

HRMS

Types of Users:

1. Super Admin – Has all the access and can change the permissions of admin and user. Can view the history of the changes made by Admin.
2. Admin – Can edit employee profile, verify details and run the HR functions.
3. User – Can sign-up, upload required documents, can view the profile, apply for leaves, mark attendance, can view assigned assets and has an option to raise a request to the admin.

Admin Login

- 1. Login Page**
- 2. Dashboard**
- 3. Employee Management**
 - a. Employee Profile (With Edit, Download and Print Function)
 - b. Department Management
 - c. Shift Management
 - d. Employee Status
 - e. Employee Documents Management
- 4. Leave Management**
 - a. Leave Types
 - b. Leave Requests
 - c. Calendar
 - d. Leave Status (Approved and Unapproved)
- 5. Attendance Management (Integration with Bio-Metric Machine)**
 - a. Daily Attendance Log
 - b. Attendance Request
 - c. Attendance Details (Employee Wise)
- 6. Payroll**
 - a. Summary (Month Wise)
 - b. Pay-run
 - c. Payslips
- 7. Administration**
 - a. Holidays Calendar
 - b. Org. Structure
 - c. Announcements and Notices (With Heads-Up)
 - d. HR Policies
 - e. Probation Policies
 - f. Offer Letters
 - g. Appointment Letters
 - h. Experience and Relieving Letters
- 8. Recruitment**
 - a. Total Job Openings (Department Wise)
 - b. Pending Job Openings (With Age)
 - c. Completed Job Openings
- 9. Assets (IT and Non- IT)**
 - a. Assets assigned (With Tags and Specifications)
 - b. Reports (Employee wise and Asset wise with report download and print function)
- 10. General Requests**

User Login

1. **Sign-Up Page (Email ID, Password)**
2. **Login Page**
3. **Create Profile (Personal Details, Contact Details, Educational Details, Work Experience Details with documents upload function)**
4. **Dashboard (With Punch-In Function)**
5. **Leave Management**
 - a. Apply for Leaves
 - b. Leave Application Status
 - c. Balance Leaves
6. **Attendance**
 - a. Mark Attendance
7. **Notices and Warnings**
8. **Assets (IT and Non- IT)**
 - a. Assets assigned (With Tags and Specifications)
 - b. Request Asset
9. **General Requests**

Users:

1. **Super Admin - Full-access. Can view/edit/delete everything. Can decide what each user can view and do in Program.**
2. **Department Manager – Can view within the assigned department.**
3. **Employee - Limited access. Customizable.**

Permissions:

Rights of Super Admin

1. Right to add employees and invite users
2. Add and manage Punch-Ins
3. Add, manage and assign Time off policies
4. Access to Time offs of all employees
5. Suspend and activate suspended employee
6. View assets (assigned and unassigned)
7. Right to provide permissions to users using checklist

Department Managers

1. Reports - Managers will be able to access the Reports on the main menu and see reports about their employees
2. Employee profiles - Managers will be able to access employee profiles
3. Employee time off balances - Managers will be able to access the Time off section in employee profiles and view all details of every time off request

Regular users

1. Add tasks
2. Add personal details and account password
3. Requests assets
4. Apply for Leaves
5. View Applied Leaves Status