**HAMRO TEAM**

1. **General Reporting**

* Login through credentials (Employee ID and Password)

1. **Human Resource Management**

* Employee’s Record
* Department
* Employee ID
* Designation
* Availability (Available days and available hours)
* Identification (Documentation type, Identification number and document Image)[**optional**]
* Recruitment and Hiring Date
* Promotion date, Designation before promotion and after promotion (if any)
* Employee Data (Name, DOB, Address, phone number, email, blood group , gender)
* Compensation or Salary
* Benefits and accommodation (if any)
* Documents (CV, citizenship, passport, PAN number, photo, offer letter, employee contract)
* Emergency contact (Name, number and relation)

1. **Project Management**

* **Lists of projects (Ongoing, Past, Upcoming)**
* Employees assigned in the projects with their roles
* Deadline
* Progress
* Project Manager
* Feedbacks

1. **Payroll**

* Basic Salary
* Benefits
* PF
* Tax
* Company PF

1. **Leave Management**

* Leave Annual (An employee after completing six months cycle can have this feature)
* Sick Leave
* Leave start and end date
* HR approval
* Feedback

1. **Attendance Management**

* Login and logout time
* Face Detection System

1. **Calendar**

**(To all users)**

* All events throughout the year
* Holidays
* Birthdays of employee
* Leaves by the employees
* Project (start date, launch date, project timeline)
* Notification of each events(Holidays, Birthdays)through email

1. **Tickets**

**(Can be raised for queries, complaints, concerns, leaves)**

**Ticket Structure:**

* Subject
* Description
* Designated to
* Related to
* Urgency( Low, High, Medium)
* Allotted time
* Remarks
* Handled/ Dismissed