**Timesheet Attendance Scope**

**Timesheet>Attendance**

**Task 1: - Leave Balance Dashboard**

**Descriptions -** Make a view for available leave balance like the existing HRMS Leave Balance Dashboard.

1. On leave page we need to show some card which will contain following button:

* Check Leave Balance
* Total Leave Balance
* Leaves Taken this Month
* Total Leaves Taken

A screenshot of a computer

Description automatically generated

1. After Clicking on **“Check Leave Balance”** button staff member will land to another page where he/she will be able to see complete leave balance in tabular form similar like the following example:

**And this may contain the following points.**

* Month & Year
* Total Leaves
* Leaves Taken
* Leave Balance

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1. The Leave Balance structure should be visible in table view similar to the below example.

**It should contain following aspect:**

* Month & Year
* Total Leaves
* Carry Forward
* Leaves Earned
* Leaves Taken
* Leave Balance

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**Admin>Check Leave Balance (IMP Task – Start with this task first)**

**Description: -** Admin should be able to have a proper table view of the current staff leave balance and Admin should be able to edit/change the staff leave balance:

1. Staff ID
2. Staff Name
3. Leave Balance
4. Leaves Taken
5. Total Leaves
6. Monthly Leaves Earned (This should be only editable, when Admin edit this field then other fields should get updated)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Staff ID** | **Staff Name** | **Leave Balance** | **Leaves Taken** | **Total Leaves** | **Earned Leaves** |
| 1033 | Devender Rathore | 5.00 | 0.00 | 3.75 | 1.75 |

A screenshot of a computer

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**Task 2:- Attendance View**

**Descriptions -** Make a new attendance view where staff members can see their check in and check out time, similar to what we have in our existing HRMS.

Note – We are open for the change in layout/UI for the fastest delivery of the task.

1. **Calendar View:** Employe Attendance calendar should be visible with instructions of “P” Present, “L” Leave, “HD” Half day, etc.

A screenshot of a calendar

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1. **Check in Check Out View –** On mouse hovering user should be able to view their Check and Check out details. (Currently this function is available just need to fix the layout)

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**Task 3: - Check in & Check Out**

1. After login the CRM staff member should land by default to **“Check In”** page, and need to give them a cross button, so in can staff don’t want to check they can still navigate to the CRM for other utilization, e.g., Generate report, etc.

**Step 1 Step 2**

A screenshot of a computer

Description automatically generatedA screenshot of a login form

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1. Check In should be available when employees start the shift for the day.
2. Check In should not be visible if employees **“Checked In”** successfully. Or it should be grey out.
3. Check In time should be visible on the top right side of the header, similar like our existing HRMS.

A blue rectangle with white text

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1. Check Out should be visible on attendance page after checking for the same day. **“Check Out”** Button should be visible to side of the left corner.

A blue and red sign

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1. Employees should not have multiple attempts to check in **“Check Out”** it should be one time option for 24 hours’ time frames. (Check In to Check Out time gap frame should max 15 Hours) after 15 hours it should be auto checkout and Check In button will again visible.