HR Mobile Application – Full Documentation (English Version)

1. Login & Authentication Module

1.1 Login Screen

- The user is presented with the login page.

- Input fields:

    - Username

    - Password

- Additional options:

    - Forgot Password?

    - Create a new account

- Error messages:

    - Invalid username

    - Incorrect password

1.2 Forgot Password

Step 1: Phone Number

- User enters their phone number to receive a verification code.

- Message:

    - A 6-digit code will be sent to your phone number.

Step 2: OTP Verification

- Numeric keypad to enter the OTP.

- Countdown timer to resend the code.

Step 3: Reset Password

- User enters a new password + confirmation.

- Password rules:

    - 8–21 characters

    - Must include uppercase and lowercase letters

    - Must contain at least one digit and one symbol (!, @, #)

1.3 Create Account

Registration is divided into multiple steps:

Step 1: Basic Information

- First Name

- Last Name

- Gender

Step 2: User Information

- Username

- Email address

Step 3: Project & Nationality

- Nationality

- Select project

Step 4: Phone Number & Date of Birth

- Enter phone number

- Select date of birth using a calendar picker

Step 5: Biometric Setup

- Voice recognition

- Photo capture

- Fingerprint input

Step 6: Quick PIN Setup

- 4-digit PIN

- PIN confirmation

Step 7: Completion

- Success message: "Account created successfully"

- Button to navigate to Home

2. Home Dashboard

2.1 User Overview

- Profile completion percentage

- Job title

- Project name

- Alert:

  - Missing information – please complete your profile

2.2 Attendance Summary

Four quick statistics:

- Full Day

- Absent

- Excuse

- Shortage

2.3 Navigation Tabs

- Home

- Requests

- Attendance

- Profile

- More

3. Requests Module

3.1 Create New Request

Available request types:

- Leave

- Leave Resumption

- Expense Claim

- Excuse

- Clearance

- Missing Punch

3.2 Leave Request

Fields:

- Leave Type

- Leave Duration

- Comment

- Attachments

3.3 Clearance Request

Fields:

- Clearance Type

- Duration

- Comment

- Attachments

3.4 Expense Claim

Fields:

- Title

- Expense items

- Comment

- Attachments

3.5 Leave Resumption Request

Fields:

- Leave details

- Resumption date

- Comment

- Attachments

3.6 Missing Punch Request

Fields:

- Punch type: Check-in & Check-out

- Missed punch date

- Missed punch time

- Reason

- Comment

- Attachments

3.7 Requests History

Three filters:

- Pending Requests

- All Requests

- Approved Requests

Each request displays:

- Request type

- Date & time

- Duration

- Status (Pending / Approved / Cancelled)

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4. Attendance Module

4.1 Monthly Calendar View

Displays daily attendance status:

- Full Day

- Absent / No Resumption

- Delay

- Excused Delay

- Sick Leave

- Leave

- Missing Punch

- Business Trip

- Overtime

4.2 Daily Attendance Details

For each selected day:

- Extra Time

- Delay

- Shortage

- On Time

- Grace Period

- Sick Leave

- Excuse

- Missing Punch

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5. Profile Module

5.1 Personal Details

Includes:

- Name

- Nationality

- Marital status

- Gender

- Personal email

- Contact number

- Address:

    - Building number

    - Street name

    - District

    - City

    - Postal code

5.2 Organization Details

- Department

- Employee ID

- Direct Manager

- Business Unit

- Work Location

- Job Title

- Joining Date

- Employment Type (Full-time / Fixed-term)

5.3 Finance Details

- Basic Salary

- Contract details:

  - Contract start date

  - Contract period

  - Contract status

- Documents:

  - CV

  - Degree Certificate

  - ID

  - Bank Account / IBAN

5.4 Edit Profile

Editable sections:

- General Information

- ID Information

- Address Details

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6. Payslip Module

6.1 Latest Payslip View

Includes:

- Employee name

- Month

- Net salary

- Salary breakdown:

    - Basic Salary

    - Overtime

    - Absences

    - Delays

    - GOSI

    - Shortage

    - Loan Installments

6.2 Actions

- Download

- Share

- Confirmation popup: "Payslip downloaded successfully"

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7. Warning Module

- List of HR warnings.

- Each warning includes:

  - Description (e.g., "One hour delay in starting work")

  - "Objection" button

  - Comment box for submitting objections

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8. Meetings

Displays HR-related scheduled meetings:

- Meeting title

- Time

- Date

- Historical records

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9. More Menu

Options include:

- Change Password

- Language Selection (Arabic / English)

- Logout

Change Password

Fields:

- Current Password

- New Password

- Confirm New Password
  Message:

  Once the password is changed, you will need to sign in again.