

Employee Clocking System – UI Design Specification

This document provides detailed UI specifications for each key page in the system, including **purpose, sections, actions, and necessary elements**. This will guide UI designers in creating the **Figma wireframes**.

Summary List of Pages to be Designed in Figma

Public Pages:

Home Page (/)
Login Page (/login)
Forgot Password Page (/forgot-password)

Employee Pages:

Dashboard (/dashboard)
Clock-In / Clock-Out Widget
Attendance Page (/attendance)
Profile Page (/profile)
Edit Profile Form (/profile/edit)
Statistics Page (/statistics)
Notifications Page (/notifications)
Leave Request Page (/leave-request)
Support Page (/support)

Admin Pages:

Admin Dashboard (/admin)
Manage Employees Page (/admin/employees)
Employee Details Page (/admin/employees/[id])
Add/Edit Employee Page (/admin/employees/new & /admin/employees/[id]/edit)
Attendance Management (/admin/attendance)
Employee Statistics (/admin/statistics)
Manage Roles (/admin/roles)
Activity Logs (/admin/logs)
Import Employees (/admin/import)
Export Data (/admin/export)
Reports (/admin/reports)

Forms and Modals to Design in Figma

Forms:

Login Form (Email, Password)
Forgot Password Form (Email Input & Reset Button)
Clock-In / Clock-Out Action Button
Edit Profile Form (Editable Fields for Employee Info)
Leave Request Form (Start Date, End Date, Reason, Submit Button)
Support Contact Form (Message Input, Submit Button)
Add Employee Form (Name, Email, Role, Department, etc.)
Edit Employee Form (Same as Add but with prefilled data)
Filter Attendance Form (Date Range, Employee Selection)
Assign Role Form (Employee Selection, Role Selection, Save Button)
Report Generation Form (Date Range, Report Type Selection, Generate Button)

Modals:

Confirm Clock-Out Modal (Are you sure? Yes/No)
Delete Employee Confirmation Modal
Approve/Reject Leave Request Modal
Role Change Confirmation Modal
Import Employees Modal (CSV Upload & Preview Table)
Export Data Modal (Choose Data Type & Format)

1. Public Pages

1.1 Home Page (/)

Purpose:

- Acts as a landing page with an overview of the system.
- Provides access to login for employees and admins.

Sections:

1. **Header:** Logo, System Name, Login Button.
2. **Intro Section:** Brief description of the system.
3. **Features Overview:** Quick explanation of Clock-in, Attendance Tracking, Employee Management.
4. **Login Redirect:** Direct users to /login.

Actions:

- Click "Login" → Redirect to /login.
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1.2 Login Page (/login)

Purpose:

- Authenticates users before accessing the system.
- Redirects based on role (Employee → /dashboard, Admin → /admin).

Sections:

1. **Login Form:**
 - Email
 - Password
 - "Forgot Password?" link
2. **Login Button:** Submit credentials.

Actions:

- Enter email & password → Submit → Authenticate user.
- If successful: Redirect to respective dashboard.
- If failed: Show error message.
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Forgot Password (/forgot-password)

- Allows employees and admins to reset passwords via email.
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2. Employee Pages

2.1 Employee Dashboard (/dashboard)

Purpose:

- Provides a quick overview of the employee's work history & clocking status.

Sections:

1. **Clocking Panel:**
 - Current date/time
 - "Clock In" / "Clock Out" button (based on status)
 - Last recorded time
2. **Recent Attendance Summary:**
 - Table with last 5 clock-in/clock-out records.
3. **Quick Links:**
 - Attendance History
 - Profile
 - Statistics

Actions:

- Click "Clock In" → Send request to API → Update status.

- Click "Clock Out" → Update clock-out time.
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2.2 Attendance Page ([/attendance](#))

Purpose:

- Displays a history of the employee's clock-in and clock-out records.

Sections:

1. **Date Filter:** Select a date range.
2. **Attendance Table:**
 - Columns: Date, Clock-in Time, Clock-out Time, Hours Worked.

Actions:

- Select date range → Fetch records → Display in table.
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2.3 Profile & Edit Page ([/profile](#))

Purpose:

- Displays employee details and allows editing certain fields.

Sections:

1. **Profile Overview:** Name, Email, Role, Department.
2. **Edit Form:** Fields editable by the employee (e.g., phone number).
3. **Change Password Section.**

Actions:

- Click "Edit Profile" → Enable form.
 - Click "Save" → Update profile data.
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2.4 Attendance Statistics ([/statistics](#))

Purpose:

- Provides insights into the employee's working hours.

Sections:

1. **Work Hours Chart:** Weekly/Monthly work hours.
2. **Summary Statistics:** Total hours worked, average hours per day.

Actions:

- Select date range → Display updated stats.
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2.5 Notifications ([/notifications](#))

Purpose:

- Displays system alerts (missed clock-ins, approvals).

Sections:

1. **Notification List:**
 - Each notification has a title, timestamp, and status (read/unread).

Actions:

- Click on a notification → Mark as read.
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2.6 Leave Request ([/leave-request](#))

Purpose:

- Employees can request leave and track approvals.

Sections:

1. **Request Form:**
 - Start Date, End Date, Type of Leave, Reason.
2. **Status Table:**

- Shows past requests & approval status.

Actions:

- Fill out form → Submit request → Await admin approval.
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2.7 Support (/support)

Purpose:

- Employees can contact admin for assistance.

Sections:

1. **Contact Form:** Subject, Message.
2. **FAQ Section:** Common issues and solutions.

Actions:

- Submit support request → Notify admin.
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3. Admin Pages

3.1 Admin Dashboard (/admin)

Purpose:

- Provides an overview of employee attendance and management options.

Sections:

1. **Key Metrics:**
 - Total Employees, Active Employees, Pending Requests.
2. **Recent Clock-ins:**
 - Table of recent employee activity.
3. **Quick Actions:**
 - Manage Employees, View Attendance, Assign Roles.

Actions:

- Click a section → Navigate to detailed view.
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3.2 Manage Employees (/admin/employees)

Purpose:

- Allows the admin to manage employee records.

Sections:

1. **Employee Table:** Name, Email, Role, Department.
2. **Search & Filters:** Filter by role/department.

Actions:

- Click "Add Employee" → Open create form.
- Click "Edit" → Modify employee details.
- Click "Delete" → Remove employee.

Detailed Employee Profile (/admin/employees/[id])

- Full employee history, including attendance logs & role changes.
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3.3 Employee Attendance (/admin/attendance)

Purpose:

- Allows the admin to track attendance records.

Sections:

1. **Date & Employee Filters.**
2. **Attendance Table.**

Actions:

- Select filters → Display records.
 - Export data to CSV.
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3.4 Employee Statistics (/admin/statistics)**Purpose:**

- Provides insights into employee work patterns.

Sections:

1. **Charts:** Total hours worked per department.
2. **Table:** Individual employee performance.

Actions:

- Select filters → View statistics.
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3.5 Notifications (/admin/notifications)**Purpose:**

- Alerts admins about important actions.

Sections:

1. **Notification List.**

Actions:

- Mark notifications as read.
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3.6 Manage Roles (/admin/roles)**Purpose:**

- Assign and manage user permissions.

Sections:

1. **Role Table:** List of available roles.
2. **Edit Permissions Form.**

Actions:

- Assign roles to users.
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3.7 Activity Logs (/admin/logs)**Purpose:**

- Tracks all user actions (clock-ins, updates).

Sections:

1. **Log Table:** User, Action, Timestamp.
2. **Filters:** Search logs by user/date.

Actions:

- Select filters → Display logs.
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3.8 Import & Export Data (/admin/import, /admin/export)**Purpose:**

- Allows bulk import/export of employee data.

Sections:

1. **Upload Section:** Upload CSV file for import.
2. **Export Options:** Choose format (CSV, Excel).

Actions:

- Upload file → Validate data → Import employees.
 - Export attendance records.
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Navigation Flow for Employee Clocking System

The **navigation flow** defines how users (Employees & Admins) move between different pages in the system. This will help the UI/UX team design a seamless experience.

1. Public Navigation Flow

(For users who are not logged in)

1. **Home (/)** → Click "Login" → Redirect to **Login Page (/login)**
2. **Login (/login)**
 - **Successful Login**
 - If Employee → Redirect to **Employee Dashboard (/dashboard)**
 - If Admin → Redirect to **Admin Dashboard (/admin)**
 - **Failed Login** → Show error message.
 - Click "Forgot Password?" → Redirect to **Forgot Password (/forgot-password)**

2. Employee Navigation Flow

(For authenticated employees)

1. **Dashboard (/dashboard)**
 - Click **Clock-In** → Save time, refresh dashboard.
 - Click **Attendance** → Go to **Attendance Page (/attendance)**
 - Click **Profile** → Go to **Profile Page (/profile)**
 - Click **Statistics** → Go to **Statistics Page (/statistics)**
 - Click **Leave Request** → Go to **Leave Request Page (/leave-request)**
 - Click **Notifications** → Go to **Notifications Page (/notifications)**
 - Click **Support** → Go to **Support Page (/support)**
2. **Profile (/profile)**
 - Click **Edit Profile** → Open Edit Profile Form.
 - Click **Save Changes** → Update profile info.
3. **Attendance (/attendance)**
 - Select a date range → Display filtered attendance records.
4. **Leave Request (/leave-request)**
 - Fill out request form → Submit request.
 - View past leave requests & status.
5. **Notifications (/notifications)**
 - Click a notification → Mark as read.
6. **Support (/support)**
 - Fill out support request → Submit.

3. Admin Navigation Flow

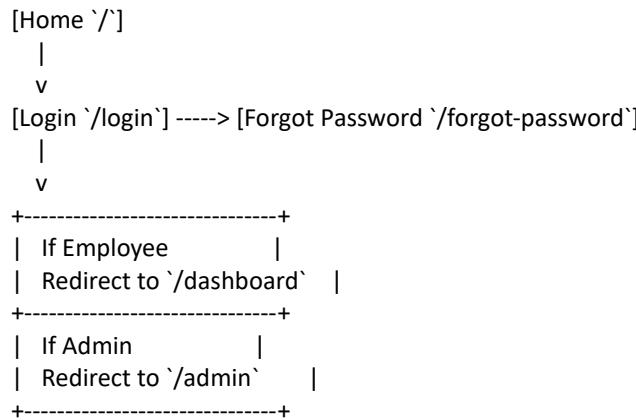
(For authenticated admins)

1. **Admin Dashboard (/admin)**
 - Click **Manage Employees** → Go to **Employee Management (/admin/employees)**
 - Click **View Attendance** → Go to **Attendance Management (/admin/attendance)**
 - Click **Statistics** → Go to **Employee Statistics (/admin/statistics)**
 - Click **Roles & Permissions** → Go to **Roles Page (/admin/roles)**
 - Click **Activity Logs** → Go to **Logs Page (/admin/logs)**
 - Click **Import Data** → Open Import Modal (**/admin/import**)
 - Click **Export Data** → Open Export Modal (**/admin/export**)
 - Click **Reports** → Go to **Reports (/admin/reports)**
2. **Employee Management (/admin/employees)**
 - Click **Add Employee** → Open New Employee Form (**/admin/employees/new**)
 - Click **Edit Employee** → Go to **Edit Employee (/admin/employees/[id]/edit)**
 - Click **View Employee Details** → Go to **Employee Profile (/admin/employees/[id])**
 - Click **Delete Employee** → Open Delete Confirmation Modal.
3. **Attendance Management (/admin/attendance)**
 - Select date range → Filter employee attendance.
 - Click **Edit Attendance Record** → Open Edit Modal.

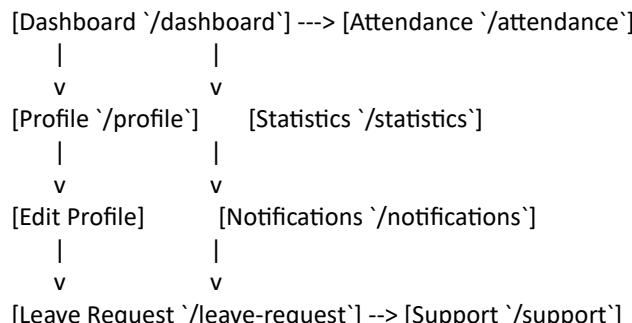
4. **Roles & Permissions (/admin/roles)**
 - Click **Assign Role** → Open **Assign Role Form**.
 - Click **Modify Permissions** → Open **Edit Role Permissions Form**.
 5. **Activity Logs (/admin/logs)**
 - Select date range → Filter logs.
 6. **Import & Export Data (/admin/import & /admin/export)**
 - Click **Import CSV** → Upload file → Validate → Save.
 - Click **Export Data** → Select format → Download.
 7. **Reports (/admin/reports)**
 - Select report type → Generate report → Download.
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4. User Navigation Flow (Diagram Representation)

The diagram would look like this in **Figma**:



EMPLOYEE FLOW:



ADMIN FLOW:

