

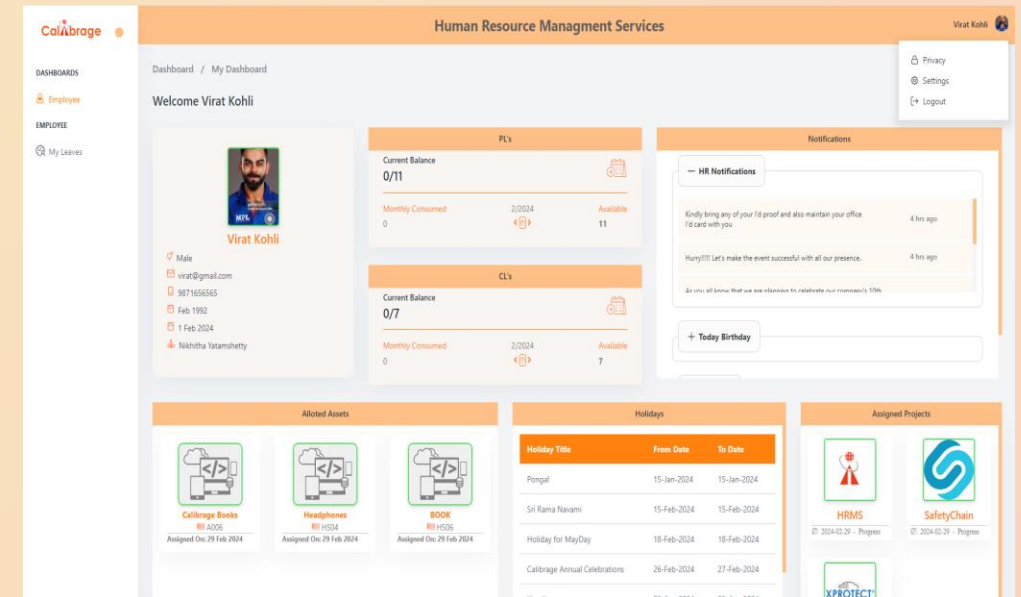


Human Resource Management Services

Employee Login

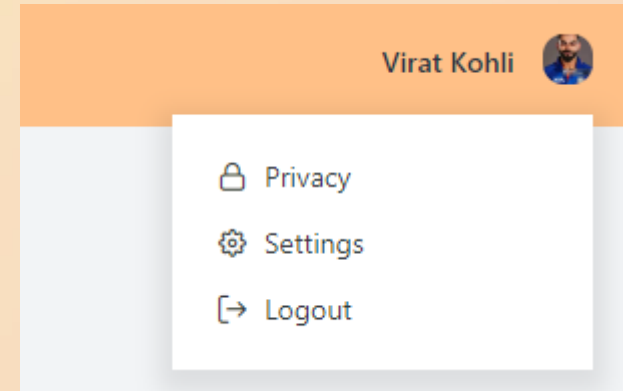
❖ Employee Dashboard :

- After logging with their employee credentials, the employee can access the employee dashboard.
- Within the employee dashboard “*top bar(right corner)*”,in employee “*profile picture*” we have sub menus.
- Within the employee dashboard offering various sections for easy navigation and access to view various sections like “*basic information*”, “*applying CL and PL from dashboard*”, “*notifications*”, “*allotted assets*”.



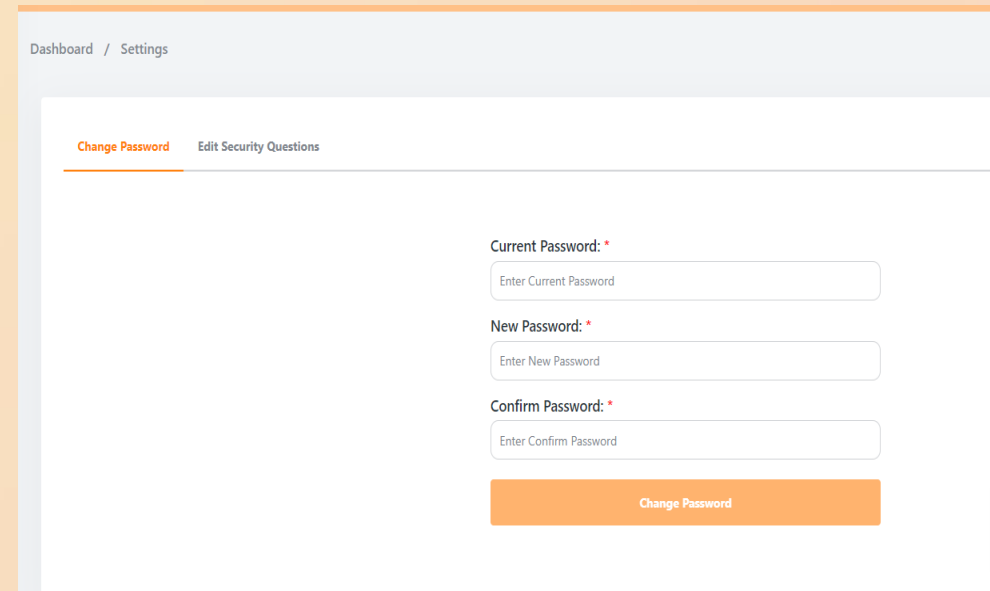
❖ Profile Picture :

- By clicking on “*Profile Picture*”, it 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 “*Change Password*” button, the system processes the request, and the password is successfully changed.



The screenshot shows a web application interface for changing a password. At the top, there is a breadcrumb trail: "Dashboard / Settings". Below this, there are two tabs: "Change Password" (which is active and underlined) and "Edit Security Questions". The main content area contains three input fields, each with a label and a red asterisk indicating a required field:

- Current Password: *** with a placeholder text "Enter Current Password".
- New Password: *** with a placeholder text "Enter New Password".
- Confirm Password: *** with a placeholder text "Enter Confirm Password".

Below the input fields is an orange button labeled "Change Password".

■ Edit Security Questions :

- To modify an employees security questions, click the “*Edit Icon*”.
- Employees who have answered more than two questions, they will have the option of deleting the questions.
- Clicking the “*Delete Icon*” removes the selected security question.
- If an employee wants to add new security questions, they can click on the “*Add New Questions*” option.

[Change Password](#) [Edit Security Questions](#)

Note:

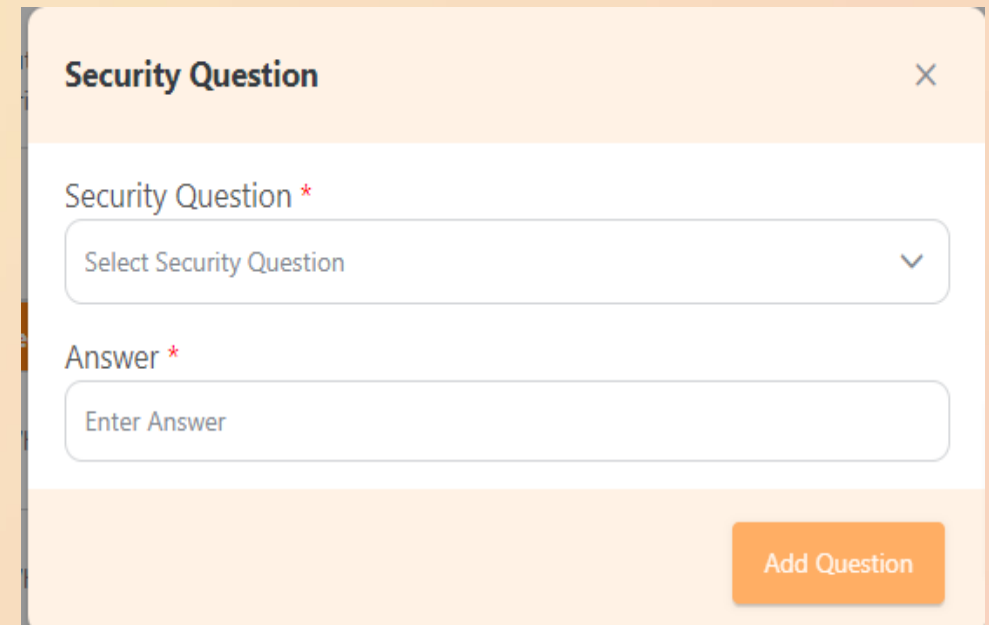
1. Minimum two questions need to be answered out of 15 questions for recovering the password when you lost it.
2. When you selected more questions while recovering a password system randomly request 2 questions only.

[+ Add New Question](#)

	Security Questions	Answer
✎ 🗑	What city were you born in?	Hyderabad
✎ 🗑	What is your date of birth?	07061991
✎ 🗑	What is the name of your first pet?	Puppy

■ Add New Security Questions :

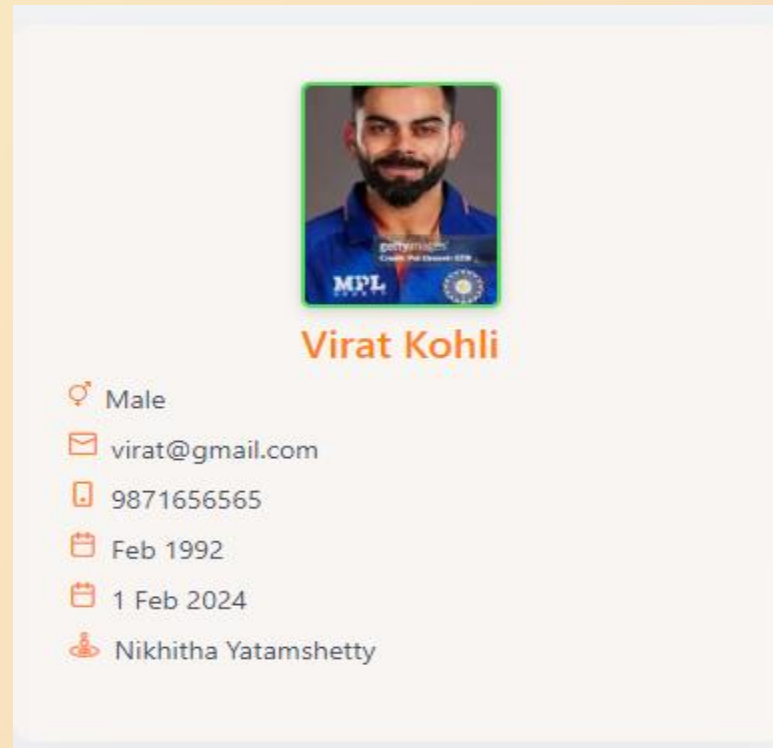
- After clicking on the Add New Question button it allows the employee to add new security question by displaying a popup.
- They can add up to a maximum of 15 questions in the same way.
- After providing the answer for the selected question, the “*Add Question*” button becomes enabled.
- Clicking the “*Add Question*” button is required to save the newly added security questions.



The screenshot shows a 'Security Question' popup window. It has a title bar with a close button (X). The form contains two main sections: 'Security Question *' with a dropdown menu labeled 'Select Security Question', and 'Answer *' with a text input field labeled 'Enter Answer'. An orange 'Add Question' button is located at the bottom right of the form.


➤ **Basic information :**


- Employee personal information is visible in this card.



➤ Applying CL and PL from Dashboard :

- Employee can apply for “*Casual Leave (CL)*” and “*Privilege Leave (PL)*” through their employee dashboard.
- The availability of the “*Add*” icon is dependent 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 check the current balance which is used leaves out of the allotted leaves.
- 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.
- Employee need more than one day leave, then employee need to select “*Privilege Leave (PL)*”.

PL's		
Current Balance		
1/11		
Monthly Consumed	2/2024	Available
0	< 0 >	10

CL's		
Current Balance		
1/7		
Monthly Consumed	2/2024	Available
0	< 0 >	6

- Based Upon clicking the Casual Leave (CL) and Privilege Leave (PL) add icons, the leave form becomes visible.
- It will show the availability of PL's and CL's at the top.
- The leave type is automatically set based on the icon selected.
- Select the Leave Reason from the dropdown accordingly.
- Employee are allowed only one Casual Leave (CL) request per month.
- If an employee doesn't utilize the granted CL, they may be allowed to reschedule it for another time within the same month.
- Employee CL is used, rescheduling is not permitted within the same month.
- Employee needs half day leave they have the option to check the Is Half Day leave box.

Leave

6 Casual Leaves 10 Privilege Leaves

Employee Name: *
Gouri Shankar kataka

Leave Type: *
PL

Leave Reason: *
Select Leave Reason

Is HalfDay Leave:
☐

From Date: *
Select From Date

To Date:
Select To Date

Leave Narration: *
Enter Leave Narration

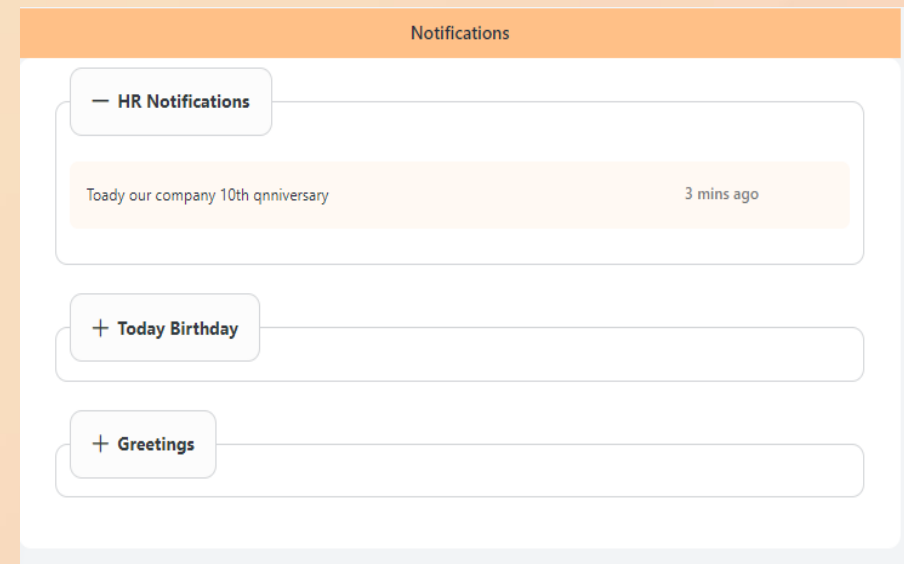
Apply Leave

- If an employee uses a half-day casual leave (CL), they are not allowed to use a full-day CL in the same month, only half-day CL is permitted within the same month.
- Select the from date mandatorily, and if you need more than one day you can also select the To Date field until you need the leave.
- Only when all the required information is provided will the “Apply Leave” button be enabled, allowing the employee to submit the leave application successfully.

➤ Notifications :

▪ HR Notification :

- Important announcements and HR-related communications which are posted by HR Team will be displayed here.
- Please note that messages in this tab have a limited display time for timely attention.



■ Today Birthday :

- If an employee's birthday is on current date then their details will be displayed in this section.
- If it's the logged-in employee's birthday, the option to send a greeting will not be displayed.



— Today Birthday

	CIS00067 Rinku Singh	 Send Greetings
	CIS00068 Thanniru Sai Chandra	

- If you want to send wishes, click the “*Send Greeting*” button.
- A popup will appear, allowing you to enter your wishes for the birthday employee.
- After entering your wishes, click the “*Send Wishes*” button to send your greeting.
- These details will be disappeared when the current day is passed.



Monthly Consumed 2/2024 Available

Send Wishes

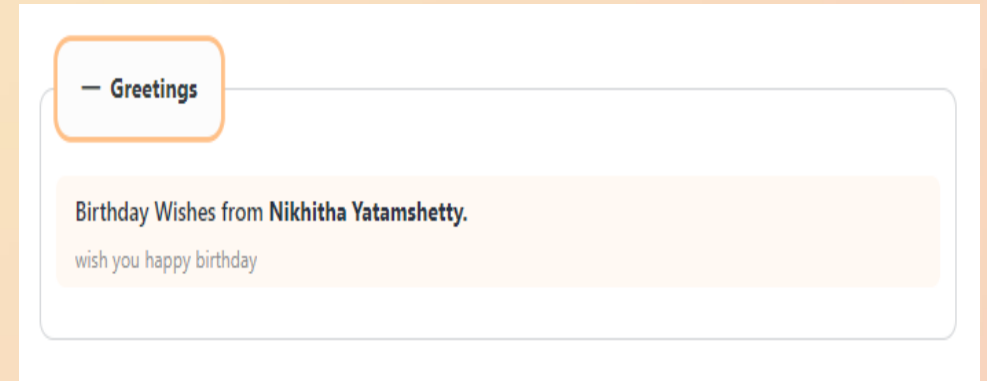
Enter Wishes

0/256

Send Wishes

■ Greetings :

- The tab displays information about the sender name and the wishes received.
- This tab will be displayed only for that employee whose birthday is on the current date and if any wishes received from the employees.
- The greetings will be disappeared once the birthday date is passed.



➤ Allotted Assets :

- View specific information about assets assigned to the employee.
- Access detailed information such as asset type, asset code, and assigned date.
- If there are no assets assigned, a message will indicate “*No assets assigned to you at the moment*”.



➤ Holidays List :

- This section provides the list of holidays for the current year.

Holidays		
Holiday Title	From Date	To Date
Pongal	15-Jan-2024	15-Jan-2024
Sri Rama Navami	15-Feb-2024	15-Feb-2024
Holiday for MayDay	18-Feb-2024	18-Feb-2024
Calibrage Annual Celebrations	26-Feb-2024	27-Feb-2024
Ugadi	09-Apr-2024	09-Apr-2024
Krishnashatmi	19-Apr-2024	20-Apr-2024

➤ Assigned Projects :

- View details of the projects assigned to employee.
- Check the project name, current status, starting date, and ending date.
- It will provides you the history of projects allotment.
- If no projects are assigned, a message will display, indicating that there are currently no projects assigned to employee.



❖ 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.

Dashboard / Employee / My Leaves

My Leaves

☒ Pending ☐ Accepted ☐ Approved ☐ Rejected

+ Apply Leave

Clear

Choose Columns

Search Keyword

Actions	Status	Leave Type	From Date	To Date	Half Day Leave	Declined	Accepted At	Approved At
<div><div></div></div>	<div></div>	CL	23-Feb-2024	23-Feb-2024	X	X		

➤ Apply Leave :

- 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.

The screenshot shows a web form titled "Leave" with a close button (X) in the top right corner. At the top, there are two tabs: "6 Casual Leaves" and "10 Privilege Leaves". The form contains the following fields:

- Employee Name:** A dropdown menu showing "Gouri Shankar kataka".
- Leave Type:** A dropdown menu with the text "Select Leave Type".
- Leave Reason:** A dropdown menu with the text "Select Leave Reason".
- Is HalfDay Leave:** A checkbox that is currently unchecked.
- From Date:** A date picker field with the text "Select From Date" and a calendar icon.
- To Date:** A date picker field with the text "Select To Date" and a calendar icon.
- Leave Narration:** A text area with the placeholder text "Enter Leave Narration".

An orange button labeled "Apply Leave" is located at the bottom right of the form.



Thank You