

HRMS Documentation

Introduction to HRMS: The Human Resource Management System (HRMS) is a comprehensive platform designed to simplify and automate HR operations within an organization. It integrates key functionalities for Admin, HR, and Employees, ensuring smooth workflows and transparency across all levels.

Key Highlights:

- **Employee Panel** → For attendance logging, leave management, payslip access, and company calendar.
 - **HR Panel** → For managing employees, approving attendance & leaves, creating payroll, and overseeing workforce activity.
 - **Admin Panel** → For higher-level control including leave policy setup, payroll approvals, advanced attendance analytics, and overall company event management.
-

Employee Panel – User Flow:-

1. Employee Login & Dashboard

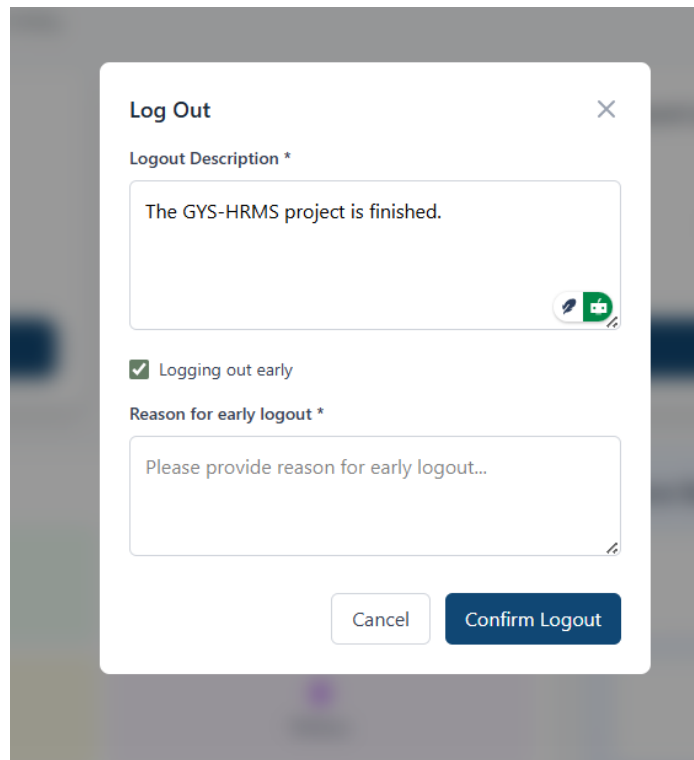
When an employee logs in, they are redirected to the **Dashboard**.

Dashboard Contains 4 Main Cards + 2 Info Boxes

1.1 Login / Logout Card

- **Login Flow:**
 - Employee clicks on **Login Button** a modal opens.
 - Login rules:
 - **On-time Login** → Allowed normally.
 - **Late Login (after allowed time e.g., 11:00 AM)** → Employee must provide a **Reason (input field)**.
 - **Early Login (before allowed time)** → Employee must also provide a **Reason**.
 - **Sunday Login** → Not allowed (Company Off).

- Once login request is sent → It goes to **HR/Admin for approval**.
- After approval → **Logout button appears**.
- **Logout Flow:**
 - Normal logout works without issue.
 - If employee **logs out early** → System asks for **Reason for Early Logout**.



Log Out

Logout Description *

The GYS-HRMS project is finished.

☒ Logging out early

Reason for early logout *

Please provide reason for early logout...

Cancel Confirm Logout

- **Additional Info on Card:**
 - Shows **Login Time** and **Logout Time** after each action.

1.2 Leave Apply Card

- Shows all **leave types** defined by the company.
- Includes **Apply Button**.
- On click → Employee can submit a leave request.

1.3 Leave Status Card

- Displays leave applications with their current status:
 - **Approved / Pending / Rejected** by HR or Admin.
 - Shows leave type for each request.
-

1.4 Attendance Card

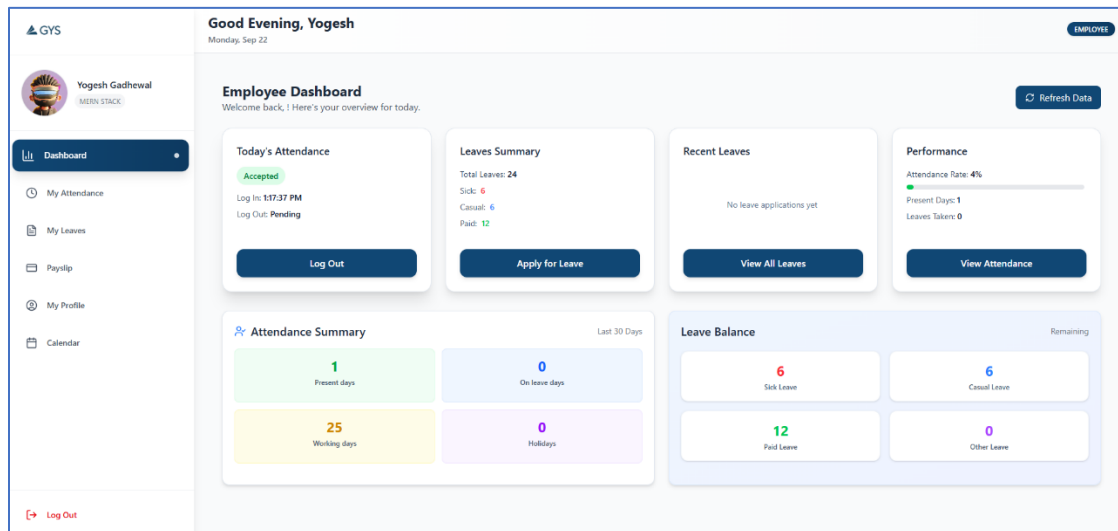
- Displays employee's **attendance record**.
 - Shows total **Present Days** and other attendance stats.
-

1.5 Attendance Summary Box

- Summarized view of employee's attendance percentage, days present, absent, late marks, etc.

1.6 Leave Balance Box

- Displays **remaining leaves** (Casual, Sick, etc.) for the employee.



2. My Attendance Section

This section contains **two parts**:

2.1 Today's Attendance Card

- Shows:
 - **Date**
 - **Login Time**
 - **Today's Task**
 - **Logout Button** (same logic as Dashboard).

2.2 Attendance History Table

- Displays all past attendance records in table format:

| Date | Login Time | Logout Time | Status | Work Progress | Task |

GYS

Good Evening, Yogesh
Monday, Sep 22

My Attendance
Manage your daily attendance and view history

Today's Attendance (22 Sept 2025)
Status: **accepted**
Login Time: **01:17 PM**
Task: **today is my first day**
Logout Time: **09:18 PM**
Logout Note: The GYS-HRMS project is finished.

Attendance History Last 30 days

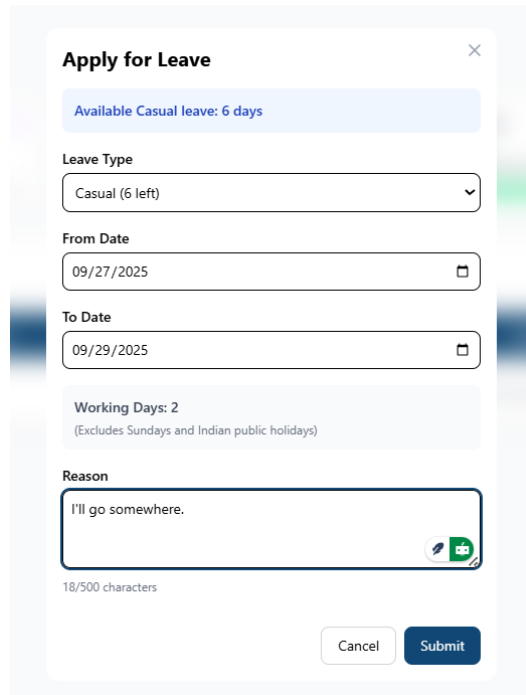
DATE	LOGIN	LOGOUT	STATUS	WORK PROGRESS	TASK
9/22/2025	01:17 PM	09:18 PM	accepted	Planned	today is my first day

Log Out

3. My Leave Section

3.1 Apply for Leave

- **Apply for Leave Button** opens a modal with fields:
 - **Leave Type** (Casual, Sick, etc. + Balance info e.g., Casual (6 left))
 - **From Date** (with Google Calendar picker)
 - **To Date**
 - **Reason**
- **Smart Calculation (Google Calendar Integration):**
 - Calculates **working days only**.
 - Example:
 - From Date: 20 Sep (Sat) → To Date: 22 Sep (Mon)
 - Working days = 2 (Sunday excluded).
- **Leave Balance Logic:**
 - If Sick Leave balance = 6 days, after using all → Cannot apply further Sick Leave.



The screenshot shows a modal titled "Apply for Leave" with a close button (X) in the top right corner. Inside the modal, there is a blue banner at the top that says "Available Casual leave: 6 days". Below this, there are four main sections: "Leave Type" with a dropdown menu showing "Casual (6 left)", "From Date" with a date input field showing "09/27/2025" and a calendar icon, "To Date" with a date input field showing "09/29/2025" and a calendar icon, and "Working Days: 2" with a note "(Excludes Sundays and Indian public holidays)". Below these is a "Reason" section with a text input field containing "I'll go somewhere." and a character count "18/500 characters". At the bottom right of the modal are two buttons: "Cancel" and "Submit".

3.2 Leave Status Cards + Table

After applying for leave → Employee sees:

- **Card View** showing Leave Type and Status.
- **Detailed Table** with following fields:

| Date Range | Type | Days | Reason | Status | Actions |

The screenshot shows the GYS Leave Management interface for employee Yogesh Gadheval. The interface includes a sidebar with navigation links: Dashboard, My Attendance, My Leaves (selected), Payslip, My Profile, and Calendar. The main content area displays the Leave Management section with three status cards: Casual (6 days left), Sick (6 days left), and Paid (12 days left). Below these cards is a Leave Application History table with columns: Date Range, Type, Days, Reason, Status, Applied On, and Actions. The table shows one application for Casual leave from 27 Sept 2025 to 29 Sept 2025, with a status of Pending and an action to Cancel.

Good Evening, Yogesh
Monday, Sep 22

Yogesh Gadheval
MERN STACK

Leave Management

+ Apply For Leave

Casual 6 days left

Sick 6 days left

Paid 12 days left

Leave Application History

Search leaves... Filters

Date Range	Type	Days	Reason	Status	Applied On	Actions
27 Sept 2025 – 29 Sept 2025	Casual	3 days	I'll go somewhere.	Pending	22 Sept 2025	Cancel

Log Out

4. Payslip Section

- Employee can view **monthly Payslips**.
- Option to **Download Invoice / Payslip PDF**.

Yogesh Gadhewal

MERN STACK

Dashboard

My Attendance

My Leaves

Payslip

My Profile

Calendar

Good Evening, Yogesh

Monday, Sep 22

EMPLOYEE

My Payroll & Payslips

View and download your salary slips

Year

Month

Apply Filters

2025

September

Salary - September 2025

Generated on: 22 September 2025

₹25,500

Net Salary

APPROVED

Basic Salary

₹25,000

HRA

₹0

Total Earnings

₹25,500

Total Deductions

₹0

View Details

Download Payslip

Log Out

localhost:5173/employee/payslip

Salary Details - 2025-09

×

Earnings

Deductions

Basic Salary: ₹25,000

House Rent Allowance (HRA): ₹0

Internet: ₹500

Total Earnings: ₹25,500

Total Deductions: -₹0

Net Salary

₹25,500

Status

APPROVED

Close

5. Company Calendar Section

- Integrated with **Google Calendar**.
- Shows:
 - **Company Holidays (Indian Holidays pre-defined)**
 - **HR/Admin created events like:**
 - Meetings
 - Leaves
 - Holidays
 - Deadlines
- Each event type is shown in **different color codes** for better visibility in UI.

The screenshot displays the GYS Company Calendar interface. The top header shows the user's name, "Yogesh Gadheval", and the date, "Monday, Sep 22". The main content area is titled "Company Calendar" and features a calendar for September 2025. The calendar grid shows days from Sunday to Saturday. Key events are highlighted with colored boxes: a "meeting time" event on Monday, September 22; a "Deploy HRMS Project" event on Tuesday, September 23; a "deadline today" event on Wednesday, September 24; a "fun day" event on Thursday, September 18; and a "Dussehra Public holiday" event on Friday, September 19. A sidebar on the left contains navigation links for Dashboard, My Attendance, My Leaves, Payslip, My Profile, and Calendar. A "Log Out" button is located at the bottom left. A detailed view of the "Deploy HRMS Project" event is shown on the right, indicating the deployment deadline for the gys-hrms project is today, September 23, 2025.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	1	2	3	4

6. Employee Profile Section

- Displays Employee profile details.
- Includes **Bank Details Section** for adding or updating bank account info.

The screenshot shows the Employee Profile Section for Yogesh Gadheval. The interface includes a sidebar with navigation options: Dashboard, My Attendance, My Leaves, Payslip, My Profile (selected), and Calendar. The main content area displays the employee's profile with a photo, name, and status (Active). Below the profile, there are sections for Personal Information, Job Details, Bank Details, and Documents. The Bank Details section includes an 'Edit' button.

Yogesh Gadheval
MERN Stack
Employee ID: SOF-0001
Date of Joining: 22 Sept 2025

Personal Information

Phone:	+918959130988
Email:	yogesh.gystechnologies@gmail.com
Date of Birth:	28 May 2002
Address:	Parasia, Chhindwara, MP
Gender:	Male

Job Details

Designation:	MERN Stack
Department:	Software Developer
Employment Type:	Full Time
Shift Timing:	11:00 AM – 08:00 PM
Work Mode:	Work From Home

Bank Details [Edit]

Account Holder:	Yogesh Gadheval
Account Number:	XXXX-XXXX-1908
Bank Name:	SBI
IFSC:	SBIN0123

Documents

Aadhar Card	Uploaded: 22 Sept 2025	View
PAN Card	Uploaded: 22 Sept 2025	View

[Log Out]

Update Bank Details

Account Holder Name

Account Number

Bank Name

IFSC Code

Account Type

HR Panel – User Flow

1. HR Login & Dashboard

When an HR logs in, they are redirected to the **HR Dashboard**.

Dashboard Contains 5 Main Cards + 1 Table

1.1 HR Attendance Card

- HR manages their own daily attendance through this card.
 - **Login Flow:**
 - HR clicks on **Login Button**.
 - A modal opens for entering **Task of the Day**.
 - Login rules:
 - **On-time Login** → Accepted normally.
 - **Late Login** → HR must provide a **Reason**.
 - **Early Login** → Requires **Reason** as well.
 - **Sunday Login** → Not allowed (Company holiday).
 - Login request goes to **Admin for approval**.
 - Once approved → **Logout Button** becomes visible.
 - **Logout Flow:**
 - Normal logout works directly.
 - If HR performs **Early Logout** → They must provide **Reason for Early Logout**.
 - **Card Info:**
 - Displays **Login Time** and **Logout Time**.
-

1.2 Total Employees Card

- Shows the **count of all employees** in the company.
- Quick overview for HR to track workforce size.

1.3 Pending Approvals Card

- Shows all requests waiting for HR action:
 - **Leave Requests** (Pending Approval/Rejection).
 - **Attendance Requests** (Late/Early login/logout approvals).

1.4 Payroll Card

- Provides shortcut access to **Payroll Management Section**.
- HR can view pending payroll tasks or create new payrolls.

1.5 New Joiners Card

- Highlights newly added employees.
- Helps HR track onboarding progress and upcoming joining schedules.

The screenshot displays the HR Dashboard for a user named Devi Thakur. The dashboard includes a sidebar with navigation options: Dashboard, Manage Employees, Attendance Management, Payroll, Leaves Management, My Profile, and Calendar. The main content area features a 'Good Evening, Devi' greeting and a 'Refresh Data' button. Below this, there are five summary cards: 'Your Attendance' (Accepted, Log In: 11:35:35 AM, Log Out: Pending, Click to Log Out), 'Total Employees' (2, Active), 'Pending Approvals' (1 Leave Requests, 0 Attendance), 'Payroll Processed' (0/2 This Month), and 'New Joiners' (2 This Week). At the bottom, there is a 'Log in/Out' table with columns for Name, Team, Log In, Log Out, Task, Notes, Status, and Action. The table contains two entries: Devi Thakur (HR, Log In: 11:35 AM, Log Out: -, Task: loggend in, Notes: -, Status: Logged in) and Yogesh Gadheval (Software Developer, Log In: 01:17 PM, Log Out: 09:18 PM, Task: today is my first day, Notes: The GYS-HRMS project is finished, Status: Logged in).

NAME	TEAM	LOG IN	LOG OUT	TASK	NOTES	STATUS	ACTION
Devi Thakur	HR	11:35 AM	-	loggend in	-	Logged in	
Yogesh Gadheval	Software Developer	01:17 PM	09:18 PM	today is my first day	The GYS-HRMS project is finished.	Logged in	

2. Manage Employees Section

This section allows HR to **create, edit, and view employees**.

2.1 Add New Employee Flow (4-Step Onboarding)

- HR clicks **New Employee Button** → A 4-step popup modal opens.

Step 1: Basic Information

- Employee's personal details (Name, Email, Phone, etc.).
- **Document Upload:**
 - Options based on qualification:
 - **Student** → College Marksheet (No professional degree required).
 - **Graduate** → Professional Degree, Marksheets.
 - **Common for All** → 10th, 12th, Aadhaar, PAN, Bank Passbook.
 - **Custom Document Upload:** HR can add extra document fields via **Add Document Button**.

The image shows two side-by-side screenshots of a web application for adding a new employee.

Left Screenshot (Step 1: Basic Information):

- Basic Info** | Job Details | Payroll | Credentials
- Basic Information**
Enter the employee's personal details
- Profile Photo**: Placeholder image of a person.
- First Name ***: Input field with "Yogesh".
- Last Name**: Input field with "Gadhewal".
- Email Address ***: Input field with "yogesh.gystechologies@gmail.com".
- Phone Number ***: Input field with "+918959130988".
- Date of Birth ***: Input field with "05/28/2002".
- Gender**: Dropdown menu with "Male" selected.
- Address**: Input field with "Parasia, Chhindwara, MP".
- Next -->** button.

Right Screenshot (Step 2: Student Status):

- Student Status**
☒ Student ☐ Graduated
- Required Documents**
- Aadhar Card ***: Input field with "Aadhar Card", [View](#) [remove](#).
- PAN Card ***: Input field with "PAN Card", [View](#) [remove](#).
- 10th Marksheet ***: Input field with "10th Marksheet", [View](#) [remove](#).
- 12th Marksheet ***: Input field with "12th Marksheet", [View](#) [remove](#).
- Bank Passbook ***: Input field with "Bank Passbook", [View](#) [remove](#).
- New document name (e.g. Driving Licence)**: Input field.
- + Add Document** button.
- Next -->** button.

Step 2: Job Details

- Designation
- Department
- Date of Joining (*mandatory*)
- Employment Type (Full-time / Part-time / Intern)
- Work Mode (On-site / Remote / Hybrid)
- Shift Timing

Basic Info

Job Details

Payroll

Credentials

Job Information

Enter the employee's job details

Designation *

MERN Stack

Department *

Software Developer

Date of Joining *

09/22/2025

Joining date cannot be changed

Employment Type

Full Time

Work Mode

Work From Home

Shift Start Time

Shift End Time

← Back

Next →

Step 3: Payroll Setup

- Add employee's salary details.

Basic Info

Job Details

Payroll

Credentials

Payroll Information

Set up the employee's salary structure

Basic Salary *

HRA

25000

0.00

Tax (%)

2

Allowances

+ Add Allowance

Internet

500

Remove

Deductions

+ Add Deduction

Payroll Month *

September 2025

Salary Summary

Basic Salary: ₹25,000

Step 4: Credentials Setup

- Add login credentials (Password).
 - On clicking **Create Employee** → Employee record is generated.
-

2.2 Post-Creation Rules

- Employee receives an **Email Notification** containing:
 - Login Credentials (Email & Password)
 - Joining Date
- **Login Restriction:**
 - Employee **cannot login before joining date**.
 - If they try → System shows:
"Your joining date is [Date]. You can login after this date."

The image shows a login interface with a light blue background. At the top, there is a dark blue circle with a white lock icon. Below it, the text 'Welcome back' is displayed in bold, followed by 'Please sign in to your account' in a smaller font. A white rounded rectangle contains the login fields. At the top of this rectangle is a red error message: 'You can login only from your joining date: Tue Sep 23 2025'. Below this, there are two input fields: 'Email address' with the value 'yogesh.gystechnologies@gmail.com' and 'Password' with masked characters '.....'. To the right of the password field is a toggle icon. Below the password field is a link 'Forgot your password?'. At the bottom of the white rectangle is a dark blue button labeled 'Sign in'.

2.3 Employee Records Table

- After creation, the employee appears in a table with:
 - Basic Information
 - Action Buttons:
 - **Edit** → HR can update details.
 - Restrictions: Email, Joining Date, and Password **cannot** be changed once created.

- **View** → Opens full profile, including **Bank Details Section**.
 - Bank details are added later by employee from their own account.

Good Evening, Devi

Monday, Sep 22

HR

Devi Thakur

HR

Dashboard

Manage Employees

Attendance Management

Payroll

Leaves Management

My Profile

Calendar

Log Out

Manage Employees

+ New Employee

#	EMPLOYEE ID	NAME	DEPARTMENT	DESIGNATION	EMAIL	ACTIONS
1	HR-0001	Devi Thakur	HR	HR	hr1@gmail.com	<div>Edit</div> <div>View</div>
2	SOF-0001	Yogesh Gadhewal	Software Developer	MERN Stack	yogesh.gystechnologies@gmail.com	<div>Edit</div> <div>View</div>

Employee Details - Yogesh Gadhewal

Personal Information

Employee ID:

SOF-0001

Name:

Yogesh Gadhewal

Email:

yogesh.gystechnologies@gmail.com

Phone:

+918959130988

Date of Birth:

5/28/2002

Gender:

Male

Address:

Parasia, Chhindwara, MP

Job Information

Department:

Software Developer

Designation:

MERN Stack

Date of Joining:

9/22/2025

Employment Type:

Full Time

Work Mode:

Work From Home

Shift Timing:

11:00 - 20:00

Role:

Employee

Status:

Active

Bank Details

Account Holder:

Yogesh Gadhewal

Account Number:

2414561908

Bank Name:

SBI

IFSC Code:

SBIN0123

Account Type:

savings

Documents

Aadhar Card

Download

PAN Card

Download

10th Marksheet

Download

Close

3. Attendance Management Section

3.1 Overview Cards

- Total Employees
- Present Today
- Absent Today
- Pending Approvals

3.2 Tabs Below Cards

Tab 1: Pending Approvals

- Displays all pending attendance requests.
- Includes cases like:
 - Late Login Reason
 - Early Login Reason
 - Early Logout Reason
- HR can **Approve / Reject** requests.

Tab 2: All Records

- Complete attendance history of all employees.
- Filter by **Date Range**.

Good Evening, Devi
Monday, Sep 22

Attendance Management
Manage employee attendance approvals and records

Total Employees: 2, Present Today: 3, Absent Today: 0, Pending Approval: 0

Pending Approvals | **All Records** | My Attendance

Search Employee: Name or email, Date: 09/22/2025, Status: All Status, Clear Filters

All Attendance Records (Showing 2 of 2 records)

EMPLOYEE	DATE	LOGIN TIME	LOGOUT TIME	STATUS	WORK PROGRESS	TASK	LOGOUT NOTE
Yogesh Gadhewal yogesh.gystechologies@gmail.com SGF-0001	9/22/2025	01:17 PM	09:18 PM	accepted	Planned	today is my first day Late Login: i am busy	The GYS-HRMS project is finished.
	9/22/2025	11:46 AM	-	accepted	Planned	today my first day	-

[Log Out](#)

Tab 3: HR's Own Attendance

- HR can log their **own attendance manually** (Login, Task, Logout).
- Below it → A table displays HR's past login history.

Pending Approvals All Records **My Attendance**

Search Employee Date

Name or email 09/22/2025 Clear Filters

Today's Attendance

Status: **Accepted** Login Time: **11:35 AM** Logout Time: **Pending**

Log Out

DATE	LOGIN	LOGOUT	STATUS	TASK
9/22/2025	11:35 AM	-	accepted	loggend in

4. Payroll Section

- HR can create **Payroll** for employees.
- **Salary data** is fetched from backend (Basic Salary + other info).
- HR confirms and generates payroll record.

Create New Payroll

September 2025

×

Department *

Software Developer

Employee *

Yogesh Gadhewal (SOF-0001)

Month

September

Year

2025

Basic Salary *

25000

HRA

0

Tax (%)

0

Tax Amount

0

Allowances

Title

0

Add

Internet: ₹500

Remove

Deductions

Title

0

Add

Payroll Summary

Cycle Days

15

Sundays/Holidays

3

Working Days

12

Approved Leave

0 (paid)

GYS

Devi Thakur

HR

Dashboard

Manage Employees

Attendance Management

Payroll

Leaves Management

My Profile

Calendar

Log Out

Good Evening, Devi

Monday, Sep 22

HR

Payroll Management

Create and manage employee payrolls

Create New Payroll

Total Payrolls

1

Draft

1

Pending Approval

0

Approved

0

Year

2025

Month

September

Status

All Status

Employee

All Employee

Clear

Payroll Records

EMPLOYEE	PERIOD	BASIC SALARY	NET PAY	STATUS	ACTIONS
<div><div></div><div>Yogesh Gadhewal</div><div>SOF-0001</div></div>	<div>September 2025</div> <div>22 Sept 2025</div>	₹25,000	₹15,823	DRAFT	<div>View</div> <div>Submit</div>

5. Leave Management Section

- HR manages **employee leave requests**:
 - Approve / Reject pending requests.
- HR can also **apply for their own leave** → Request goes to **Admin** for approval.

Good Evening, Devi
Monday, Sep 22

HR Leave Management

Employee Leaves | **My Leaves**

1 Total Requests This Month
1 Pending Require Action
0 Approved This month
0 Rejected Leaves

Search by employee, type, or reason... Pending All Types Reset

Showing 1 of 1 requests

Employee Leave Requests

EMPLOYEE	TYPE	FROM	TO	DAYS	STATUS	ACTIONS
yogesh.gystechologies@gmail.com	Casual	9/27/2025	9/29/2025	3	pending	

Log Out

6. HR Profile Section

- Shows HR's full personal & job details.
- Includes **Bank Details Section** → HR can add/update their bank account info.

GYS Good Evening, Devi
Monday, Sep 22 HR

Devi Thakur HR Active
Employee ID: HR-0001
Date of Joining: 21 Sept 2025
[Change Photo](#)

Personal Information

Phone:	+918959130988
Email:	hr1@gmail.com
Date of Birth:	17 Sept 2009
Address:	Parasia
Gender:	Female

Job Details

Designation:	HR
Department:	HR
Employment Type:	Full Time
Shift Timing:	11:00 AM – 08:00 PM
Work Mode:	Work From Home

Bank Details [Edit](#)

Account Holder: Devi Thakur
Account Number: XXXX-XXXX-1908
Bank Name: SBI
IFSC: SBIN0123

Documents

Aadhar Card Uploaded: 21 Sept 2025	View
PAN Card Uploaded: 21 Sept 2025	View

[Log Out](#)

7. Company Calendar Section

- Shared calendar for HR & Admin.
- HR can create events via **Add Event Form**:
 - **Event Title**
 - **Description**
 - **Category** (Holiday / Deadline / Leave / Meeting)
 - **Start Date**
 - **End Date (optional)**
- Events appear in calendar with **color-coded categories**.

Edit Event

Event Title

Deploy HRMS Project

Description

The deployment deadline for the gys-hrms project is today.

Category

Deadline

Start Date

09/23/2025

End Date (optional)

09/23/2025

Cancel

Delete

Update

GYS

Devi Thakur

HR

Dashboard

Manage Employees

Attendance Management

Payroll

Leaves Management

My Profile

Calendar

Good Evening, Devi

Monday, Sep 22

Company Calendar

Manage company events and schedules

September 2025

Click on any date to view events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	1	2	3	4

Tuesday, September 23, 2025

+ Add Event

Deploy HRMS Project

The deployment deadline for the gys-hrms project is today.

9/23/2025

Click to edit

Log Out

Admin Panel – User Flow

1. Admin Login & Dashboard

When Admin logs in, they are redirected to the **Admin Dashboard**.

Dashboard Contains 3 Main Cards + 1 Table

1.1 Today's Attendance Card

- Displays today's attendance summary for all employees.
 - Data includes:
 - Total Present Employees
 - Total Absent Employees
 - Attendance requests pending for approval.
-

1.2 Leaves Summary Card

- Shows leave statistics for all employees:
 - Total Applied Leaves
 - Pending Approvals
 - Approved / Rejected Leaves.
-

1.3 Payroll Summary Card

- Displays payroll overview:
 - Total Payrolls Generated
 - Pending Approvals
 - Recently Generated Payslips.

1.4 Employee Login/Logout Table

- Placed below dashboard cards.
- Shows **live login/logout activity** of employees (including HR).
- Admin can **Approve/Reject Attendance Requests** from this table.
- Columns:

| Employee Name | Team | Login Time | Logout Time | Task | Notes | Status | Action |

The screenshot displays the Admin Dashboard for GYS. The dashboard includes a sidebar with navigation links: Dashboard, Manage Employees, Attendance Management, Payroll Approval, Calendar, and Leaves Management. The main content area shows three summary cards: Today's Attendance (Present: 3, Absent: 0, On Leave: 0), Leaves Summary (Pending: 1, Approved: 0, Rejected: 0), and Payroll Summary (Employees: 1, Status: Released for September 2025). Below these cards is a 'Log in/Out' table with columns: NAME, TEAM, LOGIN, LOGOUT, TASK, WORK PROGRESS, LOGOUT NOTES, STATUS, and ACTION. The table contains two entries: Devil Thakur (HR) and Yogesh Gadheval (Software Developer).

NAME	TEAM	LOGIN	LOGOUT	TASK	WORK PROGRESS	LOGOUT NOTES	STATUS	ACTION
Devil Thakur	HR	11:35 AM	09:33 PM	logged in	Planned	today work is done	Logged in	
Yogesh Gadheval	Software Developer	01:17 PM	09:18 PM	today is my first day	Planned	The GYS-HRMS project is finished.	Logged in	

2. Manage Employees Section

(Admin Panel has the **same functionality as HR Panel** for employee onboarding & management.)

2.1 Add New Employee Flow (4-Step Onboarding)

- Admin can add new employees using a **4-step modal form**:

Step 1: Basic Information

- Employee details + Document Uploads.
- Qualification-based document rules:
 - **Student** → College Marksheet, basic proofs.
 - **Graduate** → Professional Degree + other proofs.
- Common for all: 10th, 12th, Aadhaar, PAN, Bank Passbook.
- **Add Document Option** for extra custom documents.

Step 2: Job Details

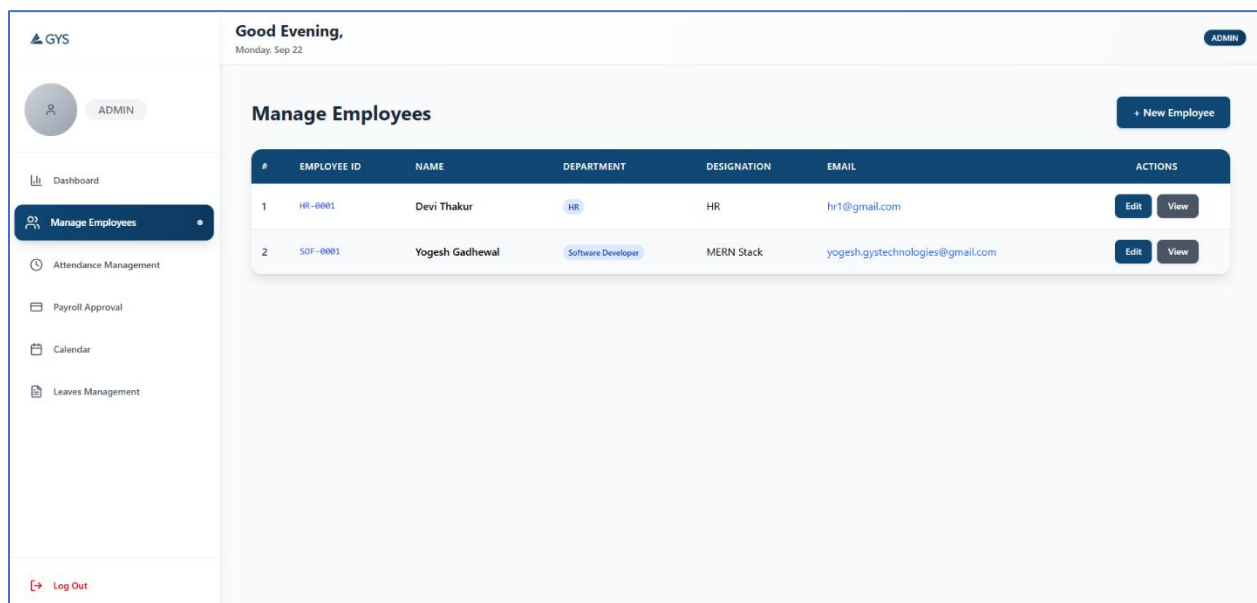
- Designation, Department, Date of Joining, Employment Type, Work Mode, Shift Timing.

Step 3: Payroll Setup

- Salary details and pay structure setup.

Step 4: Credentials Setup

- Create login credentials (Password).
- Once submitted → Employee record is created.



2.2 Post-Creation Rules

- Employee receives login credentials + joining date via **email**.
- Employee **cannot login before joining date** → system blocks login with a message: "Your joining date is [Date]. You can login after this date."

2.3 Employee Records Table

- Displays all employees with options:
 - **Edit** → Update employee details (Joining Date, Email & Password cannot be changed).
 - **View** → Open full employee profile (including Bank Details section).

The screenshot displays the 'Edit Employee' form with a close button (X) in the top right corner. The form has four tabs: 'Basic Info' (active), 'Job Details', 'Payroll', and 'Credentials'. Under the 'Basic Information' section, it prompts the user to 'Enter the employee's personal details'. A 'Profile Photo' is shown as a cartoon character. The form includes the following fields:

- First Name ***: Text input with 'Yogesh'.
- Last Name**: Text input with 'Gadhewal'.
- Email Address ***: Text input with 'yogesh.gystechologies@gmail.com'. A note below states 'Email cannot be changed'.
- Phone Number ***: Text input with '+918959130988'.
- Date of Birth ***: Date picker showing '05/28/2002'.
- Gender**: Dropdown menu showing 'Male'.
- Address**: Text input with 'Parasia, Chhindwara, MP'.

A 'Next →' button is located at the bottom right of the form.

3. Attendance Management Section

3.1 Overview Cards

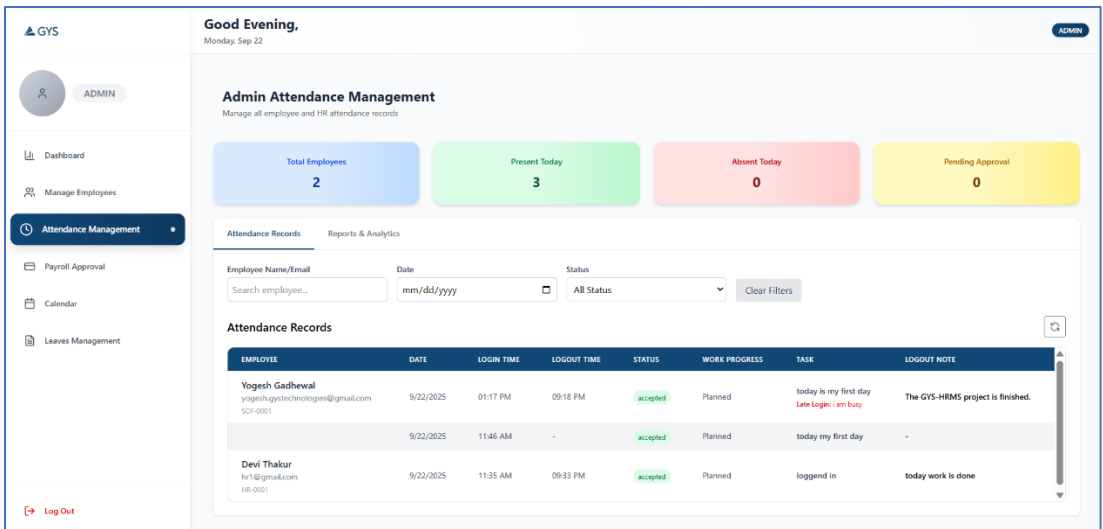
- Total Employees
- Present Today
- Absent Today
- Pending Approvals

3.2 Tabs Below Cards

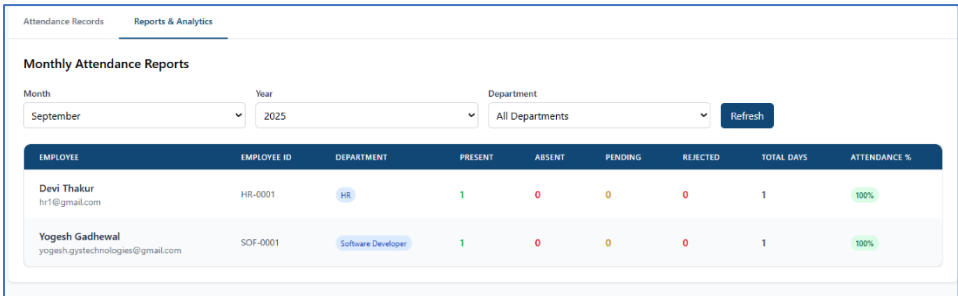
Tab 1: Attendance Records

- Complete attendance data for all employees.
- Searchable by **date range**.
- Shown in table format:

| Date | Employee Name | Login | Logout | Status | Task | Notes |



Tab 2: Report Analytics



4. Payroll Management Section

- Payroll flow involves **HR & Admin Approval**:
 1. **HR** creates payroll for employees (salary breakup, deductions, allowances).
 2. **Admin** reviews payroll details.
 3. Once **rolled out by Admin** → Payslip is generated.
 4. Employee can **view/download their Payslip** from their panel.

GYS Good Evening, Monday, Sep 22 ADMIN

Payroll Approval

Review and approve employee payrolls Refresh

Total Payrolls **1**

Pending Approval **1**

Approved **0**

Rejected **0**

Year: 2025 Month: September Status: All Status Employee: All Employee Clear

Bulk Actions
☐ Select all (0 selected) Select Action Apply to Selected

EMPLOYEE	PERIOD	NET PAY	STATUS	GENERATED BY	ACTIONS
<input type="checkbox"/> Yogesh Gadheval yogesh.gys@technologies@gmail.com SOF-0001	September 2025 22 Sept 2025	₹15,823	PENDING ROLLED OUT	hr1@gmail.com	Review Roll Out Reject

[Log Out](#)

5. Leave Management Section

- Admin can manage all leave requests:
 - Approve / Reject employee & HR leave requests.

GYS

ADMIN

Dashboard
Manage Employees
Attendance Management
Payroll Approval
Calendar
Leaves Management

Log Out

Good Evening,
Monday, Sep 22

ADMIN

Admin Leave Management

1
Total Requests
This Month

1
Pending
Require Action

0
Approved
This month

0
Rejected
Leaves

Search by employee, type, or reason...

Pending

All Types

Showing 1 of 1 requests

All Leave Requests

EMPLOYEE	TYPE	FROM	TO	DAYS	BALANCE	STATUS	ACTIONS
yogesh.gysotechnologies@gmail.com	Casual	27 Sep 2025	29 Sep 2025	3	6/6	pending	

Request Details
Reason: I'll go somewhere.
Applied On: 22 Sep 2025, 09:22 PM

Balance Information
Remaining at request: 6
Current remaining: 6

Leave Policies

Employee - 2025
Casual: 6
Sick: 6
Paid: 12

Hr - 2025
Casual: 6
Sick: 6
Paid: 12

Leave Types

Casual
Sick
Paid

Additional Admin Feature: Leave Policy Setup

- Admin can **create leave types**:
 - Example: Sick Leave, Casual Leave, Earned Leave, etc.
- For each leave type, Admin sets:
 - Total Leave Quota** (e.g., Sick Leave = 6 days/year).
- These policies reflect in Employee & HR Leave Balance section.

Create Leave Policy

Role

Employee

Year

2025

Leave Types

Casual Leaves

6

Sick Leaves

6

Paid Leaves

6

Cancel

Save Policy

6. Company Calendar Section

- Shared calendar for Admin & HR.
- Admin can create events via **Add Event Form**:
 - **Event Title**
 - **Description**
 - **Category** (Holiday / Deadline / Leave / Meeting)
 - **Start Date**
 - **End Date (optional)**
- Events are displayed with **color-coded categories** for better visualization.

The screenshot displays the GYS Company Calendar interface. On the left is a sidebar with navigation links: Dashboard, Manage Employees, Attendance Management, Payroll Approval, **Calendar** (selected), and Leaves Management. The main content area shows a monthly calendar for September 2025. The calendar is color-coded by event category: red for deadlines, green for holidays, and blue for meetings. A sidebar on the right shows the details for the selected date, Tuesday, September 23, 2025, featuring the event 'Deploy HRMS Project' with a description and a 'Click to edit' link. The interface includes a 'Log Out' button at the bottom left and an 'ADMIN' role indicator at the top right.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 fun day enjoy	19	20
21 meeting time join at 5:30	22 Deploy HRMS Project The deployment deadli...	23 deadline today today	24	25	26	27
28	29	30	1 Dussehra Public holiday +1 more	2	3	4