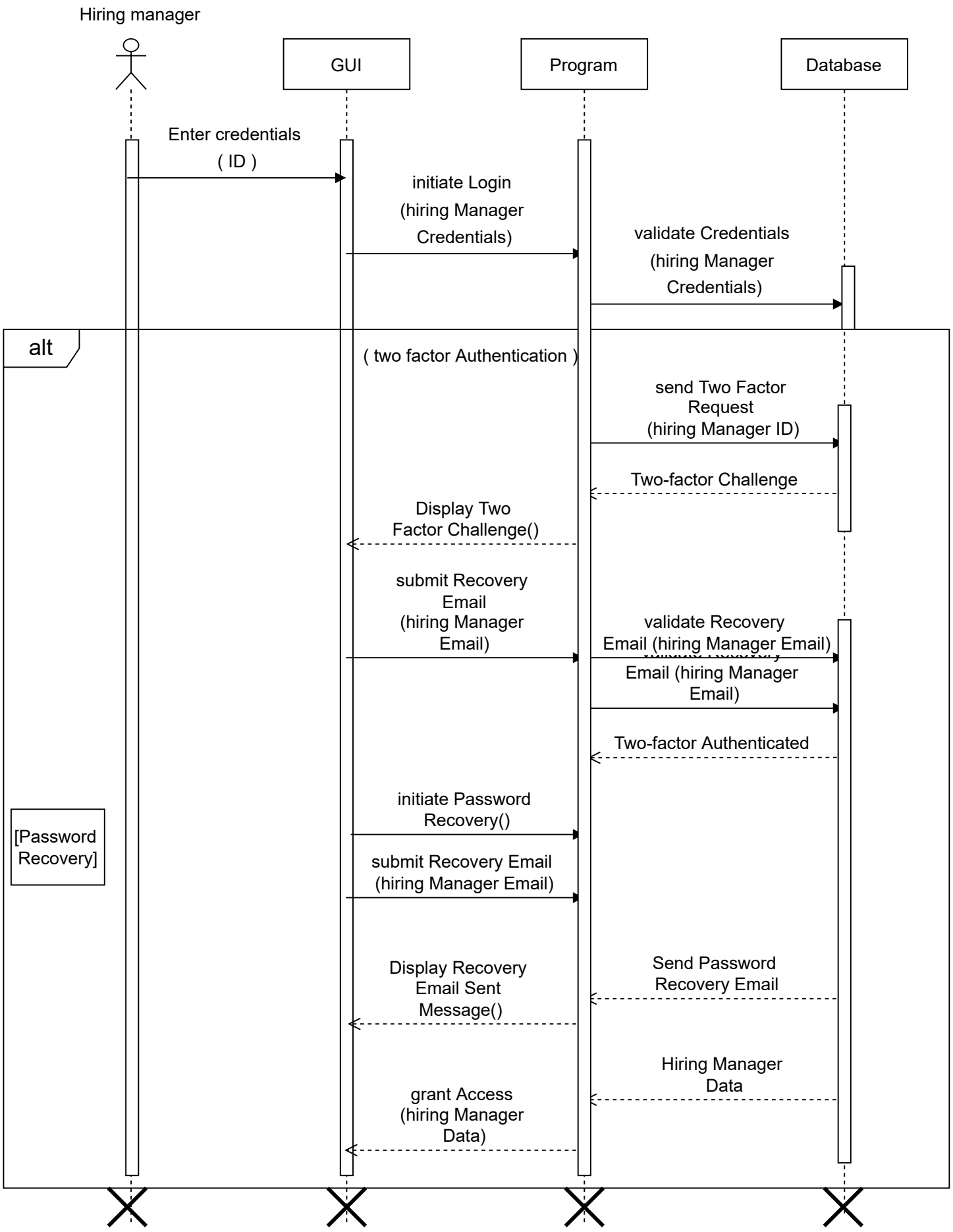
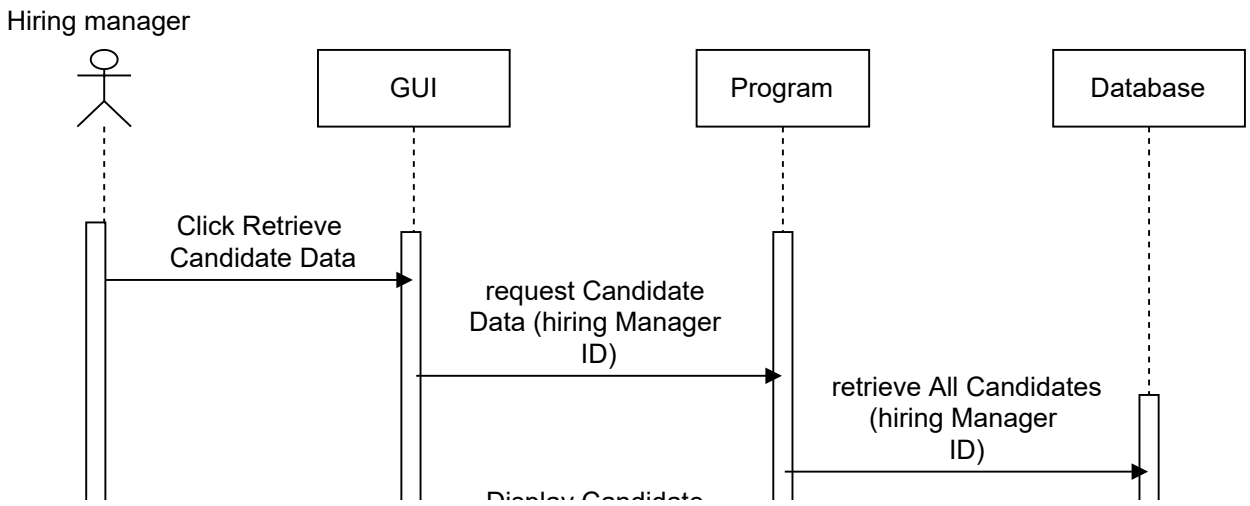
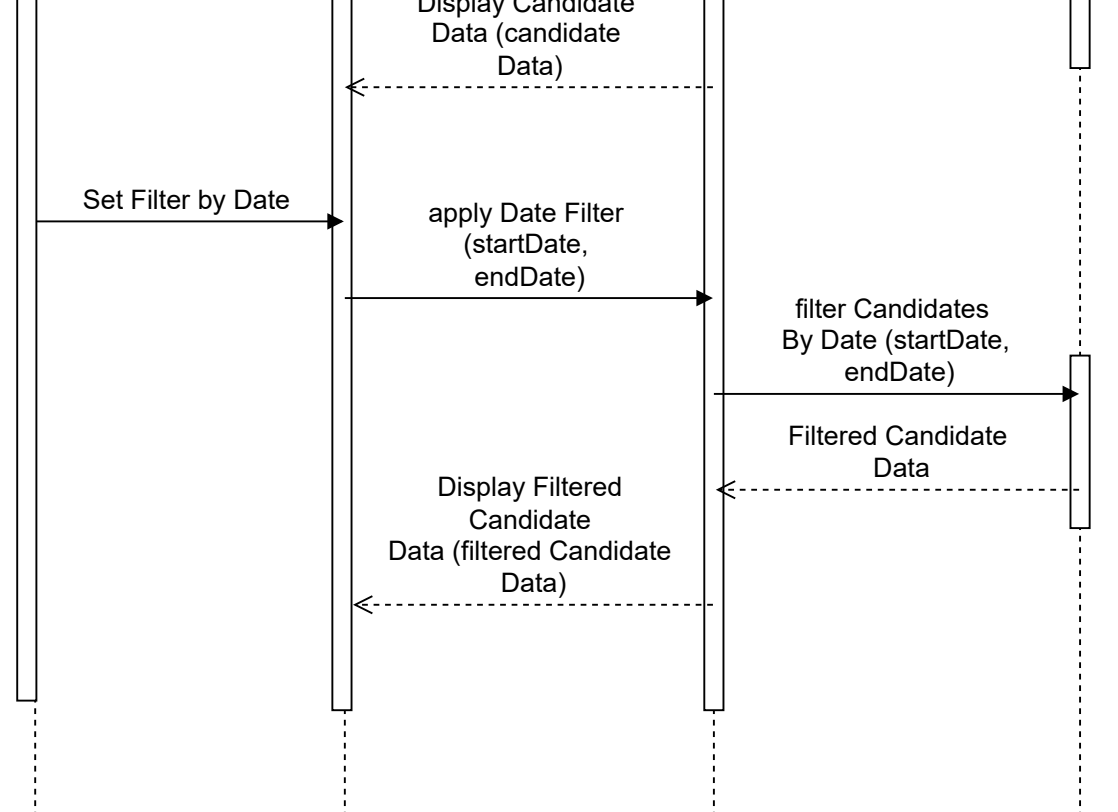
Hiring Manager

1. Login

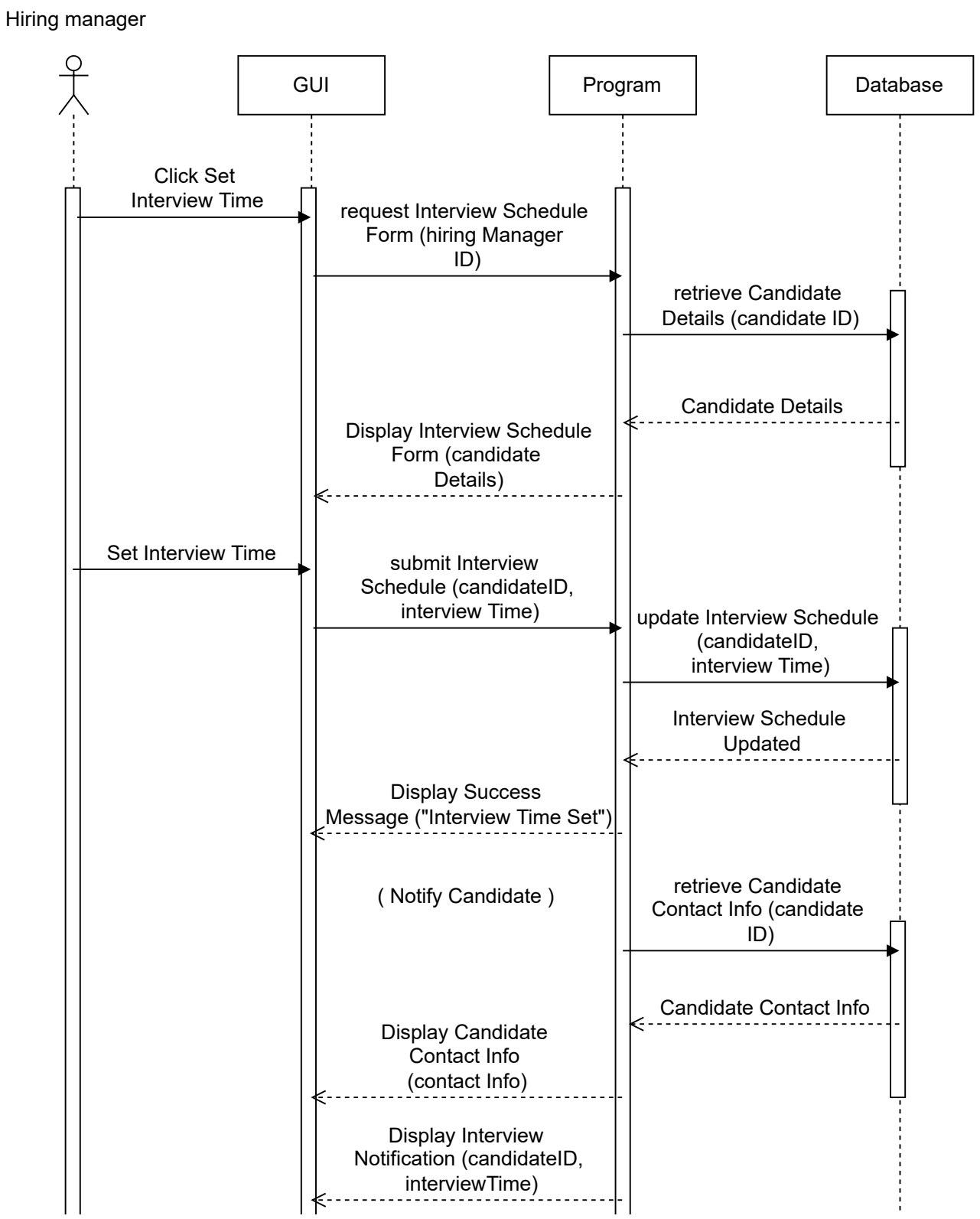


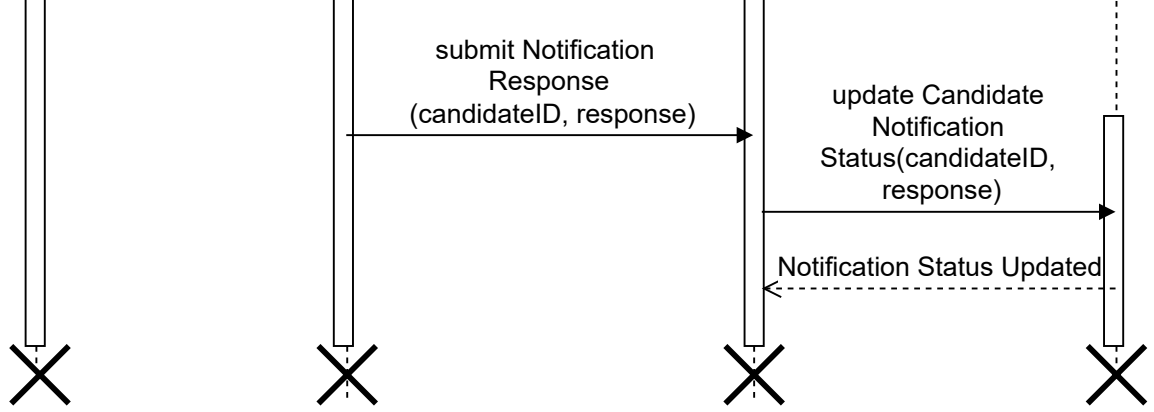
2. Retrieve Candidate Data



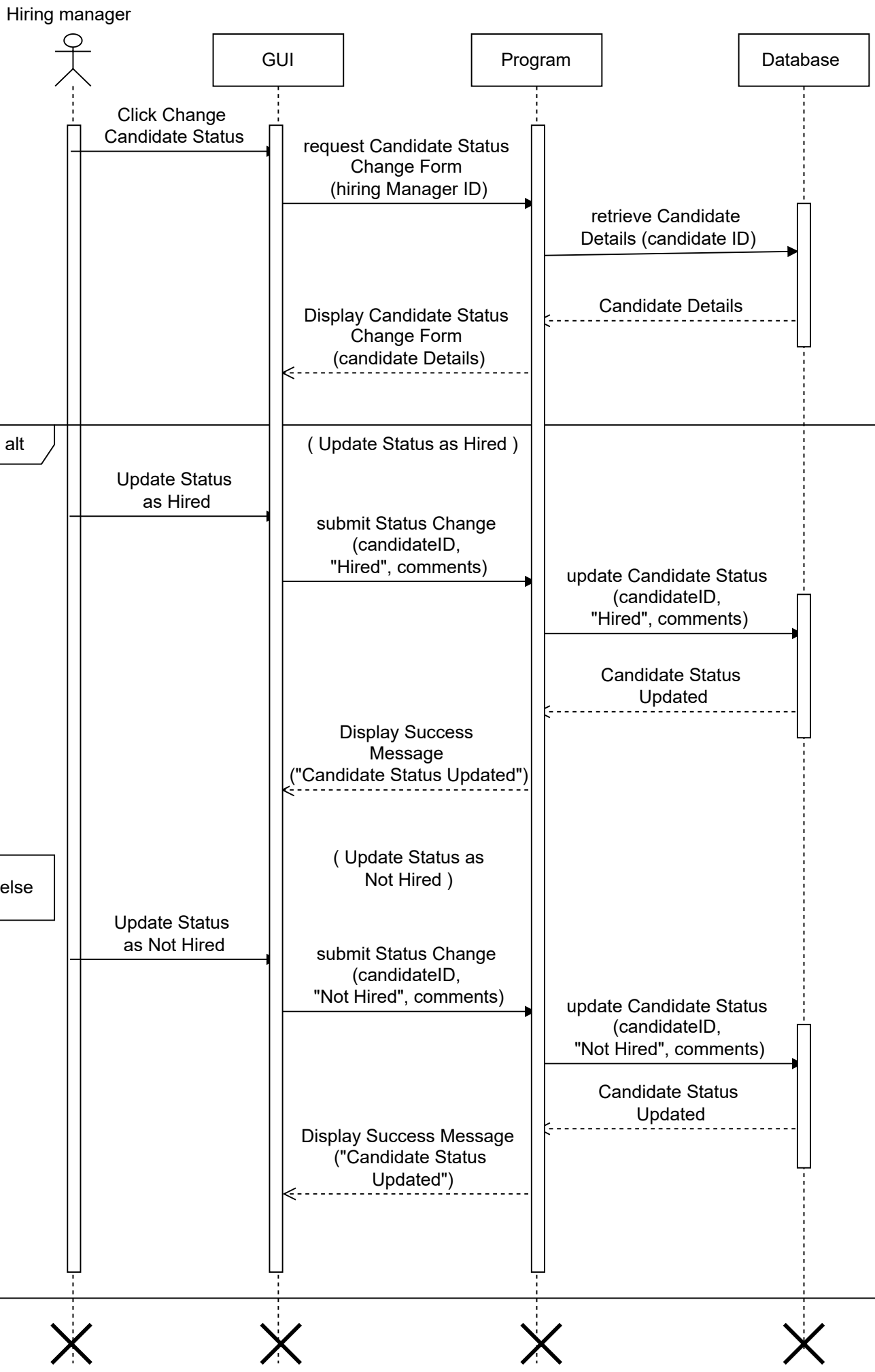


3. Set Interview Time

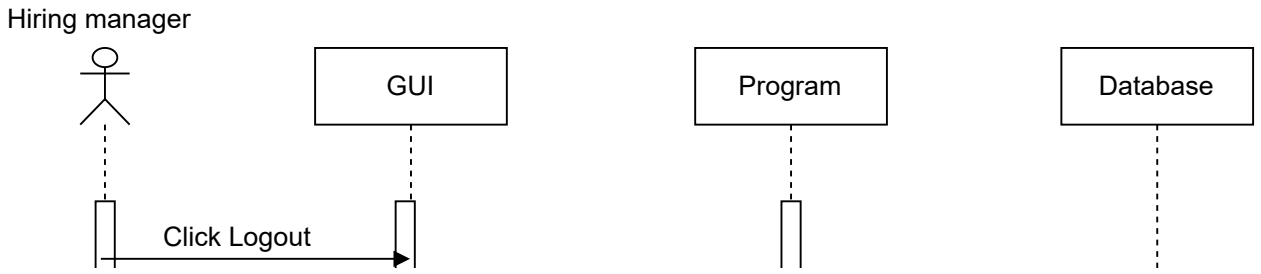


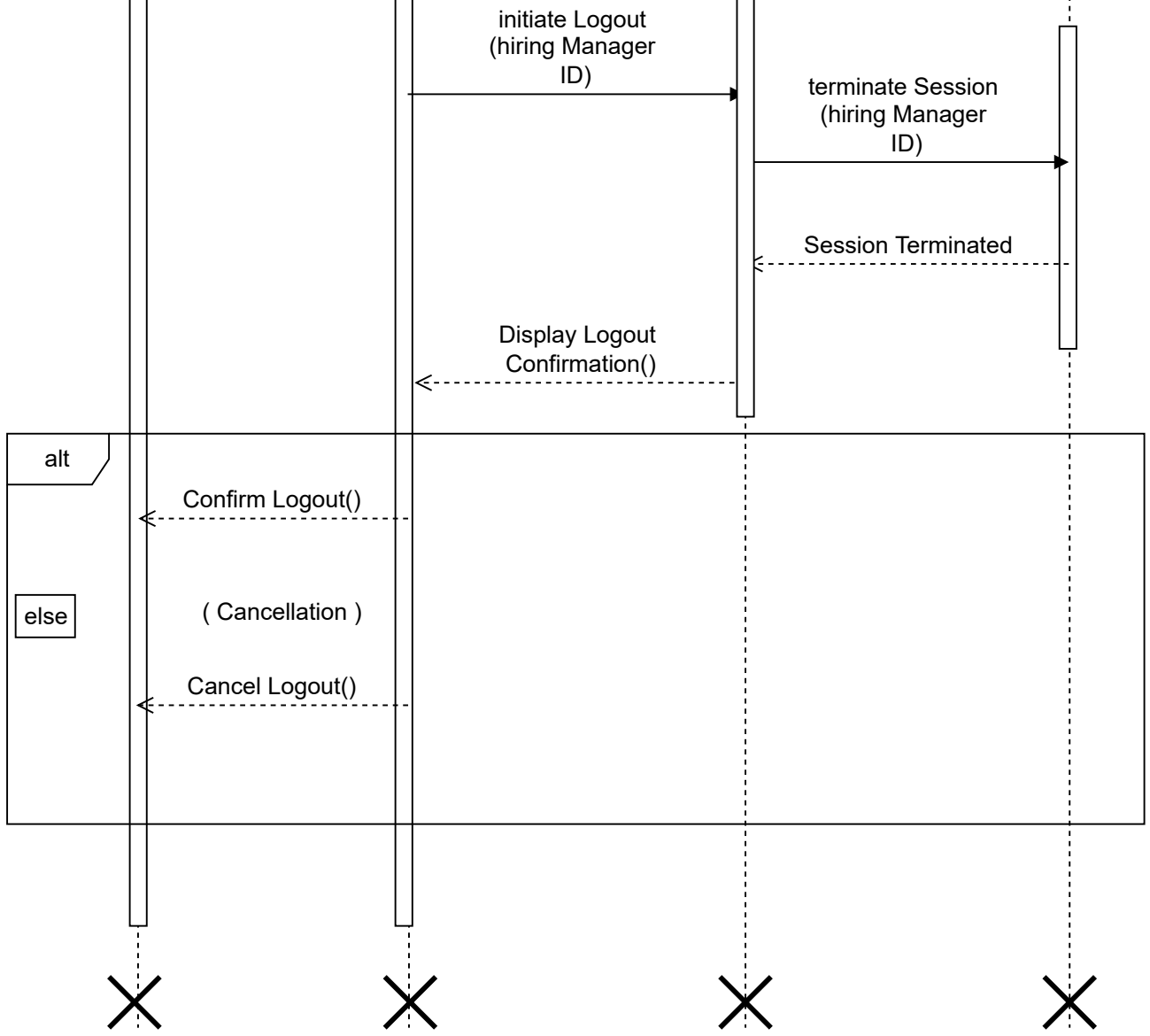


4. Change Candidate Status



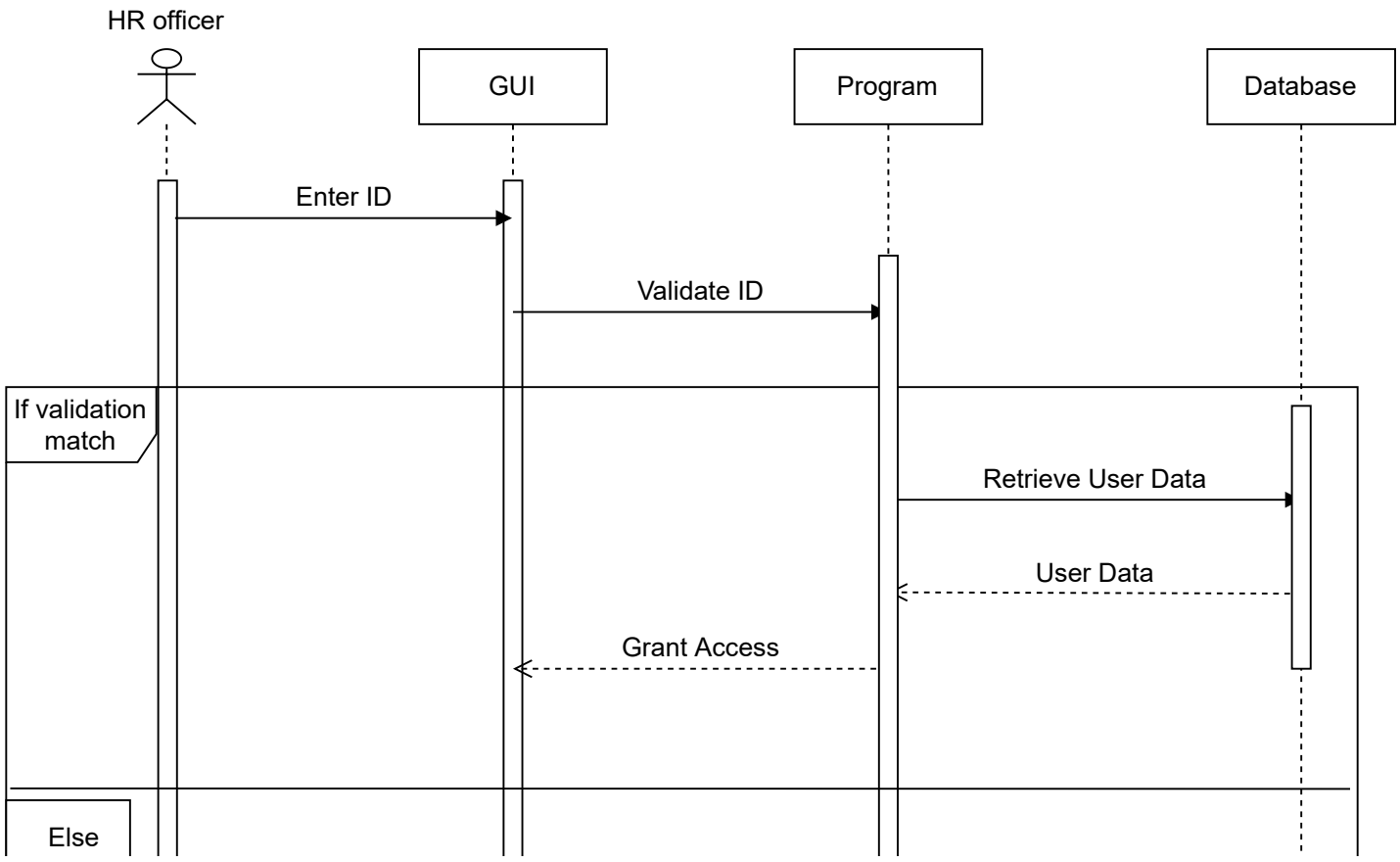
5. Logout

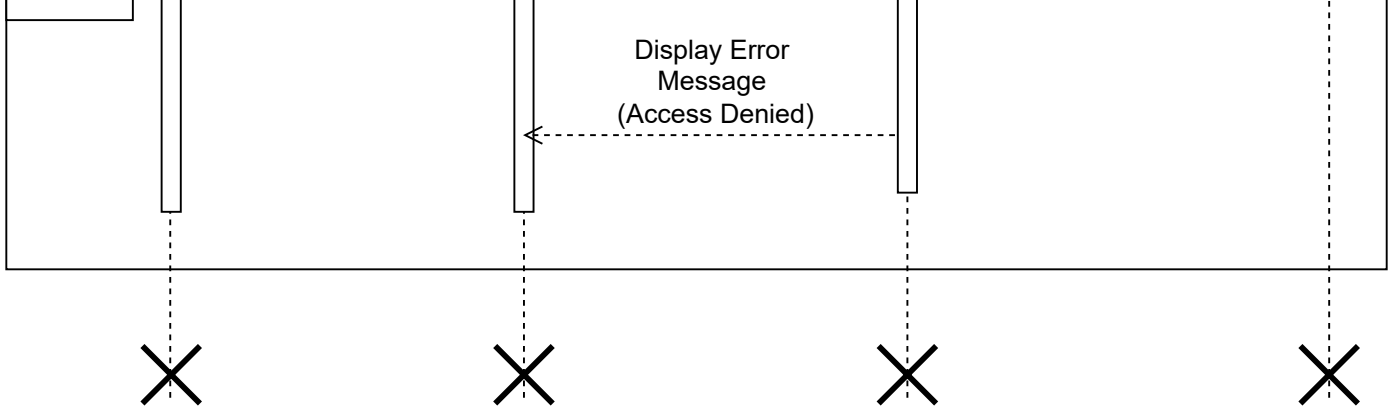




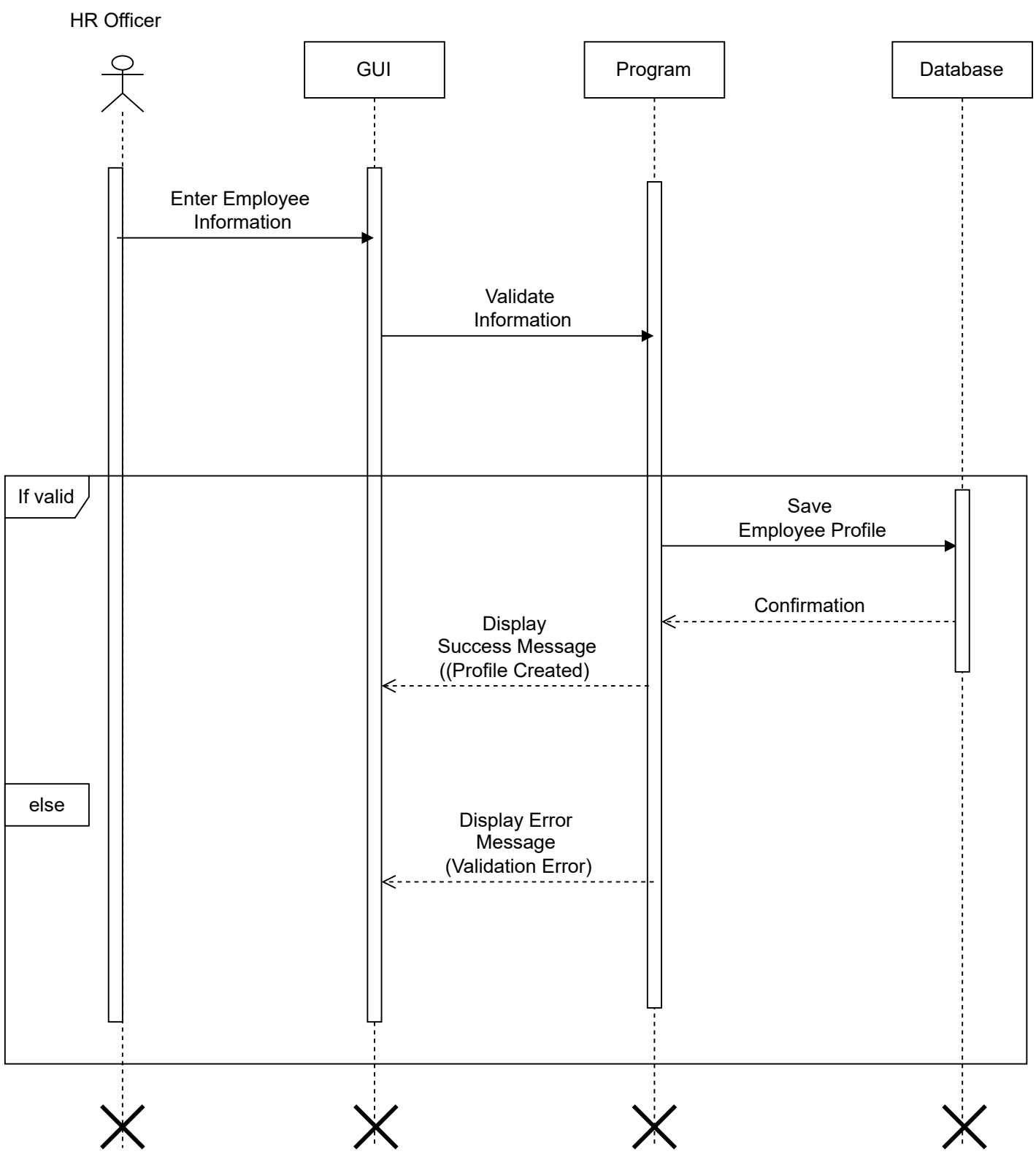
HR officer

1. Login to Onboard & Offboard System

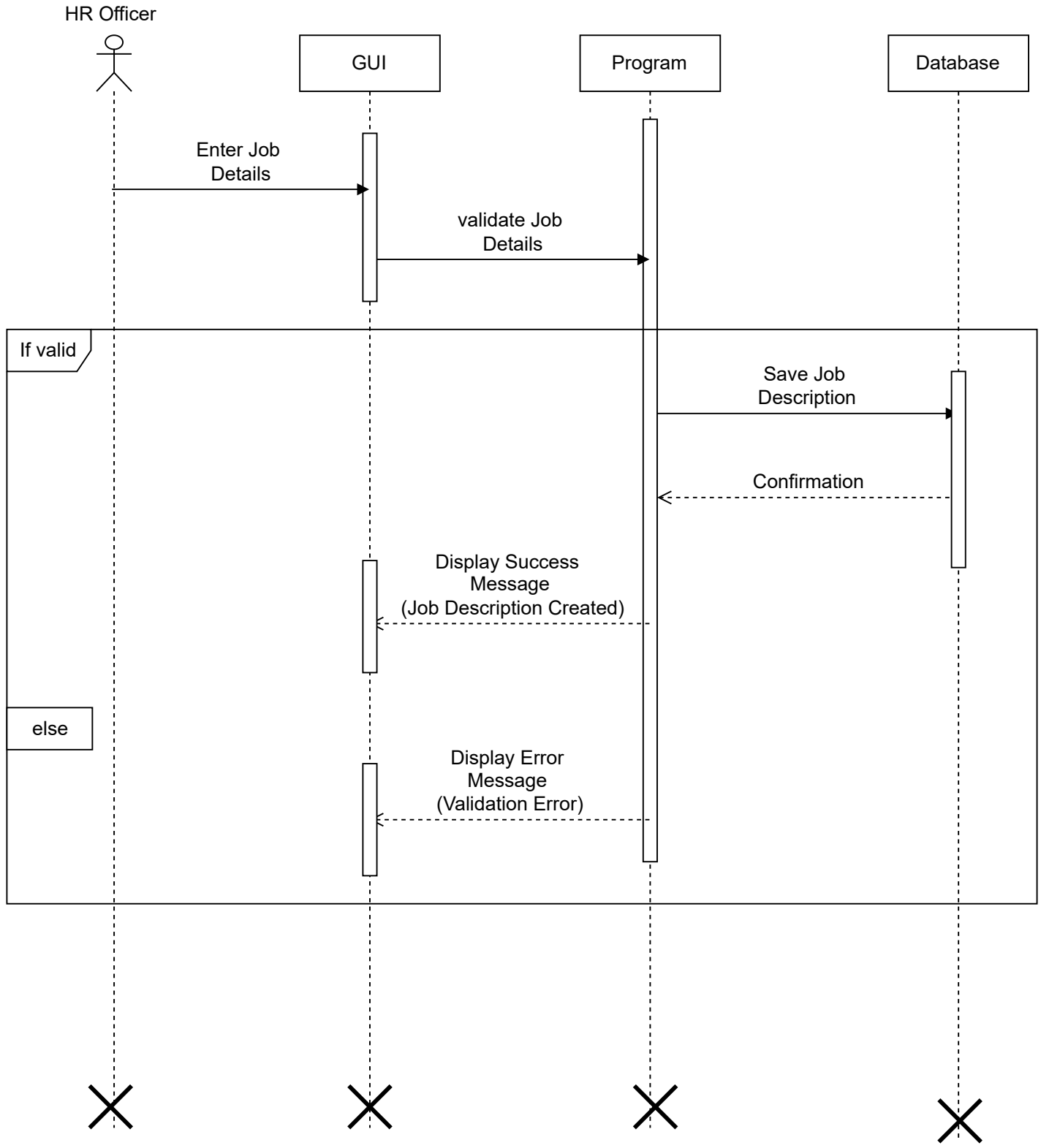




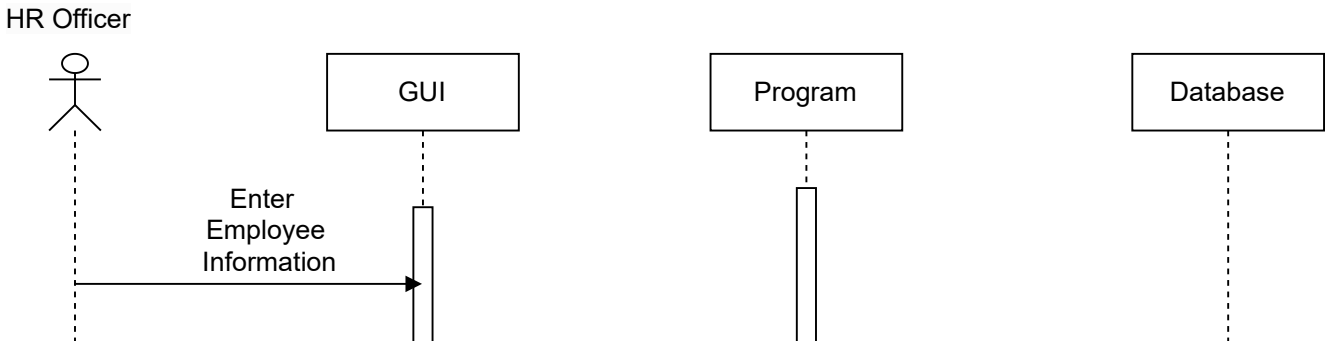
2. Create Digital Employee Profile

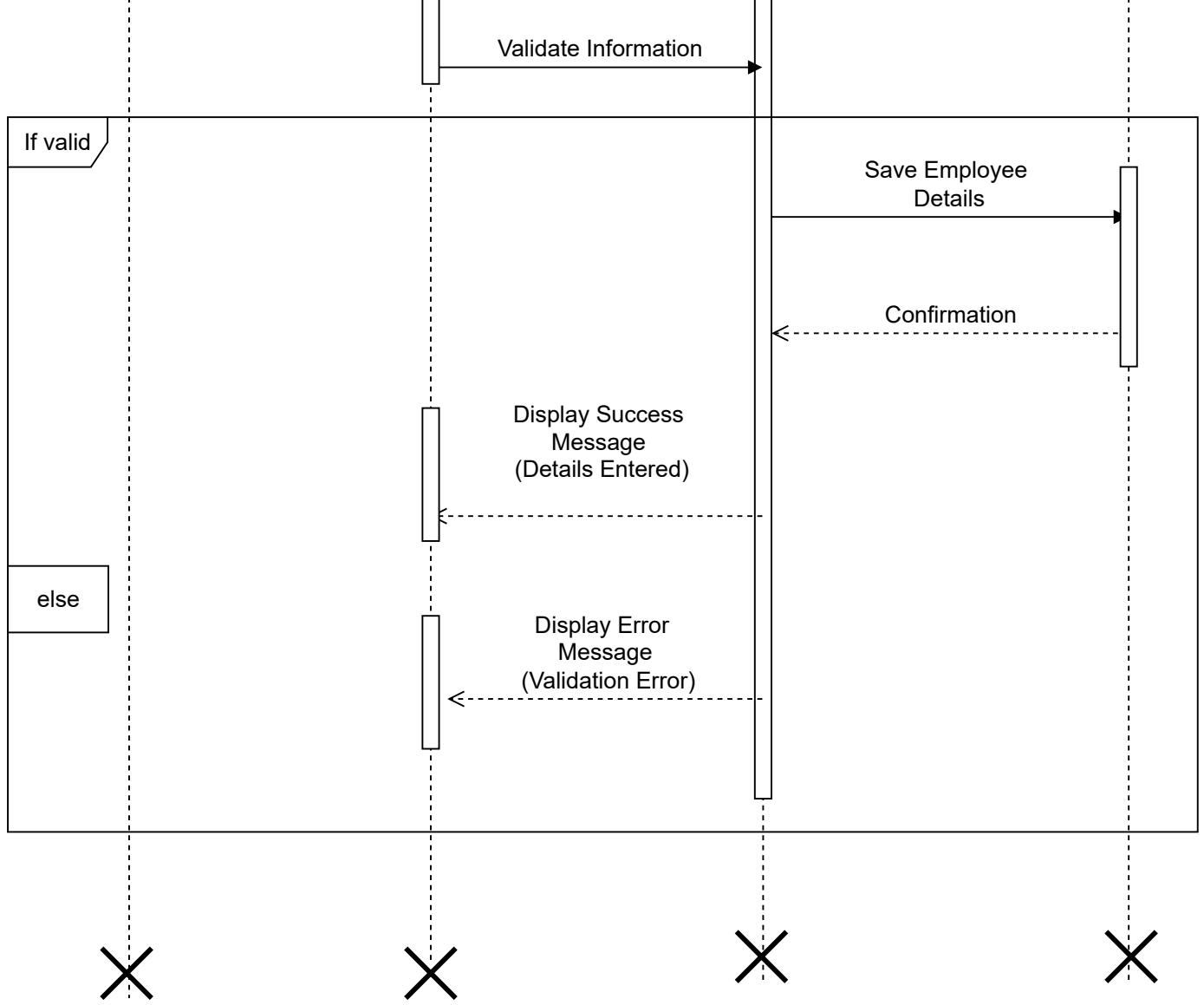


3. Create Job Description

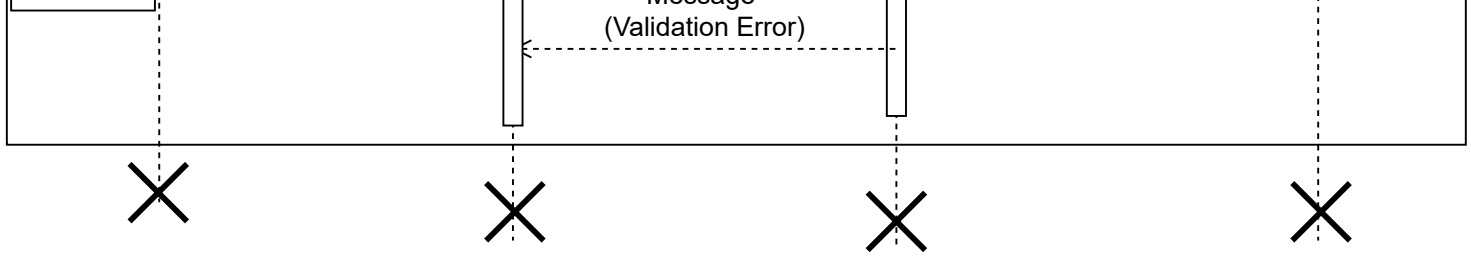


4. Enter Employee Details

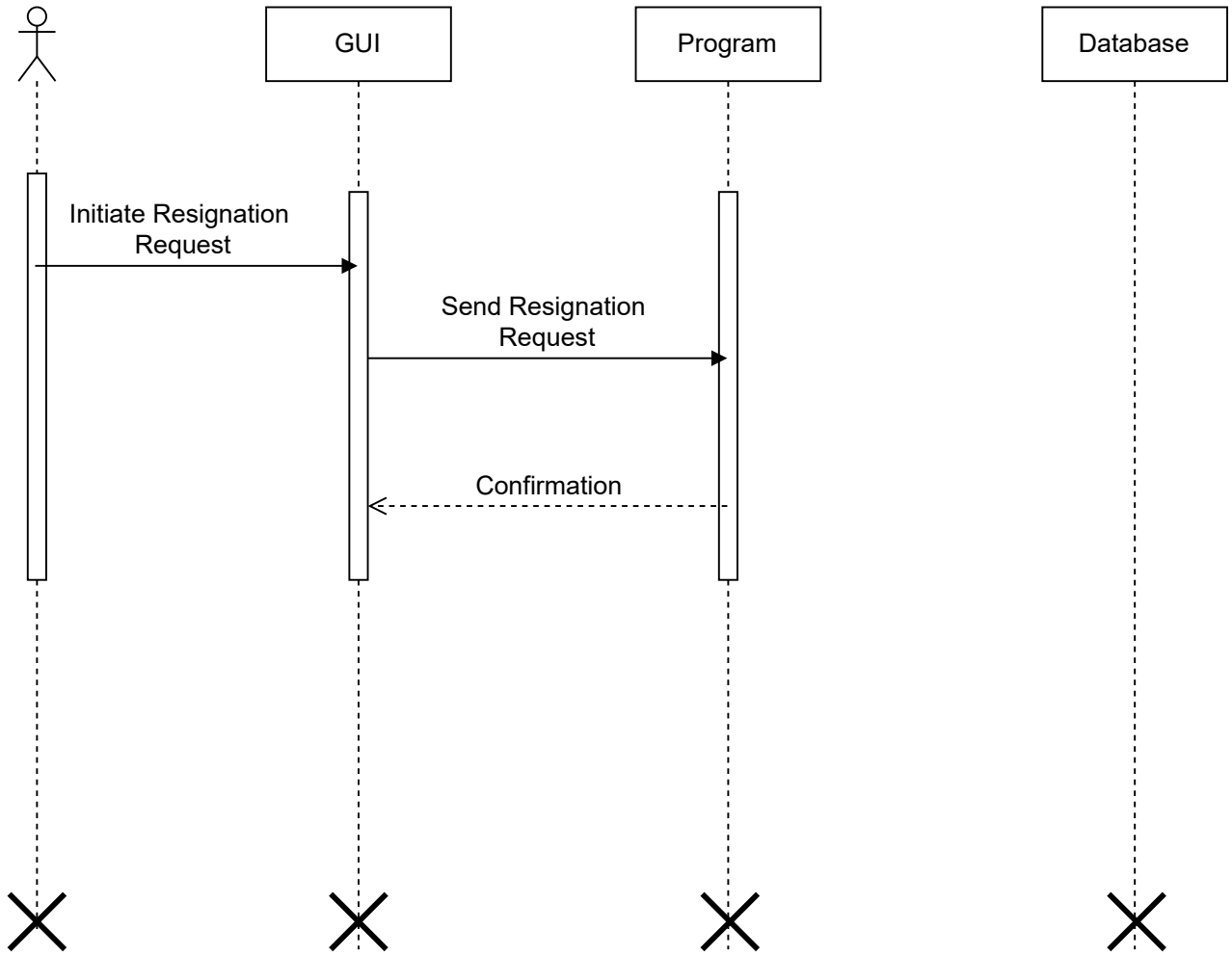




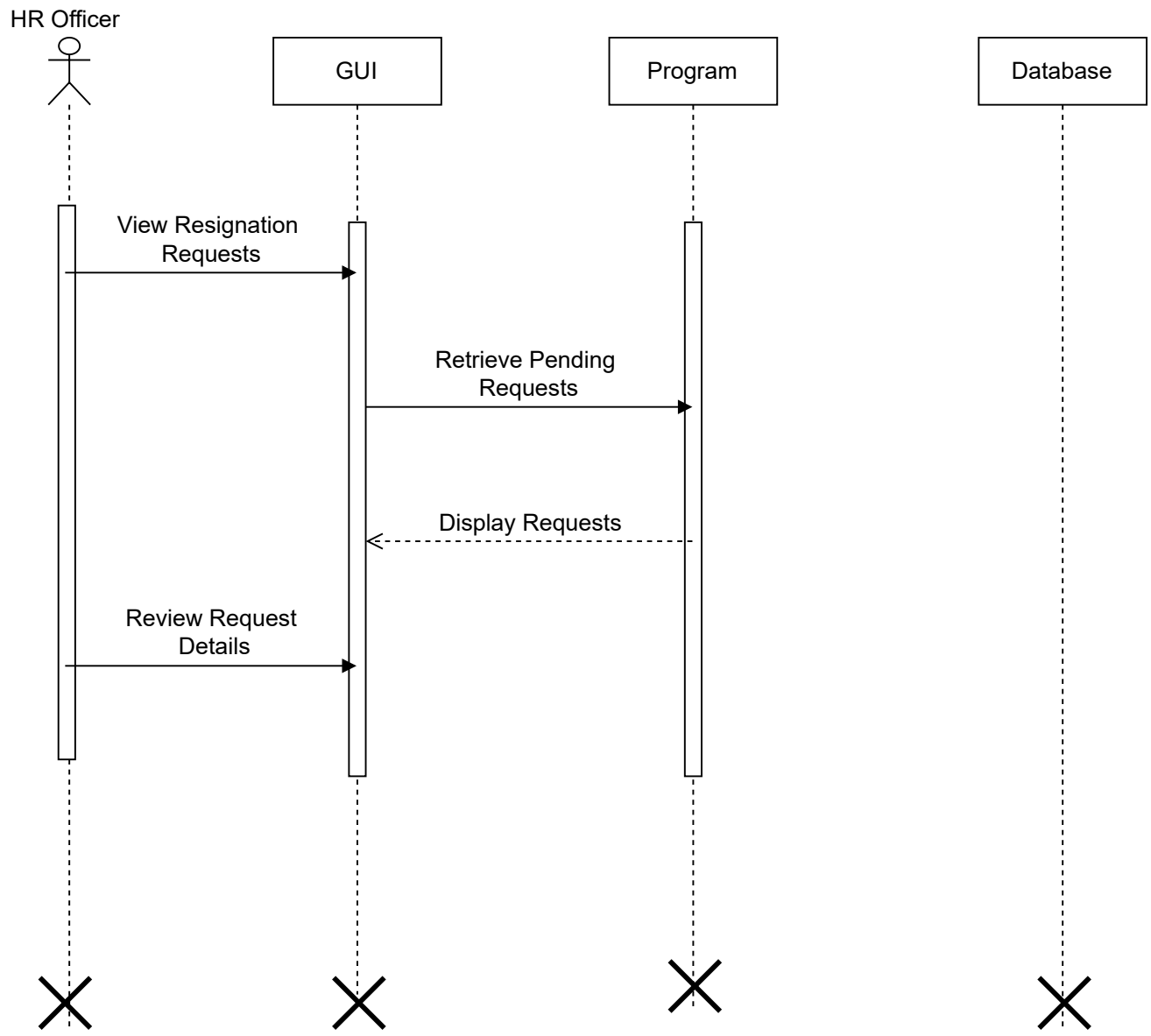
5. Update Employee Details



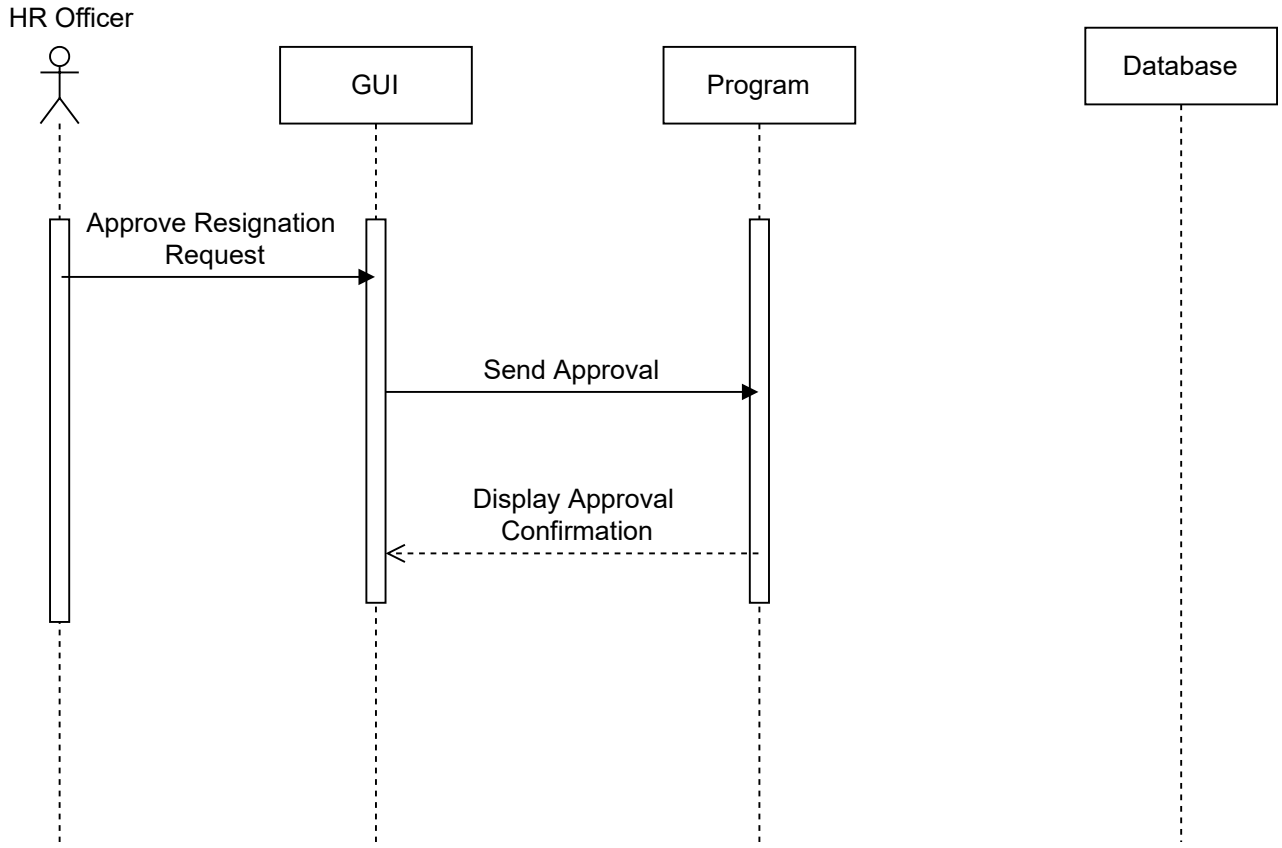
6. Submit Resignation Request



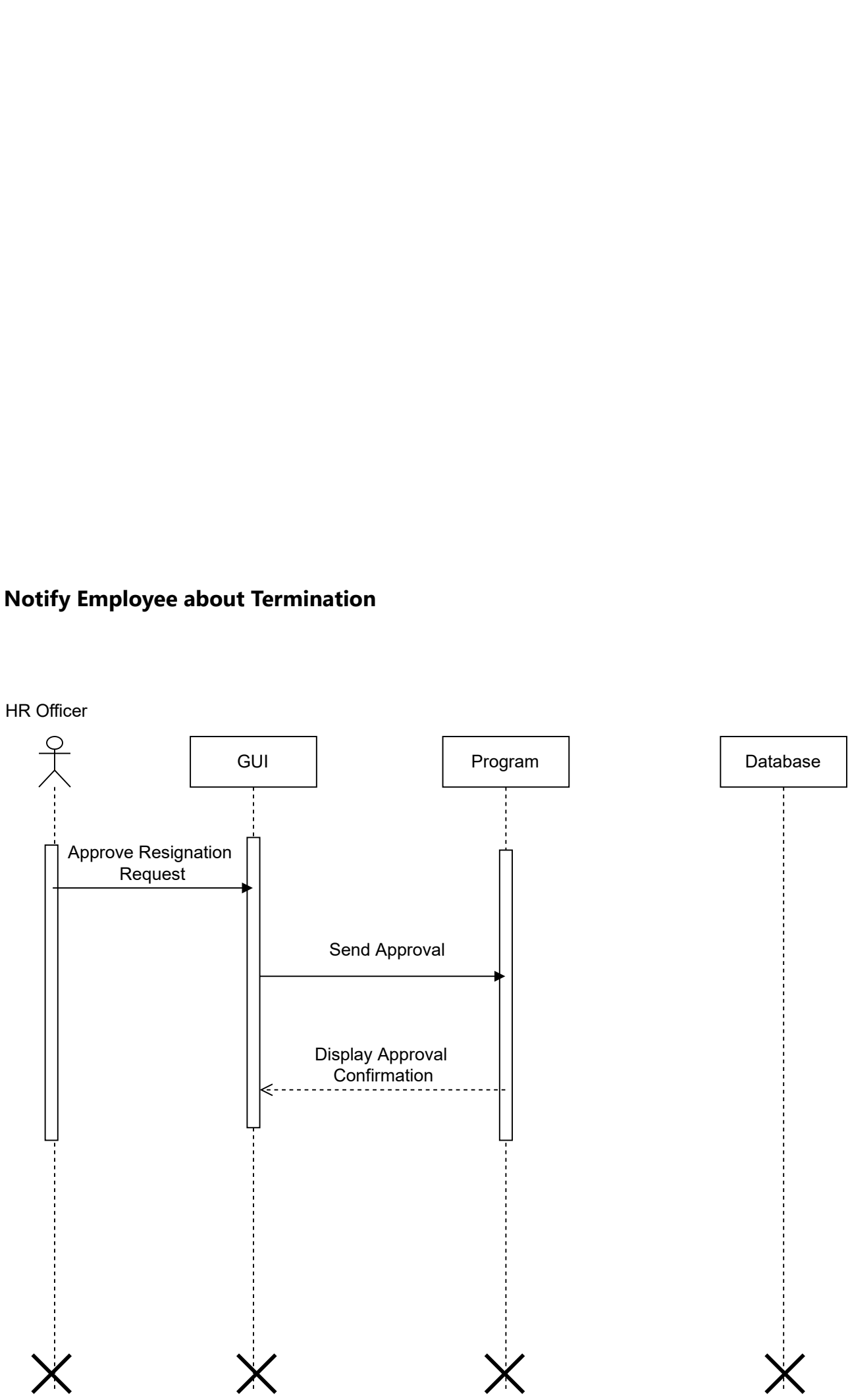
7. Review Resignation Request



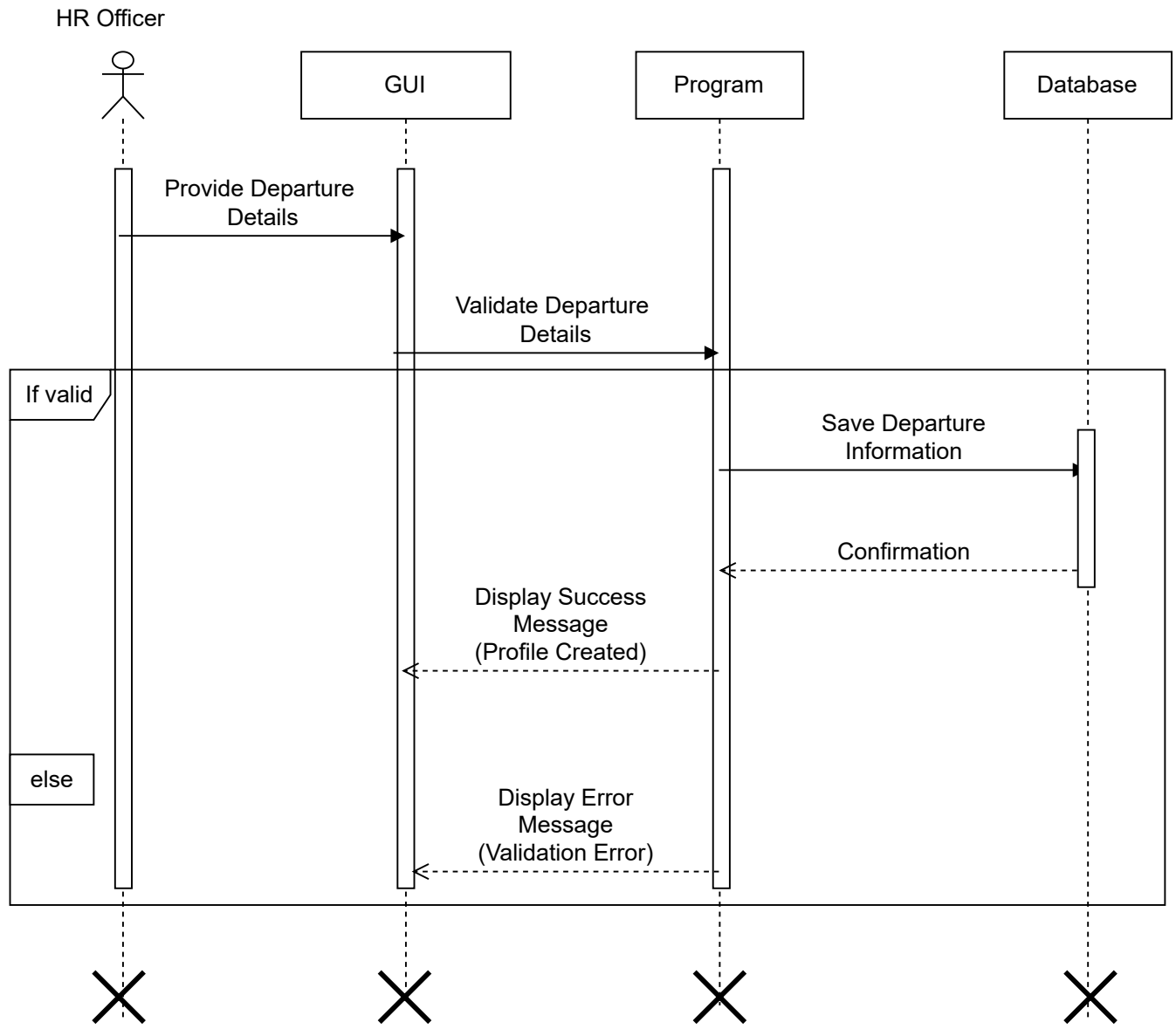
8. Approve Resignation



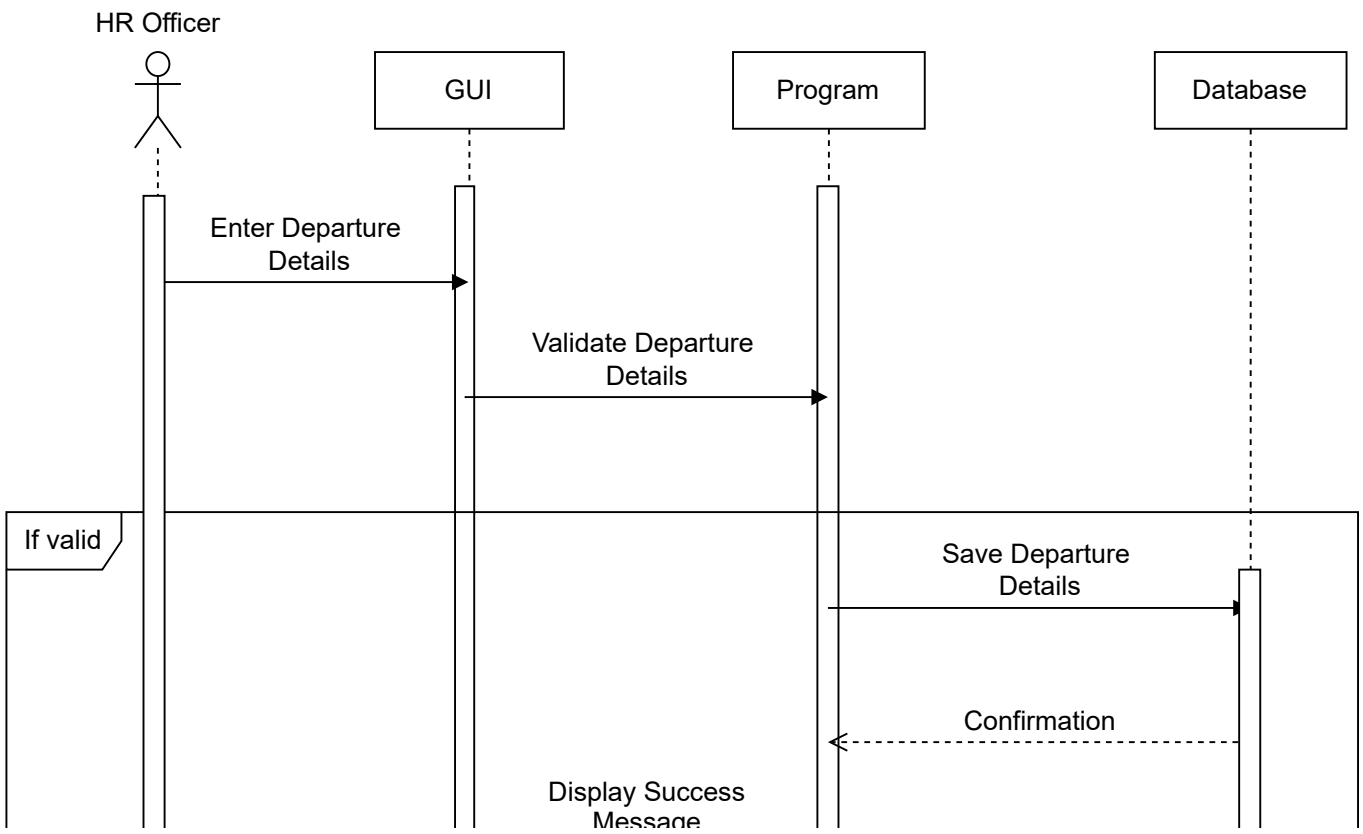
9. Notify Employee about Termination

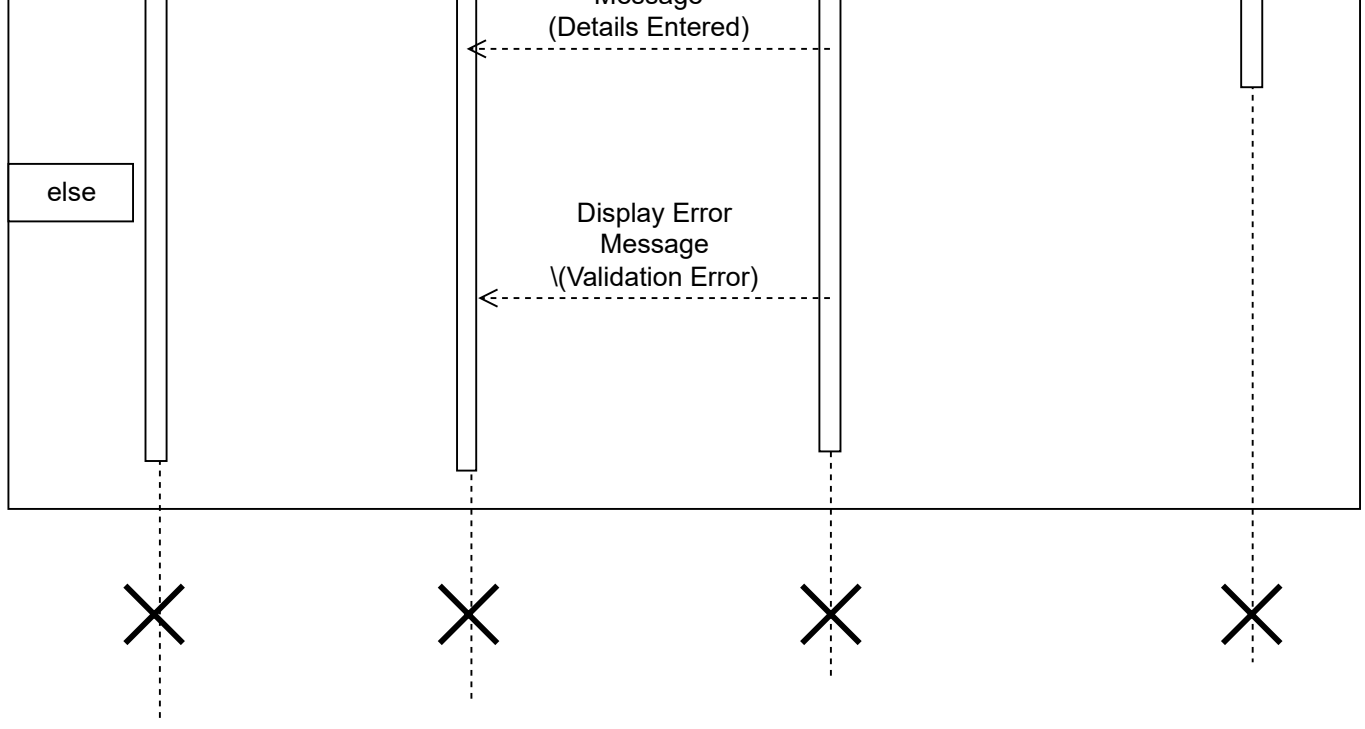


10. Create Digital Employee Departure Profile

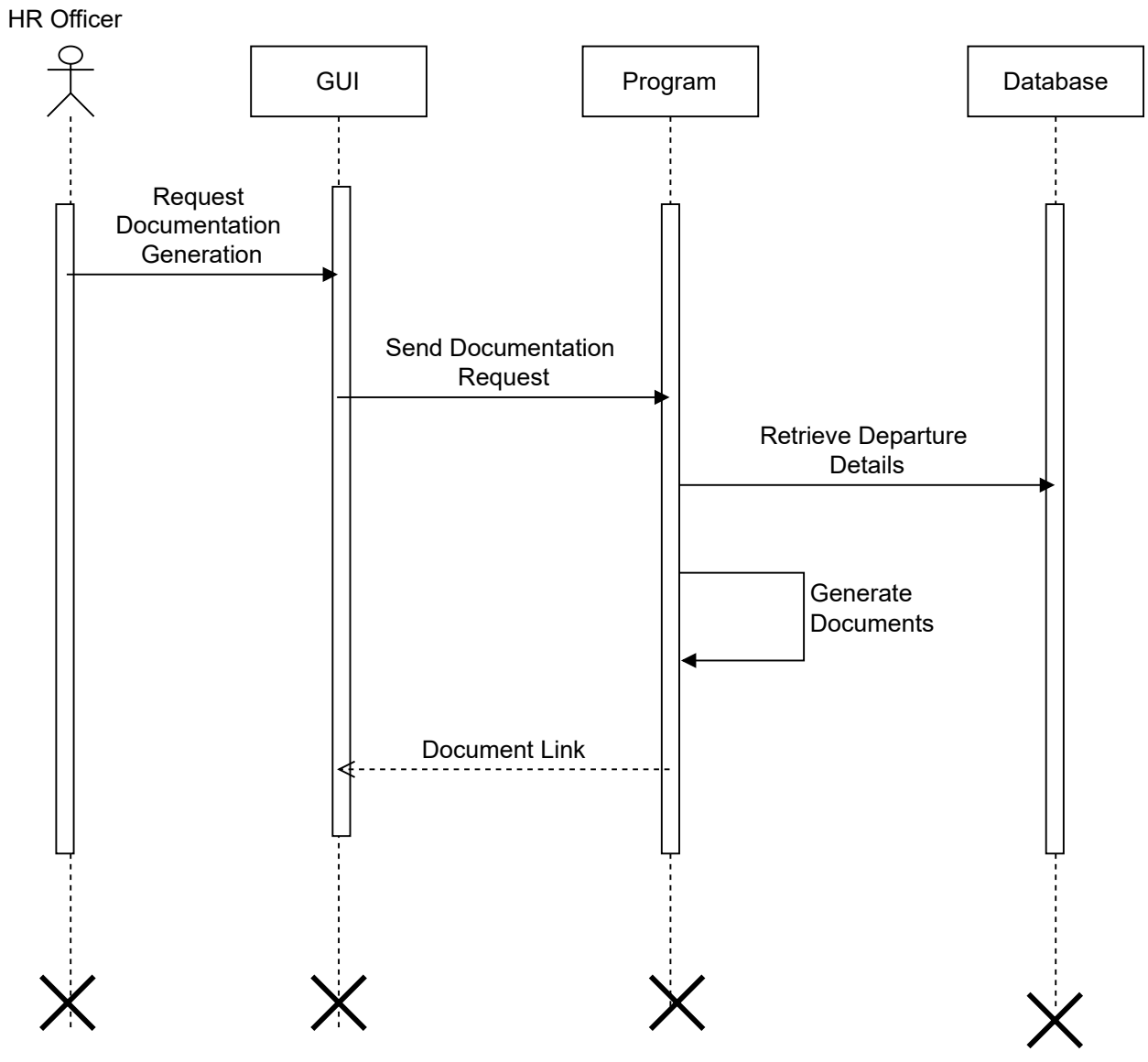


11. Enter Employee Departure Details

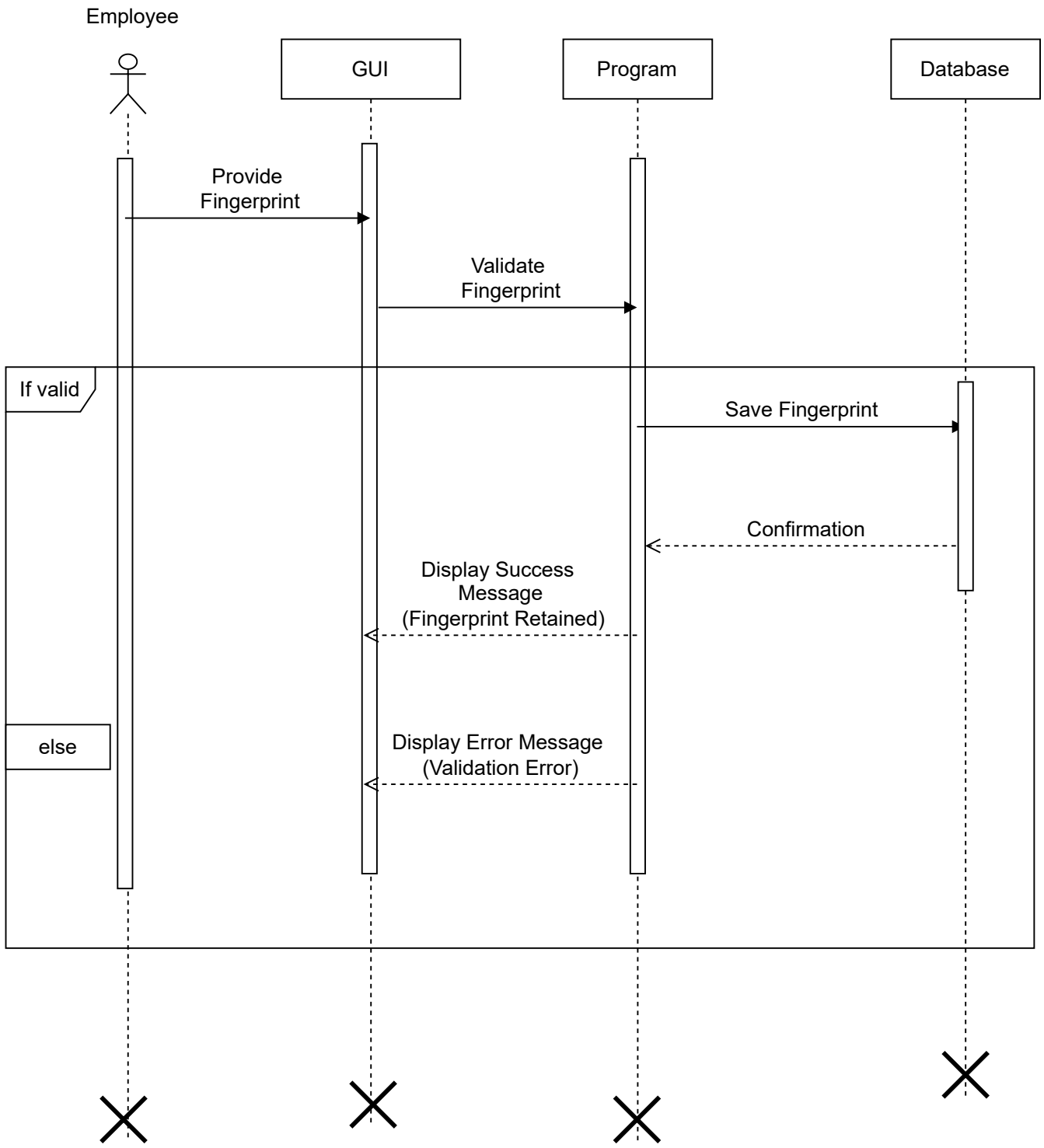




12. Generate Departure Documentation

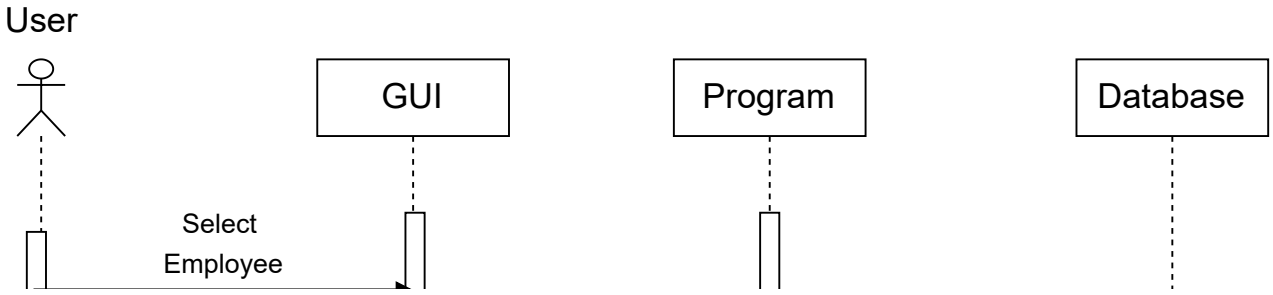


13. Retain Fingerprint from the Employee



Time & Attendance system

1. Record Clock In Time



request ClockIn Time (employeeID, currentTime)

if current Time > 8am

save ClockIn Time (employeeID, currentTime)

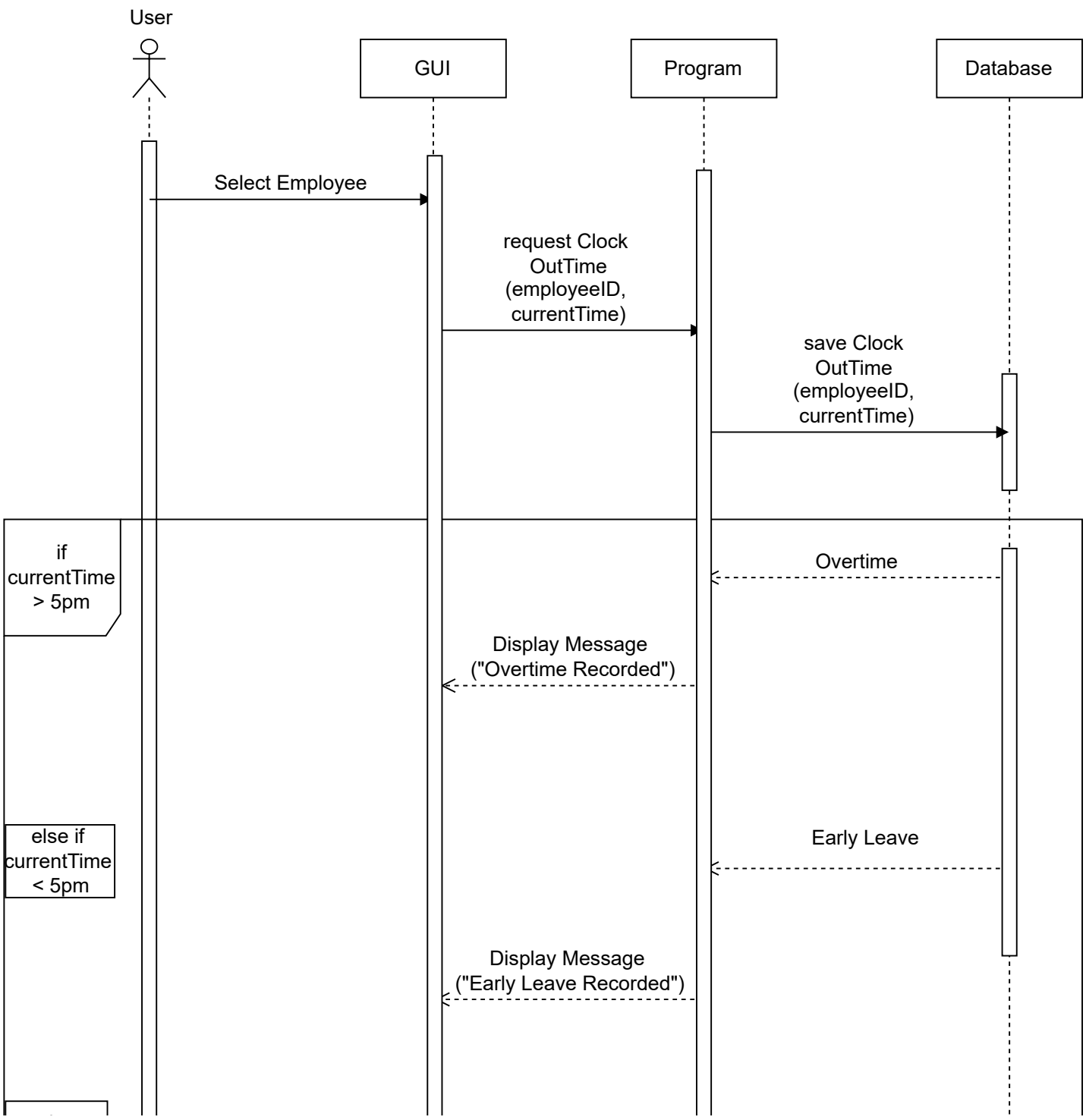
Late Arrival

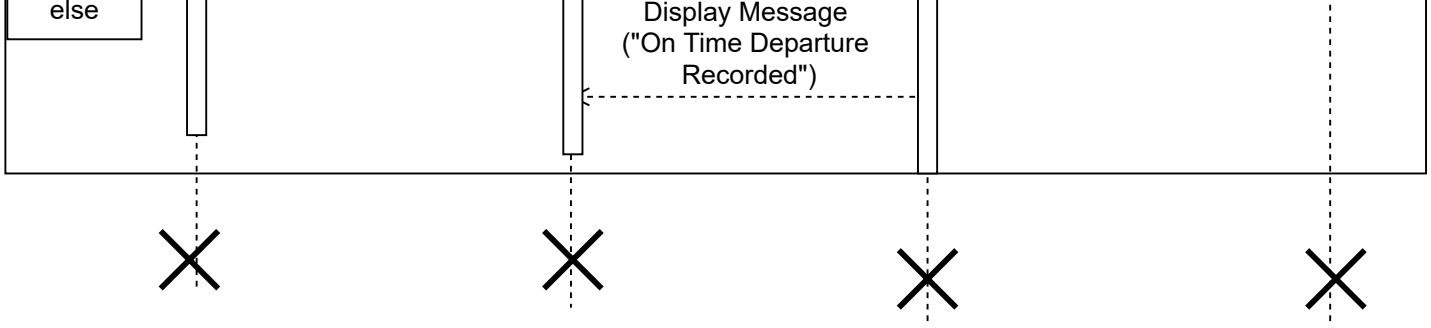
Display Message ("Late Arrival Recorded")

else

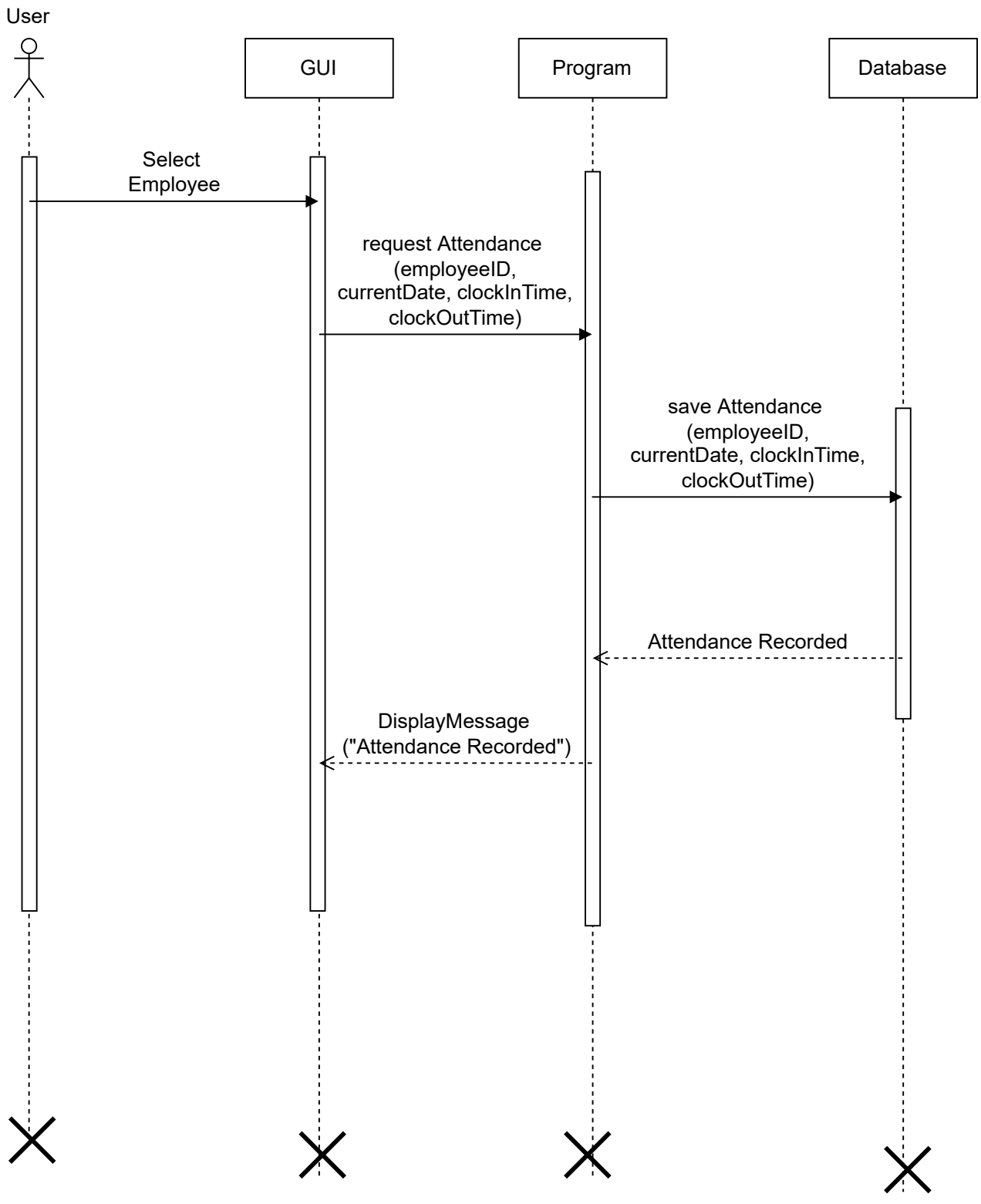
Display Message ("On Time Arrival Recorded")

2. Record Clock Out Time

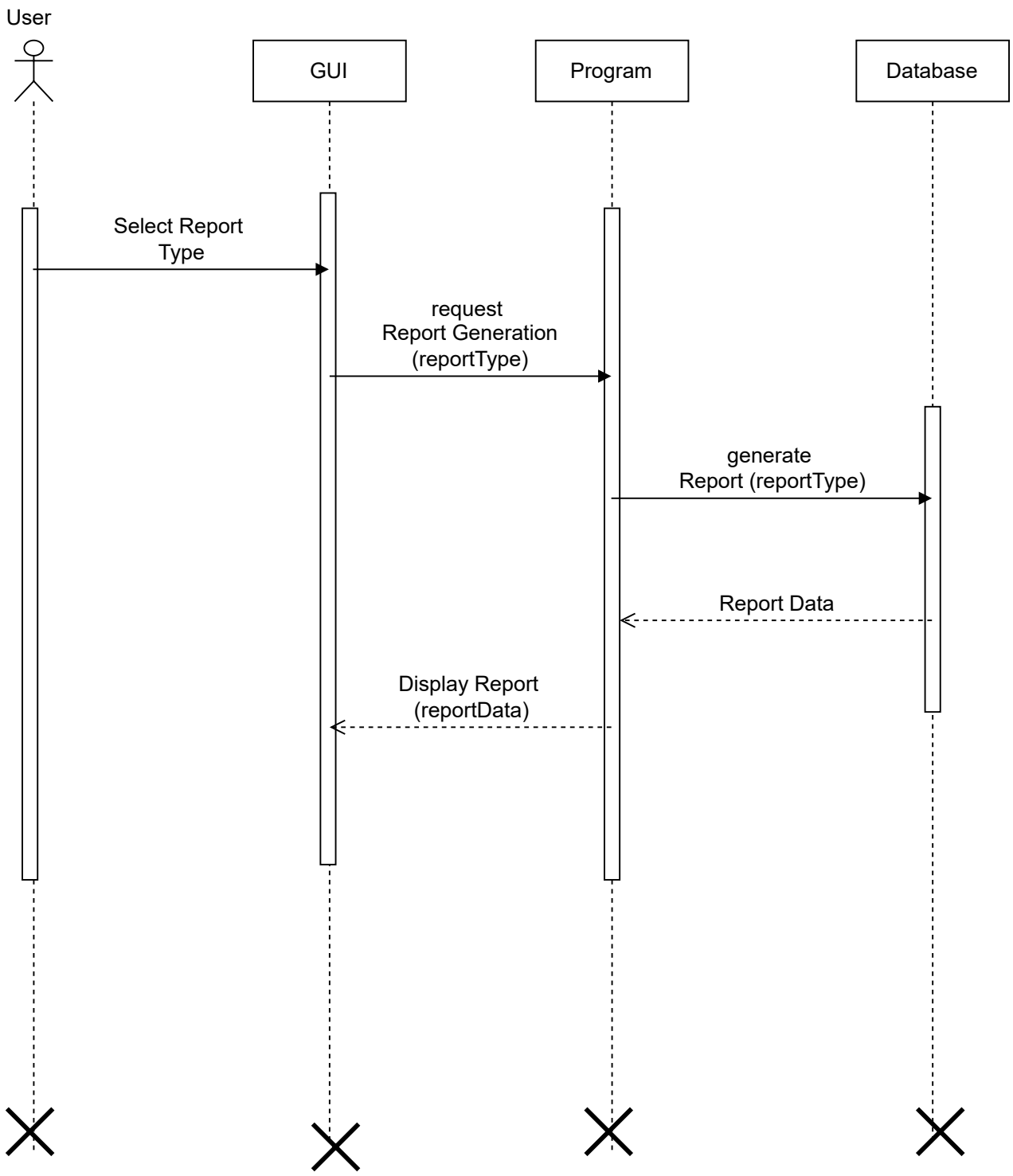




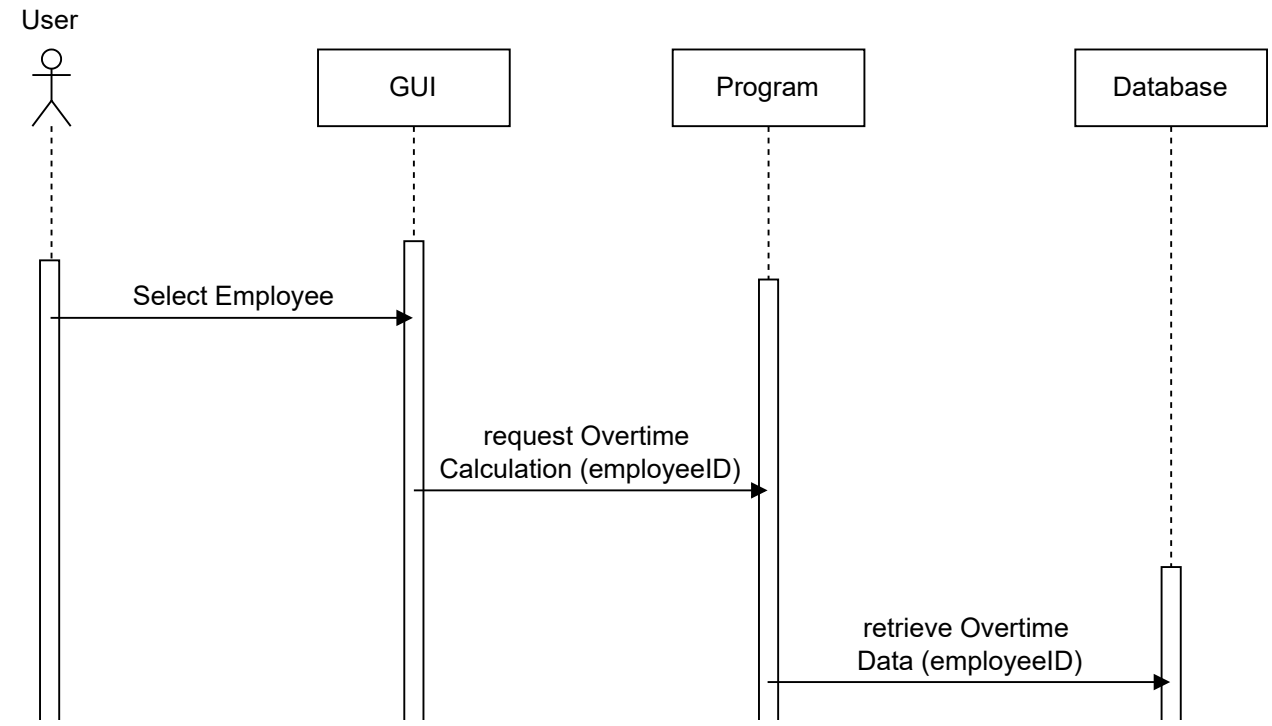
3. Record Attendance

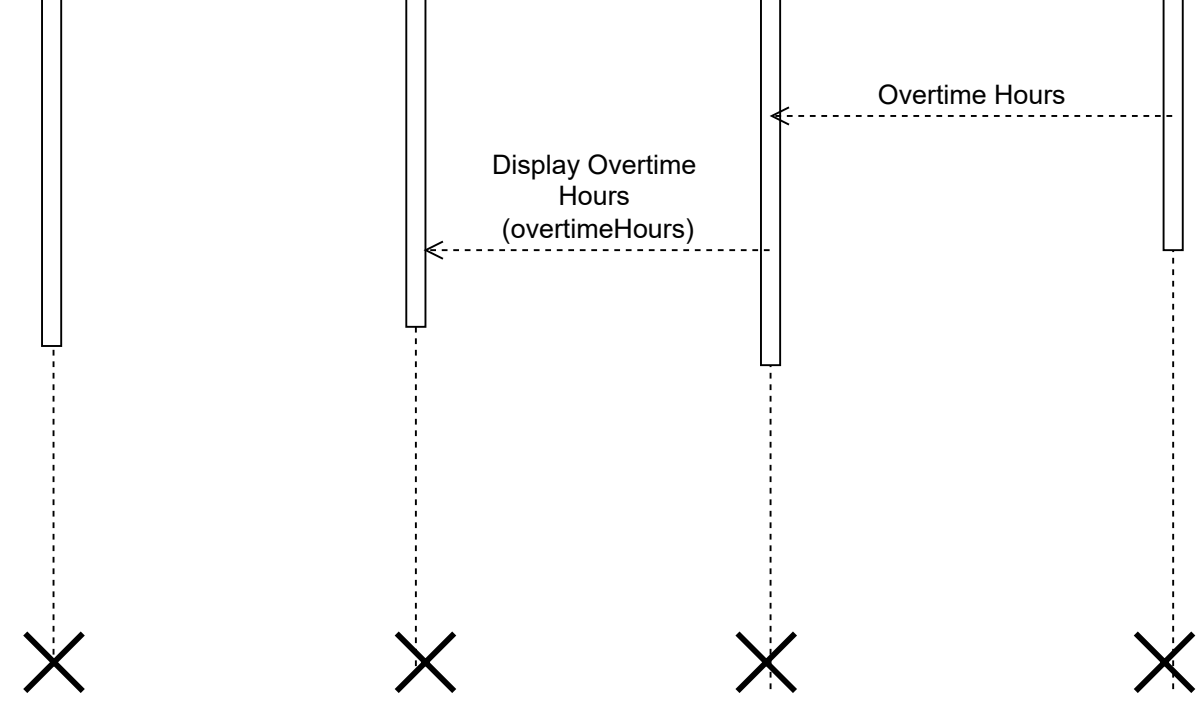


4. Generate & View Report



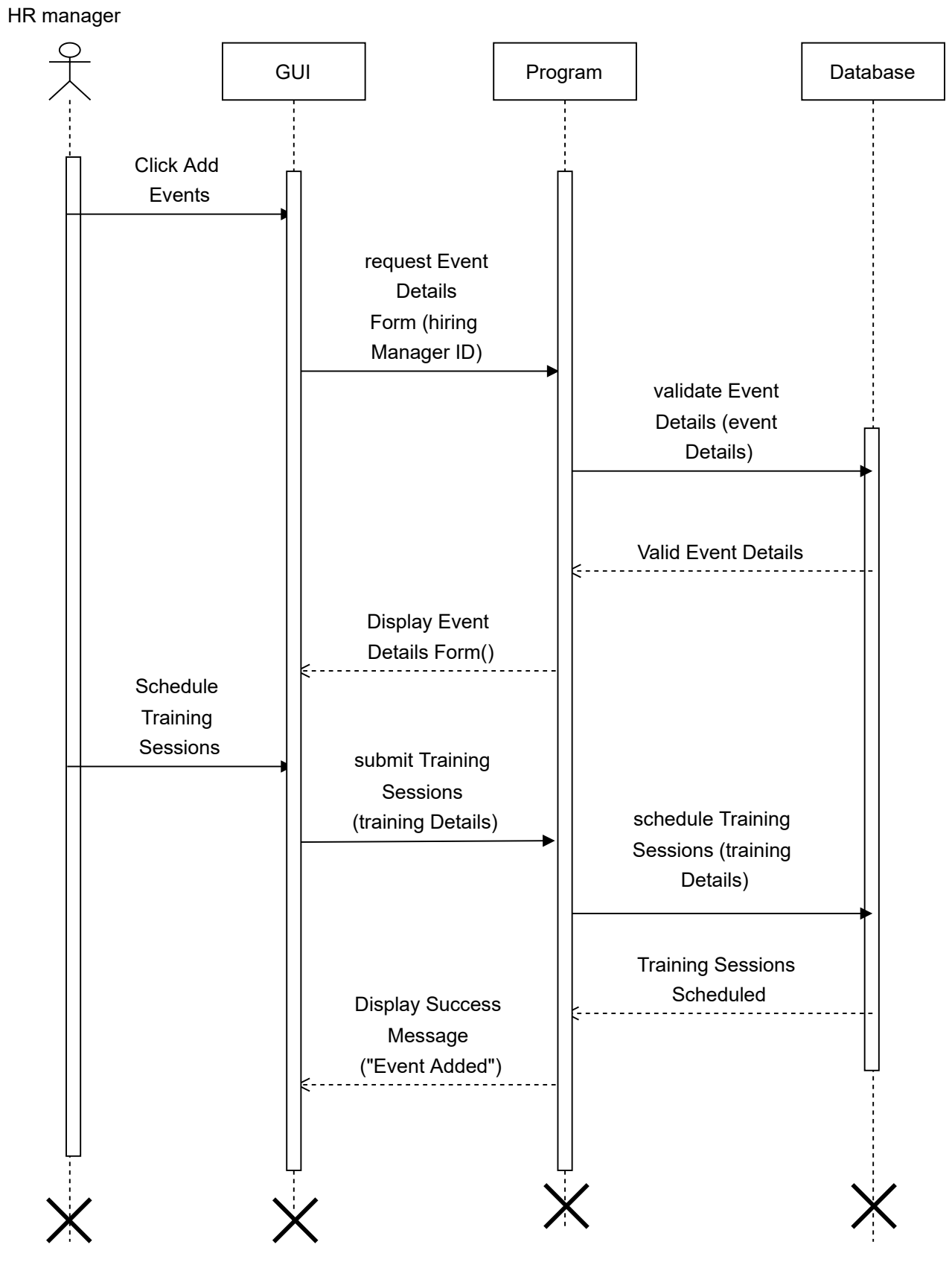
5. Calculate Monthly Employee Overtime Hours



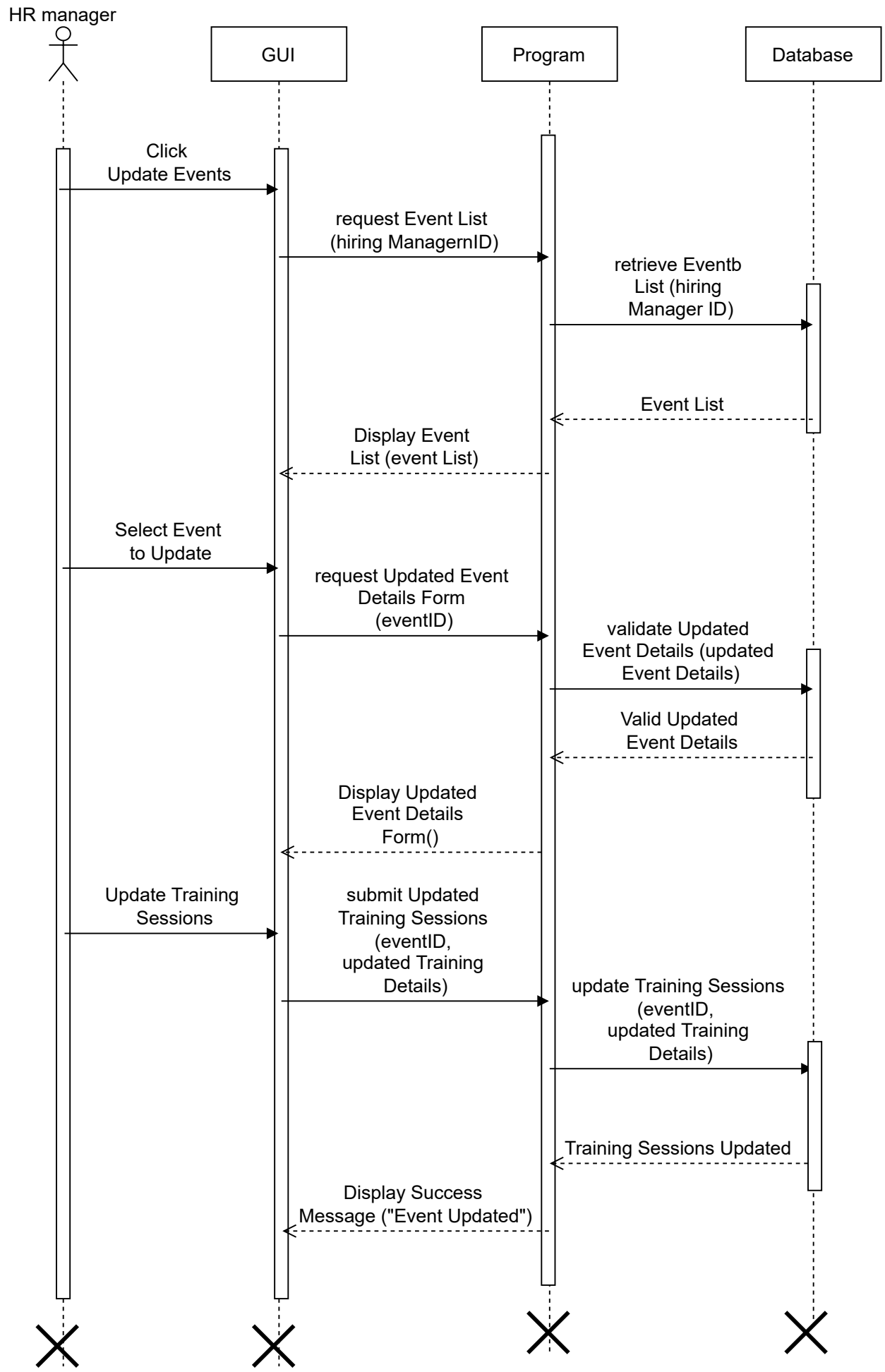


HR manager

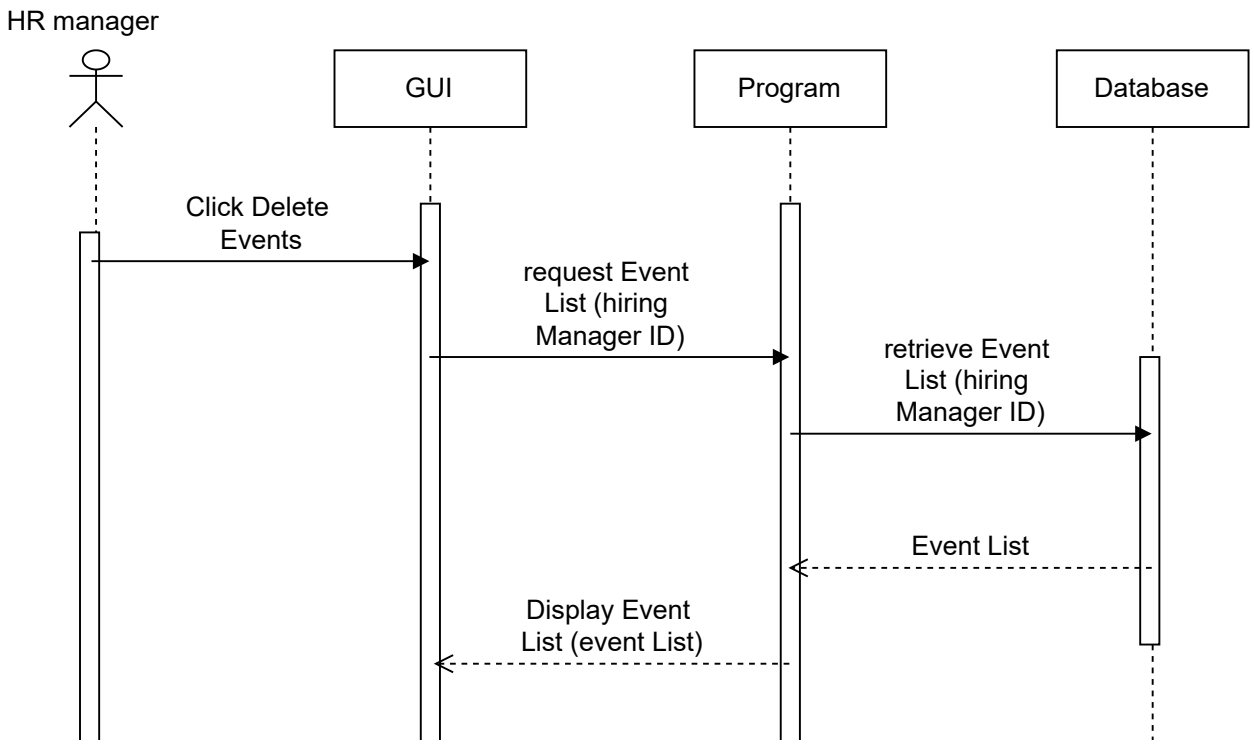
1. Add Events for Employees

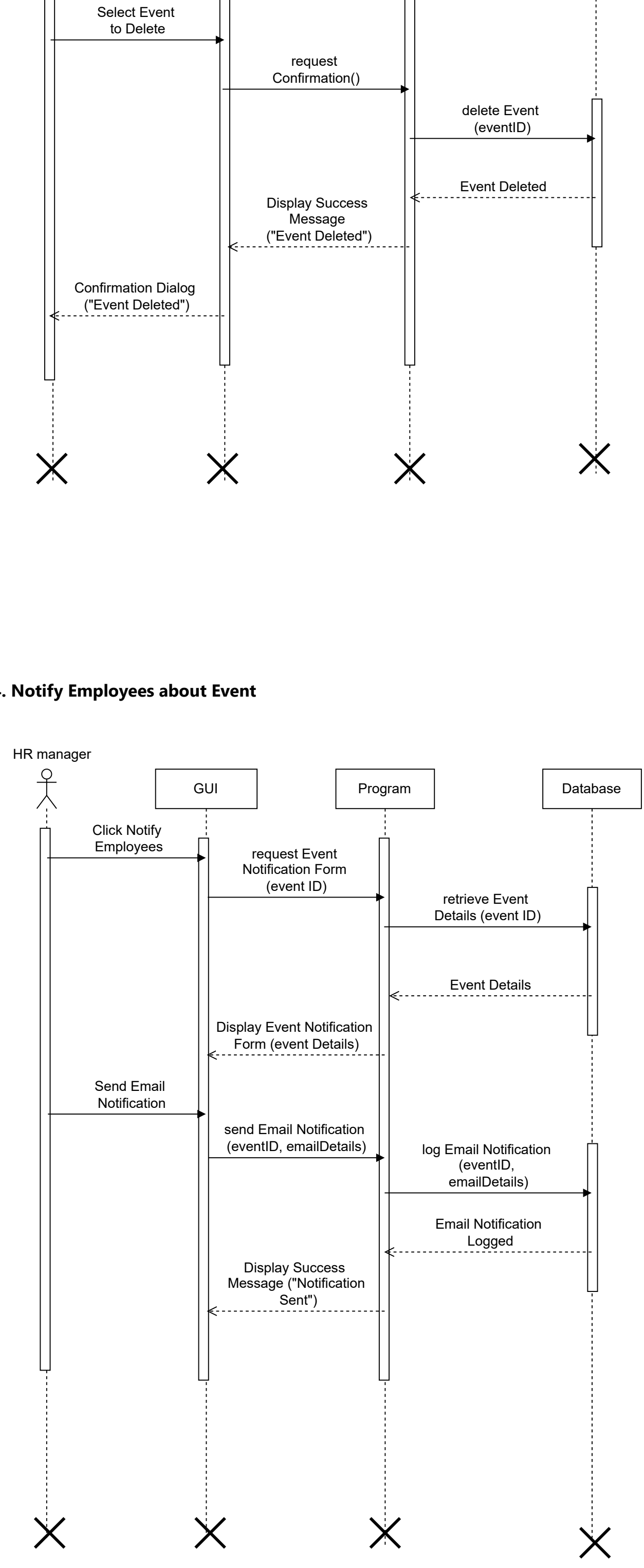


2. Update Events for Employees



3. Delete Events for Employees

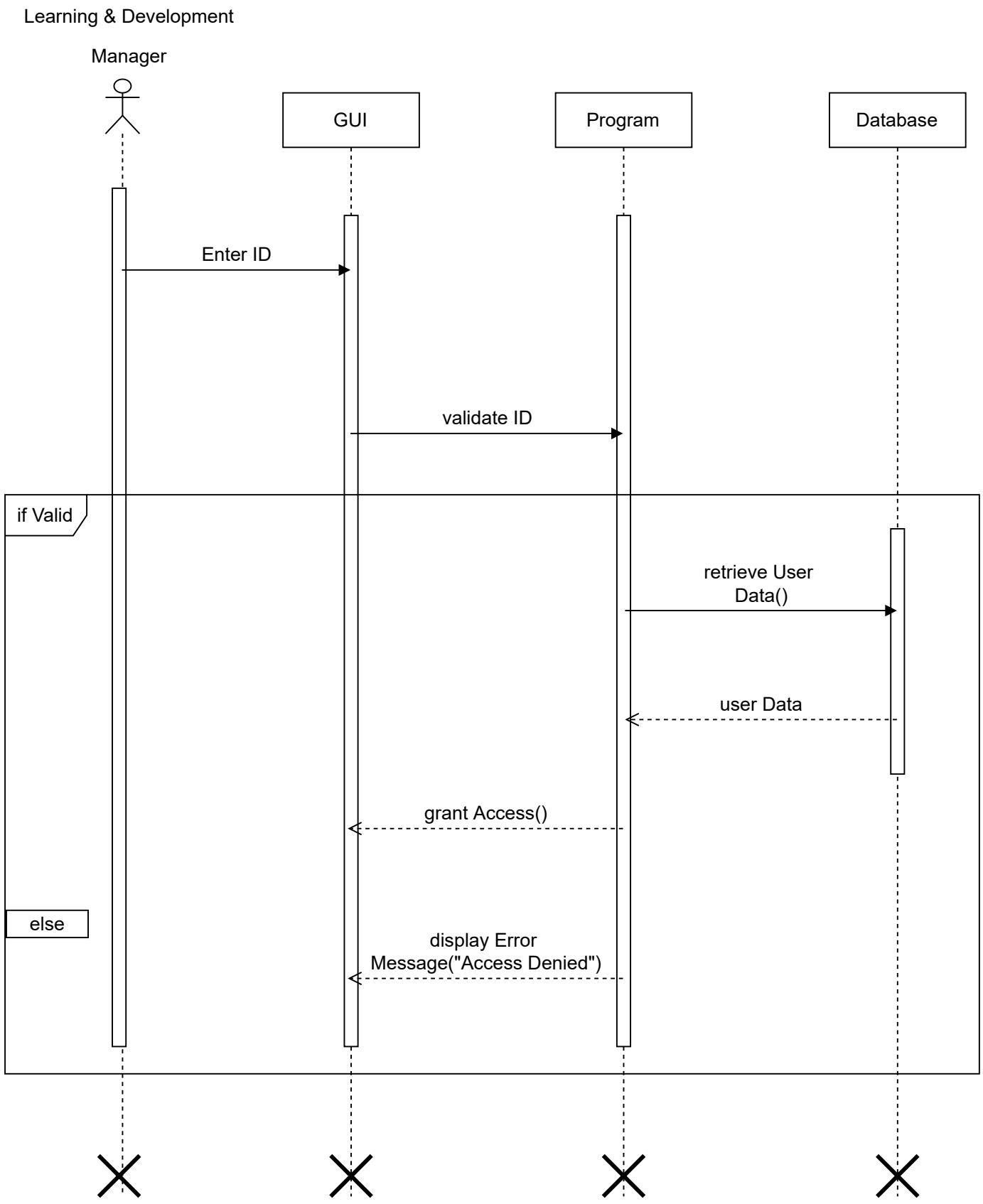




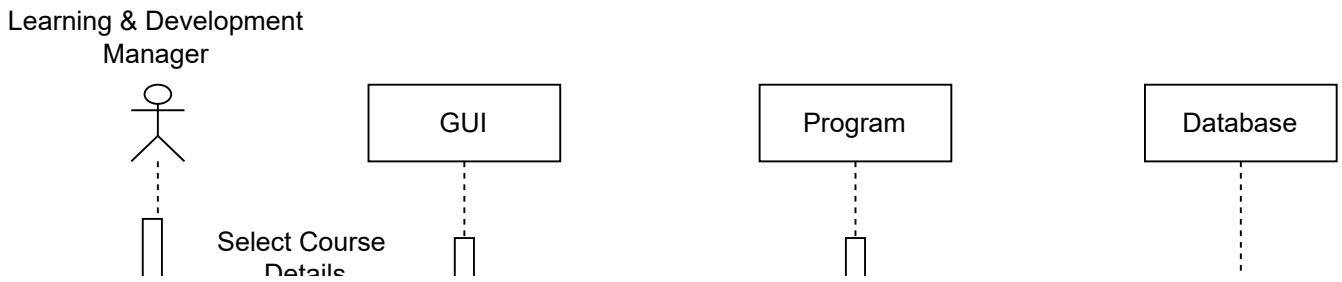
4. Notify Employees about Event

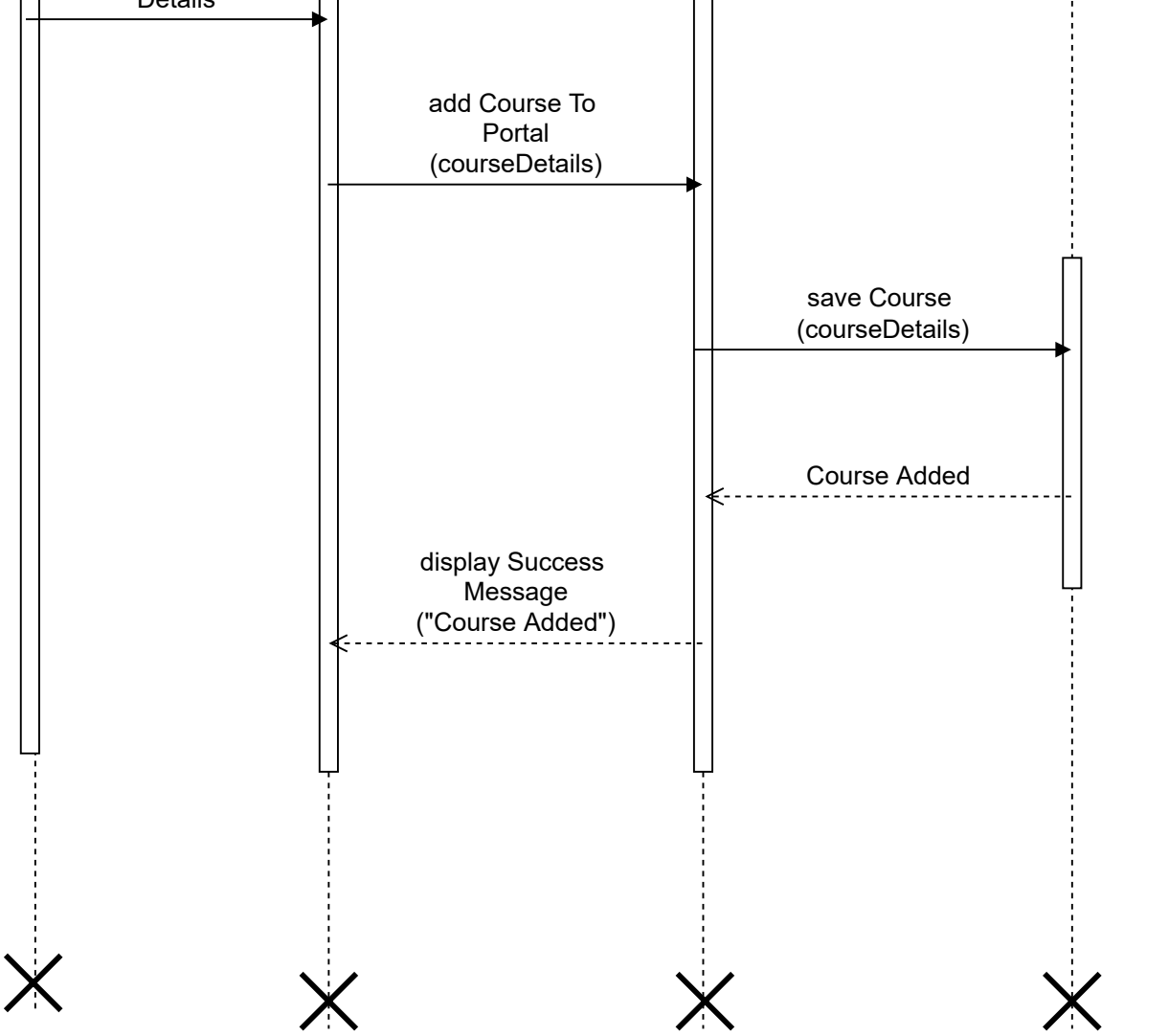
Knowledge managemenet system

1. Login to KMS

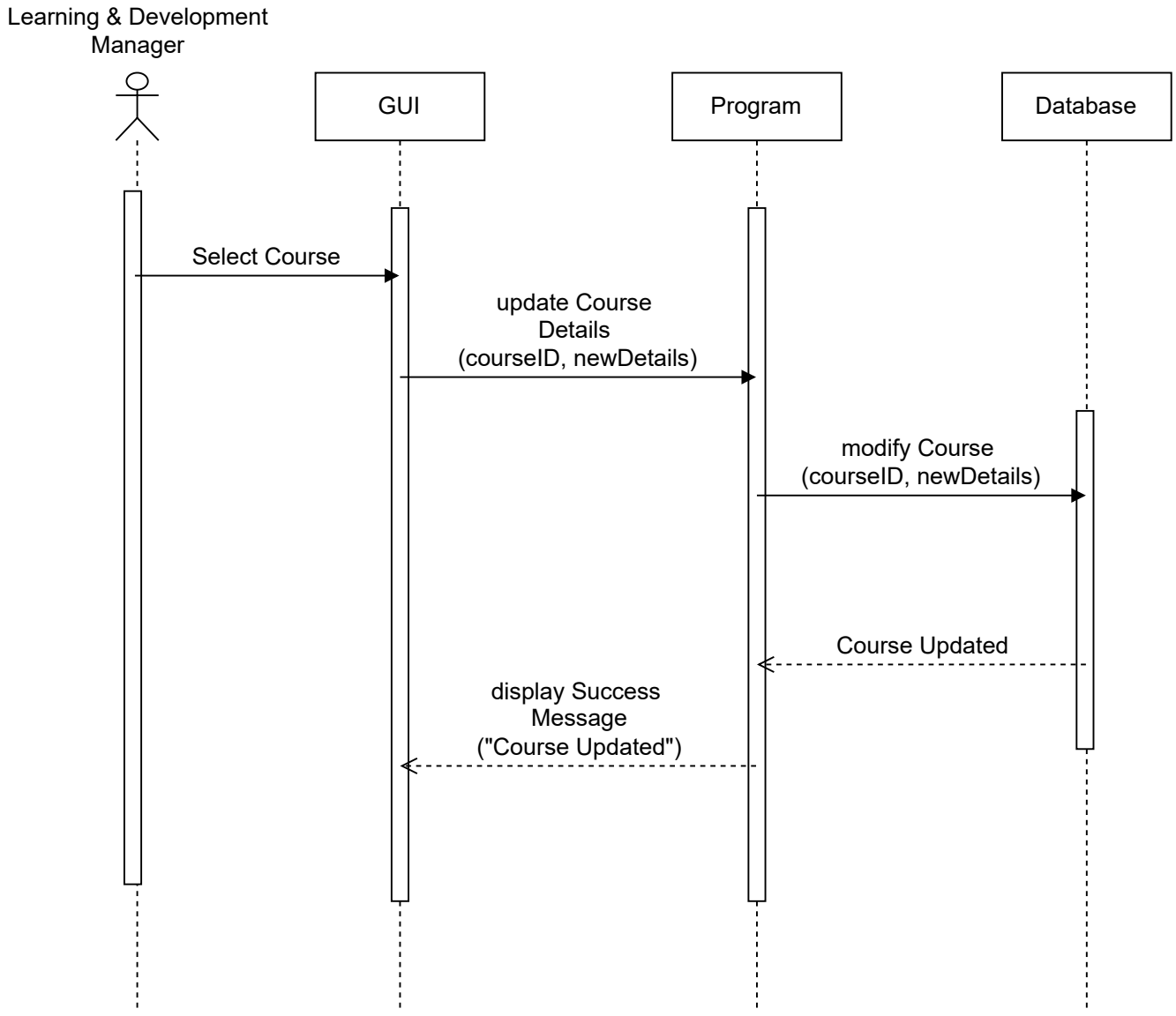


2. Add Courses to Portal

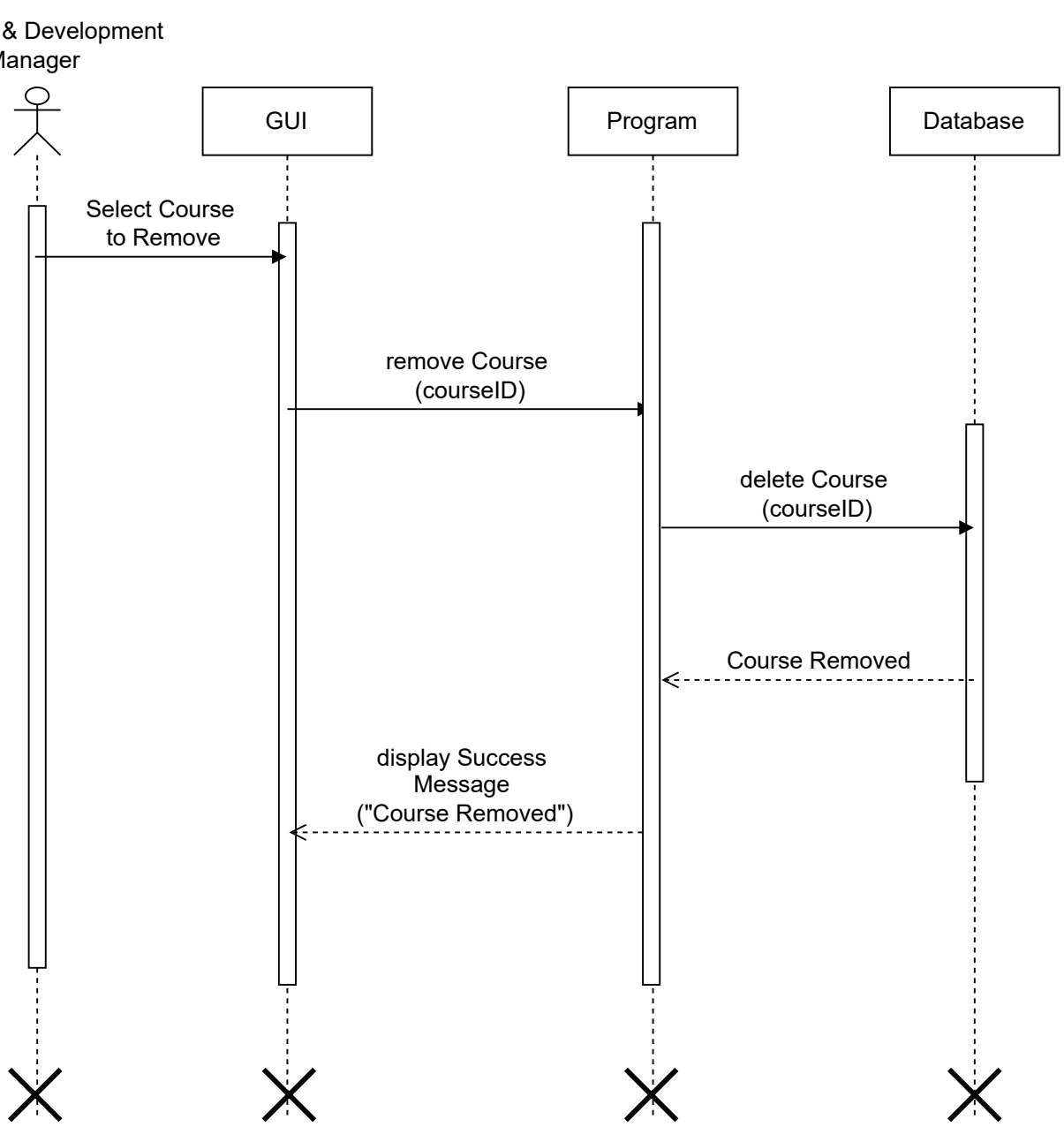




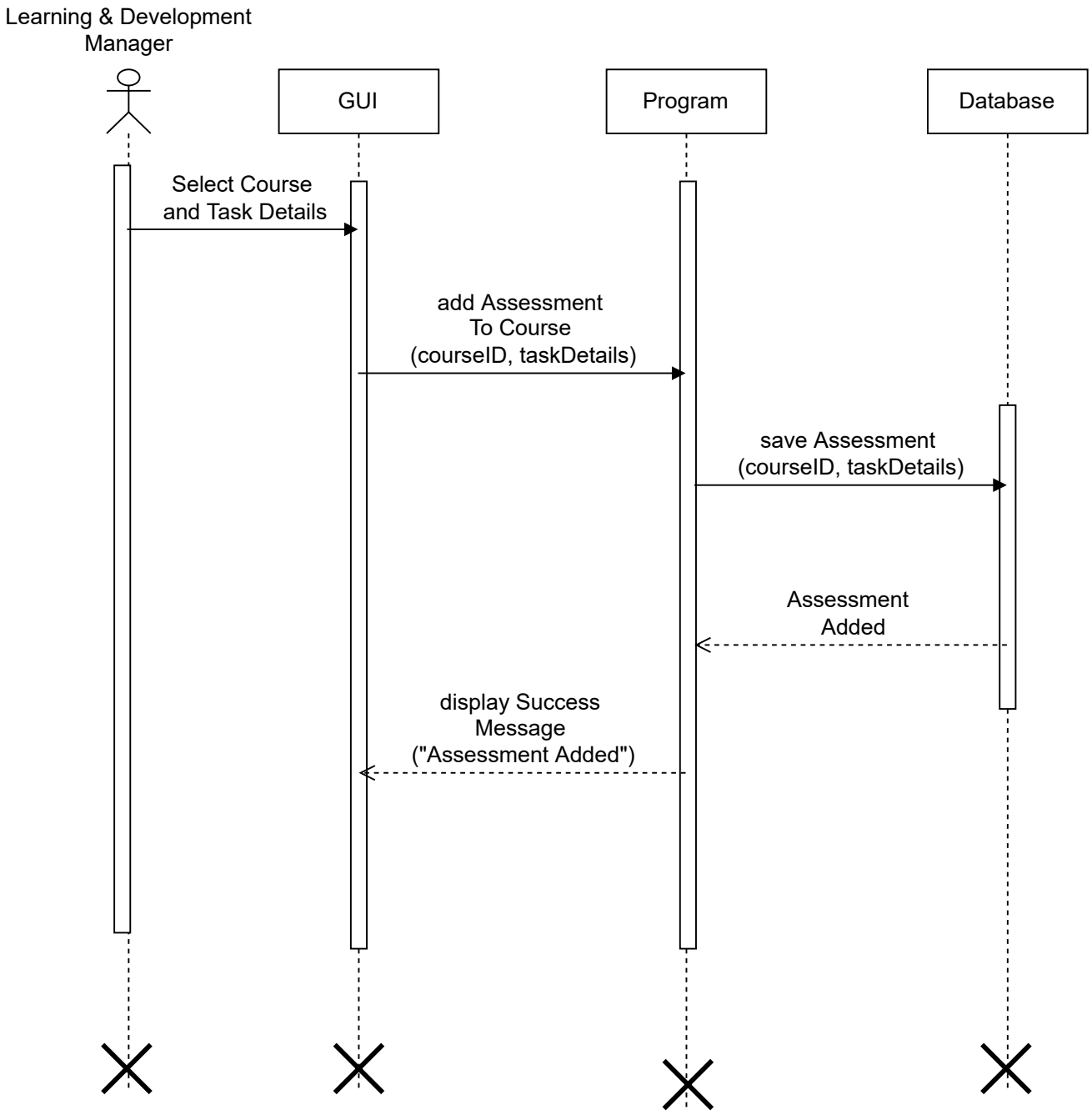
3. Update Course



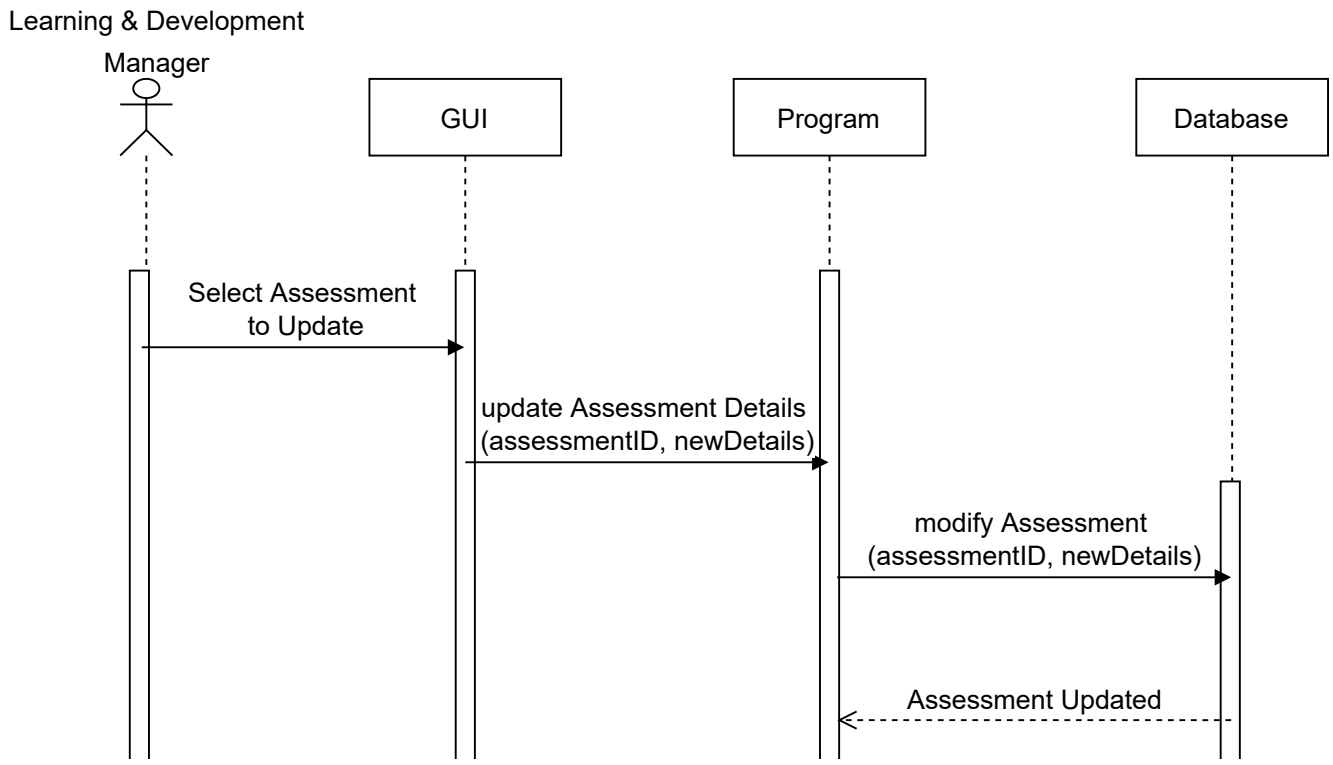
4. Remove Course

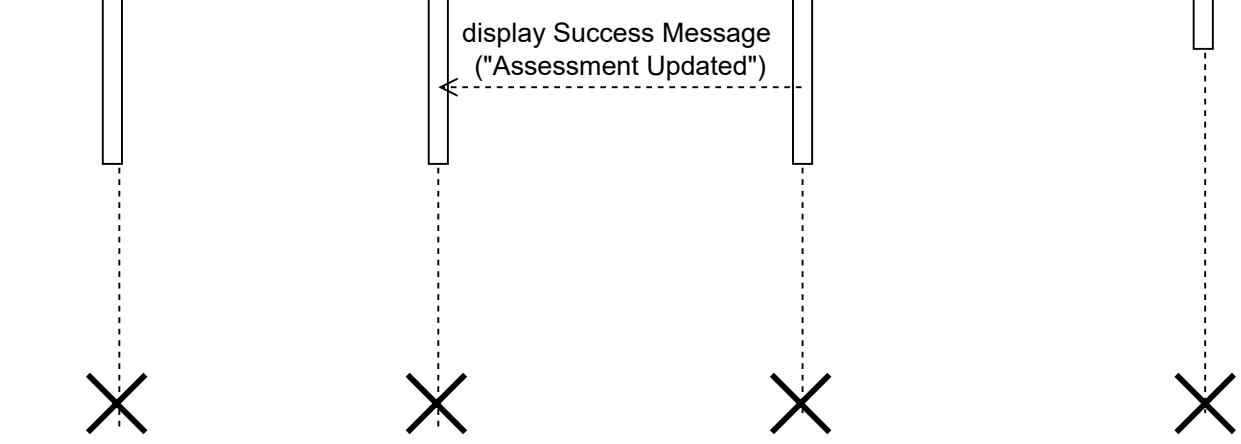


5. Add Assessments to Course

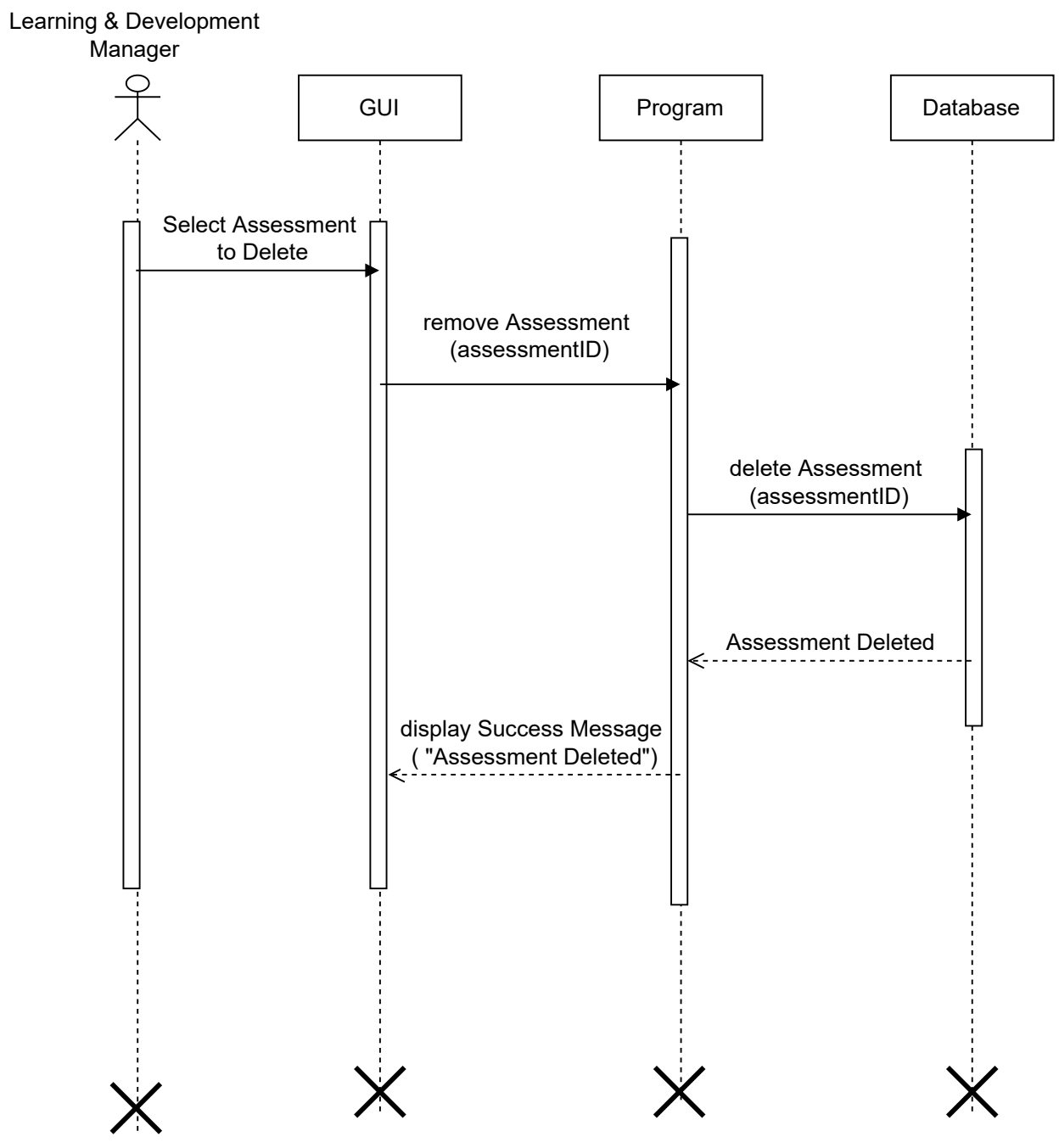


6. Update Assessments in Course

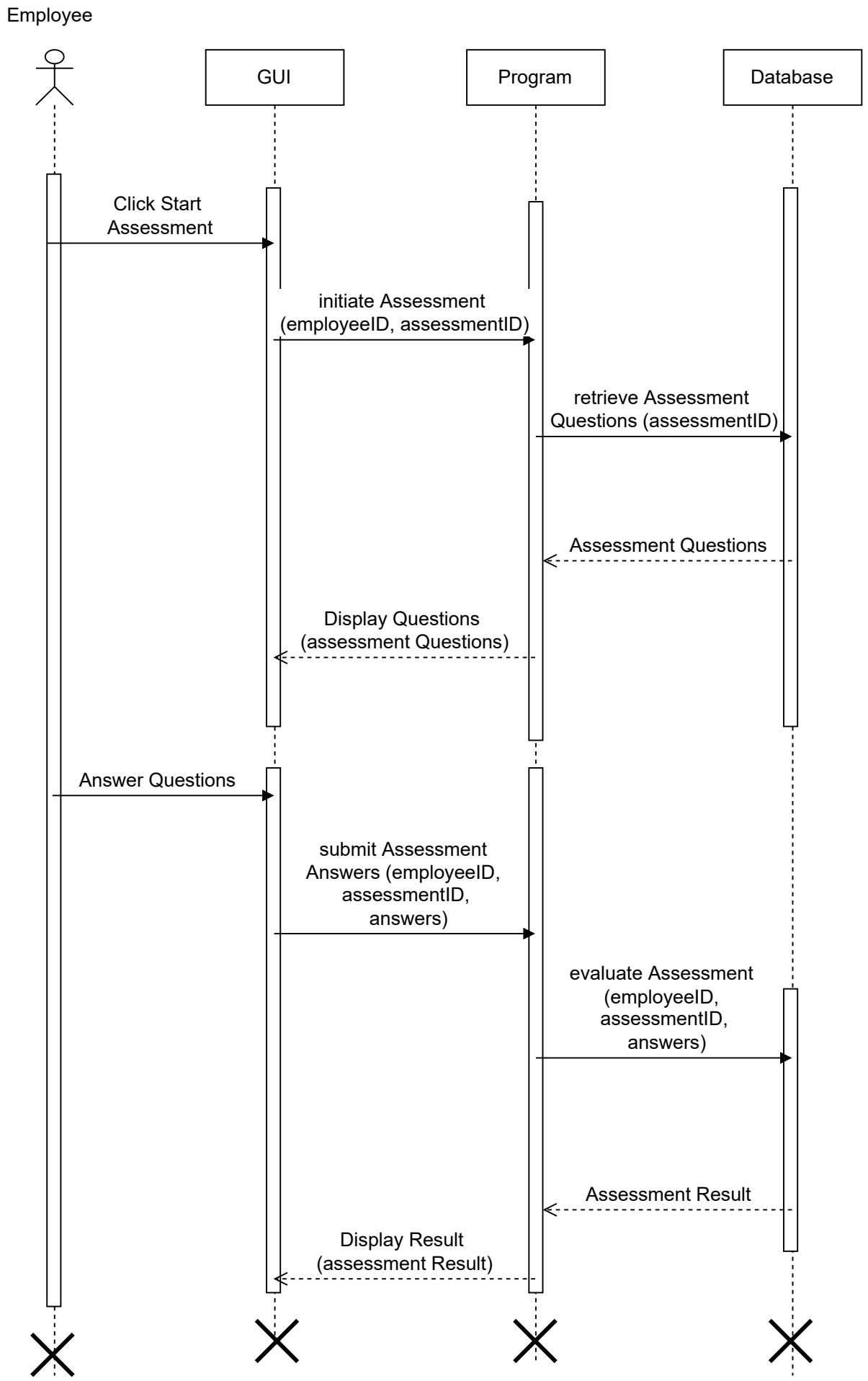




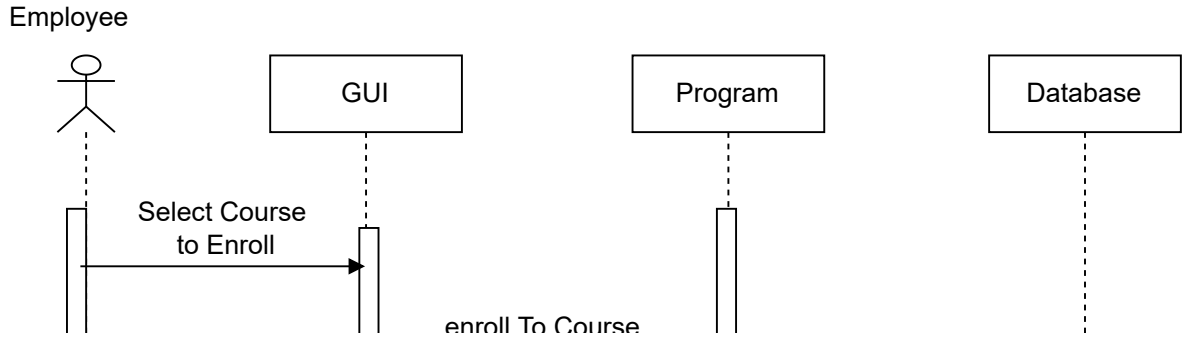
7. Delete Assessments in Course

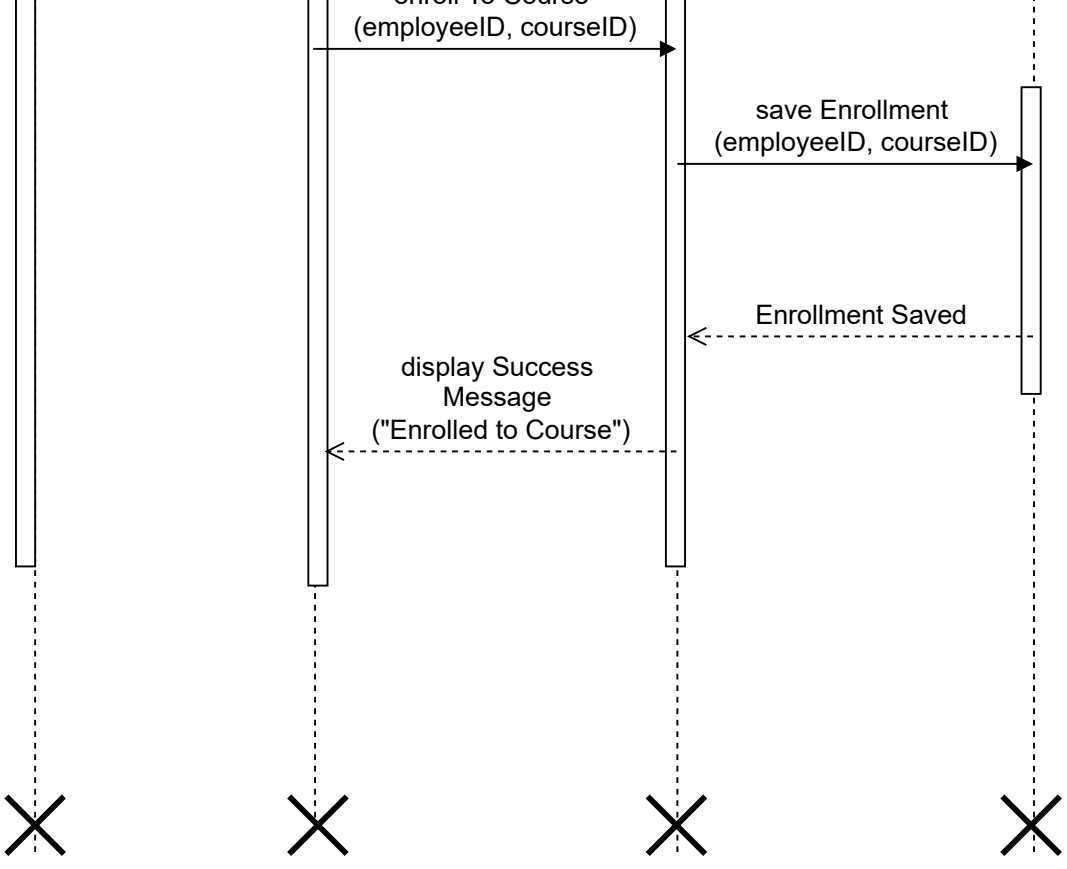


8. Start and Complete Assessment

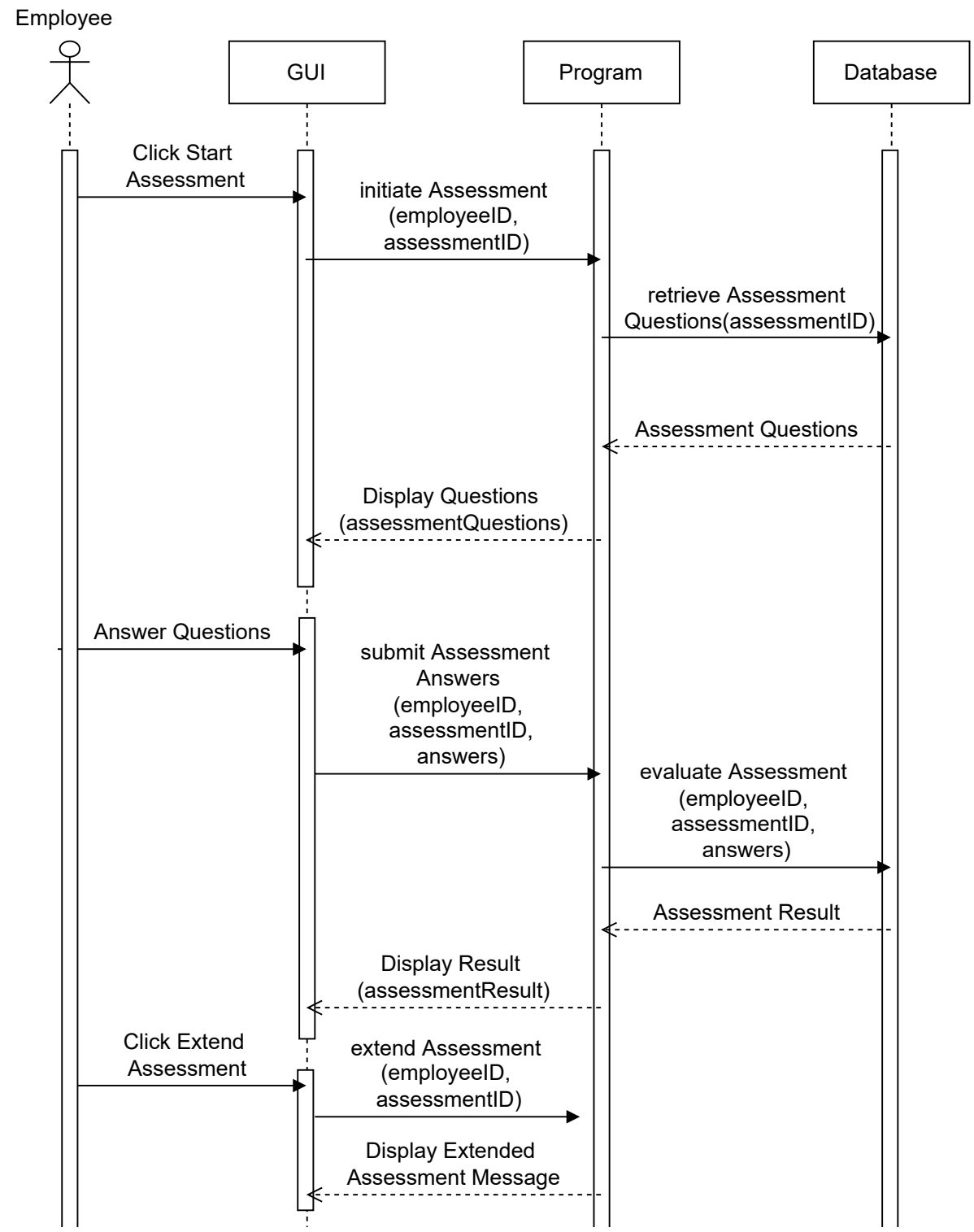


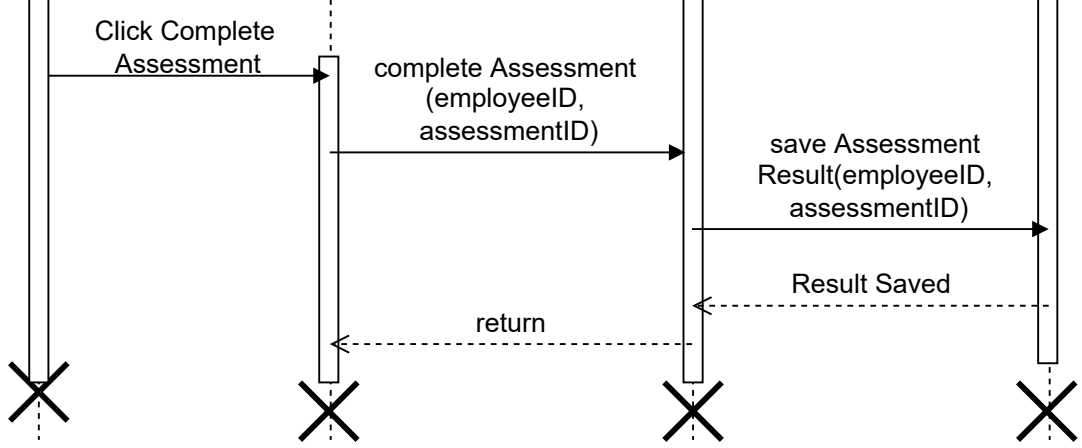
9. Enroll to Course



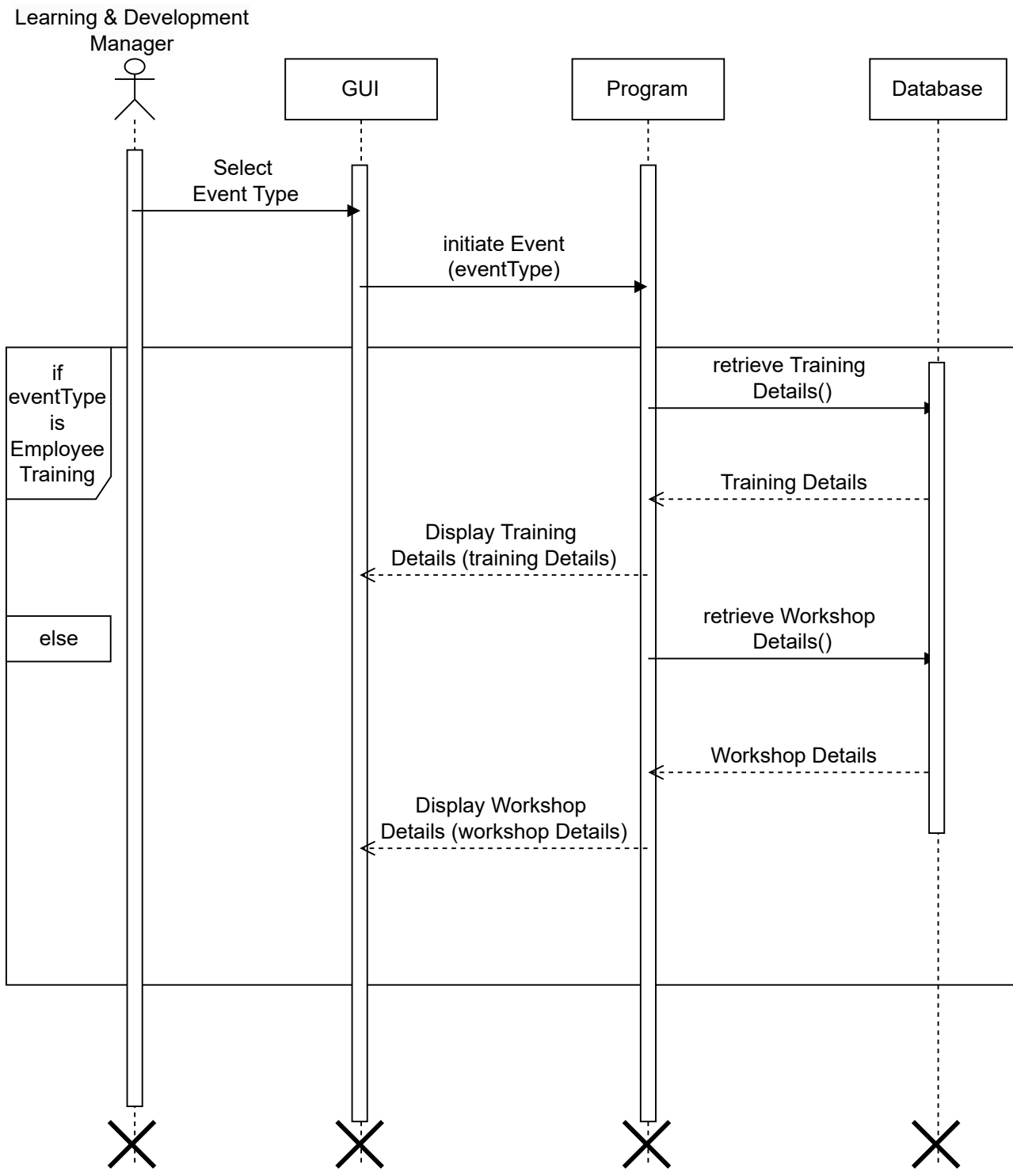


10. Start, Extend, and Complete Assessment

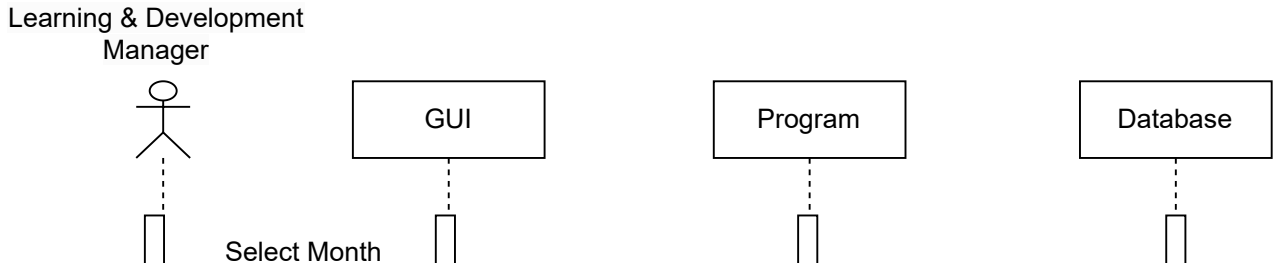


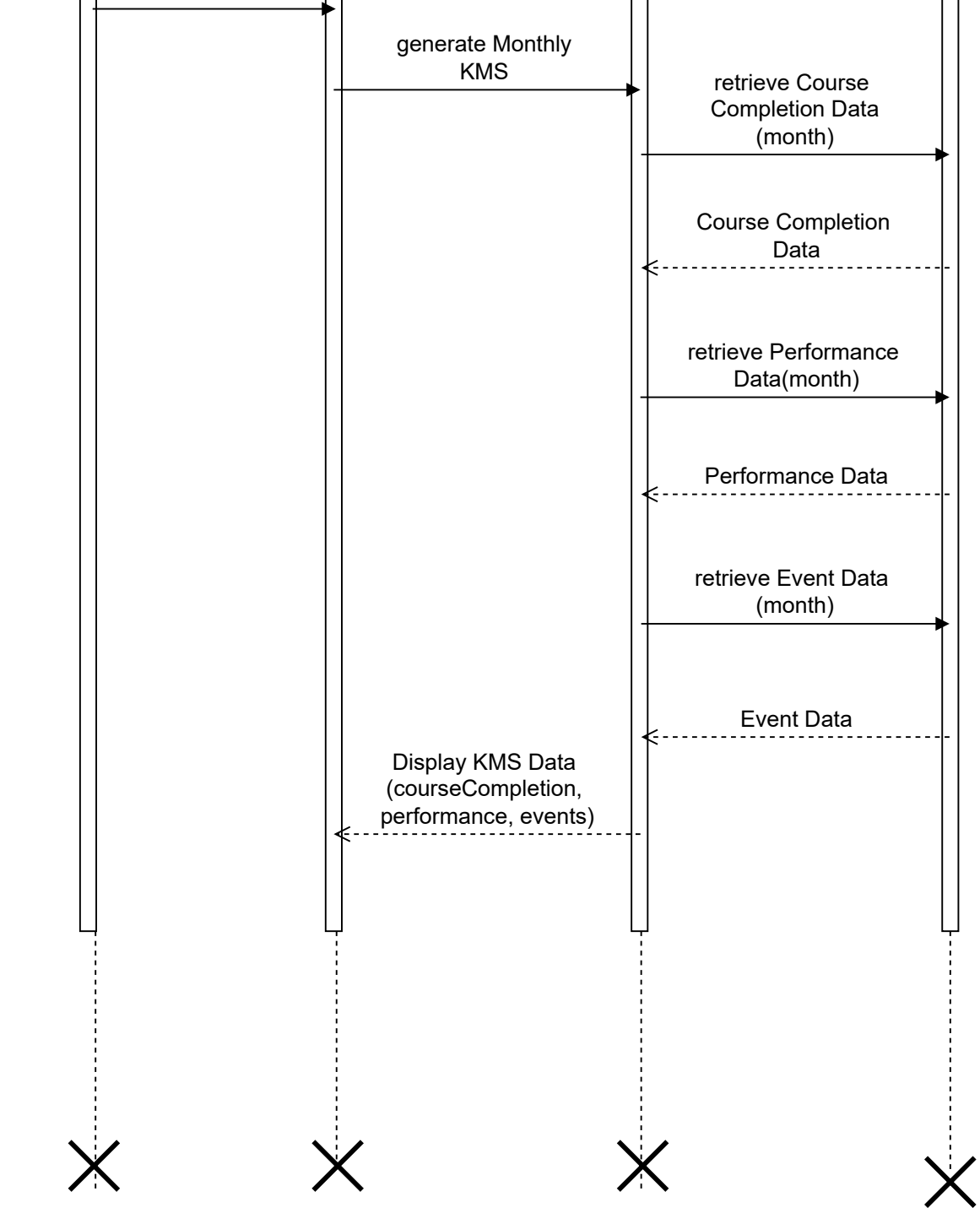


11. Conduct Events

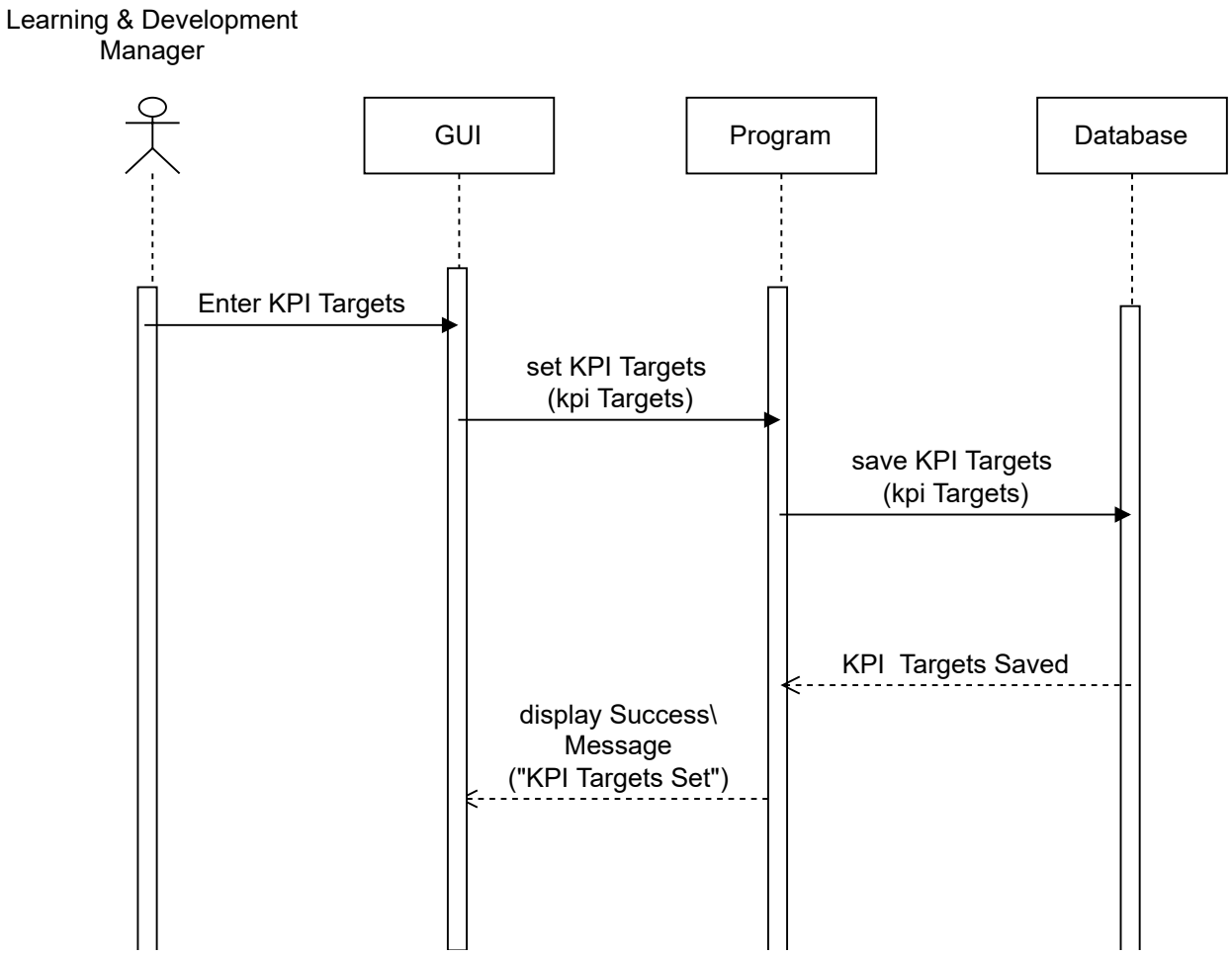


12. Generate Monthly KMS

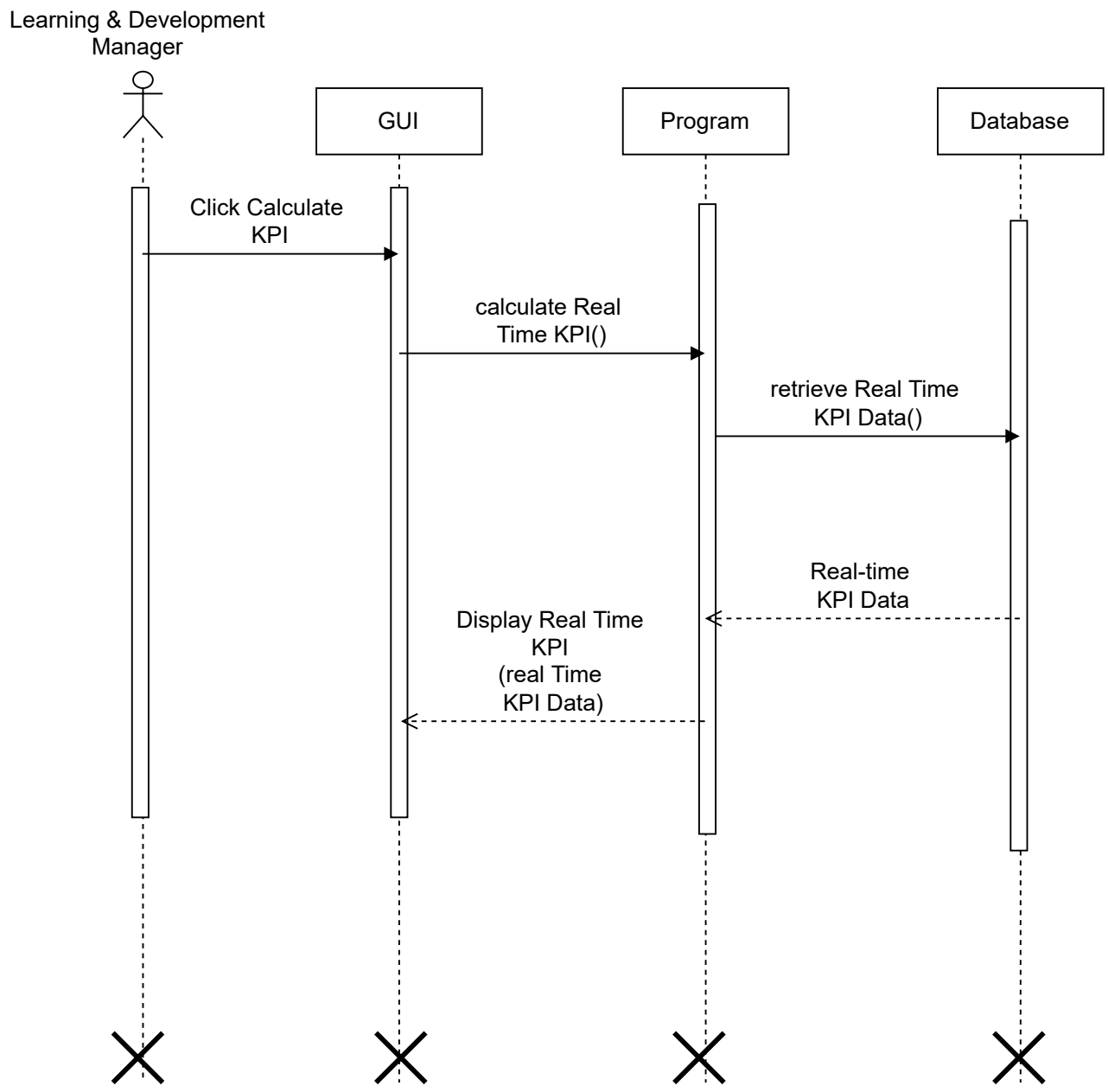




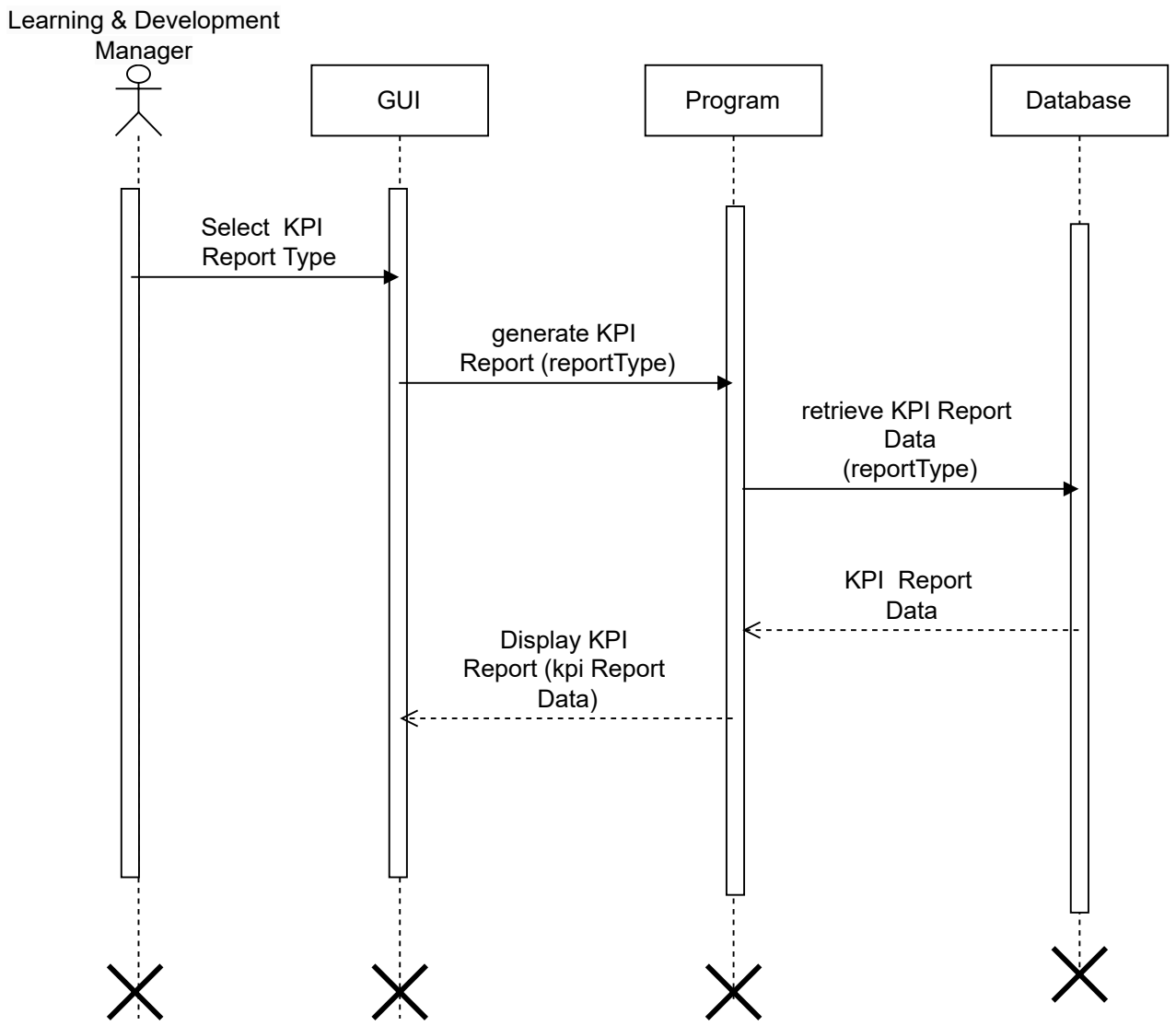
13. Set KPI Target



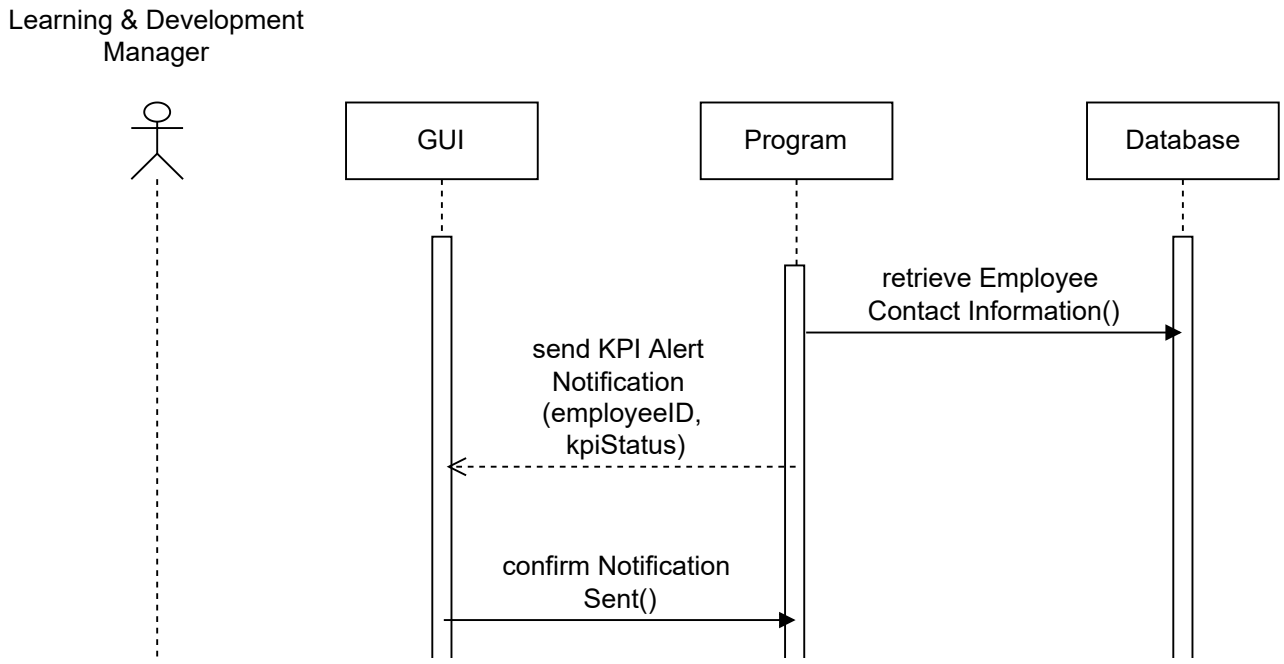
14. Calculate Real-time KPI



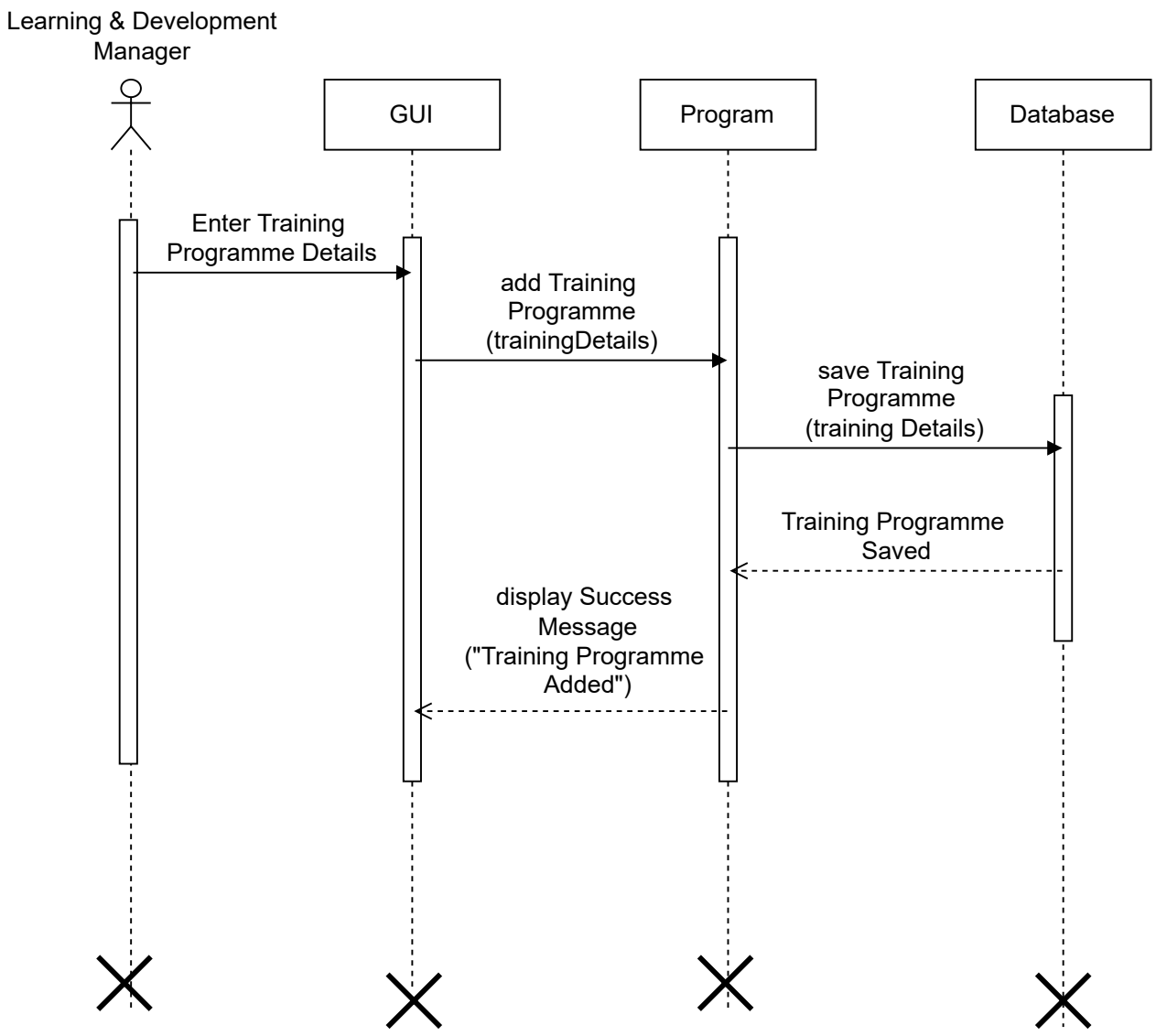
15. Generate KPI Reports (Including Real-time KPI)



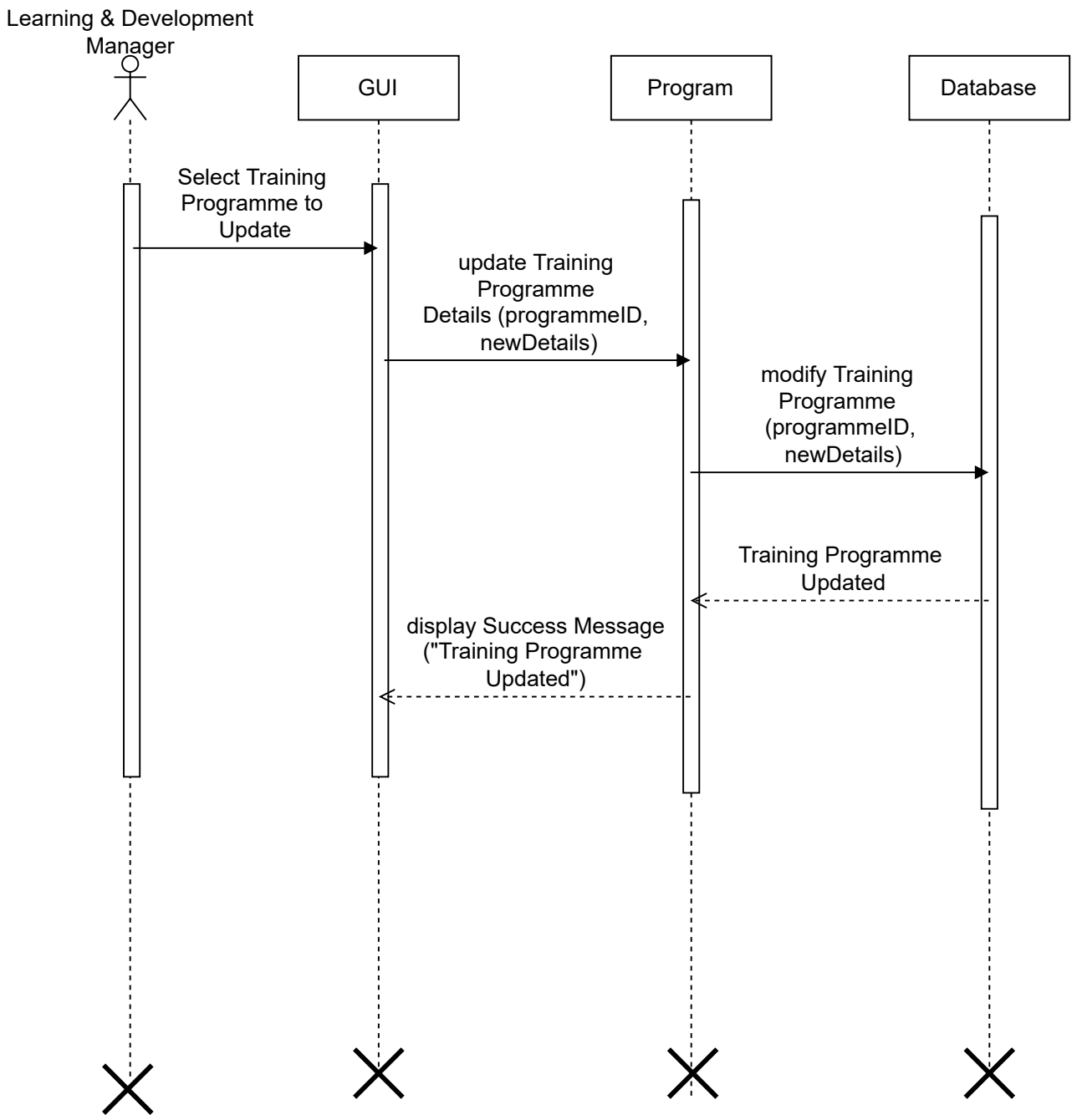
16. Alert and Notify Employee if KPI Exceeded or Not Met



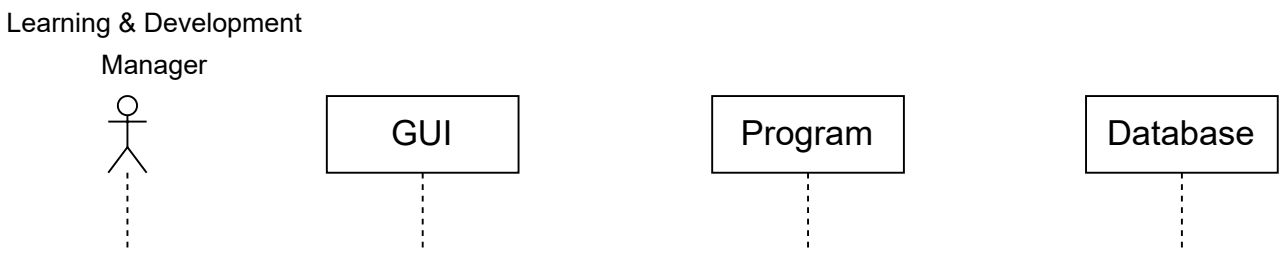
17. Add Employee Training Programme

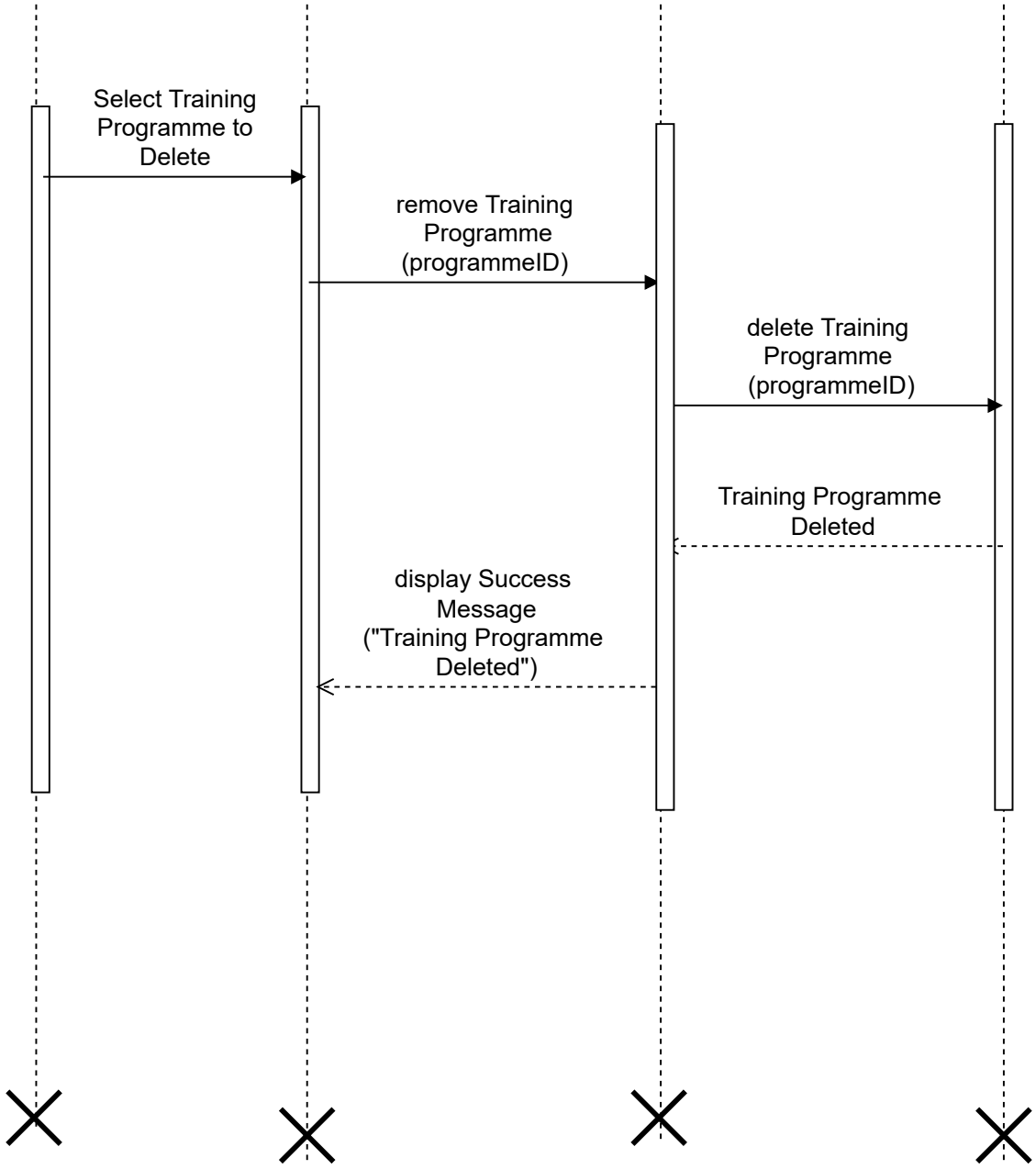


18. Update Employee Training Programme

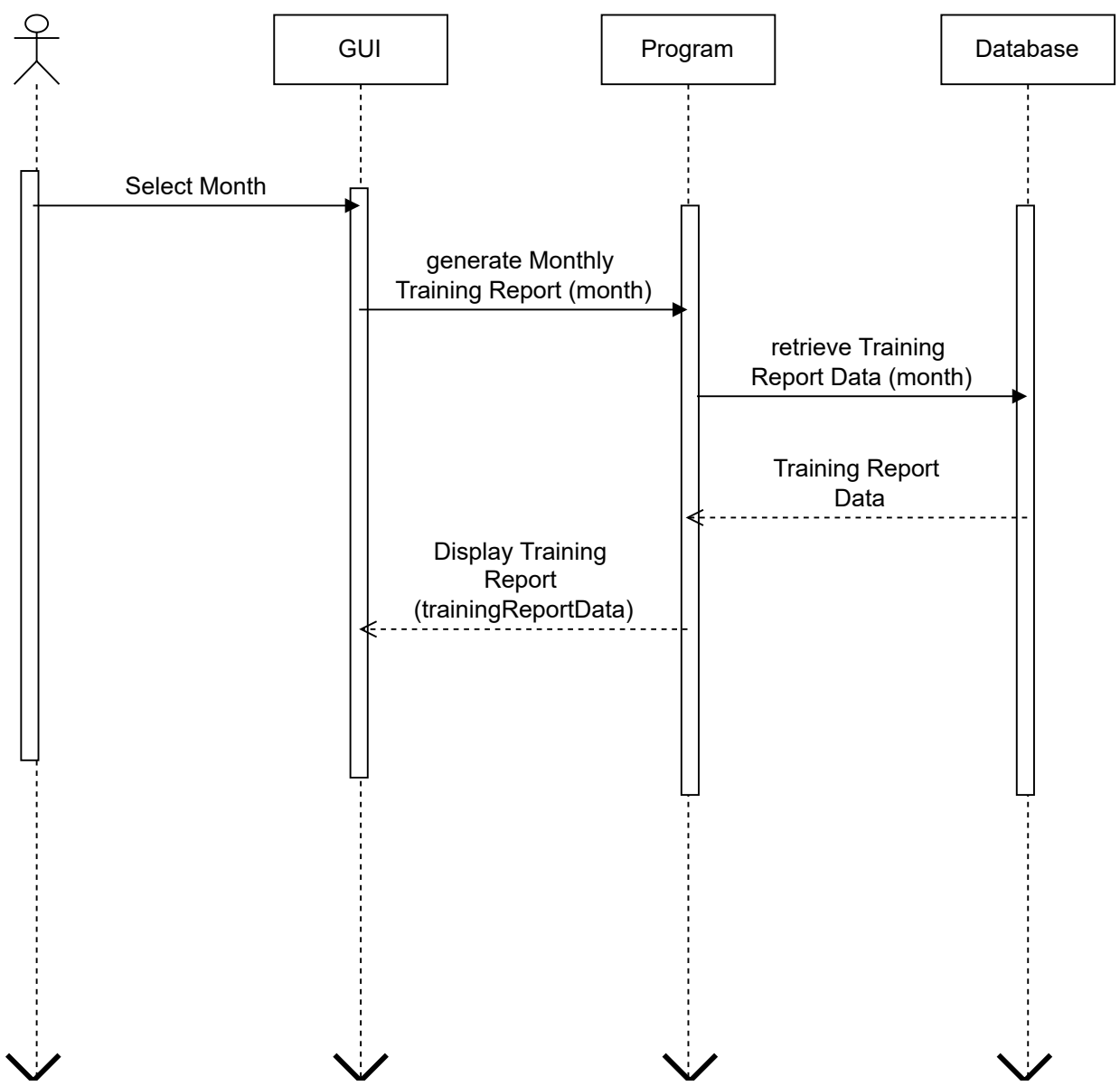


19. Delete Employee Training Programme

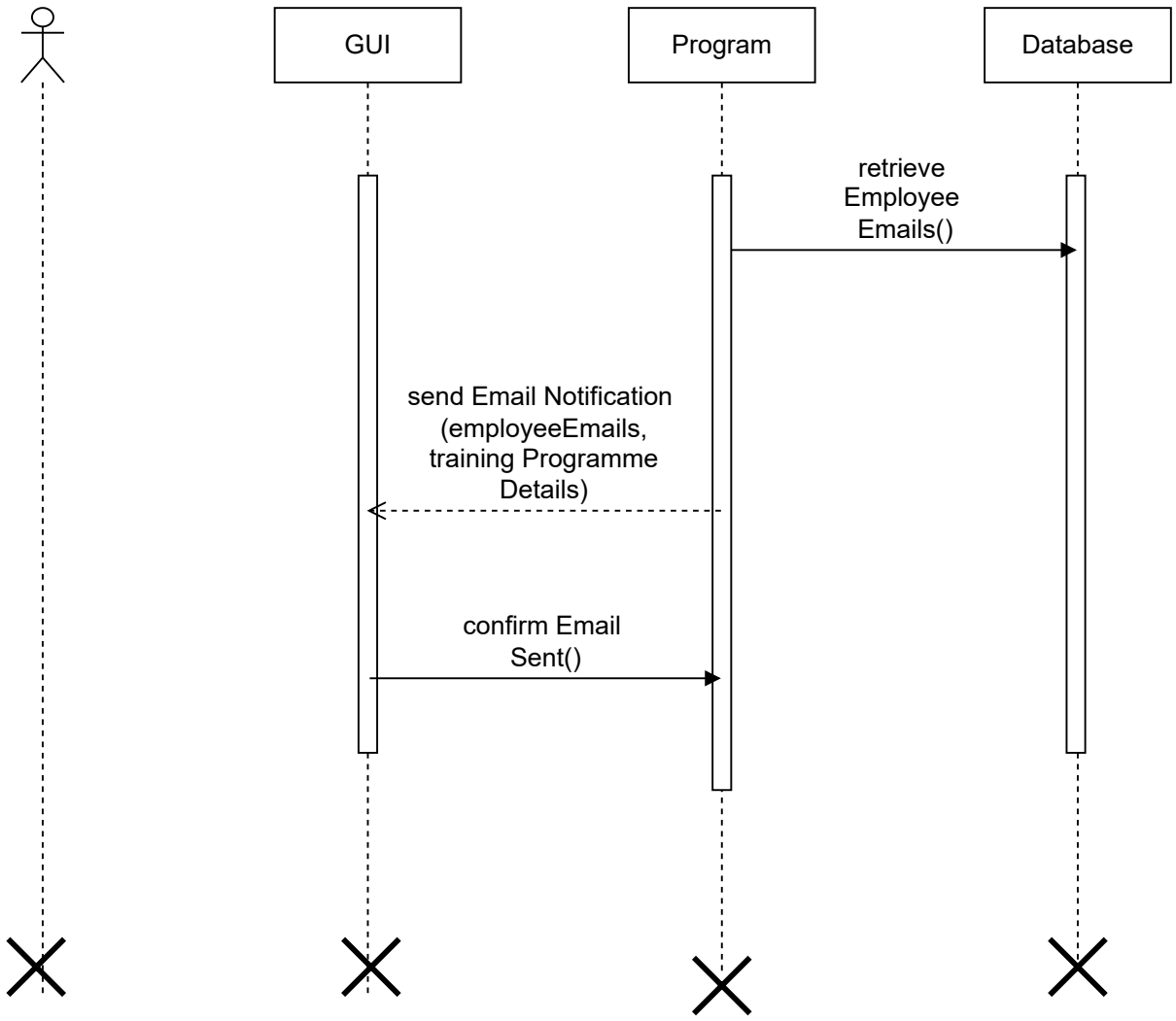




20. Generate Monthly Employee Training Report

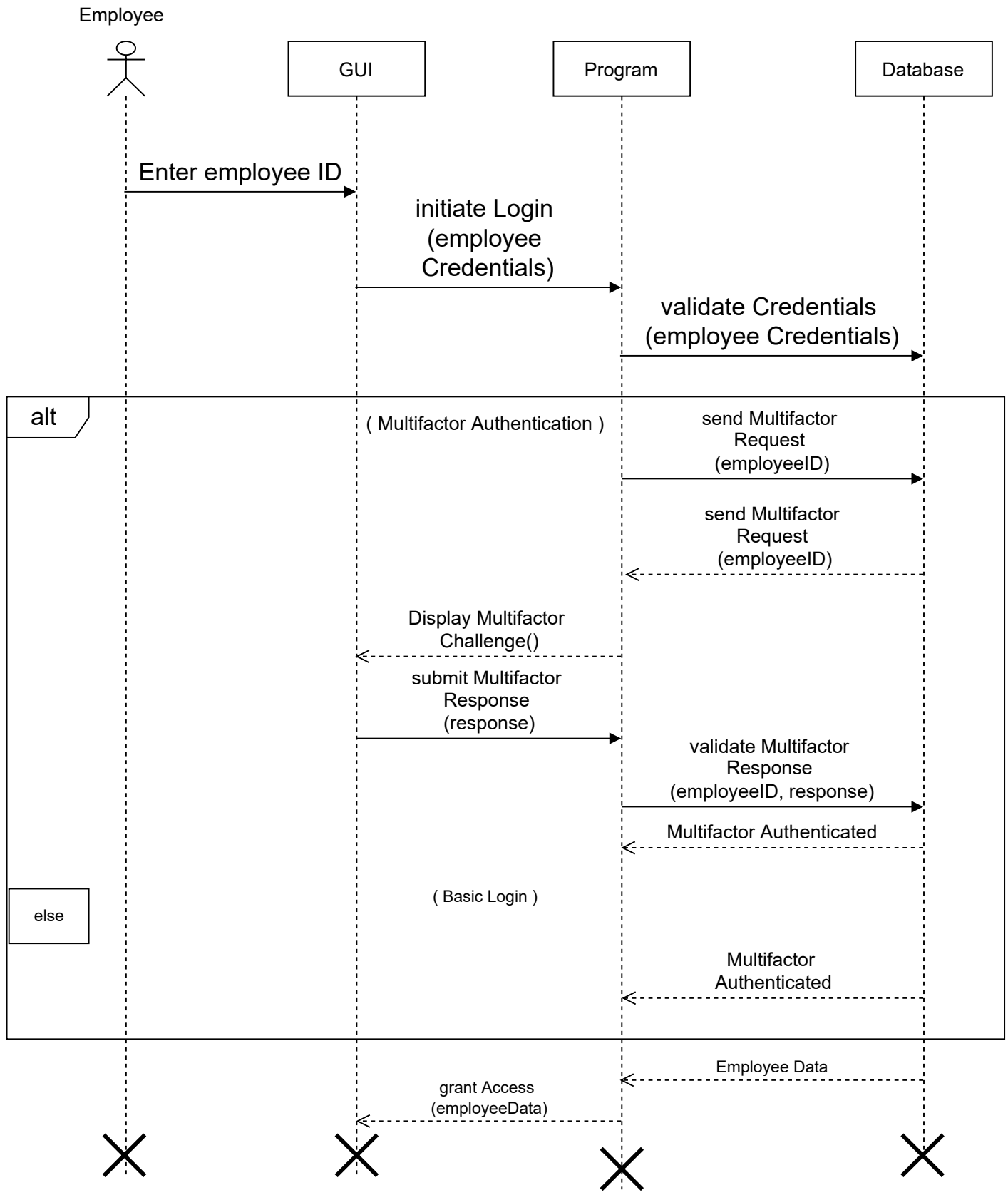


21. Notify Employees about Employee Training Programme

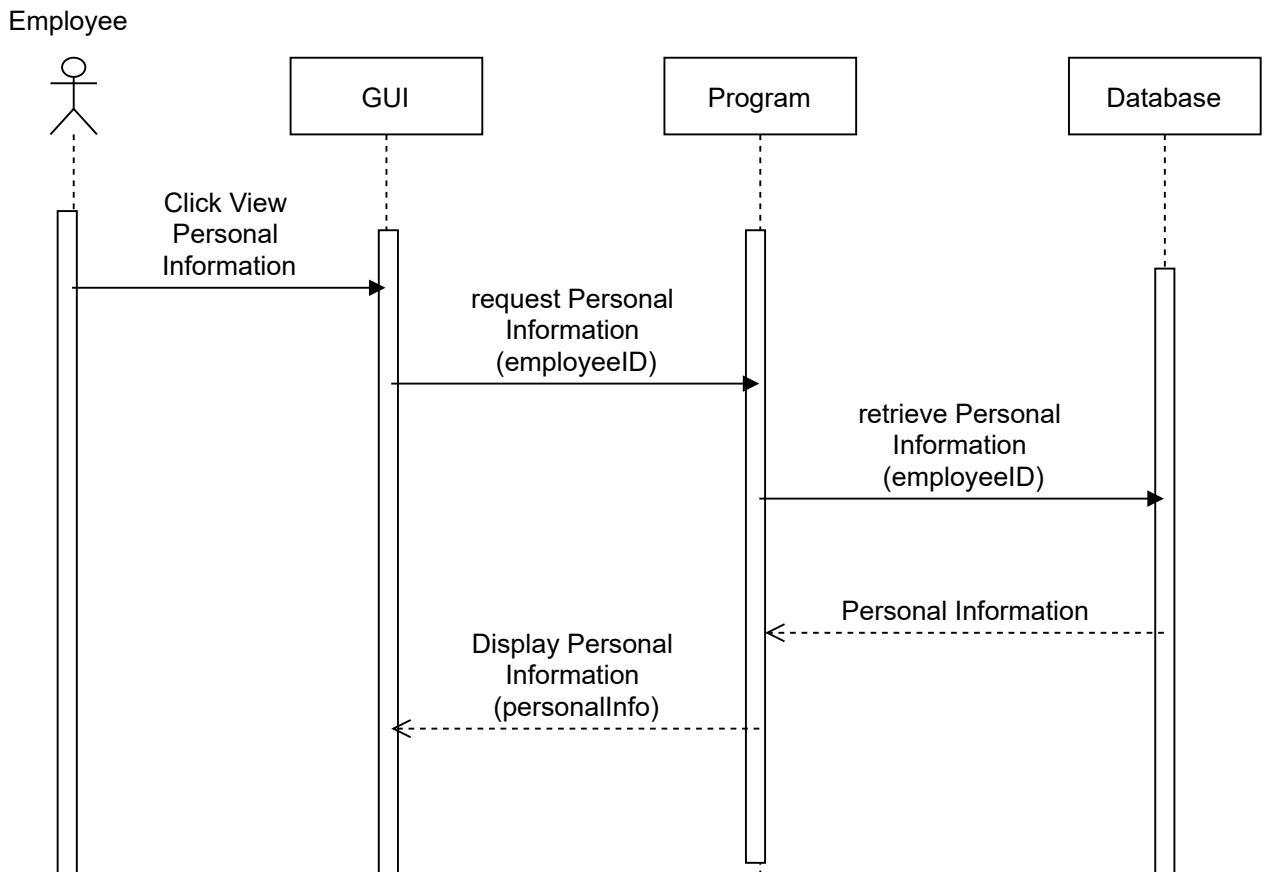


Employee Self Service user

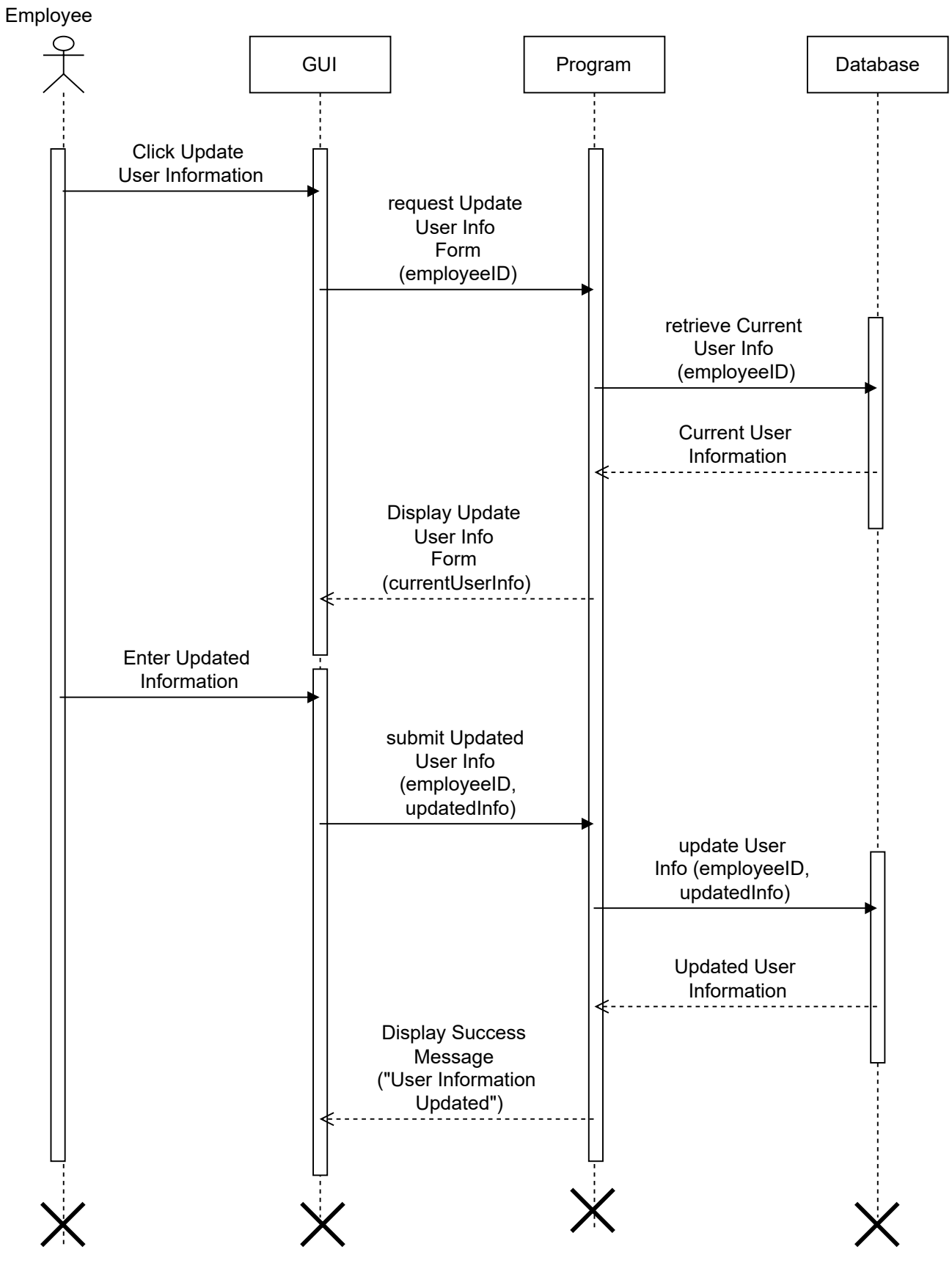
1. Login to Employee Self Service



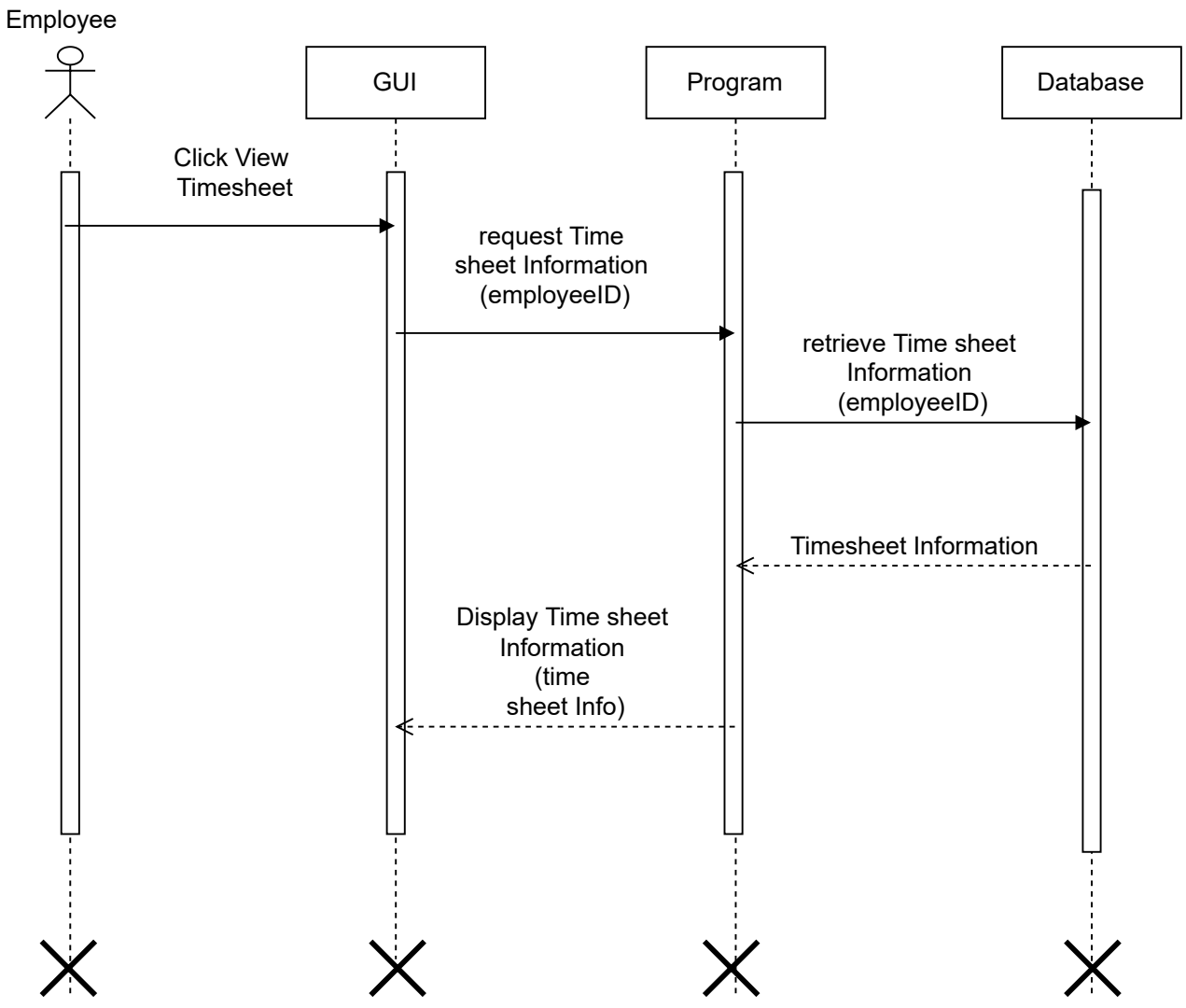
2. View Personal Information



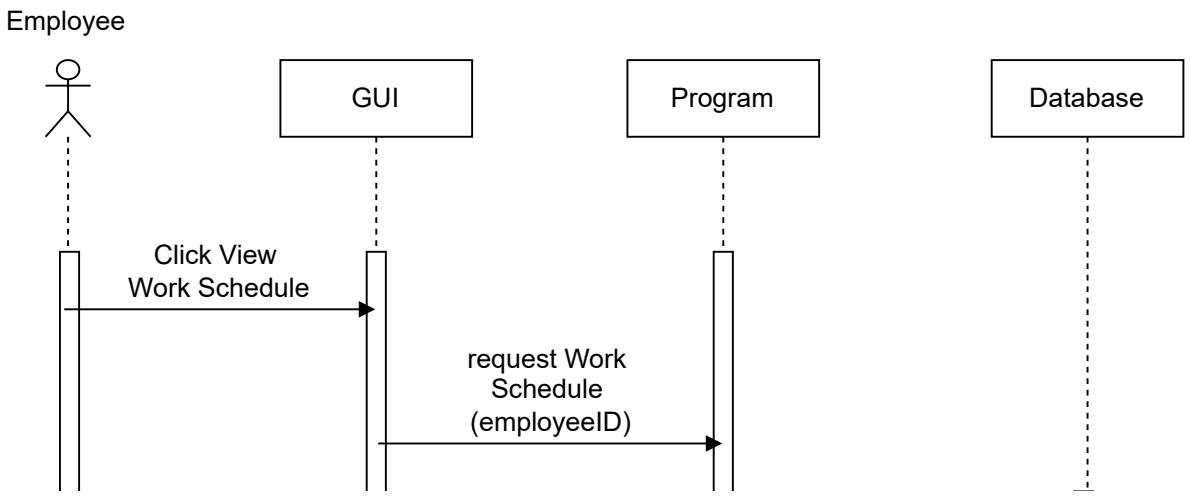
3. Update User Information

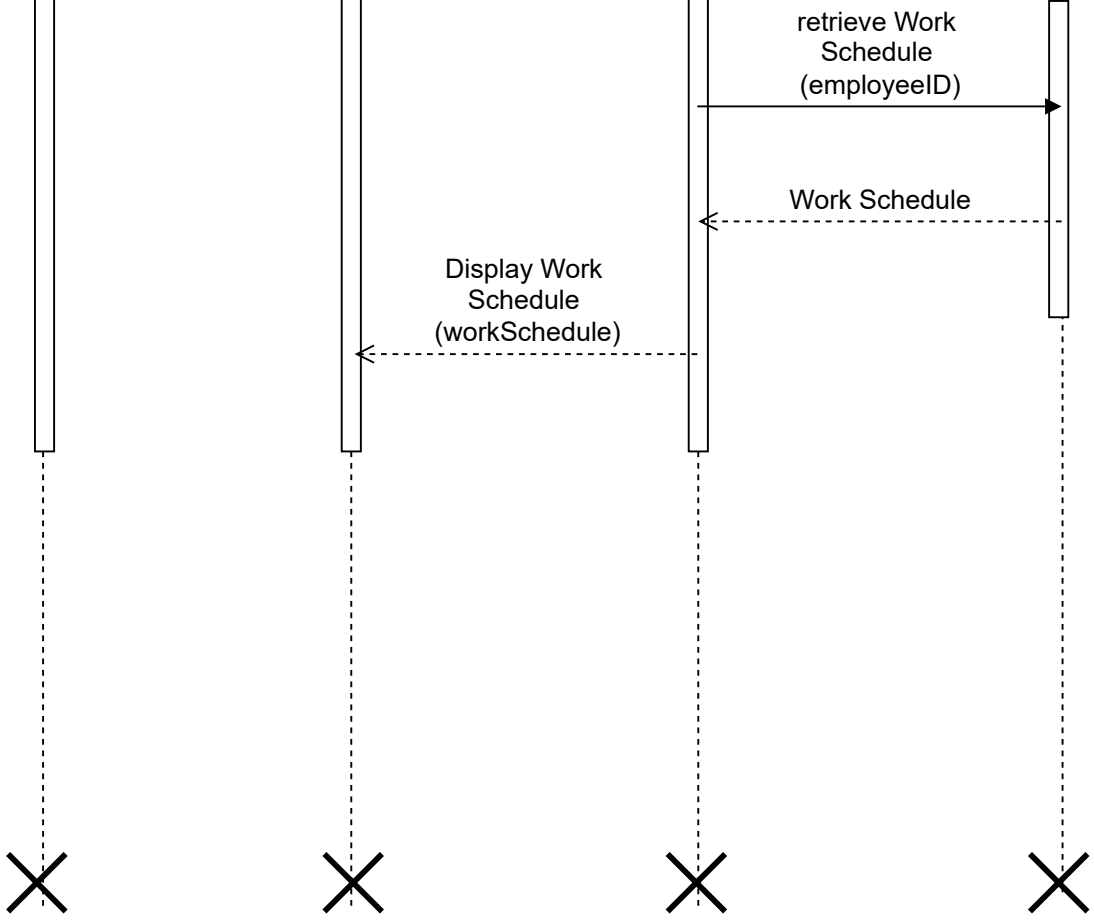


4. View User Timesheet Information

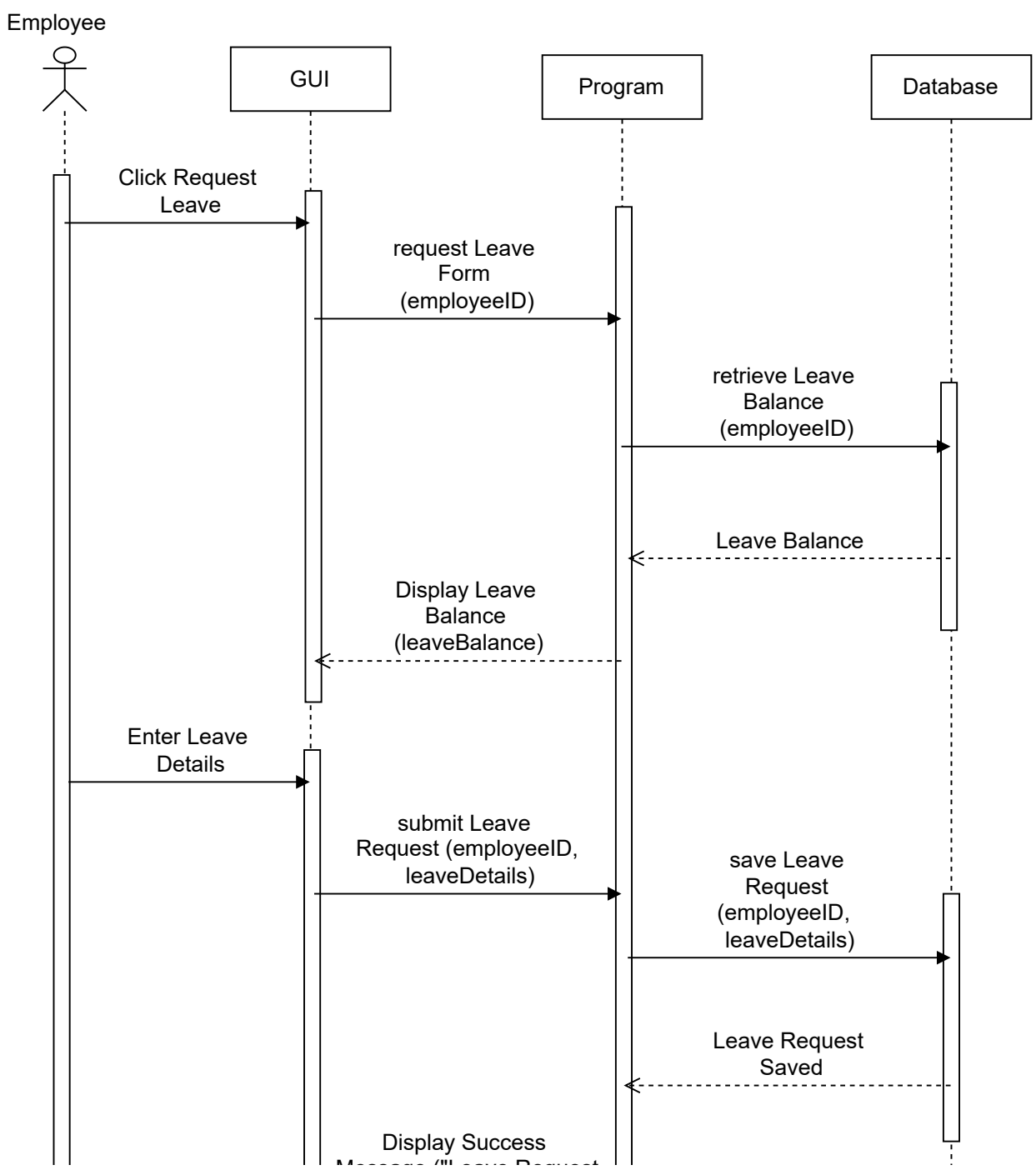


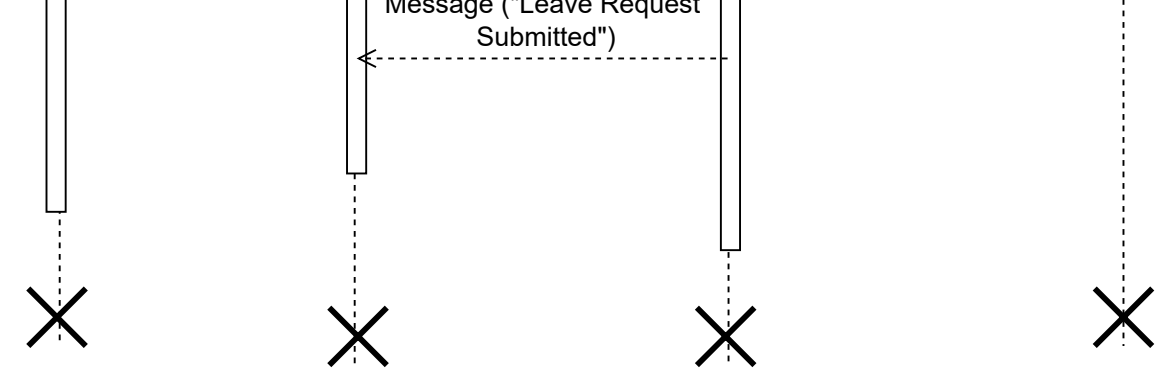
5. View Work Schedule



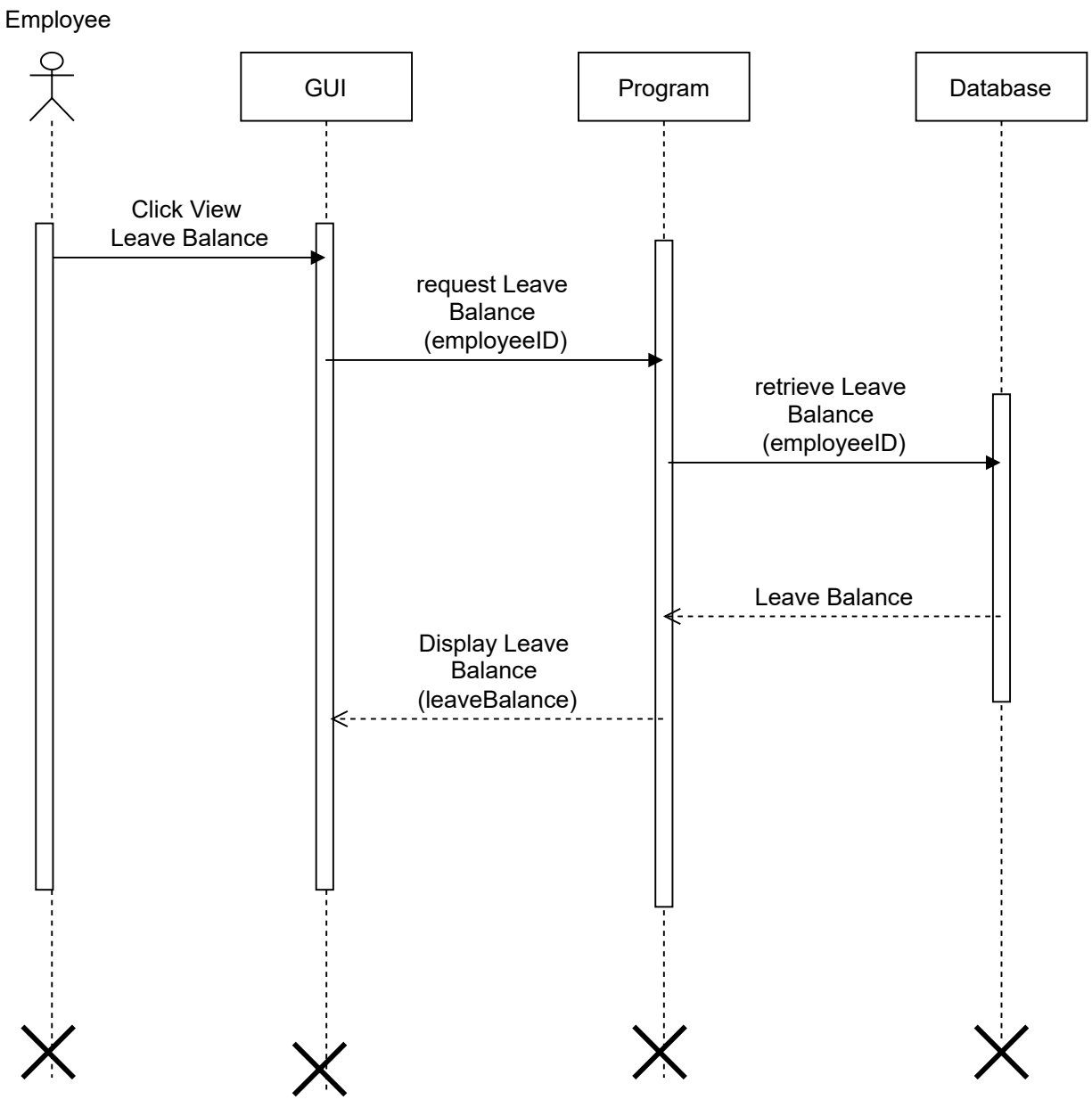


6. Request Leave

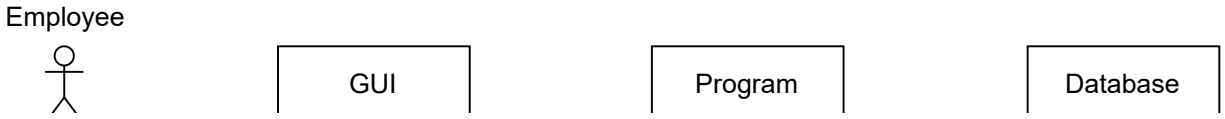


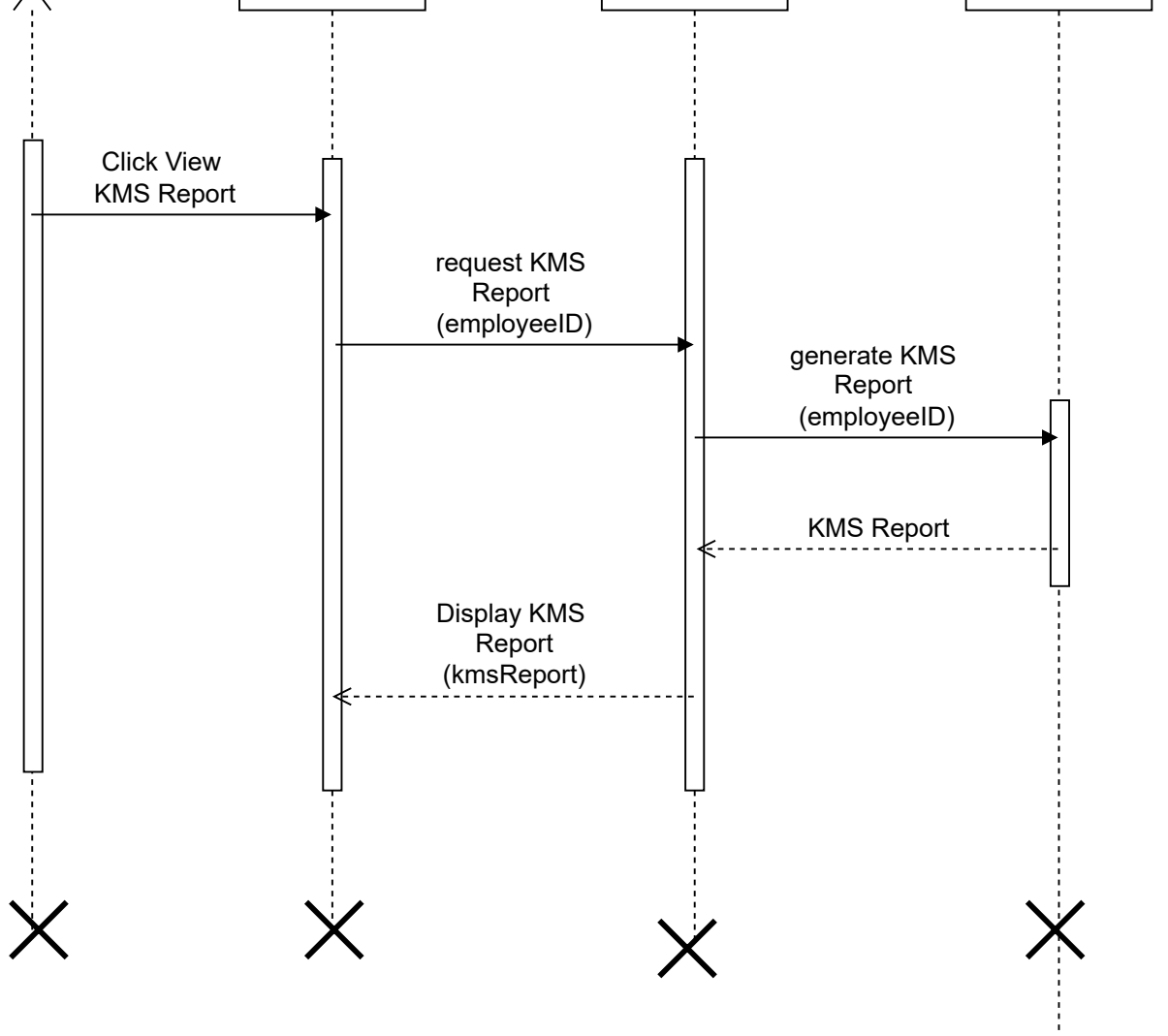


7. View Leave Balance

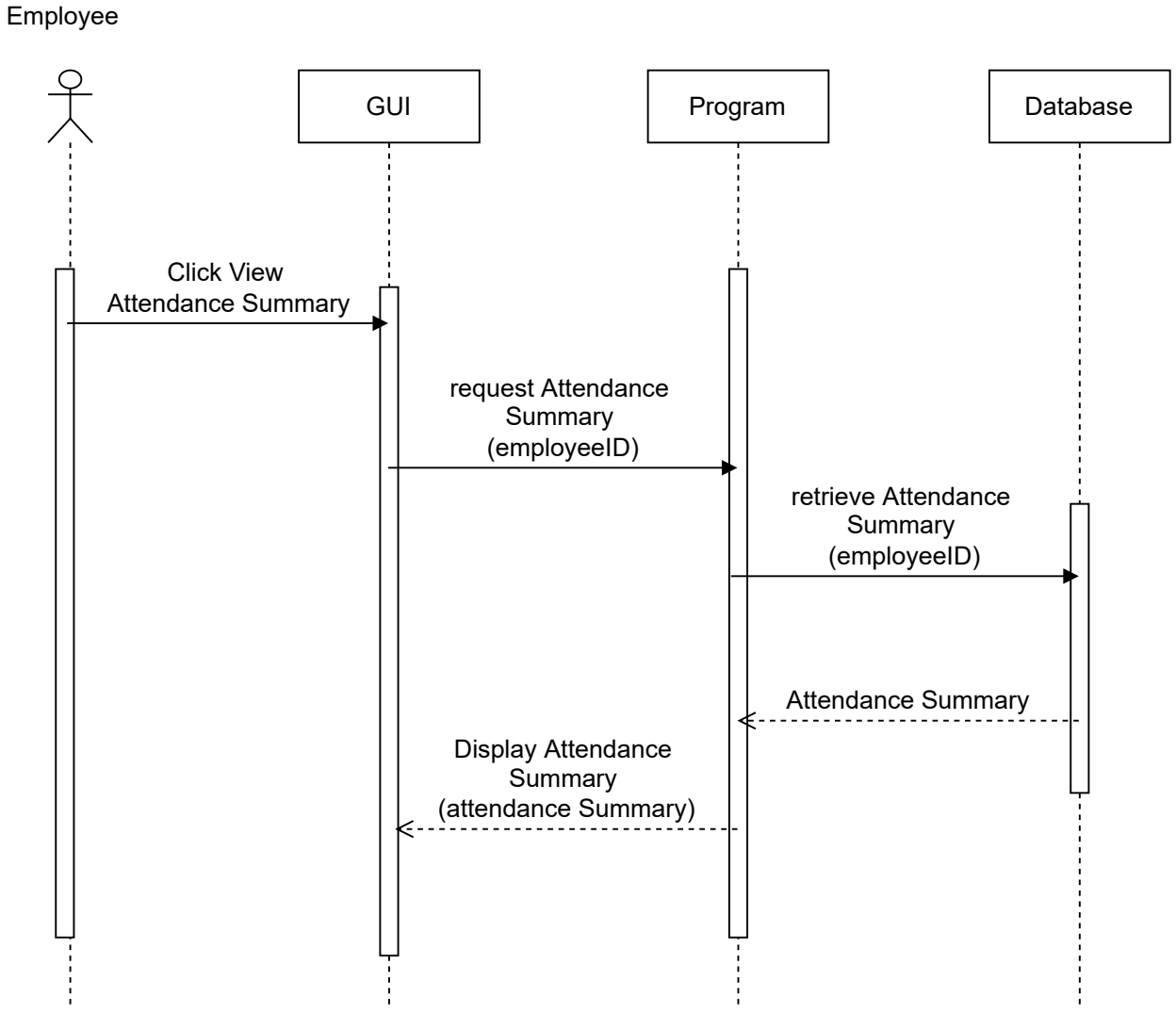
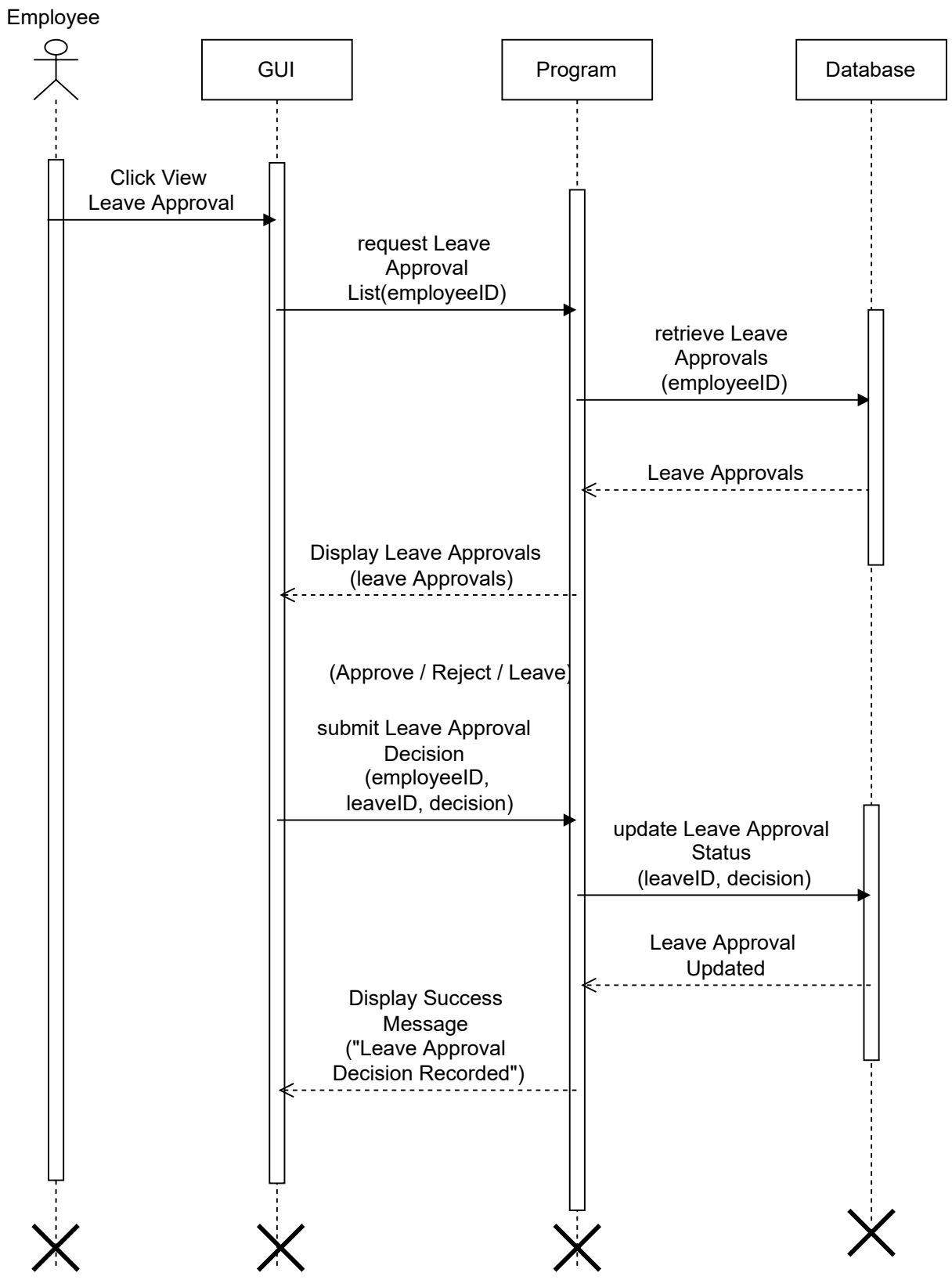


8. View KMS Report





9. View Attendance Summary



10. View Leave Approval