

# HR MANAGEMENT SOLUTIONS

## INTRODUCTION

- **Project Name:** HR Management Solutions
  
- **Modules:**

### Master Table

- a. Employee Master
- b. Company Master
- c. Employee Details
- d. Employee Upload

### Attendance

- a. Manual Entry
- b. Generate Attendance
- c. Re-Generate Attendance
- d. Edit Attendance
- e. Attendance Report
- f. Leave Manager

### Salary

- a. Salary Generation
- b. Master Cut
- c. Incentive
- d. Loan
- e. Report

### PRO

- a. Document Release
- b. License
- c. Reports

## 1. System Features

### a. Requirement details table

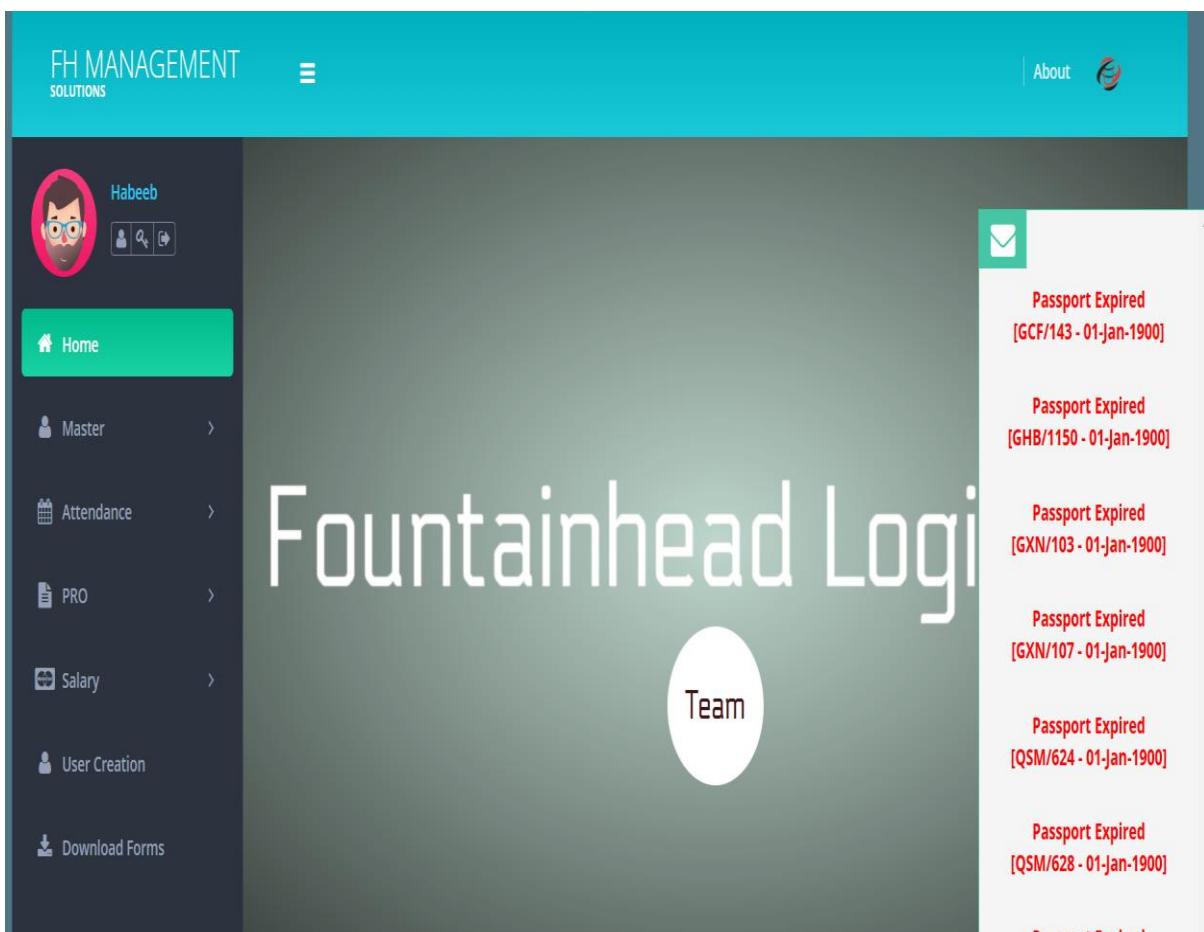
## 2. Login Functionality

- Secure authentication for employees and admin to access different functionalities.



### 3. Home page

The homepage of the HR Management Solutions project is a user friendly and responsive interface designed to streamline HR activities. It includes a login section for employees and administrators, a dashboard with key metrics like attendance summaries and employee stats, and navigation links to essential features such as attendance tracking, employee management, and reports etc. The design focuses on simplicity and efficiency, ensuring quick access to real-time data and notifications.



## 4. Master Table

The **Employee Master Table** is a core module in the HR Management Solutions project designed to manage employee details efficiently. It provides a form for entering and updating employee information, along with tabs for categorizing additional details like company data, visa status, personal details, salary data, and file attachments.

NO	NAME	DATATYPE	LENGTH
1.	Employee Id	Integer	4
2.	First Name	Varchar	100
3.	Middle Name	Varchar	100
4.	Last Name	Varchar	100
5.	Mother Name	Varchar	100
6.	Father Name	Varchar	100
7.	Passport No	Varchar	50

8.	Contact No	Varchar	50
9.	Nationality	Varchar	100
10.	Passport No	Varchar	100
11.	Date Of Join	Date	---
12.	File No	String	10
13.	EMP Code	String	10
14.	Location	Varchar	50
15.	Department	Varchar	50
16.	EMP Status	Varchar	50
17.	Designation	Varchar	50
18.	Attendance Id	Varchar	50

1.	Visa From	Varchar	100
2.	Visa UID	Varchar	30
3.	Visa Start Date	Date	—
4.	Visa end date	Date	—
5.	Labour Id	Varchar	30
6.	Labour Id Start Date	Date	—
7.	EMID Expiry Date	Date	—

1.	Marital Status	nchar	30
2.	Religion	Varchar	30
3.	Phone	Varchar	30

4.	Home	Varchar	30
5.	Office	Varchar	30
6.	Email	Varchar	30
7.	Du Sim	char	5
8.	Select Qualification	Varchar	60
9.	Specialised In	Varchar	100

1.	Personal ID	Varchar	30
2.	Ac No	Varchar	30
3.	Present Salary	float	8
4.	Basic Salary	float	8

1.	Photo	Varchar	200
2.	Visa	Varchar	200
3.	Emirates Id	Varchar	200
4.	Other	Varchar	200

## a. Employee Master

The Employee Master module acts as the foundation for other HR and organizational workflows, ensuring accurate and up-to-date information. It facilitates decision-making, streamlines HR operations, and enhances overall productivity by centralizing employee data in one place.

The screenshot shows the 'FH MANAGEMENT SOLUTIONS' software interface. The top navigation bar includes 'About' and a user icon. On the left, a sidebar menu under 'Master' has options like 'Employee Master', 'Comapany Master', 'Employee Details', 'Employee Upload', 'Attendance', 'PRO', and 'Salary'. The main content area is titled 'Create Employee' and contains fields for First Name, Middle Name, Last Name, Mother Name, Father Name, Passport No, Contact Person, Nationality, Date Of Birth, Gender (Male/Female), Address, EMP Code (GCM/0000), File No, Date Of Join, and a placeholder for Contact no here. There is also a file upload section with a placeholder image, a 'Choose File' button, and a 'Upload' button. Below these fields is a tabbed navigation bar with 'Company Details' (selected), 'Visa Details', 'Personal Details', 'Salary Details', and 'File Attachments'. At the bottom, dropdown menus show 'NAJMAT MADRAS REST' for Location and 'A/C DEPT' for Department.

This screenshot shows the 'Employee Master' form with the 'Visa Details' tab selected. The form includes fields for personal information like Name, Father Name, Address, EMP Code, File No., Date of Birth, Contact Person, and Nationality. It also features sections for Company Details, Visa Details, Personal Details, Salary Details, and File Attachments. A file upload section with an 'Upload' button and a placeholder 'Choose File' is present. The sidebar on the left lists various master categories.

Name	Address
Father Name	
Name	
Passport No	EMP Code GCM/0000
Contact Person	Date Of Join
Nationality	
Date Of Birth	

**Visa Details**

Visa From	IDNo	Start Date	End Date
GHD	VisaUIDNo	VisaStartDate	VisaEndDate
Labour ID	LabourIDNo	LabourIDStartDate	EmID ExpiryDate
EmID ExpiryDate	LabourIDEndDate	PassPort ExpiryDate	PassPort ExpiryDate

**Buttons:** View, Create, Clear

This screenshot shows the 'Employee Master' form with the 'Personal Details' tab selected. It includes fields for personal information like Name, Father Name, Address, EMP Code, File No., Date of Birth, Contact Person, and Nationality. It also features sections for Company Details, Visa Details, Personal Details, Salary Details, and File Attachments. A file upload section with an 'Upload' button and a placeholder 'Choose File' is present. The sidebar on the left lists various master categories.

Name	Address
Father Name	
Name	
Passport No	EMP Code GCM/0000
Contact Person	Date Of Join
Nationality	
Date Of Birth	

**Personal Details**

Marital Status:  Single  Married

Religion: Select Religion

Phone: Mobile | Home | Office |  DU SIM

Email: EmailID

Qualifications: Select Qualification

Specialized In: SpecialisedProfession

**Buttons:** View, Create, Clear

This screenshot shows the Employee Master form with the "Salary Details" tab selected. The left sidebar shows navigation options like Home, Master, Employee Master, Comapany Master, Employee Details, Employee Upload, Attendance, PRO, and Salary.

**Personal Information:**

- Father Name: [Input Field]
- Passport No: [Input Field]
- Contact Person: Contact no here
- Date Of Birth: [Input Field]
- Nationality: INDIA
- EMP Code: GCM/0000
- File No: [Input Field]
- Date Of Join: [Input Field]
- Address: [Input Field]
- Upload: [Green Button]
- Choose File: [Text Input] N...

**Salary Details:**

- Personal ID: [Input Field]
- UAE Exchange: [Radio Buttons] UAE Exchange, Bank, Direct Cash
- Account No: A/CNumber: UAE EXCHANGE
- Salary Details: 0 0 0 Present Salary: 0
- Benefits After: 24 Months

**Buttons:** Company Details, Visa Details, Personal Details, **Salary Details**, File Attachments.

This screenshot shows the Employee Master form with the "File Attachments" tab selected. The left sidebar shows navigation options like Home, Master, Employee Master, Comapany Master, Employee Details, Employee Upload, Attendance, PRO, and Salary.

**Personal Information:**

- Name: [Input Field]
- Father Name: [Input Field]
- Passport No: [Input Field]
- Contact Person: Contact no here
- Date Of Birth: [Input Field]
- Nationality: INDIA
- EMP Code: GCM/0000
- File No: [Input Field]
- Date Of Join: [Input Field]
- Address: [Input Field]
- Upload: [Green Button]
- Choose File: [Text Input] N...

**File Attachments:**

- Passport: Choose File, No fil...osen, Choose File, No fil...osen, Choose File, No fil...osen
- Visa: Choose File, No fil...osen, Choose File, No fil...osen
- EmiratesID: Choose File, No fil...osen, Choose File, No fil...osen
- Other: Choose File, No fil...osen, Choose File, No fil...osen

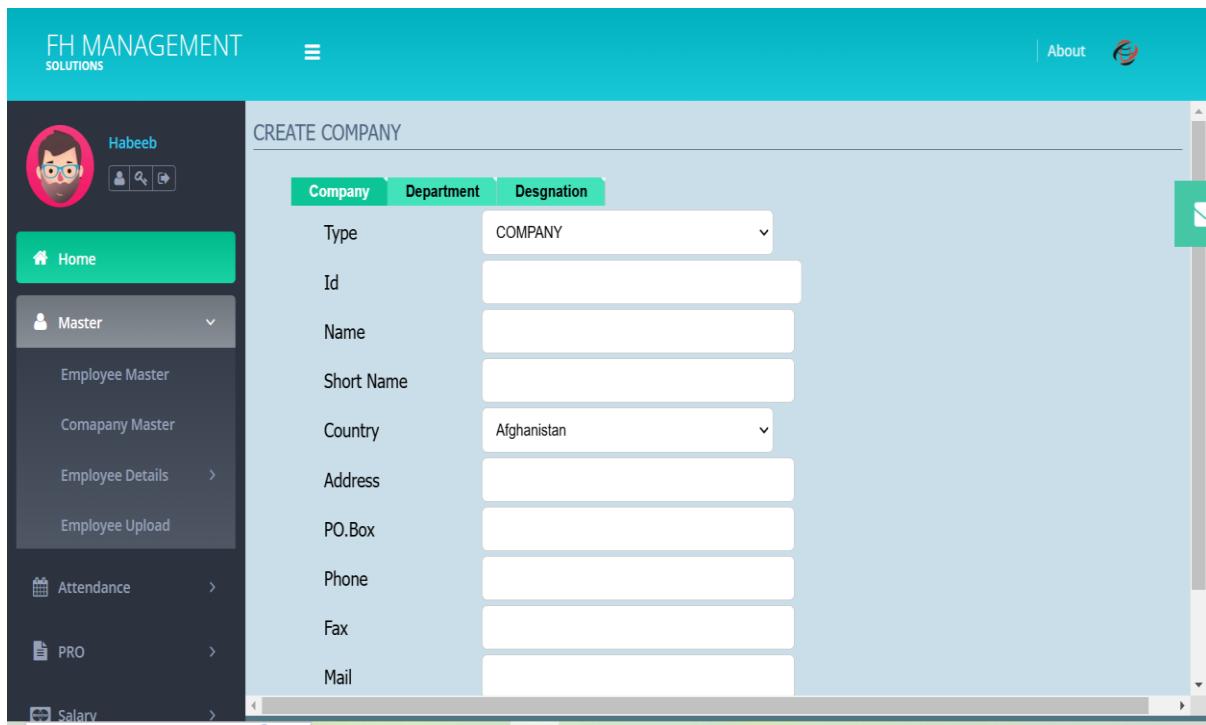
**Buttons:** Company Details, Visa Details, Personal Details, Salary Details, **File Attachments**, View Uploaded Image Files, View, Create, Clear.

## b. Company Master

**Company Master** typically refers to a centralized module or database table used in an organization's software system to manage and store critical information about companies associated with the system. It acts as the single source of truth for company-related details and is essential for maintaining consistency across various modules and operations.

1.	Company Type	Varchar	20
2.	Company Id	Varchar	5
3.	Company Name	Varchar	100
4.	Short Name	Varchar	50

5.	Country	Varchar	50
6.	Address	Varchar	200
7.	PO. Box	Varchar	15
8.	Phone	Varchar	15
9.	Fax	Varchar	15
10.	Mail	Varchar	50
11.	Website	Varchar	50



### c. Employee Details

**Employee Details** refers to a module, database table, or section in a software system that captures and manages all essential information about employees in an organization. This information is critical for HR management, payroll processing, and compliance purposes.

#### 1. Employee info

**Employee Info** refers to a summarized or user-facing view of the employee details, often displayed on dashboards or user interfaces for quick access. It focuses on presenting essential information needed for specific operations or interactions.

The screenshot shows the FH MANAGEMENT SOLUTIONS software interface. At the top, there's a navigation bar with the company name, a search icon, and links for 'About' and a logo. On the left, a sidebar menu is open under 'Employee Details'. The 'Employee Info' option is selected and highlighted in grey. Other options in the sidebar include 'Employee Master', 'Comapany Master', 'Employee Transfer', and 'Employee Promotion'. The main content area has a header 'MCC' and a table titled 'Employee Info Report'. The table has columns for S.No, EMP CODE, and NAME. It contains two rows of data:

S.No	EMP CODE	NAME
	GLC/141	SADRUDIN USMAN SAYED USMAN AD
1000	VT/107	MOHAMED ALI JINNAH SYED AHAMED

There's also a green mail icon in the top right corner of the main content area.

## 2. Employee Info Report

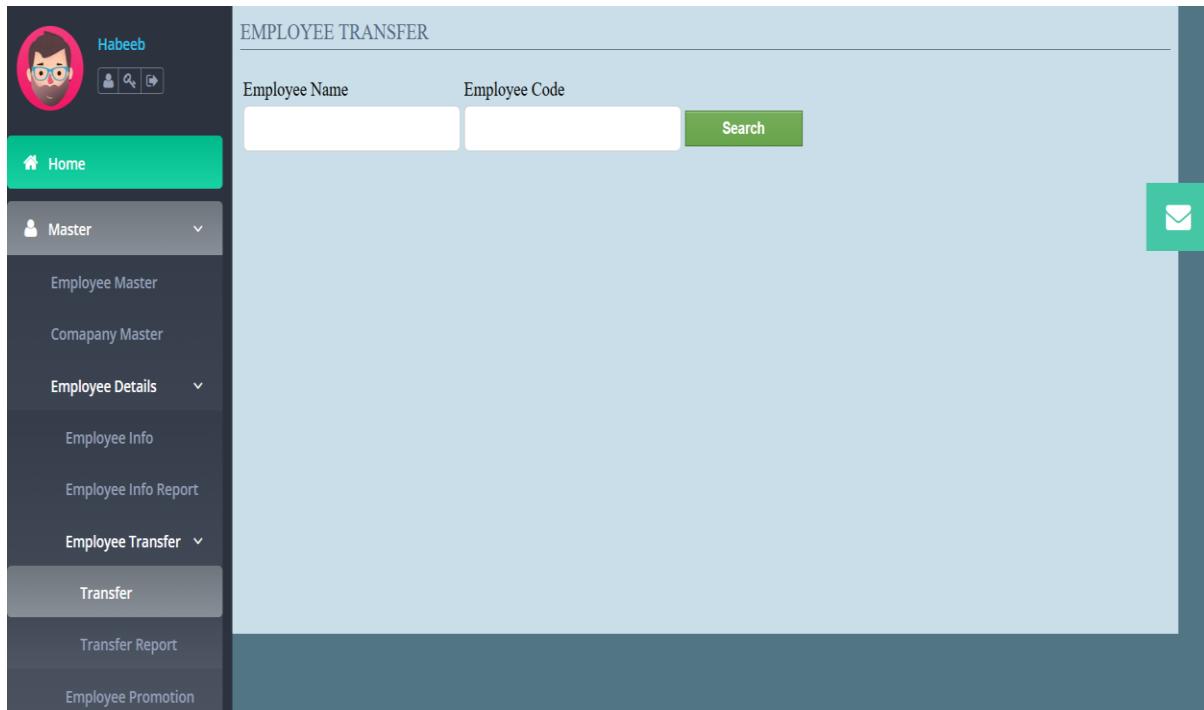
The **Employee Info Report** is a tool that displays employee details in a structured table format. It allows users to search for employees using fields like Employee ID or Name and view information such as Employee Code, Name, Location, Designation, and Visa details. The page includes options to filter data, search records, and export or print reports for easy management and documentation. It's designed for quick access to employee information and efficient reporting.

## d. Employee Transfer

The **Employee Transfer** page is designed to manage the process of transferring employees from one location, department, or role to another within the organization

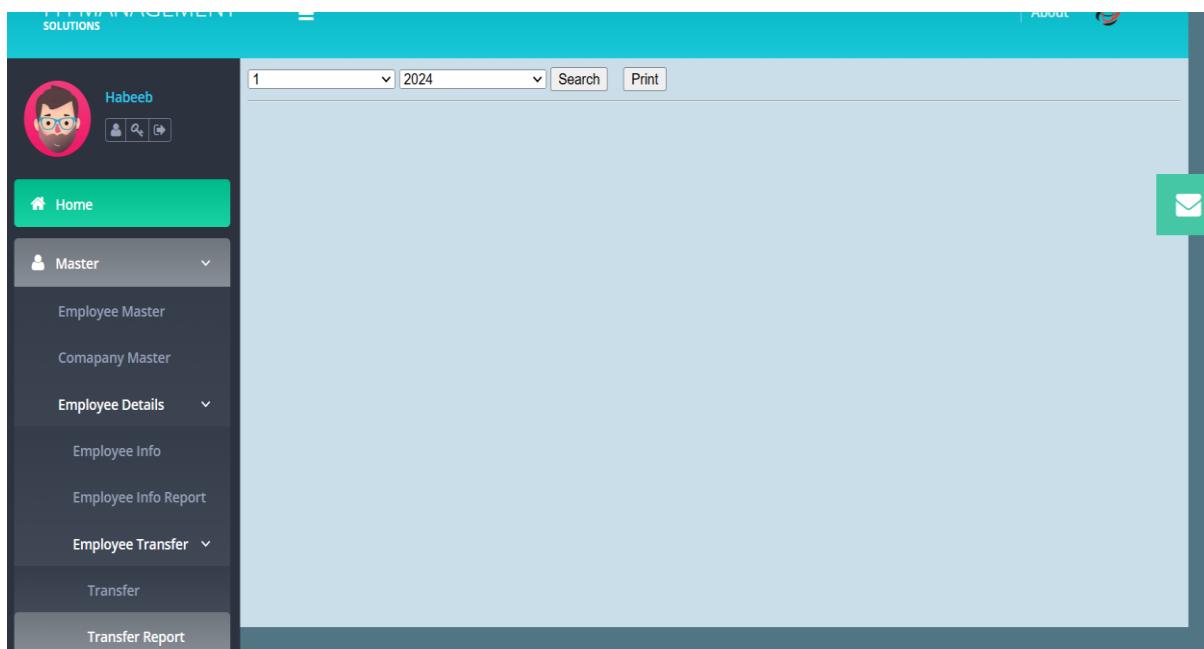
### 1. Transfer

**Transfer** in a company refers to the process of moving an employee from one location, department, or role to another within the organization. It is typically done to meet business needs, provide career growth opportunities, or adjust to employee preferences.



## 2. Transfer Report

The **Transfer Report** page is used to view and manage records of employee transfers that occurred during a selected period.

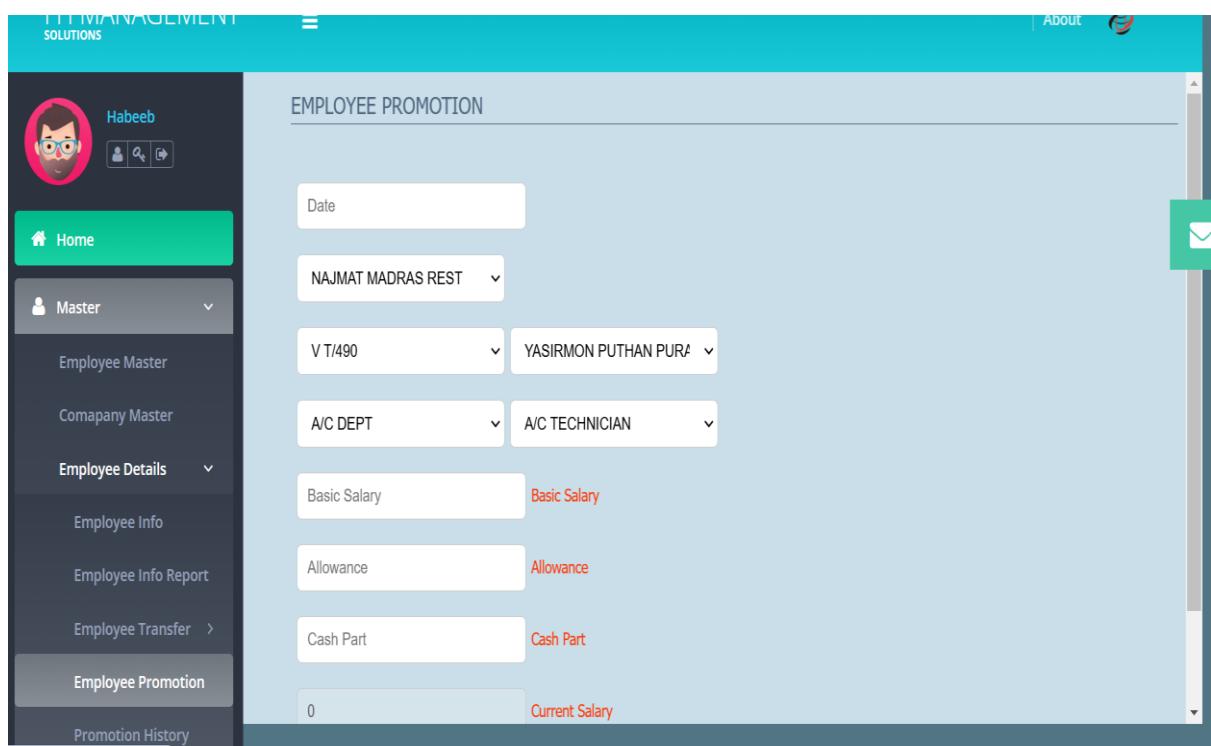


### 3. Employee Promotion

The **Employee Promotion** page is designed to manage and document promotions within the organization. It allows HR or management to update an employee's role, salary, and other details after a promotion

1.	Employee Id	Varchar	50
2.	Date	Date	-----
3.	Location	Varchar	50
4.	Employee Name	Varchar	50
5.	Department	Varchar	50
6.	Designation	Varchar	50
7.	Basic Salary	Decimal	10,2
8.	Allowance	Decimal	10,2

9.	CashPart	Decimal	10,2
10.	Current Salary	Decimal	10,2



The screenshot shows the Employee Management Solutions software interface. On the left is a sidebar with a user profile for 'Habeeb' and navigation links including Home, Master (Employee Master, Company Master), Employee Details (Employee Info, Employee Info Report, Employee Transfer, Employee Promotion, Promotion History), and a search bar. The main content area is titled 'EMPLOYEE PROMOTION'. It contains fields for Date, Branch (NAJMAT MADRAS REST), Department (V T/490, A/C DEPT, A/C TECHNICIAN), and salary components (Basic Salary, Allowance, Cash Part, Current Salary). A green mail icon is visible on the right side of the form.

The screenshot shows the FH MANAGEMENT SOLUTIONS software interface. On the left, there is a sidebar with a user profile for 'Habeeb' and navigation links including Home, Master (Employee Master, Comapany Master, Employee Details, Employee Info, Employee Info Report, Employee Transfer, Employee Promotion), and an Update button. The main content area displays employee details for 'NAJMAT MADRAS REST' (V T/490) and 'YASIRMON PUTHAN PURA'. It includes dropdowns for 'A/C DEPT' (A/C TECHNICIAN) and 'Basic Salary' (Allowance, Cash Part, Current Salary). A red error message 'Basic Salary' is visible above the basic salary input field.

## 4. Promotion History

The "Promotion History" section appears to be a feature in an HR management solution interface where users can track or manage the promotion details of employees.

The screenshot shows the PROMOTION HISTORY page of the FH MANAGEMENT SOLUTIONS software. The sidebar is identical to the previous screenshot. The main content area is titled 'PROMOTION HISTORY' and displays dropdowns for 'NAJMAT MADRAS REST' (V T/490) and 'YASIRMON PUTHAN PURAKKAL ABDUL NASIR'. A green mail icon is visible in the top right corner.

## 5. Attendance

- The Attendance Page is a centralized interface for managing employee attendance. It provides functionalities to manually record attendance, generate automated attendance data, edit records, manage leaves, and generate attendance reports.

### a. Manual Entry

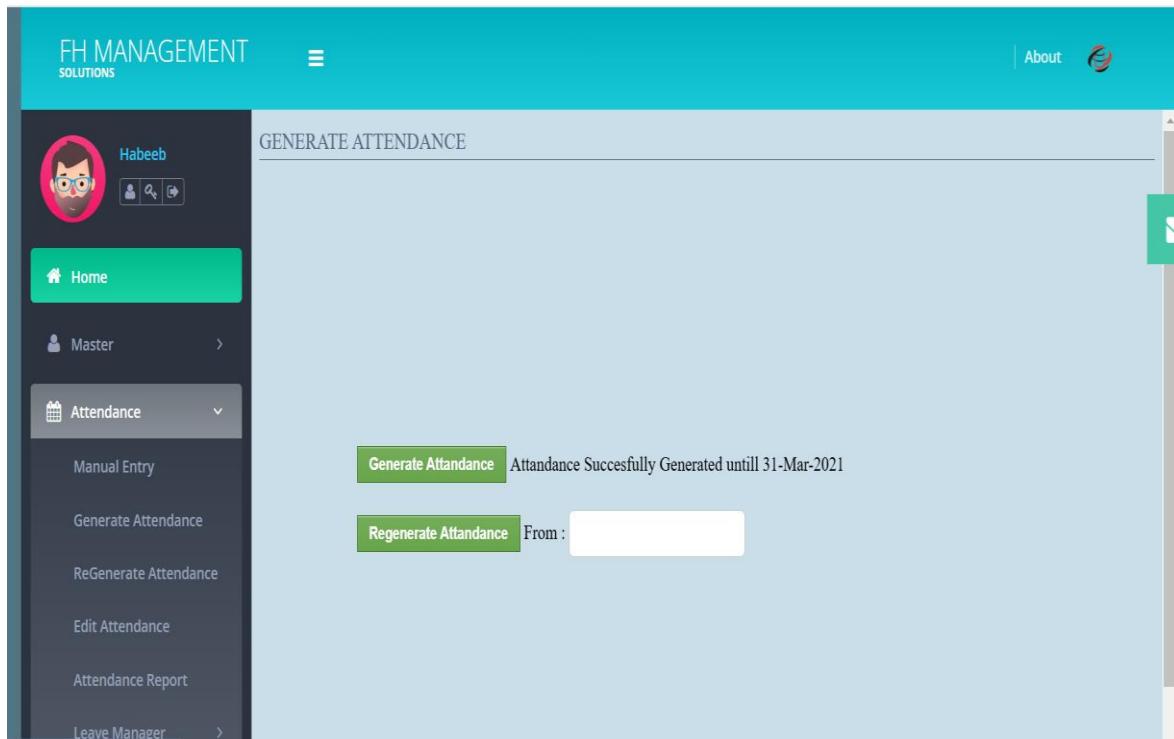
The **Manual Entry** feature in the Attendance Page allows users to record attendance manually. This involves entering details like the employee's name and punch time directly into the system. It is designed to ensure flexibility for scenarios where automatic recording is unavailable or corrections are needed.

The screenshot shows the FH MANAGEMENT SOLUTIONS application interface. On the left, there is a sidebar with a user profile picture of 'Habeeb' and names 'Master', 'Attendance', 'Generate Attendance', 'ReGenerate Attendance', 'Edit Attendance', 'Attendance Report', and 'Leave Manager'. The main area has a teal header with the company logo and navigation icons. A green button labeled 'Punch Attendance' is visible. Below it, a message says 'Attendance punched successfully.' A table lists three entries with columns 'id', 'name', and 'punch time'. Each entry has a red 'Delete' button to its right. The table shows:

id	name	punch time	Action
9	Habeeb	21-11-2024 15:26:34	Delete
10	Habeeb	21-11-2024 15:37:23	Delete
11	Habeeb	21-11-2024 15:44:59	Delete

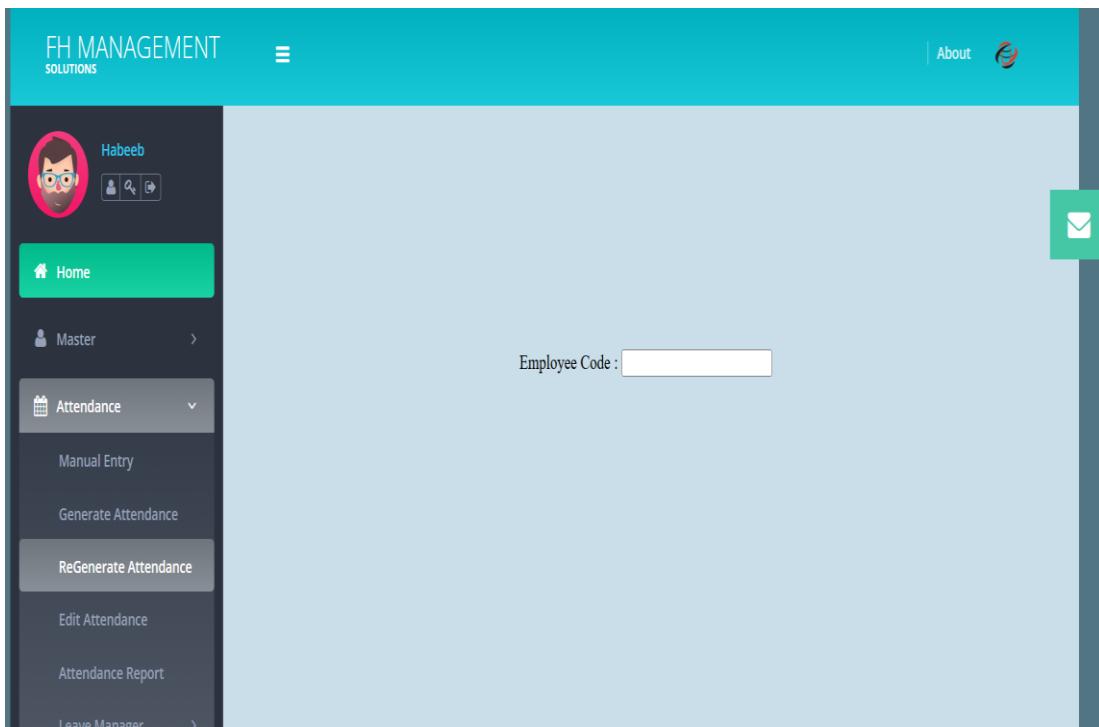
## b. Generate Attendance

The **Generate Attendance** feature automates the process of recording employee attendance. It uses predefined rules, such as work hours or login/logout times, to generate attendance records without manual input.



## c. Re Generate Attendance

The **Re-Generate Attendance** feature is used to automatically update or recalculate attendance records based on predefined rules or corrections. This is especially helpful if there are discrepancies, missing data, or changes in the attendance policy.



#### d. Edit Attendance

The **Edit Attendance** feature allows users to modify existing attendance records. This is useful for correcting errors, updating information, or making changes as needed.

1.	Employee Id	Varchar	50
2.	Date	Date	---
3.	First Punch	DateTime	---
4.	Second Punch	DateTime	---
5.	Third Punch	DateTime	---

6.

Fourth Punch

DateTime

---

FH MANAGEMENT  
SOLUTIONS



Habeeb

Home    Master    Attendance    Manual Entry    Generate Attendance    ReGenerate Attendance    Edit Attendance    Attendance Report    Leave Manager

### UPDATE ATTENDANCE

010

Date

Get Punch

First Punch

Second Punch

Third Punch

Fourth Punch

FH MANAGEMENT  
SOLUTIONS



Habeeb

Home    Master    Attendance    Manual Entry    Generate Attendance    ReGenerate Attendance    Edit Attendance    Attendance Report    Leave Manager

### UPDATE ATTENDANCE

010

Date

Get Punch

First Punch

Second Punch

Third Punch

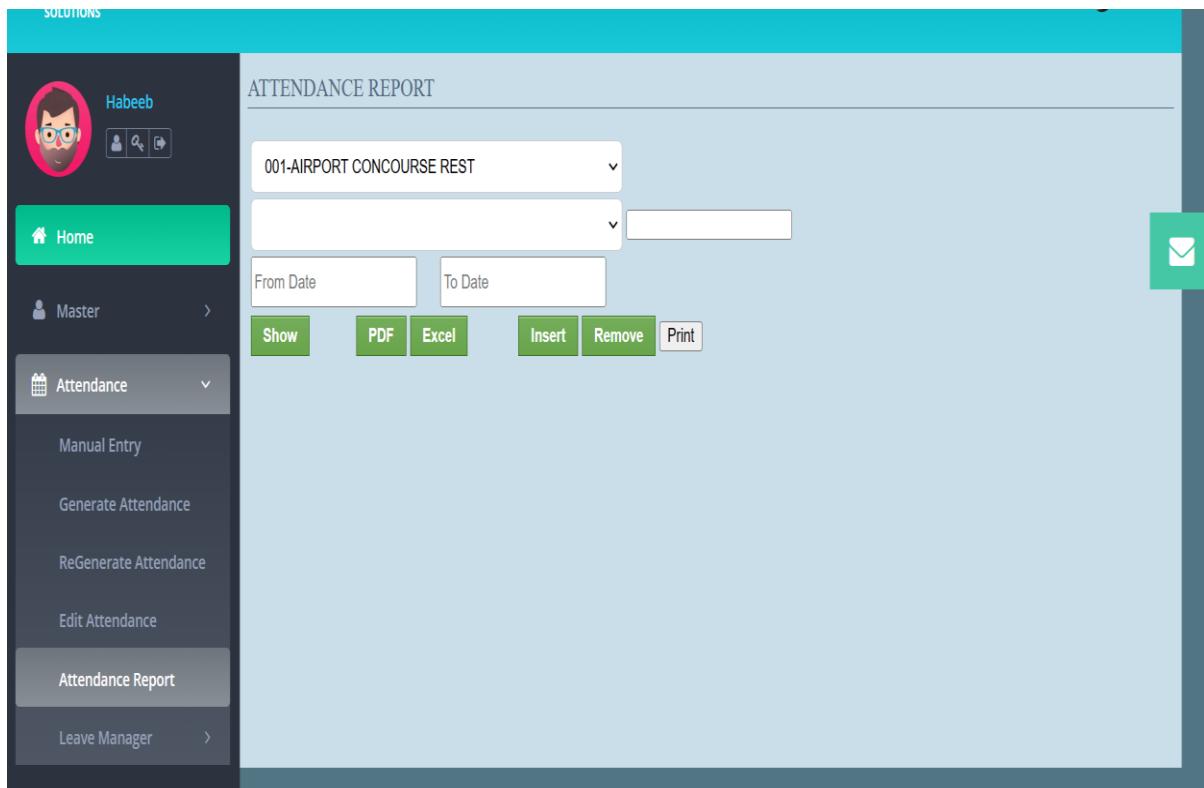
Fourth Punch

Update Punch

## e. Attendance Report

The **Attendance Report** feature provides a summary of employee attendance data over a specific period.

This feature simplifies analysing attendance trends and preparing documentation for payroll, audits, or management review.



## f. Leave Manager

### 1. Holiday schedule

The **Holiday Schedule** in the Leave Manager allows HR teams or managers to manage and assign holiday or leave schedules for employees or groups systematically. This feature helps streamline

the planning and management of employee holidays and leave benefits.

**HOLIDAY SCHEDULE**

Group  Employee

NAJMAT MADRAS REST ▾

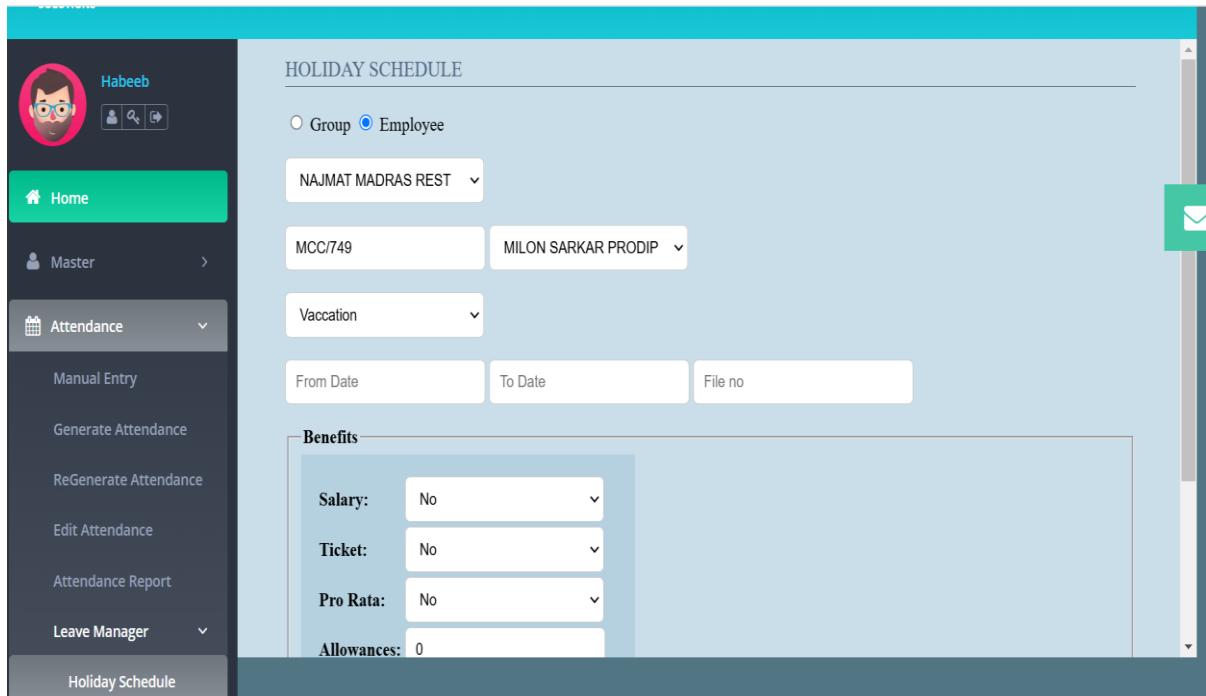
MCC/749 MILON SARKAR PRODIP ▾

Vacation ▾

From Date To Date File no

**Benefits**

Salary:	No
Ticket:	No
Pro Rata:	No
Allowances:	0



Vacation ▾

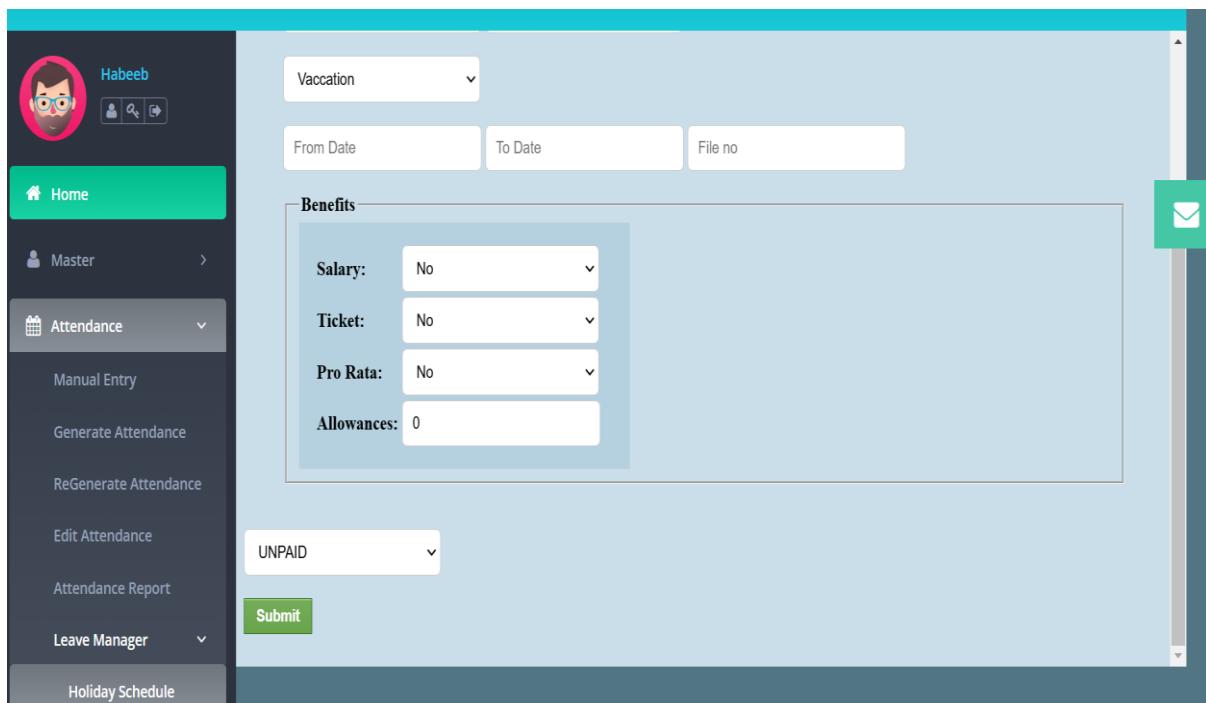
From Date To Date File no

**Benefits**

Salary:	No
Ticket:	No
Pro Rata:	No
Allowances:	0

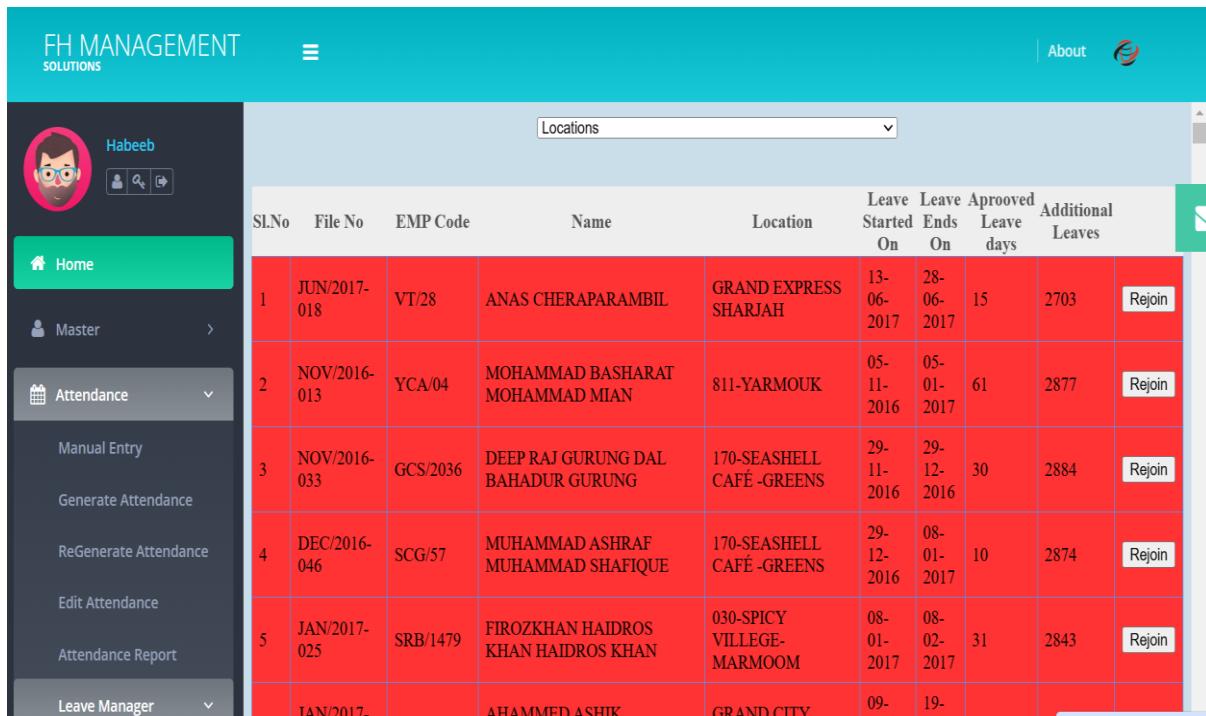
UNPAID

**Submit**



## 2. Leave Status

A **leave status** provides information about an employee's leave application and its current progress or decision.



The screenshot shows a software interface for leave management. The top navigation bar includes 'FH MANAGEMENT SOLUTIONS', 'About', and a user icon. On the left, a sidebar menu lists 'Home', 'Master', 'Attendance' (selected), 'Manual Entry', 'Generate Attendance', 'ReGenerate Attendance', 'Edit Attendance', 'Attendance Report', and 'Leave Manager'. The main content area displays a table titled 'Locations' with columns: SL.No, File No, EMP Code, Name, Location, Leave Started On, Leave Ends On, Approved Leave days, and Additional Leaves. The table contains six rows of leave applications, each with a 'Rejoin' button.

SL.No	File No	EMP Code	Name	Location	Leave Started On	Leave Ends On	Approved Leave days	Additional Leaves
1	JUN/2017-018	VT/28	ANAS CHERAPARAMBIL	GRAND EXPRESS SHARJAH	13-06-2017	28-06-2017	15	2703
2	NOV/2016-013	YCA/04	MOHAMMAD BASHARAT MOHAMMAD MIAN	811-YARMOUK	05-11-2016	05-01-2017	61	2877
3	NOV/2016-033	GCS/2036	DEEP RAJ GURUNG DAL BAHADUR GURUNG	170-SEASHELL CAFÉ -GREENS	29-11-2016	29-12-2016	30	2884
4	DEC/2016-046	SCG/57	MUHAMMAD ASHRAF MUHAMMAD SHAFIQUE	170-SEASHELL CAFÉ -GREENS	29-12-2016	08-01-2017	10	2874
5	JAN/2017-025	SRB/1479	FIROZKHAN HAIDROS KHAN HAIDROS KHAN	030-SPICY VILLEGE-MARMOOM	08-01-2017	08-02-2017	31	2843
	JAN/2017-		AHAMMED ASHIK	GRAND CITY	09-	19-		

## 3. Leave Status Report

A **Leave Status Report** is a document or digital report that provides a comprehensive overview of the leave records for an individual employee, a team, or an entire organization over a specified period. It is typically used by HR departments and management to track leave trends, monitor policy compliance, and ensure proper workforce planning.

The screenshot shows a software application window titled "FH MANAGEMENT SOLUTIONS". On the left, there's a sidebar with a user profile picture of "Habeeb" and navigation links: "Home", "Master", "Attendance" (selected), "Edit Attendance", "Attendance Report", and "Leave Manager". The main content area has a header with a dropdown menu set to "Locations". Below is a table of leave records:

SLNo	File No	EMP Code	Name	Location	Leave Start Date	Leave End Date	Aprooved Leave days	Additional Days Taken	Rejoined Date	Email
					Start Date	End Date	Leave days	Days Taken	Rejoined Date	
1	APR/2012-021	GHA/1713	JAMSHEENA MOHAMMED ABDULLAH	REGENCY GROUP	26-03-2012	25-05-2012	60	60	24-07-2012	
2	FEB/2013-023	GHA/1713	JAMSHEENA MOHAMMED ABDULLAH	REGENCY GROUP	20-02-2013	20-03-2013	28	15	04-04-2013	
3	AUG/2014-037	GHA/1713	JAMSHEENA MOHAMMED ABDULLAH	REGENCY GROUP	09-08-2014	09-10-2014	61	51	29-11-2014	
4	AUG/2014-025	GXD/24	ASADH PARAMBIL UMMER PARAMBIL	REGENCY GROUP	12-08-2014	12-11-2014	92	3	15-11-2014	
5	MAY/2015-016	GHA/1713	JAMSHEENA MOHAMMED ABDULLAH	REGENCY GROUP	04-05-2015	11-05-2015	7	1	12-05-2015	
			SHAMEER BABU	GRAND EXPRESS	20-	20-				

#### 4. Employee Leave History

**Employee Leave History** refers to a record of all the leaves an employee has taken over a specific period. It provides a detailed overview of leave patterns and balances, which is useful for both employees and employers to manage time-off effectively.



Habeeb



Home

Master

Attendance

Manual Entry

Generate Attendance

ReGenerate Attendance

Edit Attendance

Attendance Report

Leave Manager

PAK/1003

ALI PUTHUSSERI KUNHALAN

Search

Sl No	FILE NO	LOCATION	LEAVE FROM	LEAVE TO	DAYS	LEAVE SALARY	TICKET	PRODATA	OTHER ALLOWANCES	DATE OF SUBMIT	REJOINING	ADDITIONAL LEA TAKEN
-------	---------	----------	------------	----------	------	--------------	--------	---------	------------------	----------------	-----------	----------------------



## 6. Salary

### a. salary Generation

#### 1. Salary Generation (25-26)

The **Salary Generation (26-25)** module is used to calculate employee salaries for a specific payroll period, typically from the 26th of one month to the 25th of the next month. It incorporates various employee details, attendance, and salary components to generate accurate payroll.

The screenshot shows the HH MANAGEMENT SOLUTIONS software interface. The top navigation bar includes 'About' and a logo. The main header displays '1' (Payroll Period), '2024' (Year), 'NAJMAT MADRAS REST' (Organization Name), and buttons for 'View', 'Generate Salary', and 'Convert Excel'. The left sidebar has a user profile for 'Habeeb' and navigation links for 'Home', 'Master', 'Attendance', 'PRO', and 'Salary' (with 'Salary Generation (26-25)' selected). The central content area shows a table for salary generation:

SLNo	Employee Name	Personal ID	Employee Code	Account No	Present Salary	Attendance	Remarks	Basic Salary	Variable Salary	Cash Part	Total Salary	DUE To	DUE From	UAE Exchange Transfer	Variable Transfer
	CASH														
	UAE Exchange	0	0	0							0				
		0	0	0							0				

## 2. Salary Generation (01-30)

The **Salary Generation (01-30)** module is used to calculate employee salaries for a payroll period spanning from the 1st to the 30th (or 31st, depending on the month). This system ensures accurate payroll processing by considering attendance, allowances, and deductions.

The screenshot shows the 'Salary Generation (01-30)' module within a software application. The top navigation bar includes fields for 'Year' (2024), 'Company Name' (NAJMAT MADRAS REST), and buttons for 'View', 'Generate Salary', and 'Convert Excel'. The left sidebar features a user profile for 'Habeeb' and navigation links for 'Home', 'Master', 'Attendance', 'PRO', and 'Salary'. Under 'Salary', there are four options: 'Salary Generation (26-25)', 'Salary Generation (01-30)' (which is highlighted in grey), and 'Single Salary'. The main content area displays a table for salary generation. The columns are: Sl.No, Employee Name, Personal ID, Employee Code, Account No, Present Salary, Attendance, Remarks, Basic Salary, Variable Salary, Cash Part, Total Salary, DUE To, DUE From, UAE Exchange Transfer, Variable Transfer, and C. Below this table is another table for salary type details, with columns: Salary Type, Salary, Bank Charge, Uploading, Interim Salary, Cheque Amount, and Cheque Infavour Of. The data entries are: CASH (Salary: 0, Cheque Amount: 0), UAE Exchange (Salary: 0, Bank Charge: 0, Uploading: 0, Cheque Amount: 0), and another row with Salary: 0, Bank Charge: 0, Uploading: 0, Cheque Amount: 0.

Sl.No	Employee Name	Personal ID	Employee Code	Account No	Present Salary	Attendance	Remarks	Basic Salary	Variable Salary	Cash Part	Total Salary	DUE To	DUE From	UAE Exchange Transfer	Variable Transfer	C
-------	---------------	-------------	---------------	------------	----------------	------------	---------	--------------	-----------------	-----------	--------------	--------	----------	-----------------------	-------------------	---

Salary Type	Salary	Bank Charge	Uploading	Interim Salary	Cheque Amount	Cheque Infavour Of
CASH	0				0	
UAE Exchange	0	0	0		0	
	0	0	0		0	

### 3. Single Salary Generation

**Single Salary Generation** is the process of calculating and finalizing the salary for one employee at a time. This process ensures accurate payroll management for individual employees.

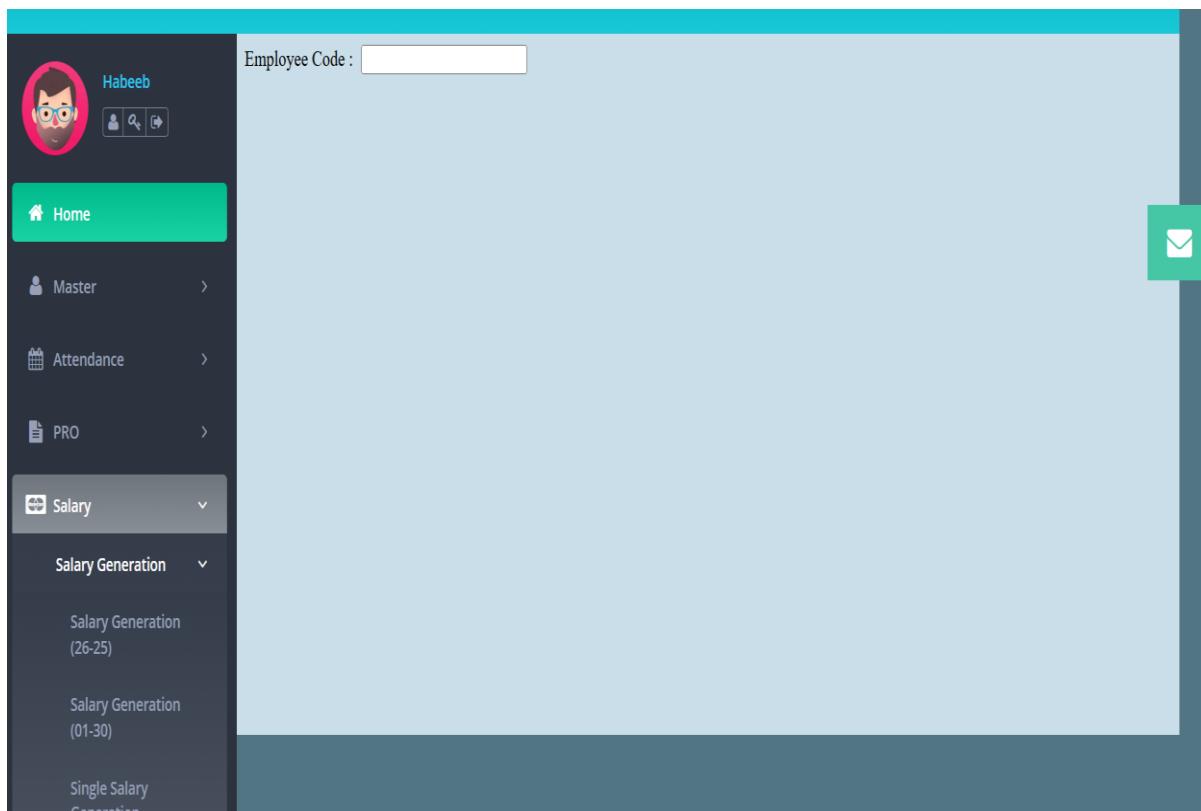
The screenshot shows a software application window titled "Habeeb". The top navigation bar includes dropdowns for "Year" (set to 2024) and "Branch" (set to NAJMAT MADRAS REST), and buttons for "View", "Generate Salary", and "Convert Excel". The main content area displays a table for "Salary Generation" with columns: SL.No, Employee Name, Personal ID, Employee Code, Account No, Present Salary, Attendance, Remarks, Basic Salary, Variable Salary, Cash Part, Total Salary, DUE To, DUE From, UAE Exchange Transfer, and Variable Transfer. Below this table is a smaller table for "Cheque Infavour Of" with columns: Salary Type, Salary, Bank Charge, Uploading, Interim Salary, Cheque Amount, and Cheque Infavour Of. The left sidebar has a navigation tree with categories like "Master", "Attendance", "PRO", "Salary" (selected), and "Salary Generation" (selected). Under "Salary Generation", there are three options: "Salary Generation (26-25)", "Salary Generation (01-30)", and "Single Salary Generation".

SL.No	Employee Name	Personal ID	Employee Code	Account No	Present Salary	Attendance	Remarks	Basic Salary	Variable Salary	Cash Part	Total Salary	DUE To	DUE From	UAE Exchange Transfer	Variable Transfer

Salary Type	Salary	Bank Charge	Uploading	Interim Salary	Cheque Amount	Cheque Infavour Of
CASH	0				0	
UAE Exchange	0	0	0		0	
	0	0	0		0	

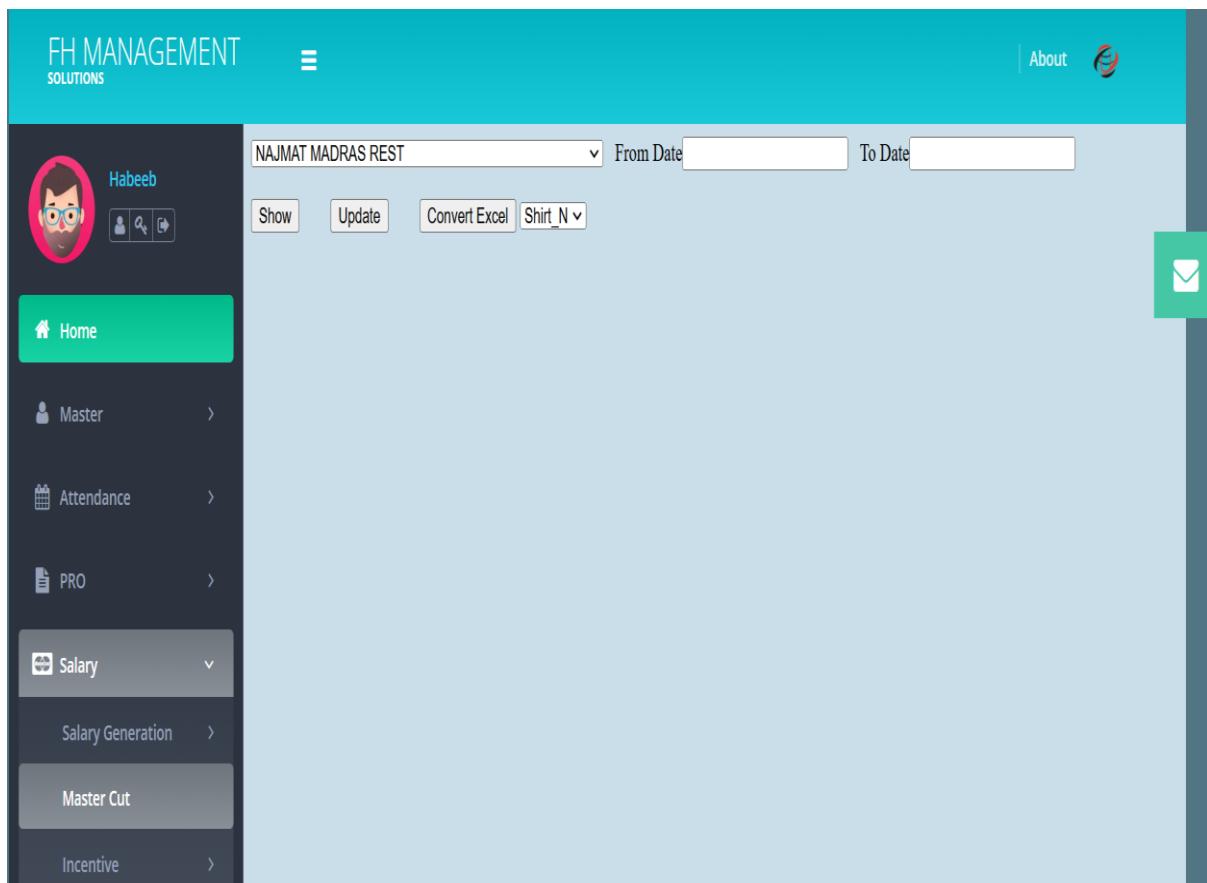
## 4. Interim Salary Generation

**Interim salary generation** refers to the calculation and payment of an employee's salary for a specific period that is less than a full payroll cycle. It is often used in situations where employees require an advance payment, join or leave a company mid-cycle.



## b. Master Cut

**Master Cut** refers to a predefined deduction or adjustment applied to employee salaries. It is typically a fixed or percentage-based amount deducted for specific reasons.



### c. Incentive

**Incentives** are additional payments or rewards given to employees to motivate and encourage better performance.

The screenshot shows a software application window titled "EMPLOYEE INCENTIVE". On the left is a vertical sidebar menu with a user profile icon for "Habeeb". The menu items include "Home", "Master", "Attendance", "PRO", "Salary" (selected), "Salary Generation", "Master Cut", "Incentive" (selected), and another "Incentive" item. The main panel has the following fields:

- A dropdown menu for "NAJMAT MADRAS REST".
- A dropdown menu for "MCC/749" and "MILON SARKAR PRODIP".
- A dropdown menu for "Month".
- A dropdown menu for "Amount" and "Basic".
- A text input field for "Reason".
- A green "Submit" button.

- Incentive Report

An **Incentive Report** is a detailed document or system-generated report that outlines the incentives or rewards given to employees based on their performance, achievements, or other predefined criteria within an organization. The purpose of the incentive report is to track, measure, and analyse the distribution of incentives and ensure that employees are fairly compensated for their contributions.

The screenshot displays a software application window titled "Habeeb". On the left, a sidebar menu includes "Home", "Master", "Attendance", "PRO", "Salary" (selected), "Salary Generation", "Master Cut", "Incentive" (selected), "Incentive", and "Incentive RReport". The main content area features a search bar with "Month" and "Search" buttons, followed by a table with columns: SLNo, Employee Code, Name, Affected n, Amount, and Reason. A green "Email" icon is located in the top right corner of the main area.

## d. Loan Update

**Loan Update** refers to the process of providing updated information regarding a loan application, repayment status, or loan balance. This could be related to a personal loan, home loan, or business loan.

The screenshot displays a software interface for managing loans. On the left, a vertical sidebar menu includes 'Home', 'Master', 'Attendance', 'PRO', 'Salary' (selected), 'Incentive', and 'Loan' (selected). Under 'Salary', there are 'Salary Generation' and 'Master Cut'. Under 'Loan', there is 'Loan Updation'. The main panel is titled 'LOAN UPDATE' and contains the following fields:

- Location: 001-AIRPORT CONCOUR
- Emp Code: ABDULLA MATTATHUR H
- Amount: (empty input field)
- Reason: (empty input field)
- Loan Type: Salary Advance
- Issued Date: Date

A green 'Submit' button is located at the bottom of the form. A small envelope icon is visible in the top right corner of the main panel.

## e. Loan Status

A **loan status** refers to the current state of a loan application or the repayment process of a loan. It provides an overview of where the loan stands, whether it's in the approval process, active, or closed. The loan status helps both the borrower and lender track the progress and condition of the loan.



The screenshot shows a software interface for 'FH MANAGEMENT SOLUTIONS'. On the left, there is a sidebar with a user icon labeled 'Habeeb' and navigation links for 'Home', 'Master', 'Attendance', 'PRO', 'Salary' (which is expanded to show 'Salary Generation', 'Master Cut', 'Incentive'), and 'Loan'. The main area displays a table with columns: No, Emp Code, Emp Name, Location, type, loan amount, balance amount, deducted amount, and last month deduct. The table contains 10 rows of employee data, each with a green 'Edit' button and a blue 'Delete' button. The data includes various employees from different locations like Airport Concourse Rest, Green Light Cafes, and Seashell Cafes, with loan amounts ranging from 0 to 1100.

No	Emp Code	Emp Name	Location	type	loan amount	balance amount	deducted amount	last month deduct
1	MGR/2508	MERAJ MIAH MD LOKMAN MIAH	001-AIRPORT CONCOURSE REST	advance	1000	0	1000	0
2	SPN/26	ELAMUDHEEN KALODY KUNHI POCKER	001-AIRPORT CONCOURSE REST	advance	340	0	340	0
3	GCF/106	ABDUL MASHOOD KANDATHIL UBAID	017-GREEN LIGHT CAFÉ	advance	1250	0	1250	0
4	MCC/553	SAMEER MAMMOOTTY PILA KKATT	017-GREEN LIGHT CAFE	advance	2000	0	2000	0
5	QSM/505	MOHAMED ASHRAF PARAMBAN	017-GREEN LIGHT CAFE	advance	2466	0	2466	0
6	GCM/1495	ANSHID ABOOBACKER POOLAKKAL	020-SEA SHELL CAFÉ - GARHOUD	advance	700	0	700	0
7	QSM/569	SAHEED MOIDU VAZHAYIL PEEDIKAYIL KANDOTHTHAZHE KUNI	020-SEA SHELL CAFÉ - GARHOUD	advance	60	0	60	0
8	SRB/1429	ABUTHAHIR MOOSA KUNNAKKATT KUNNAKKATT	155-GULF LIGHT CAFÉ -AJMAN	advance	600	0	600	0
9	SCG/47	SHAHUL HAMEED KAYANIKKARA MOIDEEN KAYANIKKARA	171-SEASHELL CAFÉ - FESTIVAL CITY	advance	200	0	200	0
10	GCF/115	MOHAMMED BASHEER KUNHIRAYINNIKKANAKATH ABDULLA KUTTY KUNHIRAYINNIKKANAKATH	177-NUZUL SPICY VILLEGE	advance	1100	0	1100	0

## f. loan Deduction

**Loan deduction** refers to the process of deducting a portion of an employee's salary or wages to repay a loan that has been granted by an employer or a financial institution. This is typically a part of the payroll system where a set amount is deducted each pay period until the loan is fully repaid.

The screenshot shows a software interface for managing loan deductions. The top navigation bar includes a user profile picture for 'Habeeb' and icons for download, search, and refresh. The main menu on the left lists 'Home', 'Master', 'Attendance', 'PRO', 'Salary' (which is currently selected), 'Salary Generation', 'Master Cut', 'Incentive', 'Loan' (which is expanded to show 'Loan Updation'), and 'Loan Updation'. The right panel is titled 'LOAN DEDUCTION' and contains the following fields:

Field	Value
Location	001-AIRPORT CONCOUR
Emp Code	ABDULLA MATTATHUR H
Loan Type	Salary Advance
Issued Date	Date
Loan Amount	[Empty]
Cutting Amount	[Empty]
Balance Amount	[Empty]

A green 'Search' button is located below the form fields. A small envelope icon is visible in the top right corner of the main panel.

## 7. Pro

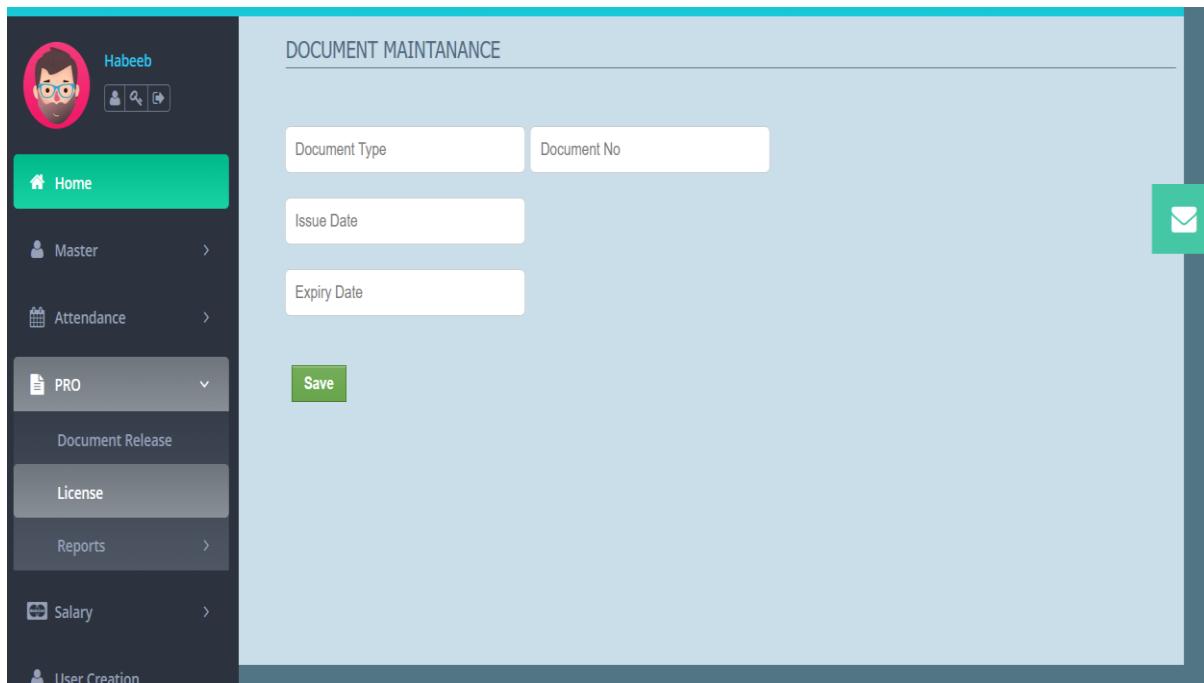
### a. Document Release

The **Document Release** module in your system appears to handle the process of issuing important documents.

The screenshot displays the FH MANAGEMENT SOLUTIONS software interface. On the left, there is a vertical navigation sidebar with a user profile picture of 'Habeeb' at the top. Below the profile are several menu items: 'Home' (highlighted in green), 'Master', 'Attendance', 'PRO' (selected), 'Document Release' (highlighted in green), 'License', 'Reports', and 'Salary'. On the right, the main content area is titled 'DOCUMENT RELEASE'. It contains the following fields: 'PAK/1003' and 'ALI PUTHUSSERI KUNHAL' (with a dropdown arrow). Below these are two side-by-side input fields: 'Passport no : 11-21-2024' and 'Document No 14:23:27'. Underneath these is a single input field labeled 'Self'. At the bottom is a large green button labeled 'Release'. In the top right corner of the main window, there is a small green square icon containing a white envelope symbol.

## b. License

**license** typically refers to the legal rights or permissions granted to a user or organization to use, distribute, or modify a particular document or set of documents. Licensing ensures that the document is handled according to the terms set by the owner, such as intellectual property rights, confidentiality agreements, or usage restrictions.



## c. Reports

Reports are tools used to present information in a structured format, often used for analysis, tracking, or decision-making. They are essential in many business operations, such as finance, HR, and project management. Reports provide insights and summaries that help stakeholders make informed decisions based on the data collected.

### 1. Document Report

A **Document Report** typically refers to a detailed, structured output that presents data or information in a formal written format. These reports often serve as official records and can be used for various purposes like decision-making, documentation, or communication with stakeholders.

Sl No	Employee Code	Name	Location	Document No	Released Date	Released Time	Released By	Received by	Ref ID
1	GHA/1786	KRISTINE CAMPO MENDOZA		EB7269019	14-08-2016 00:00:00	17:30:13	musthafa	CANCELLATION	NA
2	MCT/2614	MUHAMMAD JASIN JALEEL VALLUMPARATH		L2826189	21-08-2016 00:00:00	16:58:01	musthafa	CANCELLATION	NA
3	BTB/1602	KAREN LACSON DELA CRUZ		EB7115787	21-08-2016 00:00:00	16:58:20	musthafa	CANCELLATION	NA
4	SRB/1446	MUJEEB RAHMAN PALAKKAL MOIDEEN KUTTY PALAKKAL		L9728114	21-08-2016 00:00:00	16:58:40	musthafa	CANCELLATION	NA
5	SRB/1471	MOHAMMED HAMEED MOHAMMED MOMIN		L9407484	31-08-2016 00:00:00	14:06:40	musthafa	QATAR	Sel
6	GSM/96	MARICRIS MARAVILLA		EB1497705	08-09-2016 00:00:00	09:34:36	musthafa	CANCELLATION	NA

## 2. Release History Report

A **Release History Report** is a detailed log or document that tracks the progression, changes, and updates made to a software or product throughout its release cycle.

The screenshot shows a software interface titled "DOCUMENT RELEASE HISTORY". On the left is a sidebar with a user profile for "Habeeb" and navigation links: "Home", "Master", "Attendance", "PRO" (with "Document Release", "License", and "Reports" sub-options), "Document Report", and "Release History Report" (which is highlighted in grey). The main area has search fields for "Start Date", "End Date", and "ALL", followed by a "Search" button. Below is a table header with columns: "SI No", "Employee Code", "Name", "Location", "Document No", "Released Date", "Received Date", "Released By", "Received by", and "Remarks". A green "Email" icon is located in the top right corner of the main area.

### 3. Visa Expiry Report

A **Visa Expiry Report** is a document or system-generated report that provides detailed information about the visa status of employees, travelers, or individuals working or residing in a foreign country. The report primarily focuses on visas that are close to expiring or have already expired, allowing employers, immigration departments, or individuals to take timely action.

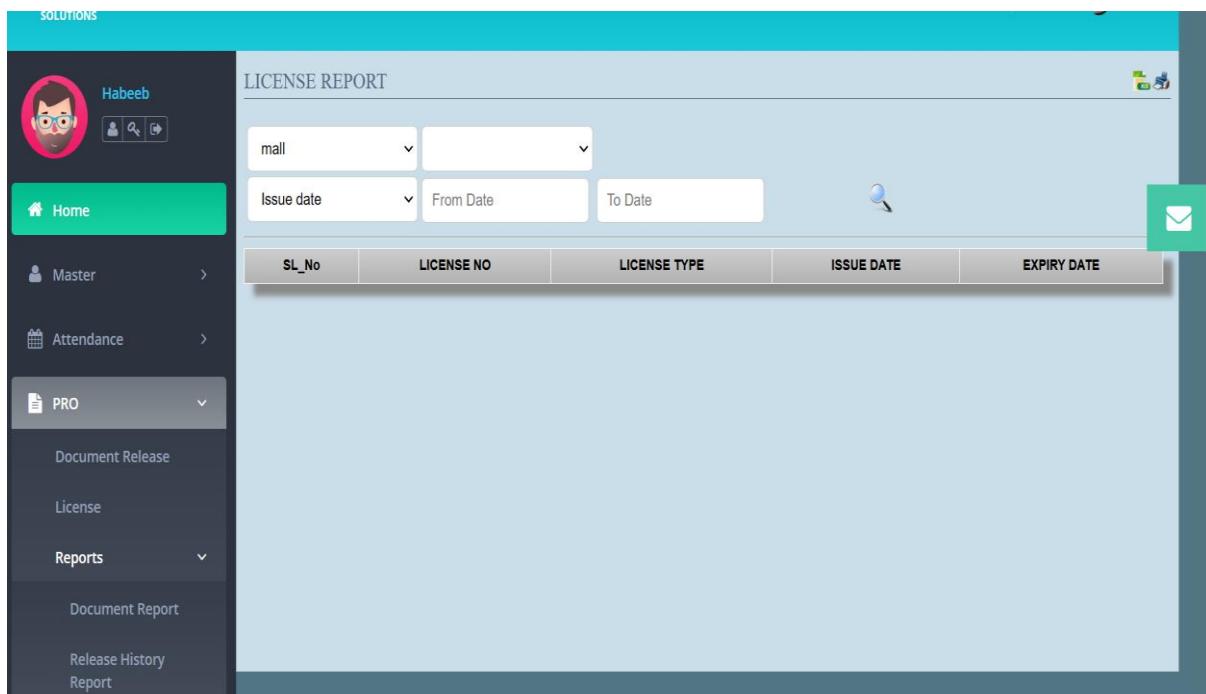
The screenshot shows a software application window titled "EMPLOYEE'S DOCUMENTS". On the left is a dark sidebar with a user profile icon for "Habeeb" and various menu items:

- Home
- Master
- Attendance
- PRO (selected)
- Reports (selected)
- Document Report
- Release History Report
- VisaExpiryReport (highlighted in green)

The main area has a search bar with fields for "Start Date", "End Date", "ALL", and "Labour Card", followed by a "Search" button. There is also a small envelope icon in the top right corner.

## 4. License Report

A **License Report** is a document or system-generated report that provides detailed information about the licenses held by a company or individual. It typically covers various licenses, such as software licenses, business operation licenses, professional licenses, or any other legal permissions or certifications required for operation.



The screenshot shows a software application window titled "LICENSE REPORT". On the left is a sidebar with a user profile for "Habeeb" and navigation links for "Home", "Master", "Attendance", "PRO" (which is selected), "Document Release", "License", "Reports" (which is expanded to show "Document Report" and "Release History Report"), and "Email". The main area has search fields for "mail" and "Issue date" with dropdowns for "From Date" and "To Date", and a search button. Below is a table header with columns: SL\_No, LICENSE NO, LICENSE TYPE, ISSUE DATE, and EXPIRY DATE. The table body is currently empty.