Find something here...

Dashboard

Hello, **Maliha**

MAIN MENU

Dashboard

HR & Admin
- Personal Information
- Related Information
  - Educational & Professional
  - Work experience
  - Banking Information
  - Nominee Information
  - Documents
- Leave
  - Leave Process
  - Dept. Approve
  - HR Approve
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- Attendance
  - Attendance List
  - Manual Attendance
  - Attendance Approve
  - Upload Attendance File
- Salary
  - Process Salary
  - Pay Slip
  - Salary Sheet
- Setting
  - Deperment
  - Desgination
  - Leave Type
  - Employee Category

Maliha
Super Admin

$ 80,005
45% This Week

$ 80,005
45% This Week

$ 80,005
20% This Week

$ 80,005
65% This Week

Market Overview

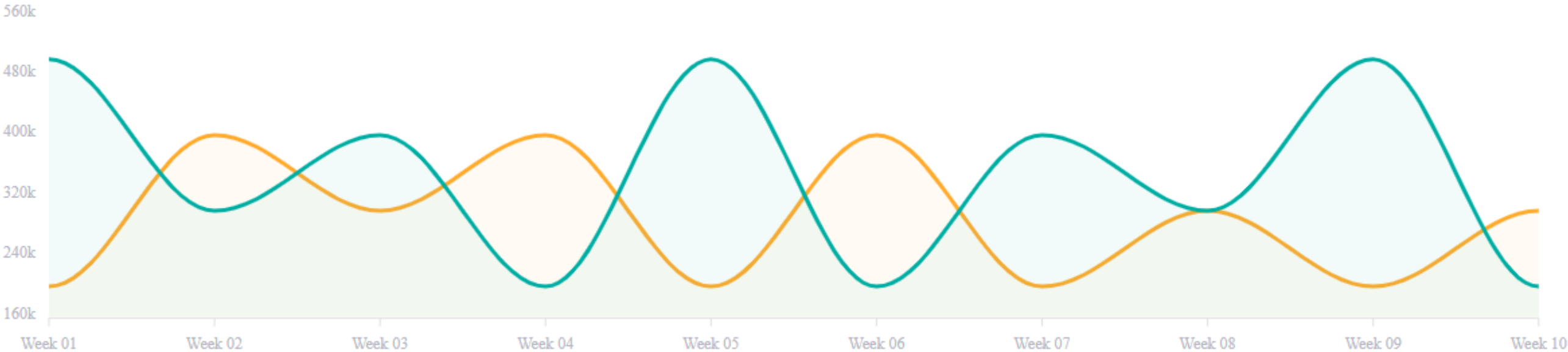Lorem ipsum dolor sit amet, consectetur

BTC   XRP   ETH   ZEC

Weekly (2021)

560k

480k

400k

320k

240k

160k

Week 01   Week 02   Week 03   Week 04   Week 05   Week 06   Week 07   Week 08   Week 09   Week 10

Dashboard
Personal Information
Related Information
Leave
Attendance
Setting

$ 80,005
45% This Week

$ 80,005
45% This Week

$ 80,005
20% This Week

$ 80,005
65% This Week

Attendance:
- » Attendance download for the attendance device in excel format and upload to the ERP system
- » Manual attendance also introduces an employee outside to office
- » Late attendance count form 9:30 AM and out-time must be started after 5:00 PM
- » If out-time is not found on Thursday then that day is treated as absent
- » Yearly 14 govt. Holiday entitled gulf employees.
- » The system must have the ability to plan a yearly holiday
- » 3 pre format reports must generate for the ERP system

Leave:
- » Employee must be approve pre and post leave
- » All leave treated as leave without pay
- » If leave will not be approved than it's treated unauthorized absent

Increment:
- » First time an employee will be entitled to increment after completing 1 years service length
- » Individually every employee increment proposed by the department head
- » Proposed increment will be set manualy best on performance and it approve by MD sir

Overtime:
- » No overtime payment

Resignation and termination
- » Employee have to resign 3 month of notice period
- » If an employee did any out low activity than company with terminate with out pay else company of pay 3 month salary

Salary Details:
- » No defined salary structure available
- » Salary will be based on gross salary
- » If unauthorized absent for 1 day then 3 days' salary will be deducted from his or her month's salary
- » If an employee has taken pre or post-approved leave that will be treated as leave without pay
- » Per day salary calculate based on gross salary/number of days in a month
- » Four salary sheets prepared for employee
  1) Admin & AC sales
  2) Service & Warranty
  3) Car spare parts
  4) Md Sir
- » Workflow for salary sheet
  └→ Account
  └→ Manager
  └→ Genarel Manager
  └→ MD (Approve)

Bonus:
- » If an employee successfully completes 6 months then he or she entitle for bonus
- » Employee bonus will be paying 50% of gross salary
- » 2 Driver off MD sir will get 100% of gross

Maliha
Super Admin

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Inventoroy

Sales

Security

Personal Information

1 ——— **2** ——— **3** ——— **4** ——— **5**

Personal Information

Employee ID

Title

First Name

Last Name

Date of Birth

Gender

NID

Blood Group

Mobile

Email

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Official Information

Work Station

Department

Designation

Employee Type

Mobile

Email

Joining Data

Service Duration

Gross

Reporting Boss

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Personal Information

(1) —— (2) —— (3) —— (4) (5)

Present Address

District

City

Thana

Ziip Code

Address Description

☐ Same as permanent address?

Permanent Address

District

City

Thana

Ziip Code

Address Description

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AMERICAN AIRE

Find something here...

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Super Admin

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- Sales
- Security

Personal Information

(1) —— **(2)** —— **(3)** —— **(4)** —— **(5)**

Other Information

Passport No.

Driving License No.

Marital Status

Home Phone

Father Name

Mother Name

Birth Certificate No.

Emergency Contact

District

City

Thana

Ziip Code

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Personal Information

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Upload Image

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HIGH QUALITY AIR CONDITIONERS, SPARE PARTS & SERVICES

Login

Email

Type your user name

Password

Type your password

Forget password?

LOGIN