**User (Employee) Features**

**1. Profile Management**

- View and update personal details

- Change password

**2. Attendance & Leaves**

- Mark daily attendance

- View attendance history

- Apply for leave

- Track leave requests

**3. Payroll and Salary**

- View salary details and pay slips

- Track salary changes

**4. Projects and Tasks**

- View assigned projects and roles

- Update project completion status

**5. Training and Performance**

- Enroll in training programs

- Track training completion status

- View performance review scores and feedback

**6. Travel and Expenses**

- Submit travel requests

- Travel and Expenses history

- Track approval status

**7. Feedback and Exit Interviews**

- Submit feedback about company policies

- View exit interview details

**8. Help & Support**

- FAQs

- HR contact

**Admin Features**

**1. User Management**

- Create a new profile

- Update or remove employee

**2. Attendance and Leave Management**

- View attendance records

- Approve/reject leave requests

- Track employee working hours

**3. Payroll Management**

- Process bonuses and deductions

- Generate and update salary details

**4. Department Management**

- Assign employees to the department

- Track department information

**5. Projects and Tasks**

- Assign employees to projects

- Assign tasks to employees

- Track project status

**6. Training and Performance**

- Add/manage training programs

- Assign employees to training

- Conduct performance reviews

**7. Travel and Expenses**

- Approve/reject travel requests

**8. Asset Management**

- Assign company assets

- Track asset usage

**9. Reports & Analytics**

- Generate employee reports

- View department performance metrics

**Super Admin Features**

**All Admin features plus:**

**1. Admin Management**

- Update roles

- Add or remove admins

**2. Audit Management**

- Track audit logs