

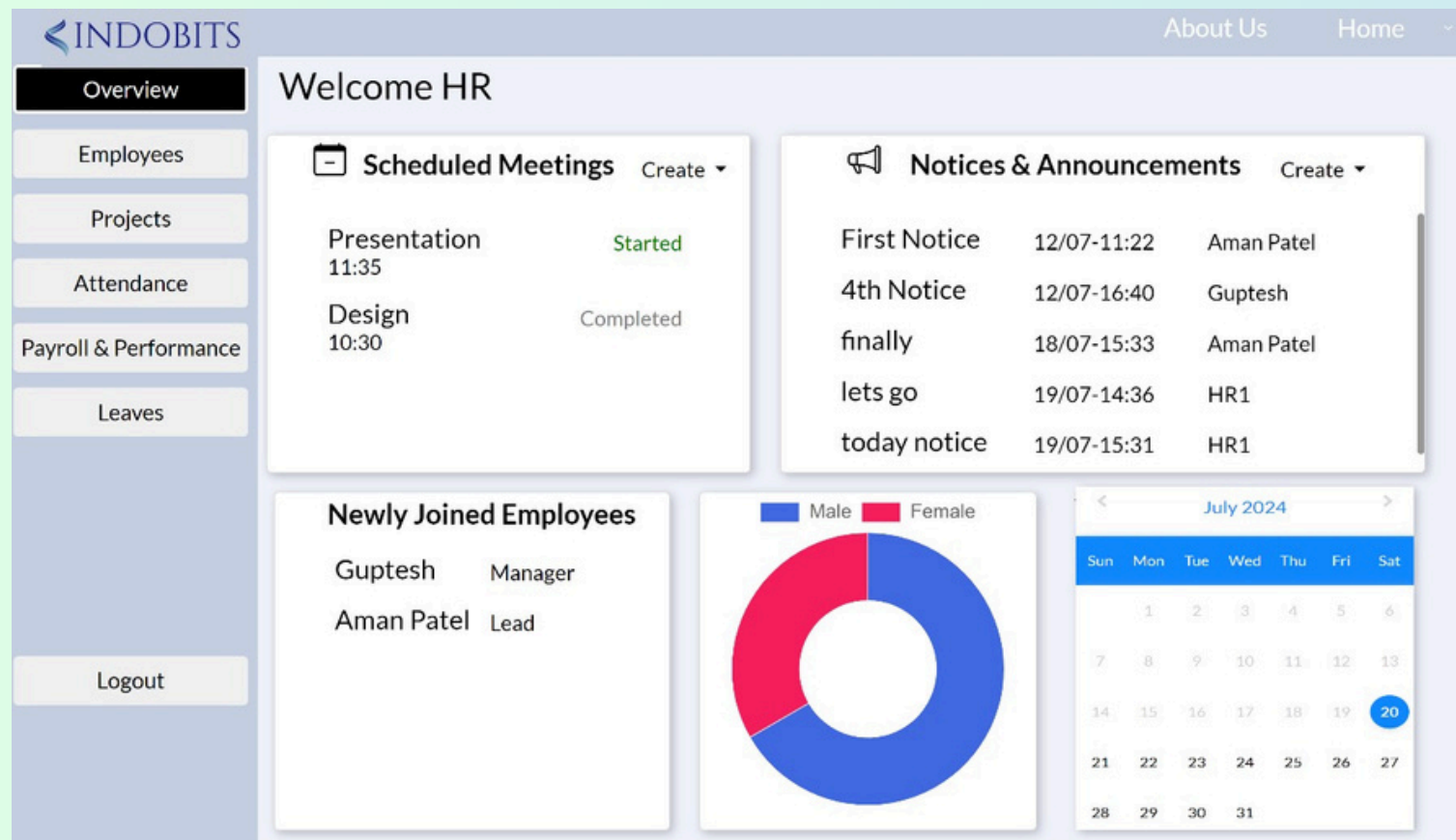
# HRMS PORTAL

BY HRMS TEAM

AADITYARAJ, AMAN, RACHIT AND GUPTESH.  
(HR-BACK),(EMP-BACK),(HR-FRONT),(EMP-FRONT)



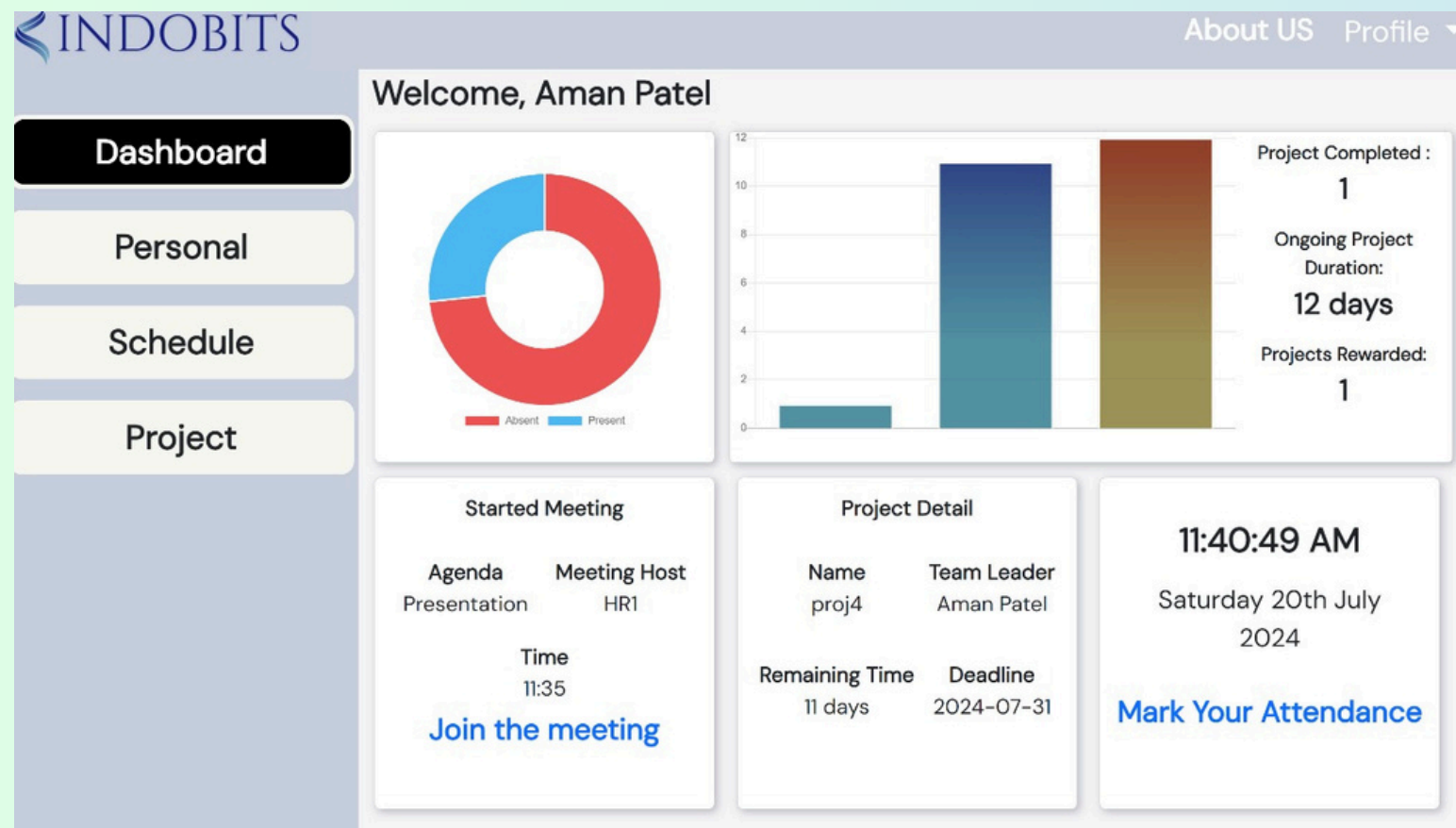
# INTRODUCTION



## TWO PORTALS – HR AND EMPLOYEE

### HR DASHBOARD INCLUDES

- OVERVIEW
- EMPLOYEES
- PROJECTS
- ATTENDANCE
- PAYROLL AND PERFORMANCE
- LEAVES



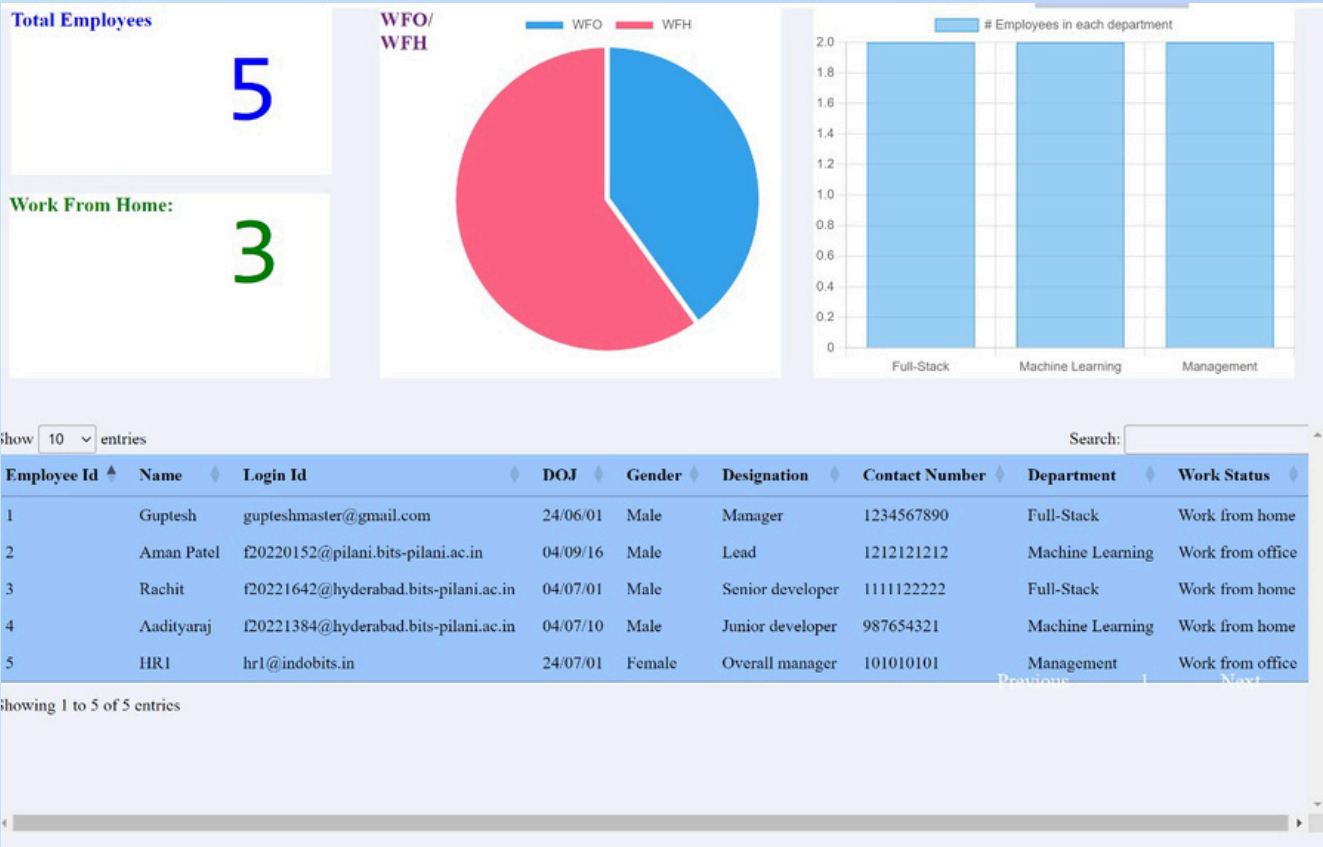
### EMPLOYEE DASHBOARD INCLUDES

- DASHBOARD
- PERSONAL
- SCHEDULE
- PROJECT


# EMPLOYEE

HR PAGE HAS THE MAIN FUNCTIONALITY OF SEEING THE COMPREHENSIVE VIEW OF ALL THE EMPLOYEES, THE OTHER FEATURES INCLUDE:

- TOTAL EMPLOYEES
- WFH/WFO
- DEPARTMENT-WISE EMPLOYEES
- SEARCH OPTION
- ALL DETAILS OF EMPLOYEES



EMPLOYEE PAGE HAS THE MAIN FUNCTIONALITY OF SEEING ALL THE DETAILS OF YOURSELF, THE COMPANY DETAILS, HOW LONG YOU HAVE BEEN IN THE ORGANISATION AND TEAM MEMBERS. ALSO THERE IS A OPTION TO EDIT PERSONAL DETAILS.



Aman Patel

At work for :  
0 Years 0 Months

Team Members

Person1

Person2

Person3

Personal Details

Name

: Aman Patel

ID

: 2

Date of Birth

: 2004-09-16

Gender

: Male

Email

: f20220152@pilani.bits-pilani.ac.in

Phone no.

: 1212121212

address

: Bits Pilani, Pilani Campus

Company Details

Department

: Machine Learning

Designation

: Lead

Status

: Work from office

Joining Date

: 2024-07-01



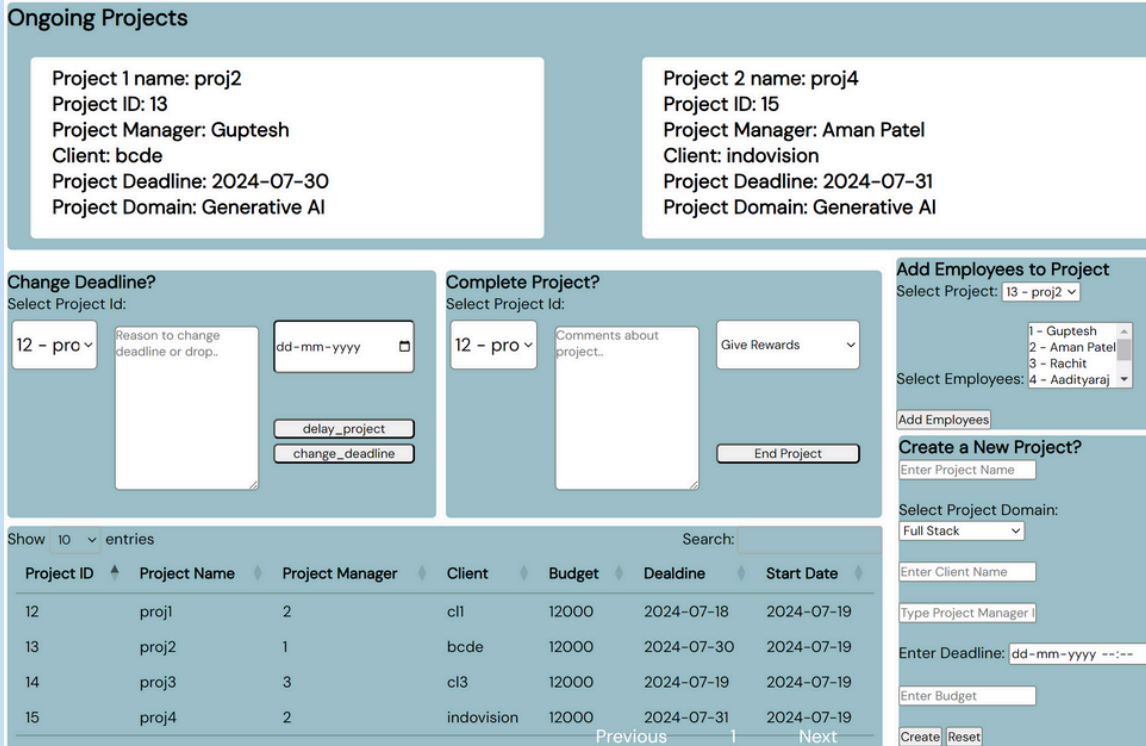
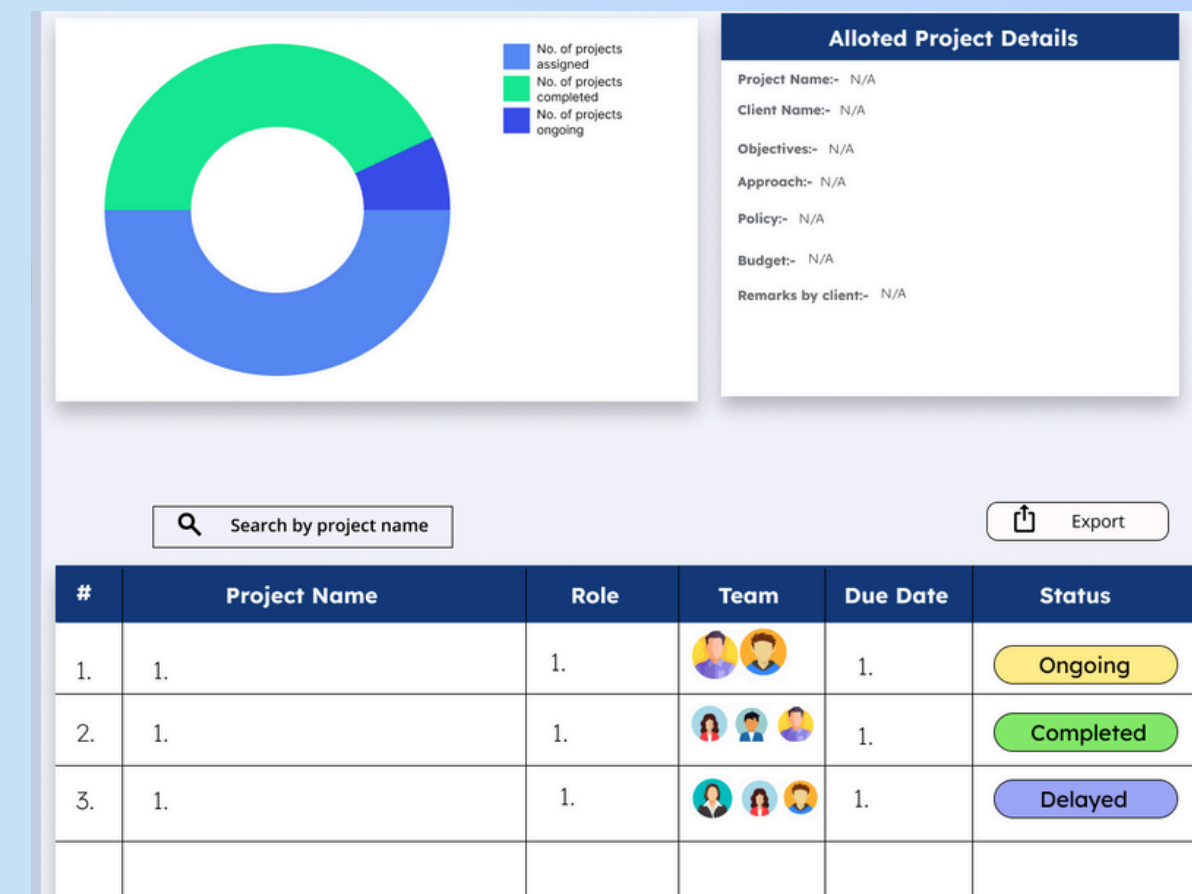
# PROJECTS

PROJECTS IS ONE OF THE KEY PAGES FOR EMPLOYEES TO **TRACK THEIR CURRENT PROGRESS**. THE MAIN FEATURES INCLUDES,

- **STATISTICS** OF COMPLETED PROJECTS
- **ONGOING PROJECT DETAILS**
- **LIST** OF ALL PROJECT ALONG WITH THEIR DETAILS AND **SEARCH FUNCTIONALITY**

ON THE OTHER HAND **HR DASHBOARD** GIVES A DETAILED OVERVIEW COVERING **IMPORTANT FUNCTIONALITITES** INCLUDING,

- **RECENT PROJECTS** DETAILS
- **CHANGE DEADLINE** OPTION
- **END PROJECT** ALONG WITH ANY **REWARDS** OR **COMMENTS** TO ADD
- **CREATE A NEW PROJECT** FEATURE AND **ADD EMPLOYEES** TO THAT
- **LIST** OF ALL PROJECTS WITH **DYNAMIC SEARCH CAPABILITY**



The screenshot shows the 'Ongoing Projects' section. It features two project detail cards. Project 1 (proj2) has ID 13, Manager Guptesh, Client bcde, and Deadline 2024-07-30. Project 2 (proj4) has ID 15, Manager Aman Patel, Client indovision, and Deadline 2024-07-31. Below these are three main action panels: 'Change Deadline?' with a project selector, reason text area, date input, and buttons for 'delay\_project' and 'change\_deadline'; 'Complete Project?' with a project selector, comments text area, 'Give Rewards' dropdown, and an 'End Project' button; and 'Add Employees to Project' with a project selector, employee list, and 'Add Employees' button. To the right is a 'Create a New Project?' form with fields for Project Name, Domain, Client Name, Manager, Deadline, and Budget, plus 'Create' and 'Reset' buttons. At the bottom is a table of projects with columns for ID, Name, Manager, Client, Budget, Deadline, and Start Date, showing projects 12 through 15. Navigation links for 'Previous' and 'Next' are provided, along with a 'Showing 1 to 4 of 4 entries' indicator.

Project ID	Project Name	Project Manager	Client	Budget	Deadline	Start Date
12	proj1	2	cl1	12000	2024-07-18	2024-07-19
13	proj2	1	bcde	12000	2024-07-30	2024-07-19
14	proj3	3	cl3	12000	2024-07-19	2024-07-19
15	proj4	2	indovision	12000	2024-07-31	2024-07-19

# SCHEDULE MEETINGS

MEETINGS IS ONE OF THE **WIDELY USED** FUNCTIONALITY FOR ANY HRMS, ITS **DIVERSE FEATURES** INCLUDES,

- **AGENDA** AND MEETING HOST
- **DATE AND TIME**
- **STATUS** OF MEETING (WITH APPROPRIATE COLORS)
- **DIRECT LINK** TO JOIN THE **STARTED OR UPCOMING MEETING** IN EMPLOYEE DASHBOARD

THE **SCHEDULE MEETINGS** CARD IN **HR DASHBOARD** INCLUDES DETAILED FEATURES LIKE,

- THE **STATUS** OF MEETINGS SCHEDULED ON THE **PRESENT DAY**
- COVERS THE **TITLE** AND **HOST** DETAILS
- INCLUDES THE **DIRECT LINK TO START** THE MEETING
- **CREATE OPTION** TO SCHEDULE A **NEW MEETING**
- CREATE MEETING IMPORTANTLY ASKS FOR THE **MEETING URL**, **DATETIME**, APPROX. DURATION AND THE **PROJECT-ID**

Scheduled Meetings		Create
Discuss Design	Started	
23:20		
1st meeting	Completed	
15:04		
Check meeting	Completed	

Started Meeting

Agenda	Meeting Host
Discuss Design	HR1

Time  
23:20

Join the meeting

# NOTICES


NOTICES IS A VERY CRUCIAL REQUIREMENT BUT OT VERY **WIDELY INCORPORATED** BY HRMS, AND WE HAVE IMPLEMENTED IT TO MAKE THE **ANNOUNCEMENTS** IN AN **EASY** AND **FASTER** WAY.

THIS MAKES **EMPLOYEES BENEFICIARY** BY PROVIDING,

- **TIMELY UPDATES** OF ANY **EVENTS** IN THE COMAPNY
- **DETAILED DESCRIPTION** OF NOTICE ALONG WIHT THE **TITLE** AND **SENDER** OF NOTICE
- **MODAL FUNCTIONALITY** TO VIEW THE CONTENT IN DETAIL WITH **TIMESTAMP**

**HR DASHBOARD** PROVIDES A DETAILED VIEW OF **ANNOUNCEMENTS** SECTION AS SHOWN ON THE RIGHT TO,

- **FACILITATE** GIVING **CREATE OPTION PUBLISH NEW NOTICES**
- **VIEW ALL PAST NOTICES** ALONG WITH THEIR **TIMESTAMPS** AND **TITLES**
- MODAL FUNCTIONALITY TO SEE THE CONTENT IN DETAIL

 Notices & Announcements <span>Create ▾</span>		
First Notice	12/07-11:22	Aman Patel
4th Notice	12/07-16:40	Guptesh
finally	18/07-15:33	Aman Patel

celebration

We are excited to announce that INDOBITS will celebrate Holi on 23/03/2024. Join us for a fun-filled day of colors, music, and festivities! Lets come together to celebrate this vibrant festival and create wonderful memories. Looking forward to your enthusiastic participation!

12:18

Close

# ATTENDANCE

ATTENDANCE IS KEY FOR PERFORMANCE **EVALUATIONS** AND **CONSISTENCY** .THE **MAIN FEATURES** ON EMPLOYEE PORTAL INCLUDE

- **MARK** ATTENDANCE BUTTON FOR EMPLOYEE TO SEND APPROVAL REQUEST TO HR
- MONTH WISE DYNAMIC **PIE GRAPH** SHOWING NO. OF DAYS ABSENT AND PRESENT

EMPLOYEE ATTENDANCE IS CRUCIAL FOR HR TO MAINTAIN **OPERATIONAL** EFFICIENCY AND MANAGE **COSTS** EFFECTIVELY .THE **MAIN FEATURES** INCLUDE ON HR PORTAL INCLUDE

- **TABLE TO APPROVE** ATTENDANCE REQUESTS OR **DECLINE** LATE PUNCH-INS
- **BAR GRAPH** SHOWING **DEPARTMENT-WISE** ATTENDANCE ON CURRENT DAY
- **LINE GRAPH** SHOWING STATISTICS OF **%ATTENDANCE** ON EACH DAY

Mark Your Attendance

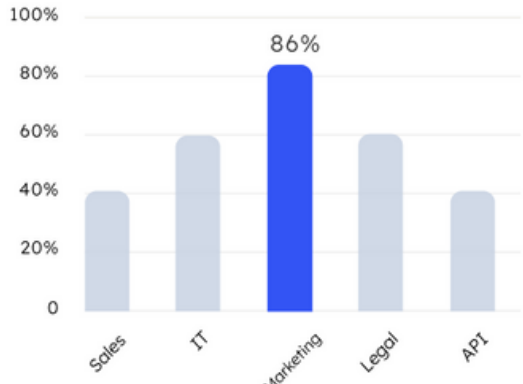
Mark

Attedance this Month

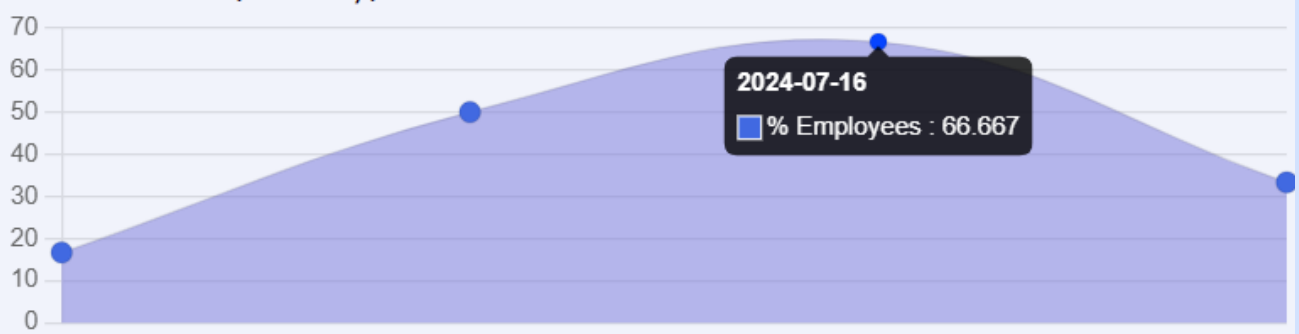


-Filter by time- Filter							Approve	Late Punch IN
10	entries per page	Search:						
<input checked="" type="checkbox"/>	ID	Employee	Role	Punch-in-time	Date	Remarks		
<input checked="" type="checkbox"/>	1	Guptesh	Manager	06:32:30 PM	18/07/24			

Weekly Attendance



% attendance (Monthly)





# LEAVES

THE **LEAVE** MODULE ENSURES FAIR AND TIMELY APPROVALS, ENHANCING **WORK-LIFE BALANCE** AND OVERALL **JOB SATISFACTION**. WE HAVE INCLUDED FUNCTIONALITIES LIKE

- REQUESTING **TIME-OFF** FROM HR
- **LEAVE LOG** FOR KEEPING RECORD OF LEAVE REQUESTS **APPPROVED** OR **DECLINED**
- **STATISTICS** OF VARIOUS LEAVES TAKEN BY EMPLOYEE **THIS MONTH**

ON THE OTHER HAND FOR HR WE BUILT FEATURES TO **ANALYSE** LEAVES STATISTICALLY WITH **DYNAMIC** GRAPHS AND **MANAGE** LEAVE REQUESTS

- **DATA TABLE** FOR LEAVE REQUESTS WITH **SEARCH** AND **SORT** FUNCTIONALITY
- **APPROVE/DECLINE** LEAVE REQUESTS
- LEAVES **DISTRIBUTION** ACROSS VARIOUS **DEPARTMENTS**
- NO. OF LEAVES CATEGORISED AS **CASUAL**, **MEDICAL**, **COMPENSATORY**,**MATERNITY** AND **EXTRA VACATION**.

Leaves Log				Request Time Off
Start Date	End Date	Type	Status	
2024-08-29	2024-09-01	Paid	Approved	
2024-07-31	2024-08-02	Casual	Rejected	

×

Apply for a Leave

Type:

Sick Leave

Start Date

23-07-2024

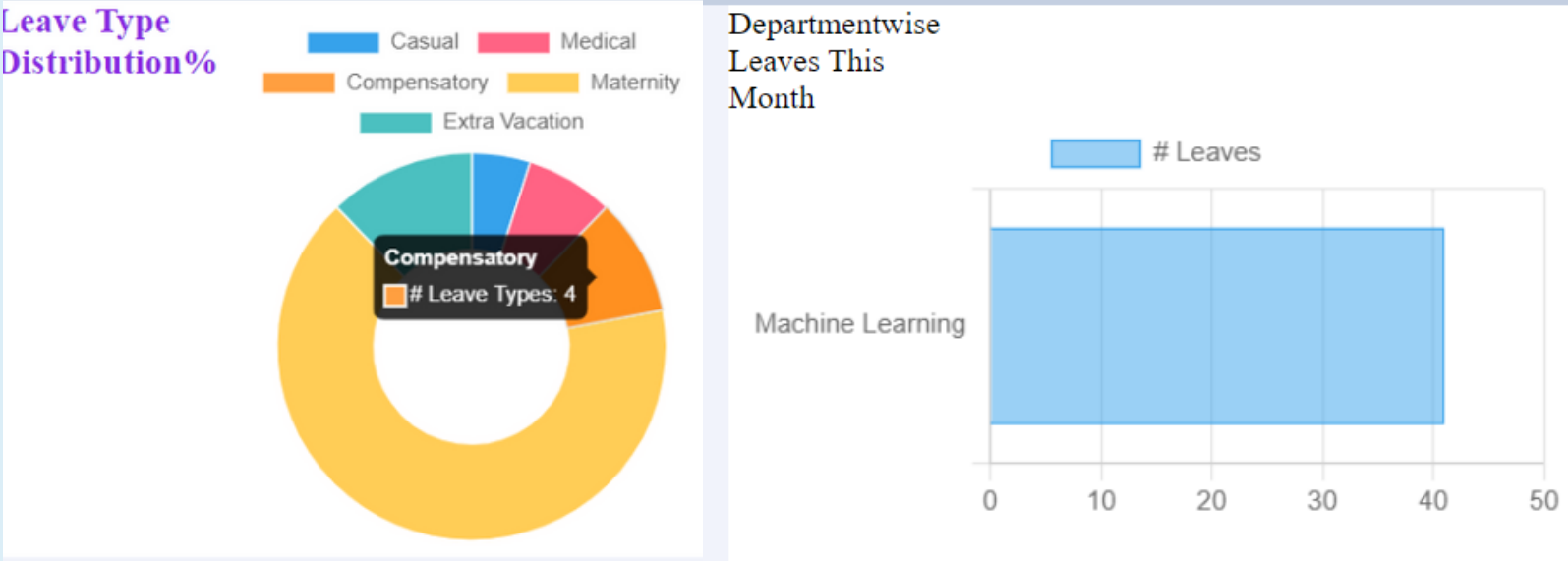
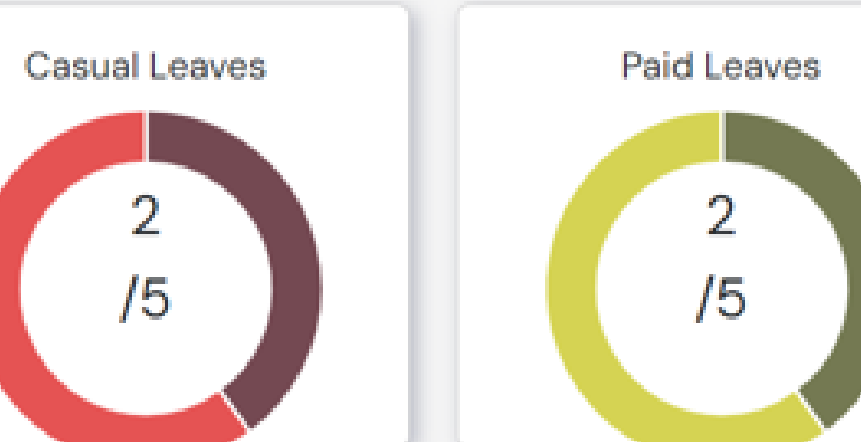
End Date

30-07-2024

Reason

fever

Apply



							<input checked="" type="checkbox"/> Select All	Reject	Approve
							Search:		
total	start_date	end_date	reason	type	leave_id				
41	2024-07-28	2024-07-31	Fever	Sick	13				
							Previous	1	Next



# ADDITIONAL FEATURES

APART FROM THE MAIN FEATURES MENTIONED ABOVE  
HERE ARE SOME **OTHER FEATURES** NOTE TAKING.

## ADDITIONAL FEATURES FOR HRMS INCLUDE:

- **SMTP** (SIMPLE MAIL TRANSFER PROTOCOL)
- **PERSONAL PAGE** [EMPLOYEE DASHBOARD]
- **REMARKS TAB** FOR LATE PUNCH-IN

### SMTP:-

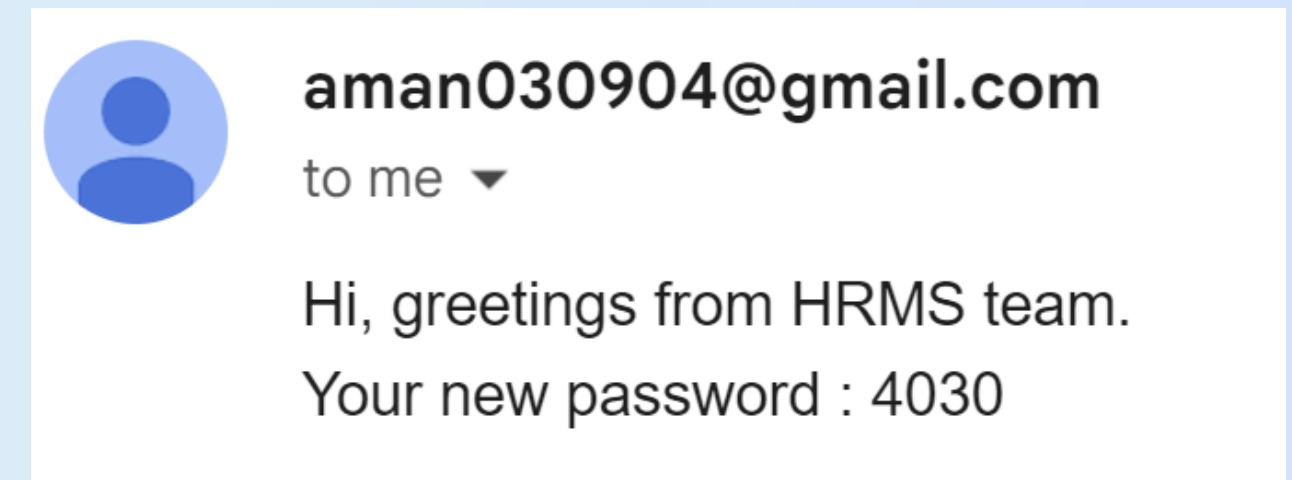
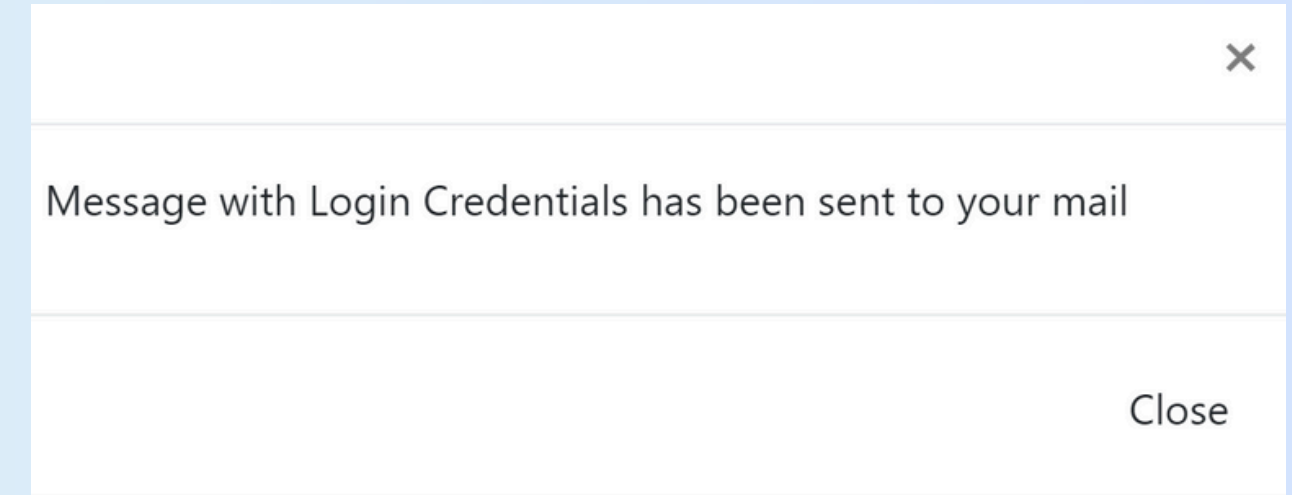
USED IN PASSWORD RESETTING TO FORWARD RESETTED  
PASSWORD VIA EMAIL

### PERSONAL PAGE:-

BRIEF OVERVIEW OF USER'S PERSONAL ( CAN BE EDITED )  
AS WELL AS COMPANY DETAILS

### REMARKS TAB:-

USER CAN BE ASKED TO PROVIDE REMARK INCASE OF  
LATE PUNCH-IN

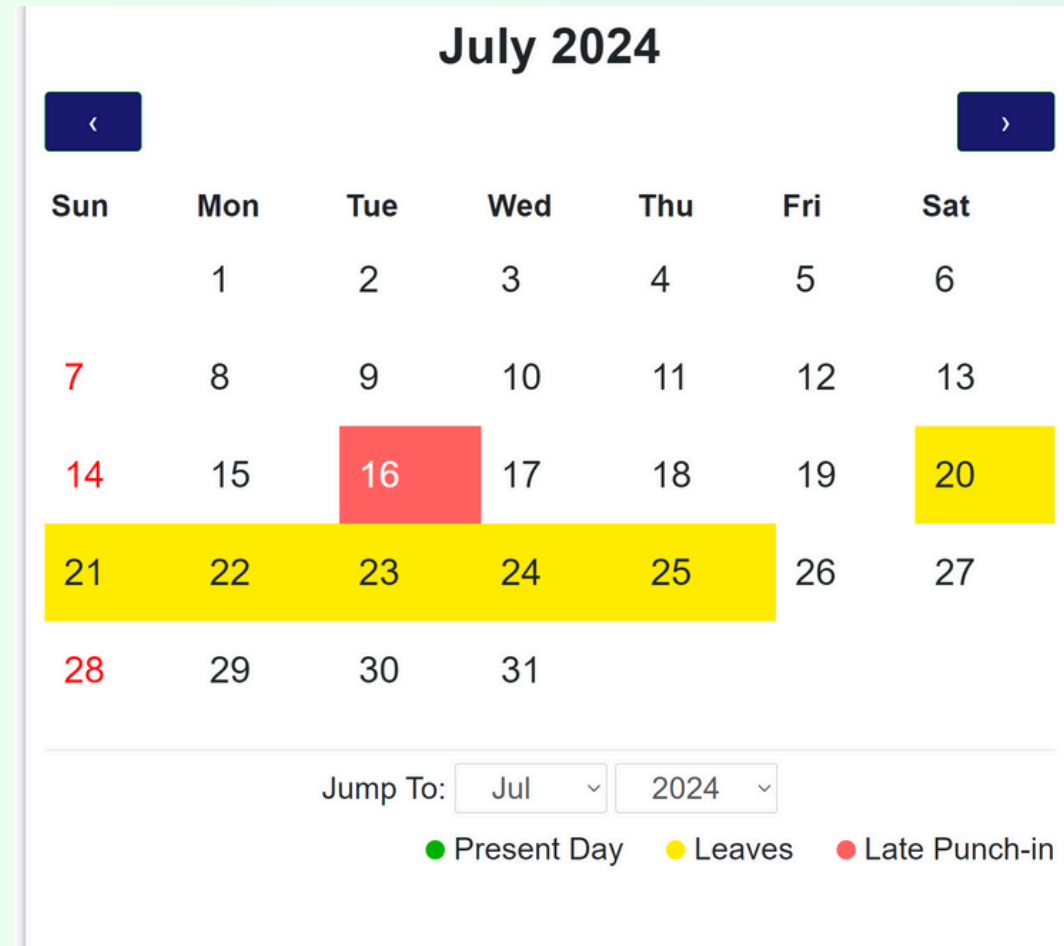


### Remark

If Late-Punch-in is shown  
please give the remark

Submit

# DYNAMIC FLOW



THE ABOVE FEATURES ARE ARE INTEGRATED WITH DNYAMIC WIDGETS TO HELP THE USER.

THESE DYNAMIC WIDGETS INCLUDE :

- DIGITAL **CLOCK**[IN EMPLOYEE DASHBOARD]
- PERSONAL **CALENDAR**
- RESPONSIVE **CHARTS** SYSTEM

**CLOCK:-**

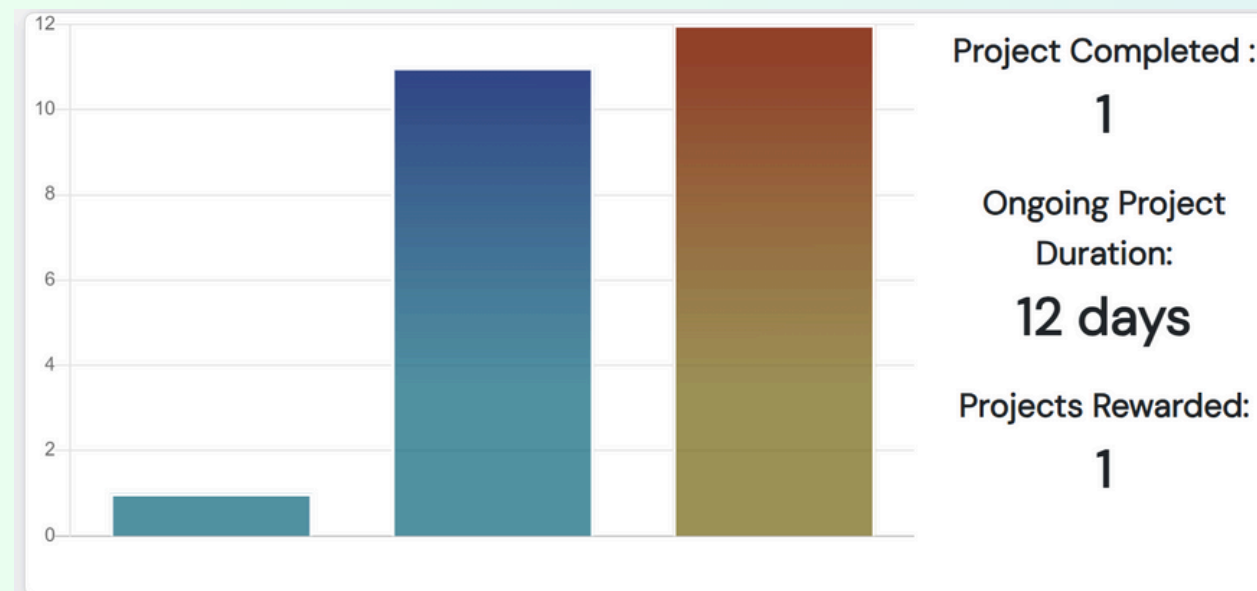
DIGITAL REAL TIME CLOCK TO IMPROVE USER EXPERIENCE

**CALENDAR:-**

PERSONAL CALENDAR SHOWCASING LEAVES & LATE-PUNCH INS

**CHART SYSTEM:-**

INTERACTIVE CHARTS TO SHOW ALL THE IMPORTANT ATTRIBUTES REQUIRED FOR RESPECTIVE USER



# FUTURE PROSPECTS



Employee Personal and Bank Details

ID  
Name  
Email  
Mobile  
Designation  
Bank Name -  
Account number..  
IFSC code  
Base Salary : 5,000\$  
Calculated Salary : 5,250\$ (+5%)

Feedback from you :

LAST MONTH SALARY BREAKDOWN

Attendance this month : 19/22  
Late Punch-in's : 5  
Leaves : 3  
Rewards & Bonuses :  
Feedback from manager :  
Text written here..  
Acknowledge  
Estimated Hike in Salary -

FUTURE PROSPECTS PROVIDES THE FEATURES CAN BE DEVELOPED IN FURTHER FUTURE.

FUTURE PROSPECTS FOR HRMS INCLUDE:

- PROFILE PAGE [HR]
- CONFIGURATION TAB
- INDIVIDUAL [PAYROLL & PERFORMANCE] MODULE
- INTERPERSONAL MESSAGING SYSTEM

Customization

Font  
Font size: Medium  
Font: DM sans  
Appearance  
Light Mode : Light (default)  
Set theme Colour :  
Add Custom Background  
Choose file  
Documentation  
Type: A4 layout (PDF)  
Reset Save

SMTP Settings

Server Configuration  
SMTP Server  
Port  
Encryption Type: TLS/SSL  
Authentication  
Mail from :  
Username \*  
Password \*  
Update Delete  
Enter a valid Email For verification Message  
Send

Company Settings

New Department  
Name  
Leader  
Search employee by Name/ID  
Members  
Search and add employee by Name/ID  
Update Upon Updation Notification will be sent to Employees  
Employee Setup  
Name  
ID  
Email Address  
Add An Email would be sent To Employee with Login Details  
Change Shift timings  
9:00 AM to 5:00 PM

PROFILE:-

BRIEF OVERVIEW OF USER'S DETAILS

CONFIGURATION:-

CUSTOMIZABLE SETTINGS TO IMPROVE USER EXPERIENCE

PAYROLL:-

FUNCTION TO EDIT AND ASSIGN SALARIES TO EMPLOYEES

MESSAGING SYSTEM:-

INBUILT DIRECT & GROUP CHATTING FEATURE

THANK  
YOU

LOOKING FORWARD TO YOUR QUESTIONS...