# Employee Management

**Role 2 HR**

## Add Employee

* Personal Details
  + Full Name
  + Father’s name
  + Mother’s name
  + DOB
  + Siblings: Text Area
  + Blood Group
  + Marital Status
* Contact Details
  + Current Address
  + Permanent Address
  + Emergency Contact Address
  + Mobile Number
  + Emergency contact Number
* Education Qualification
  + PUC , A text Box and year
  + Degree , A text Box and year
  + Optional Dropdown for masters
* Professional Details
  + Fresher/Experienced Dropdown
  + Company Name
  + Experience Details
  + Offer letter of old company
  + 3 Month Salary Slip
  + 3 Month Bank Statement
  + Upload Resume
* Recruitment Process
  + Referred by
  + Post
  + Interview Date
  + Joining Date
  + Probation Period
  + Offer Letter
  + Appointment Letter
* Returnable Articles: Check Boxes
  + ID Card
  + LapTop
  + Mouse
  + Phone
  + Sim Card
  + Data Card
* Status of Employment
  + Active
    - Email Id
    - Employee Id
    - Manager: Select from a dropdown
  + Ex Employee
    - New Company name
    - Location
    - Contact Details
* An email will be sent to the user with a link to verify and reset the password.
* Upload all Document, Multiple upload or zip upload
* Once the user clicks on that and input a password he can access the profile.

## Employee Login

* User can view the account details
* Can see the list of Articles provided by Variance
* An option to accept the validity of the information
* Can see the leave status and apply for leave
* Leave application should specify the reason and the person who had discussed with the employee
* An email will be sent to the manager and HR
* Can request HR to change the details
* Can see the notifications and old messages
* Can see Holiday List

## HR Login

* Can view all the Employee List
* Can see all the document related to an employee
* Can checklist the document available
* Can edit the details of an employee
* The accepted button will turn pending if the edits are made and not accepted by employee.
* Can accept employees leave
* Can add leave on behalf of employee
* Can add Holiday List