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| **Sl.** | **Menu** | **Input Form** | **View** |
| 1 | Recruitment | 1. Add Employee 2. Job Posting 3. Interview Notes 4. Medical Information 5. Advance Information 6. Benefits | 1. Employee List |
| 2 | Training | 1. Training 2. Training Assign |  |
| 3 | Time & Attendance | 1. Manual Attendance 2. Yearly Holiday 3. Maternity Leave 4. Leave Approval 5. Without Pay |  |
| 4 | Payroll | 1. OT |  |
| 5 | ESS Management | 1. Grievance Appeal 2. Leave Application 3. Loan Application |  |
| 6 | Performance | 1. Performance Appraisal 2. Disciplinary Record |  |
| 7 | Setup | 1. Add Unit 2. Add Floor 3. Add Line 4. Add Shift 5. Add Department 6. Add Section 7. Add Sub-Section 8. Add Designation |  |
| 8 | Notification |  | 1. Loan 2. Leave 3. Performance Appraisal 4. Disciplinary Record 5. Training   **Approvals:**   1. Loan 2. Leave 3. Performance Appraisal 4. Disciplinary Record 5. Training |
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