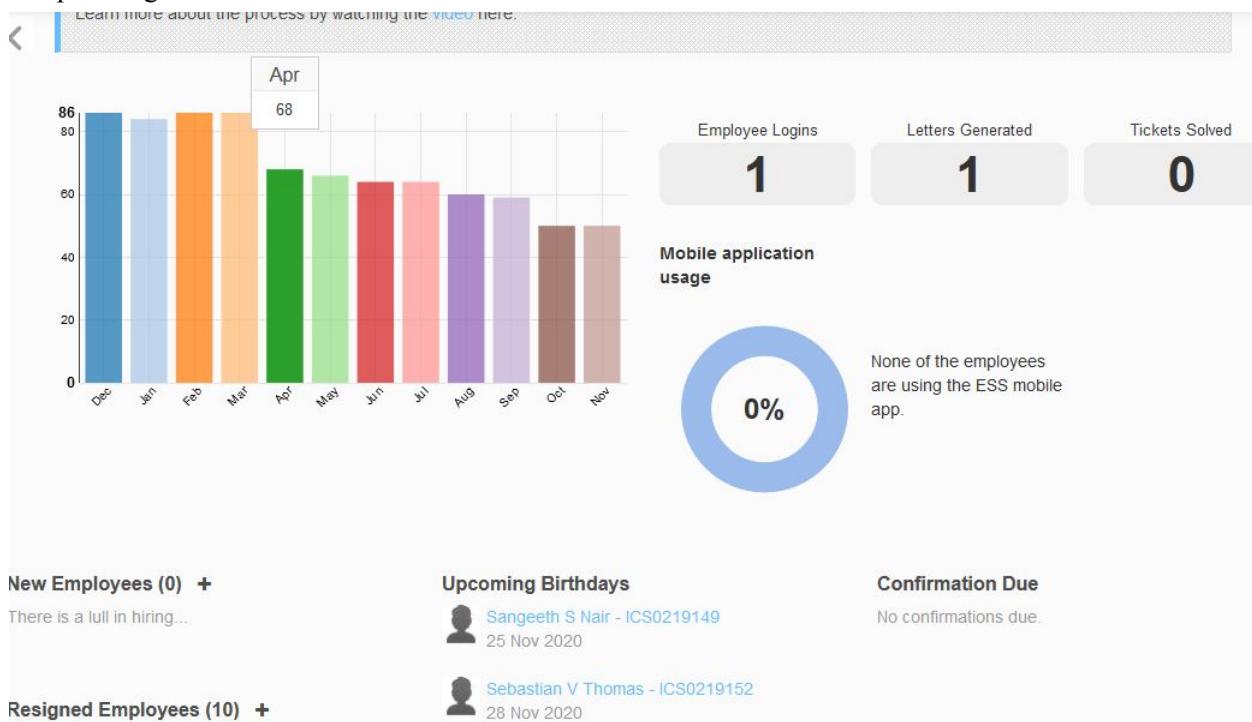


ADMIN DASH BOARD

- 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)
- Latest news/ circulars/greetings

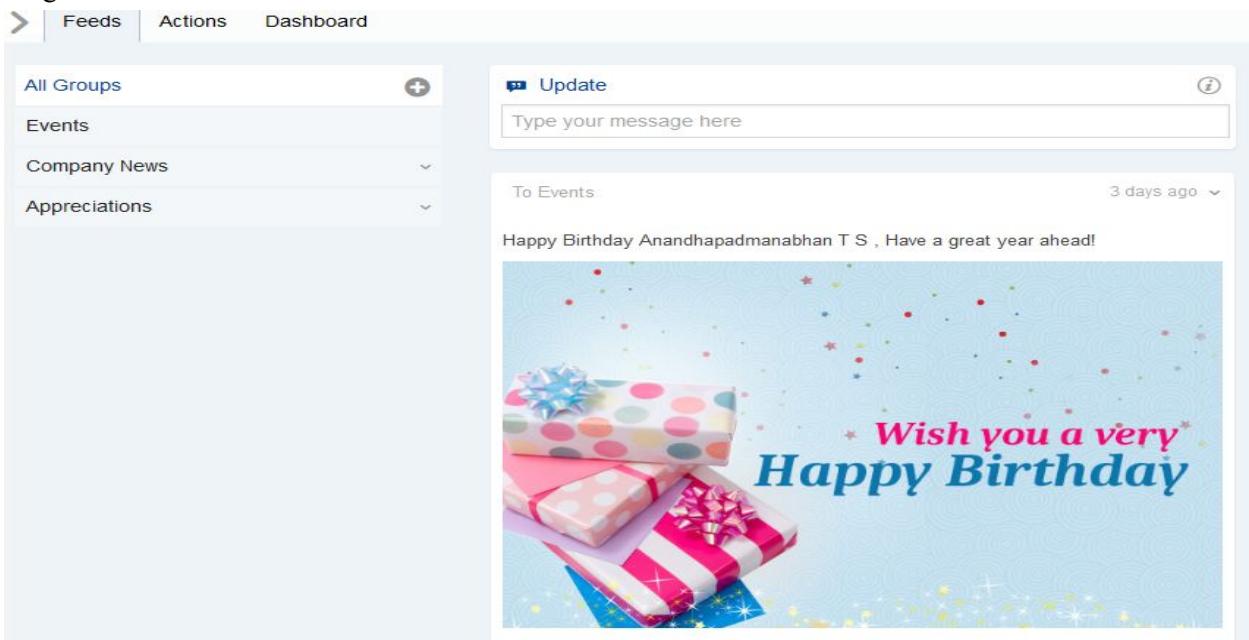
Sample image for reference



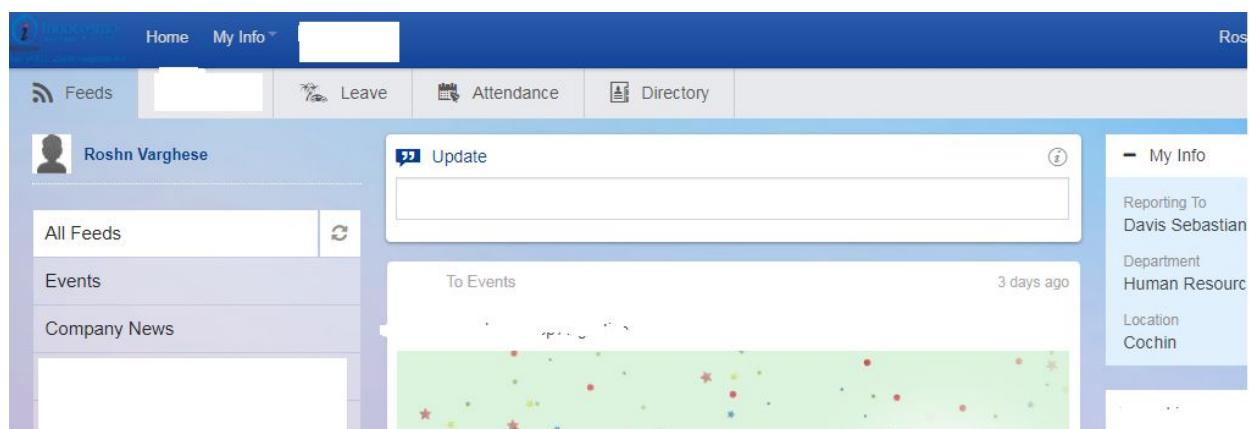
Company New/blog page

- 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

select an employee...



Upload Photo

Personal Information

- DOB
- Birthday
- Blood Group
- Father's Name
- Marital Status
- Marriage Date
- Spouse Name
- Nationality
- Place Of Birth
- Country Of Origin
- Religion
- International Employee No
- Physically Challenged No
- Is Director No

Current Position

Joining Details

- Joined On
- Confirmation Date
- Status
- Probation Period
- Notice Period
- Current Company Experience
- Previous Experience
- Total Experience

Address

- Present
- Permanent
- Contact
- Emergency

ESS page view (Employee self service page view)

Employee Information

Basic Info

Roshn Varghese [ICS0518105]

Father's Name:

Spouse Name:

Date Of Birth:

Mobile:

Email:

PAN Number:

Joining Date: Probation Period:

Confirmation Date: Status: Confirmed

Blood Group: Marital Status:

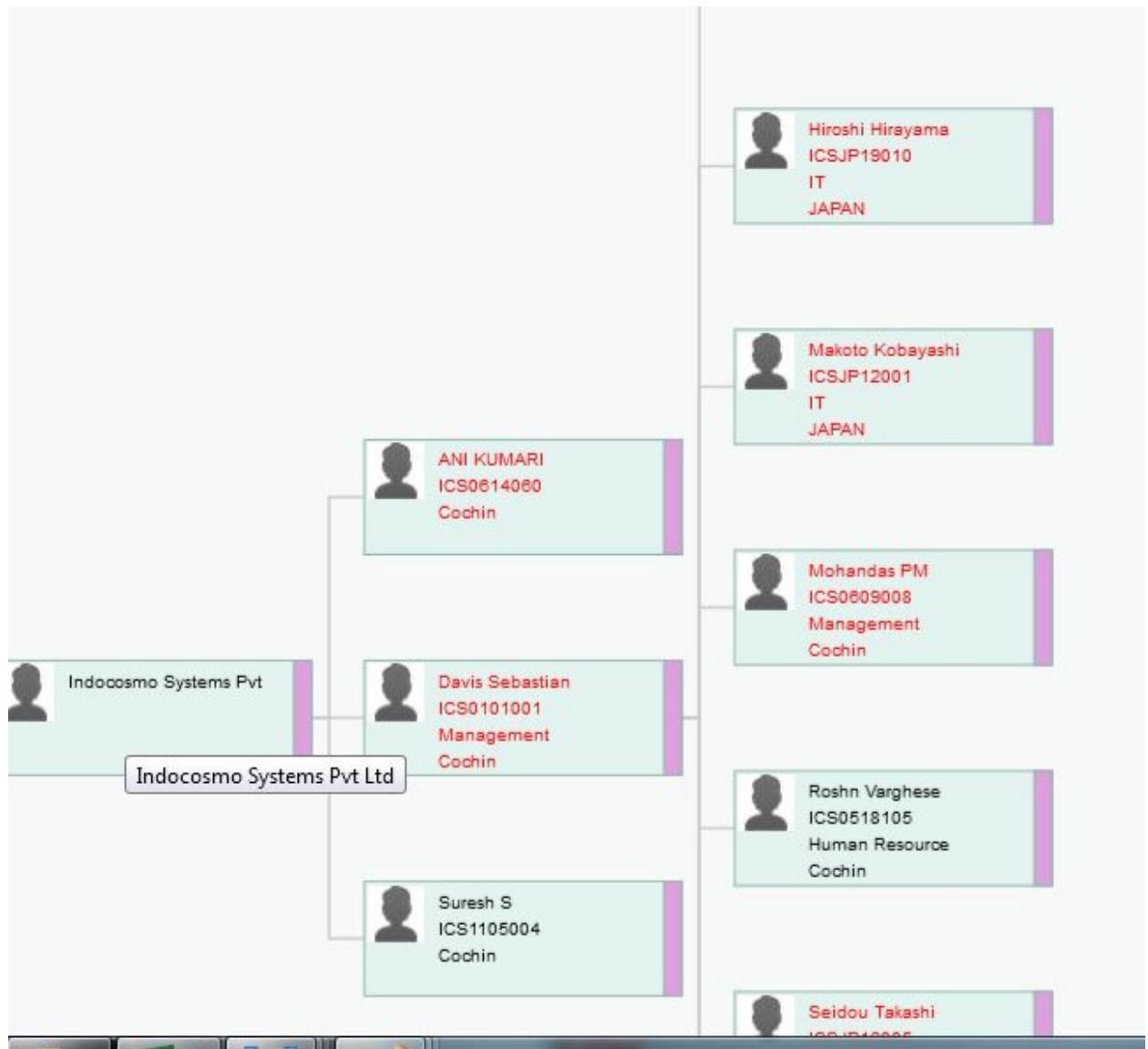


Basic Info

- Basic Info
- Qualification Details
- Bank Details
- PF
- Address
- Family Details
- Access Card Details
- Resignation Details
- Career Info
- Category Information
- Previous Employment History

Organizational Hierarchy

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.

x	Employee Name	Consolidated Attendance																												November									
		1-Nov														30-Nov														2020									
		Su	M	Tu	W	T	F	Sa	Su	M	Tu	W	T	F	Sa	Su	M	Tu	W	T	F	Sa	Su	M	Presen	Absent	Non Busin	Not in Serv	CO MP OFF	CL OB	Utiliz	Color	PL	Lop	Lop	CL CB			
Employee 1		P	AL	AL	AL	P		AL	P	AL	AL	AL	H		AL	AL	AL	P	AL		AL	AL	AL	AL	AL	AL	AL	4	18	8	0	0	0	0	0	18	18	0	
Employee 2		W	W	W	W	W		W	W	W	W	W	H		W	W	W		W	W		W	W		W		13	0	8	0	0	14.5	0	0	0	0	14.5		
Employee 3		P	P	CL	P	P		P	P	W	P	P	H		P	P	P											11.5	1.5	8	0	0	8.5	1.5	0	0	0	7	
Employee 4		W	W	W	W	W		W	W	W	W	W	H		W	W	W	W	W		W	W	W	W	W	W	W	22	0	8	0	0	3	0	0	0	0	3	
Employee 5		W	W	CL	W	W		W	W	W	W	W	H		W	W	W	W	W		W	W	W	W	W	W	W	21	1	8	0	0	17.5	1	0	0	0	16.5	
Employee 6		P	W	W	W	W		W	W	W	W	W	H		W	W	W	W	W		W	W	W	W	W	W	W	22	0	8	0	0	10	0	0	0	0	10	
Employee 7		P	P	AL	CL	CL		P	P	P	P	P	H		P	P	P											10	3	8	0	0	2	2	0	1	1	0	
Employee 8		P	P	P	P	P		P	P	P	P	P	H		P	P	P	P	CL									14	1	8	0	0	12	1	0	0	0	11	
Employee 9		W	P	P	P	W		W	P	P	P	W	CO		P	P	CL	P	P									14	1	8	0	1	6.5	1	0	0	0	5.5	
Employee 10		P	P	P	P	P		W	P	P	P	W	CO		P	P	P	P	P									13.5	1.5	8	0	0	2	1.5	0	0	0	0.5	
Employee 11		W	W	W	W	W		W	W	W	W	W	H		W	W	W	W	W								14	0	8	0	0	4	0	0	0	0	4		
Employee 12		W	W	W	W	W		W	W	W	W	W	H		W	W	W										12	1	8	0	0	3.5	1	0	0	0	2.5		
Employee 13		W	W	W	W	W		W	W	W	W	W	H		W	W	W										13	0	8	0	0	4	0	0	0	0	4		
Employee 14		W	W	W	W	W		AL	AL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5	3	3	19	0	4	0	0	3	22	4	
Employee 15		W	W	W	W	W		W	W	W	W	W	H														8	0	8	0	0	21	0	0	0	0	21		

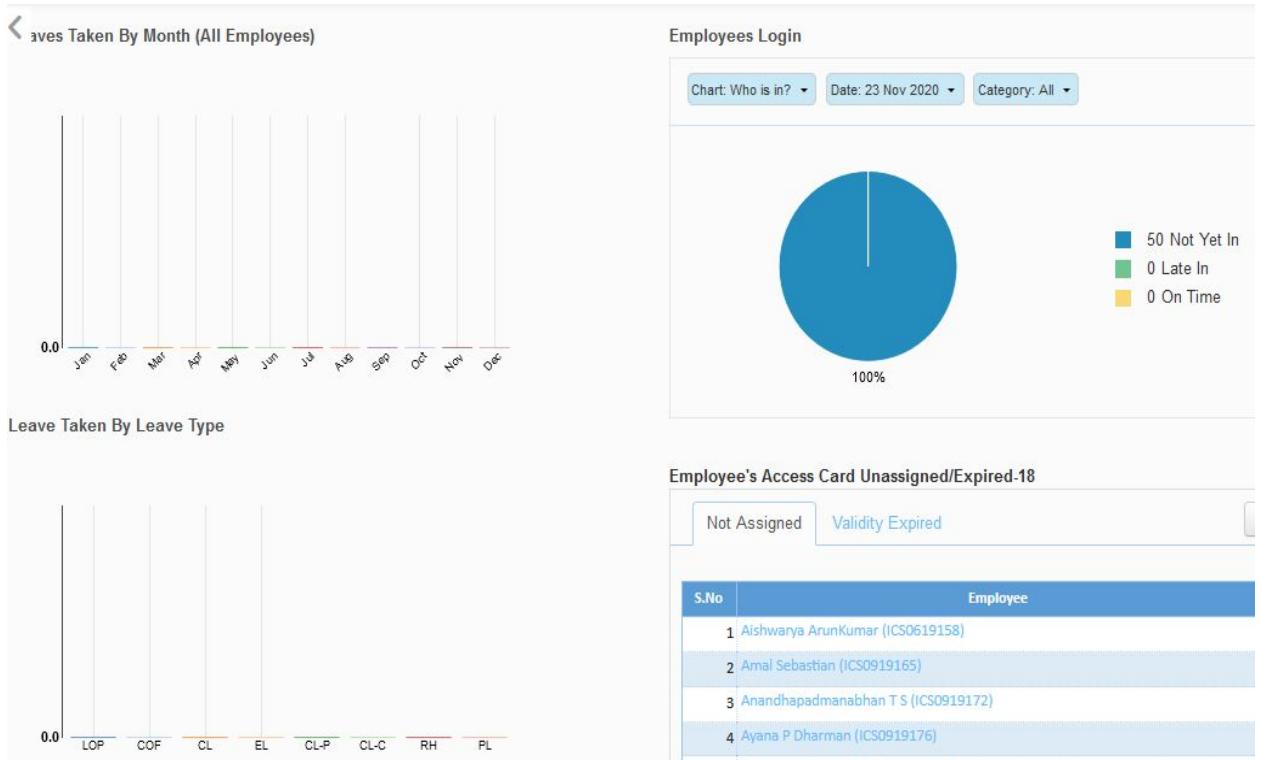
Corresponding ESS view for individual employee.

Mark Attendance

General	
From - 08:00 To - 19:00	
Monday, 13 Apr 2020	
12 : 12 : 44	
Sign In	

April 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
GEN	GEN	GEN	GEN	GEN	GEN	GEN
E	6	7	8	9	10	11
GEN	GEN	GEN	GEN	GEN	GEN	GEN
12	13	14	15	16	17	18
GEN	GEN	GEN	GEN	GEN	GEN	GEN
19	20	21	22	23	24	25
GEN	GEN	GEN	GEN	GEN	GEN	GEN
26	27	28	29	30	1	2
GEN	GEN	GEN	GEN	GEN	GEN	GEN

Leave Page sample image for reference.



Employee leave application page

Leave Application

Leave

Leave Type	<input type="text"/>		
From Date	<input type="text"/>	From Session	<input type="text"/> Session 1
To Date	<input type="text"/>	To Session	<input type="text"/> Session 2
Days	<input type="text"/> 0	Balance	<input type="text"/>
Leave Cancel	<input type="text"/>		
Leave Grant	<input type="text"/>		
Reason	<input type="text"/>		
Contact Details	<input type="text"/>		
Attachment	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Select"/>		
CC To	<input type="text"/>		

Current Employee over view page

Sl.N o:	Employ ee Number	Name	Gen der	Date of Birth	Joining Date	Designati on	Department	Date reache d in Japan	JLPT Leve l	Official Email ID	Phone Number	Personal email id	
1	ICS0101 001	employee 1	M	23-Ma r-1970	3-Jan-2 000	Engineer	Management			@indoco smo.com	12434101 453		View Button
2	ICS0101 002	employee 2	F	31-De c-1978	3-Jan-2 000	Branch Manager	Accounts	17-Sep- 2016	N4 (201 6)	@indoco smo.com	12434101 453		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	ICS041000 0	employee 1	F	24-Apr-20 19	Software Engineer	Development	453645 34			Better career opportunity	1
29	ICS041000 1	employee 2	M	11-Feb-20 19	Software Engineer	Development	453645 34				1
3	ICS041000 2	employee 3	M	1-Nov-20 05	Software Engineer	Development	453645 34				15
8	ICS041000 3	employee 4	M	25-Feb-20 16	Software Engineer	Development	453645 34			Transferred to Indocosmo Japan	4

EXIT PAGE

Join Date 22 Feb 2017	Years in Service 3 Yrs 9 Months	Manager
Location Cochin		
Resignation Details		
Resignation Submitted On	<input type="text"/>	
Reason For Leaving	--Select--	Please select Reason
Notice Period	<input type="text"/> days	
Tentative Leaving Date	<input type="text"/> (Proposed)	
Remarks	<input type="text"/>	

ESS PAGE FOR RESIGNATION

My Resignation

Resignation Id *	<input type="text"/>		
Notice Date *	10/28/2015	Desired Resign Date *	11/30/2015
Forward To	<input type="text"/> MA-0001 (McDaniel, Mateo)		
Reason *	<input type="text"/> Resignation Application		
Details	<p>Dear Mateo,</p> <p>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.</p> <p>I would like to thank you for the opportunity, support, and guidance I got from MixERP during these 2 years.</p> <p>Sincerely, Alexander W. Bishop</p>		

- 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 certificates/ 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 Laptop	✓	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.