GK Technologies Website – Additional Detailed Feature Specification

Project Goal: Create a robust, role-based web platform for job listing, employee onboarding, task tracking (Jira/manual), document submission, timesheet logging, and invoice/payment handling.

🔹 1. Job Listings & Applications

1.1 Dynamic Job Listings

- The website should allow dynamic display of active job openings tied to the services GK Technologies offers (e.g., IT consulting, software development).
- Jobs should include fields: Job Title, Description, Location, Experience, Skills Required, Salary, and Job Type.

1.2 Employer Job Posting

- Employers can log in and create/edit job postings through their dashboard.
- Fields should support rich text and tagging.

1.3 Apply Now

- Each job listing must include an “Apply Now” button.
- Clicking it opens a form for candidates to submit basic details and upload resumes which can be received at Hr@kgktechnologies.com

1.4 Interest Form for Unlisted Roles

- If a desired role is not listed, candidates should see a “Submit Your Interest” form.
- Fields: Name, Email, Desired Role, Resume Upload, Location Preference, Notes.
- This data is stored and notified to admin for future openings, and which can be received at Hr@kgktechnologies.com

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🔹 2. User Dashboards

2.1 Employer Dashboard

- Role-restricted access (Admin/Employer only).
- Capabilities:
    - Post and manage job listings.

    - View applicants per job.
    - Onboard selected employees (trigger onboarding workflow).
    - Assign tasks (Jira tasks & custom/manual tasks).
    - View uploaded documents per employee.
    - Review and approve employee timesheets.
    - Generate invoices for clients.
    - View invoice/payment status per client.

2.2 Employee Dashboard

- Secure, role-restricted access.
- Capabilities:
    - View personal profile and update details.
    - View assigned Jira and manually added tasks.
    - ✅ **Add/edit custom tasks** with title, description, status, and optional due date.
    - Submit weekly timesheet (select tasks, enter hours, write description).
    - Upload required onboarding documents.
    - Complete onboarding forms.
    - See onboarding progress.
    - **Must check agreements to company policies** to complete onboarding.

🔹 3. Authentication & Access Control

3.1 Role-Based Login

- Login interface with role identification (Employee, Employer, Admin).
- Each role sees a customized dashboard with access controls.

3.2 Account Creation

- Admins can create accounts for employees or invite them via email.
- Employees can optionally self-register (admin approval may be required).

◆ **4. Task Management (Jira + Manual)**

4.1 Jira Integration

- Integrate with Jira API to fetch assigned tasks for each employee.
- Display task title, status, due date in employee dashboard.
- Tasks should be read-only if Jira-managed, unless extended editing is permitted.

4.2 Manual Task Management

- Employees can:
  - Add their own tasks (not from Jira).
  - Edit any manually created task.
  - Add descriptions, progress status, and due dates.
- Employers/Admins can see these tasks and optionally comment.

◆ **5. Onboarding Workflow**

5.1 Web Forms to Fill (fillable in-browser):

- I-9, I-20, W-4, I-983, State-specific tax forms.
- Save progress feature for multi-step form completion.

5.2 Upload Required Documents:

- File upload support (PDF/JPG/PNG) for:
  - Driver’s License (front & back)
  - Visa documents
  - Passport (front & back)
  - Resume
  - Optional: customizable "Other Documents" field

5.3 Company Policy Agreement

- Display full company policies as a scrollable/read-only document or downloadable PDF.
- Required checkbox: **“I have read and agree to GK Technologies’ policies”** before proceeding past onboarding.

5.4 Progress Tracker

- Visual representation (e.g., checklist or progress bar) to indicate how much of onboarding is completed.

🔹 6. Timesheet Module

6.1 Weekly Timesheet Submission (Employee)

- Fields:
  - Week Range (Monday–Sunday)
  - Per-day hours worked
  - Task name (dropdown or custom)
  - Task description/notes
- Submit button with edit before submission option.

6.2 Timesheet Review (Employer)

- View all timesheets per employee.
- Filters by date, employee, task.
- Approve, Reject, or Comment on submissions.
- Status tracking (Pending, Approved, Rejected).

🔹 7. Invoice Management & Payment Portal

7.1 Invoice Creation (Employer/Admin)

- Create invoices within the dashboard.
- Fields: Client Name, Email, Service Description, Hours, Rate, Total, Due Date.
- Generate invoice number (auto-increment or UUID).
- Attach downloadable PDF version.
- **Automatically send the invoice via email** to the client with a payment link.

7.2 Client Invoice Portal

- Public-facing form/page where clients enter their invoice number to retrieve invoice details.
- Display invoice breakdown and total due.

7.3 Payment Options:

- **Credit/Debit Card Payment**:
  - Integration with a payment gateway (e.g., Stripe, Square).
  - Secure payment form via embedded gateway widget.
- **Check Payment**:
  - Input field to enter check number.
  - Optional upload for check image.
  - Admin notified and marks invoice as "Paid by Check."

7.4 Payment Confirmation

- Once payment is made:
  - Confirmation email sent to client and admin.
  - Invoice marked as Paid in the system.

🔹 8. Admin/HR Panel

- Central admin interface to:
  - View all job postings and applications.
  - Monitor onboarding document status.
  - Track policy agreement acceptance.
  - View and approve time sheets.
  - Track employee task progress (Jira + manual).
  - Manage invoices and payment statuses.
  - View/Export all candidate interest forms.

📎 Optional Enhancements (Future Considerations)

- Email notifications/reminders for:
  - Incomplete onboarding
  - Pending timesheet submissions
  - Invoice due dates
- Dashboard analytics (number of hires, tasks completed, payments received)
- Document expiry reminders (e.g., visa/passport renewal)