HR-ONE

21.05.2021

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Mentor : Ankit Gupta

Hitesh Jivanani

Software Engineer

Bigstep Technology

2nd Floor, SCO-63, Old Judicial Complex Civil Lines Rd, Sector 15

 Gurugram, Haryana 122001

Overview

- An HRM system, or HRM software, is designed to automate human resource business processes, transactions, payroll, and compliance.
- To make a fully functional Attendance Management System for Company where attendance marking and approval can be done.

Functionality

- Login
- Mark Attendance
- Add user (Only for Admin or selected user)
- Attendance correction
- Apply for leave
- Attendance/ Leave approval (by user's mentor)
- Find user (Employee directory)
- Edit user's details (by selected user)
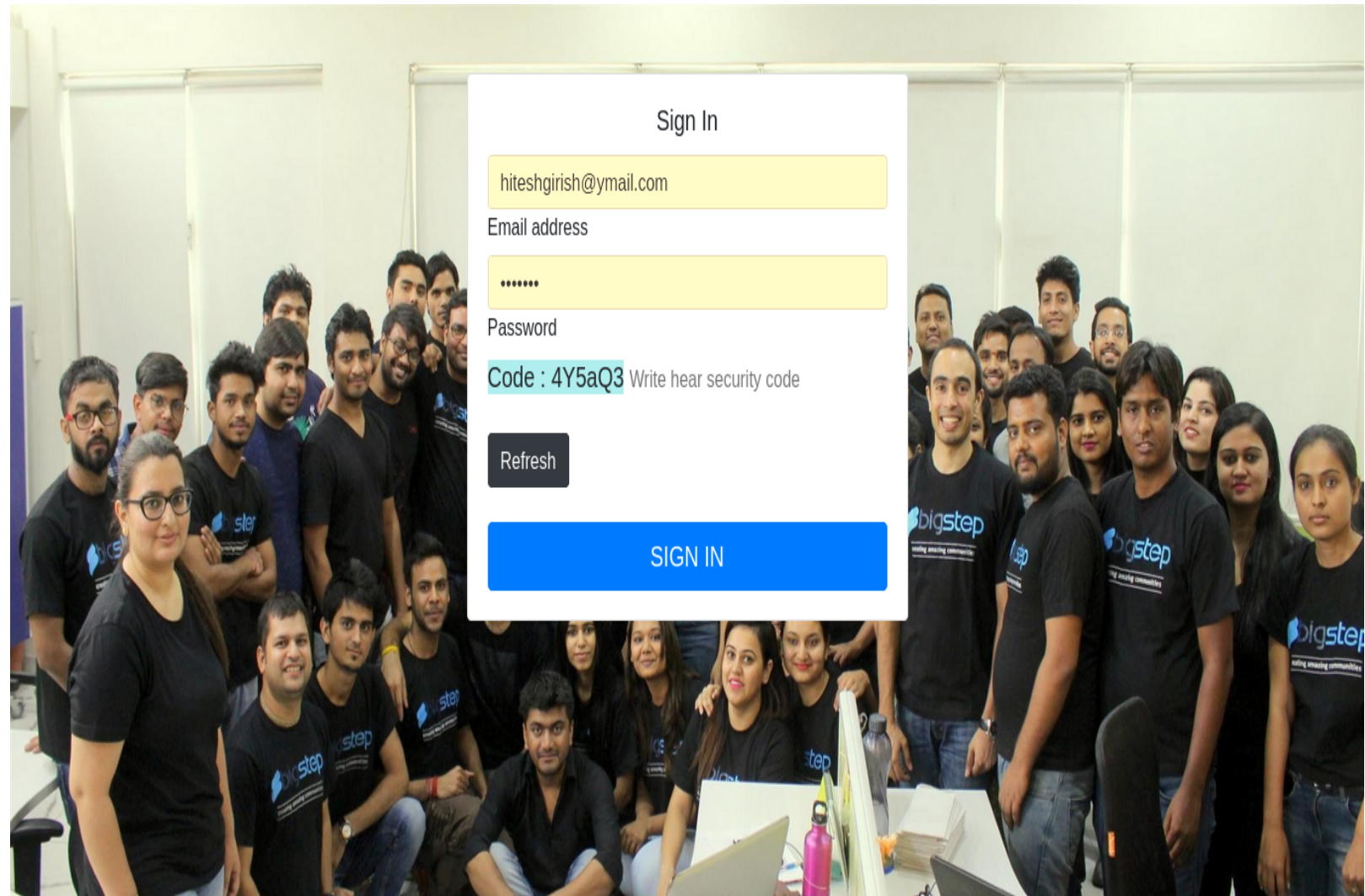- Logout

Login

Sign In

hiteshgirish@ymail.com

Email address

••••••

Password
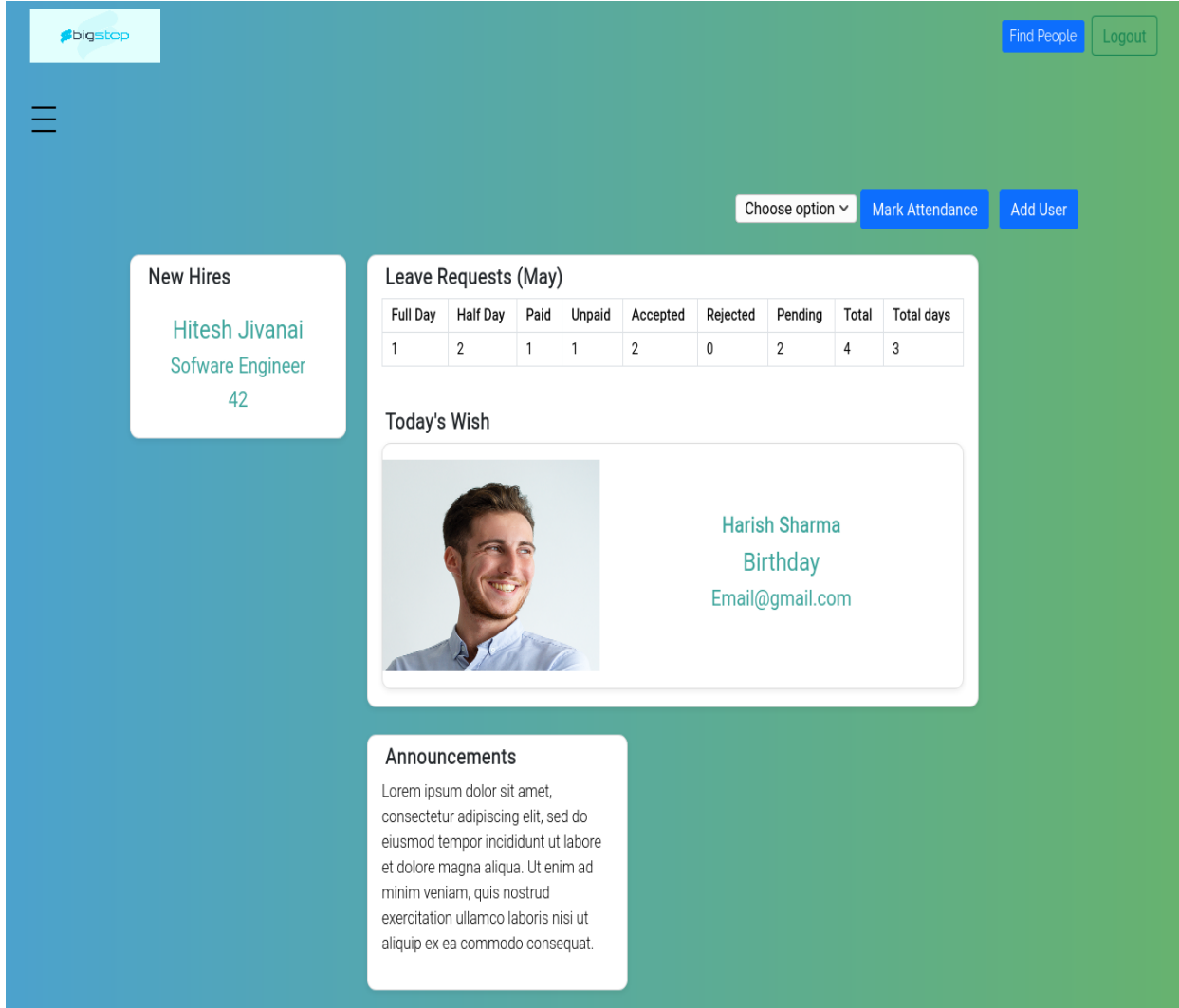
Code : 4Y5aQ3 Write hear security code

Refresh

SIGN IN

Home page

Choose option & Mark Attendance:

1. Check in
2. Check out
   - You must have to select an option.
   - You can not check out without check in first.
   - You can check in and check out once only in a day.
   - If your working hours are less than 9, then It will show a warning message for the same.
   - If hours < 9 then it will mark attendance as half day. You can also apply attendance correction.

Add user

- This button is only for the admin or specific users.
- You can add an employee or user by clicking on this.
- After clicking this button :-> just fill all the fields and Register. It will store all the data in the database.

Registration as a Employee

First Name *   Your Email *

Last Name *   Your Phone *

Password *   Menter Name

Confirm Password * Role

Mentor Email   Browse… No file selected.

● Male ○ Female

Register

-

Find people :

- From this you can search employee view their details.

Show 10 entries   Search:

Sr. ▲	FirstName	LastName	Email	Action
1	Hitesh	Jivanani	hiteshgirish@ymail.com	view
2	Ankit	Chaturvedi	ankitchaturvedi@gmail.com	view
3	Nimish	Mittal	nimish@gmail.com	view
4	Nayan	Agrawal	nayan@gmail.com	view
5	Ankit	Gupta	ankitgupta@gmail.com	view

Showing 1 to 5 of 5 entries   Previous 1 Next

-
  - *View :*
    - By clicking this button(View button) it will show the full details of the employee.

General Information

Phone Number	:	8560982618
Mentor Name	:	Ankit Gupta
Mentor Email	:	ankitgupt@gmail.com
Role	:	Software Engineer
Gender	:	male

Hitesh Jivanani

Employee ID : 28
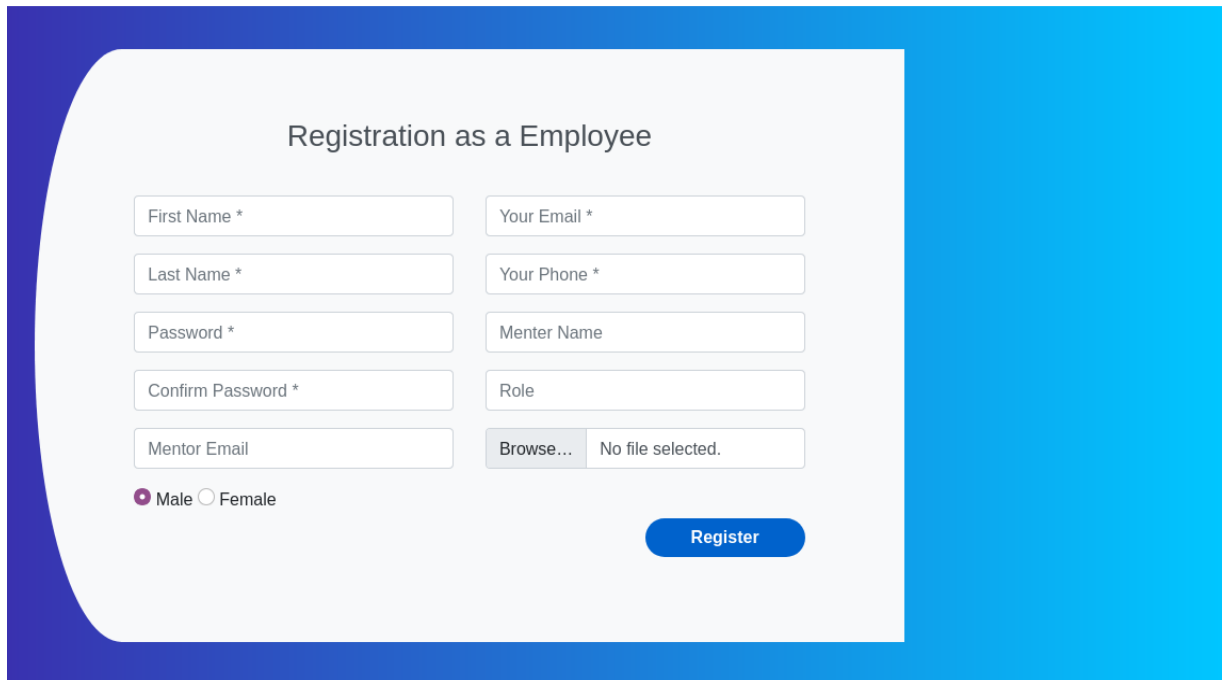
Email : hiteshgirish@ymail.com

Edit

About Employee

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Edit :

- This is only for the admin or specific user.
- By this admin can edit the details of any employee.

Navbar
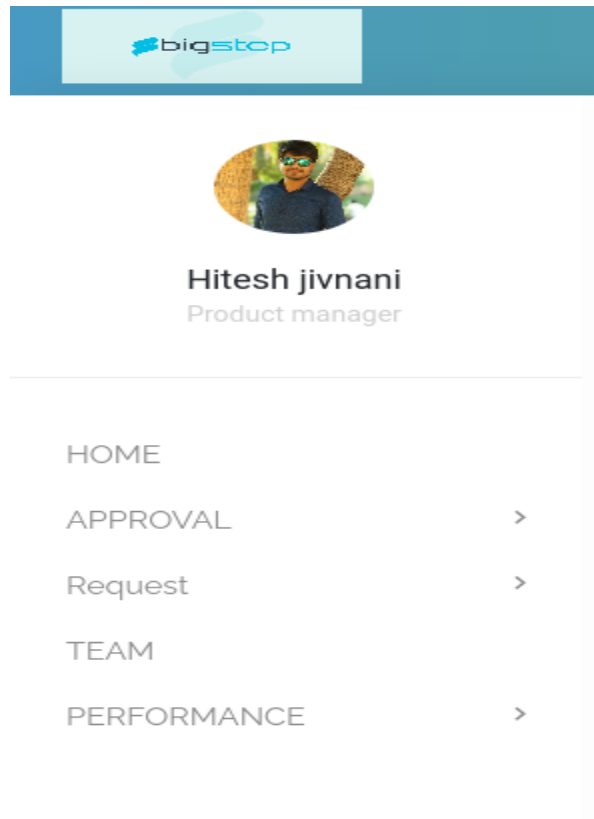
Navbar -> Approval -> Leave :

- In this section you can check your approved or rejected leaves.

Leave History

Show 10 entries   Search:

Sr.	Leave type	From	To	Reason	Half day	Approved
1	Casual Leave	2021-05-20	2021-05-21	gumne jana h yrr	0	Rejected

Showing 1 to 1 of 1 entries   Previous 1 Next

- Approve and reject done by only employee's mentor.
  - Half day = 0 -> full day
  - Half day = 1 -> half day

Navbar -> Approval -> Attendance :

- In this section you can check your approved or rejected attendance.

Attendance History

Show 10 entries   Search: [   ]

Sr. ▲	Date	Day	Approved
1	2021-05-19	Full	Yes

Showing 1 to 1 of 1 entries   Previous 1 Next

-
- In this you can see your attendance history. It will also show approval or not.

Navbar -> Request -> Leave :

- In this section you can apply for the leave.

Leave Type

[   ]

Start Date   **End Date**

[dd / mm / yyyy   ]   [dd / mm / yyyy   ]

Reason

[   ]

☐ First Half Day? ☐ Second Half Day?

[Apply Leave] [Cancel]

Leave Request

Show 10 entries   Search: [   ]

▲ Name	Mail	Leave type	From	To	Reason	Half day
			No data available in table			

Showing 0 to 0 of 0 entries   Previous Next

[Approve] [Reject]

- These leave requests will show on your menter page.
- Mentors can accept or reject these leave requests.
- And after accepting or rejecting the request it shows up in the approval->leave section with status : Accept / Reject / Pending.

Navbar -> Request -> Attendance :

Attendance Correction

Reason
● Forgot to check in ○ Forgot to check out ○ Forgot both

Date

dd / mm / yyyy

Punch in -- : -- --   **Punch out** -- : -- --

Remark

[Submit] [Cancel]

- This for Attendance correction if you forgot the check in and check out or both by mistake.
- These requests will show up in your mentor's account.

Attendance Request

Show 10 entries   Search:

	Name	Mail	Date	Day
	No data available in table			

Showing 0 to 0 of 0 entries   Previous   Next

[Approve] [Reject]

Attendance correction Request

Show 10 entries   Search:

	Name	Mail	Reason	Remark	Date	Time	Day
	No data available in table						

Showing 0 to 0 of 0 entries   Previous   Next

[Approve] [Reject]

- If you're a mentor, your request will appear in these tables; otherwise, they'll be blank. You have the choice to accept or deny it.

Logout :

- You can logout by clicking on the logout button.
- Session will be destroyed. After you have to login again.

Database schema and tables :

Table ▲	Action						Rows ⓘ	Type	Collation	Size	Overhead
attendance	☆	🔲 Browse	🔧 Structure	🔍 Search	➕ Insert	🗑 Empty	⊖ Drop	4	InnoDB	utf8mb4_0900_ai_ci	16.0 KiB	-
attendance_request	☆	🔲 Browse	🔧 Structure	🔍 Search	➕ Insert	🗑 Empty	⊖ Drop	1	InnoDB	utf8mb4_0900_ai_ci	16.0 KiB	-
emp_dtls	☆	🔲 Browse	🔧 Structure	🔍 Search	➕ Insert	🗑 Empty	⊖ Drop	5	InnoDB	utf8mb4_0900_ai_ci	16.0 KiB	-
full_attendance	☆	🔲 Browse	🔧 Structure	🔍 Search	➕ Insert	🗑 Empty	⊖ Drop	2	InnoDB	utf8mb4_0900_ai_ci	16.0 KiB	-
leverequest	☆	🔲 Browse	🔧 Structure	🔍 Search	➕ Insert	🗑 Empty	⊖ Drop	1	InnoDB	utf8mb4_0900_ai_ci	16.0 KiB	-
5 tables	**Sum**						**13**	**InnoDB**	**utf8mb4_0900_ai_ci**	**80.0 KiB**	**0 B**

- Emp_dtls :
  - For employee details
- Attendance_request :
  - For all attendance request
- Attendance :
  - For check in and check out request
- Full_attendance :
  - For record of every employee's attendance.
- Leaverequest
  - For leave requests.