

Offer Module

1. Offer module access to be given for Team leaders. (A link similar to enrolment link)

- Work Flow: Team leaders will open the link and fill all employee details, upload the documents and submit
- This comes to Offer module in HR login. HR will check and approve. HR Approval options

APPROVE
REJECT

- **APPROVE** : If the HR has given approve means HR Status marked as Completed automatically in HR Status.
- **REJECT** : If the HR has given Reject means the reject,
 - Multi Picklist option to choose which of the 5 documents are not OK
 - Reject message to be sent the Team Leader with the candidate’s name and document rejected details

Example of Message: Your Team Candidate “Name” is REJECTED, because documents “ID Proof”, “PHOTO”, Permanent Address Proof” are NOT CLEAR/INCORRECT. Please upload the documents again.

- Team Leader enters the candidate’s mobile and deletes the previous document and uploads the new documents and submits.
- Flow continues till HR Status is Completed
- Offer letter to be sent to employee Mail ID
- All documents uploaded in offer module to be loaded into Documents Upload section of Employee Master after entering employee ID in offer module
- After Employee ID is created Appointment Letter to be sent to Employee Mail ID (Print option also Required)
- 📌 Induction date to be in a drop down (Dates for the month will be given by HR).
- 📌 If in any particular day the count exceeds 45 (for now or any count that HR gives), the induction date should not allow to select that induction date, it should allow to select only the next dates.
- 📌 This count of Max. Exceed Limit and dates of induction to be given location wise
- 📌 Count for each date auto populated.

Bank account Updation Link:

- Work Flow: Employees will open the link and enter details Upload the bank document and submit.
 - ❖ Emp ID, Automatically Fetch Emp Name, Bank Account Name, Bank Account Number, IFSC Code, Field to upload bank proof
- HR will view details & **APPROVE/REJECT**
 - 📌 **APPROVE** : If the HR has given approve means Bank account updated automatically in Employee Master and HR Status marked as **Bank Account Updation Completed**
 - 📌 **REJECT** : If the HR has given Reject means Reject message to be sent to Employee. HR Status **Bank Account Pending**

Example of Message: Your Bank Account Details are Not Clear. Please upload Again.

- 📌 Employee enters mobile and re-enters the details, deletes the previous document and uploads the new documents and submits.
- 📌 Flow continues till HR Status is **Bank Account Updation Completed**

Hike Module:

- Work Flow: Promotion and Hike proposal to be sent by managers from their login id for their team members
- On submission by manager Intimation mail goes to MD
- When MD clicks on the link the hike proposal page opens

TWO ACTION ITEMS (for Manager to Propose)

- ❖ 1. PROMOTION AND DESIGNATION CHANGE
 - Emp ID, Name, Team Leader, Current Designation displayed, Promoted Designation (drop Down Team Leader, Asst. Manager, Manager) : APPROVE/REJECT
 - IF APPROVED DESIGNATION CHANGES in MASTER, mail confirmation to manager “Promotion Proposed by you for (emp id, Name) is Approved by “Mr.Sarangan Sampath”
 - IF REJECTED DESIGNATION REMAINS THE SAME “Promotion Proposed by you for (emp id, Name) is Rejected by “Mr.Sarangan Sampath”

❖ 2. HIKE PROPOSAL

- Emp ID, Name, Team Leader, Current Designation displayed, Current Salary displayed, Hike Proposed : APPROVE/REJECT
- IF APPROVED : Effective date (Field appears), Salary Revision Approved Amount approved. MD will enter these details and Submit
- On submission details get updated in Hike module and gets effected in the respective month's payroll automatically.
- Mail confirmation is sent to Manager, "Salary revision Proposed by you for (emp id, Name) is Approved by "Mr.Sarangan Sampath" for Rs. _____
- IF REJECTED DESIGNATION REMAINS THE SAME "Salary revision Proposed by you for (emp id, Name) is Rejected by "Mr.Sarangan Sampath"