

# Human Resource Management System

## HRMS User Guide - Complete Documentation

Lyfshilp Academy & Agility AI

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# 1. System Overview

What is HRMS ?

HRMS (Human Resource Management System) is a web-based application that helps employees and administrators:

- Track daily attendance
- Apply and approve leaves
- Claim expense reimbursements
- Download salary slips (Now on Hold)
- Manage teams

User Roles (Types of Users)

Role	What They Can Do
Employee	Attendance, Leave, Reimbursement, Salary Slip download
Manager	Employee features + Approve team leaves/reimbursements
Admin	Everything + Manage Employees, Departments, Holidays

System Requirements

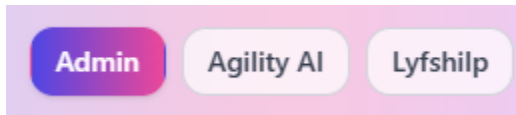
- Browser: Chrome, Firefox, Edge (Latest version)
  - Internet Connection: Required
  - Dark Mode: Available (toggle using sun/moon icon on right side)
-

## 2. How to Login

### Step-by-Step Login Process

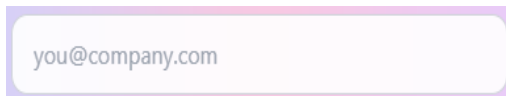
Step 1: Open HRMS URL(agilityai.in) in your Desktop browser

Step 2: Select Login Type



- Admin - For administrators
- Agility AI - For Agility AI company employees
- Lyfshilp - For Lyfshilp Academy employees

Step 3: Enter Your Email (received in your mail box)

A light purple rounded rectangular input field with a thin purple border. Inside, the placeholder text 'you@company.com' is displayed in a light gray font.

Step 4: Enter Password (received in your mail box)

A light purple rounded rectangular input field with a thin purple border. Inside, there are seven dots representing a password. To the right of the field is a small eye icon inside a square, used for toggling password visibility.

*Click eye icon (👁) to show/hide password*

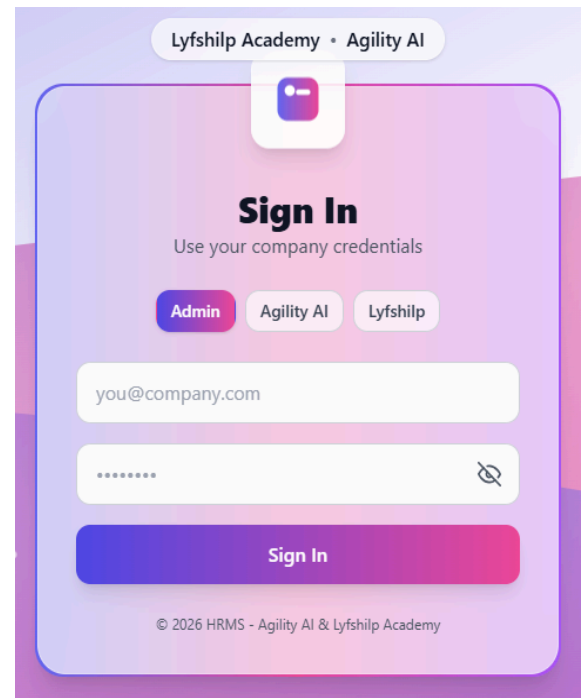
Step 5: Click "Sign In" button

After Login:

- Admin → Admin Dashboard opens
- Employee → Attendance page opens

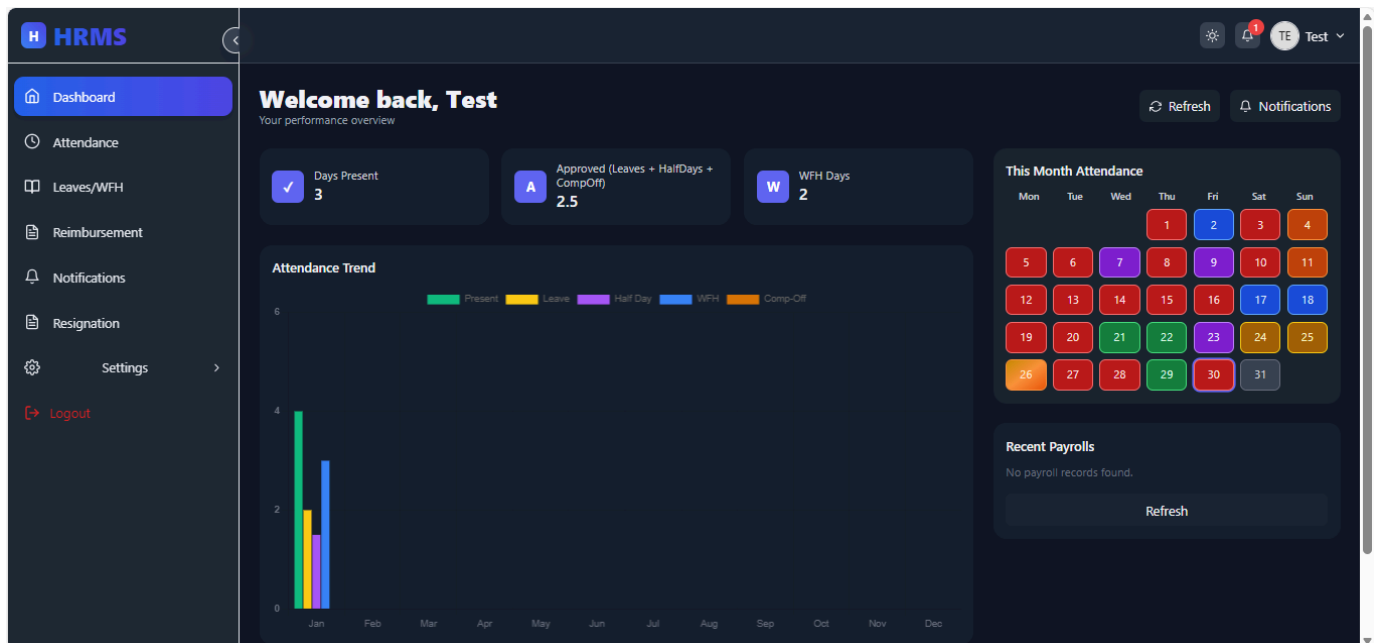
Dark/Light Mode

Top-right corner has 🌞/🌙 icon. Click to change the theme.



# 3. Dashboard

## 3.1 Employee Dashboard



### KPI Cards (Important Numbers)

- Days Present (Start Year to Present)
- Approved (Any type of Leave HalfDays and CompOff Leaves)
- WFH (Approved WFH)

### Monthly Calendar

Color-coded calendar shows:

- Green = Present (came to office)
- Blue = Work From Home
- Yellow = Leave
- Purple = Half Day
- Orange = Weekly Off
- Red = Absent
- Shine Yellow = Holidays

## Attendance Trend Chart

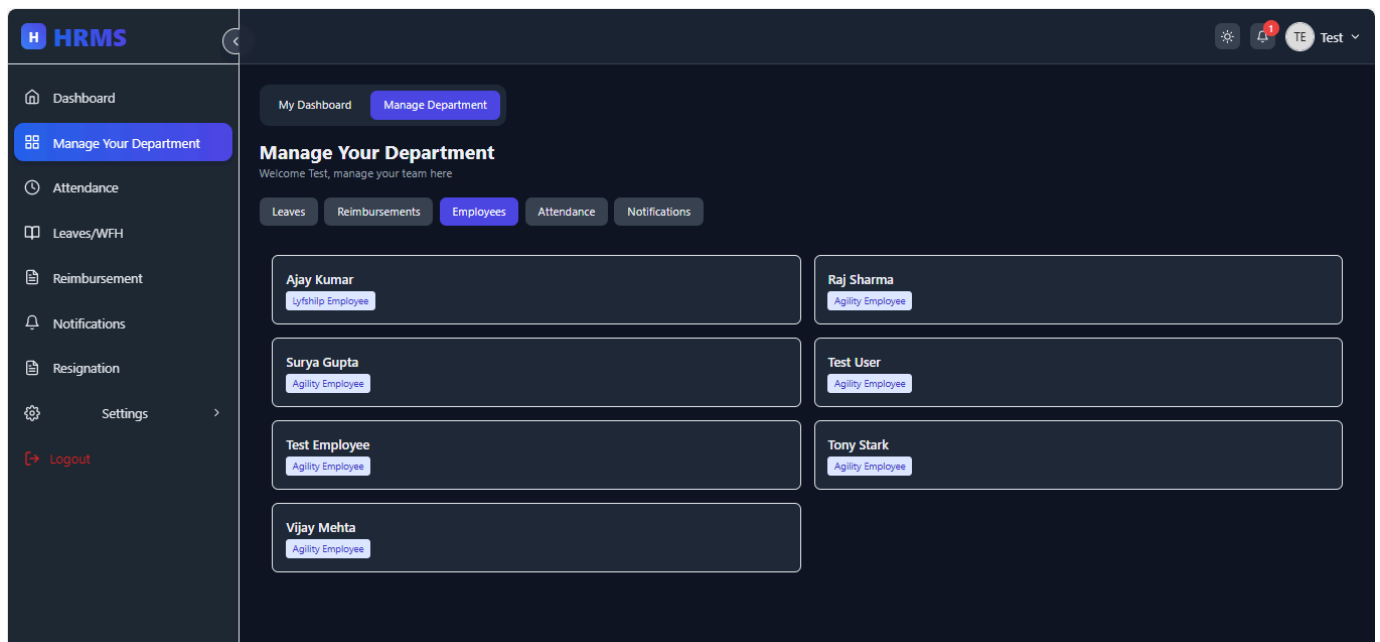
Bar chart shows month-wise attendance:

- Green bars = Present days
- Yellow bars = Leave days
- Blue bars = WFH days
- Purple = HalfDay

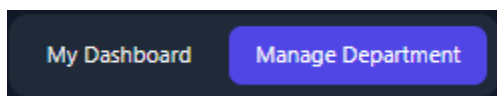
## Recent Payrolls

List of recent salary slips. Download PDF using the button.

## 3.2 Manager Dashboard



Managers get 2 views:



- My Dashboard - Personal dashboard
- Manage Department - Team management

***Manager Detailed Function Explained in Number 11 - Manager Functions***

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## 4. Attendance Management

**My Attendance**  
Track attendance, working hours & export records.

Export CSV Export Excel  
This Week This Month This Year

**1** Total Present  
**0** Total Leave  
**0** Total WFH

**Thursday**  
Assigned WeekOff  
**1** Total WeekOff Present

**Quick Actions**  
Check-in Check-out

**Attendance Calendar**  
2026-01-26 -- 2026-02-01

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>26</b> Republic Day	<b>27</b> HALF_DAY_PENDING	<b>28</b> ABSENT	<b>29</b> WeekOff Present	<b>30</b> PRESENT	<b>31</b> ABSENT	<b>1</b> ABSENT

**Daily Logs**  
dd-mm-yyyy → dd-mm-yyyy Page 1 / 1

**2026-01-30**  
PRESENT In: 11:26 am 0h Total Hours

**2026-01-29**  
WEEKOFF\_PRESENT In: 11:48 am 0h Total Hours

### 4.1 Daily Check-In / Check-Out

**Quick Actions**  
Check-in Check-out

How to Check-In (When Arriving at Office)

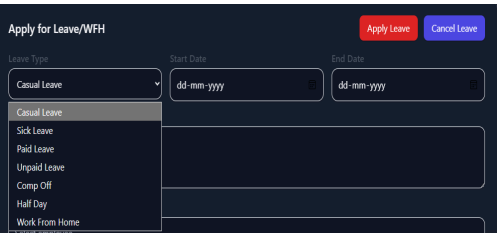
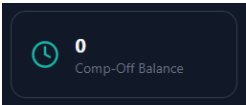
1. Go to Attendance page
2. Click "Check-in" green button
3. ✓ Success message appears and See your Daily Log
4. ⚠ Important: Check-in before 11:30 AM otherwise Half Day Leave Apply(Status = pending , Admin take Decision to Remain Present or Deduct HalfDay(0.5 Leave))

How to Check-Out (When Leaving Office)

- 1. Click "Check-out" red button
- 2. ✓ Success message appears

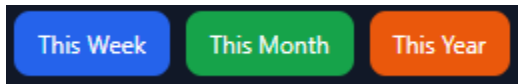
4.2 What If Check-in during your Assigned WeekOff ?

- 1. When you check-in on your assigned weekOff your attendance marked as **WeekOff Present** and your **CompOff Balance** increases by one which is shown in your Leave Section so you are eligible to take CompOff Leave.
- 2. You must be applied for CompOff Leave and Approved by Admin or your Manager otherwise your **Unpaid Leave** Deduct if you not apply CompOff or take Leave.







4.3 View Attendance Calendar





Quick Filters Of Calendar



Calendar Colors Meaning

Color	Status	Meaning
 Green	PRESENT	Came to office
 Blue	WFH	Work From Home
 Yellow	LEAVE	Approved leave
 Purple	HALF_DAY	Half day



 Orange	WEEKOFF	Weekly off
 Gray	WEEKOFF_PRESENT	Worked weekly off
 Red	ABSENT	No check-in
 Special	HOLIDAY	Public holiday

## 4.3 KPI Summary Cards



According to your This Week, This Month and This Year section your related Present , Leave, WFH and WeekOff Present are shown.

## 4.4 Daily Logs Section

Shows daily records according This Week , This Month and This Year Section, Filter by Date and after 7 count you will show Prev-Next button to show more

Daily Logs		dd-mm-yyyy	→	dd-mm-yyyy	Page 1 / 1
2026-01-31	HALF DAY (Pending) In: 11:41 am	0h Total Hours			
2026-01-30	PRESENT In: 11:26 am	0h Total Hours			
2026-01-29	WEEKOFF_PRESENT In: 11:48 am	0h Total Hours			

## 4.5 Attendance Correction Request

If you came to office but forgot to check-in: in this case Your **Unpaid Leave** Deduct

1. Go to Leave Section
2. Click "Cancel Leave" button
3. Enter your details
4. Submit for admin approval

Cancel Leave (Missed Check-in)

Apply LeaveCancel Leave

Date of Leave \*

dd-mm-yyyy

Check-in Time \*

--:--

Check-out Time \*

--:--

Witness (employee / admin who saw you in office) \*

Select employee...

Reason / Additional Details

Explain why you missed check-in (optional)

Submit Cancel Request

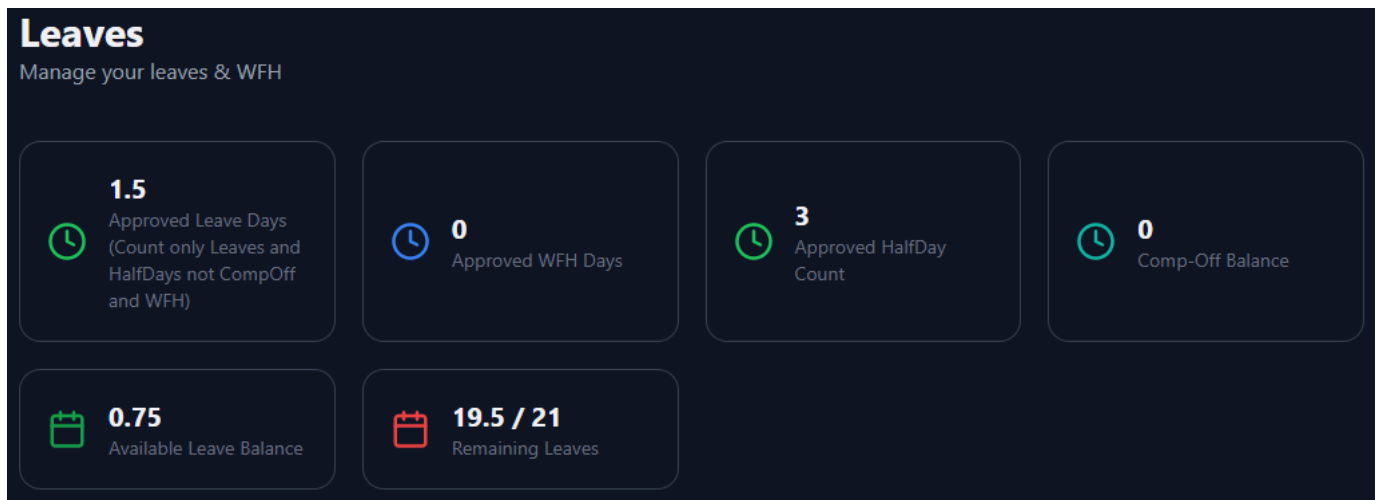
## 4.6 Export Attendance

1. Select date range
2. Click "Export CSV" or "Export Excel"
3. File downloads automatically

Export CSVExport Excel

# 5. Leave Management

## 5.1 Leave Statistics



In this Statistics -

- **Approved Leave Days** - your deducted leaves are shown here when Admin or Manager Approved (count Leaves and HalfDays not CompOff and WFH)
- **Approved WFH** - your approved WFH is shown here when Admin or manager Approved
- **Approved HalDay Count** - your Approved HalfDays in count are shown here and 0.5 Leave per count deduct from Available Leave Balance and Remaining Leaves and increase in Approved Leave Days
- **CompOff Balance** - your compOff Balance are shown here when you check-in on your week off and Eligible to take CompOff Leave.
- **Available Leave Balance** - you can apply for only as much leave as your available leave balance. Each month 1.75 leave credited in your available leave balance.
- **In case of sickness** If the available leave balance is zero, you can avail sick leave in this case your available leave balance is negative and Remaining Leave deducted.
- **Remaining Leaves** - your annual paid leave

## 5.2 Leave Types Explained

Leave Type	Description	When to Use
Casual Leave	General leave	Personal work, family events
Sick Leave	Medical leave	When sick

Paid Leave	Leave with salary	Planned holidays
Unpaid Leave	Leave without pay	Emergency, extra leave
Comp Off	Compensatory off	Worked extra day
Half Day	Half day leave	Doctor visit, short work
WFH	Work From Home	Work from home

## 5.3 How to Apply for Leave

### Apply for Leave/WFH

Apply Leave

Cancel Leave

Leave Type

Casual Leave

Casual Leave

Sick Leave

Paid Leave

Unpaid Leave

Comp Off

Half Day

Work From Home

Select employee...

Start Date

dd-mm-yyyy

End Date

dd-mm-yyyy

Apply

Enter your Details with select the type of Leave you take and Click “Apply” button and see status in Leave History.

Status	Meaning	Color
PENDING	Waiting for approval	Yellow
APPROVED	Approved - Leave Deducted	Green
REJECTED	Rejected	Red

Admin and your Manager get your notification in Hrms and through mail, and they have authority to Approve /Reject leave.

## 5.4 Leave History

See Status Of Leave for which you Applied

### Your Leave/WFH History

Page 1 / 1

Half Day

2026-02-03

0.5 day

Your Reason: I have an appointment with doctor

Responsible: Test Employee

PENDING

×

Casual Leave

2026-02-02

1 day

Your Reason: I have to go for some Personal Work

Responsible: Test Employee

APPROVED

Work From Home

2026-02-01

## 5.5 Cancel Leave Request (Attendance Correction)

- 1.In case of Approved Unpaid Leave by Absent
- 2.In case if you applied for wrong leave but it has been approved, first cancel your leave and then apply for the correct leave.

### Cancel Leave (Missed Check-in)

Apply LeaveCancel Leave

Date of Leave \*

Check-in Time \*

Check-out Time \*

dd-mm-yyyy

--:--

--:--

Witness (employee / admin who saw you in office) \*

Select employee...

Reason / Additional Details

Explain why you missed check-in (optional)

Submit Cancel Request

## 5.6 Delete Pending Leave

Only PENDING leaves can be deleted. Click × button on leave card.

---

# 6. Reimbursement Management

## 6.1 What is Reimbursement?

Claim back money spent for company work.

## 6.2 How to Submit Reimbursement

Enter your Details and click Submit Request and see status in My Request

### Submit Reimbursement

Carrer Fair

submit a reimbursement of career fair

You Can Upload Multiple Bills (PDF / Images):

Choose Files No file chosen

bill-1769865456116.pdf

Remove

100

Cab fair

Submit Request

## 6.3 Important Points

- ✓ Multiple bills allowed on Click “Choose Files”.
- ✓ PDF and Images accepted
- ⚠ Must enter amount for each bill
- ⚠ Minimum 1 bill required

## 6.4 Request Status

Status	Meaning	Color
PENDING	Waiting for approval	Yellow
APPROVED	Approved - Payment coming	Green

REJECTED	Rejected	Red
----------	----------	-----

## 6.5 View My Requests

You can see your Reimbursement Status

### My Requests

**Carrer Fair**

APPROVED

Total: ₹100

[Bill • ₹100 — cab fair](#)

31/1/2026, 7:00:04 pm

**Carrer Fair**

REJECTED ✕

Total: ₹400

[Bill • ₹400 — cab fair](#)

Rejected Reason: invalid

31/1/2026, 6:59:00 pm

**Carrer Fair**

PENDING ✕

Total: ₹100

[Bill • ₹100 — Cab fair](#)

31/1/2026, 6:57:15 pm

## 6.6 Delete Request

Only PENDING or REJECTED requests can be deleted. Click ✕ button.

---

## 7. Payroll / Salary Slips

### 7.1 View Salary Slips



### 7.2 Download Salary Slip

1. Find your salary record
2. Click "Slip" button
3. PDF downloads automatically

### 7.3 Salary Slip Details

- Employee Name
  - Month/Year
  - Base Salary
  - Bonus
  - Deductions
  - Net Salary
-



# 8. Resignation

## 8.1 How to Submit Resignation

Enter your Details and click “submit Resignation” button

### Submit Resignation

Last Working Day \*

dd-mm-yyyy

Reason Type \*

Other

Reason (optional)

Write a short reason...

Notice Period (days)

Handover Detail (optional)

Pending work, documents or tasks...

☐ I confirm that all information provided is true.

Submit Resignation

## 8.2 Resignation Status

Status	Meaning
PENDING	Admin reviewing
APPROVED	Resignation accepted
REJECTED	Resignation rejected

# 9. Profile Settings

## 9.1 View Profile

- Picture (Letter Name)
- Name
- Email

## 9.2 Edit Profile

Here you can edit your name only

**Profile Settings**  
Manage your account details

TE

**Test Employee**  
sm@gmail.com

**Personal Information**

Test

Employee

sm@gmail.com

Edit Profile

⚠ Email cannot be changed and contact Admin for password reset.

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# 10. Admin Functions

⚠ Admin users only













## 10.1 Employee Management

Location: Sidebar → Employees

- See all Employees and Admin
- Add: Fill form (Name, Email, Role, Departments, Password)
- Edit: ✎ icon
- Delete: 🗑 icon
- For Details of Employee click on that Employee

**Employees**  
Manage all employees

+ Add Employee

Name	Email	Role	Department	Actions
Ajay Kumar	ajay@lyfship.com	LYF_EMPLOYEE	Sales, Academics, Tech	 
Raj Sharma	raj@agility.ai	AGILITY_EMPLOYEE	Sales, Tech	 
Super Admin	admin@company.com	ADMIN	-	 
Test Employee	sm@gmail.com	AGILITY_EMPLOYEE	Sales	 
Test User	gk@gmail.com	AGILITY_EMPLOYEE	Academics, Sales	 
Testing Employee	testing@gmail.com	AGILITY_EMPLOYEE	Sales, Tech	 

## 10.2 Employee Details

Location: Sidebar → Employees -> Select Employee

**Test Employee**  
sm@gmail.com

AGILITY\_EMPLOYEE | Sales | Leave Balance: 2.5 | Approved Week Off: Thursday

24/12/2025 | Active: Yes

Attendance | Leaves | Payroll

**Attendance Summary**

Total Records: 10 | Present Date: 9

31/1/2026	In: 11:41 am   Out: --
30/1/2026	In: 11:26 am   Out: --

**Leave Summary (Yearly)**

Applied Leaves: 2.5	Approved Leaves: 2	WFH Days: 1	Available Balance: 2.5
Available CompOff: 2	Remaining Leaves: 19 / 21		

WFH: 12/1/2026 -- 12/1/2026 | PENDING

Half Day: 27/1/2026 | PENDING

Casual Leave: 18/1/2026 -- 18/1/2026 | APPROVED

WFH: 18 -- 18/1/2026 | APPROVED

**Test Employee**  
sm@gmail.com

AGILITY\_EMPLOYEE | Sales | Leave Balance: 2.5 | Approved Week Off: Thursday

24/12/2025 | Active: Yes

Attendance | Leaves | Payroll

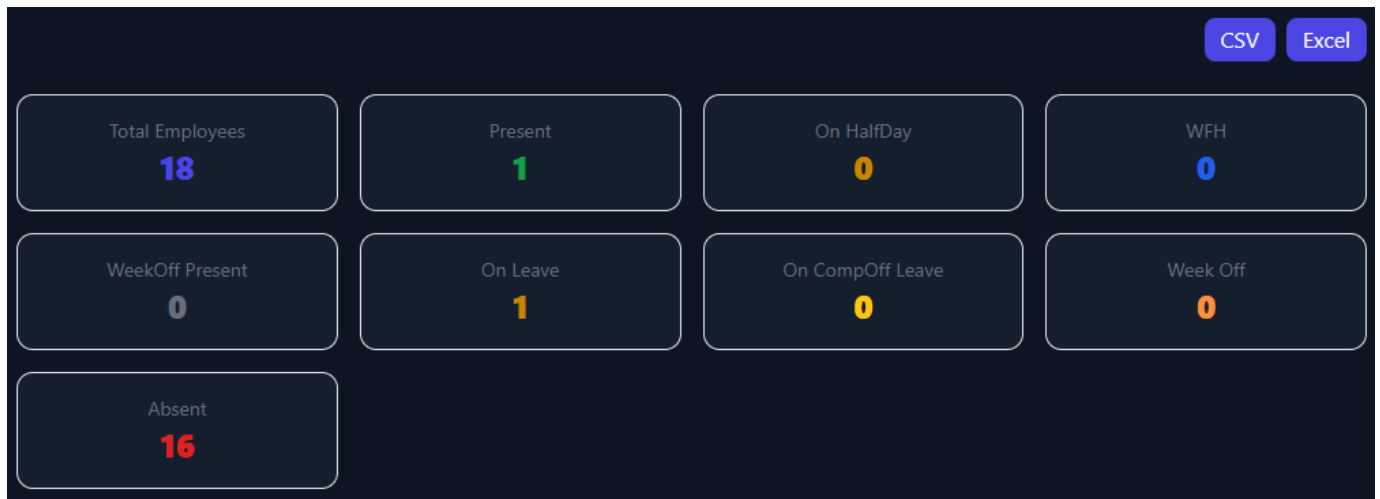
**Payroll History**

Total Payroll Records: 0

- All Employee related details are present here.  
(Name, Email, Departments, Leave Balance and Joined Date)
- In the Attendance tab Employee's present are shown
- In the Leave Tab Employee's Leave, CompOff Balance
- , Remaining Leave and WFH are shown
- In the Payroll Tab payroll history will be shown.

## 10.3 Attendance Management

Location: Sidebar → Employees



- In this boxes Employee's count are shown

A filter section with buttons for 'Today', 'This Week', 'This Month', and 'This Year'. Below are input fields for 'Start' and 'End' dates (both set to 02-02-2026), dropdowns for 'Department' (All) and 'Employee' (All), and a 'Status' dropdown (Present). An 'Apply Filters' button is present. Below the filters is a table of employee attendance records.

Employee	Date	In	Out	Hours	Status	Action
Testing Employee	2026-02-02	--	--	0 hrs	CASUAL	<a href="#">View Logs</a>
Test Employee	2026-02-02	12:17 pm	--	0 hrs	Present	<a href="#">View Logs</a>

- Employees' attendance details are shown here with filtered option.

## 10.4 Department Management

Location: Sidebar → Departments

- Add, Edit and Delete Department + Select Manager(s)

A department management interface titled 'Departments' with the subtitle 'Manage company departments'. It features a '+ Add' button and a list of departments: Academics (Manager: Va Gupta), Sales (Manager: Test User), and Tech (Manager: Test User). Each department entry has edit and delete icons.

Department	Manager	Action
Academics	Manager: Va Gupta	<a href="#">Edit</a> <a href="#">Delete</a>
Sales	Manager: Test User	<a href="#">Edit</a> <a href="#">Delete</a>
Tech	Manager: Test User	<a href="#">Edit</a> <a href="#">Delete</a>

## 10.5 Holiday Management

Location: Sidebar → Holidays

- Add: Date + Holiday Title
- With Edit and Delete Features
- Holidays will be shown to employees in their attendance calendar.

Holiday Management				<a href="#">+ Add Holiday</a>
Date	Day	Title	Actions	
26 Jan 2026	Monday	Republic Day	<a href="#">Edit</a>	<a href="#">Delete</a>
04 Mar 2026	Wednesday	Holi	<a href="#">Edit</a>	<a href="#">Delete</a>
15 Aug 2026	Saturday	Independence Day	<a href="#">Edit</a>	<a href="#">Delete</a>
04 Sept 2026	Friday	Janmashtami	<a href="#">Edit</a>	<a href="#">Delete</a>
02 Oct 2026	Friday	Gandhi Jayanti	<a href="#">Edit</a>	<a href="#">Delete</a>
20 Oct 2026	Tuesday	Dussehra	<a href="#">Edit</a>	<a href="#">Delete</a>
08 Nov 2026	Sunday	Diwali	<a href="#">Edit</a>	<a href="#">Delete</a>
10 Nov 2026	Tuesday	Bhaidooj	<a href="#">Edit</a>	<a href="#">Delete</a>
14 Nov 2026	Saturday	Chatt Puja	<a href="#">Edit</a>	<a href="#">Delete</a>
25 Dec 2026	Friday	Christmas Day	<a href="#">Edit</a>	<a href="#">Delete</a>

## 10.6 Weekly Off Management

Location: Sidebar → Weekly Off

### Weekly Off Management

Select Employee

Select Employee

Weekly Off (Day)

No Weekly Day

One-Time Off Date(optional)

dd-mm-yyyy

☒ Weekly Repeat?

Assign Weekly Off

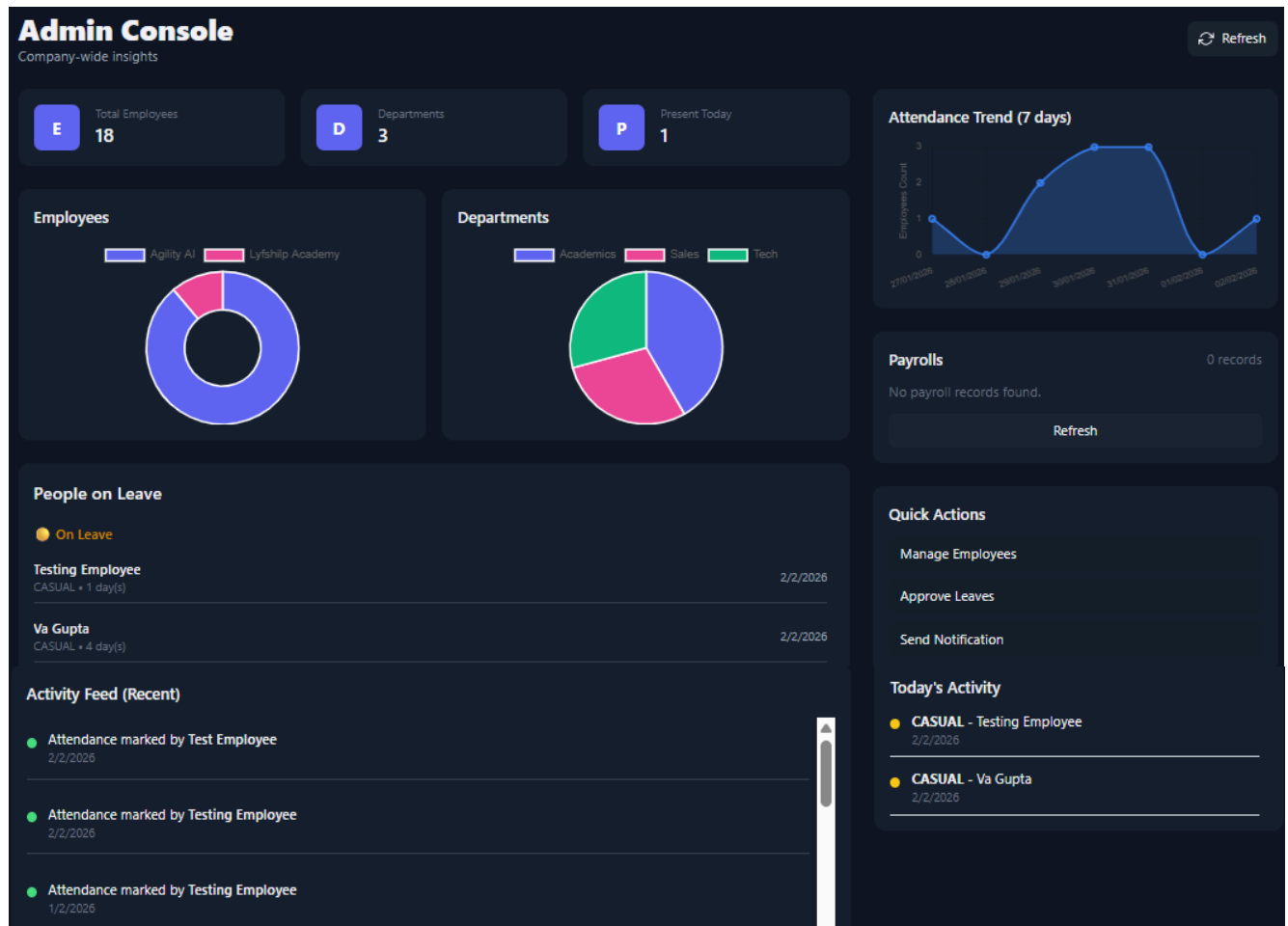
+ Assigned List

Employee	Day	Date	Fixed?	Actions
Test User	Sunday	-	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
Test Employee	Friday	-	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

- Assign recurring OR one-time off days
- For recurring must be click “Weekly Repeat?”.
- With Edit and Delete Features
- Weekly will be shown to employees in their attendance Section.

## 10.7 Admin Dashboard

Location: Sidebar → Dashboard



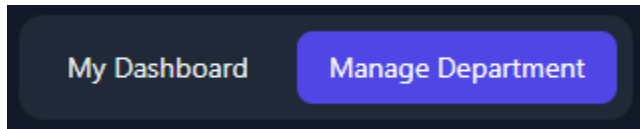
- Employee counts , Department Count and Present Today's Count
- Employees Chart (On hoverNumber of employees with respect to company)
- Department charts (On hover show Number of Employees in this Department)
- Attendance trends (No. of Employees Present in particular date From today to one week Before)
- Attendance Feeds (Employees Marked attendance shown here)
- People on Leave only Leaves show
- Today's Activity Halfday WFH and Leaves shown
- Quick actions (Navigate to related Page)

# 11. Manager Functions

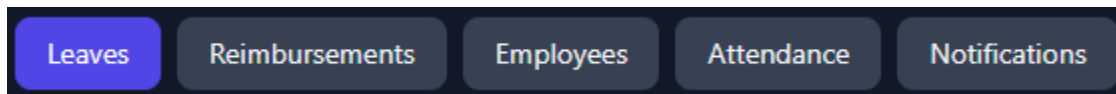
⚠ Manager users only

## 11.1 Manager Dashboard

Dashboard → "Manage Department" tab



## 11.2 Available Tabs



Functions: Approve/reject Leave and Reimbursement requests, view your team and their attendances and send notifications

**Leaves Tab** : Approved/Reject Leaves

My Dashboard

Manage Department

# Manage Your Department

Welcome Test, manage your team here

Leaves

Reimbursements

Employees

Attendance

Notifications

Name	Type	Dates	Status	Reject Reason
Test User2	CASUAL	2026-02-01 → 2026-02-01 1 day	PENDING	- <div>ApproveReject</div>
Test Employee	WFH	2026-02-01 → 2026-02-01 1 day	PENDING	- <div>ApproveReject</div>
Test Employee	HALF_DAY	2026-01-27 → 2026-01-27 0.5 day	PENDING	- <div>ApproveReject</div>
Test Employee	CASUAL	2026-01-13 → 2026-01-13 1 day	APPROVED	-
Test Employee	WFH	2026-01-09 → 2026-01-09 1 day	APPROVED	-
Test Employee	HALF_DAY	2026-01-07 → 2026-01-07 0.5 day	APPROVED	-
Test Employee	HALF_DAY	2026-01-06 → 2026-01-06 0.5 day	APPROVED	-

Reimbursement Tab : Approved/Reject Reimbursement

Manage Your Department

Welcome Test, manage your team here

Leaves

Reimbursements

Employees

Attendance

Notifications

Name	Amount	Bills	Status	Reject Reason
Testing Employee	₹ 100	<a href="#">View Bill (₹100)</a>	APPROVED	-
Testing Employee	₹ 400	<a href="#">View Bill (₹400)</a>	REJECTED	invalid
Testing Employee	₹ 100	<a href="#">View Bill (₹100)</a>	PENDING	- <div>ApproveReject</div>
Test Employee	₹ 1	<a href="#">View Bill (₹1)</a>	PENDING	- <div>ApproveReject</div>
Test Employee	₹ 22	<a href="#">View Bill (₹22)</a>	REJECTED	-
Test Employee	₹ 23	<a href="#">View Bill (₹23)</a>	APPROVED	-
Test Employee	₹ 445	<a href="#">View Bill (₹445)</a>	APPROVED	-

Employees Tab : Your Team Employees shown

Manage Your Department

Welcome Test, manage your team here

Leaves

Reimbursements

Employees

Attendance

Notifications

Test User2

Agility Employee

Test Employee

Agility Employee

Test User

Agility Employee

Testing Employee

Agility Employee

Attendance Tab : Team Attendance

My Dashboard

Manage Department

Manage Your Department

Welcome Test, manage your team here

Leaves

Reimbursements

Employees

Attendance

Notifications

2  
Present

1  
Leave

1  
WFH

0  
Half Day

0  
Absent

Employee	Status	Check In	Check Out
Test User2	PRESENT	10:32:19 am	-
Testing Employee	WFH	-	-
Test Employee	PRESENT	12:17:42 pm	-
Test User	LEAVE	-	-



**Notification Tab** : Select Employee and Fill Entries to send notification

My Dashboard

Manage Department

Manage Your Department

Welcome Test, manage your team here

Leaves

Reimbursements

Employees

Attendance

Notifications

Send Notification

Notification Title

Notification Message

Select Employees

☐ Test User2

☐ Test User



☐ Test Employee

☐ Testing Employee

Send Notification

Employee	Title	Message	Date
Testing Employee	Leave Request APPROVED	Your WFH request from Date: 2026-02-01 has been approved	31/1/2026
Testing Employee	Leave Request APPROVED	Your Casual Leave request from Date: 2026-02-02 has been approved	31/1/2026



# 12. Troubleshooting

Problem	Solution
Cannot login	Check email/password(because all are case sensitive), select correct login type and check Internet
Check-in failed	Refresh page, check internet connection
Leave not approved	Contact Manager/Admin
Salary slip not downloading	Contact Admin to generate
Attendance shows ABSENT	Submit "Cancel Leave" with witness
Cannot delete leave	Only PENDING leaves can be deleted
Reimbursement rejected	Read reason, resubmit with proper bills
Forgot password	Check your Mail or Contact Admin
Need dark mode	Click  /  icon (top-right)

Support Contact : Contact your Manager or System Administrator for unresolved issues.

## Quick Reference Card

### Daily Tasks

- ☐ Morning: Attendance → Check-in 
- ☐ Evening: Attendance → Check-out 

### Monthly Tasks

- ☐ Check leave balance
- ☐ Download salary slip
- ☐ Submit pending reimbursements

### Keyboard Shortcuts

- Ctrl + R - Refresh page
- Tab - Next field
- Enter - Submit form

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