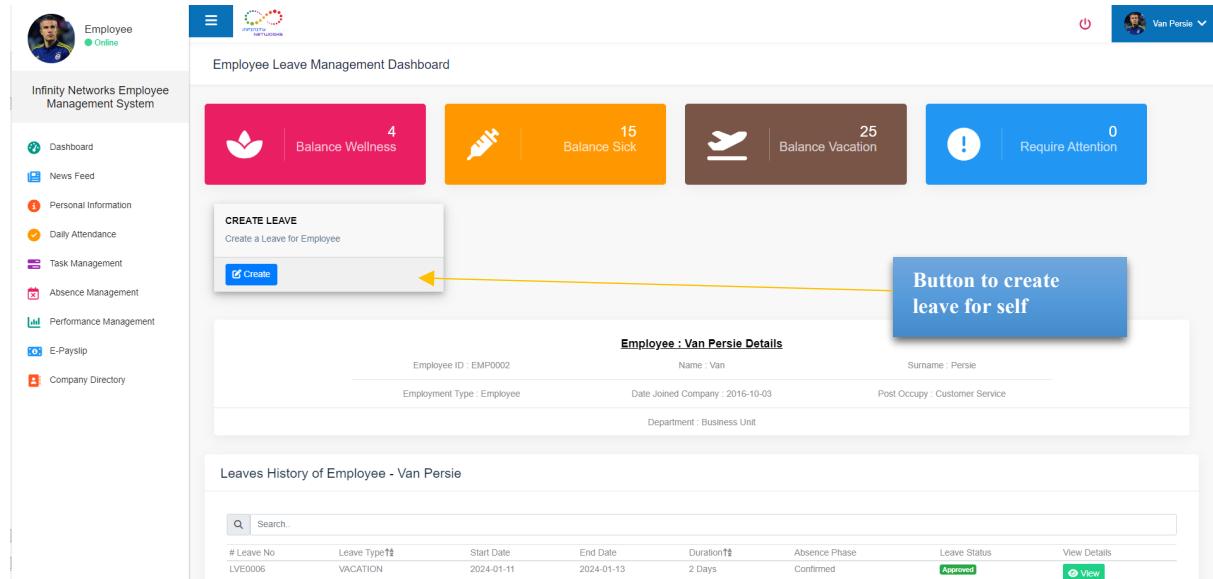


Figure 77: Employee Leave Management

### 6.6.1 Create Leave for Self

To create leave, click on [Create] button found on leaves management, it will trigger a modal and fill in details.

The screenshot shows the 'CREATE LEAVE FOR EMPLOYEE' modal. It consists of several input fields and buttons. Step 1: Select Leave Type is indicated by a blue box around the 'Leave Type' field, which contains 'Sick Leave'. Step 2: Select Start and End Date is indicated by a blue box around the 'Start Date' and 'End Date' fields, both of which have placeholder text 'dd/mm/yyyy'. Step 3: Input Leave reason is indicated by a blue box around the 'Leave Reason' text area. Step 4: Save Changes is indicated by a blue box around the 'Save Changes' button at the bottom right. The modal also features a 'Close' button.

Figure 78: Creating Employee Leave

## 6.7 PERFORMANCE MANAGEMENT SYSTEM DASHBOARD

Employee can fill their metrics for objectives set by the human resources department, in the list of PMS, an entry will be displayed where the employee can add is metrics, click on [Add], it will trigger a navigation to fill in details.

The screenshot shows the OEMS Employee Performance Management System dashboard. On the left, there's a sidebar with various employee management links. The main area has two main sections: 'Performance Management Metrics' and 'History of Employee PMS'. The 'Performance Management Metrics' section contains a table with achievement ranges and scores. The 'History of Employee PMS' section shows a list of entries for 'Van Persie'. One entry for 'PMS0008' is highlighted, showing 'Objectives Created' and 'Pending of Employee' status. A blue callout box labeled 'Button to add metrics' points to the 'Add Metrics' button in this section.

Figure 79: PMS Dashboard

### 6.7.1 Adding Metrics to PMS Entry

To add metrics, click on [Add] on the pms management page, it will trigger a navigation to fill in details.

The screenshot shows the 'Performance Management System -Van Persie Metrics' page. It includes fields for Employee ID, Name, Surname, Employment Type, Date Joined Company, Post Occupy, Department, PMS Quarter, and PMS Year. Below this is a table for 'Objectives Details' with columns for Key Performance Areas, Objectives, and Key Performance Indicators. A blue callout box labeled 'Step 1: Add Metrics' covers the top part of the page. At the bottom right, there's a 'Save Changes' button, which is highlighted by a blue callout box labeled 'Step 2: Save Changes'.

Figure 80: Adding Metrics

### 6.7.2 View Employee PMS Result

To View employee pms, click on [View] in the manage employee pms page. It will navigate to employee pms result page and will display its contents.

The screenshot shows the 'Performance Management System - Van Persie Metrics' page. At the top, it displays basic employee information: Employee ID : EMP0002, Name : Van, Surname : Persie, Employment Type : Employee, Date Joined Company : 2016-10-03, Post Occupy : Customer Service, Department : Business, PMS Quater : Quarter 1, and PMS Year : 2023. Below this, it shows the 'EMPLOYEE PMS SCORE : 26.25' and 'EMPLOYEE PMS RESULT : Exceeded'. A table titled 'Objectives Details' lists key performance areas, objectives, key performance indicators, metrics, and scores. The table includes rows for Financial, Process improvement, Service Delivery, and Quality Assurance. A 'Print' button is located at the bottom right of the page.

Figure 81: View employee pms result

## 6.8 PAYSLIP DASHBOARD

Employee's payslips are easily accessed on the payslip dashboard with just two clicks, allowing for a smooth switch from paper-based to electronic payslips. The procedure is streamlined by this update, which increases accessibility and efficiency.

Payslip printing options are also included on the dashboard, giving employee flexibility in case they need paper copies for record-keeping or other reasons. All things considered, OEMS's payslip dashboard provides a practical and effective way to organize and retrieve payslip data.

The screenshot shows the 'PaySlip Dashboard' section of the OEMS system. On the left, there is a sidebar with a user profile picture, the text 'Employee Online', and a navigation menu with links to Dashboard, News Feed, Personal Information, Daily Attendance, Task Management, Absence Management, Performance Management, E-Payslip, and Company Directory. The main dashboard area features four large cards with summary data: 'Rs 23460.00 Total Earnings' (blue), 'Rs 672.86 Total Deductions' (orange), 'Rs 22787 Total Net Pay' (green), and 'Rs 293.40 Total CSG Contribution' (pink). Below these cards, there is a section titled 'Employee PaySlip - Van Persie' containing a table with one row of data: # Pay No PAY0011, Name Van Persie, Month February, Year 2024, Status Completed, and a 'View' button. At the bottom of the dashboard, there is a footer with copyright and design information: 'Infinity Networks Copyright © 2024 . All rights reserved.' and 'Designed & Codded by: Ramlochund Gitendrajeet'.

Figure 82: Payslip Dashboard

### 6.8.1 View Payslip

To view payslip, click on selected payslip [View] options and it will navigate to a new page where it will dynamically display all information about the request pay period.

The screenshot shows the 'Infinity Networks Pay Slip' page. At the top, there's a header with the company logo and navigation links. Below the header, the page title 'Infinity Networks Pay Slip' is displayed. The main content area contains employee details: Employee ID: EMP0002, Name: Van Persie, Surname: Persie, Employment Type: Employee, Department: Business Unit, Post Occupy: Customer Service, Month: February, Year: 2024. Below this, a table lists earnings and deductions:

Earnings	Amount(Rs)	Deductions	Amount(Rs)
Basic Salary	19560.00	Medical Contribution	195.60
Overtime	1500.00	CSG Contribution	293.40
Bus Fare	2400	NSF Contribution	183.86
<b>Gross Pay(Rs)</b>	<b>23460</b>	<b>Deductions(Rs)</b>	<b>672.86</b>
			<b>Net Pay(Rs)</b>
			<b>22787</b>

A blue button labeled 'Print Payslip' is located at the bottom left of the main content area. A callout box with a yellow arrow points to this button, containing the text 'Printing options if hard copy is required'.

Figure 83: View Supervisor Payslip

### 6.9 COMPANY DIRECTORY

Easy access to crucial information within the firm is made possible by OEMS's company directory functionality, which functions as a consolidated database of staff details. Users can easily look for and obtain co-worker contact information, department affiliations, and other relevant details.

The screenshot shows the 'Company Directory' page. At the top, there's a header with the company logo and navigation links. Below the header, the page title 'Company Directory' is displayed. A search bar labeled 'Search Box' is positioned above a grid of employee profiles. Each profile card includes a small photo, the employee's name, email, phone number, department, and job title. A callout box with a yellow arrow points to the search bar, containing the text 'Search Box'. Another callout box with a yellow arrow points to one of the employee cards, containing the text 'Dynamic cards are added upon registration of employees'.

Employee	test1@test.com	2010003	Business	Manager
Mason Mount	test2@test.com	2010003	Business	Customer Service
Van Persie	test3@test.com	2010003	Business	Manager
Elon Musk	test32@test.com	2035689	Networks	Manager
David Gueta	test10@test.com	2031001	Engineering	Software Engineer
Tony Stark	stark@test.com	2031002	Engineering	Mechanical Engineer
Alejandro Garnacho	garnacho@test.com	2010006	Engineering	Customer Service Agent
Sunjeet Ramlochund	test7@test.com	2010000	Business	Software Engineer
Paul Smith	test17@test.com	2021234	Business	Marketing Assistant

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Designed & Codded by: O Ramlochund Gitendrajeet

Figure 84: Company Directory

