EMPLOYEE DATA

- **Present by:** M Vijayalakshmi

- **Reg No.** : 312214969

- **Department :**Commerce

- **College** : Annai velankanni college For women

Project Title :

EMPLOYEE DATA

Agenda

1. Employee Personal details
2. Job information
3. Compensation and benefits
4. Performance and development
5. Attendance and leave
6. Skills and Qualifications
7. Discipline Action
8. Exit information

1.Employee Personal Details
   -Name
   -Date of birth
   -Gender
   -Address
   -Contact information (Phone number, email

2.Job Information

-Job title

-Department

-Location

-Job description

-Date of hire

-Employment status (full-time, part –time, contractor)

3.Compensation and benefits

-Salary

-Bonus structure

-Benefits(health insurance, retirement plan,etc.)

4.Perforance and Development

-Job performance review

-Goals and objective

-Training and development program

-Career advancement opportunities

5.Attendance and Leave

-Attendance record

-Leave balances (vacation, sick leave,etc.)

6.Skills and Qualifications

-Education

-CertificationS

-Work experience

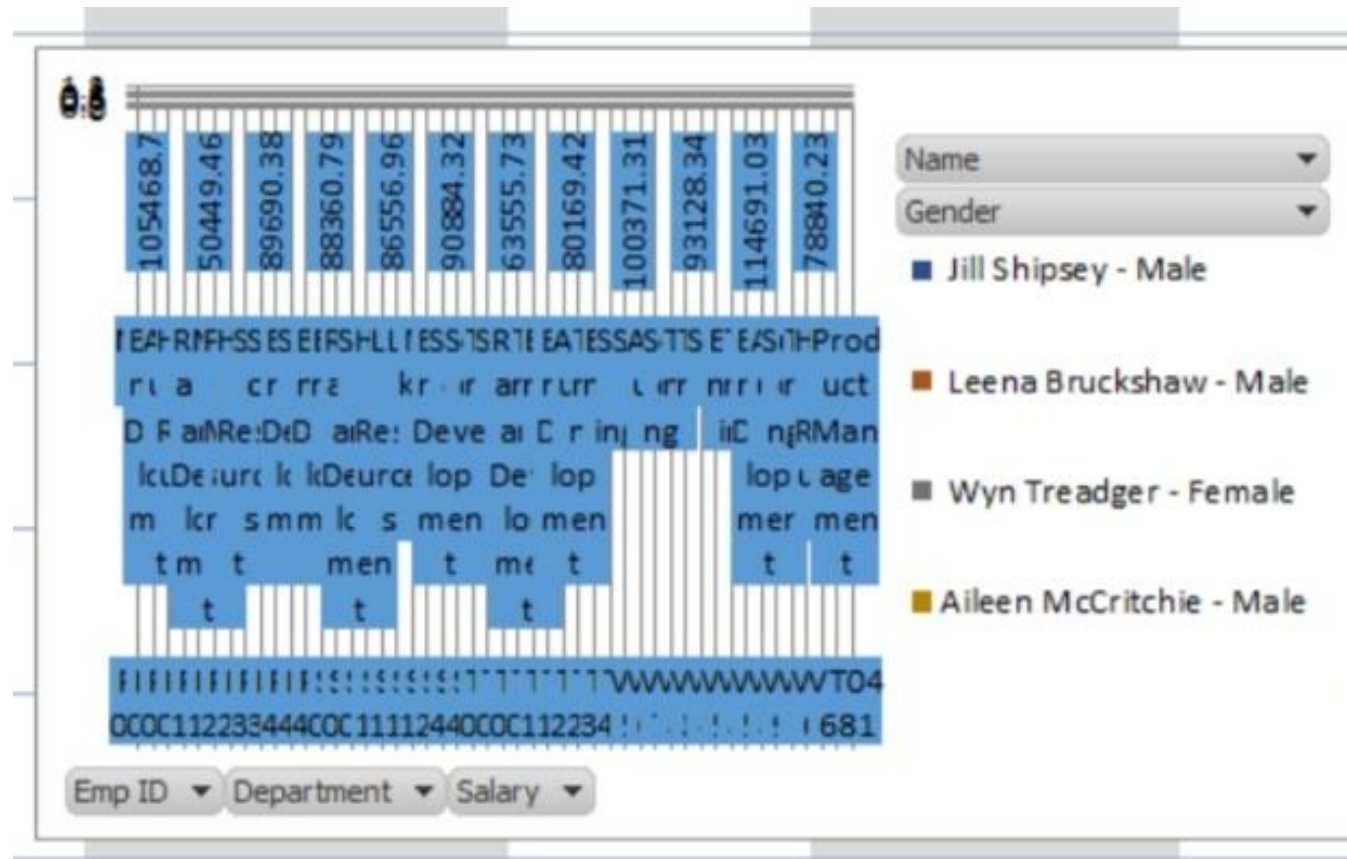-Skills (language proficiency, software skills,etc.)

7.DisciplinaryActions

-Verbal warning

-Written warning

-Disciplinary actions (suspension, termination)

8.Exit Information

-Date of termination
-Reason for leaving
-Exit interview notes

Result:

Conclusion :

In conclusion, employee data is a critical asset for any organization, providing insights into the workforce, supporting business decisions, and enhancing operational efficiency.

Thank you