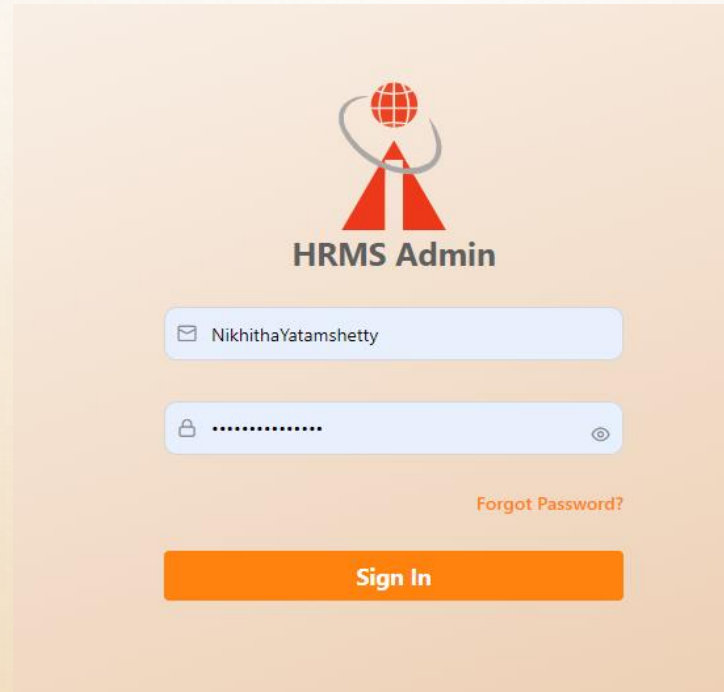# HUMAN RESOURCE MANAGEMENT SERVICES

❖ LOGIN SCREEN
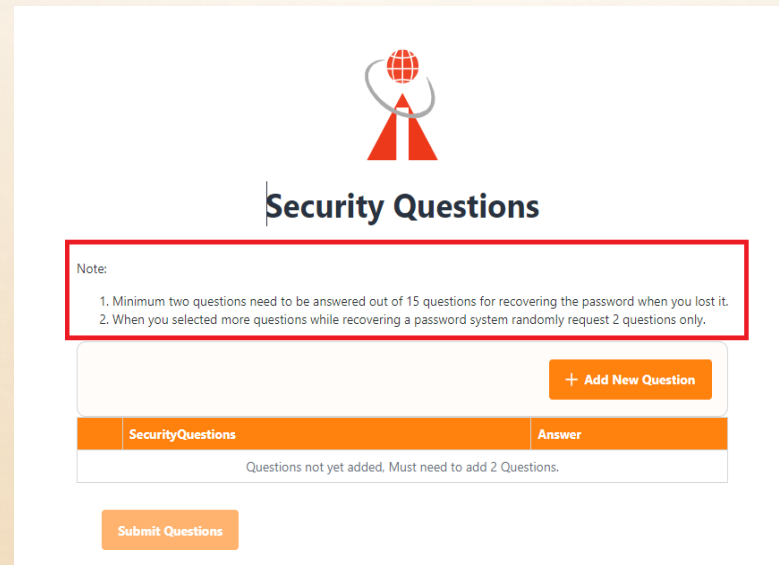
- Collect credentials from the HR administrator.

- To log in, use the provided credentials, which are your username and password.

❖ FIRST TIME LOGIN

- The application requires employees to set up security questions when logging in for the first time.

- A minimum of two questions must be answered, but employees have the option to provide up to fifteen questions.

- Initially, the submit button will be disabled until the minimum requirement is met.

- Employees also have the ability to edit and delete their security questions as needed.

❖ FORGOT PASSWORD

- If an employee forgot their password, they can utilize the "Forgot password" button located on the login page.

- This feature enables them to initiate the password recovery process.

➢ **User Name :**

• After clicking the "Forgot Password" button, users are redirected to the password recovery page where they can enter their authorized username.

• Once the username is entered, the "Next" button will be enabled, allowing the user to proceed with the password recovery process.
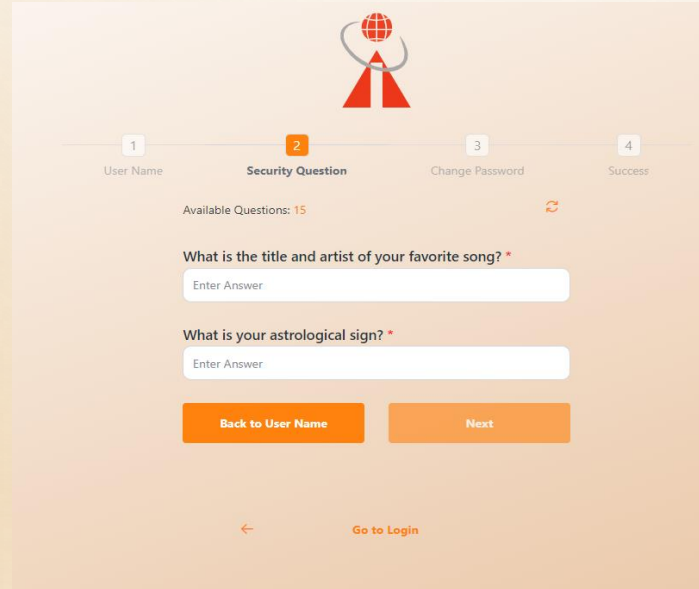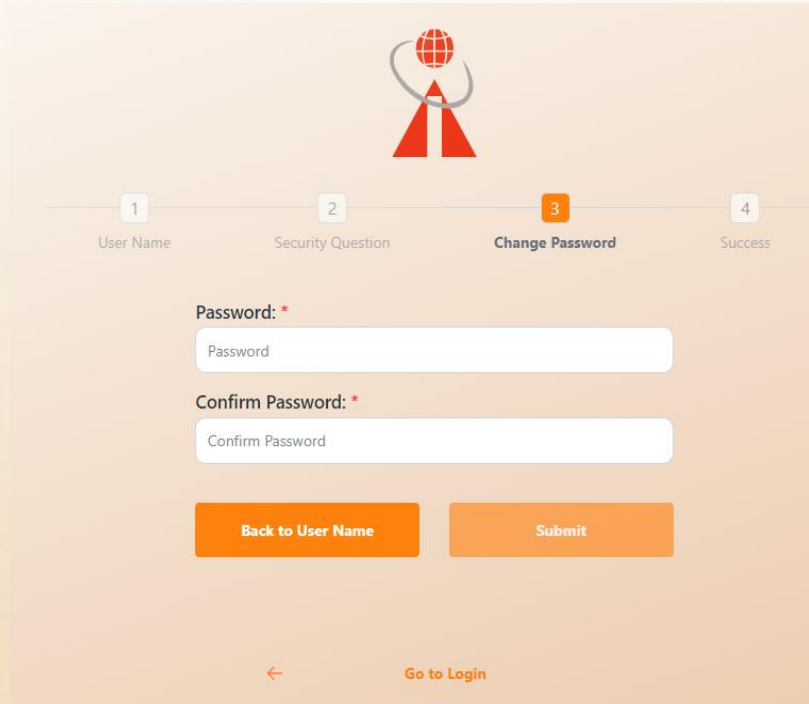
➤ Security Questions :

- Once the employee enters the authorized username, they will be prompted with security questions.
- After providing valid answers to the displayed questions, the "Next" button will become enabled.
- If the employee chooses to save more than two questions, the system will display the count of available questions.
- To change the viewable questions, the employee can click on the refresh icon.
- If the employee wants to navigate back to the username entry, they can click on the "Back to Username" button.

Change Password :

- If the employee has provided valid answers, changing the password becomes feasible.
- Once the employee enters and confirms a valid password, the submit button will be enabled.
- If the employee wishes to navigate to the username, they can click on the "Back to Username" button.

➢ **Success Message :**
- After submitting the form, the employee successfully updated the password.
- To proceed to the login page, click on "Go to Login" when the employee wishes to navigate to the login section.
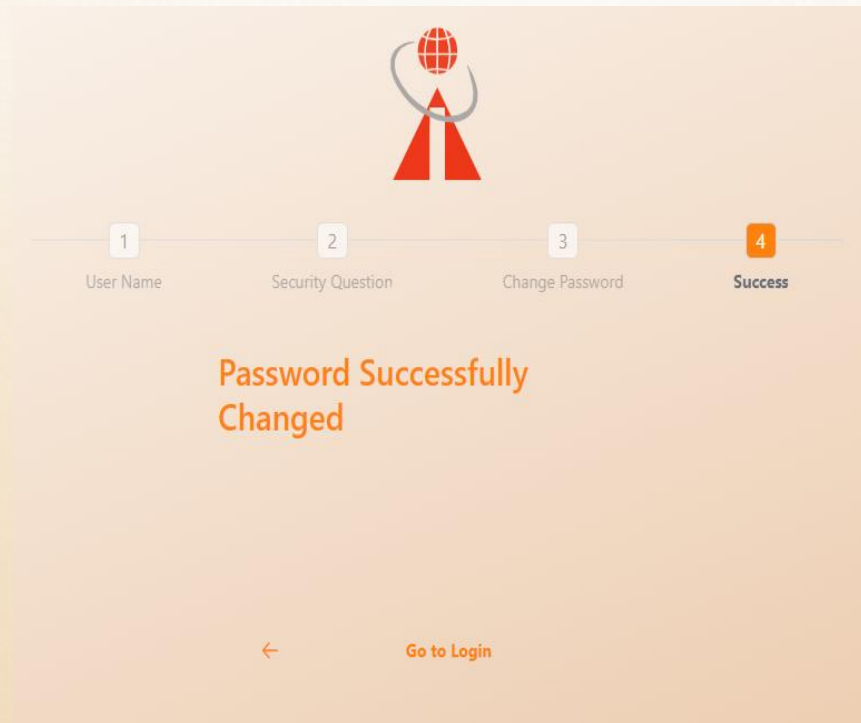
❖ EMPLOYEE LOGIN

❖Employee Dashboard:

- After logging in with their employee credentials, the employee can access the employee dashboard.

- Within the dashboard, employees have the capability to view various sections including basic information, notifications, assigned assets, holidays list, and assigned projects.

- Employee can apply for Casual Leave (CL) and Privilege Leave (PL) through their employee dashboard.
- The availability of the "add" icon is contingent upon the employee having a current leaves balance for the year. If an employee's current leaves balance is zero, the "add" icon will be disabled.
- Employee can also check their available leave count for the current year.
- Additionally, they have the capability to view the monthly consumed leaves, based on the selected month.

- Based Upon on clicking the Casual Leave (CL) and Privilege Leave (PL) add icons, the leave form becomes visible.
- The leave type is automatically set based on the icon selected.
- Only when all the required information is provided will the "Apply Leave" button be enabled, allowing the employee to submit the leave application successfully.

➢ **My Leaves :**

- On this screen, employees can view their applied leaves, filtered based on the selected leave status.

- If a leave has not been utilized, employees have the option to reschedule it. However, it's important to note that once a leave has been utilized, rescheduling is not permitted.

- To apply for a new leave, employees can click the "Apply Leave" button, which will make the leave application form visible.

➢ Apply Leave Form :

- The employee's name is automatically bind in the leave form based on the logged-in employee.
- Within the leave form, employees can view the number of Casual Leave (CL) and Privilege Leave (PL) counts based on the selected employee name.
- The available leave counts determine which leave types are visible in the leave type menu.
- If an employee's CL and PL leave counts are zero, only Work From Home (WFH) and Leave Without Pay (LWP) options are shown in the leave type menu.
- Depending on the selected leave type, employees can apply for the specific leave they are eligible
- To proceed with the leave application, the employee needs to enter all the valid details, and only when this information is complete will the "Apply Leave" button be enabled.
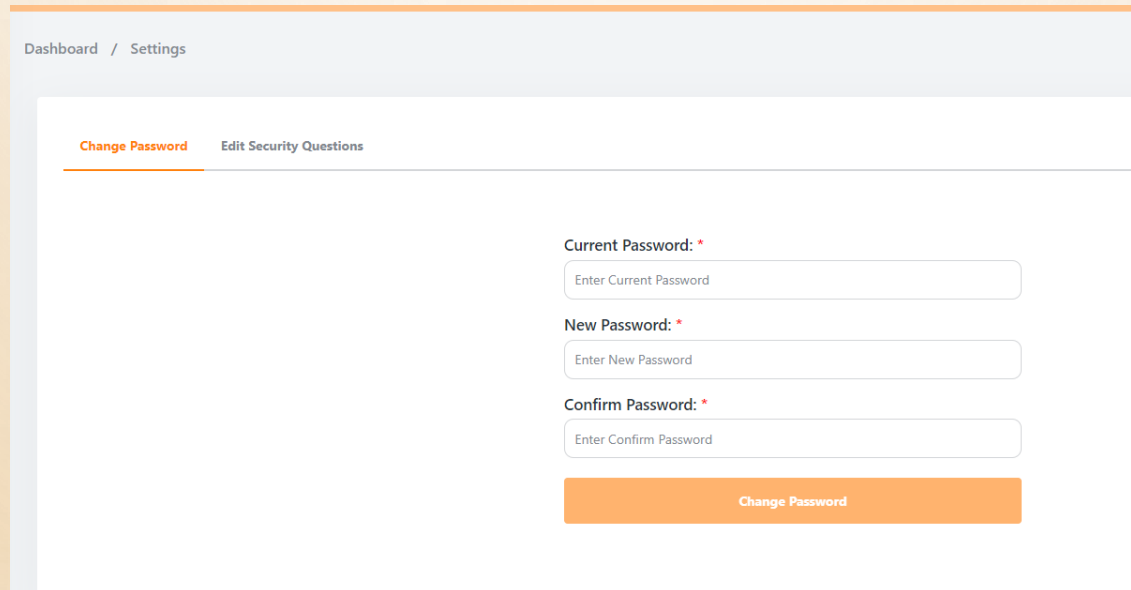
➤ My Profile(My Account) :

- By clicking on "My Profile," the interface displays menus such as "Privacy," "Settings," and "Logout."
- If an employee chooses the "Settings" menu, it navigates them to the password change and security question page, allowing them to manage their account security.
- Alternatively, if an employee clicks the "Logout" button, the system directs them to the login page, ensuring a secure logout process.

Settings :

- Selecting "Settings," the system navigates the user to the "Change Password" and "Edit Security Questions" page.
- Change Password:
- If an employee decides to change the password and enters a valid password, then only the "Change Password" button enabled
- If the employee clicks the enabled "Change Password" button, the system processes the request, and the password is successfully changed.

- **Edit Security Questions :**
- To modify an employee's visible security questions, click the edit icon.
- Employees who have saved more than two questions will have the delete icon enabled, allowing them to remove unnecessary security questions.
- Clicking the delete icon removes the selected security question.
- If an employee wishes to add new security questions, they can click on the "Add New Questions" option.

➢ **Add New Security Questions :**
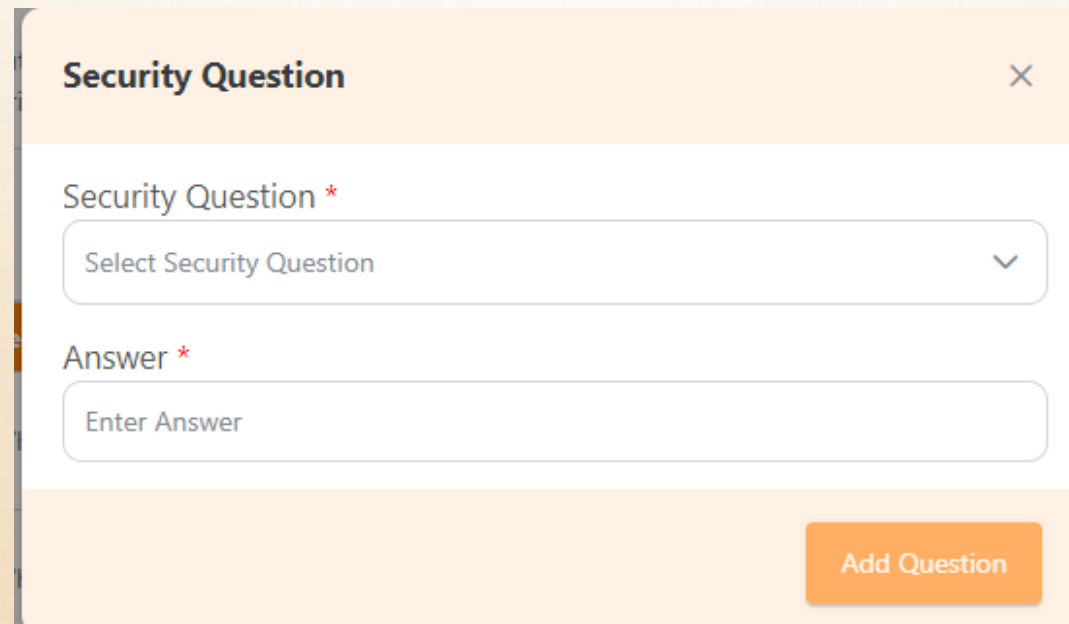- If an employee wishes to add security questions, they can do up to a maximum of 15 questions.
- After providing valid data for each question, the "Add" button becomes enabled. Clicking the "Add" button is required to save the newly added security questions.