**A. User Module Features (Employees)**

✅ **1. Profile Management**

* View and update personal details (name, email, phone number, etc.).
* Change password.

✅ **2. Attendance & Leaves**

* Mark daily attendance (check-in/check-out).
* View attendance history.
* Apply for leave (sick leave, annual leave, etc.).
* Track leave requests (status: pending/approved/rejected).

✅ **3. Payroll & Salary**

* View salary details and payslips.
* Track salary changes (salary history).

✅ **4. Projects & Tasks**

* View assigned projects and roles.
* Update project completion status.

✅ **5. Training & Performance**

* Enroll in training programs.
* Track training completion status.
* View performance review scores and feedback.

✅ **6. Travel & Expenses**

* Submit travel requests.
* Upload expense reports and receipts.
* Track approval status of travel and expense requests.

✅ **7. Asset Management**

* View assigned company assets (laptop, phone, etc.).
* Request return/replacement of assets.

✅ **8. Feedback & Exit Interviews**

* Submit feedback about company policies or issues.
* View exit interview details (if applicable).

**B. Admin Module Features**

✅ **1. Employee Management**

* Add/edit/delete employees.
* Assign employees to departments and projects.
* Manage job roles and salaries.

✅ **2. Attendance & Leave Management**

* View attendance records of all employees.
* Approve/reject leave requests.
* Track employee working hours.

✅ **3. Payroll Management**

* Generate and update salary details.
* Process bonuses and deductions.
* Approve payroll before payouts.

✅ **4. Project & Task Management**

* Assign employees to projects.
* Track project progress and completion.

✅ **5. Training & Performance**

* Add/manage training programs.
* Assign employees to training.
* Conduct and record performance reviews.

✅ **6. Travel & Expense Management**

* Approve/reject travel requests.
* Approve/reject expense reports.

✅ **7. Asset Management**

* Assign company assets to employees.
* Track asset usage and maintenance.

✅ **8. Security & Audit Logs**

* Manage user roles (Admin, Super Admin, Employee).
* Track login activity and system changes.
* Manage system notifications and alerts.

✅ **9. Reports & Analytics**

* Generate reports for attendance, payroll, leaves, etc.
* View department-wise performance metrics.