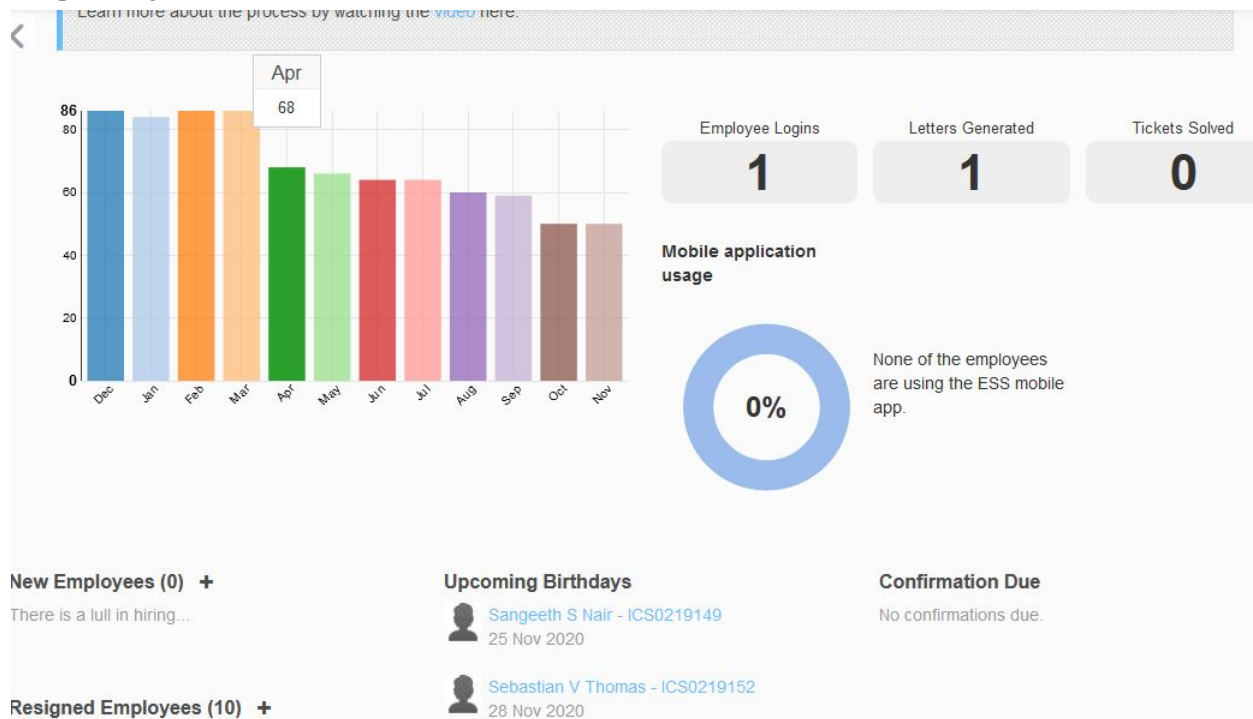


ADMIN DASH BOARD

- 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

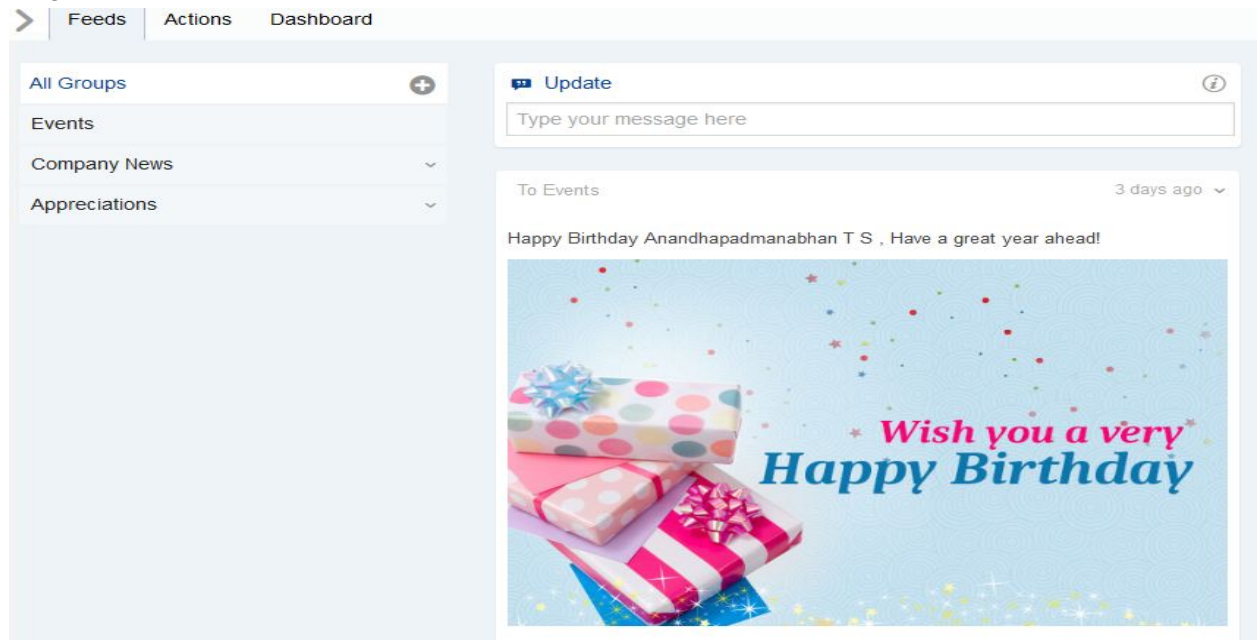
Sample image for reference



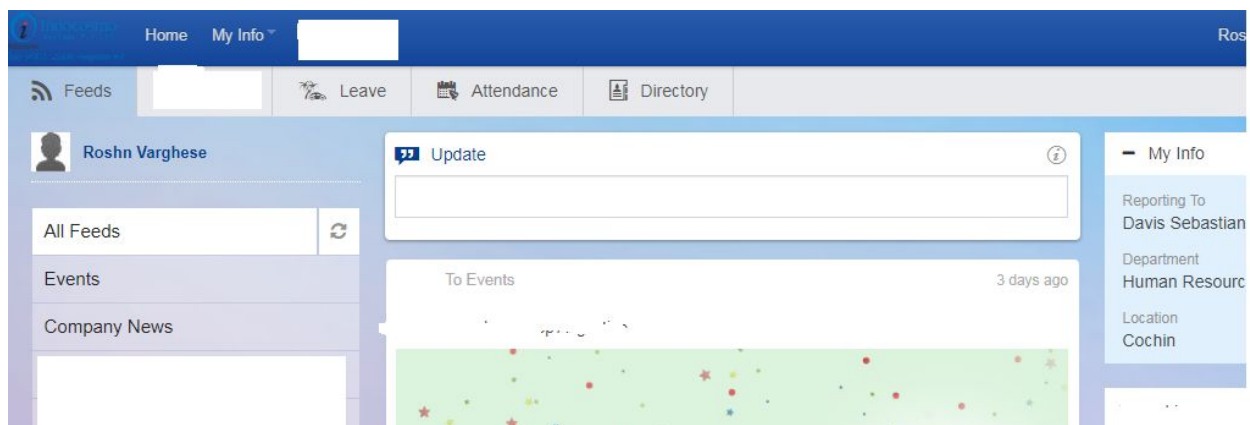
Company New/blog page

- 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

Basic Info

Qualification Details

Bank Details

PF

Address

Family Details

Access Card Details

Resignation Details


Career Info

Category Information

Previous Employment History

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:

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.



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												
																																Pre	Ab	Non	Non	CO	CL		LO	LO	CL			
		Su	M	Tu	W	T	F	Sa	Su	M	Tu	W	T	F	Sa	Su	M	Tu	W	T	F	Sa	Su	M	Tu	W	T	F	Sa	Su	M	Pres	sent	Busi	serv	OP	OB	Utiliz	PL	OP	OP	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	0	18	18	0	
Employee 2		W	W	W	W	W			W	W	W	W	W	H			W	W	W	W													13	0	8	0	0	14.6	0	0	0	0	14.6	
Employee 3		P	P	CL	P	P			P	P	CL	P	P	H			P	P	P														11.5	1.6	8	0	0	8.6	1.6	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	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	W	21	1	8	0	0	17.6	1	0	0	0	16.6	
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	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	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	6.6	1	0	0	0		
Employee 10		P	P	P	P	P			W	P	CL	P	P	P	H			P	P	P	P	P											13.5	1.6	8	0	0	2	1.6	0	0	0	0	0.6
Employee 11		W	W	W	W	W			W	W	W	W	W	H			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	W													12	1	8	0	0	3.6	1	0	0	0	2.6	
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	0	21

[Home](#)
[My Info](#)
[Actions](#)
Roshn Varghese

Mark Attendance

General

From - 08:00 To - 19:00

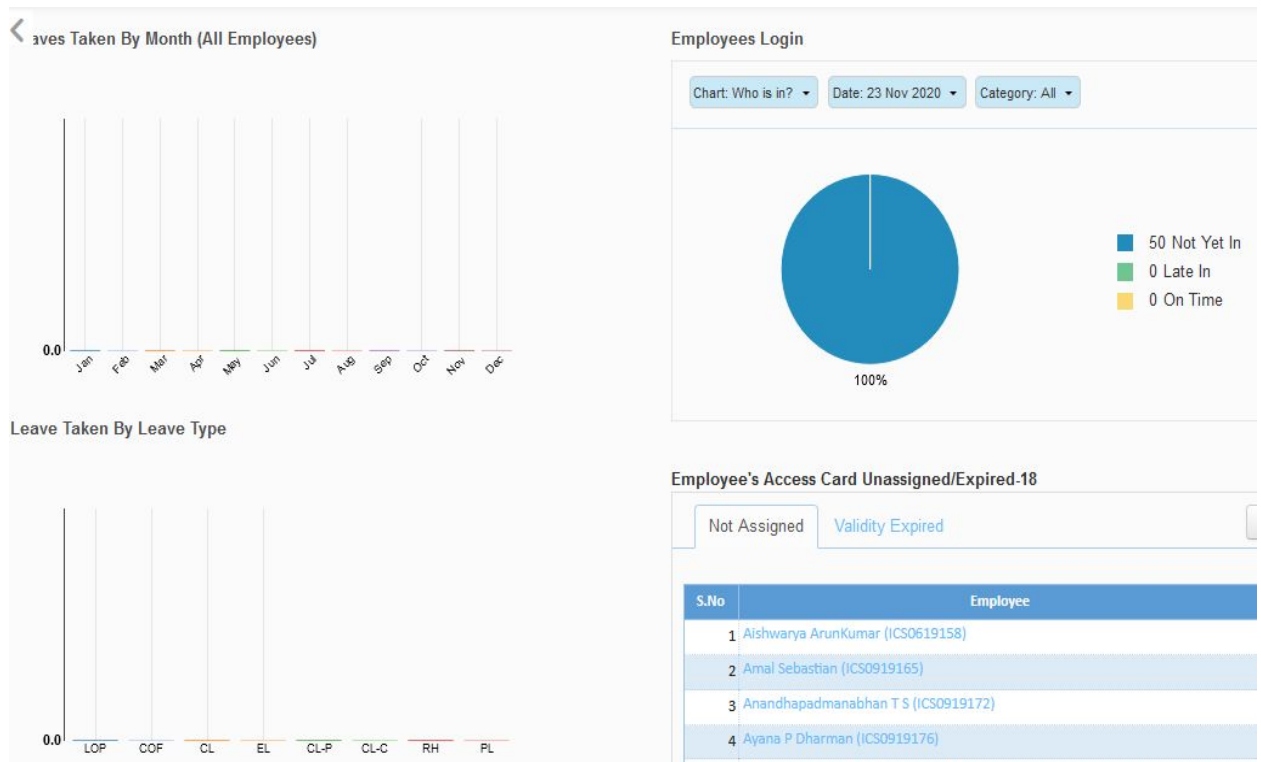
Monday, 13 Apr 2020

12 : 12 : 44

[Sign In](#)

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

Leave Page sample image for reference.



Employee leave application page

Leave Application

Leave Type:

From Date: From Session:

To Date: To Session:

Days: Balance:

Apply To:

Reason:

Contact Details:

Attachment: No file chosen

CC To:



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	employee 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

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	<div>--Select--<input type="button" value="v"/></div> <div>Please select Reason</div>				
Notice Period	<input type="text"/> <input type="button" value="v"/> days				
Tentative Leaving Date	<input type="text"/> (Proposed)				
Remarks	<div><input type="text"/></div> <div></div>				

ESS PAGE FOR RESIGNATION

My Resignation

Resignation Id *

Notice Date *

10/28/2015

Desired Resign Date *

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 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.