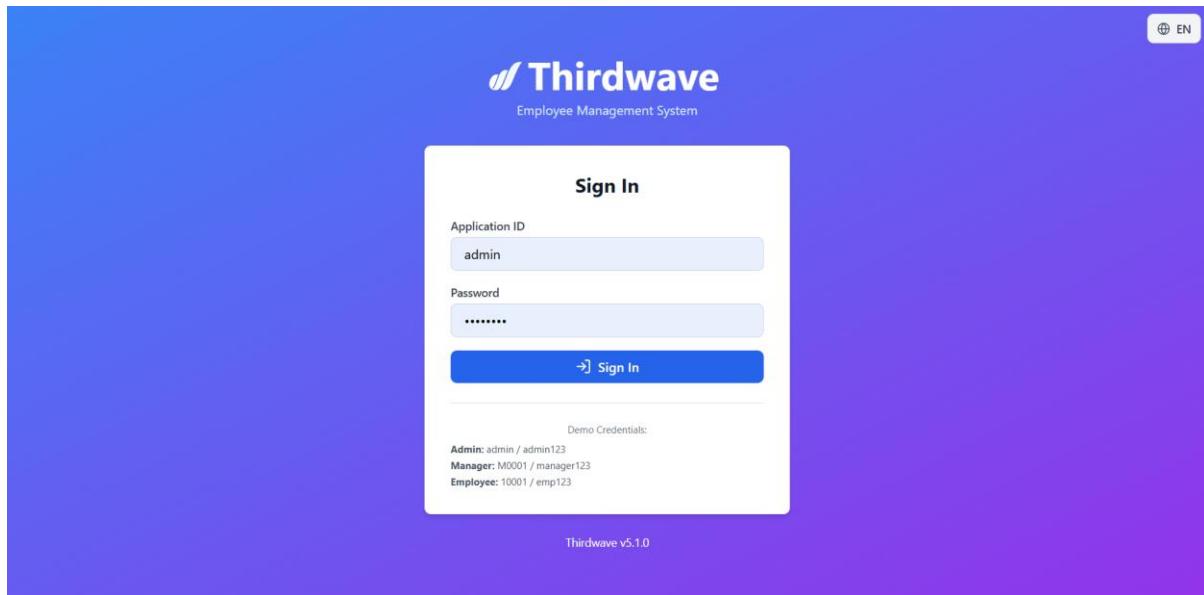


# Shift Scheduling & Attendance Management System

## LOGIN PAGE

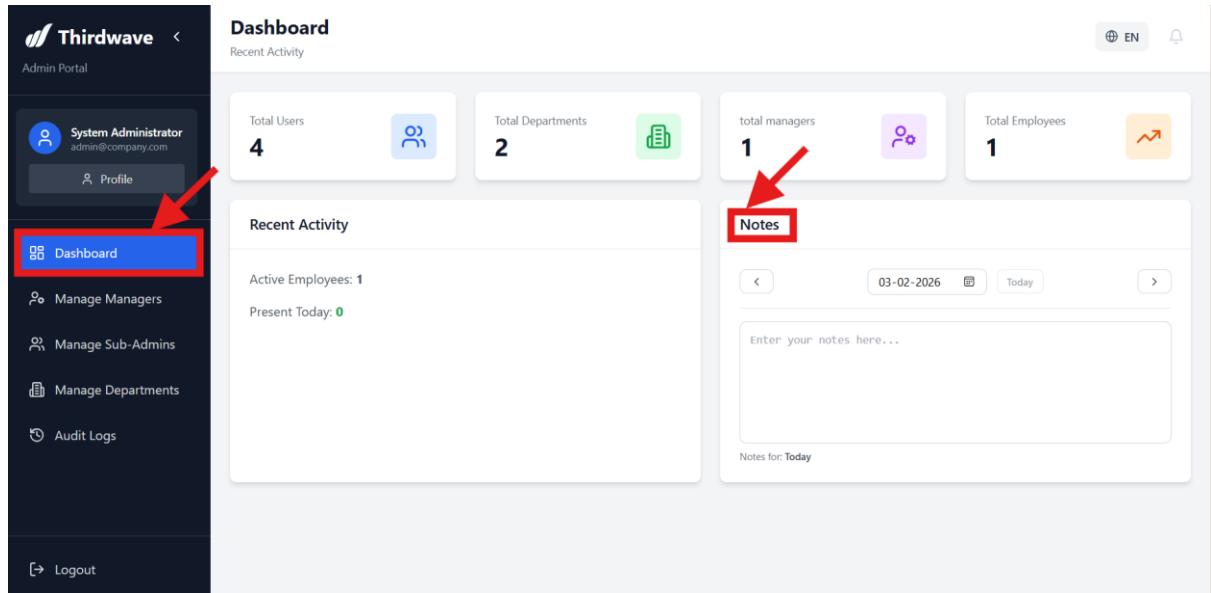


## ADMIN PROFILE PAGE

A screenshot of the Admin Profile page. The page has a light gray header with the word "Profile" and "Administrator Profile". On the right side, there is a "Back" button. The main content area is divided into two sections. The left section, titled "Account Information", contains fields for "Full Name" (System Administrator), "Email" (admin@company.com), "Username" (admin), and "User Role" (Admin). The right section contains a "Update Password" button.

# ADMIN PORTAL

## DASHBOARD



## MANAGE DEPARTMENT PAGE

The screenshot shows the 'Manage Departments' section of the Thirdwave Admin Portal. On the left is a dark sidebar with navigation links: Dashboard, Manage Managers, Manage Sub-Admins, Manage Departments (which is highlighted in blue), Audit Logs, and Logout. The main content area has a title 'Manage Departments' and a sub-section 'Manage Departments'. It lists two departments: 'HR' (Department ID: 001, noDescription, Total Employees: 0, Manager: none) and 'ENG' (Department ID: 002, noDescription, Total Employees: 1, Manager: manager1). In the top right corner of the main content area, there is a blue button labeled '+ Add' with a red arrow pointing to it. The bottom right corner of the main content area contains a brown button labeled 'Deleted Departments'.

## ADDING NEW DEPARTMENT

This screenshot shows the 'Add New Department' modal window. The modal has a title 'Add New Department' with a close button 'X'. Inside the modal, there are several input fields: 'Department ID' (containing '003'), 'Department Name' (containing 'SALES'), 'Description (Optional)' (containing a detailed text about customer relationships and sales performance), and 'Skills (Optional)' (containing 'React, Fast API'). At the bottom of the modal are two buttons: 'Cancel' and 'Create Department' (which is highlighted in blue).

## MANAGE MANAGERS PAGE

**Thirdwave** Admin Portal

System Administrator admin@company.com

Profile

Dashboard

Manage Managers (highlighted with a red box)

Manage Sub-Admins

Manage Departments

Audit Logs

Logout

**Manage Managers**

Create and manage department managers

total managers 1

| MANAGER ID | USERNAME | FULL NAME | EMAIL              | DEPARTMENT | STATUS | ACTIONS  |
|------------|----------|-----------|--------------------|------------|--------|--|
| M001       | manager1 | manager1  | manager1@gmail.com | ENG        | Active | <a href="#">Edit</a> <a href="#">Reassign</a> <a href="#">Delete</a> |

Search managers [+ Add](#)

## CREATING NEW MANAGER

**Thirdwave** Admin Portal

System Administrator admin@company.com

Profile

Dashboard

Manage Managers (highlighted with a red box)

Manage Sub-Admins

Manage Departments

Audit Logs

Logout

**Manage Managers**

Create and manage department managers

total managers 1

| MANAGER ID | USERNAME | FULL NAME | EMAIL              | DEPARTMENT | STATUS | ACTIONS  |
|------------|----------|-----------|--------------------|------------|--------|--|
| M001       | manager1 | manager1  | manager1@gmail.com | ENG        | Active | <a href="#">Edit</a> <a href="#">Reassign</a> <a href="#">Delete</a> |

**Create New User**

Manager ID \* M002

Username manager2

Password  \*\*\*\*\*

Full Name manager2

Email manager2@company.com

Department (Search by Dept ID or Name) HR  
Selected: HR (Department ID: 001)

[Cancel](#) [Create Manager](#)

# MANAGE SUB-ADMINS

The screenshot shows the Thirdwave Admin Portal interface. On the left, a sidebar menu includes 'System Administrator' profile, 'Dashboard', 'Manage Managers', 'Manage Sub-Admins' (which is highlighted with a red box), 'Manage Departments', 'Audit Logs', and 'Logout'. The main content area is titled 'Manage Sub-Admins' with the subtitle 'Create and manage sub-admin proxy accounts'. It displays a table with one row: Manager ID M001, Full Name manager1, Email manager1@gmail.com, Department ENG, Created At Feb 03, 2026. A red arrow points to the 'Add Sub-Admin' button at the top right of the table.

# AUDIT LOGS

The screenshot shows the Thirdwave Admin Portal interface. On the left, a sidebar menu includes 'System Administrator' profile, 'Dashboard', 'Manage Managers', 'Manage Sub-Admins', 'Manage Departments' (which is highlighted with a red box), 'Audit Logs' (which is highlighted with a blue box), and 'Logout'. The main content area is titled 'Audit Logs' with the subtitle 'Review recent system activity'. It shows a table of audit logs with columns: Action, Entity Type, User, TIMESTAMP, USER, ACTION, ENTITY TYPE, DESCRIPTION, and STATUS. The logs list various actions taken by users on February 3, 2026, such as login, logout, and requests for shifts and roles. A red arrow points to the 'Audit Logs' link in the sidebar.

# MANAGE DEPARTMENT ACCESS

The screenshot shows the Thirdwave Admin Portal. On the left is a sidebar with a dark theme, featuring a user profile for 'System Administrator' (admin@company.com), navigation links for 'Dashboard', 'Manage Managers', 'Manage Sub-Admins', 'Manage Departments' (which is highlighted in blue), 'Audit Logs', and 'Logout'. The main content area is titled 'Manage Departments' and lists two departments: 'HR' (Department ID: 001) and 'ENG' (Department ID: 002). Each department card displays its name, ID, description ('noDescription'), total employees (0 for HR, 1 for ENG), and manager ('none' for HR, 'manager1' for ENG). Below the department cards is a modal for the 'HR' department, which shows 'Department Manager' and 'No manager assigned'. At the bottom of the main content area are three summary cards: 'Total Employees' (0), 'Present Today' (0), and 'Attendance Rate' (0%). A red arrow points to the green 'Access Dept' button in the HR card.

# HR DEPARTMENT SYSTEM ADMINISTRATOR DASHBOARD

The screenshot shows the 'Department Access' interface for the 'HR' department. The sidebar on the left includes a 'Department Access' header, a 'DEPARTMENT HR' section, a user profile for 'System Administrator' (admin@company.com), and navigation links for 'Dashboard' (highlighted in blue), 'Manage Employees', 'Schedule Management', 'Role Management', 'Overtime Approvals', 'Back to Departments', and 'Logout'. The main content area has a title 'Department: HR' and a subtitle 'Welcome, System Administrator'. It features four summary cards: 'Total Employees' (0), 'Pending Leaves' (0), 'Active Employees' (0), and 'Today's Schedule -' (0). Below these are sections for 'Recent Activity' (showing 0 employees managed and 0 pending leave requests) and 'Quick Tips' (with a bulleted list: 'Review and approve leave requests regularly', 'Check daily attendance for your team', 'Create schedules in advance', and 'Keep employee information up to date'). A red arrow points to the 'Dashboard' link in the sidebar.

# ROLE MANAGEMENT

The screenshot shows the Thirdwave HR software interface. On the left, there is a sidebar with the following menu items:

- Department Access
- DEPARTMENT HR
- System Administrator admin@company.com
- Dashboard
- Manage Employees
- Schedule Management
- Role Management** (highlighted with a red box)
- Overtime Approvals
- Back to Departments
- Logout

The main content area is titled "Roles & Shifts Management" and "Configure job roles and their shift schedules". It displays a "Job Roles" section with 1 role configured, named "Assembly line worker". This role has 2 shifts: "Morning" (09:00 - 17:00, Capacity: 1-5 employees) and "Afternoon" (12:00 - 17:00, Capacity: 1-5 employees). There are buttons for "+ Add Role" and "+ Add Shift". The "Assembly line worker" role is described as follows:

The assembly line worker, assembling parts and products by following standard work instructions and safety rules. I perform visual/basic quality checks, report defects or abnormalities, and ensure proper labeling and packaging. I maintain speed and accuracy to meet daily production targets, while supporting teamwork, SS, and smooth line operations.

The status is "Active".

## ADD NEW ROLE MANAGEMENT

The screenshot shows the "Create New Job Role" dialog box over the main "Roles & Shifts Management" page. The dialog box has the following fields:

- Role Name \*: Assembly line worker
- Description: The assembly line worker, assembling parts and products by following standard work instructions and safety rules. I perform visual/basic quality checks, report defects or abnormalities, and ensure proper labeling and packaging. I maintain speed and accuracy to meet daily production targets, while supporting teamwork, SS, and smooth line operations.
- Break (min): 60

At the bottom of the dialog box are "Cancel" and "Create Role" buttons, with "Create Role" highlighted with a red box.

# Add employees in system administrator

The screenshot shows the Thirdwave HR application interface. On the left, there is a dark sidebar with the following menu items:

- Dashboard
- Manage Employees** (highlighted with a red box and arrow)
- Schedule Management
- Role Management
- Overtime Approvals
- Back to Departments
- Logout

The main content area is titled "Manage Employees" and "All Employees". It displays one employee record:

| EMPLOYEE ID | FIRST NAME | EMAIL          | PHONE NUMBER  | STATUS | ACTIONS |
|-------------|------------|----------------|---------------|--------|---------|
| 10002       | emp2 1     | emp2@gmail.com | 090 6384 2704 | Active |         |

At the top right of the main content area, there is a red box and arrow pointing to the "+ Add Employee" button.

SCHEDULE MANAGEMENT  
SHIFT PREFERENCE:

Schedule Management

View, create, and manage employee schedules

Schedule View Shift Preferences

Shift period created successfully

**Shift Preference Management**

Create shift periods and collect employee preferences

June Jun 04, 2026 - Jun 27, 2026 Duration: 23 days

No preference forms sent yet for this period

[View Responses](#)

[New Period](#) [Send Form](#)

# SCHEDULE MANAGEMENT

## SCHEDULE VIEW:

Schedule Management

View, create, and manage employee schedules

Schedule View Shift Preferences

✓ Regenerated 5 schedules!

**Schedule Management**

Week of 2026-02-02 to 2026-02-08

[Generate Schedule](#) [Edit](#)

| Employee / Role                        | Mon<br>2                              | Tue<br>3                              | Wed<br>4                              | Thu<br>5                              | Fri<br>6                              | Sat<br>7 |
|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|----------|
| emp2 1 (10002)<br>Assembly line worker | 09:00 - 17:00<br>Assembly line worker |          |

Scheduled Shift Leave (Paid/Unpaid) Comp-Off Usage

# OVERTIME APPROVALS

The screenshot shows the 'Overtime Approvals' page. On the left, a sidebar menu for 'Department Access' under 'HR' includes 'Schedule Management', 'Role Management', and 'Overtime Approvals' (which is highlighted with a red arrow). The main content area displays an overtime request for 'emp2 1 (10002)' from 3/2/2026 at 22:00 - 12:00, totaling 14.0 Hours, with the reason 'WORKLOAD'. A note field is present, and buttons for 'Approve Overtime' (green), 'Reject Overtime' (red), and 'Cancel' are available.

# LEAVE MANAGEMENT

The screenshot shows the 'Leave Management' page. The sidebar menu for 'Department Access' under 'HR' includes 'Schedule Management', 'Role Management', 'Overtime Approvals' (highlighted with a red arrow), and 'Leave Management' (which is highlighted with a red box). The main content area features a search bar for 'Employee ID' and three status counts: Pending (1), Approved (0), and Rejected (0). Below this, a summary table shows 'All Requests (1)'. The table details a single leave request for 'emp2 1 (10002)' with type 'Paid - Full Day', dates 'Feb 05, 2026' to 'Feb 06, 2026', reason 'SICK', and status 'Pending' (with green and red action icons).

# COMP OFF REQUESTS

The screenshot shows the Thirdwave HR application interface. On the left, there is a sidebar with the following navigation options:

- System Administrator (admin@company.com)
- Role Management
- Overtime Approvals
- Leave Management (highlighted with a red arrow)
- Comp-Off Requests (highlighted with a red box)
- Attendance

On the right, the main content area displays the "Comp-Off Earning Requests" page. It includes an "About Comp-Off Requests" section with instructions for requesting comp-off days. Below this is a table with the following data:

| Date                   | Employee       | Reason    | Status  | Action   |
|------------------------|----------------|-----------|---------|--|
| Feb 07, 2026<br>Future | emp2 1 (10002) | WORK LOAD | Pending | <button>Approve</button> <button>Reject</button> |

ATTENDANCE  
APPROVAL ATTENDANCE:

This screenshot shows the Thirdwave software interface for managing employee attendance. On the left, a sidebar menu lists various HR functions: Overtime Approvals, Leave Management, Comp-Off Requests, Attendance (which is highlighted with a red box), Notifications, Back to Departments, and Logout. The main content area is titled 'Attendance' and has a sub-header 'Track daily employee attendance'. It features two tabs: 'Attendance' (selected) and 'Approval Attendance' (highlighted with a red box). Below the tabs is a weekly calendar view from Monday to Sunday. A date selector shows 'Today' and 'Selected: Feb 03, 2026'. The main section displays 'Attendance for Date' for Feb 03, 2026, showing one employee entry. The employee details are: emp2 1, Employee ID: 10002, Scheduled Time: 09:00 - 17:00. The attendance record shows Check-In at 11:28 and Check-Out at 11:36. A note indicates 'Total Hrs Worked: 8m'. To the right of the attendance record are edit and approve buttons, both highlighted with red boxes.

## ATTENDANCE

This screenshot shows the same Thirdwave software interface, but the 'Attendance' tab is now selected (highlighted with a red box). The main content area displays a summary of today's attendance for Tuesday, February 3, 2026. It shows three categories: Present (0), Late (1), and Absent (0). Below this, there are download options for monthly and weekly reports, both highlighted with red boxes. A link to 'Download Individual Employee Monthly Report' is also present. The bottom section provides a detailed breakdown of the employee's shift for the day, including their role, assigned shift time, total hours assigned, check-in and check-out times, total hours worked, break time, overtime hours, and status. The employee listed is emp2 1 (10002), Assembly line worker, with a shift from 09:00 - 17:00, totaling 8.00 hrs worked, and a status of 'Late'.

The screenshot shows the Thirdwave HR application interface. On the left, a dark sidebar menu lists various departments: Overtime Approvals, Leave Management, Comp-Off Requests, **Attendance**, Notifications, Back to Departments, and Logout. The 'Attendance' option is highlighted with a red box and a red arrow pointing to it from the left. At the top right, there are three status boxes: 'Present' (0, green checkmark), 'Late' (1, orange exclamation mark), and 'Absent' (0, red X). Below these is a section titled 'Today's Attendance - Tuesday, February 3, 2026'. It includes dropdowns for 'Select Month & Year' (February, 2026) and buttons for 'Download Monthly' and 'Download Weekly', both highlighted with red boxes. A sub-section titled 'Download Individual Employee Monthly Report' provides details about the report content. At the bottom, a table displays attendance data for an employee named 'emp2 1 (10002)'.

| EMPLOYEE       | ROLE                 | ASSIGNED SHIFT TIME | TOTAL HRS ASSIGNED | CHECK-IN | CHECK-OUT | TOTAL HRS WORKED | BREAK TIME | OVERTIME HOURS | STATUS |
|----------------|----------------------|---------------------|--------------------|----------|-----------|------------------|------------|----------------|--------|
| emp2 1 (10002) | Assembly line worker | 09:00 - 17:00       | 8.00 hrs           | 11:28    | 11:36     | 8m               | 0 min      | -              | Late   |

# NOTIFICATIONS

The screenshot shows the Thirdwave Notifications module. The sidebar menu is identical to the Attendance module, with 'Attendance' highlighted by a red box and a red arrow. The main area is titled 'Messages' with the sub-instruction 'Communicate with your team'. It features a 'Messages' section showing '1 of 1 Messages'. A blue button '+ New Message' is at the top right. Below it, a message card is displayed: 'Sent' (MEETING notification), 'To: emp1 1', and the message content 'MEETING ABOUT THE PROJECT PROGRESS'. The date and time '3/2/2026, 11:34:35 am' are shown at the top right of the message card.

# EMPLOYEE PORTAL

## EMPLOYEE PROFILE:

### Profile

Employee Profile



emp1 1  
emp1@gmail.com

**Account Information**

Full Name

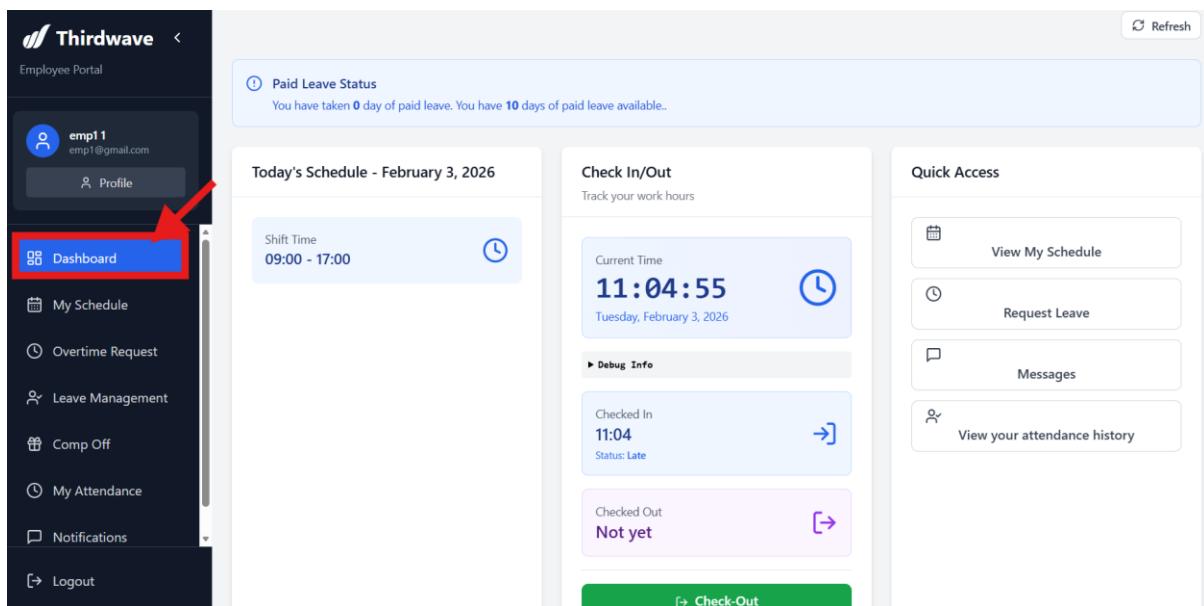
Email

Username

User Role

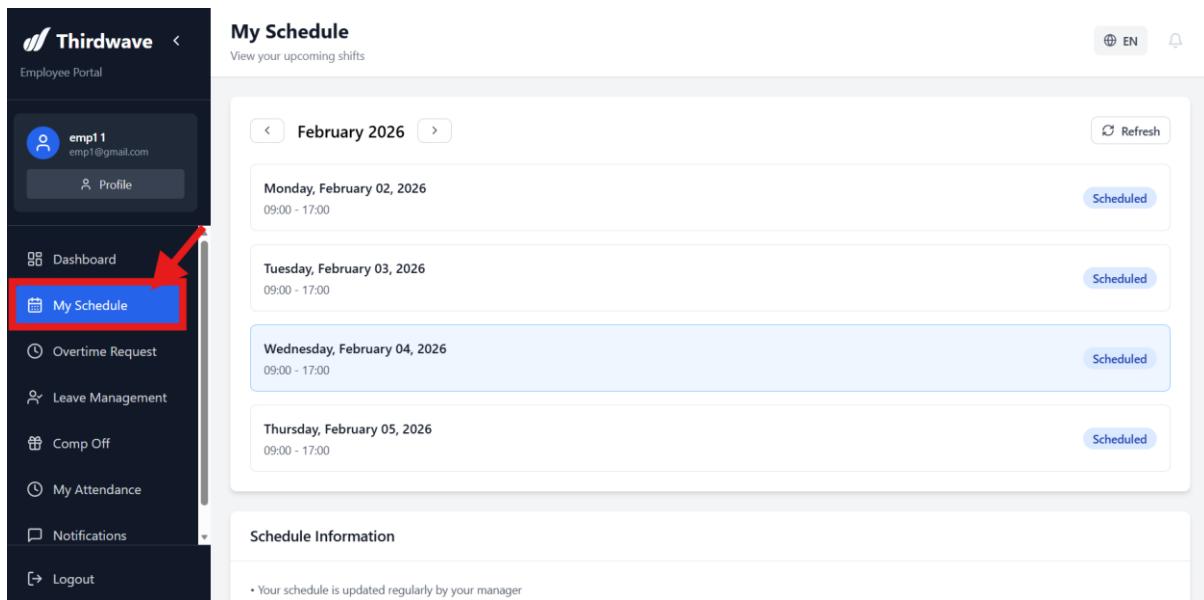
**Update Password**

# DASHBOARD



The screenshot shows the Thirdwave Employee Portal dashboard. On the left, a sidebar menu includes 'Dashboard' (highlighted with a red box and arrow), 'My Schedule', 'Overtime Request', 'Leave Management', 'Comp Off', 'My Attendance', 'Notifications', and 'Logout'. The main area displays 'Paid Leave Status' (0 days taken, 10 available), 'Today's Schedule - February 3, 2026' (Shift Time: 09:00 - 17:00), 'Check In/Out' (Current Time: 11:04:55, Tuesday, February 3, 2026; Checked In: 11:04, Status: Late; Checked Out: Not yet), and a 'Quick Access' sidebar with 'View My Schedule', 'Request Leave', 'Messages', and 'View your attendance history'.

## EMPLOYEE PORTAL MY SCHEDULE



The screenshot shows the 'My Schedule' section of the Thirdwave Employee Portal. The sidebar menu includes 'Dashboard' (highlighted with a red box and arrow), 'My Schedule' (selected), 'Overtime Request', 'Leave Management', 'Comp Off', 'My Attendance', 'Notifications', and 'Logout'. The main area shows a calendar for February 2026 with daily shift details (e.g., Monday, February 02, 2026: 09:00 - 17:00) and a status indicator 'Scheduled'. Below the calendar is a 'Schedule Information' section stating 'Your schedule is updated regularly by your manager'.

# OVERTIME REQUEST

The screenshot shows the Thirdwave Employee Portal interface. On the left, a dark sidebar menu lists various options: Dashboard, My Schedule, **Overtime Request** (which is highlighted with a red box and arrow), Leave Management, Comp Off, My Attendance, Notifications, and Logout. The main content area is titled "Overtime Requests" and has a sub-header "Submit Overtime Request". It displays a success message: "Overtime request submitted successfully". Below this, under "Your Requests", there is a card for a pending overtime request: "15.0 Hours Pending MORE WORK LOAD Requested: 3/2/2026" with a "Withdraw" button. In the top right corner of the main content area, there is a blue button labeled "+ New Request" with a red arrow pointing to it.

# LEAVE MANAGEMENT:

The screenshot shows the 'Leave Requests' section of the Thirdwave Employee Portal. On the left, a sidebar menu is visible with options like Dashboard, My Schedule, Overtime Request, Leave Management (which is highlighted with a red box), Comp Off, My Attendance, Notifications, and Logout. The main area displays a summary of leave requests: Pending (1), Approved (0), and Total Requests (1). Below this, it shows Total Paid Leave (10), Taken Paid Leave (0), Available Paid Leave (10), and Usage % (0%). A large button labeled '+ New Request' is highlighted with a red box and an arrow pointing to it. At the bottom right, there is a 'Withdraw' button.

## COMP OFF REQUEST

The screenshot shows the 'Comp Off' request page. The sidebar menu includes Leave Management (highlighted with a red box) and Comp Off (also highlighted with a red box). The main content area starts with 'Your Comp-Off Balance' showing Earned Days (0), Used Days (0), and Available Days (0). Below this is a yellow box titled 'About Comp-Off Requests' with instructions: 'To EARN comp-off: Submit a request here if you worked on a non-shift day' and 'To USE comp-off: Go to "Leave Requests" page and select leave type "Comp-Off (Use Earned)"'. A large blue button labeled '+ New Comp-Off Request' is highlighted with a red box and an arrow pointing to it. At the bottom, there is a table titled 'Your Comp-Off Earning Requests' with one entry: Date (Feb 07, 2026), Reason (WORK LOAD), Status (Pending), and an 'Actions' column containing a 'Withdraw' button.

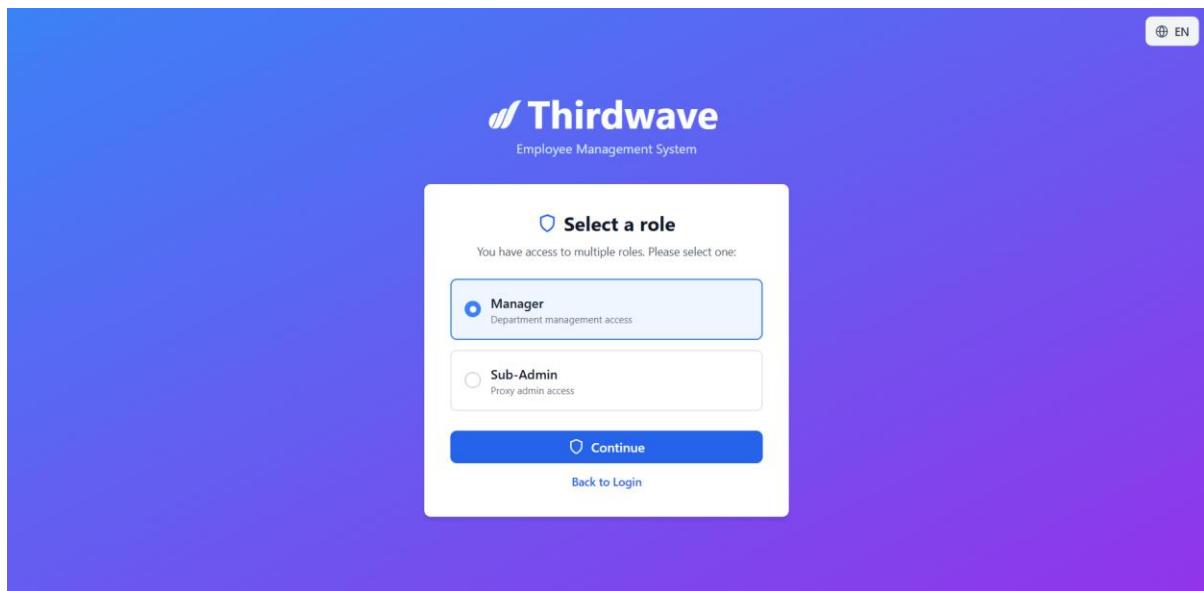
# MY ATTENDANCE:

The screenshot shows the Thirdwave Employee Portal interface. On the left, a dark sidebar menu lists various options: Dashboard, My Schedule, Overtime Request, Leave Management, Comp Off, My Attendance (which is highlighted with a red box and arrow), Notifications (also highlighted with a red box and arrow), and Logout. The main content area is titled "My Attendance" and displays a summary of attendance history for February 2026. It shows 0 On Time, 1 Late, and 0 Absent. Below this is a detailed table of work hours for Feb 03, 2026, from 09:00 - 17:00, with a total of 0h 56m worked. The table includes columns for DATE, SCHEDULED TIME, CHECK-IN, CHECK-OUT, HOURS WORKED, NIGHT HOURS, BREAK (MIN), OT HOURS, STATUS, and APPROVAL STATUS. The status is listed as "Scheduled" and the approval status as "Approved". At the bottom, there is a section titled "Attendance Tips" with two bullet points: "Always check in on time to maintain a good attendance record" and "Late arrivals may impact your performance reviews".

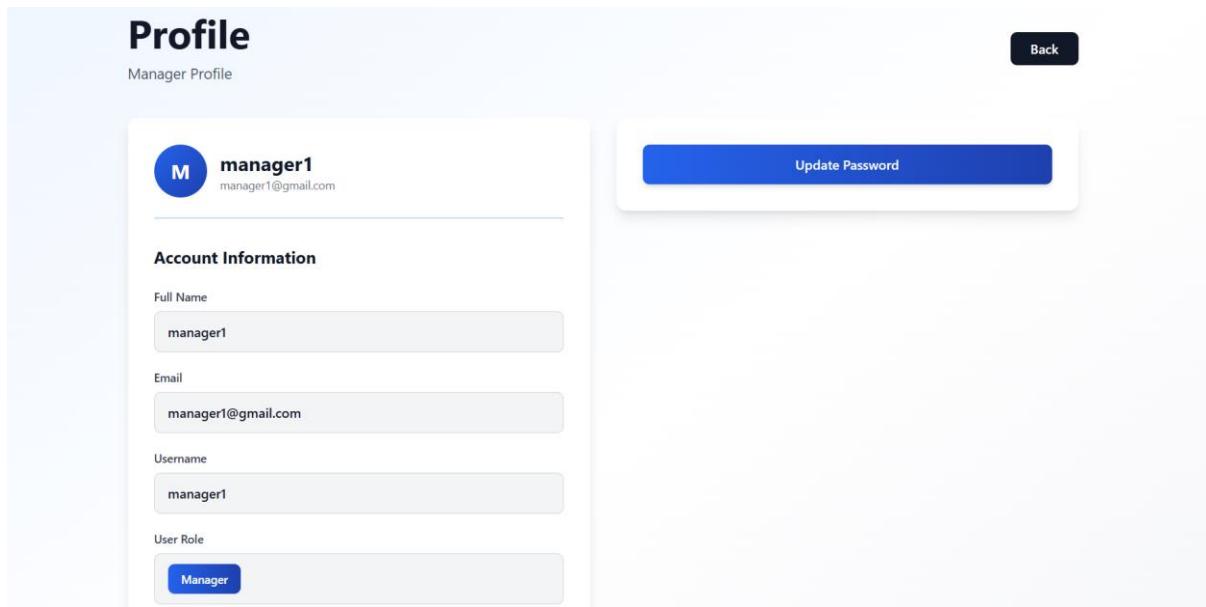
# NOTIFICATIONS

The screenshot shows the Thirdwave Employee Portal interface. On the left, a dark sidebar menu lists various options: Dashboard, My Schedule, Overtime Request, Leave Management, Comp Off, My Attendance (which is highlighted with a red box and arrow), Notifications (also highlighted with a red box and arrow), and Logout. The main content area is titled "Messages" and displays a summary of messages from the manager. It shows 1 Unread Message and 1 total message. The message details are as follows: Subject: MEETING, From: Manager, Content: MEETING ABOUT THE PROJECT PROGRESS, and Date: 3/2/2026, 11:34:35 am. There are also icons for reply and delete.

# MANAGER PORTAL LOGIN:

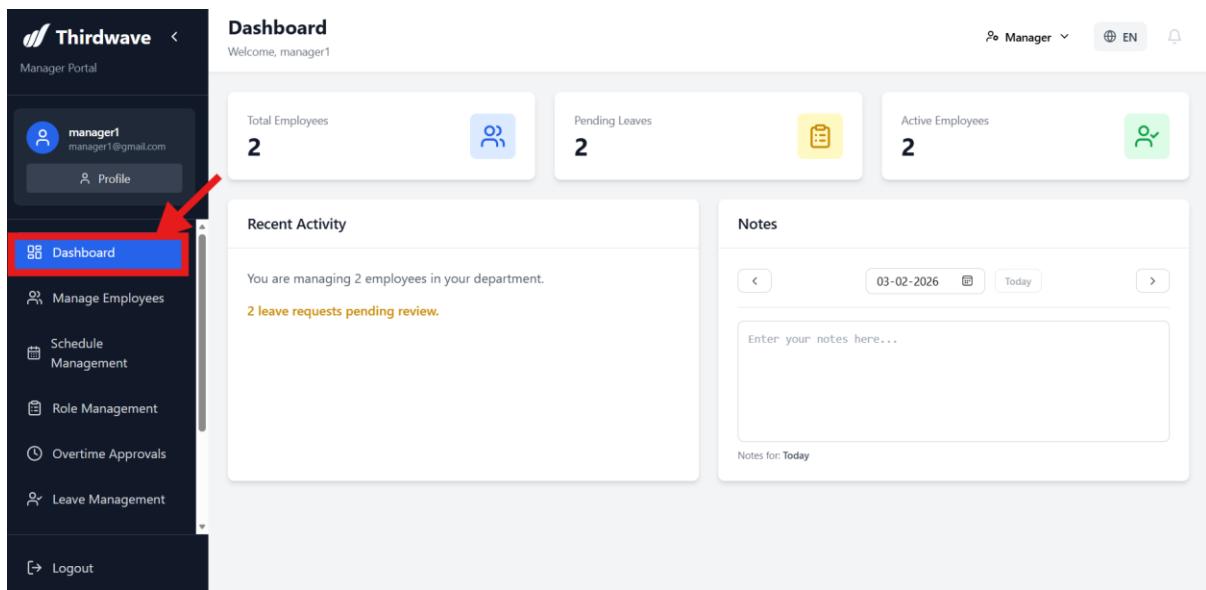


# PROFILE:



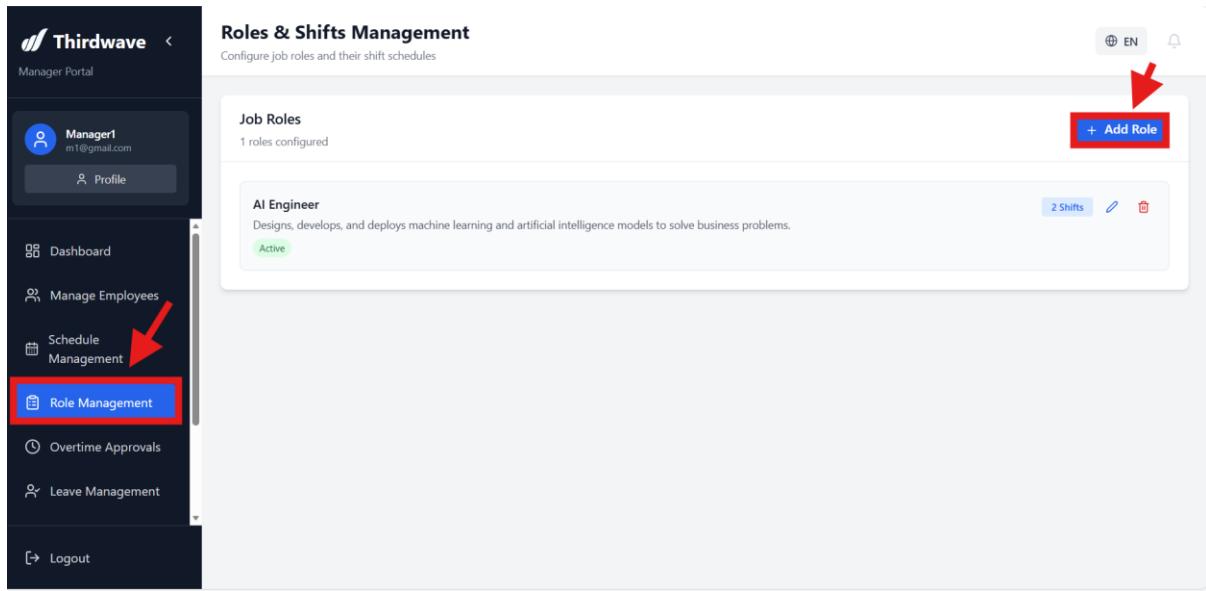
The screenshot shows a profile management interface. At the top left is a circular profile icon with a blue 'M' and the text 'manager1'. To its right is the name 'manager1' and the email 'manager1@gmail.com'. On the far right is a 'Back' button. Below this is a large blue button labeled 'Update Password'. The main area is titled 'Account Information' and contains fields for 'Full Name' (manager1), 'Email' (manager1@gmail.com), 'Username' (manager1), and 'User Role' (Manager). The 'User Role' field has a blue background.

## DASHBORD:



The screenshot shows the Thirdwave Manager Portal dashboard. The top navigation bar includes the Thirdwave logo, 'Manager Portal', a user profile for 'manager1', and language and notification icons. The main dashboard features three summary cards: 'Total Employees' (2), 'Pending Leaves' (2), and 'Active Employees' (2). Below these are sections for 'Recent Activity' (showing 2 leave requests pending review) and 'Notes' (with a date range from 03-02-2026 to Today and a note input field). A red arrow points to the 'Dashboard' button in the left sidebar, which is highlighted with a blue background. The sidebar also lists other menu items: 'Manage Employees', 'Schedule Management', 'Role Management', 'Overtime Approvals', 'Leave Management', and 'Logout'.

## ROLE MANAGEMENT:



## CREATING NEW ROLES:

The screenshot shows the Thirdwave Manager Portal interface. On the left is a dark sidebar with user info (Manager1, m1@gmail.com) and navigation links: Dashboard, Manage Employees, Schedule Management, Role Management (highlighted in blue), Overtime Approvals, Leave Management, and Logout. The main area is titled 'Roles & Shifts Management' with the subtitle 'Configure job roles and their shift schedules'. It shows 'Job Roles' with 1 role configured, 'AI Engineer' (Active). A modal window titled 'Create New Job Role' is open, prompting for 'Role Name \*' (Fullstack Engineer), 'Description' (Designs, develops, and maintains both frontend and backend applications, ensuring performance, scalability, and seamless user experience across the entire system.), and 'Break (min)' (60). The 'Create Role' button is highlighted with a red border.

## ADD SHIFT:

The screenshot shows the Thirdwave Manager Portal interface. The sidebar is identical to the previous one, with 'Role Management' highlighted. The main area is titled 'Roles & Shifts Management' with the subtitle 'Configure job roles and their shift schedules'. It shows 'Job Roles' with 2 roles configured: 'Full stack engineer' (Active) and 'AI engineer' (Active). The 'Add Role' button in the top right corner is highlighted with a red border.

## ADD SHIFT TIMINGS:

**Thirdwave** Manager Portal

**Roles & Shifts Management**

Configure job roles and their shift schedules

**Job Roles**  
2 roles configured

**AI Engineer**  
Designs, develops, and deploys  
Active

**Fullstack Engineer**  
Designs, develops, and maintains system.  
Active

**Shifts (2):**

**Morning shift**  
09:00 - 18:00  
Capacity: 1-5 employees

**Night Shift**  
22:00 - 06:00  
Capacity: 1-5 employees

**Edit shift: Morning shift**

Shift Name \* Morning shift

Start Time \* 09:00 End Time \* 18:00

Min Employees 1 Max Employees 5 Priority 50

Required Skills (Optional)  
Select skills required for this shift:  
No skills available in department

Cancel Update Role

+ Add Role

2 Shifts

2 Shifts

View Deleted Shifts + Add Shift

Priority: 50

Priority: 50

## MANAGE EMPLOYEES:

**Thirdwave** Manager Portal

**Manage Employees**

Manage your team members

**All Employees**  
3 Total Employees

| EMPLOYEE ID | FIRST NAME           | EMAIL        | PHONE NUMBER | STATUS | ACTIONS |
|-------------|----------------------|--------------|--------------|--------|---------|
| 10001       | employee1 Muniyasami | e@gmail.com  | 9010015011   | Active |         |
| 10002       | employee2 Muniyasami | E2@gmail.com | 9010015011   | Active |         |
| 10003       | employee3 Muniyasami | e3@gmail.com | 9010015011   | Active |         |

Search employees All Types Show Inactive + Add Employee

**Manage Employees**

**Dashboard**

**Schedule Management**

**Role Management**

**Overtime Approvals**

**Leave Management**

**Logout**

# CREATE EMPLOYEE

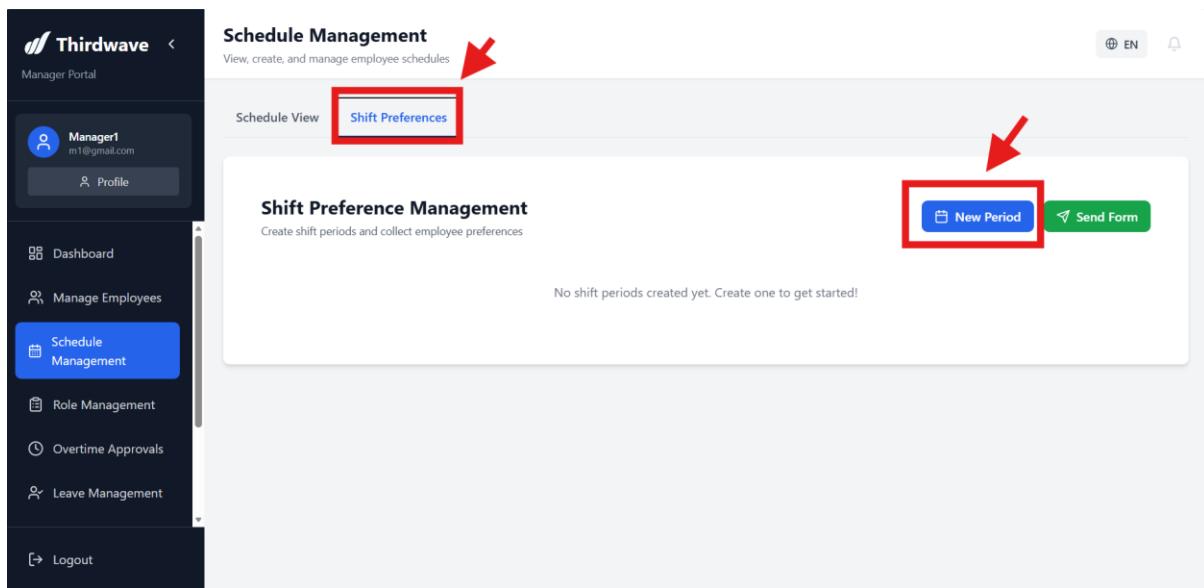
The screenshot shows the Thirdwave Manager Portal interface. On the left, there's a sidebar with navigation links: Manager1, Profile, Dashboard, Manage Employees (which is selected and highlighted in blue), Schedule Management, Role Management, Overtime Approvals, Leave Management, and Logout. The main content area is titled "Manage Employees" and displays a list of "All Employees" with 3 Total Employees: 10001, 10002, and 10003. A modal window titled "Add New Employee" is open in the center. It contains fields for Employee ID (10004), First Name (employee4), Last Name (em), Email (e4@gmail.com), Password (\*\*\*\*\*), Role (Optional) (Fullstack Engineer), and Hire Date (Optional) (13-01-2026). Below these fields are "Employment Type" dropdowns. At the bottom of the modal are "Cancel" and "Create Employee" buttons, with the "Create Employee" button being highlighted by a red arrow.

# INACTIVE EMPLOYEE:

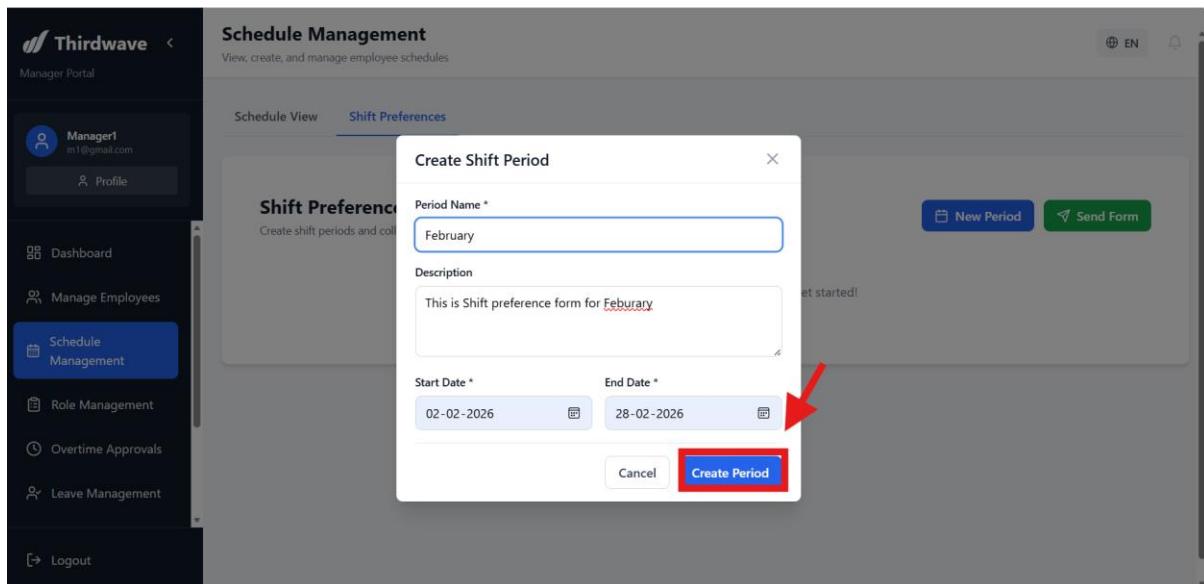
The screenshot shows the Thirdwave Manager Portal interface. On the left, a dark sidebar menu includes 'Dashboard', 'Manage Employees' (which is highlighted with a red box), 'Schedule Management', 'Role Management', 'Overtime Approvals', 'Leave Management', and 'Logout'. The main content area is titled 'Manage Employees' and displays a table of employees. The table has columns for Employee ID, First Name, Email, Phone Number, Status, and Actions. One row is shown: Employee ID 10001, First Name employee 1 1, Email e@gmail.com, Status Inactive (indicated by a red box around the status cell), and Actions (Edit, Recycle Bin, Delete Permanently). At the top of the main area, there are filters for 'Search employees', 'All Types', a checked 'Show Inactive' checkbox, and a '+ Add Employee' button.

| EMPLOYEE ID | FIRST NAME   | EMAIL       | PHONE NUMBER | STATUS   | ACTIONS |
|-------------|--------------|-------------|--------------|----------|---------|
| 10001       | employee 1 1 | e@gmail.com |              | Inactive |         |

# SCHEDULE MANAGEMENT SHIFT PREFERENCES



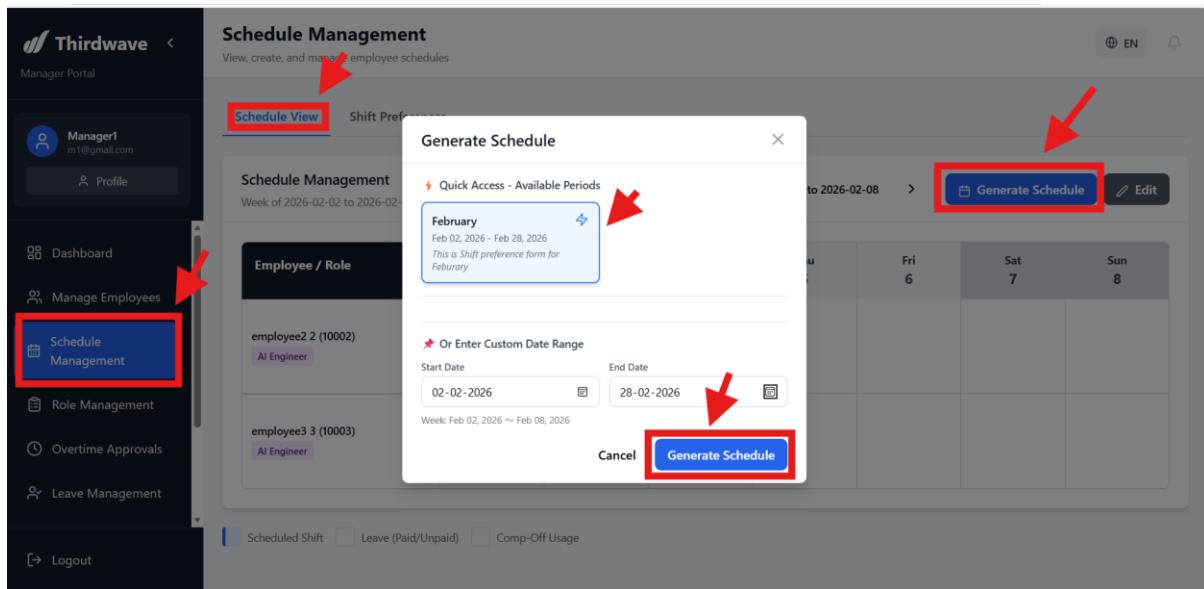
## NEW PERIOD CREATION



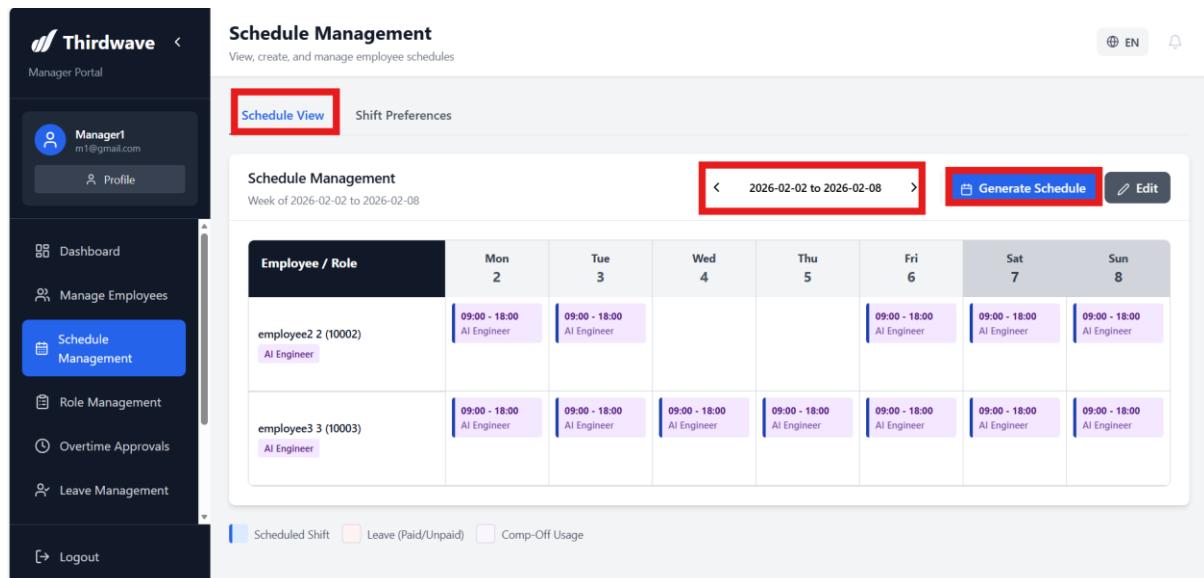
# SEND SHIFT PREFERENCE FORM TO EMPLOYEE

The screenshot shows the Thirdwave Manager Portal interface. On the left is a dark sidebar with navigation options: Dashboard, Manage Employees, Schedule Management (which is selected and highlighted in blue), Role Management, Overtime Approvals, Leave Management, and Logout. The main content area has a light gray background. At the top, it says "Schedule Management" and "View, create, and manage employee schedules". Below this, there are two tabs: "Schedule View" and "Shift Preferences" (which is currently active). A green success message box displays "Shift period created successfully". In the center, a white box titled "Shift Preference Management" contains the text "Create shift periods and collect employee preferences". It shows a section for "February" with the note "This is Shift preference form for Februry" and "Feb 02, 2026 - Feb 28, 2026 Duration: 26 days". It also states "No preference forms sent yet for this period" and has a "View Responses" button. At the top right of this central box are two buttons: "New Period" (blue) and "Send Form" (green, which is highlighted with a red arrow).

SCHEDULE VIEW



## GENERATE SCHEDULE



## MANAGER CAN MANUALLY EDIT THE SCHEDULES OF THE EMPLOYEE

The screenshot shows the Thirdwave Manager Portal. On the left, there's a sidebar with options like Dashboard, Manage Employees, Schedule Management (which is highlighted in blue), Role Management, Overtime Approvals, Leave Management, and Logout. The main area is titled 'Schedule Management' and shows a weekly grid from Monday to Sunday. Two employees, 'employee2' and 'employee3', are listed with their shifts. A specific shift for 'employee2' on Tuesday is highlighted with a red box. In the bottom right corner of the grid, there's a modal window with buttons for '+ Add Shift', '✓ Confirm & Save', and '× Cancel'. A red arrow points to the 'Confirm & Save' button.

## OVERTIME APPROVALS

The screenshot shows the Thirdwave Manager Portal. The sidebar on the left has 'Overtime Approvals' highlighted with a red box. The main area is titled 'Overtime Approvals' and shows a list of pending requests. One request for 'emp11' is shown in detail: Date: 3/2/2026, Time: 21:00 - 12:00, Overtime Hours: 15.0 Hours, Reason: MORE WORK LOAD. There's a section for 'Approval Notes' with a placeholder 'Add notes about this decision...'. At the bottom are three buttons: a green '✓ Approve Overtime', a red '✗ Reject Overtime', and a white 'Cancel' button.

## LEAVE MANAGEMENT

The screenshot shows the Thirdwave Manager Portal interface. The left sidebar includes options like Profile, Dashboard, Manage Employees, Schedule Management, Role Management, Overtime Approvals, and Leave Management (which is highlighted with a red box and a red arrow). The main content area is titled 'Leave Management' and 'Review and manage leave requests'. It features a search bar for 'Employee ID' and four status filters: Pending (1), Approved (0), Rejected (0). Below these are buttons for All Requests (1), Paid Leave (1), Unpaid Leave (0), and Comp-Off Usage (0). The 'All Requests' section shows one pending request for 'emp1 1 (10001)' with details: Leave Type 'Paid - Full Day', Start Date 'Feb 05, 2026', End Date 'Feb 06, 2026', Reason 'SICK', and Status 'Pending'. Actions for Approve and Reject are shown next to the row.

| EMPLOYEE       | LEAVE TYPE      | START DATE   | END DATE     | REASON | STATUS  | ACTIONS                                  |
|----------------|-----------------|--------------|--------------|--------|---------|--|
| emp1 1 (10001) | Paid - Full Day | Feb 05, 2026 | Feb 06, 2026 | SICK   | Pending | <span>Approve</span> <span>Reject</span> |

## COMP OFF REQUESTS

**Thirdwave** Manager Portal

## Comp-Off Management

Manage and approve employee comp-off requests

**About Comp-Off Requests**

This page is for requesting to EARN comp-off days when you work on non-shift days (weekends, holidays).

- To EARN comp-off: Submit a request here if you worked on a non-shift day
- To USE comp-off: Go to "Leave Requests" page and select leave type "Comp-Off (Use Earned)"

### Comp-Off Earning Requests

| Date                   | Employee       | Reason    | Status  | Actions  |
|------------------------|----------------|-----------|---------|--|
| Feb 07, 2026<br>Future | emp1 1 (10001) | WORK LOAD | Pending | <button>Approve</button> <button>Reject</button> |

**Management**

- Role Management
- Overtime Approvals
- Leave Management
- Comp-Off Requests**
- Attendance
- Notifications

Logout

## ATTENDANCE

Screenshot of the Thirdwave Manager Portal Attendance page.

The left sidebar shows the user profile (Manager1, m1@gmail.com) and navigation menu with the following items:

- Management
- Role Management
- Overtime Approvals
- Leave Management
- Comp-Off Requests
- Attendance** (highlighted with a red box)
- Notifications
- Logout

The main content area is titled "Attendance" and "Track daily employee attendance". It displays three summary cards:

- Present: 0 (Green checkmark icon)
- Late: 0 (Yellow exclamation mark icon)
- Absent: 0 (Red X icon)

Below these cards is a section titled "Today's Attendance - Tuesday, February 3, 2026". It includes a "Select Month & Year" dropdown set to February 2026, and two download buttons:

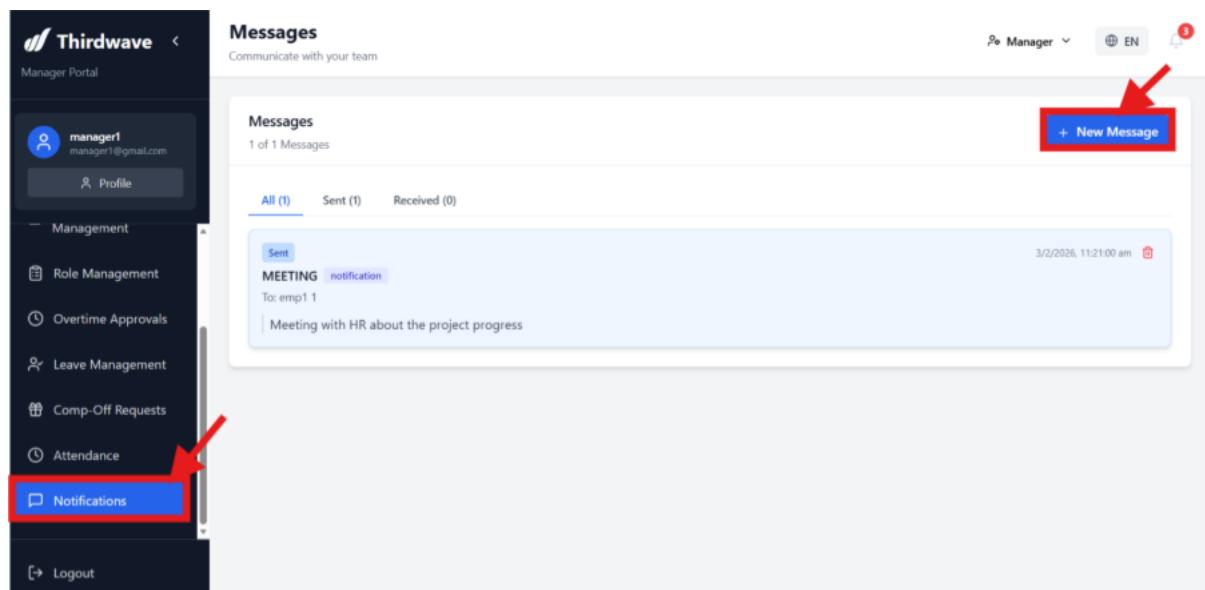
- Download Monthly** (highlighted with a red box)
- Download Weekly**

Further down, there is a section titled "Download Individual Employee Monthly Report" with the following fields:

- Employee ID: 10002
- Month: February
- Year: 2026
- Download** (highlighted with a red box)

Top right corner of the page shows language (EN) and notification icons.

## MESSAGE PORTAL NOTIFICATION



## MANAGER NOTIFICATION MESSAGE

