**WELFARE & MOTIVATION**

**GENERAL WELFARE**

Employees should able to view the available general welfare & motivation details

* Common Training for employees
* Common Seminars.
* Staff Medical Camp
* Staff outing
* Staff General facilities

**INDIVIDUAL WELFARE**

HR Manager should able to view the available individual welfare details for each employee by querying the employee id/ employee name. Below details should be there.

* Name of the Employee
* Employee Number
* Medical allowance
* Allowances for higher Studies
* Subscriptions for Professional bodies
* Travelling allowance
* Housing/Accommodation allowance
* Meal allowance
* Mobile allowance
* Insurance

**ADD GENERAL WELFARE**

HR Manager should be able add general welfare details

**ADD INDIVIDUAL WELFARE**

HR Manager should be able add individual welfare details for eligible employees

**WELFARE USAGE HISTORY**

HR Manager should view the employee’s welfare usage history by querying the employee id/ employee name

* Name of the Employee
* Employee Number
* Welfare usage summary
* Date

Employee should also have a view for the welfare usage history

**CREATE WELFARE EVENT**

HR Manager should able to create a welfare event. Event creation form should have the below information

* Name of the event
* Budget for the event
* Beneficiaries
* Director’s approval
* Date of the event
* Cost of the event
* Send notification to employees(Y/N)

**VIEW WELFARE EVENT**

Employees should able to view a welfare event detail if he/she is notified by the HR Manager. Below event details should be available in the view

* Name of the event
* Budget for the event
* Beneficiaries
* Date of the event