



# Employee Management System

## Project Documentation

### Frontend Application Architecture & Feature Specification

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## SHEKRU TECHNOLOGIES PVT. LTD. EMPLOYEE MANAGEMENT SYSTEM

### PROJECT DOCUMENTATION

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Company: **Shekru Web Technologies**

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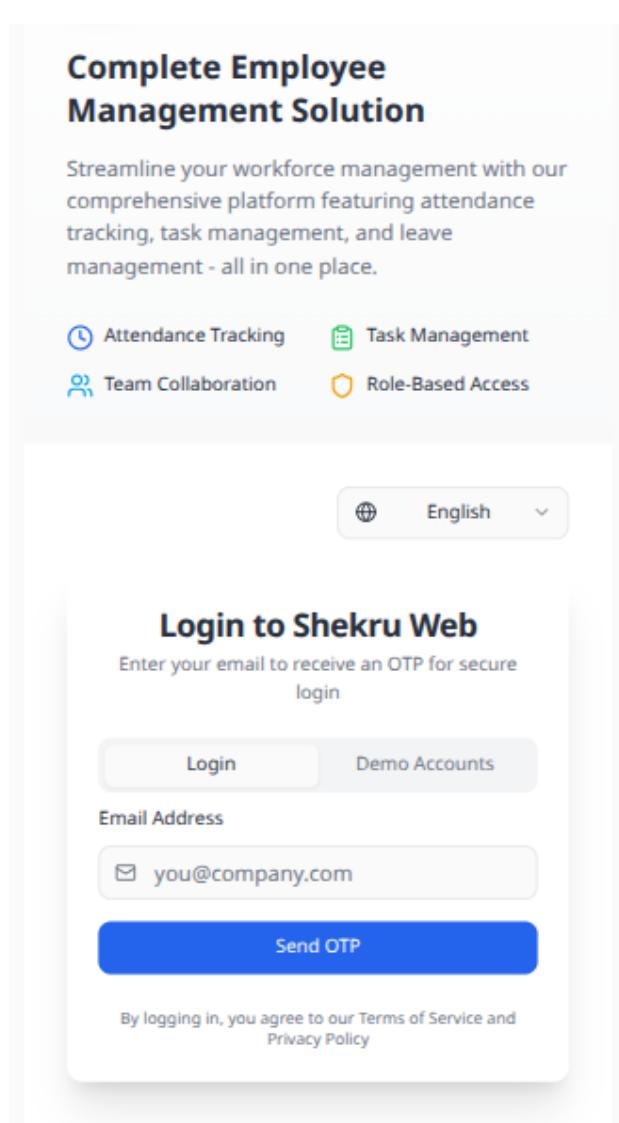
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### Role-Based Access

This section describes the roles in the Employee Management System and their access levels. Use a screenshot below to visually represent the access matrix.

Role	Description	Access Level
•  <b>Admin</b> -	• Full access to all features	• Manage everything
•  <b>HR</b> -	• Manage employees, leaves	• Limited admin rights
•  <b>Manager</b> -	• Manage team, approve requests	• View/edit team data
•  <b>Team Lead</b> -	• Track team attendance & tasks -	• Moderate access
•  <b>Employee</b> -	• View own profile -	• apply leave Restricted access

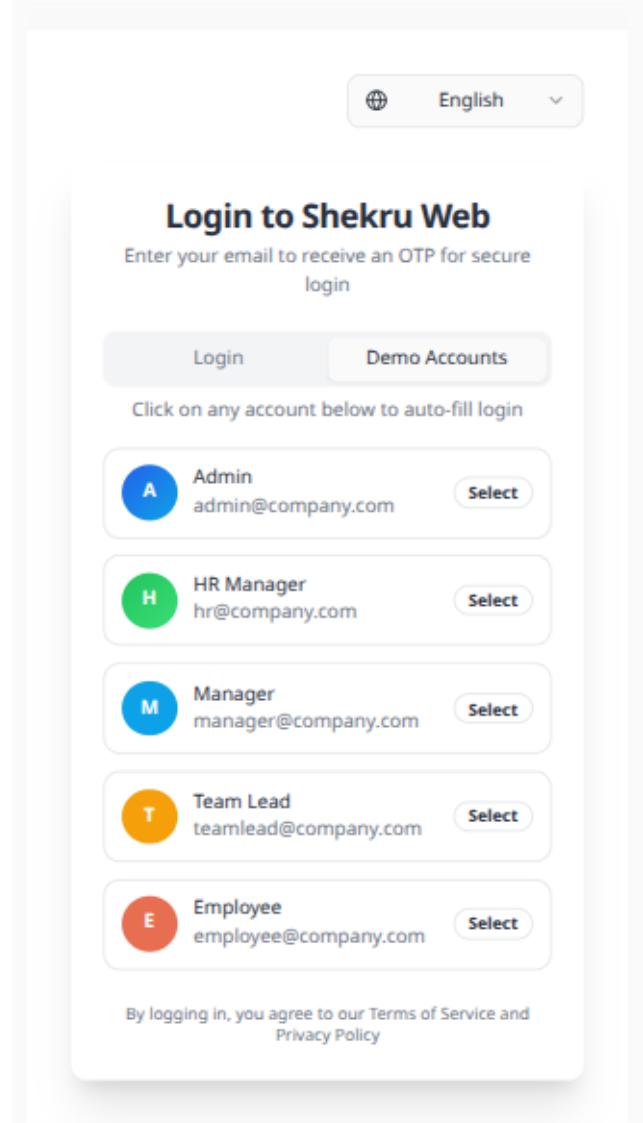


**Complete Employee Management Solution**

Streamline your workforce management with our comprehensive platform featuring attendance tracking, task management, and leave management - all in one place.

Attendance Tracking    Task Management  
Team Collaboration    Role-Based Access

English



**Login to Shekru Web**

Enter your email to receive an OTP for secure login

Login    Demo Accounts

Click on any account below to auto-fill login

A Admin admin@company.com Select

H HR Manager hr@company.com Select

M Manager manager@company.com Select

T Team Lead teamlead@company.com Select

E Employee employee@company.com Select

By logging in, you agree to our Terms of Service and Privacy Policy

## Role-Based Access Description

The Employee Management System implements a secure, hierarchical role-based access control to ensure that each user can only access features appropriate to their role. Access is granted through email authentication combined with OTP verification, providing an extra layer of security.

- **Admin:** Full system access, including configuration, user management, and all modules. Admins authenticate via email + OTP and can assign roles to other users.
- **HR:** Can manage employee records, leave requests. HR access is secured via email and OTP, ensuring sensitive HR data is protected.

- **Manager:** Can oversee teams, approve requests, and view reports. Managers authenticate via their corporate email and OTP before accessing team-level data.
- **Team Lead:** Can track team attendance, assign tasks, and monitor performance. Team Leads login via email + OTP, restricting them to their assigned teams.
- **Employee:** Can view personal profile, submit leave requests, and track tasks. Employees authenticate securely through email and OTP, limiting access to their own data.

### Page Purpose

- Authenticate users securely
- Determine role-based access (Admin / HR / Manager / Team Lead / Employee)
- Redirect users to the correct dashboard based on role

1. email

2. OTP

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## Admin & HR Dashboard – Employee Management

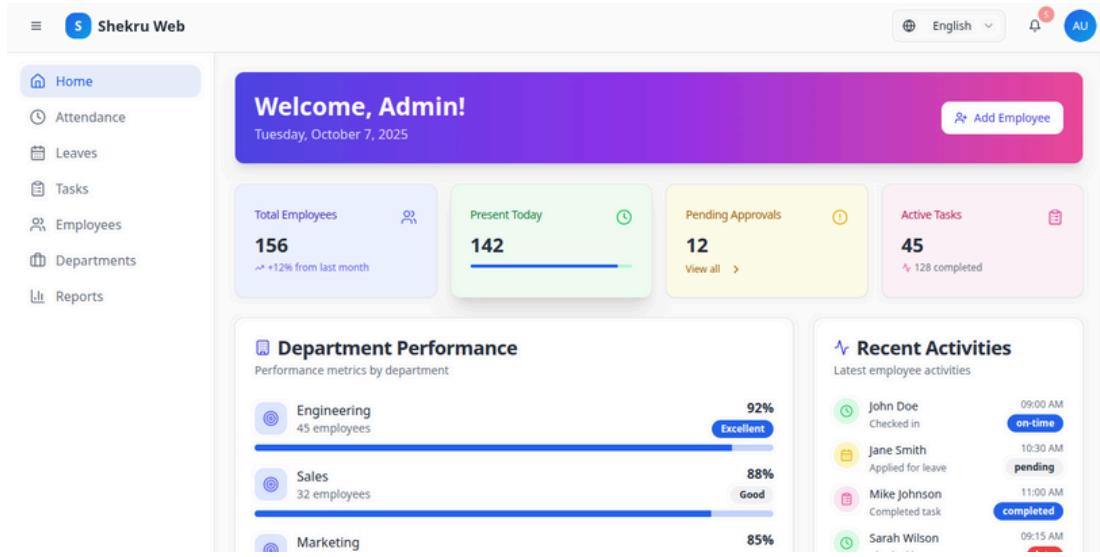
### Page Purpose

- Allow Admin & HR to manage employee data.
- Enable CRUD operations (Create, Read, Update, Delete) on employees.
- Provide search, filter, and activation/deactivation functionalities.

### Feature

### Description

- **Add Employee -**
- **Employee List / Table -**
- **CRUD Operations-**
- **Search & Filters -**
- **Responsive UI --**
- Button to open a form for adding new employees. Only Admin & HR can access.
- Display all employees with pagination. Includes view/edit/delete actions.CRUD Operations-
- Edit, update, delete, activate/deactivate employees.
- Search by name/email, filter by department and role.
- Works on desktop, tablet, and mobile.



The screenshot shows the 'Employee Management' section of the Shekru Web application. At the top right, there are buttons for 'Export', 'Bulk Upload', and '+ Add Employee'. Below that is a search bar with placeholder text 'Search by name, ID, or email...'. To the right of the search bar are dropdown menus for 'All Departments' and 'All Roles'. The main table displays one employee record:

Photo	Employee ID	Name	Email	Department	Role	Status	Actions
	SSIV441	RUSHIKESH ARUN JADHAV	j.rushikesh013@gmail.com	Engineering	TEAM LEAD	active	

## Add Employee Form Fields

The 'Create New Employee' form is displayed on the left side of a modal window. It includes fields for Profile Photo (with a file input), Employee ID (text input), Name (text input), Email (text input), Department (dropdown menu), Role (dropdown menu), Designation (text input), and Joining Date (date input). A note at the top says 'Fill in the required fields marked with \*'.

The 'Create New Employee' form is displayed on the right side of a modal window. It includes fields for Department (dropdown menu), Role (dropdown menu), Designation (text input), Joining Date (date input), Country Code (dropdown menu), Phone (text input), and Address (text input). At the bottom are 'Create Employee' and 'Cancel' buttons.

### Field

Employee Photo  
Employee ID  
Employee Name  
Email  
Department  
Role

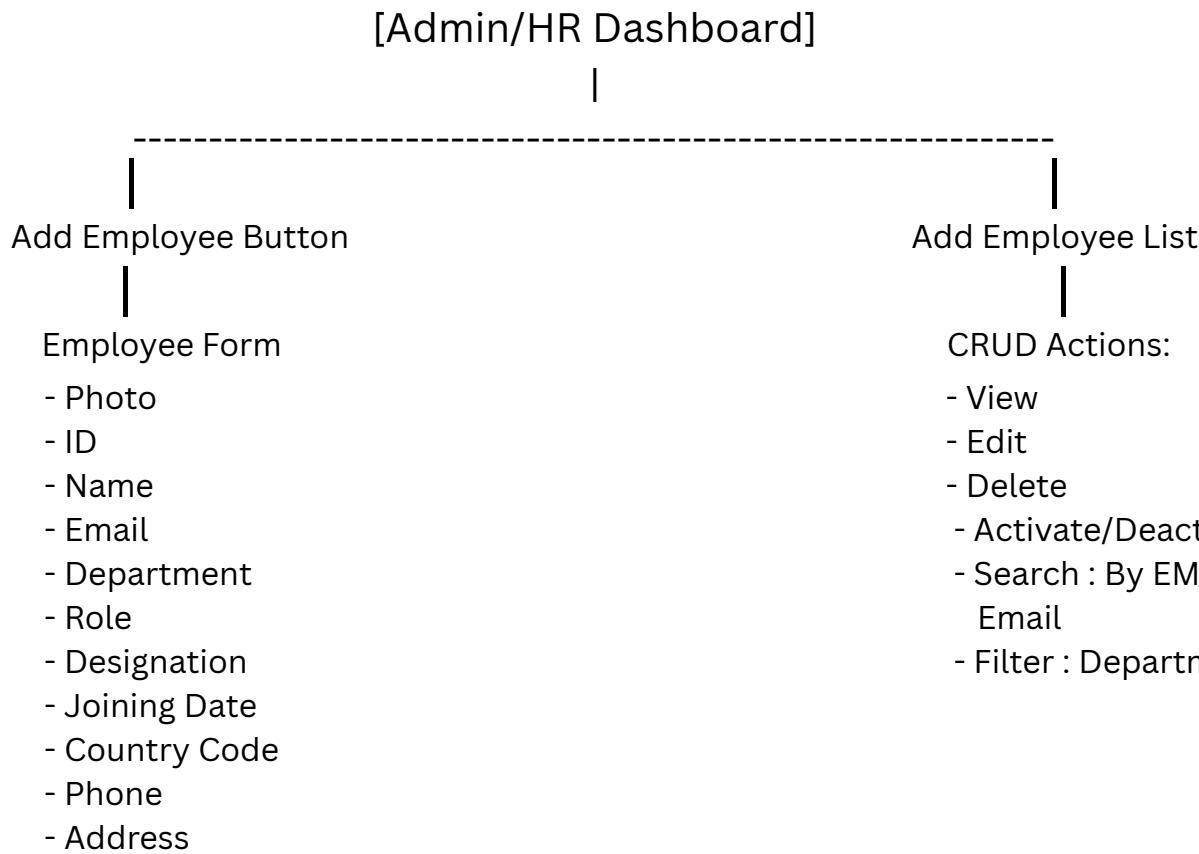
### Type

File Upload  
Text  
Text  
Text  
Dropdown  
Dropdown

### Validation / Notes

Optional / required, image formats only  
Unique, required  
Required  
Required, valid format, unique  
Required, from predefined list  
Admin, HR, Manager, Team Lead, Employee

Designation	Text	Optional
Joining Date	Date Picker	Required
Country Code	Dropdown/Text	Required
Phone	Number	Required, validate format
Address	Textarea	Optional



## ⌚ Attendance Management Module

### Page Purpose

- Track daily attendance of all employees with role-based access.
- Record Check-In, Check-Out, Work Hours, and Location with photo verification.
- Allow Admin & HR to view full attendance data, while employees can manage their own attendance only.

### Role-Based Access

#### Feature

- Admin -

#### Access Description

View and manage attendance of all employees. See analytics boxes: Total Employees & Present Today.

- HR -

Same access as Admin. Can view self attendance and switch to Employee Attendance view using toggle.

- Manager / Team Lead -

View team attendance data, apply filters, and track team performance.

- Employee -

Access only Self Attendance. Can Check-In, Check-Out, capture selfie, and view own logs.

The screenshot shows the Employee Attendance section of a web application. On the left sidebar, there are links for Home, Attendance, Leaves, Tasks, Employees, Departments, and Reports. The main content area has a title "Employee Attendance" and a summary box with four cards: "Total Employees" (3), "Present Today" (3), "Late Arrivals" (2), and "Early Departures" (1). Below this is a section titled "Attendance Records" with a subtitle "View and manage employee attendance". It includes a search bar, a date filter set to "10/07/2025", and a table of attendance records. The table columns are Employee, Department, Check In, Check Out, Hours, Location, and Status. The data shows three employees: Jane Smith (Marketing, 09:40 am, 07:02 pm, 10h, Mumbai Office, Late), Mike Johnson (Sales, 08:23 am, 07:04 pm, 11h, Mumbai Office, On Time), and Sarah Williams (HR, 10:10 am, 05:13 pm, 7h, Mumbai Office, Late, Early).

Employee	Department	Check In	Check Out	Hours	Location	Status
Jane Smith jane@company.com	Marketing	09:40 am	07:02 pm	10h	Mumbai Office	Late
Mike Johnson mike@company.com	Sales	08:23 am	07:04 pm	11h	Mumbai Office	On Time
Sarah Williams	HR	10:10 am	05:13 pm	7h	Mumbai Office	Late, Early

## Frontend Features

Feature	Description
Summary Boxes	Two cards showing: Total Employees Today
Attendance Table	Columns: Employee (Name & Email), Department, Check-In, Check-Out, Total Hours, Location
Search Bar	Search employee by ID, name, or email
Calendar Filter	Filter and view records up to the last 6 months
Check-In / Check-Out	Record time, date, selfie photo, and live location (via GPS API)
Location Access	Prompt for location permission on check-in
Camera Access	Capture and upload selfie proof of attendance
Self Attendance Status	Show current day's check-in/out status with timestamp
Role-based Toggle (HR)	Toggle between Self Attendance and Employee Attendance
Role Filter Dropdown	Filter attendance list by employee role (Admin, HR, Manager, etc.)
Date Display	Shows current date near toggle/calander

**Attendance**  Self Attendance

07 Oct 2025

### Today's Status

Your attendance status for today

📍 Panchavati, सहकार नगर, Anandnagar, Pune, Pune District, Maharashtra, 411051, India

➡ Check-in Time Late

**05:09 pm**

➡ Check-out Time

-

➡ Check Out

### Attendance History

Your recent attendance records

<span style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; display: block;"></span>	01 Oct 2025	In: 01:56 pm	Out: 01:56 pm	0.01h	Late
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**Attendance**  Employee Attendance

07 Oct 2025

### Employee Attendance

View and manage team attendance records

Date	Role Filter				
10/07/2025	All Roles				
Employee ID	Date	Check-in	Check-out	Work Hours	
emp_001	07 Oct 2025	09:00 am	06:30 pm	9.5 h	
emp_002	07 Oct 2025	09:45 am	06:00 pm	8.25 h	
emp_003	07 Oct 2025	09:15 am	05:00 pm	7.75 h	

## [Admin / HR Dashboard]



### SUMMARY BOXES

█ Total Employees █ Present Today

### ATTENDANCE TABLE

Employee █ | Department █ | Check-In █ | Check-Out █

| Total Hours █ | Location █

| █ Search Bar | █ Filter by Role | █ Calendar (6 Months) |

| **HR TOGGLE BUTTON: [ Self Attendance █ Employee Attendance ]**

| █ Current Date Display

## EMPLOYEE VIEW



● **CHECK-IN:** Capture Selfie 📸 + Location 🗺 + Time ⏳

● **CHECK-OUT:** Save Exit Time ⏳ + Location 🗺  
→ Auto Calculate: Total Hours (⏳)

Show Summary: Check-In | Check-Out | Total  
Hours Worked ⏳ |

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## Report Module (Admin / HR / Manager Dashboard)

### 🧠 Overview

The **Report Page** provides detailed insights into employee and departmental performance.

It includes three key sections:

**Employee Performance** (Individual metrics)

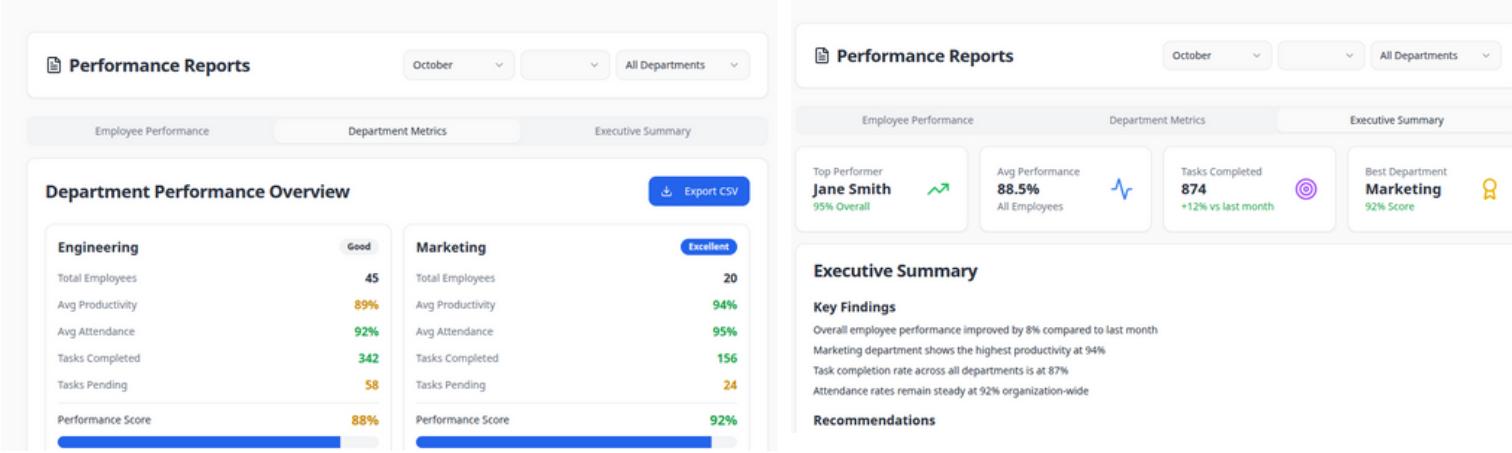
**Department Matrix** (Department-level performance overview)

**Executive Summary** (Top insights and KPIs for management)

Each page has **3 filters** at the top:

- **Month-wise filter** (select a specific month)
- **Last 6 months filter** (view historical data)
- **Department filter** (filter by department)

The screenshot shows the 'Performance Reports' section of the dashboard. At the top, there are three dropdown filters: 'October' (month), 'All Departments' (department), and another dropdown. Below the filters are three tabs: 'Employee Performance', 'Department Metrics', and 'Executive Summary'. The 'Employee Performance' tab is active. It displays two rows of employee data. The first row is for 'John Doe' (EMP001, Engineering, Software Engineer). His metrics are: Attendance (95%, Auto-calculated), Task Completion (88%, Auto-calculated), Productivity (Not rated, Manual rating), Quality Score (Not rated, Manual rating), and Overall Rating (Pending, Average of all metrics). There are 'Add Rating' buttons for each metric. The second row is for 'Jane Smith' (EMP002, Marketing, Marketing Lead). Her metrics are: Attendance (Auto-calculated), Task Completion (Auto-calculated), Productivity (Not rated, Manual rating), Quality Score (Not rated, Manual rating), and Overall Rating (Pending, Average of all metrics). There are also 'Add Rating' buttons for Jane's metrics. On the right side of the dashboard, there is a sidebar with various icons and links related to reporting and analysis.



## Employee Performance (Individual Metrics)

### Description

This section provides a **detailed report of every employee's performance** based on attendance, task completion, productivity, and quality scores.

Admins can export, search, filter, and rate employees.

## Frontend Features

Feature	Description
<ul style="list-style-type: none"> <li><b>Filters -</b></li> <li><b>Search -</b></li> <li><b>Export Options -</b></li> <li><b>List View -</b></li> <li><b>Admin Rating -</b></li> <li><b>Auto Calculations -</b></li> </ul>	<ul style="list-style-type: none"> <li>Month-wise, Last 6 Months, Department</li> <li>By name, Employee ID, or Department</li> <li>Export data as CSV or PDF</li> <li>Displays employees with performance metrics</li> <li>Admin gives rating (stars + remarks) for Productivity and Quality Score</li> <li>Attendance %, Task Completion %, and Overall Rating calculated automatically</li> </ul>

## Frontend Fields

Field	Description
<ul style="list-style-type: none"> <li><b>Employee Name -</b></li> <li><b>Employee ID -</b></li> <li><b>Department -</b></li> <li><b>Designation -</b></li> <li><b>Attendance (%) -</b></li> </ul>	<ul style="list-style-type: none"> <li>Display employee full name</li> <li>Unique identifier</li> <li>Employee's department</li> <li>Role title</li> <li>Auto-calculated based on total presence</li> </ul>
<b>Task Completion (%) -</b>	<ul style="list-style-type: none"> <li>Auto-calculated based on completed tasks within due date</li> </ul>
<ul style="list-style-type: none"> <li><b>Productivity -</b></li> <li><b>Quality Score -</b></li> <li><b>Overall Rating -</b></li> </ul>	<ul style="list-style-type: none"> <li>Admin-entered rating (1–5 stars)</li> <li>Admin-entered rating (1–5 stars + description)</li> <li>Auto-generated (average of all metrics)</li> </ul>

The screenshot shows the 'Performance Reports' dashboard. At the top, there are dropdown menus for 'October', 'All Departments', and tabs for 'Employee Performance', 'Department Metrics', and 'Executive Summary'. Below this is a section titled 'Individual Performance Metrics'.

**John Doe:** EMP001 • Engineering • Software Engineer

- Attendance: 95% (Auto-calculated)
- Task Completion: 88% (Auto-calculated)
- Productivity: Not rated (Manual rating)
- Quality Score: Not rated (Manual rating)
- Overall Rating: Pending (Average of all metrics)

**Jane Smith:** EMP002 • Marketing • Marketing Lead

- Attendance
- Task Completion
- Productivity
- Quality Score
- Overall Rating

**Rate Employee Performance** (Modal): Provide performance ratings for John Doe

**Productivity:** Good (80%)

**Description / Comments:** Describe the employee's productivity, work efficiency, time management, etc. (0/500)

**Quality Score:** Not rated (0%)

**Description / Comments:** Describe the quality of work, attention to detail, accuracy, etc. (0/500)

**Buttons:** Cancel, Save Ratings

## Department Matrix (Department Performance Overview)

### Description

Displays aggregated performance metrics **by department** – helping management analyze departmental efficiency and output.

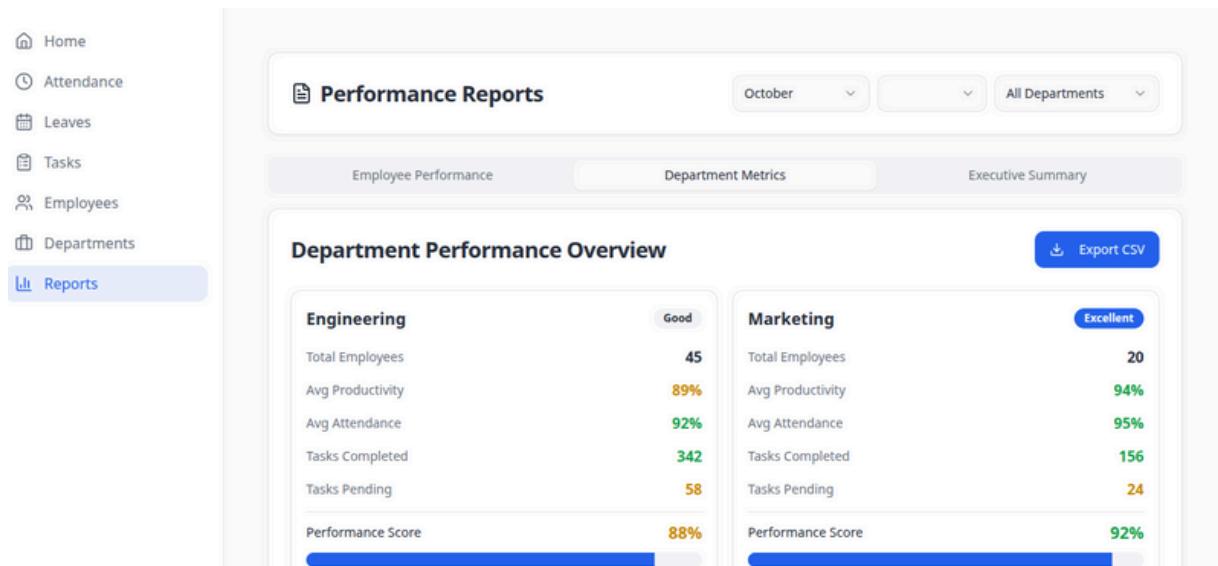
### Frontend Features

Field	Description
-------	-------------

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><b>Department Name</b> -</li> <li><b>Total Employees</b> -</li> <li><b>Avg Productivity</b> -</li> <li><b>Avg Attendance</b> -</li> <li><b>Tasks Completed</b> -</li> <li><b>Tasks Pending</b> -</li> <li><b>Performance Score</b> -</li> </ul> | <ul style="list-style-type: none"> <li>Example: Engineering, Marketing, Sales</li> <li>Count of active employees in that department</li> <li>Average of employee productivity scores</li> <li>Average attendance rate</li> <li>Number of completed tasks</li> <li>Number of remaining tasks</li> <li>Auto-generated average based on all factors</li> </ul> |
|--|---|

## Backend Requirements

- API: /api/reports/department-matrix
- Aggregate data from attendance, task, and employee tables
- Auto-calculate averages and performance scores



## Executive Summary (Management Overview)

### Description

A top-level snapshot for leadership – showing key highlights, performance trends, and recommended actions.

## Frontend Components

Section	Description
<ul style="list-style-type: none"><li>• Box 1: Top Performer -</li><li>• Box2: Avg Performance -</li><li>• Box 3: Tasks Completed -</li><li>• Box 4: Best Department -</li><li>• Executive Summary Section -</li><li>• Buttons -</li></ul>	<ul style="list-style-type: none"><li>• Employee name + % score</li><li>• Average rating of all employees</li><li>• Total completed tasks + % growth vs last month</li><li>• Department with highest overall score</li><li>• Contains: Key Findings, Recommendations, Action Items</li><li>• “Generate Full Report” and “Download Summary”</li></ul>

## Backend Requirements

- API: /api/reports/executive-summary
- Compute KPIs dynamically from all performance data
- Provide downloadable report generation endpoints

The screenshot shows a navigation sidebar on the left with links: Home, Attendance, Leaves, Tasks, Employees, Departments, and Reports (which is selected). The main area is titled "Performance Reports" with filters for "October" and "All Departments". It displays four cards: "Top Performer" (Jane Smith, 95% Overall), "Avg Performance" (88.5%, All Employees), "Tasks Completed" (874, +12% vs last month), and "Best Department" (Marketing, 92% Score). Below this is a section titled "Executive Summary" with "Key Findings" and "Recommendations".

## [ REPORT MODULE ]

**FILTERS:** Month-wise | Last 6 Months | Department

### EMPLOYEE PERFORMANCE PAGE

| [🔍 Search Bar] [📤 Export CSV] [🖨 Export PDF] |  
| Employee | Emp ID | Dept | Designation | Attendance% |  
| Task Completion% | Productivity⭐ | Quality⭐ | Overall% |  
| Admin can rate Productivity & Quality (⭐+ Description) |  
| Auto-calculate: Attendance, Task Completion, Overall Rating |

### DEPARTMENT MATRIX PAGE

| Department | Total Employees | Avg Productivity | Avg Attendance |  
| Tasks Completed | Tasks Pending | Performance Score |  
| Auto-generated summary of each department |

### EXECUTIVE SUMMARY PAGE

|  **Top Performer** |  **Avg Performance**  
|  **Tasks Completed** |  **Best Department**

|  **Executive Summary Section:**

• **Key Findings**

| • **Recommendations** |

| • **Action Items** |

|  **Generate Full Report**] [ **Download Summary**]