



Employee Management System

Project Documentation

Frontend Application Architecture & Feature Specification

Shekru Labs India PVT. LTD. EMPLOYEE MANAGEMENT SYSTEM

PROJECT DOCUMENTATION

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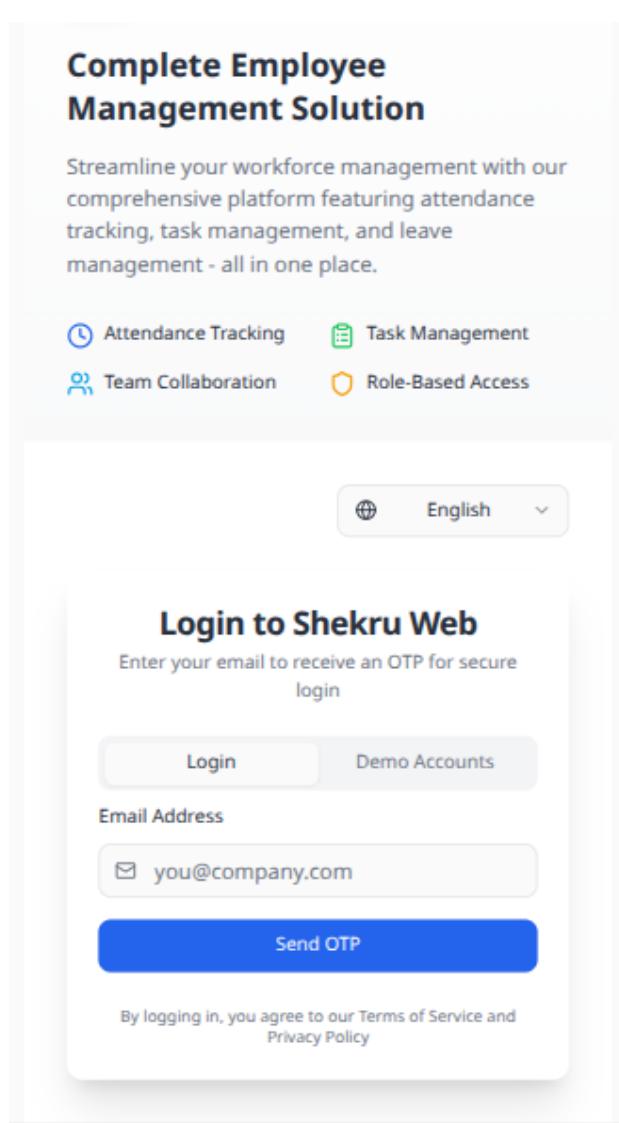
Submitted To: **[UrjaNXT]**



Role-Based Access

This section describes the roles in the Employee Management System and their access levels. Use a screenshot below to visually represent the access matrix.

Role	Description	Access Level
•  Admin -	• Full access to all features	• Manage everything
•  HR -	• Manage employees, leaves	• Limited admin rights
•  Manager -	• Manage team, approve requests	• View/edit team data
•  Team Lead -	• Track team attendance & tasks -	• Moderate access
•  Employee -	• View own profile -	• apply leave Restricted access

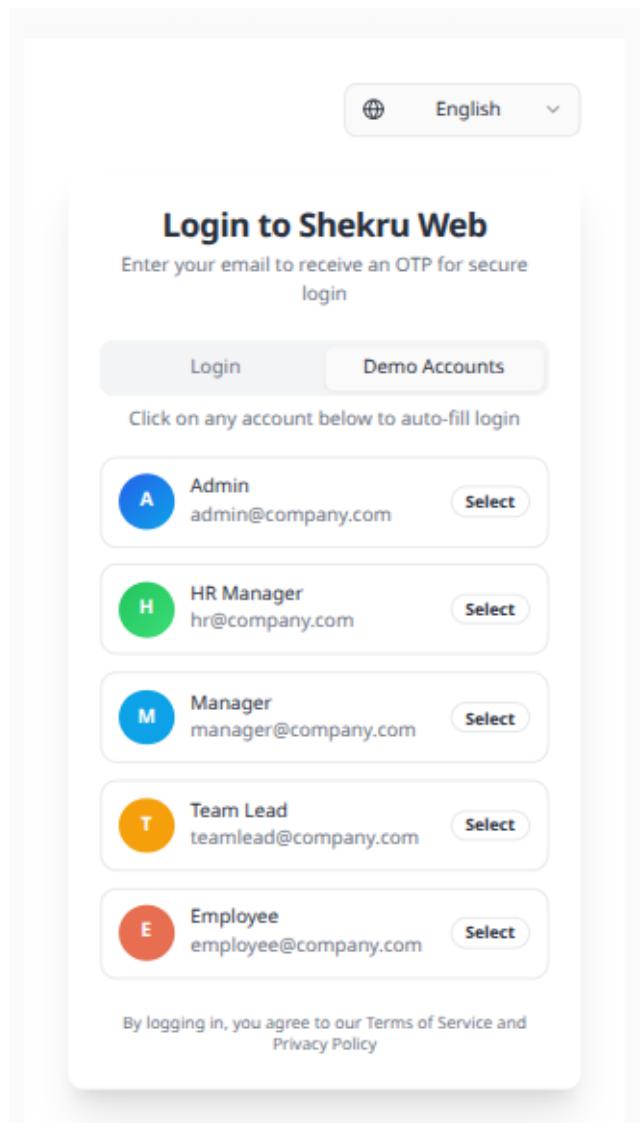


Complete Employee Management Solution

Streamline your workforce management with our comprehensive platform featuring attendance tracking, task management, and leave management - all in one place.

Attendance Tracking Task Management
Team Collaboration Role-Based Access

English



Login to Shekru Web

Enter your email to receive an OTP for secure login

Login Demo Accounts

Click on any account below to auto-fill login

 Admin admin@company.com	Select
 HR Manager hr@company.com	Select
 Manager manager@company.com	Select
 Team Lead teamlead@company.com	Select
 Employee employee@company.com	Select

By logging in, you agree to our Terms of Service and Privacy Policy

Role-Based Access Description

The Employee Management System implements a secure, hierarchical role-based access control to ensure that each user can only access features appropriate to their role. Access is granted through email authentication combined with OTP verification, providing an extra layer of security.

- **Admin:** Full system access, including configuration, user management, and all modules. Admins authenticate via email + OTP and can assign roles to other users.
- **HR:** Can manage employee records, leave requests. HR access is secured via email and OTP, ensuring sensitive HR data is protected.

- **Manager:** Can oversee teams, approve requests, and view reports. Managers authenticate via their corporate email and OTP before accessing team-level data.
- **Team Lead:** Can track team attendance, assign tasks, and monitor performance. Team Leads login via email + OTP, restricting them to their assigned teams.
- **Employee:** Can view personal profile, submit leave requests, and track tasks. Employees authenticate securely through email and OTP, limiting access to their own data.

Page Purpose

- Authenticate users securely
- Determine role-based access (Admin / HR / Manager / Team Lead / Employee)
- Redirect users to the correct dashboard based on role

1. email

2. OTP

Admin & HR Dashboard – Employee Management

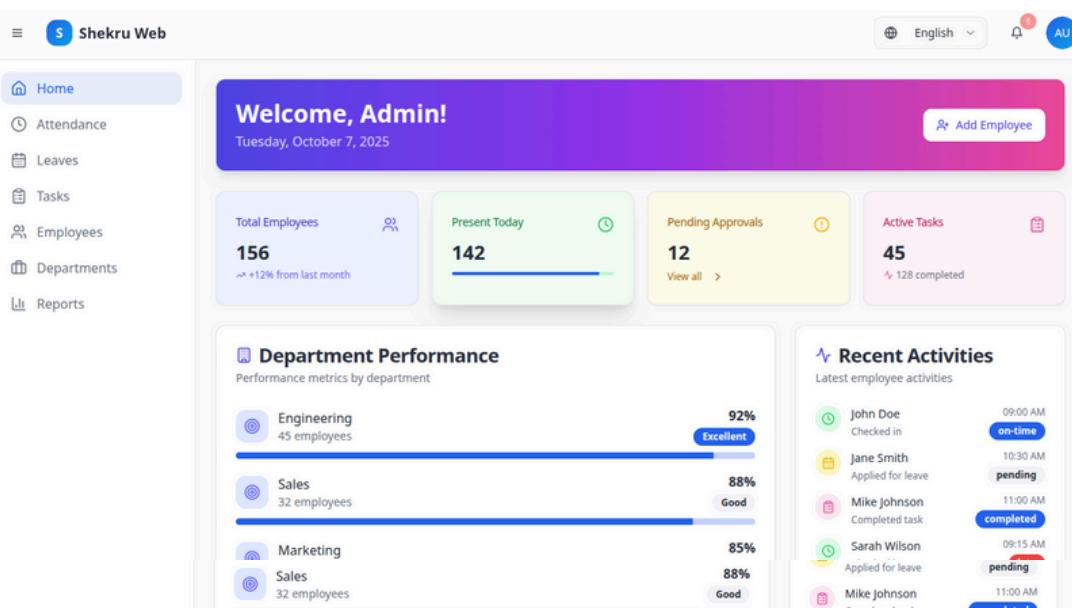
Page Purpose

- Allow Admin & HR to manage employee data.
- Enable CRUD operations (Create, Read, Update, Delete) on employees.
- Provide search, filter, and activation/deactivation functionalities.

Feature

Description

- **Add Employee -**
- **Employee List / Table -**
- **CRUD Operations-**
- **Search & Filters -**
- **Responsive UI --**
- Button to open a form for adding new employees. Only Admin & HR can access.
- Display all employees with pagination. Includes view/edit/delete actions.CRUD Operations-
- Edit, update, delete, activate/deactivate employees.
- Search by name/email, filter by department and role.
- Works on desktop, tablet, and mobile.



The screenshot displays the Admin & HR Dashboard interface. At the top, a purple header reads "Welcome, Admin!" with the date "Tuesday, October 7, 2025". On the left, a sidebar menu includes links for Home, Attendance, Leaves, Tasks, Employees, Departments, and Reports. The main dashboard features several cards: "Total Employees" (156, +12% from last month), "Present Today" (142), "Pending Approvals" (12), and "Active Tasks" (45, 128 completed). Below these are sections for "Department Performance" (Engineering: 45 employees, 92%, Excellent; Sales: 32 employees, 88%, Good; Marketing: 85%; Sales: 88%, Good) and "Recent Activities" (John Doe checked in on-time at 09:00 AM, Jane Smith applied for leave pending at 10:30 AM, Mike Johnson completed task at 11:00 AM, Sarah Wilson applied for leave pending at 09:15 AM, Mike Johnson completed task at 11:00 AM).

The screenshot shows the Shekru Web Employee Management dashboard. On the left sidebar, under the 'Employees' section, there is a list of items: Home, Attendance, Leaves, Tasks, Employees (which is selected and highlighted in blue), Departments, and Reports. The main content area is titled 'Employee Management' and contains a table with one row. The table columns are: Photo, Employee ID, Name, Email, Department, Role, Status, and Actions. The employee listed is RUSHIKESH ARUN JADHAV, with Employee ID SSIV441, Email j.rushikesh013@gmail.com, Department Engineering, Role TEAM LEAD, and Status active. Action buttons include an eye icon, a edit icon, a trash icon, and a deactivate button.

Add Employee Form Fields

The image displays two side-by-side screenshots of the 'Create New Employee' form. Both screenshots show the same fields but with different data entered.

Left Screenshot (Initial State):

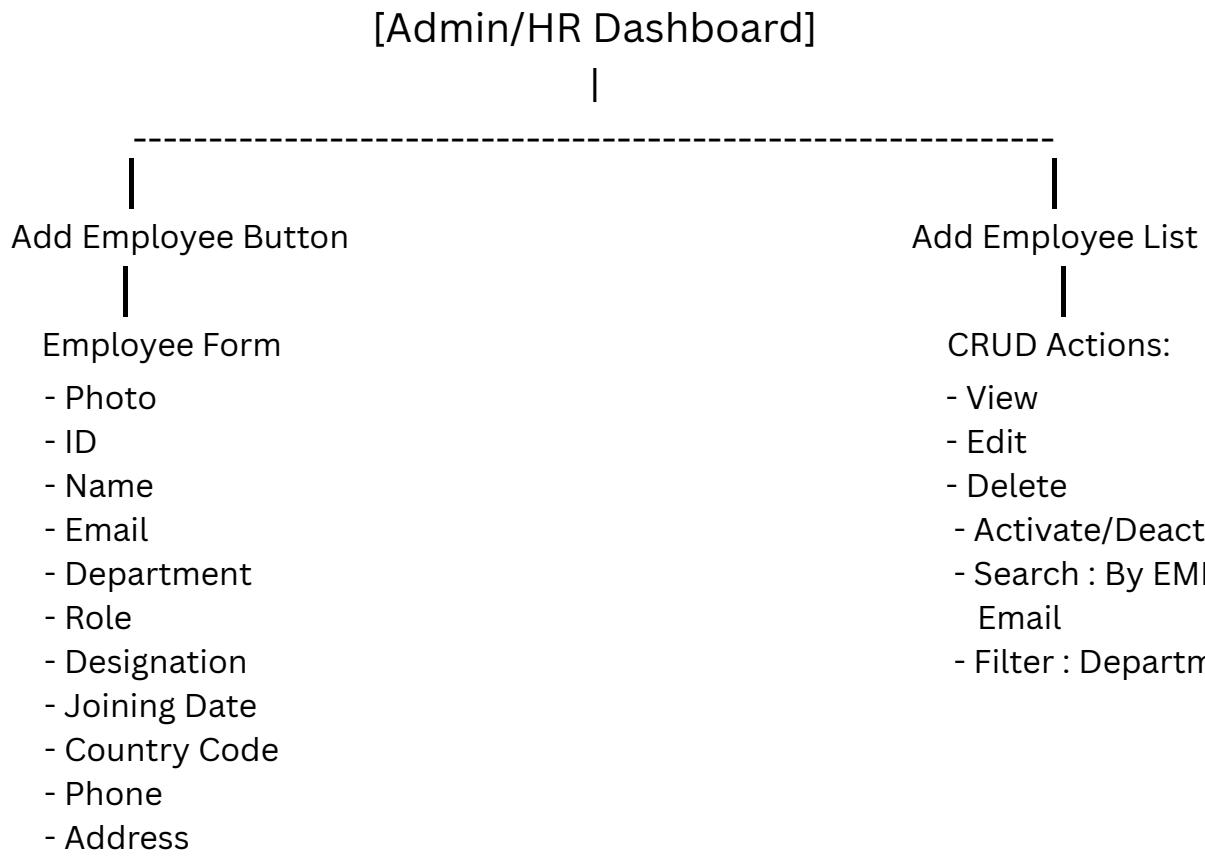
- Profile Photo: Choose File (No file chosen)
- Employee ID *: (empty)
- Name *: (empty)
- Email *: (empty)
- Department *: Select Department
- Role *: Employee
- Designation: (empty)
- Joining Date: (empty)

Right Screenshot (Filled Form):

- Department *: Select Department
- Role *: Employee
- Designation: (empty)
- Joining Date: 10/07/2025
- Country Code: +91 (India)
- Phone: 1234567890
- Address: (empty)
- Create Employee** button
- Cancel** button

Field	Type	Validation / Notes
Employee Photo	File Upload	Optional / required, image formats only
Employee ID	Text	Unique, required
Employee Name	Text	Required
Email	Text	Required, valid format, unique
Department	Dropdown	Required, from predefined list
Role	Dropdown	Admin, HR, Manager, Team Lead, Employee

Designation	Text	Optional
Joining Date	Date Picker	Required
Country Code	Dropdown/Text	Required
Phone	Number	Required, validate format
Address	Textarea	Optional



⌚ Attendance Management Module

Page Purpose

- Track daily attendance of all employees with role-based access.
- Record Check-In, Check-Out, Work Hours, and Location with photo verification.
- Allow Admin & HR to view full attendance data, while employees can manage their own attendance only.

Role-Based Access

Feature

- **Admin -**

Access Description

View and manage attendance of all employees. See analytics boxes: Total Employees & Present Today.

- **HR -**

Same access as Admin. Can view self attendance and switch to Employee Attendance view using toggle.

- **Manager / Team Lead -**

View team attendance data, apply filters, and track team performance.

- **Employee -**

Access only Self Attendance. Can Check-In, Check-Out, capture selfie, and view own logs.

The screenshot shows the Employee Attendance section of a web application. On the left sidebar, there are links for Home, Attendance, Leaves, Tasks, Employees, Departments, and Reports. The main content area has a title "Employee Attendance" and an "Export CSV" button. Below this are four summary boxes: "Total Employees" (3), "Present Today" (3), "Late Arrivals" (2), and "Early Departures" (1). A section titled "Attendance Records" allows viewing and managing employee attendance. It includes a search bar, a date range selector from "All Status" to "10/07/2025", and a table with columns: Employee, Department, Check In, Check Out, Hours, Location, and Status. The table data is as follows:

Employee	Department	Check In	Check Out	Hours	Location	Status
Jane Smith jane@company.com	Marketing	09:40 am	07:02 pm	10h	Mumbai Office	Late
Mike Johnson mike@company.com	Sales	08:23 am	07:04 pm	11h	Mumbai Office	On Time
Sarah Williams	HR	10:10 am	05:13 pm	7h	Mumbai Office	Late Early

A URL placeholder "localhost:8080/admin" is visible at the bottom left.

Frontend Features

Feature	Description
Summary Boxes	Two cards showing: Total Employees Today
Attendance Table	Columns: Employee (Name & Email), Department, Check-In, Check-Out, Total Hours, Location
Search Bar	Search employee by ID, name, or email
Calendar Filter	Filter and view records up to the last 6 months
Check-In / Check-Out	Record time, date, selfie photo, and live location (via GPS API)
Location Access	Prompt for location permission on check-in
Camera Access	Capture and upload selfie proof of attendance
Self Attendance Status	Show current day's check-in/out status with timestamp
Role-based Toggle (HR)	Toggle between Self Attendance and Employee Attendance
Role Filter Dropdown	Filter attendance list by employee role (Admin, HR, Manager, etc.)
Date Display	Shows current date near toggle/calander

Attendance Self Attendance

07 Oct 2025

Today's Status

Your attendance status for today

📍 Panchavati, सहकार नगर, Anandnagar, Pune, Pune District, Maharashtra, 411051, India

➡ Check-in Time Late

05:09 pm

➡ Check-out Time

-

➡ Check Out

Attendance History

Your recent attendance records

	01 Oct 2025	In: 01:56 pm	Out: 01:56 pm	0.01h	Late
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Attendance Employee Attendance

07 Oct 2025

Employee Attendance

View and manage team attendance records

Date	Role Filter			
10/07/2025	All Roles			
Employee ID Date Check-in Check-out Work Hours				
emp_001	07 Oct 2025	09:00 am	06:30 pm	9.5 h
emp_002	07 Oct 2025	09:45 am	06:00 pm	8.25 h
emp_003	07 Oct 2025	09:15 am	05:00 pm	7.75 h

[Admin / HR Dashboard]



SUMMARY BOXES

📊 Total Employees ✓ Present Today

ATTENDANCE TABLE

Employee 👤 | Department 🏢 | Check-In ⌚ | Check-Out ⌚

| Total Hours 🕒 | Location 📍

| 🔍 Search Bar | ✖️ Filter by Role | 📅 Calendar (6 Months) |

| 👤 HR TOGGLE BUTTON: [Self Attendance 🔄 Employee Attendance] |

| 📅 Current Date Display |

EMPLOYEE VIEW



● CHECK-IN: Capture Selfie 📸 + Location 🗺 + Time ⏳

● CHECK-OUT: Save Exit Time ⏳ + Location 🗺
→ Auto Calculate: Total Hours (⏳)

Show Summary: Check-In | Check-Out | Total
Hours Worked ⏳ |

Report Module (Admin / HR / Manager Dashboard)

🧠 Overview

The **Report Page** provides detailed insights into employee and departmental performance.

It includes three key sections:

Employee Performance (Individual metrics)

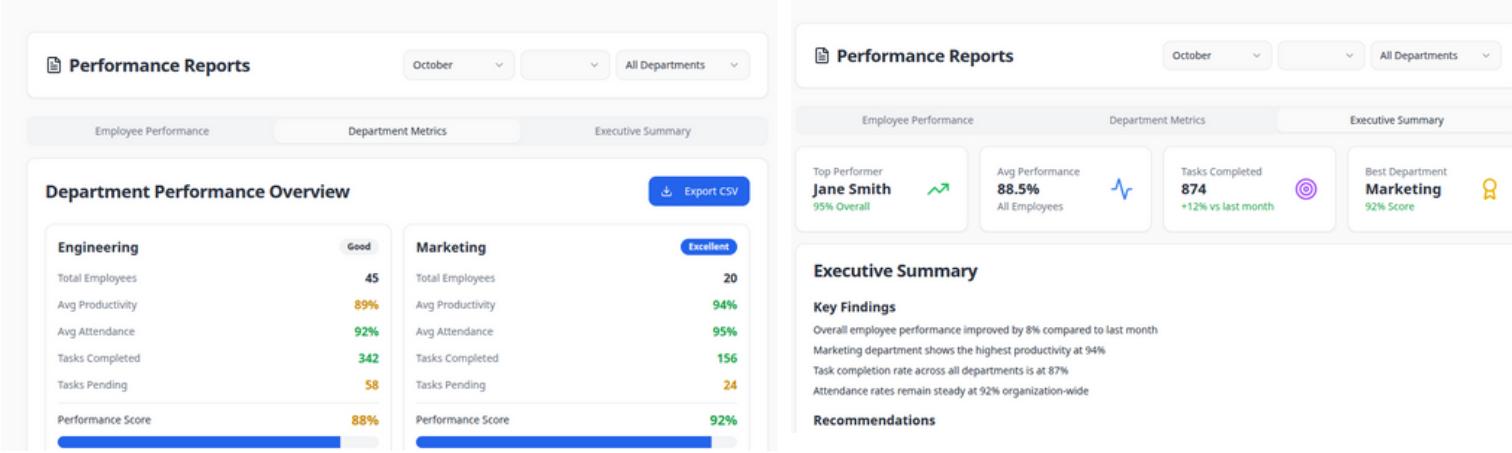
Department Matrix (Department-level performance overview)

Executive Summary (Top insights and KPIs for management)

Each page has **3 filters** at the top:

- **Month-wise filter** (select a specific month)
- **Last 6 months filter** (view historical data)
- **Department filter** (filter by department)

The screenshot shows the 'Performance Reports' section of the dashboard. At the top, there are three dropdown filters: 'October' (month), 'All Departments' (department), and another dropdown. Below the filters are three tabs: 'Employee Performance', 'Department Metrics', and 'Executive Summary'. The 'Employee Performance' tab is selected. Under this tab, there are two sections: 'Individual Performance Metrics' and 'Overall Departmental Summary'. In the 'Individual Performance Metrics' section, there are two rows for 'John Doe' and 'Jane Smith'. Each row contains the employee's name, ID, and department. It also includes four performance metrics with progress bars: 'Attendance' (95%, Auto-calculated), 'Task Completion' (88%, Auto-calculated), 'Productivity' (Not rated, Manual rating), 'Quality Score' (Not rated, Manual rating), and 'Overall Rating' (Pending, Average of all metrics). There are 'Add Rating' buttons for each metric. An 'Export CSV' button is located in the top right of this section. The 'Overall Departmental Summary' section is partially visible below it.



Employee Performance (Individual Metrics)

Description

This section provides a **detailed report of every employee's performance** based on attendance, task completion, productivity, and quality scores.

Admins can export, search, filter, and rate employees.

Frontend Features

Feature	Description
<ul style="list-style-type: none"> Filters - Search - Export Options - List View - Admin Rating - Auto Calculations - 	<ul style="list-style-type: none"> Month-wise, Last 6 Months, Department By name, Employee ID, or Department Export data as CSV or PDF Displays employees with performance metrics Admin gives rating (stars + remarks) for Productivity and Quality Score Attendance %, Task Completion %, and Overall Rating calculated automatically

Frontend Fields

Field	Description
<ul style="list-style-type: none"> Employee Name - Employee ID - Department - Designation - Attendance (%) - 	<ul style="list-style-type: none"> Display employee full name Unique identifier Employee's department Role title Auto-calculated based on total presence
Task Completion (%) -	<ul style="list-style-type: none"> Auto-calculated based on completed tasks within due date
<ul style="list-style-type: none"> Productivity - Quality Score - Overall Rating - 	<ul style="list-style-type: none"> Admin-entered rating (1–5 stars) Admin-entered rating (1–5 stars + description) Auto-generated (average of all metrics)

Performance Reports

October
All Departments

Employee Performance
Department Metrics
Executive Summary

Individual Performance Metrics

John Doe
EMP001 • Engineering • Software Engineer
Poor
 Add Rating

Attendance 95%	Task Completion 88%	Productivity Not rated	Quality Score Not rated	Overall Rating Pending
Auto-calculated	Auto-calculated	Manual rating	Manual rating	Average of all metrics

Jane Smith
EMP002 • Marketing • Marketing Lead
Poor
 Add Rating

Attendance	Task Completion	Productivity	Quality Score	Overall Rating
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Rate Employee Performance
Provide performance ratings for John Doe

Productivity
 Good (80%)

Quality Score
 Not rated (0%)

Cancel
 Save Ratings

Department Matrix (Department Performance Overview)

Description

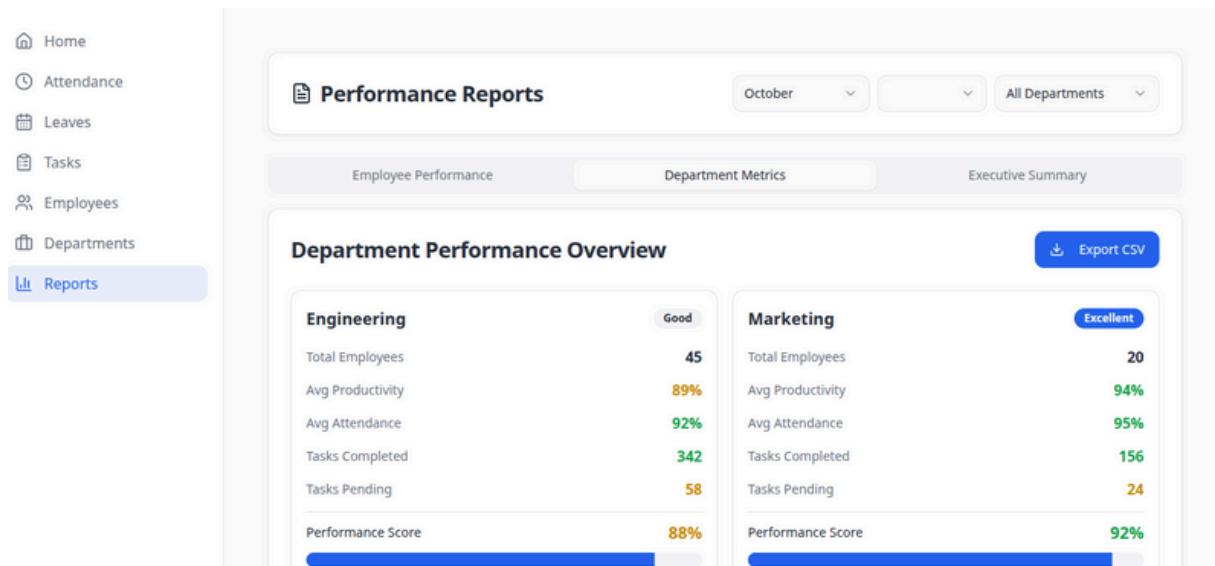
Displays aggregated performance metrics **by department** — helping management analyze departmental efficiency and output.

Frontend Features

Field	Description
Department Name -	• Example: Engineering, Marketing, Sales
Total Employees -	• Count of active employees in that department
Avg Productivity -	• Average of employee productivity scores
Avg Attendance -	• Average attendance rate
Tasks Completed -	• Number of completed tasks
Tasks Pending -	• Number of remaining tasks
Performance Score -	• Auto-generated average based on all factors

Backend Requirements

- API: /api/reports/department-matrix
- Aggregate data from attendance, task, and employee tables
- Auto-calculate averages and performance scores



Executive Summary (Management Overview)

Description

A top-level snapshot for leadership – showing key highlights, performance trends, and recommended actions.

Frontend Components

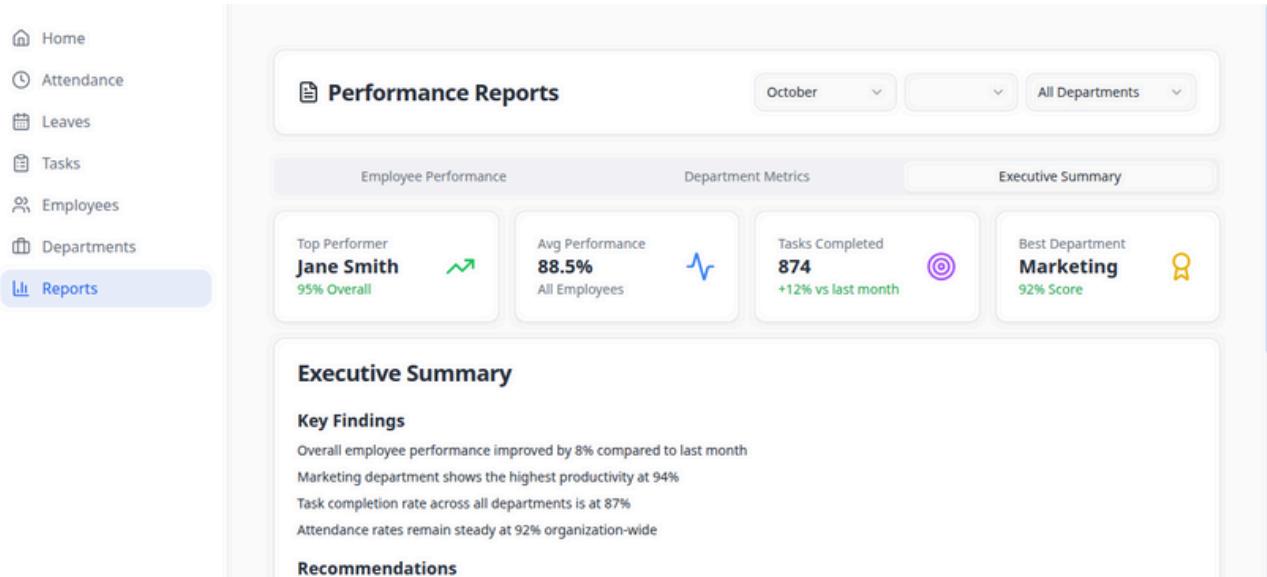
Section

Description

- **Box 1: Top Performer -**
- **Box2: Avg Performance -**
- **Box 3: Tasks Completed -**
- **Box 4: Best Department -**
- **Executive Summary Section -**
- **Buttons -**
- Employee name + % score
- Average rating of all employees
- Total completed tasks + % growth vs last month
- Department with highest overall score
- Contains: Key Findings, Recommendations, Action Items
- “Generate Full Report” and “Download Summary”

Backend Requirements

- API: /api/reports/executive-summary
- Compute KPIs dynamically from all performance data
- Provide downloadable report generation endpoints



[REPORT MODULE]

FILTERS: Month-wise | Last 6 Months | Department

EMPLOYEE PERFORMANCE PAGE

Search Bar	Export CSV	Export PDF		
Employee	Emp ID	Dept	Designation	Attendance%
Task Completion%	Productivity★	Quality★	Overall%	
Admin can rate Productivity & Quality (★ + Description)				
Auto-calculate: Attendance, Task Completion, Overall Rating				

DEPARTMENT MATRIX PAGE

| Department | Total Employees | Avg Productivity | Avg Attendance |
| Tasks Completed | Tasks Pending | Performance Score |
| Auto-generated summary of each department |

EXECUTIVE SUMMARY PAGE

|  **Top Performer** |  **Avg Performance**
|  **Tasks Completed** |  **Best Department**

|  **Executive Summary Section:**

- **Key Findings**
 - **Recommendations**
 - **Action Items**

[ **Generate Full Report**] [ **Download Summary**]