**EMS (employee management system)**

**Login:-**

* **Employee**
* **Manager**
* **HR admin**
* **Super Admin**

**Note:-(individual login access)**

1. **Login page & Home page (create good home and login page on your own)**

**Menu:-**

* **Employee:-**
* **HR Tab:**
* **Policy (option to view pdf or download)**
* **Salary slip (particular employee user, should be able to see only his salary slip, not others)**
* **Leave (apply leave and see applied leave status/history)**
* **Timesheet**
* **Misc (where employee can download file or info like outlook signature sample or address proof certificate or other form uploaded by HR)**
* **HR-Admin:-**

1. **Policy upload and modify**
2. **Salary Slip Upload (employee/user wise)**
3. **Employee ID creation, delete, Modify, suspend**
4. **List of Employee Report**
5. **Leave Report/history userwise**

* **Manager:-**
* **Employee Tab feature**

**+**

* **Reporting generation for timesheet (for user whose reporting manager is assigned)**
* **Reporting generation for Leave (for user whose reporting manager is assigned)**
* **Leave approval and deletion (for user whose reporting manager is assigned)**
* **Super Admin:-**

**Manager +HR admin + all other role or access**

1. **Leave as per calendar year(Jan’16-Dec’16)**

* **Type of leaves**
* **Sick/Medical Leave:- 7 Leave Per Year**
* **Planned Leave:- 21 Leave Per Year**
* **Comp. Off**
* **Carry forward of Sick leave :**
* **Sick Leave:- In a calendar year an Employee can avail maximum 7 sick leave i.e. 0.5833 to be added at the beginning of every month and will get lapsed at the end of every year**
* **Planned Leave: - In a calendar year an Employee can avail maximum 21 planned leave i.e. 1.75 to be added at the end of every month.**
* **In the next calendar year all sick leave will get lapsed**
* **10 planned leave will be carried forward into the next year, remaining PL will get lapsed.**
* **Comp off/compensatory leave:-**
* **In case employee work on public holiday or week off, he/she can apply for comp-off, this will be added in PL balance subjected to approval of the reporting manager.**
* **Reporting option – Manager can generate PDF as per user wise.**

1. **Timesheet**

**Date:-**

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**Sr. no. Ticket no. Client name Description Time**

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**Add New row button**

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**Total time:**

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| **SUBMIT** |

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| **SAVE** |

**Note1: If employee submit the timesheet, employee cannot edit the same.**

**Note2: Save option will allow Employee to edit the filled timesheet until submit.**

* **Reporting option – Manager can generate PDF as per userwise.**

1. **Employee creation form (create or edit)**

* **Employee ID**
* **Employee Name**
* **Employee Designation**
* **Start Date**
* **End Date Login: Active/inactive**

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| **Probation** |
| **Permanent** |
| **Resigned** |
| **Terminated** |

* **Status:**

**Note: (Only active employee will be able to login, not accessible for resigned employees)**

* **Address:-**
  + **Permanent:**
  + **Present:**
* **Reporting manager: (this will be linked with employee leave approval, timesheet etc).**
* **Contact no.**
* **Personal contact no.**
* **Emergency contact no.**
* **Email ID:**
* **Personal:**
* **Official :**

1. **Home Page (Just for reference), please give 2-3 option for home page.**

**Calendar**

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| * **Birthday** * **Joining anniversary** * **Event** |

**Notification/Updates**

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| --- |
| * **Leave applied** * **Update on HR Policy** * **News etc.** |