Onboarding Form

Complete employee Onboarding form here

Personal Information

First Name:*

Enter your First name

Last Name:*

Enter your Last name

Email Address:*

Enter your email address

Phone Number:*

Enter your phone number (10 digits)

Date of Birth:*

dd - mm - yyyy

Address Information

Current Address:*

Enter your current address

City:*

Enter your city

State:*

Enter your state

ZIP Code:*

Enter your ZIP code

Emergency Contact Information

Emergency Contact Name:*

Enter emergency contact name

Emergency Contact Phone:*

Enter emergency contact phone number (10 digits)

Relationship to Emergency Contact:*

Enter relationship (e.g., spouse, parent)

Emergency Contact Address:*

Enter emergency contact address

Job Role and Department

Job Title:*

Enter your job title

Department:*

Select a department

Start Date:*

dd - mm - yyyy

Bank Account Details (for Payroll)

Bank Name:*

Enter your bank name

Account Number:*

Enter your bank account number

Account Mobile Number:*

Health Insurance Information

Insurance Provider:

Enter your health insurance provider (optional)

Policy Number:

Enter your insurance policy number (optional)

Bank Account Details (for Payroll)

Bank Name:*

Enter your bank name

Account Number:*

Enter your bank account number

Account Mobile Number:*

Enter your account mobile number

Health Insurance Information

Insurance Provider:

Enter your health insurance provider (optional)

Policy Number:

Enter your insurance policy number (optional)

Upload Required Documents

Extra Certifications:*

Choose File | No file chosen

Signed Employment Contract:*

Choose File | No file chosen

Proof of Identity (e.g., ID or Passport):*

Choose File | No file chosen

Upload Educational Documents

High School Certificate:*

Choose File | No file chosen

Intermediate/Diploma Certificate:*

Choose File | No file chosen

Higher Education Certificate:*

Choose File | No file chosen

SUBMIT

Employee Offboarding Form

Complete employee Offboarding Process here

Employee Information

Employee Name:

Enter Employee Name

Employee ID:

Enter Employee ID

Exit Date:

dd - mm - 2025

Manager Name:

Enter Manager Name

Exit Interview

Feedback from Employee:

Exit Interview

Feedback from Employee:

Enter any feedback the employee provided

Reason for Leaving:

Enter the reason the employee is leaving

Company Property Return

☐ Laptop
☐ Company Phone
☐ Access Card/Key
☐ Software Licenses/Passwords

Final Confirmation

☐ I confirm that all company property has been returned and that the exit interview has been conducted.

Submit Offboarding

Employee Onboarding Review Page

Review and download employee submitted Onboarding details

Onboarding Details

Full Name: ajjdjhdjhdj

Email: ajaykumar@gmail.com

Phone: 9090404948

Address: tadipatri322

Job Title: fkkffkf03

Department: Engineering

Emergency Contact Name: lksjlksjslkjslksjssjsf

State: dkdjkdjdjjddjkdjkdjj

Emergency Phone: 0940400494

Bank Name: fkjfkfkfk

Account Number: 994949448449484949484

Onboarding Details

Full Name: kskjdjkdhjdkhd

Email: hjkshsksh@ss.tj

Phone: 9898398383

Address: sjhdjhdjhdjd

Job Title: jnhgbvfdsa

Department: HR

Emergency Contact Name: dhddjhdjdhjhjd

State: jhddjhdjhdjhdjdhjd

Emergency Phone: 0009876543

Bank Name: jiougfucfvbnkl

Account Number: 4568789090876545346789

Extra Certification: ATS Wallpaper logo.jpg

Phone: 9090404948

Address: tadipatri322

Job Title: fkkffkf03

Department: Engineering

Emergency Contact Name: lksjlksjslkjslksjssjsf

State: dkdjkdjdjjddjkdjkdjj

Emergency Phone: 0940400494

Bank Name: fkjfkfkfk

Account Number: 994949448449484944944

Extra Certification: Employee Career Development Traking Page.docx

Signed Contract: HR Profile.docx

ID Proof: HRMS Attendance weekly (2).docx

High School Certificate: Employee Career Development Traking Page.docx

Intermediate Certificate: HRMS Payslip Generator (3).docx

Higher Education Certifications: HRMS Payslip Generator (3).docx

Download   Remove

Phone: 9898398383

Address: sjhdjhdjhdjd

Job Title: jnhgbvfdsa

Department: HR

Emergency Contact Name: dhddjhdjdhjhjd

State: jhddjhdjhdjhdjdhjd

Emergency Phone: 0009876543

Bank Name: jiougfucfvbnkl

Account Number: 4568789090876545346789

Extra Certification: ATS Wallpaper logo.jpg

Signed Contract: HRMS Employee's Details (5).docx

ID Proof: Screenshot_2025-01-16_184519-removebg-preview.png

High School Certificate: Screenshot_2025-01-16_181710-removebg-preview.png

Intermediate Certificate: Screenshot_2025-01-16_181710-removebg-preview.png

Higher Education Certifications: download.png

Download   Remove

Employee Offboarding Form Review Page

Review and download employee submitted Offboarding details

👤 Employee Information

Full Name: Ajay Kumar
Employee ID: ATS0121
Department: ldkdlkdlkdldldkldkldkdlkdldldldkldkdldlk

🖥 Equipment Return

Laptop Returned: yes
Phone Returned:yes
Access Cards/Keys Returned: yes

₹ Final Paycheck Details

Final Paycheck Amount: ₹12345
Benefits Cleared:yes

💻 Equipment Return

Laptop Returned: yes

Phone Returned:yes

Access Cards/Keys Returned: yes

₹ Final Paycheck Details

Final Paycheck Amount: ₹12345

Benefits Cleared:yes

💬 Exit Interview

Feedback:wedgyhjiklkjhgfdsa

Reason for Leaving: career-growth

Download

Employee Career Development Tracker

Track employee on career development here

Employee 1

Position: Software Developer

Date of Joining: March 15, 2022

Track Career Development

Employee 2

Position: DevOps Engineer

Date of Joining: June 5, 2022

Track Career Development

Employee 3

Position: Backend Developer

Date of Joining: January 10, 2023

Track Career Development

Employee 4

Position: UI/UX Designer

Date of Joining: August 22, 2024

Track Career Development

Employee 5

Position: Full Stack Developer

Date of Joining: February 12, 2023

Track Career Development

Career Development

Current Progress

- **Current Role:** DevOps Engineer
- **Ongoing Projects:** Automating the deployment pipeline and monitoring system performance.
- **Performance:** Exceeding expectations by optimizing CI/CD workflows and reducing system downtime.

Previous Achievements

- **Spearheaded AWS Migration** - Led successful migration of infrastructure to AWS.
- **Improved Deployment Speed** - Reduced deployment time by 30% through automation.

Career Progress

- Career Progress: 70%
- Absent Days: 5%
- Performance: 90%

Technical Skills

- Proficient in Jenkins, Docker, and Kubernetes.
- Experienced with CI/CD pipelines and automation tools.
- Familiar with AWS services like EC2, Lambda, and S3.

Current Progress

- **Current Role:** DevOps Engineer
- **Ongoing Projects:** Automating the deployment pipeline and monitoring system performance.
- **Performance:** Exceeding expectations by optimizing CI/CD workflows and reducing system downtime.

Previous Achievements

- **Spearheaded AWS Migration** - Led successful migration of infrastructure to AWS.
- **Improved Deployment Speed** - Reduced deployment time by 30% through automation.

Future Plans

- **Goal 1:** Gain certification in AWS DevOps.
- **Goal 2:** Lead a Kubernetes implementation project.

Career Progress

- Career Progress: 70%
- Absent Days: 5%
- Performance: 90%

Technical Skills

- Proficient in Jenkins, Docker, and Kubernetes.
- Experienced with CI/CD pipelines and automation tools.
- Familiar with AWS services like EC2, Lambda, and S3.

Key Contributions

- Optimized CI/CD pipelines, resulting in faster deployments.
- Reduced system downtime through better monitoring practices.

Employee Assets Management

Track and manage employee assets.

Employee 1

Asset: Laptop

Status: Assigned

Issue Date: March 15, 2022

View Asset Details

Employee 2

Asset: Smartphone

Status: Assigned

Issue Date: June 5, 2022

View Asset Details

Employee 3

Asset: Desktop PC

Status: Assigned

Issue Date: January 10, 2023

View Asset Details

Employee 4

Asset: Office Chair

Status: Assigned

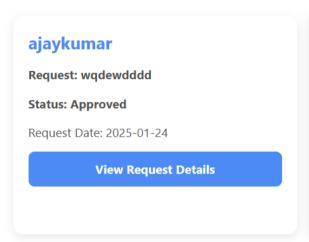Issue Date: August 22, 2024

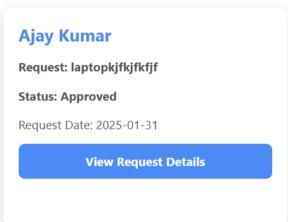**View Asset Details**

Employee 5

Asset: Headphones

Status: Assigned

Issue Date: February 12, 2023

View Asset Details

Employee Asset Request

ajaykumar

Request: wqdewdddd

Status: Approved

Request Date: 2025-01-24

View Request Details

Ajay Kumar

Request: laptopkjfkjfkfjf

Status: Approved

Request Date: 2025-01-31

View Request Details

ajaykumar

Request: uyftvgjhuit7futg

Status: Pending

Request Date: 2025-02-14

View Request Details

Approve   Reject

ajaykumar

Request: wqdewdddd
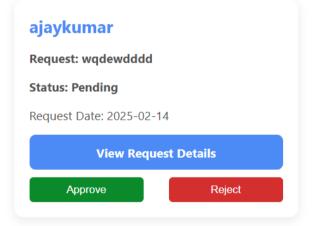
Status: Pending

Request Date: 2025-02-14

View Request Details

Approve   Reject

Employee Assets Management

Track and manage employee assets, loans, insurance, and more.

Employee Information

Employee Details

Name :	Employee 1
Position :	Software Developer
Employee ID :	001
Department :	Engineering
Date of Joining :	March 10, 2022
Location :	Head Office

Assigned Assets

Laptop

Brand: Dell Latitude 7420
Serial Number: ABC12345
Condition: Good
Status: **Active**

Tablet

Brand: Samsung Galaxy Tab
Serial Number: XYZ98765
Condition: Fair
Status: **In Progress**

Serial Number: ABC12345
Condition: Good
Status: **Active**

Serial Number: XYZ98765
Condition: Fair
Status: **In Progress**

Loans

Vehicle Loan
Loan Amount: ₹10,000
Condition: Excellent
Status: **Active**

Salary Advance
Loan Amount: ₹2,000
Condition: New
Status: **In Progress**

Insurance Policies

Health Insurance
Provider: XYZ Health
Policy Number: HI123456
Condition: Active
Status: **Active**

Life Insurance
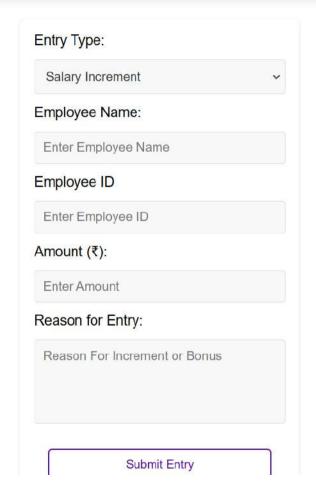Provider: ABC Life
Policy Number: LI987654
Condition: Inactive
Status: **Inactive**

Generate Report

Incremental Bonus and Payroll

Create bonus and salary increment here

Entry Type:

Salary Increment ⌄

Employee Name:

Enter Employee Name

Employee ID

Enter Employee ID

Amount (₹):

Enter Amount

Reason for Entry:

Reason For Increment or Bonus

Submit Entry

Payroll History

Salary Increment for Employee 1
2024-11-10

Reason: **Performance-based increment for the year**
Amount: **₹5000**

Approved   Details

Bonus Payment for Employee 2
2024-11-08

Reason: **End-of-year bonus based on performance.**
Amount: **₹2000**

Approved   Details

Payroll Adjustment for Employee 3
2024-11-07

Reason:**Adjustment for overtime hours worked in October.**
Amount:**₹1500**

Approved   Details

HR Support System

Track and manage tickets raised by employees

Name: Employee Name 1

Email: employeename1@gmail.com

Issue: Request for clarification on leave benefits

Status: Pending

Pending ⌄ Submit

Name: Employee Name 2

Email: employeename2@gmail.com

Issue: Query about payroll for the last month

Status: Pending

Pending ⌄ Submit