# HRIS Scope of Work

1. **Manual attendance:**

* **~~entry by shifts~~**
* **add attendance for multiple employees at the same time**
* **select a date range to apply attendance.**

1. **Change the Attendance Clock**

**Chart

Description automatically generated with medium confidence**

1. **~~Running Clock on the dashboard.~~**

**~~After Signing in, a timer starts:~~**

**~~Option to take Lunch break~~**

1. **~~Shift set up with Lunch break~~**
2. **Attendance report: Ability to select date range. Currently it is only months.**

**Leave**

1. **Ability to apply leave in hours.**
2. **Leave reports –add Filters of types of leaves, employee, and department**

**Others**

1. **Add task box on dashboard**
2. **Add option for employees to submit Suggestions to HR**
3. **Add Reminder Option**
4. **~~Add Terminations~~**
5. **~~Add New Polls. Polls like below goes out to the employees email notification and also on their HR System notification.~~**
6. **Add company directory**

**Graphical user interface, text, application

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1. Employee Set up: When setting up a new employee, there should be an option to add who that employee would report to and Who will he/she will report indirectly. Leave request: Leave request should go to the reporting manager.

Graphical user interface, application

Description automatically generated

1. ~~Attendance: There should be an option for ‘Work from Home’ toggle button or checkbox at the sign in page. This information recorded here can be viewed in the reports section.~~
2. If an employee adds manual attendance it should go for approval to the reporting manager.
3. Manual attendance should show in the attendance log.

For example, this employee has added manual attendance of 8 hours

Graphical user interface, text, application

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However, it does not show in the attendance log:

Graphical user interface, text, application

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Regardless the attendance is added manually or via sign-in and sign-out option, the attendance log should show all the attendance.

1. Dashboard Should have an alert (at the top) if something is waiting for approval.

Graphical user interface, website

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1. Can the Approval button be changed; it can be confusing

Graphical user interface, application

Description automatically generated

Can it be something like this:

Graphical user interface, application

Description automatically generated

1. Is it possible to take out the flags from the language options and we can have a universal ‘Languages’ icon like this?

Icon

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If this is not possible, lets talk about our options. Don’t like UK Flag, when we are in Canada.

1. Policy upload document should also support Word and PDF

Graphical user interface, application, Teams

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1. Cannot view the current password when click on the eye icon.

Graphical user interface, application

Description automatically generated

1. Calendar does not display

Graphical user interface, text, application

Description automatically generated

1. Manual attendance computation error: The system should not accept out-time to be before the in-time and should give an error message.

Graphical user interface, application

Description automatically generated

1. **Create Forms and attach workflow: WebHr has this feature, we can discuss this if you want.**
2. **Add Reports**
3. **Develop Mobile App**