

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.
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Employee Panel – User Flow:-

1. Employee Login & Dashboard

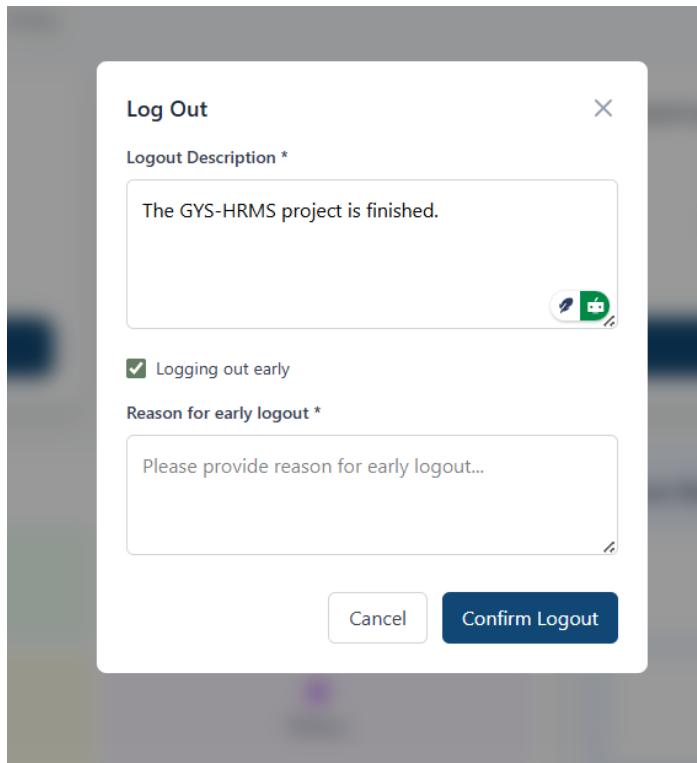
When an employee logs in, they are redirected to the **Dashboard**.

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**.



- **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.

The screenshot shows the Employee Dashboard interface for an employee named Yogesh Gadhewal. The dashboard includes sections for Today's Attendance, Leaves Summary, Recent Leaves, and Performance. It also features an Attendance Summary and a Leave Balance section. The interface is clean and modern, using a light blue and white color scheme with some dark blue accents for buttons.

Employee Dashboard Overview:

- Today's Attendance:** Accepted (Log In: 1:17:37 PM, Log Out: Pending)
- Leaves Summary:** Total Leaves: 24 (Sick: 6, Casual: 6, Paid: 12)
- Recent Leaves:** No leave applications yet
- Performance:** Attendance Rate: 4% (Present Days: 1, Leaves Taken: 0)
- Attendance Summary:** Last 30 Days (Present days: 1, On leave days: 0, Working days: 25, Holidays: 0)
- Leave Balance:** Remaining (Sick Leave: 6, Casual Leave: 6, Paid Leave: 12, Other Leave: 0)

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 |

The screenshot shows the GYS HRMS application interface. On the left is a sidebar with icons for Dashboard, My Attendance (which is highlighted), My Leaves, Payslip, My Profile, and Calendar. The main content area has a header "Good Evening, Yogesh" and "Monday, Sep 22". Below this is a "My Attendance" section with a sub-section "Today's Attendance" for 22 Sept 2025. It shows status as "accepted", login time at 01:17 PM, task as "today is my first day", and logout time at 09:18 PM. A note says "Logout Note: The GYS-HRMS project is finished.". At the bottom is an "Attendance History" table with the following data:

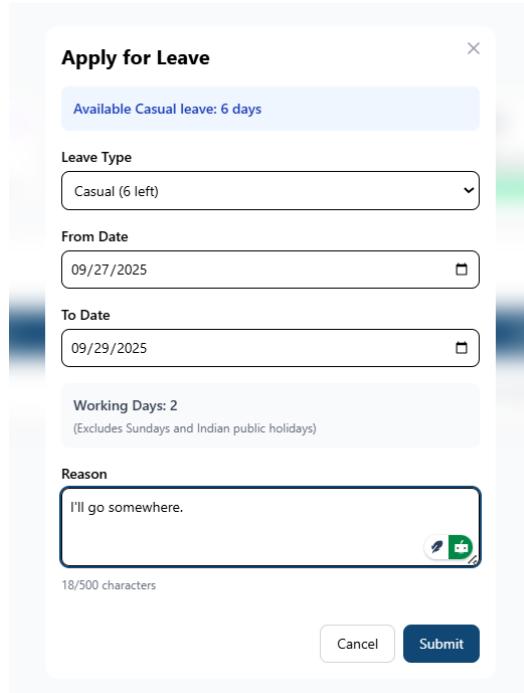
| DATE | LOGIN | LOGOUT | STATUS | WORK PROGRESS | TASK |
|-----------|----------|----------|----------|---------------|-----------------------|
| 9/22/2025 | 01:17 PM | 09:18 PM | accepted | Planned | today is my first day |

At the bottom left is a "Log Out" button.

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.



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 'Leave Management' section of a web application. On the left, there's a sidebar with a user profile picture and the name 'Yogesh Gadhewal MERN STACK'. Below it are links for Dashboard, My Attendance, My Leaves (which is highlighted in blue), Payslip, My Profile, and Calendar. At the bottom of the sidebar is a 'Log Out' link. The main content area has a header 'Good Evening, Yogesh' and the date 'Monday, Sep 22'. A button 'EMPLOYEE' is in the top right. The 'Leave Management' section features three cards: 'Casual' (6 days left), 'Sick' (6 days left), and 'Paid' (12 days left). Below this is a 'Leave Application History' table with one row:

| 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 |

There are also search and filter buttons at the top of the history table.

4. Payslip Section

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

▲ GYS

Good Evening, Yogesh
Monday, Sep 22

EMPLOYEE

 Yogesh Gadhewal
MERN STACK

Dashboard My Attendance My Leaves Payslip My Profile Calendar

My Payroll & Payslips
View and download your salary slips

Year: 2025 Month: September Apply Filters

Salary - September 2025
Generated on: 22 September 2025

| Basic Salary | HRA | Total Earnings | Total Deductions |
|--------------|-----|----------------|------------------|
| ₹25,000 | ₹0 | ₹25,500 | ₹0 |

[View Details](#) [Download Payslip](#)

[Log Out](#)

localhost:5173/employee/payslip

Salary Details - 2025-09

Earnings

| | |
|-----------------------------|----------------|
| Basic Salary: | ₹25,000 |
| House Rent Allowance (HRA): | ₹0 |
| Internet: | ₹500 |
| Total Earnings: | ₹25,500 |

Deductions

| | |
|--------------------------|------------|
| Total Deductions: | -₹0 |
|--------------------------|------------|

Net Salary **₹25,500**

Status APPROVED

Close

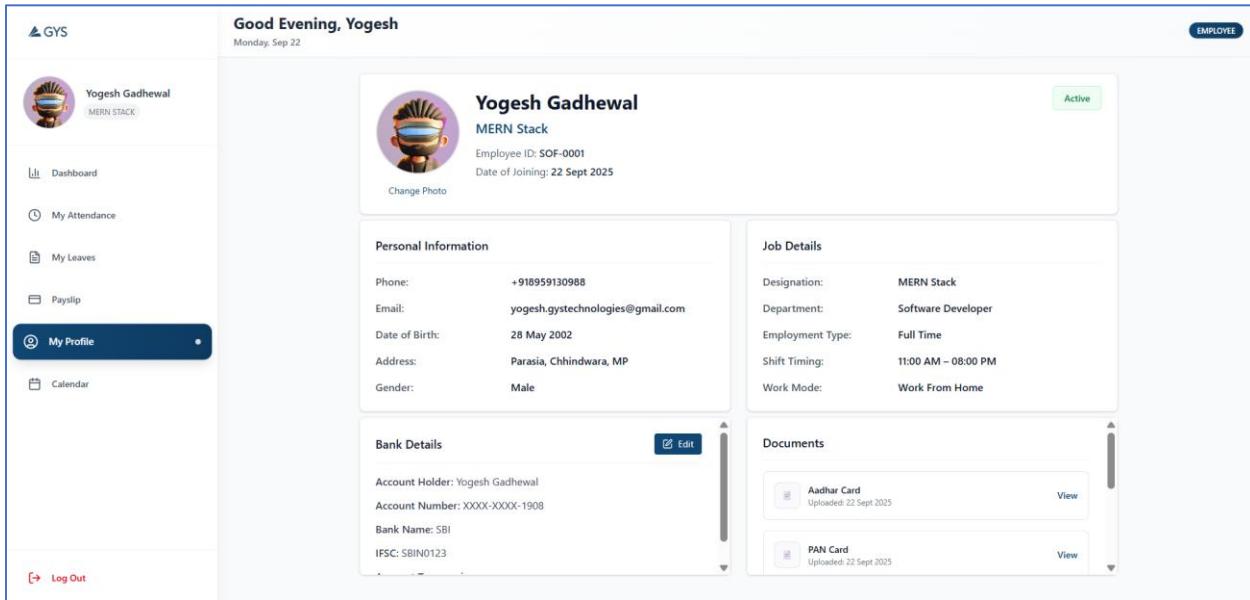
5. Company Calendar Section

- 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.

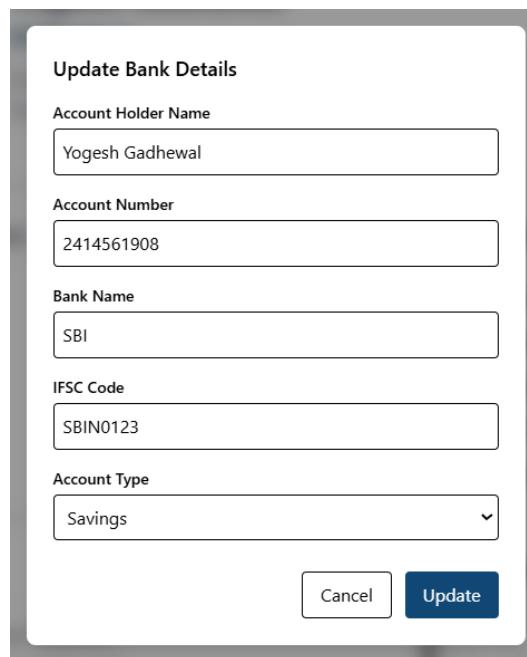
The screenshot shows the GYS application interface. On the left is a sidebar with user information (Yogesh Gadhwal, MERN STACK) and navigation links: Dashboard, My Attendance, My Leaves, Payslip, My Profile, and a selected Calendar button. The main area has a header "Good Evening, Yogesh" and "Monday, Sep 22". A "Company Calendar" section titled "Manage company events and schedules" displays a September 2025 calendar. The calendar shows various events: a pink box for 31st, a blue box for 1st, a red box for 2nd, a green box for 18th labeled "fun day enjoy", a red box for 21st labeled "meeting time join at 5:00", a red box for 22nd labeled "Deploy HRMS Project The deployment deadline...", a red box for 23rd labeled "deadline today ready", a green box for 28th labeled "Dussehra Wednesday +1 more", and a red box for 29th. To the right of the calendar is a callout for the 18th event with the title "Deploy HRMS Project" and a note about it being the deployment deadline. The top right corner of the main area has an "EMPLOYEE" button.

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 of a web application. On the left is a sidebar with a logo 'GYS' and a user profile picture of 'Yogesh Gadhwal MERN STACK'. The sidebar includes links for Dashboard, My Attendance, My Leaves, Payslip, My Profile (which is highlighted in blue), and Calendar. At the bottom is a 'Log Out' link. The main content area has a header 'Good Evening, Yogesh' and the date 'Monday, Sep 22'. It features a large profile picture of 'Yogesh Gadhwal' and his name 'Yogesh Gadhwal' along with his title 'MERN Stack'. Below this, his Employee ID 'SOF-0001' and Date of Joining '22 Sept 2025' are listed. A 'Change Photo' button is also present. To the right of the profile are two sections: 'Personal Information' and 'Job Details'. 'Personal Information' lists Phone (+918959130988), Email (yogesh.gystechnologies@gmail.com), Date of Birth (28 May 2002), Address (Parasia, Chhindwara, MP), and Gender (Male). 'Job Details' lists Designation (MERN Stack), Department (Software Developer), Employment Type (Full Time), Shift Timing (11:00 AM – 08:00 PM), and Work Mode (Work From Home). Below these are 'Bank Details' and 'Documents' sections. 'Bank Details' shows Account Holder (Yogesh Gadhwal), Account Number (XXXX-XXXX-1908), Bank Name (SBI), and IFSC (SBIN0123). 'Documents' shows two uploaded files: 'Aadhar Card' (uploaded 22 Sept 2025) and 'PAN Card' (uploaded 22 Sept 2025), each with a 'View' button. A small 'Active' badge is located in the top right corner of the main content area.



The screenshot shows a modal dialog titled 'Update Bank Details'. It contains five input fields: 'Account Holder Name' (Yogesh Gadhwal), 'Account Number' (2414561908), 'Bank Name' (SBI), 'IFSC Code' (SBIN0123), and 'Account Type' (Savings). At the bottom are 'Cancel' and 'Update' buttons. The 'Update' button is highlighted in blue.

| | |
|---------------------|----------------|
| Account Holder Name | Yogesh Gadhwal |
| Account Number | 2414561908 |
| Bank Name | SBI |
| IFSC Code | SBIN0123 |
| Account Type | Savings |

Cancel Update

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 GYS HR Dashboard interface. On the left, a sidebar menu includes options like Dashboard, Manage Employees, Attendance Management, Payroll, Leaves Management, My Profile, and Calendar. The main area features several cards: 'Your Attendance' (Log In: 11:35:35 AM, Log Out: Pending), 'Total Employees' (2 Active), 'Pending Approvals' (1 Leave Requests, 0 Attendance), 'Payroll Processed' (0/2 This Month), and 'New Joiners' (2 This Week). Below these is a 'Log in/Out' section showing a table with columns: NAME, TEAM, LOG IN, LOG OUT, TASK, NOTES, STATUS, and ACTION. It lists entries for Devi Thakur and Yogesh Gadhwal. At the bottom left is a 'Log Out' button.

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 Marksheets (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 screenshot shows the first step of a four-step onboarding process for adding a new employee. The left panel, titled 'Basic Info', contains fields for personal details: First Name (Yogesh), Last Name (Gadhewal), Email Address (yogesh.gtechnologies@gmail.com), Phone Number (+918959130988), Date of Birth (05/28/2002), and Address (Parasia, Chhindwara, MP). The right panel, titled 'Required Documents', includes sections for 'Student Status' (radio buttons for Student and Graduated, with Student selected), 'Aadhar Card' (checkbox for Aadhar Card, with View and remove links), 'PAN Card' (checkbox for PAN Card, with View and remove links), '10th Marksheets' (checkbox for 10th Marksheets, with View and remove links), '12th Marksheets' (checkbox for 12th Marksheets, with View and remove links), and 'Bank Passbook' (checkbox for Bank Passbook, with View and remove links). A 'New document name (e.g. Driving Licence)' input field and a '+ Add Document' button are also present. At the bottom of both panels are 'Next →' buttons.

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 *

Department *

Date of Joining *

Joining date cannot be changed

Employment Type

Work Mode

Shift Start Time Shift End Time

[← Back](#) [Next →](#)

Step 3: Payroll Setup

- Add employee's salary details.

The screenshot shows a step-by-step setup process for payroll. The current step is 'Payroll' (highlighted in blue). The top navigation bar includes tabs for 'Basic Info', 'Job Details', 'Payroll' (active), and 'Credentials'. The main section is titled 'Payroll Information' with the subtitle 'Set up the employee's salary structure'. It contains fields for 'Basic Salary *' (25000), 'HRA' (0.00), 'Tax (%)' (2), 'Allowances' (Internet, 500), and 'Deductions'. Buttons for '+ Add Allowance' and '+ Add Deduction' are visible. A 'Payroll Month *' field shows 'September 2025'. The 'Salary Summary' section displays 'Basic Salary: ₹25,000'.

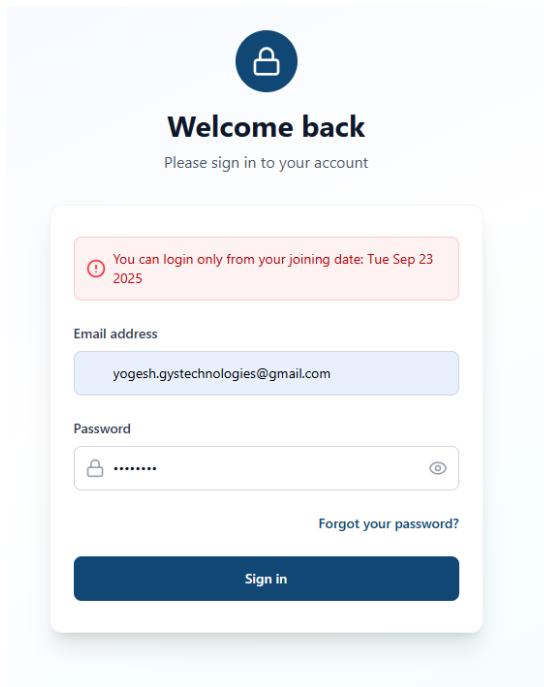
| Category | Value |
|-----------------|----------------|
| Basic Salary * | 25000 |
| HRA | 0.00 |
| Tax (%) | 2 |
| Allowances | Internet (500) |
| Deductions | (None listed) |
| Payroll Month * | September 2025 |
| Basic Salary: | ₹25,000 |

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."



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.

The screenshot shows the GYS Employee Management System interface. At the top, a header displays "Good Evening, Devi" and the date "Monday, Sep 22". On the left is a sidebar with navigation links: Dashboard, Manage Employees (selected), Attendance Management, Payroll, Leaves Management, My Profile, and Calendar. The main content area is titled "Manage Employees" and contains a table with two rows of employee data:

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

The screenshot shows a modal window titled "Employee Details - Yogesh Gadhwal". The window is divided into several sections:

- Personal Information** (Left Column):

| | |
|----------------|----------------------------------|
| Employee ID: | SOF-0001 |
| Name: | Yogesh Gadhwal |
| Email: | yogesh.gystechnologies@gmail.com |
| Phone: | +918959130988 |
| Date of Birth: | 5/28/2002 |
| Gender: | Male |
| Address: | Parasia, Chhindwara, MP |
- Job Information** (Right Column):

| | |
|------------------|--------------------|
| 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** (Left Column):

| | |
|-----------------|----------------|
| Account Holder: | Yogesh Gadhwal |
| Account Number: | 2414561908 |
| Bank Name: | SBI |
| IFSC Code: | SBIN0123 |
| Account Type: | savings |
- Documents** (Right Column):

| | |
|-----------------|---------------------------|
| Aadhar Card | <button>Download</button> |
| PAN Card | <button>Download</button> |
| 10th Marksheets | <button>Download</button> |

At the bottom right of the modal is a "Close" button.

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**.

The screenshot shows the GYS Attendance Management system. At the top, there's a header bar with the text "Good Evening, Devi" and "Monday, Sep 22". On the left, a sidebar menu includes options like "Dashboard", "Manage Employees", "Attendance Management" (which is currently selected), "Payroll", "Leaves Management", "My Profile", and "Calendar". The main content area has a title "Attendance Management" and a subtitle "Manage employee attendance approvals and records". It features four summary cards: "Total Employees" (2), "Present Today" (3), "Absent Today" (0), and "Pending Approval" (0). Below these are tabs for "Pending Approvals", "All Records" (which is active), and "My Attendance". A search bar allows filtering by "Name or email", "Date" (set to 09/22/2025), and "Status" (set to "All Status"). A "Clear Filters" button is also present. The "All Attendance Records" table lists two entries for "Yogesh Gadhwal" with details like date, login/logout times, status (accepted), task (Planned), and logout note (including a red note about late login). At the bottom left, there's a "Log Out" button.

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.

The screenshot shows the 'My Attendance' tab selected in a navigation bar with options 'Pending Approvals', 'All Records', and 'My Attendance'. Below the bar are search fields for 'Search Employee' (Name or email) and 'Date' (09/22/2025), along with a 'Clear Filters' button. A section titled 'Today's Attendance' displays the status 'Accepted', login time '11:35 AM', and pending logout. A 'Log Out' button is present. Below this is a table of past attendance records:

| DATE | LOGIN | LOGOUT | STATUS | TASK |
|-----------|----------|--------|----------|-----------|
| 9/22/2025 | 11:35 AM | - | accepted | logged 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 X

| | | | |
|--------------------|----------------------------|---------------|------------|
| Department * | Employee * | | |
| Software Developer | Yogesh Gadhewal (SOF-0001) | | |
| Month | Year | | |
| September | 2025 | | |
| Basic Salary * | HRA | Tax (%) | Tax Amount |
| 25000 | 0 | 0 | 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 (Pending) |

GYS

Devi Thakur
HR

- [Dashboard](#)
- [Manage Employees](#)
- [Attendance Management](#)
- [**Payroll**](#)
- [Leaves Management](#)
- [My Profile](#)
- [Calendar](#)

[\[+ Log Out\]](#)

Good Evening, Devi
Monday, Sep 22

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 Employees Clear | | | |

Payroll Records

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

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.

The screenshot shows the 'HR Leave Management' section of a software application. At the top, there's a header with the user's name 'Good Evening, Devi' and the date 'Monday, Sep 22'. A 'Refresh' button is on the right. Below the header, there are four summary cards: 'Employee Leaves' (1 Total Requests This Month), 'Pending' (1 Pending Require Action), 'Approved' (0 Approved This month), and 'Rejected' (0 Rejected Leaves). A search bar and filters ('Pending', 'All Types', 'Reset') are below these cards. The main table, titled 'Employee Leave Requests', lists one pending request from 'yogesh.gystechnologies@gmail.com' for 3 days, starting on 9/27/2025 and ending on 9/29/2025, categorized as 'Casual'. Actions for this request include 'Approve', 'Reject', and 'Edit'. On the left sidebar, under 'Leaves Management', there are links for 'Dashboard', 'Manage Employees', 'Attendance Management', 'Payroll', 'My Profile', and 'Calendar'. A 'Logout' link is at the bottom of the sidebar.

| EMPLOYEE | TYPE | FROM | TO | DAYS | STATUS | ACTIONS |
|----------------------------------|--------|-----------|-----------|------|---------|---------|
| yogesh.gystechnologies@gmail.com | Casual | 9/27/2025 | 9/29/2025 | 3 | Pending | |

6. HR Profile Section

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

The screenshot shows the 'My Profile' section of the GYS application. At the top, it says 'Good Evening, Devi' and 'Monday, Sep 22'. On the left sidebar, there are links for Dashboard, Manage Employees, Attendance Management, Payroll, Leaves Management, My Profile (which is highlighted in blue), and Calendar. At the bottom of the sidebar is a 'Log Out' button. The main content area displays a profile card for 'Devi Thakur' (HR) with her photo, Employee ID (HR-0001), and joining date (21 Sept 2025). Below this are two tabs: 'Personal Information' and 'Job Details'. Under 'Personal Information', details include Phone (+918959130988), Email (hr1@gmail.com), Date of Birth (17 Sept 2009), Address (Parasia), and Gender (Female). Under 'Job Details', details include Designation (HR), Department (HR), Employment Type (Full Time), Shift Timing (11:00 AM – 08:00 PM), and Work Mode (Work From Home). A third tab, 'Bank Details', shows account holder (Devi Thakur), account number (XXXX-XXXX-1908), bank name (SBI), and IFSC code (SBIN0123). An 'Edit' button is next to this tab. A fourth tab, 'Documents', lists 'Aadhar Card' and 'PAN Card', both uploaded on 21 Sept 2025. A 'View' button is next to each document entry.

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

Description

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

Category

Start Date

End Date (optional)

Cancel
Delete
Update

GYS
 Devi Thakur
HR

Dashboard

Manage Employees

Attendance Management

Payroll

Leaves Management

My Profile

Calendar

Log Out

Good Evening, Devi
Monday, Sep 22

Company Calendar
Manage company events and schedules

+ Add Event

Tuesday, September 23, 2025

+ Add Event

| 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 |

meeting time
join at 5:30

Deploy HRMS Project
The deployment deadline...

deadline today
cancel

fun day
enjoy

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Public Holiday

+1 more

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 shows the Admin Dashboard interface. At the top, there's a header with the company logo 'GYS', the greeting 'Good Evening,' and the date 'Monday, Sep 22'. A 'ADMIN' button is in the top right corner. On the left, a sidebar menu includes 'Dashboard' (selected), 'Manage Employees', 'Attendance Management', 'Payroll Approval', 'Calendar', and 'Leaves Management'. The main content area has three cards: 'Today's Attendance' (Present Today: 3, Absent Today: 0, On Leave: 0), 'Leaves Summary' (Pending Leaves: 1, Approved: 0, Rejected: 0), and 'Payroll Summary' (Employees: 1, Status: Released for September 2025). Below these is a section titled 'Log in/Out' containing a table with two rows:

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

At the bottom left of the main content area is a red 'Log Out' button.

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 Marksheets, 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.

The screenshot shows the GYS Admin Dashboard. On the left, there's a sidebar with navigation links: Dashboard, Manage Employees (which is currently selected and highlighted in blue), Attendance Management, Payroll Approval, Calendar, Leaves Management, and Log Out. The main content area has a header "Good Evening, Monday, Sep 22" and a sub-header "Manage Employees". It features a table with two rows of employee data:

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

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).

Edit Employee

Basic Info Job Details Payroll Credentials

Basic Information

Enter the employee's personal details

Profile Photo



First Name *

Last Name

Email Address *

Phone Number *

Email cannot be changed

Date of Birth *

Gender

Address

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 |

The screenshot shows the 'Admin Attendance Management' section of a GYS application. At the top, there are four summary cards: 'Total Employees' (2), 'Present Today' (3), 'Absent Today' (0), and 'Pending Approval' (0). Below these are tabs for 'Attendance Records' and 'Reports & Analytics'. The 'Attendance Records' tab is active, displaying a table of attendance data for two employees: Yogesh Gadhewal and Devi Thakur. The table includes columns for Employee, Date, Login Time, Logout Time, Status, Work Progress, Task, and Logout Note. The interface also includes a sidebar with links like Dashboard, Manage Employees, Payroll Approval, Calendar, and Leaves Management, and a bottom navigation bar with Log Out.

Tab 2: Report Analytics

The screenshot shows the 'Monthly Attendance Reports' section. It features a search interface for Month (September), Year (2025), and Department (All Departments) with a Refresh button. Below this is a detailed table of attendance data for two employees: Devi Thakur and Yogesh Gadhewal. The table includes columns for Employee, Employee ID, Department, Present, Absent, Pending, Rejected, Total Days, and Attendance %. The data shows both employees have 1 present day and 0 absent days, resulting in 100% attendance.

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.

The screenshot shows the 'Payroll Approval' section of the GYS application. The top navigation bar includes 'GYS', 'ADMIN', 'Dashboard', 'Manage Employees', 'Attendance Management', 'Payroll Approval' (which is highlighted in blue), 'Calendar', and 'Leaves Management'. The main content area has a header 'Good Evening, Monday, Sep 22'. Below it is a summary card for 'Payroll Approval' showing 'Total Payrolls 1', 'Pending Approval 1', 'Approved 0', and 'Rejected 0'. There are dropdown filters for 'Year' (2025), 'Month' (September), 'Status' (All Status), and 'Employee' (All Employee). A 'Bulk Actions' section allows selecting all or specific actions. The 'Payroll Records (1)' table lists one record for 'Yoger Gadhwal' (Employee ID SOF-0001) with a period of 'September 2025' (22 Sept 2025), net pay of ₹15,823, and a status of 'PENDING ROLLED OUT'. The table also shows 'GENERATED BY' (hr1@gmail.com) and 'ACTIONS' (Review, Roll Out, Reject). A red 'Log Out' button is at the bottom left.

5. Leave Management Section

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

The screenshot shows the Admin Leave Management section of a HR application. On the left, a sidebar menu includes Dashboard, Manage Employees, Attendance Management, Payroll Approval, Calendar, and Leaves Management (which is selected). The main area displays a summary of leave requests: 1 Total Requests This Month, 1 Pending (Require Action), 0 Approved This Month, and 0 Rejected Leaves. A search bar allows filtering by employee, type, or reason. Below this is a table titled 'All Leave Requests' showing one entry for 'yogesh.gytechnologies@gmail.com' with details: Type: Casual, From: 27 Sep 2025, To: 29 Sep 2025, Days: 3, Balance: 6/6, Status: pending. To the right are sections for 'Leave Policies' and 'Leave Types'. 'Leave Policies' lists 'Employee - 2025' with values: Casual: 6, Sick: 6, Paid: 12. 'Leave Types' lists 'Casual', 'Sick', and 'Paid' with 'Disable' checkboxes.

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.

The dialog box is titled 'Create Leave Policy'. It has fields for 'Role' (set to 'Employee') and 'Year' (set to '2025'). Under 'Leave Types', there are three sections: 'Casual Leaves' (value: 6), 'Sick Leaves' (value: 6), and 'Paid Leaves' (value: 6). At the bottom are 'Cancel' and 'Save Policy' buttons.

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 shows the GYS Company Calendar interface. At the top, there's a header with "Good Evening," the date "Monday, Sep 22", and a "ADMIN" button. On the left sidebar, there are links for Dashboard, Manage Employees, Attendance Management, Payroll Approval, and Leaves Management. The "Calendar" link is highlighted with a blue background. The main area displays a monthly calendar for September 2025. Each day cell contains a small number representing the date. Some days have additional text or colored boxes indicating specific events:

- September 1: A pink box labeled "meeting time join at 5:30".
- September 22: A red box labeled "Deploy HRMS Project The deployment deadline for the gys-hrms project is today. 9/23/2025 Click to edit".
- September 24: A green box labeled "deadline today backlog".
- September 28: A pink box labeled "Dussehra Public holiday +1 more".

A callout box on the right side details the event for September 23, "Deploy HRMS Project", with the note: "The deployment deadline for the gys-hrms project is today. 9/23/2025 Click to edit".