Employees:

Employee Management:

* Employee Profile
* Appointment
* PAR
* CDP (Career development plan)
* Remuneration
* Promotion
* Experience Letter
* Termination
* Search Directory (Functionality)

1. **Employee Profile:**

* General Information (CRUD)
* Academic Qualification
* Professional Qualification
* Record of Employment
* Referees
* Attachment Checklist
* Roles and Responsibility

1. **Appointment:**

* Appointment Details
* Add New Profile (New Appointment) – Same as employee profile
* Provide Offer Letter (Offer Letter Template)
* Create Login Details / Request Login Creation

1. **PAR:**

* PAR History
* Latest PAR
* Upcoming PAR
* Schedule New PAR
* PAR Template
* Track PAR
* Schedule PAR Discussion
* Enter PAR Review Outcome
* Notification Workflow

1. **Career Development Plan:**

* CRUD Template

1. **Remuneration:**

* Salary Details
* Salary Chart
* Benefits and Allowances
* Loan Details

1. **Promotion:**

* Promotion History (HR View – CRUD / Employee View – View only)

1. **Experience Letter:**

* Experience Letter Request History
* Request Experience Letter
* Generate Experience Letter (Template)

1. **Termination:**

* Termination History
* Request Termination
* Add Termination Records
* Respond to Termination Request

Leave Management

* Apply Leave
* Approve Leave
* Manage Company Leave
* Allocate Leave
* View Leave Balance
* Apply Carry Forward Leave Request
* View and Manage Carry Forward Leave Request
* Holiday Calendar
* View Leave Request
* Leave History
* Big calendar to view number of persons on leave (Same as scheduler calendar)
* User Group (Unclear)

Recruitment

* Plan Vacancies
* Job Role Template
* Keep Record of Applicant CVs
* CRUD Interview History

Welfare & Motivation

* General Welfare (CRUD)
* Individual Welfare (CRUD)
* Welfare Usage History
* Welfare Event (CRUD)

Self Service

* Complain/Feedback/Request History (CRUD)
* Response

Trainees:

Trainee Management:

* Profile
* Selection
* PAR
* Skill Development Plan
* Course Record
* Attendance
* Final Assessment
* Termination

1. **Profile:**

* General Information (CRUD)
* Academic Qualification
* Professional Qualification
* Record of Employment
* Referees
* Add New Profile Attachment

1. **Selection:**

* Insert Applicant’s Information
* Educational Qualification
* Professional Qualification
* Work Experience
* Technical Skills
* Upload CV
* Filter Applicants
* Selection History (CRUD)

1. **PAR:**

* PAR History
* Latest PAR
* Upcoming PAR
* Schedule New PAR
* PAR Template
* Track PAR
* Schedule PAR Discussion
* Enter PAR Review Outcome
* Notification Workflow

1. **Skill Development Plan**

* Template (CRUD)

1. **Course Record**

* Template (CRUD)

Notification:

* Select Trainee Group / Select Trainee
* Send Notification Message (Email/SMS/System Notification)

Projects:

* Schedule Projects and Setup Project
* Track Project
* Project Resource

Assignments:

* Upload Assignment (Assignment with Resource and Deadlines)
* Score Assignment (CRUD)

Intake:

* Plan Intake
* View Intake History

Posting:

* Posting Details (CRUD)
* Record Posting Preference, Filter Posting

Termination:

* Termination History
* Request Termination
* Approve Termination

Final Assessment:

* Final Assessment Score (CRUD)

Attendance:

* View Attendance
* Import Attendance (from excel spreadsheet)

Schedule:

* Plan Modules (CRUD)

Self Service:

* Complain/Feedback/Request History (CRUD)
* Response

Trainers:

Trainer Management:

* Profile
* Training History
* Payment History
* Availability
* Suggestions & Feedback

1. **Profile:**

* General Information
* Technologies & Skills
* Academic Qualification
* Professional Qualification
* Record of Employment

1. **Training History:**

* Training History (CRUD)

1. **Payment History:**

* Payment History (CRUD)

1. **Availability:**

* Trainer Availability (CRUD)

1. **Suggestions & Feedback:**

* Suggestions and Feedback (CRUD) – Trainer vs Trainee

Trainer Self Service

* Payment Initiation (Invoice Template)
* Track Payment
* Schedule (Unclear)
* Feedback (Unclear – How is it difference from Suggestions and Feedback (CRUD) – Trainer vs Trainee?)