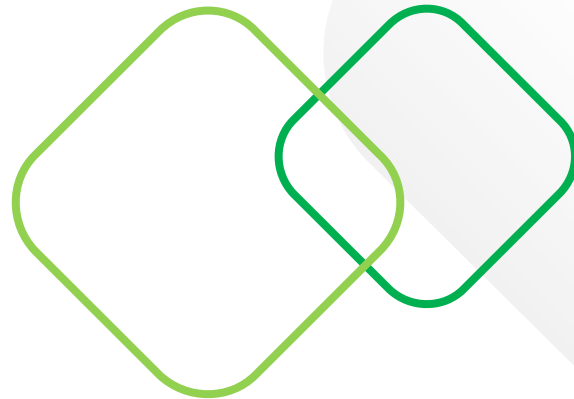**MarkS ReTech**

Empowering Retail With Technology

Introduction – Employee Management System for Salons

- Biometric Employee Management System (EMSS) is a SaaS tool to be used by Salons for managing their employees and calculating their attendance, salary, commission and performance.

- The system will use the APIs (inputs) from biometric machines to calculate attendance and salary.

- There will be 5 sub-sections in this module –
    - Employee Details
    - Attendance
    - Salary
    - Commission
    - Performance Metrics

- There will be some values which need to be used as inputs for this module. Database structures have been created for these values which will be provided to you and they need to be used in the same format.

Login Page

- Login page to be created for salon owner – password to be auto-generated
- Option of change password to be included on this page
- Password should mandatorily contains one Uppercase letter and one numeral

EMSS – Employee Details

- This page contains the list of all employees who have worked at the salon
- Button 1: flows to Slide 5 (a new modal) where a new customer can be added
- Button 2: also flows to a new modal where the details can be edited in the same format as the addition of new employee on Slide 4
- Button 3: activates or de-activates an existing employee. If the employee is de-activated then he will not be seen anywhere except here.

EMSS – Employee Details

EMSS

- o Details
- o Attendance
- o Salary
- o Commission
- o Holidays

Add Employee ×

First Name: Ritivj
Last Name: Srivas
Email: ritvij123@gmail.com

Mobile: 9009998880
Date of Joining: 2019-11-01
Outlet: Select Outlet

Expertise: Expertise
Role: Select Role
Set Password (Optional for expert): Password

Address: Apartment, studio, or floor

Submit

This is the format in which a new employee is added or the details of an existing emp is edited – additional fields to be added in the format given on next slide.

- Basic should be a mandatory field, all other fields can remain blank; All values are entered in absolute amount
- Salary field should be automatically calculated by adding fields on the right of equal-to sign
- Extra hours incentive will be used in calculating the salary for different months
- Maximum 2 days can be selected in weekly-off; selection of more days should give an error message
- Selected days should be highlighted upon selection
- In the duration of work, he should get the option of choosing the month and year.
- Aadhar no should have the validation of 12 digits. In case of shorter or longer string, it should give an error message
- This format should have an option of uploading resume of the employee which can be later downloaded – select file should allow the user to upload the resume from the local server

EMSS – Employee Details

Salary p.m.		Basic		PF		Gratuity		Others
	=		+		+		+	

Extra-hours incentive (Rs) | 100

Weekly-off | Mon | Tue | Wed | Thu | Fri | Sat | Sun

Email ID | xyz@gmail.com   **Aadhar No** | 1234 5678 9876

Total experience | Total no. Months

Last employer-1 | Comp Name   **Duration of Work** | Month ▼ to Month ▼

Last employer-n | Comp Name   **Duration of Work** | Month ▼ to Month ▼ + ✕

Total Certifications | #

Certification-n | Certification Name   **Duration of Certification** | Month ▼ to Month ▼ + ✕

Area of Expertise | AOE-1 | AOE-2 | AOE-3 | AOE-4

Account No 33528009109 | **Account Name** Atiq Ahmed | **Bank Name** SBI | **IFSC Code** SBIN00002

Resume | Select File ▼ | Upload

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EMSS – Attendance

EMSS

o Details
o Attendance
o Salary
o Commission
o Holidays

Opening Page

Select KPIs [▼]   [Submit]   [Download]

	May	June	July	Aug	Sep	Oct
#working days	27	26	27	27	26	15
Emp 1 name	KPI	KPI	KPI	KPI	KPI	KPI
Emp 2 name	KPI	KPI	KPI	KPI	KPI	KPI
Emp 3 name	KPI	KPI	KPI	KPI	KPI	KPI
Emp 4 name	KPI	KPI	KPI	KPI	KPI	KPI
Emp 5 name	KPI	KPI	KPI	KPI	KPI	KPI
Emp n name	KPI	KPI	KPI	KPI	KPI	KPI

Month-wise emp-wise attendance report

Select KPI [▼]   Select Month Range   [Start Month ▼]   [End Month ▼]   [Download]

Employee-wise day-wise monthly report

Select Emp [▼]   Select KPI [▼]   Select Month [Month ▼]   [Download]

- The opening screen of the Attendance page should contain the attendance of the last 6 months, so if the current month is Oct then the last 6 months must include the current month Oct while displaying the results.
- Rest details on Slide 8

EMSS – Attendance

- KPIs that can be displayed are as below –
  - No. of presents: No. of days present – it can be in decimals depending on the number of half days
  - No. of absents: No. of days absent - it can be in decimals depending on the number of half days
  - No. of half days: This is calculated by the number of days when the employee is present for less than half of the working hours of a day.
  - %attendance – present: This is calculated by dividing the no. of present days by the no. of working days in the month.

- Working hours should be entered in the back-end as 10 hours in a day and should be customizable for different salons.

- Any working hours less than half-days but more than zero to be calculated as half-day; working hours more than half days to be calculated as full day

Downloadable Reports
1. Detailed excel can be downloaded for any month range that salon owner wants for any KPI.
   o This report will be downloaded for all employees in the same format as displayed on Slide 7. The difference with the format given is that this report can be downloaded for any month range while the displayed format is only for the last 6 months including the current month.
2. Detailed excel for a particular employee which will contain daily attendance updated for the selected month. The format is displayed in the format given on slide 9
3. Employee-wise day-wise monthly report tab is clickable and should take to Slide 9 directly where the selection for employee and month can be made

EMSS – Emp-wise daily attendance report

Emp Name ▼		Oct-18 ▼		Submit	Download	
Mon	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**	**Sun**
1	2	3	4	5	6	7
10	Week-off	5	10	Absent	5	10
8	9	10	11	12	13	14
10	Week-off	10	10	10	10	10
15	16	17	18	19	20	21
5	Week-off	8	12	12	12	11
22	23	24	25	26	27	28
9	Week-off	10	8	7	12	12
29	30	31				
9	Week-off	9				

No. of days present	No. of days absent	Half days	Extra hours logged

- Yellow rows are the dates in the selected month
- The green rows contains the number of hours worked in a day
- The orange cell is a week-off or holiday
- The red-cell is absent day
- %attendance – present: This is calculated by dividing the no. of present days by the no. of working days in the month.
- Tabs below the table to get automatically filled once the emp and month is selected and submitted
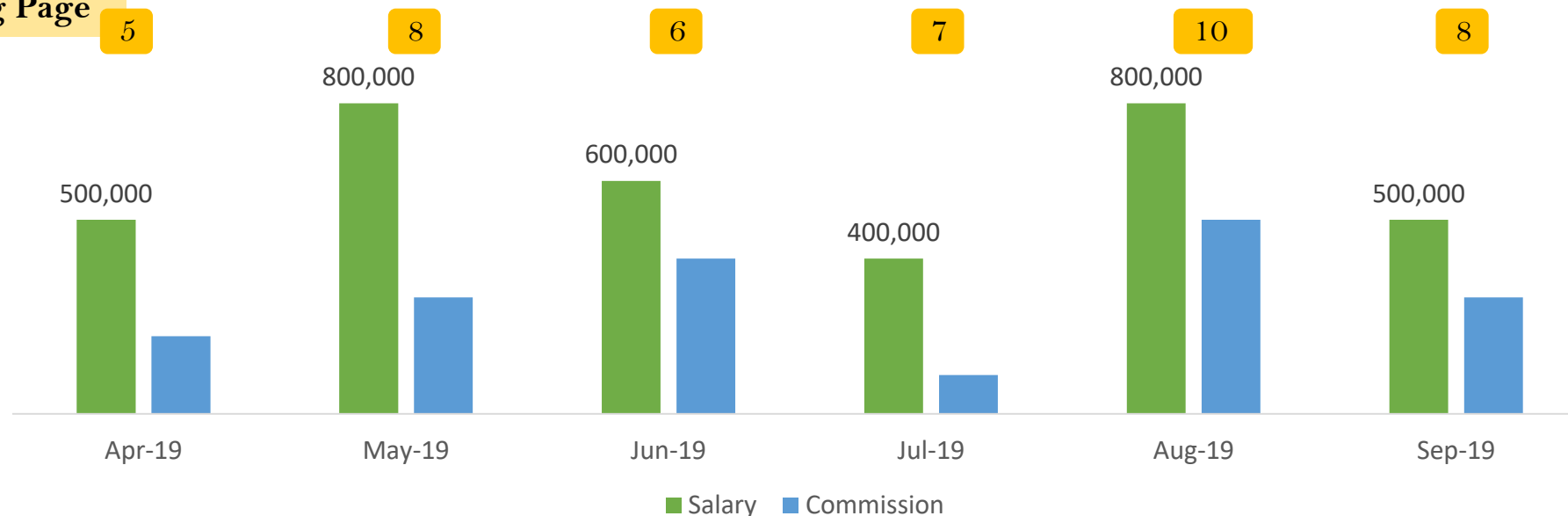
EMSS – Salary

The opening page presentation slide contains:

EMSS (sidebar navigation)
- Details
- Attendance
- Salary
- Commission
- Holidays

Opening Page

Bar chart with orange blocks on top showing employee counts: 5, 8, 6, 7, 10, 8

Month	Salary (Green)	Commission (Blue)
Apr-19	500,000	
May-19	800,000	
Jun-19	600,000	
Jul-19	400,000	
Aug-19	800,000	
Sep-19	500,000	

Legend: ■ Salary ■ Commission

Month-wise emp-wise salary report

Select Month Range — Start Month ▼   End Month ▼   Download

- The opening screen of the salary page should contain the total salary and commission of the last 6 months. It should not contain the current month.
- The orange blocks at the top of the graph will indicate the number of employees at the end of that month.
- Green bar – total salary payout for that month; Blue bar – total commission payout for that month
- Rest details on Slide 11

EMSS – Salary

Downloadable Reports

Month-wise emp-wise salary report

1. Employee-wise month-wise report containing the total salary, commission, over-time payouts and total payouts (sum of first 3 tables) in 4 different tables in the same excel sheet.
2. Format given below

Sal Pay-out	July	Aug	Sep	Oct
Emp 1 name				
Emp 2 name				
Emp 3 name				
Emp 4 name				
Emp 5 name				
Emp n name				

Commission Pay-out	July	Aug	Sep	Oct
Emp 1 name				
Emp 2 name				
Emp 3 name				
Emp 4 name				
Emp 5 name				
Emp n name				

Over-time Pay-out	July	Aug	Sep	Oct
Emp 1 name				
Emp 2 name				
Emp 3 name				
Emp 4 name				
Emp 5 name				
Emp n name				

Total Pay-out	July	Aug	Sep	Oct
Emp 1 name				
Emp 2 name				
Emp 3 name				
Emp 4 name				
Emp 5 name				
Emp n name				

EMSS – Commission Configuration

EMSS

- Details
- Attendance
- Salary
- Commission
- Holidays

Opening Page

New Commission Model

Existing Commission Model

Name	Festive Season
Select Month	Nov-19 ▼
Select Employee	All/Emp1/Emp2/Emp-n ▼
Select Base KPI	Basic Salary ▼
Target	Multiplier ✕ Base KPI ＝

Set Commission Model

Commission %

Target Ach % - 1	to	Target Ach % - 2	➡		of	Base Value ▼	＋
Target Ach % - 2	to	Target Ach % - 3	➡		of	Base Value ▼	＋
Target Ach % - 3	to	Target Ach % - 4	➡		of	Base Value ▼	＋✕

Submit

- Existing commission model tabs is clickable and takes to a format similar to the one here with the option of editing it. It will display the names of already configured commission models.
- Base KPI selection values: Basic Salary/Last 3 months Avg Total Sales/Last 3 months Avg Service Sales/ Last 3 months Avg Product Sales/None
- Upon selection of None, Target will be entered manually i.e. multiplier and Base KPI will not be entered and directly target value to be entered
- Multiplier will be an integer value to be entered by the user
- Commission value to be entered by user
- Base Value Selection values will be – Total Sales, Service Sales, Products Sales for the month

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EMSS – Commission Configuration

Opening Page

Select Month   May-19 ▼

Total Holidays   7

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Remarks

Submit

List of Holidays

Date	Holiday
26 Jan 2019	Republic Day
7 March 2019	Holi

Refresh

- This page serves the purpose of selecting days when the salon will stay closed.
- User has to select the month for which it needs to enter holidays
- On selecting a particular day, a remarks box will appear where he can put the reason for the holiday
- This reason will appear in the table on the right side of the page