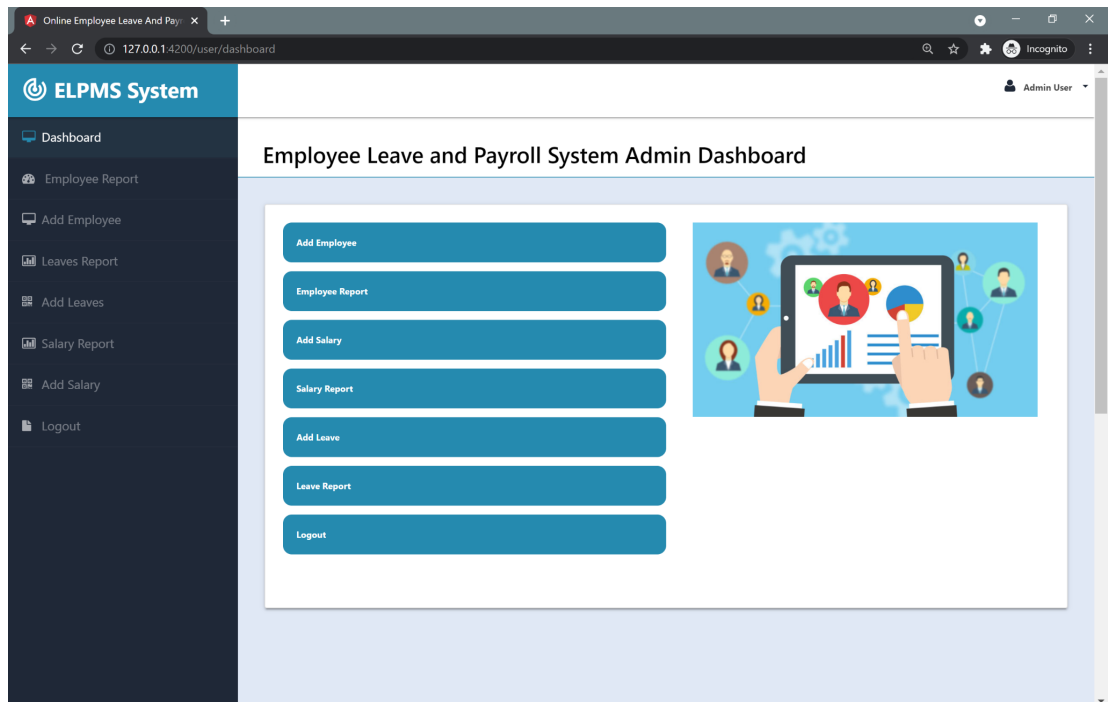


USER MANUAL

1) ADMIN PAGE

a) Menu:

- i) Dashboard menu: User can access dashboard page
- ii) Employee Report: All reports of all employees are displayed
- iii) Add Employee: Navigate to **“Add Employee”** page. In the Add Employee page, user can add new employee
- iv) Leave Report: Navigate **“Leaves Report”** of all employees
- v) Add Leaves: Navigate to **“Add Leaves”** page
- vi) Salary Report: Navigate to **“Salary Report”** of all employees
- vii) Add Salary: Navigate to **“Add Salary”** page which admin can add salary for employee



b) Add New Employee:

- i) User can fill all mandatory value to create new employee
- ii) Click on “**Submit**” button to create new employee

Add New Employee

User Login/Role Information

Select Role

Please Select

Login ID

Password

Confirm Password

User Information

Title

Please Select

First Name

Middle Name

Last Name

Select Department

Please Select

Select Gender

Please Select

Landline

Mobile

Email

Status

Date of Birth

mm/dd/yyyy

Nationality

Qualification

Employement History

User Address Details

Full Address

City

State

Select Country




Please Select

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c) **Add New Employee:**

- i) **All Leaves Report:** this shows all the status of leaves report. User can edit status of leave or delete leave report

All Leaves Report						
ID	Name	From Date	To Date	Days	Leave Status	Actions
1002	Khoa Bui	2021-09-01	2021-09-03	3 Days	Approved	
1002	Khoa Bui	2021-09-10	2021-09-13	4 Days	Pending	 

- ii) **Update Leave Details:** When clicking on edit button, it's redirected to Update Leaves Details. Admin can update leave status **(Pending/Approved/Disapproved)**. After the status is updated, the employee can view the latest status

Update Leaves Details	
<div>Total Leaves Granted : 14 Total Leaves Taken : 7 Total Remaining Leaves : 7</div>	
Select Employee ID	Leave Status
<div>1002</div>	<div>Pending</div>
From Date	
<div>09/10/2021</div>	<div>Pending</div>
Leave Reson	Approved
<div>sdf</div>	Disapproved
	Description
	<div>df</div>
<div>SUBMIT</div>	

- iii) **Add Employee Leaves:** In this screen, Admin can add leave for specific employee
- (1) **Select Employee ID:** select ID of employee
 - (2) **Leave Status:** status of leave (Pending / Approved / Disapproved)
 - (3) **From Date / To Date:** Select date which employees need to leave
 - (4) **Leave Reason:** Explain short leave reason
 - (5) **Description:** Provide more details about leave
 - (6) **Submit** button: Click on Submit button to post new leave

Add Employee Leaves

Total Leaves Granted : 14
Total Leaves Taken : 0
Total Remaining Leaves : 14

Select Employee ID

1002

Leave Status

Pending

From Date

10/10/2021

To Date

10/12/2021

Leave Reason

Sick Leave

Description

I need to take of two days

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- iv) **Add Employee Salary:** In this screen, Admin can add salary for specific employee
- (1) **Select Employee:** select employee
 - (2) **Select Month:** select month of salary
 - (3) **Total Working Days:** Add the number of working days
 - (4) **Basic Salary:** basic salary of employee (without commission or bonus)
 - (5) **Total HRA (Health Reimbursement Account):** This is reimbursement for health service
 - (6) **Total Mediclaim:** Claim the medicine
 - (7) **Total Reimbursement:** Any reimbursement
 - (8) **Conveyance Allowance:** Bonus
 - (9) **Others Components:** Any other bonus
 - (10) **Provident Fund:** Any other fund
 - (11) **Total Tax:** Tax of employee
 - (12) **Description:** Any description
 - (13) **Total Paid:** total number which employee will be received
 - (14) **Total Deductions:** total will be deducted
 - (15) **Upload Payslip:** Admin can upload payslip (docx or pdf file)

Add Employee salary

Select Employee

Please Select

Select Month

Please Select

Total Working Days

Basic Salary

Total HRA

Total Mediclaim

Travel Allowance

Dearness Allowance

Total Reimbursement

Conveyance Allowance

Others Components

Provident Fund

Total Tax

Descriptions

Total Paid

Total Deductions

Upload Salary Slip







Choose File | No file chosen

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- v) **Employees Salary Report:** All salary reports are displayed
 - (1) **Download button:** download payslip
 - (2) **Edit icon:** edit the salary of employee
 - (3) **Delete icon:** delete salary report

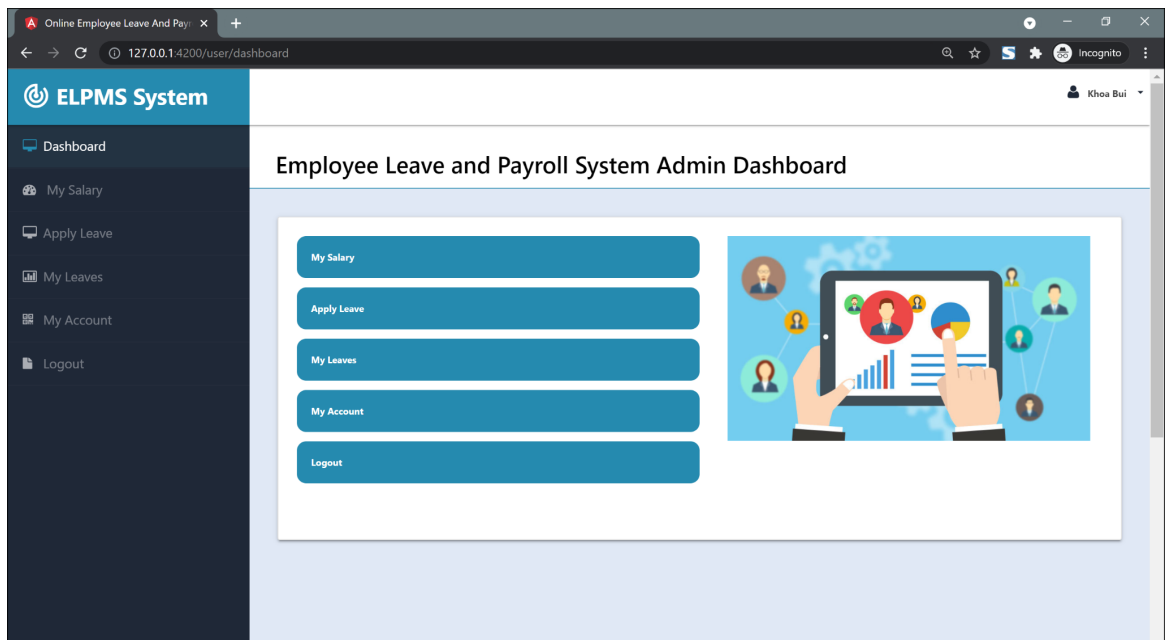
Employees Salary Report

ID	Name	Month	Total Paid Days	Basic	HRA	Total	Actions
1003	Sumit Aggarwal	August	30 Days	1000	1000	4000	  
1002	Khoa Bui	May	30 Days	3500	4500	7500	  

2) EMPLOYEE PAGE


a) Menu:

- i) Dashboard menu: User can access dashboard page
- ii) My Salary: User can view all salary report of each employee
- iii) Apply Leave: Navigate to “Add Leaves” page
- iv) My Leaves: Navigate all leaves request of employee
- v) My Account: Navigate account information



b) My Salary:

- i) Only the salary report of this employee is displayed.
 - (1) "Download" button: download payslip
 - (2) Employee cannot delete or edit salary report

Employees Salary Report							
ID	Name	Month	Total Paid Days	Basic	HRA	Total	Actions
1002	Khoa Bui	May	30 Days	3500	4500	7500	


c) Add Employee Leaves

- i) From Date/To Date: Date of leave
- ii) Leave Reason: Short reason
- iii) Description: Long description to help admin understand
- iv) Submit: publish leave request

Add Employee Leaves	
<div>Total Leaves Granted : 14 Total Leaves Taken : 7 Total Remaining Leaves : 7</div>	
From Date 10/22/2021	To Date 10/23/2021
Leave Reason Holiday Leave	Description I want to take a long trip
<div>SUBMIT</div>	

d) My Leaves

- i) All leaves report of each employee is displayed only
- ii) Employee can edit pending leave request

All Leaves Report						
<div>Total Leaves Granted : 14 Total Leaves Taken : 7 Total Remaining Leaves : 7</div>						
ID	Name	From Date	To Date	Days	Leave Status	Actions
1002	Khoa Bui	2021-09-01	2021-09-03	3 Days	Approved	
1002	Khoa Bui	2021-09-10	2021-09-13	4 Days	Pending	

e) **My Account:** Employee can update a few text field in my account information

Update Employee Details

User Information

Title	First Name
<input type="text" value="Mrs."/>	<input type="text" value="Khoa"/>
Middle Name	Last Name
<input type="text" value="Dang"/>	<input type="text" value="Bui"/>
Select Department	Select Gender
<input type="text" value="HR Department"/>	<input type="text" value="Male"/>
Landline	Mobile
<input type="text" value="89273458"/>	<input type="text" value="09876543212"/>
Email	Status
<input type="text" value="kaushal.rahuljaiswal@gmail.com"/>	<input type="text" value="1"/>
Date of Birth	Nationality
<input type="text" value="08/31/2021"/>	<input type="text" value="Indian"/>
Qualification	Employeement History
<input type="text" value="qwrqwer"/>	<input type="text" value="qwreqwer"/>

User Address Details

Full Address	City
<input type="text" value="A : 42/6"/>	<input type="text" value="Ghaziabad"/>
State	Select Country
<input type="text" value="sdfgsdfg"/>	<input type="text" value="India"/>

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