

Human Resource

Employee Management:

Purpose:

This document outlines the structure and functionality for managing employee data within the Human Resources (HR) system, including adding, editing, and deleting employee records. The fields listed include essential information for each employee, such as personal details, role assignment, and type of employment, along with the ability to upload a profile picture.

1. Employee Management Interface Requirements

Add Employee Page:

Fields:

1. First name

2. *Input Type:* Text

3. *Validation:* Required. Minimum 2 characters, maximum 50 characters.

4. Date of Birth

Input Type: Date Picker

Validation: Required. Must be a valid date in the format (DD/MM/YYYY). Employees must be at least 18 years old.

5. Phone Number

Input Type: Number

Validation: Required. Must be a valid phone number. Minimum of 10 digits and a maximum of 15 digits.

6. Email

Input Type: Email

Validation: Required. Must follow standard email format (e.g., name@domain.com).

7. Password

Input Type: Password

Validation: Required. Minimum 8 characters, must contain at least one uppercase letter, one lowercase letter, and one numeric digit.

8. Type of Employee

Input Type: Radio Button

Options:

- a. Trainee
- b. Employee

Validation: Required. Must select one.

9. Role

Input Type: Dropdown Select

Options:

- a. Project Manager
- b. CEO
- c. CTO
- d. Testing Engineer
- e. Frontend Developer
- f. Backend Developer

- g. Accountant
- h. Admin
- i. HR
- j. UI/UX
- k. Graphic/UI Designer
- l. Digital Marketing Executive
- m. Content Writer
- n. Defense and Security
- o. Management
- p. Graphic Designs
- q. IT and Networking
- r. Developer

Validation: Required. Must select one role.

10. Profile Picture

Input Type: File Upload

Validation: Accepts images only (JPEG, PNG formats). Maximum file size: 5MB.
Required.

11. Address

Input Type: Text Area

Validation: Required. Maximum 255 characters.

Additional Functionalities:

- **Submit Button:** Saves the new employee's data.
- **Cancel Button:** Clears all fields and resets the form.

Edit Employee Page:

Functionalities:

- Allows the user to modify the fields for an existing employee. All fields listed in the "Add Employee" page can be edited.
- **Profile Picture** can be updated or left unchanged.
- **Password** field: If left blank, the current password remains unchanged.

Additional Fields:

- **Employee ID** (Hidden): This field holds the unique identifier for the employee, which is necessary for updating the correct record.

Validation:

- All fields follow the same validation rules as the "Add Employee" page.

Buttons:

- **Save Changes:** Updates the existing record.
- **Cancel:** Discards changes and returns to the employee list.

Delete Employee Page:

Functionalities:

- Presents the list of employees with their names, roles, and profile pictures.
- Includes a **Delete Button** next to each employee's record.

Confirmation Modal:

- Clicking the delete button triggers a confirmation modal asking, “Are you sure you want to delete [Employee Name]?”
 - **Yes:** Permanently deletes the employee’s record.
 - **No:** Cancels the action.

Sidebar Structure for Company Details

This document outlines the structure of the company details section, which includes a main sidebar with four sub-sections: **Leave Policy**, **Department**, **Role**, and **Company Info**. Each section provides access to relevant company information and is designed for easy navigation.

1. Main Sidebar: Company Details

The main sidebar titled **Company Details** will be located on the left-hand side of the page. It will serve as a navigation menu for accessing the sub-sections.

Sidebar Layout:

- **Company Details** (Main Sidebar Title)
 - Leave Policy
 - Department
 - Role
 - Company Info

1. Leave Policy Sub-Sidebar Structure

When users click on the **Leave Policy** option in the sidebar, it will expand to show three main sections:

- **Holiday by Date**
- **Holiday by Policy**
- **Manage Leave**

1.1. Holiday by Policy

This section allows HR or administrators to define holidays based on company policy. These holidays might recur annually or be tied to specific organizational events, such as national holidays or special leaves granted by company policy.

Features:

- **Add Button:** Clicking this button opens a form to add a new holiday based on an established company policy.

Add Holiday By Policy Form:

When the **Add** button is clicked, the following fields will appear:

1. **Policy Name**

Input Type: Text

Validation: Required. This field specifies the name of the holiday policy (e.g., "Diwali Leave," "Christmas Leave").

Rules: Minimum of 3 characters, maximum of 50 characters. The name must be unique.

2. **Holiday Type**

Input Type: Dropdown

Validation: Required. The administrator selects the type of holiday from predefined options such as:

- a. Casual Leave (2)
- b. Permission (1)
- c. Half day Leave (2)

1.2. Holiday by Policy

This section allows HR or administrators to define holidays based on company policy. These holidays might recur annually or be tied to specific organizational events, such as national holidays or special leaves granted by company policy.

Features:

- **Add Button:** Clicking this button opens a form to add a new holiday based on an established company policy.

Add Holiday by Policy Form:

When the **Add** button is clicked, the following fields will appear:

1. **Policy Name**

Input Type: Text

Validation: Required. This field specifies the name of the holiday policy (e.g., "Diwali Leave," "Christmas Leave").

Rules: Minimum of 3 characters, maximum of 50 characters. The name must be unique.

2. **Holiday Type**

Input Type: Dropdown

Validation: Required. The administrator selects the type of holiday from predefined options such as:

- a. Casual Leave (2)
- b. Permission (1)

- c. Half day Leave (2)

3. Submit Button:

Once all fields are filled, clicking the **Submit** button will save the new holiday policy. The holiday will be added to the system's holiday list and reflected in the employee leave calendar.

1.3. Manage Leave Request Form

Add New Leave Request

Form Fields:

- **Leave Type:**
 - Select the type of leave from the following options:
 - **Others**
 - **Casual Leave** (Balance: 2 days)
 - **Permission** (Balance: 1 day)
 - **Half Day Leave** (Balance: 2 days)
- **Leave From:**

Select the starting date for your leave.

- **Leave To:**

Select the ending date for your leave.

- **Describe Your Reason:**

Provide a brief description explaining the reason for your leave request.

Actions:

- **Submit:**

After filling out all fields, click the **Submit** button to submit your leave request.

1. Department Section

Purpose: To allow users to add a department name and upload a related file.

- **Add Button:**
 - A button that, when clicked, opens a form or section to input a department name and upload a file.
- **Form Fields:**
 - **Department Name:** A text input field where users can enter the name of the department.
 - **Choose File:** A file input field to upload relevant files associated with the department.
- **Submit:** A button to confirm and save the department details and file.

2. Role Section

Purpose: To allow users to define a role by name and submit the information.

- **Add Button:**
 - A button that, when clicked, opens a form or section to input a role name.
- **Form Fields:**
 - **Role Name:** A text input field for users to specify the role name.
- **Submit Button:**
 - A button that submits the role name.

3. Company Info Section

Purpose: To collect and display company information, including the company name, logo, and email.

- **Form Fields:**
 - **Company Name:** A text input field for the company's name.
 - **Logo Upload:** A file input field for users to upload the company logo.
 - **Email:** A text input field for the company's contact email address.
- **Submit Button:** A button to save company information.

Edit Page

Purpose: To allow users to update company information, including work hours, email, and logo.

- **Fields:**
 - **Company Name:** A text input field for editing the company's name.
 - **Timin:** A time input field for updating the company's start work time.
 - **Timeout:** A time input field for updating the company's end work time.
 - **Email:** A text input field for editing the company's contact email.
 - **Address:** A text area or multi-line input field for updating the company's address.
 - **Working Days:** A selection field (checkboxes or dropdown) to select the working days (e.g., Monday to Friday).
 - **Logo Upload:** A file input field for uploading or updating the company's logo.
- **Submit Button:**
 - A button that, when clicked, saves the updated company information.

View Page Documentation

View Page

Purpose: To display the company's existing information, including work hours, email, address, and logo.

- **Fields Displayed:**

- **Company Name:** Displays the company name.
- **Timin:** Displays the company's start work time.
- **Timeout:** Displays the company's end work time.
- **Email:** Displays the company's contact email.
- **Address:** Displays the company's address.
- **Working Days:** Displays the company's working days (e.g., Monday to Friday).
- **Logo:** Displays the company logo as an image.

