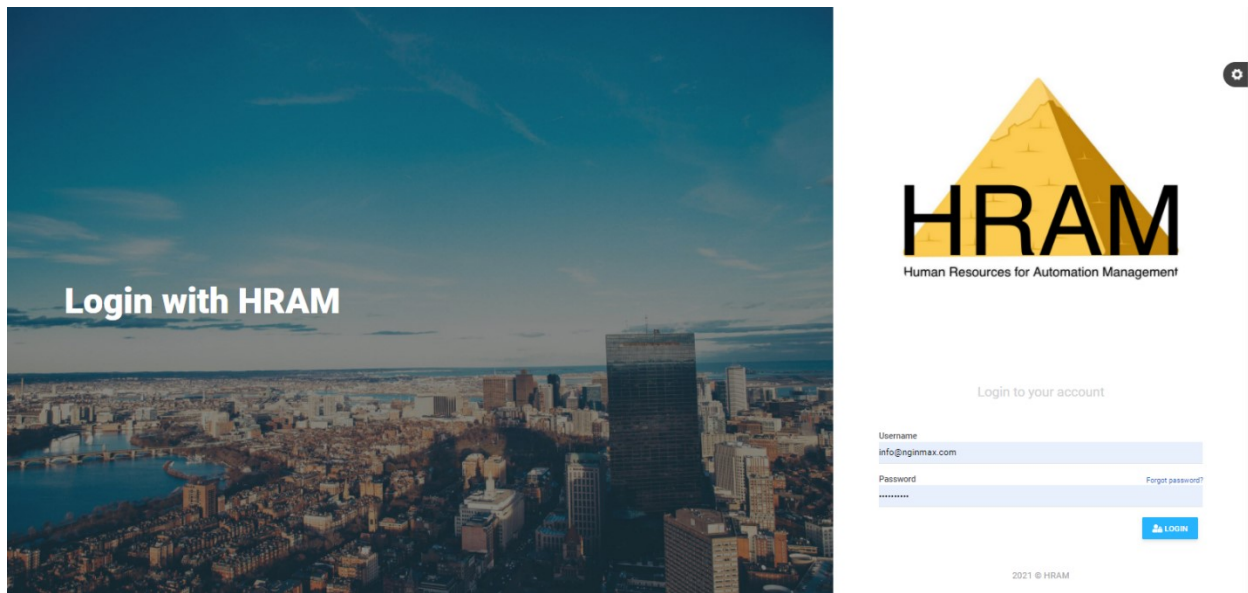
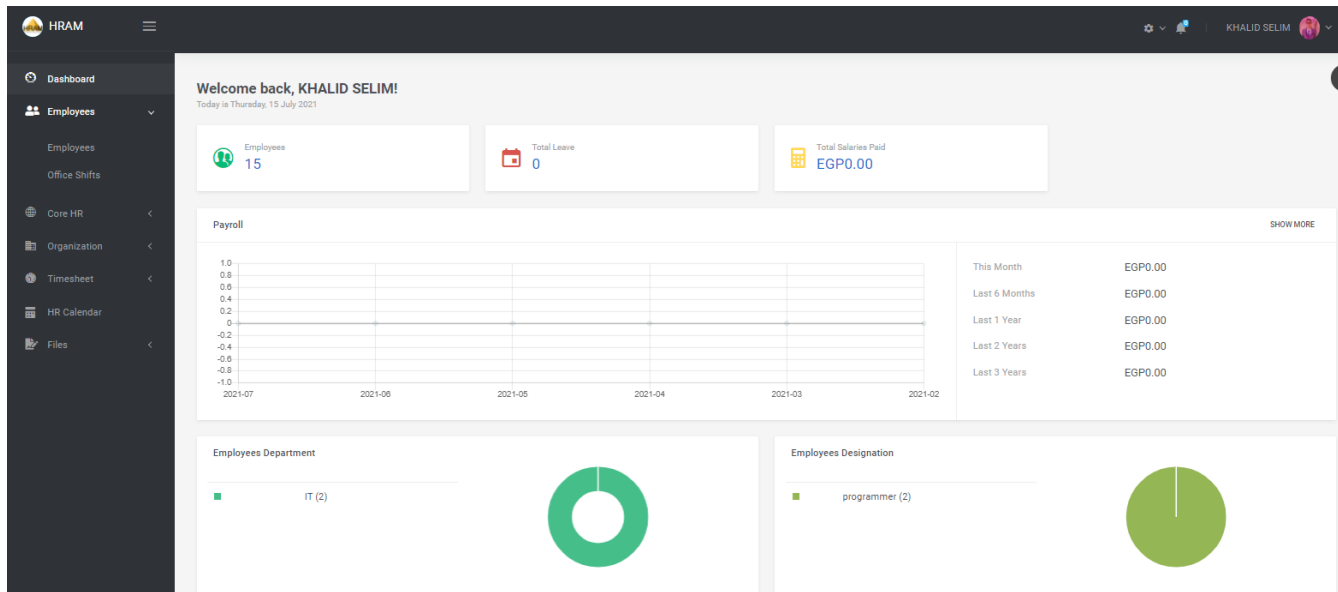


HRAM Features Overview



- Login Page you can using any web browser to login system



- Dashboard views the most common graphs used to visualize data

Employees

Employees

Office Shifts

Core HR

Organization

Timesheet

HR Calendar

Files

EMPLOYEES
SET UP EMPLOYEES

OFFICE SHIFTS
CREATE OFFICE SHIFTS

Add New Employee

First Name*

First Name

Last Name*

Last Name

Employee ID*

455194

Date of Joining*

2021-07-15

Company*

Company

Location*

Location

Main Department*

Department

Designation*

Designation

Username*

Username

Email*

Email

Gender

Male

Office Shift

Office Shift

Date of Birth*

Date of Birth

Contact Number*

Contact Number

Password*

Password

Confirm Password*

Confirm Password

Role*

Role

Reports To

Reports To

Leave Category

Leave Category

Pin Code*

454589

Address

Address

SAVE

List All Employees

FILTER

VIEW REPORT

Show: 10 entries

Search:

Employees management screen record employees data

Employee Details

GENERAL
BASIC INFORMATION

SET SALARY
SET UP SET SALARY

LEAVES
VIEW ALL LEAVE

CORE HR
VIEW CORE HR MODULES

PAYSLIPS
VIEW ALL PAYSLIPS

Basic Information

- Profile Picture
- Document
- Bank Account
- Change Password



DOWNLOAD PROFILE

KHALID SELIM
Shift - Morning Shift

First Name*		Last Name*	
KHALID		SELIM	
Employee ID*	Username*	Email*	
1	admin	info@khalidselim.me	
Company*	Location*	Department*	
Future Academy	Cairo	Department	
Designation*	Date of Joining*	Date of Leaving	
Designation	2018-02-01	Date of Leaving	
Role*	Gender	Marital Status	
Super Admin	Male	Single	
Contact Number*	Status	Office Shift	
12345678900	Active	Morning Shift	
Date of Birth*			
1996-03-28			
Reports To			

Employee Details

GENERAL
BASIC INFORMATION

SET SALARY
SET UP SET SALARY

LEAVES
VIEW ALL LEAVE

CORE HR
VIEW CORE HR MODULES

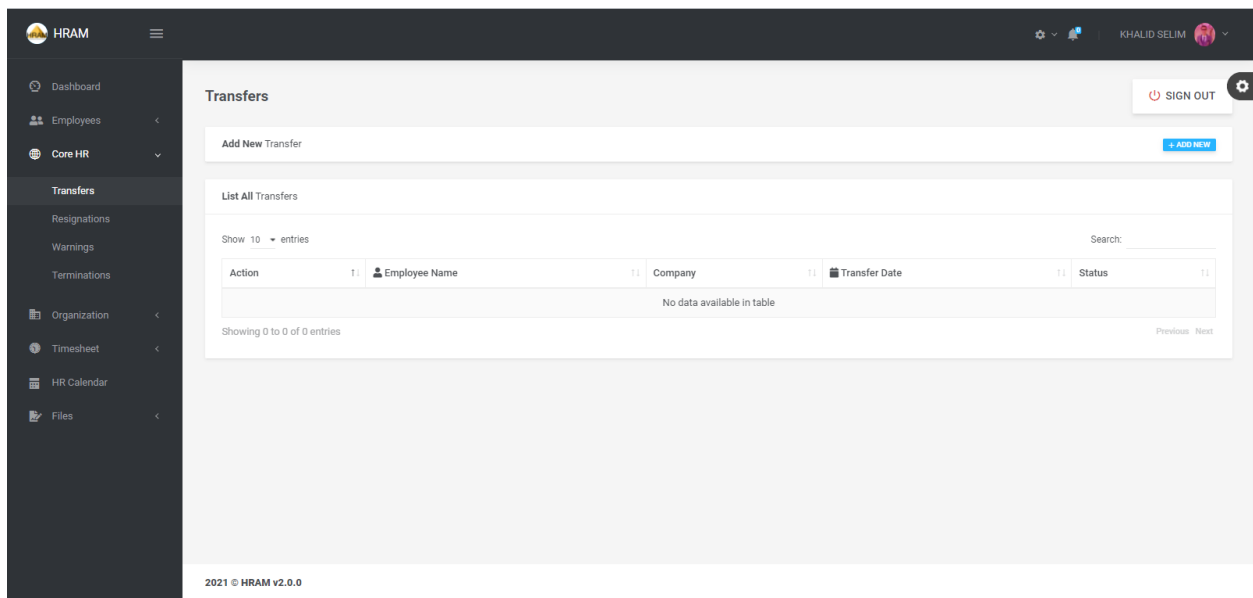
PAYSLIPS
VIEW ALL PAYSLIPS

Update Salary

- Allowances
- Commissions
- Loan
- Statutory deductions
- Other Payment
- Overtime

Payslip Type*	Salary*
Monthly Payslip	10000

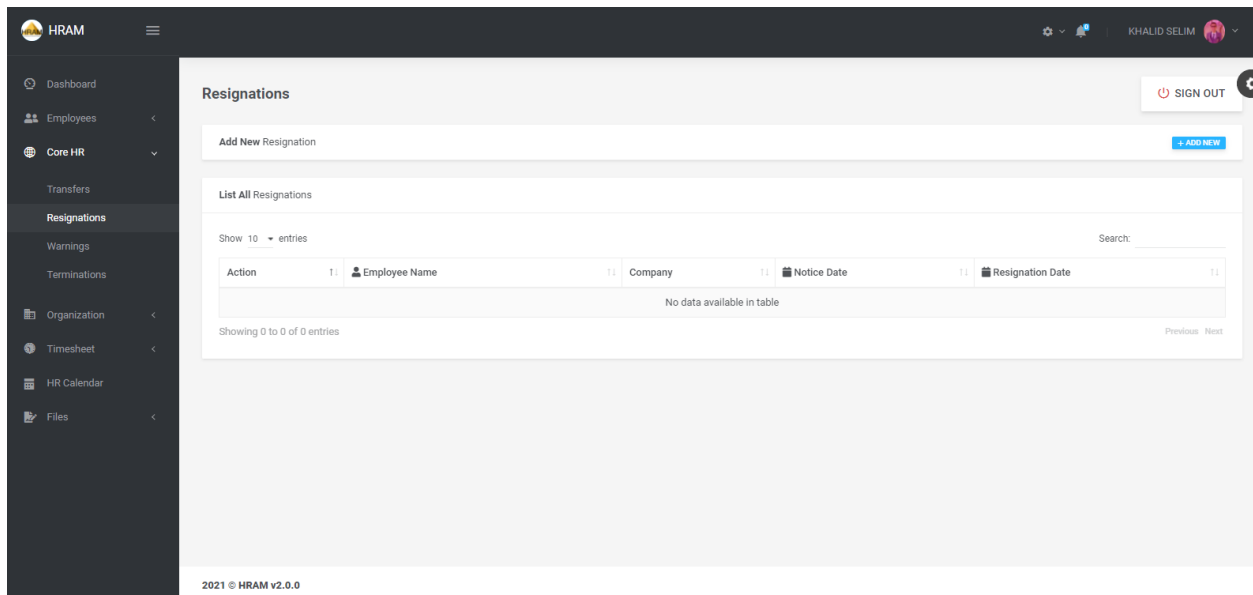
- Set basics information
- Set salaries.
- Set loan
- Set deduction
- Set commotions
- Set overtime rate
- Set bank account
- Set documents
- Set shifts



Core HR Module


Transfer


- Transfer employee from department to another





Resignations

- Management employees resignations


HRAM





▼



KH

Dashboard

Employees <


Core HR ▼


Transfers


Resignations


Warnings

Terminations

Organization <

Timesheet <

HR Calendar

Files <

Warnings

Add New Warning

List All Warnings

Show 10 ▼ entries

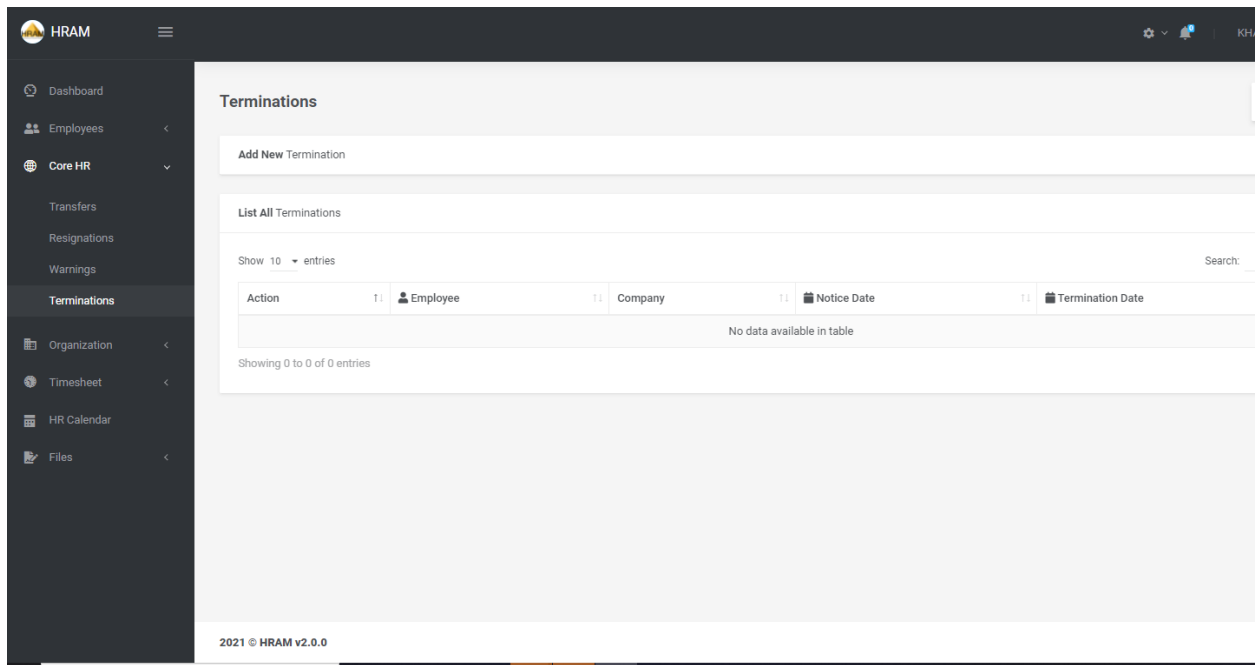
Search:

Action	Employee	Company	Warning Date	Subject	Warning By
No data available in table					

Showing 0 to 0 of 0 entries

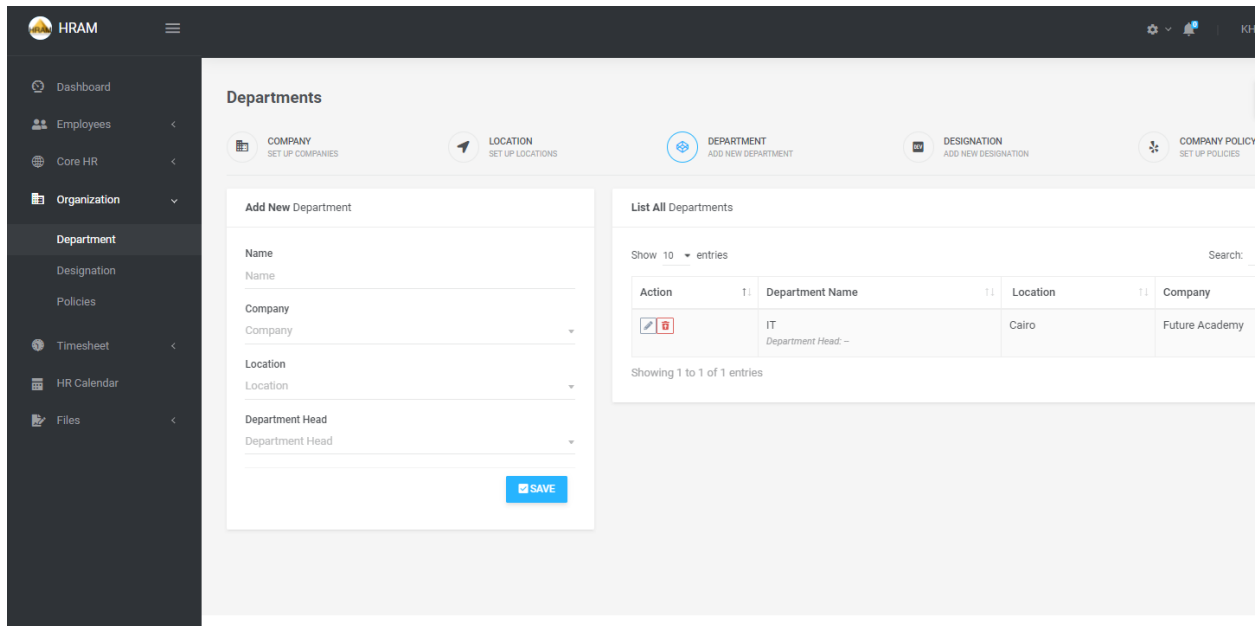
Warnings

- management employees Warnings



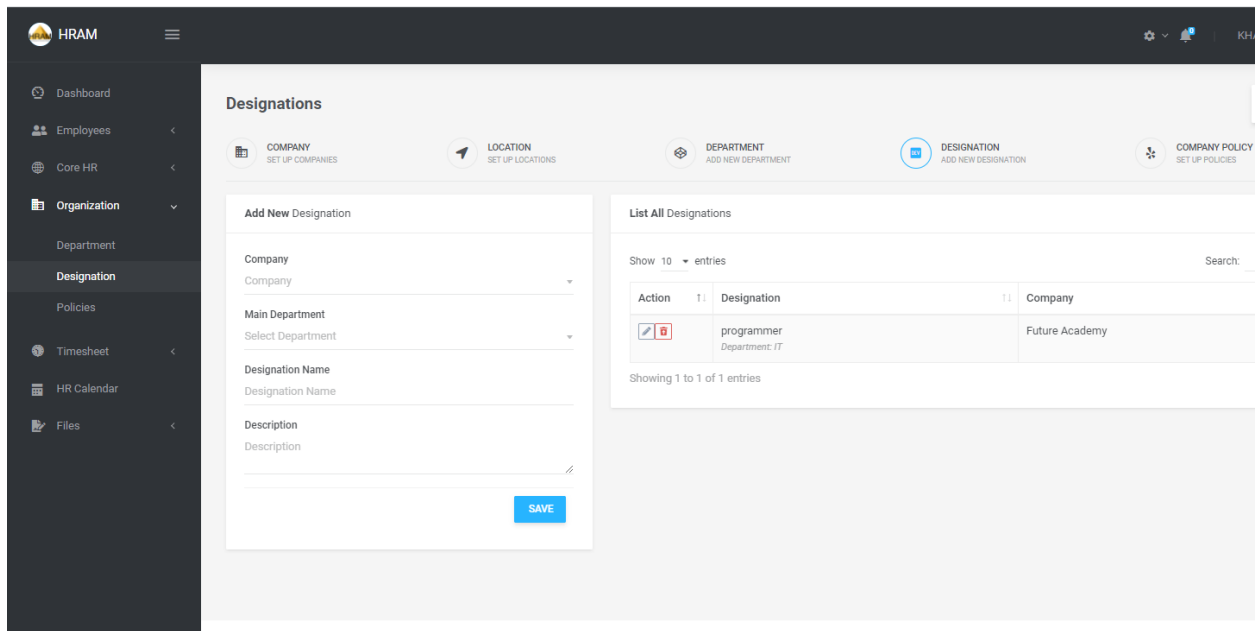
Terminations

- Management Terminations



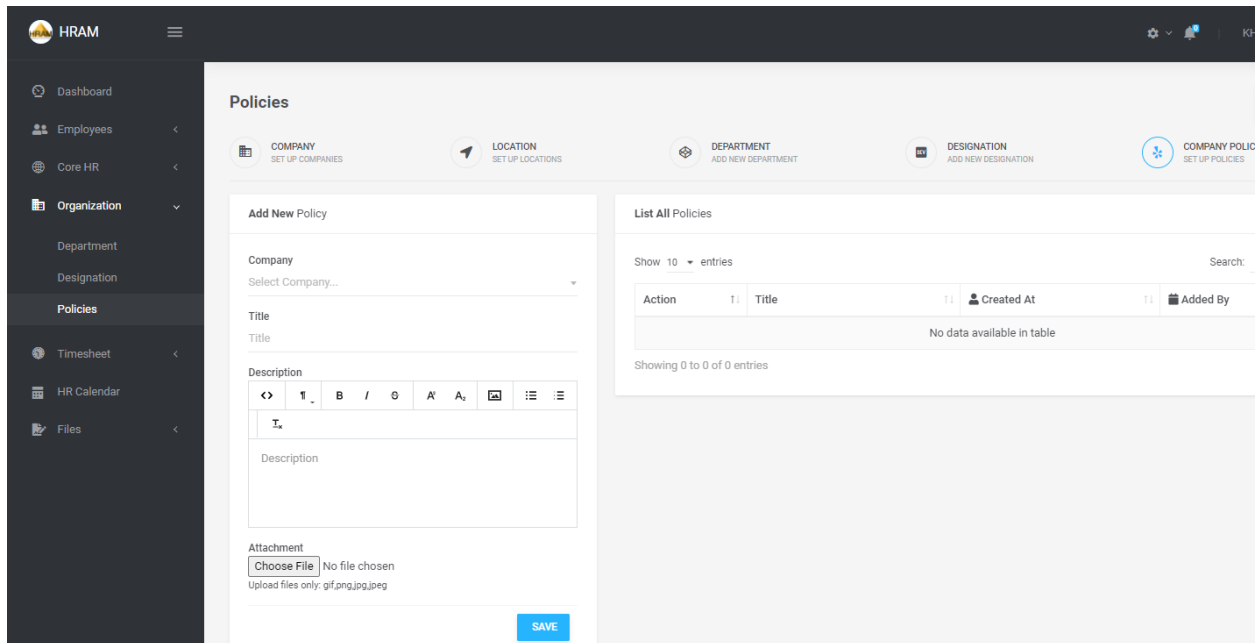
Departments

- Add & view Departments



Designation

- Management designations



Company policies

- Record company policies

Attendance

SIGN

DASHBOARD
TIMESHEET DASHBOARD

ATTENDANCE
ATTENDANCE LIST

UPDATE ATTENDANCE
ADD/EDIT ATTENDANCE

MONTHLY TIMESHEET
VIEW ALL

CALENDAR
VIEW CALENDAR

OVERTIME REQUEST
ADD OVERTIME REQUEST

Location

Date

All

2021-07-15

GET

Daily Attendance Report

+ DATE WISE ATTENDANCE

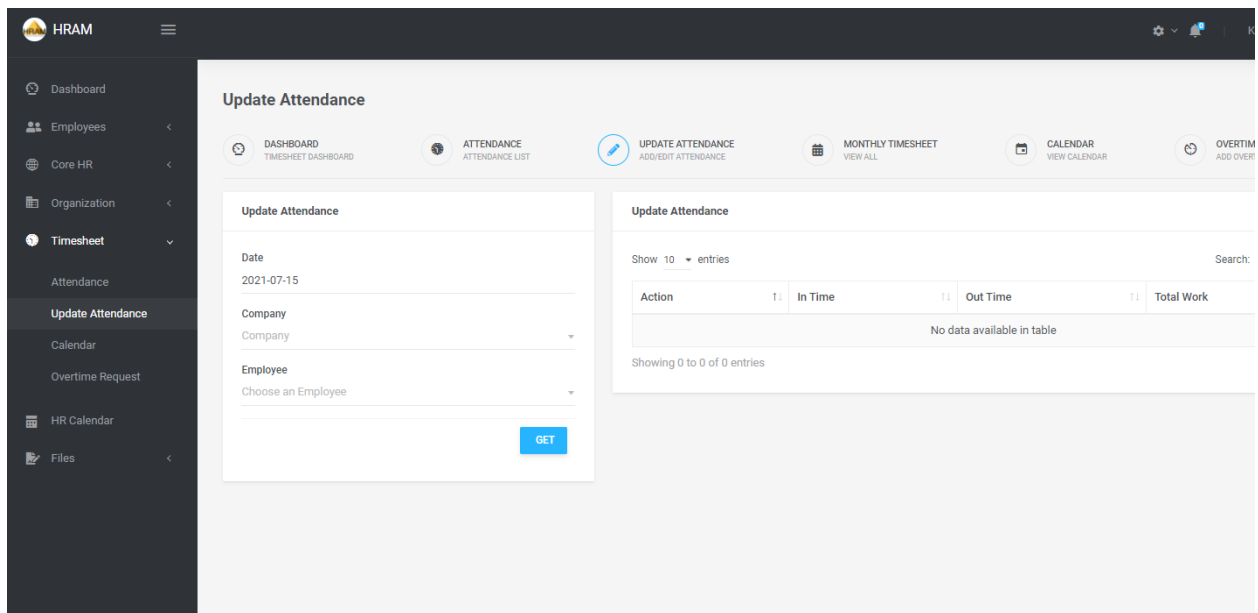
Show 10 entries

Search:

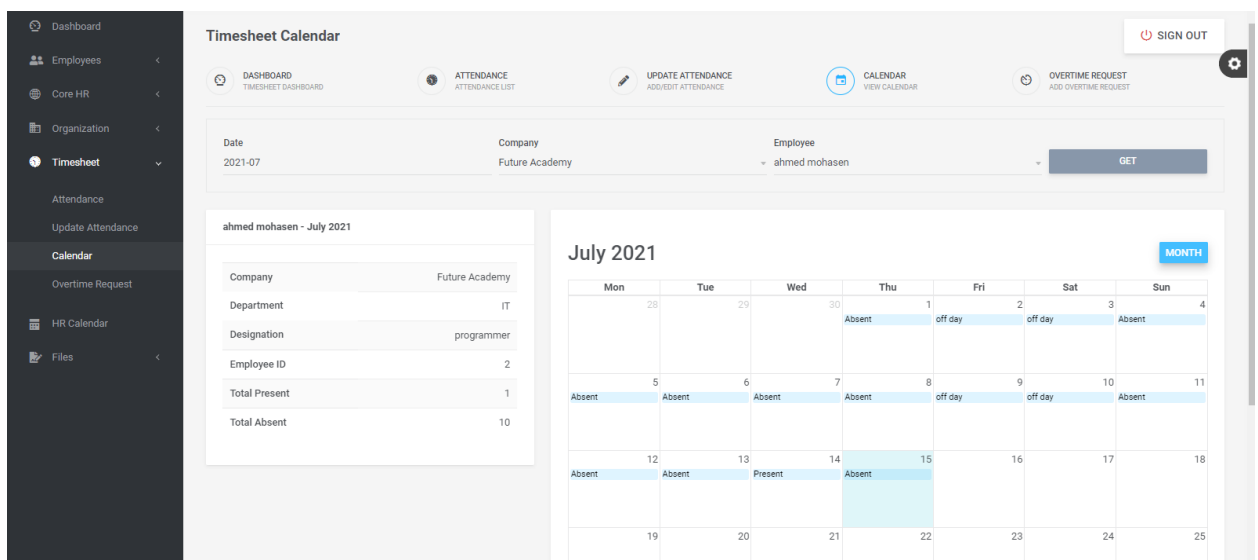
HR Information			Attendance Report							
Employee	Employee ID	Company	Date	Status	Clock IN	Clock Out	Late	Early Leaving	Overtime	Total Work
adam	15	--	Jul-15-2021	Office shift not assigned.	--	--	--	--	--	--
adel	12	--	Jul-15-2021	Office shift not assigned.	--	--	--	--	--	--
AHMED SAMIR	11	--	Jul-15-2021	Office shift not assigned.	--	--	--	--	--	--
ahmed mohasen	2	Future Academy	Jul-15-2021	Absent	-	-	00:00	00:00	00:00	00:00
mohamed	13	--	Jul-15-2021	Office shift not assigned.	--	--	--	--	--	--
saad	17	--	Jul-15-2021	Office shift not assigned.	--	--	--	--	--	--

Timesheet's module

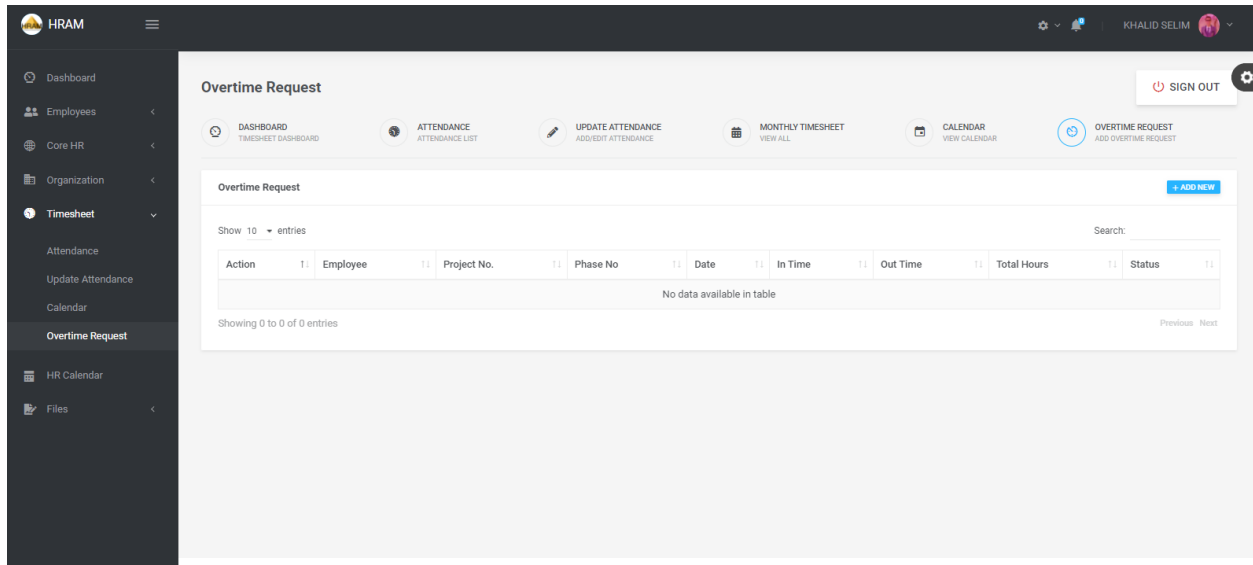
- Management attendance
- Import from finger print device
- Make attendance daily & monthly in detailed report



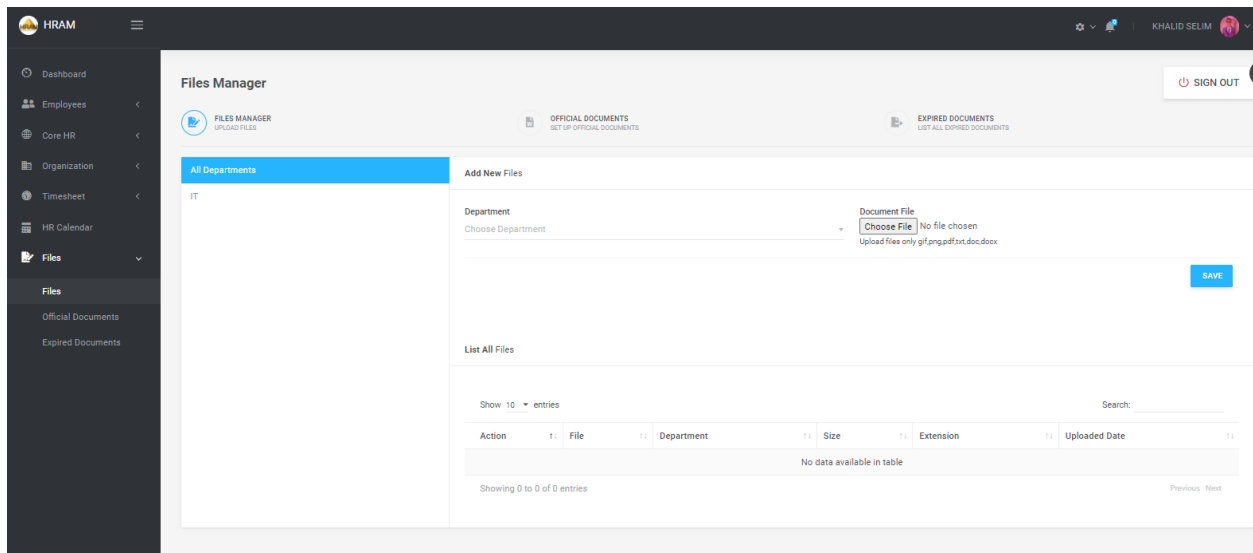
- Can update attendance from admin account only



- View employee attendance in details



- Overtime report for all employees describes request status (Approved Or rejected or pending) .



File managers module

- Mange all files and folders
- Manage documents expirations date (notify you when expire date is close to end)

Prepared by:

HRAM team

