SPES HR MANAGEMENT SYSTEM GUIDELINES

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| --- | --- | --- | --- |
| Field name | Value | Compulsory | Edit |
| Employee ID: | Alphanumeric, Unique | YES | NO |
| First Name | Alpha Numeric | YES | YES |
| Middle name | Alpha Numeric | NO | YES |
| Last Name | Alphanumeric | NO | YES |
| Email ID | Alphanumeric | NO | YES |
| Phone No. | Numeric | NO | YES |
| Aadhar No. | Numeric | NO | YES |
| Date of Birth | Date | NO | YES |
| Address | Alphanumeric | NO | YES |
| Home Type | Optional | NO | YES |
| Gender | Optional | NO | YES |
| Marital Status | Optional | NO | Yes |
| Passport Number |  | No | Yes |
| Degree | Alphanumeric | No | Yes |
| Post | Alphanumeric | No | Yes |
| Department | Optional | No | Yes |
| Basic Salary | Numeric | No | Yes |
| Status | Optional | No | Yes |
| Date of Joining | Date | YES | YES |
| Probation Months | Numeric | No | Yes |
| Probation Date | Date | No | Yes |
| Leave Balance | Numeric | No | Yes |
| Password | Alphanumeric | Yes | Yes |
| Pancard No. | Alphanumeric, Unique | Yes | Yes |
| Account Number | Alphanumeric, Unique | Yes | Yes |
| Bank Name | Alphanumeric | Yes | Yes |
| Branch Name | Alphanumeric | Yes | Yes |
| IFSC Code | Alphanumeric | Yes | Yes |
| Holder Name | Alphanumeric | Yes | Yes |
| House & rental | Numeric | No | Yes |
| Travel Allowance | Numeric | No | Yes |
| Special Allowance | Numeric | No | Yes |
| Medical Allowance | Numeric | No | Yes |
| Mediclaim & PA | Numeric | No | Yes |
| Leave Travel | Numeric | No | Yes |
| PF Employee | Numeric | No | Yes |