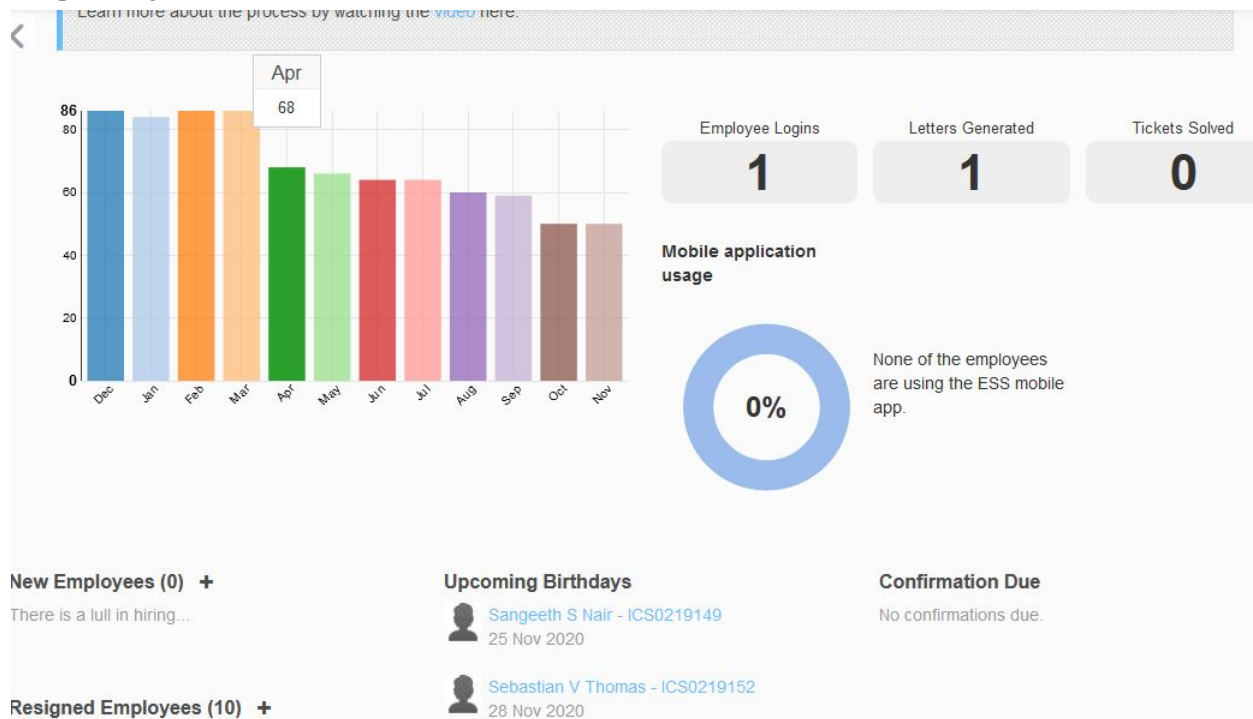ADMIN DASH BOARD

- List of pending leave requests (Tab View "number should display")
- List of employees who not web punched in today
- List of approved leaves of that week. (Tab View)
- Calender display with company holiday list.
- List of employees whose probation confirmation is due.
- List of employees yearly appraisal is due. (Tab View)
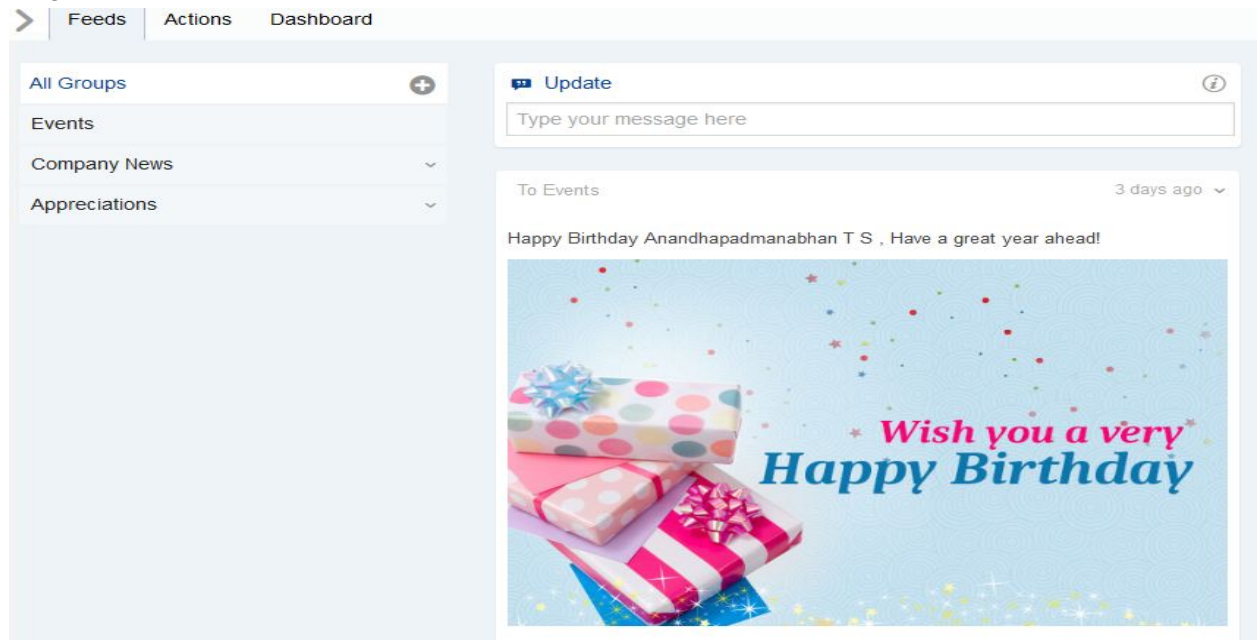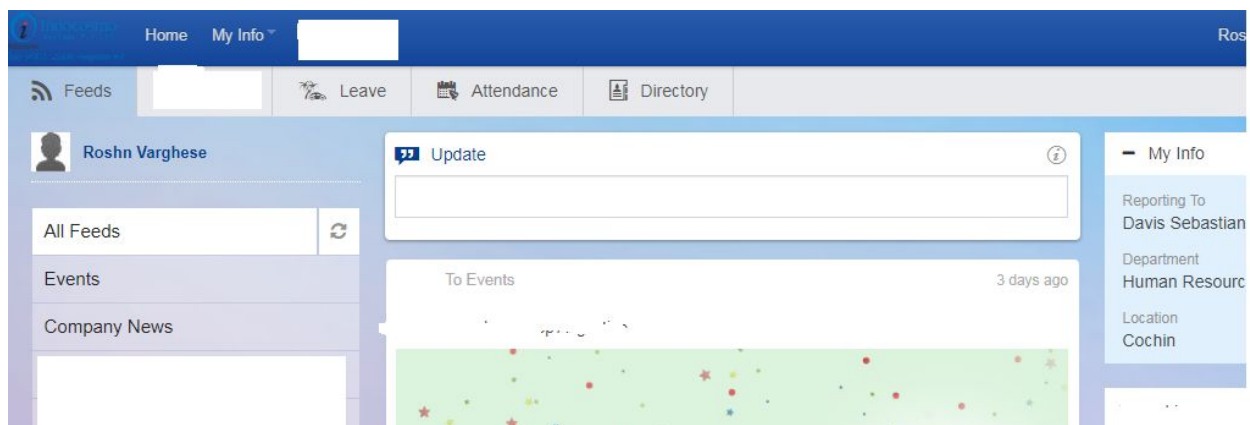- Lates news/ circulars/greetings

Sample image for reference

Learn more about the process by watching the video here.

Apr
68

Employee Logins: 1
Letters Generated: 1
Tickets Solved: 0

Mobile application usage

0%

None of the employees are using the ESS mobile app.

New Employees (0) +
There is a lull in hiring...

Resigned Employees (10) +

Upcoming Birthdays
Sangeeth S Nair - ICS0219149
25 Nov 2020

Sebastian V Thomas - ICS0219152
28 Nov 2020

Confirmation Due
No confirmations due.

Company New/blog page

- Anniversary wishes , Birthday wishes, New employee announcement should automatically come. (Fetch details from employee information).
- Option to upload company announcements/ circular/ policy updates / Greeting wishes (admin should be able to select the group of individuals.
- Should be able to hide or delete such wishes/ news/greetings.

Sample image for reference

ESS page view (Employee self service page view

Employee profile page

ESS page view (Employee self service page view)

Organizational Hirarchy

There should be organizational chart where we can assign team members to corresponding leaders. To stream line the leave approval process/ appraisals/ probation confirmations.

Attendance sheet of all employees Admin page view.
Casual leaves opening balance one time added by admin/hr. I have attached excel file with formulas.

Employee Name	Prese nt	Abse nt	Non Busin ess	Not in Serv	CO MP OFF	CL OB	CL Utilize d	PL	LOP	LOP LWP	CL CB
Employee 1	4	18	8	0	0	0	0	0	18	18	0
Employee 2	13	0	8	0	0	14.5	0	0	0	0	14.5
Employee 3	11.5	1.5	8	0	0	8.5	1.5	0	0	0	7
Employee 4	22	0	8	0	0	3	0	0	0	0	3
Employee 5	21	1	8	0	0	17.5	1	0	0	0	16.5
Employee 6	22	0	8	0	0	10	0	0	0	0	10
Employee 7	10	3	8	0	0	2	2	0	1	1	0
Employee 8	14	1	8	0	0	12	1	0	0	0	11
Employee 9	14	1	8	0	1	6.5	1	0	0	0	5.5
Employee 10	13.5	1.5	8	0	0	2	1.5	0	0	0	0.5
Employee 11	14	0	8	0	0	4	0	0	0	0	4
Employee 12	12	1	8	0	0	3.5	1	0	0	0	2.5
Employee 13	13	0	8	0	0	4	0	0	0	0	4
Employee 14	5	3	3	19	0	4	0	0	3	22	4
Employee 15	8	0	8	0	0	21	0	0	0	0	21

Corresponding ESS view for individual employee.

Leave Page sample image for reference.

Employee leave application page

Current Employee over view page

Sl.No:	Employee Number	Name	Gender	Date of Birth	Joining Date	Designation	Department	Date reached in Japan	JLPT Level	Official Email ID	Phone Number	Personal email id	
1	ICS0101001	employe 1	M	23-Mar-1970	3-Jan-2000	Engineer	Management			@indocosmo.com	12434101453		View Button
2	ICS0101002	employee 2	F	31-Dec-1978	3-Jan-2000	Branch Manager	Accounts	17-Sep-2016	N4 (2016)	@indocosmo.com	12434101453		View Button

Resigned employee over view page should also be there with

Sl.No:	Employee Number	Name	Gender	Joining Date	Designation	Department	Phone Number	Personal email id	Last working day	Reason for leaving	yrs in service
31	ICS0410000	employee 1	F	24-Apr-2019	Software Engineer	Development	45364534			Better career opportunity	1
29	ICS0410001	employee 2	M	11-Feb-2019	Software Engineer	Development	45364534				1
3	ICS0410002	employee 3	M	1-Nov-2005	Software Engineer	Development	45364534				15
8	ICS0410003	employee 4	M	25-Feb-2016	Software Engineer	Development	45364534			Transferred to Indocosmo Japan	4

EXIT PAGE

Resignation Details

Join Date	22 Feb 2017
Years in Service	3 Yrs 9 Months
Manager	
Location	Cochin

Resignation Submitted On: [ ]

Reason For Leaving: --Select-- ▼ Please select Reason

Notice Period: [ ] days

Tentative Leaving Date: [ ] (Proposed)

Remarks: [ ]

ESS PAGE FOR RESIGNATION

My Resignation

Resignation Id *

Notice Date *   Desired Resign Date *

10/28/2015   11/30/2015

Forward To

MA-0001 (Mcdaniel, Mateo)   ▼

Reason *

Resignation Application

Details

Dear Mateo,

Please accept this letter as my formal resignation from the role of Software Developer at MixERP as discussed with you earlier. As per my employment contract, I am giving at least one-month notice.

I would like to thank you for the opportunity, support, and guidance I got from MixERP during these 2 years.

Sincerely,
Alexander W. Bishop

● Employee joining checklist page.

:Employee onboarding completes only once this checklist is completed by HR/admin.

Sample check list a

1	Issued Provisional letter	✓	Upload scanned doc
2	Issued Offer letter hard copy	✓	Upload scanned doc
3	Signed Employee contract letter	✓	Upload scanned doc
4	Company policy Acknowledgement	✓	Upload scanned doc
5	Verified past exp cerificates/ Fresher NA	✓	Upload scanned doc
6	Personal id proofs	✓	Upload scanned doc
	Generate Employee ID/ Manual entry		
1	Issue email id	✓	Email id
2	Issue Lapotop	✓	Lap number
3	Issue Locker key	✓	Locker number

● Employee confirmation checklist page

:Employee probation completes only once this checklist is completed by respective leaders..

● Employee exit checklist page.

:Employee Exit completes only once this checklist is completed by HR/admin. Employee exit is confirmed in the HRMIS.