

# CIT HRM

Version 0.1.0



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# CIT HRM

Leave & Timesheet Management

CABCS Group India Technologies Private Limited Bangalore, India



# Modules

1. Admin Module
2. PIM - Personal Information Module
3. Leave Module
4. Time Module
5. Reports Module
6. Biometric Data Module
7. Payroll Module
8. News Module

## Admin Module

**The Admin Module provides you with full control of all settings that affect the action of your CIT HRM implementation. Through the Admin Module, you can:**

- Define the Company Hierarchy, Projects, Customers, Qualifications etc.
- Add other administrators and set access levels for each user.
- Data importing and exporting.
- Enable/Disable Module display.

The Admin Module is the backbone of the system and setting it up accurately is important for smooth operation.

## PIM - Personal Information Module

This module maintains all relevant employee related information. All information about an employee can be entered here. Information captured in this module is utilized by all other modules, thus eliminating data redundancy. The PIM Module will be available to the admin with full control and supervisors with restricted access showing his subordinates.

## Leave Module

The Leave Module automates the HR administrative tasks of recording leave and controlling these against leave policies defined in the HR system. The module provides flexibility in allowing you to define various types of Leave, including Annual Leave, Sick Leave, Travel leave etc. The Leave Module can send notifications to their Managers and allows you to record, track leave and view leave history. The web-enabled and self-service concepts significantly streamline all leave related procedures, eliminate paperwork, and saves costs

## Time Module

Business-critical operations require reliable tracking and control to maximize profits and reduce operational costs. A time management tool is one of the vital employee work time management features that make the entire difference between successful HR-Management and a weak one. The Time module automates the time tracking process. While allowing the employee to define and submit their time sheets the Managers can approve/reject or even modify them. The employee will enter the punch in/out time hence allowing attendance monitoring. The Time module can track time spent on specific projects while project managers can define projects.

## Report Module

Easy to use standalone reports can be generated to meet your needs. Any module reports can be downloaded by filtering the contents.

## Biometric Module

This module is used to add daily Punched IN/OUT details of employees. Admin only have access to this Module and can import Punched IN/OUT records as Excel file.

## Payroll Module

The Payroll module manages the processing of employee compensation and the generation of various analyses and documents. Admin can upload Payslips of all employees and employees can download their own Payslips.

## News Module

This Module have different news or events that can organized in Organization. Such details can be added in News Module and same will be shown on Dashboard of all the employees.

# Login , Log Out & Changing your Password

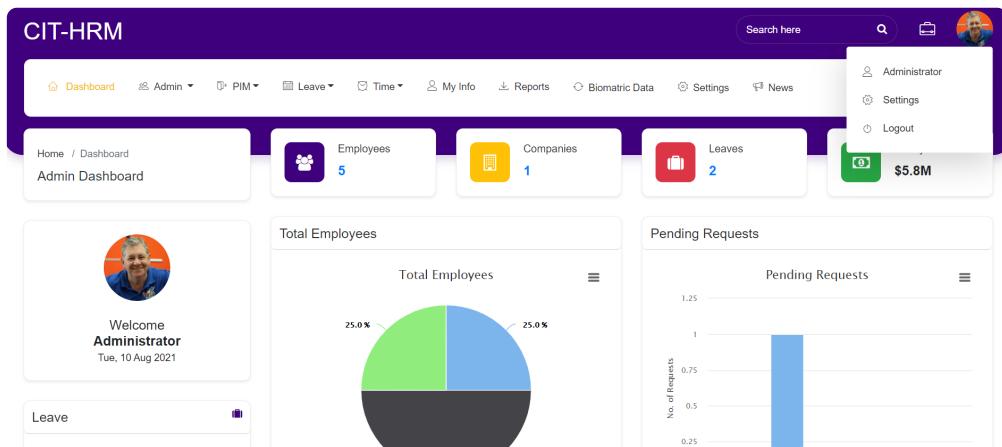
Open your browser and enter the URL for

<< Add URL here >>

## Login

The screenshot shows the CIT-HRM login interface. On the left, there is a dark purple sidebar with the CIT-HRM logo and 'Cabc's Group India' text. On the right, there is a white login form with a 'Login' heading, a search bar, and two input fields for email and password. There is also a 'Remember Me' checkbox and a yellow 'Login' button.

## Change Password

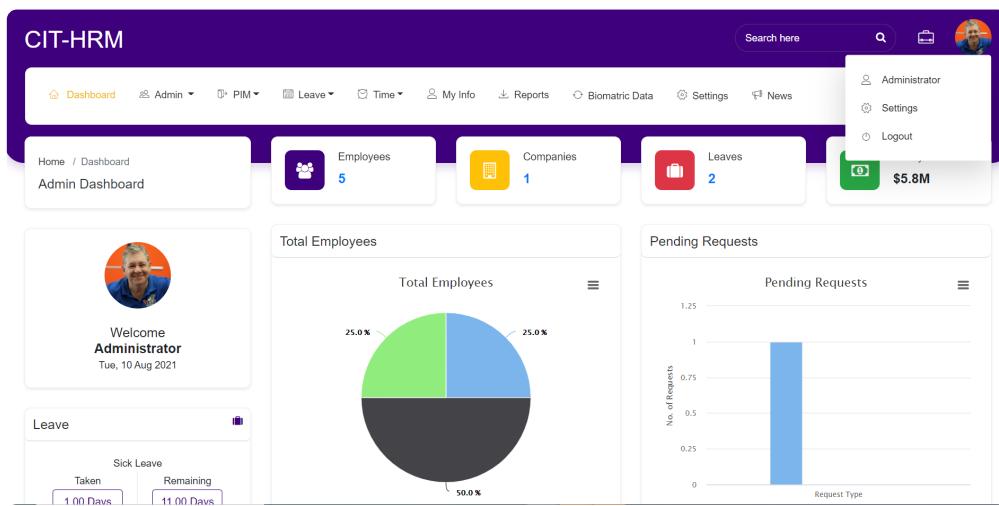


The screenshot shows the CIT-HRM dashboard. At the top, there is a navigation bar with links for Dashboard, Admin, PIM, Leave, Time, My Info, Reports, Biometric Data, Settings, and News. Below the navigation bar, there is a welcome message for the Administrator, a pie chart showing the distribution of employees (25.0% green, 25.0% blue, 50.0% black), and a bar chart showing pending requests (1 request).

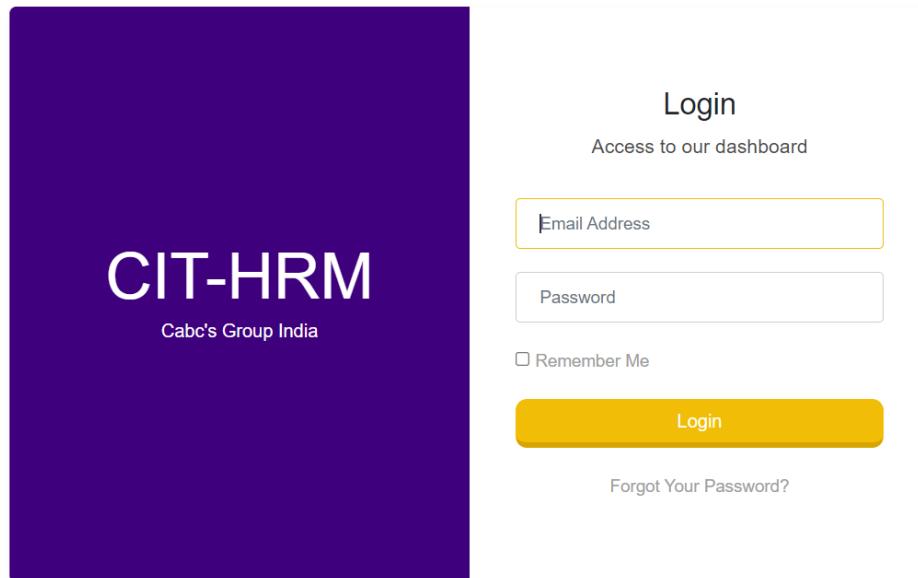
Click on the UsernameàChange Password in the admin dashboard.

Enter the Current Password and enter the new Password along with confirm new password and click on save to save the new password. .. figure:: images/ChangePassword02.png

## Logout



## Forgot Password



If Employee forgot his password, then he can request for reset password by clocking on link “Forgot Your Password?” on Login page.

# Dashboard

Click on “Dashboard”, It shows all Modules link in Nav Bar. Displays employees count, Companies count, Leaves Count of Logged in User. It also displays Total employees based on Job title in Pie chart and Pending leave requests in Bar chart. Dashboard also shows some fields like News Section, Team Leads Section, Recent Activities Section and Your Upcoming Leaves Section. All data displayed in this section is dynamic and displayed for time period or up to some status change. It also shows logged in user’s Leave data at left side.

The screenshot displays the CIT-HRM Admin Dashboard interface. At the top, there's a purple header bar with the CIT-HRM logo, a search bar, and a user profile icon. Below the header, the navigation bar includes links for Dashboard, Admin, PIM, Leave, Time, My Info, Reports, Biometric Data, Payroll, and News.

The main content area is organized into several sections:

- Admin Dashboard:** Shows a welcome message for "Administrator" (Thu, 12 Aug 2021), a photo, and a summary of employee counts: Employees (6), Companies (1), Leaves (1), and Salary (\$5.8M).
- Total Employees:** A pie chart titled "Total Employees Based on Job Title" showing distribution across Tester, Developer, and Manager roles. The chart indicates 25.0% for each role.
- Pending Requests:** A bar chart titled "Pending Approval Requests From: Admin" showing 1 pending leave request.
- Leave:** A summary showing 2.00 Days taken and 10.00 Days remaining for Sick Leave, and 0.00 Days taken and 40.00 Days remaining for Casual Leave.
- News:** A list of recent news items:
  - CIT-HRM Customer Visit (Admin Admin | 1 days ago)
  - Customer Visit (Admin Admin | 1 days ago)
  - CIT\_HRM Project Deadline (Admin Admin | 1 days ago)
- Team Leads:** A section listing "Manager CIT India" as a team lead.
- Recent Activities:** A list of recent activity logs:
  - You Approved Admin Admin Leave (18/08/2021-18/08/2021) (Admin | 1 hours ago)
  - You Approved Demo CIT Attendance (12/08/2021) (Admin | 4 hours ago)
  - You Approved Admin Admin Attendance (12/08/2021) (Admin | 5 hours ago)
  - You Approved Demo CIT Timesheet (10/08/2021) (Admin | 6 hours ago)
  - You Approved Demo CIT Timesheet (11/08/2021) (Admin | 6 hours ago)
  - Admin Admin Approved Leave (18/08/2021-18/08/2021) (Admin | 1 hours ago)
  - Admin Admin Approved Attendance (12/08/2021) (Admin | 5 hours ago)
- Your Upcoming Leave:** A list of upcoming leave requests:
  - 2021-09-15 (Sick Leave) Morning | Approved
  - 2021-08-18 (Sick Leave) Full day | Approved

# Admin Module

The Admin Module, the main point of control for the whole system. All administrative tasks such as configuring job titles, creating user accounts and many other system management tasks are performed on the Admin Module.

## Organization

### General Information

Click on Organization → “General Information” and click on edit to add the company details including company name, address, phone numbers, and Registration number.

The screenshot shows the CIT-HRM Admin Module interface. At the top, there is a navigation bar with links for Dashboard, Admin (selected), PIM, Leave, Time, My Info, Reports, Biometric Data, Settings, and News. A search bar and a user profile icon are also present. The main content area has a purple header bar with the text "CABCS Group India". Below this, there are three main sections: "Details" containing incorporation date, register number, and tax ID; "Address" with fields for address, phone number, website, and email; and a "Contact" section with an "Edit Company" button. On the left, there is a sidebar with "Overview" and "Manage Teams" buttons, and a summary box showing 3 branches and 5 employees. At the bottom, there is a footer bar with the text "CABCS Group India Head Office" and an edit icon.

## Locations

Click on Organization → "Locations" to add the Organization locations.

Company	City	Country	Phone	Number Of Employees
CABCS Group India	Bangalore	India	01234324324	
CABCS Group	Tokyo	Japan	12312321321	1
CABCS Group PUNE	Pune	India	21453254212	

Click on “ADD” button to add the Location and enter all details and click on Save.

Company	City	Country	Phone	Number Of Employees
CABCS Group India	Bangalore	India	01234324324	
CABCS Group	Tokyo	Japan	12312321321	1
CABCS Group PUNE	Pune	India	21453254212	
ABC Group	Mumbai	India	8565422123	

# Job

## Job Title

Click on Job → “Job” Titles to add the new titles for the employee.

Job Title	Job Description
Tester	For testing Application
Developer	To develop web based applications
Manager	Manage all Java based projects

Click on “ADD” button to add new Job Title. Enter Job title, Job description, Job specification, attachment if available, Note and click on save button.

## Pay Grades

Select Job → “Pay Grades” to check available Pay Grade if any or add new Pay Grade.

**Pay Grades**

Pay Grade	Currency
Grade_A	Indian Rupees, Japanese Yen,
Grade_B	Indian Rupees,
Grade_C	Japanese Yen,
Dev_Team	Japanese Yen

**Add** **Delete**

Click on “ADD” button to add new Pay Grades. Name and click on Save button

**Add Pay Grade**

Name \*

\* Required field

**Save** **Cancel**

After clicking Save button, “Assigned Currencies” tab will be enabled. Click on “ADD” button to assign currency to added grade.

The screenshot shows the CIT-HRM Admin Module interface. At the top, there is a navigation bar with links for Dashboard, Admin, PIM, Leave, Time, My Info, Reports, Biometric Data, Settings, and News. A search bar and a user profile icon are also present.

The main content area has three sections:

- Edit Pay Grade:** A modal window showing a success message "PayGrades Added successfully". It contains a "Name" field with "Grade Z" and a note "\* Required field". Below are "Update" and "Cancel" buttons.
- Add Currency:** A form for adding a currency. It has fields for "Currency" (with a note "\* Required field"), "Minimum Salary", and "Maximum Salary". There is a "Save" button and a "Cancel" button.
- Assigned Currencies:** A table showing assigned currencies. It has columns for "Currency" and "Minimum Salary" (Maximum Salary is listed but empty). A note says "No Currency for this Grade !". It includes "+ Add" and "Delete" buttons.

Enter Currency, Minimum Salary and Maximum Salary and Click on “Save” button.

This screenshot shows the same CIT-HRM Admin Module interface as the previous one, but with updated data.

The "Edit Pay Grade" section now shows "Grade Z" in the name field. The "Assigned Currencies" section shows a successful assignment message "Currency Assigned successfully" and a table with one entry:

Currency	Minimum Salary	Maximum Salary
Indian Rupees	20000	30000

## Job categories

Select Job → “Job Categories” to add new Job Categories or list existing Job Categories if any.

The screenshot shows the CIT-HRM Admin module interface. At the top, there is a navigation bar with links: Dashboard, Admin (highlighted in orange), PIM, Leave, Time, My Info, Reports, Biometric Data, Settings, and News. Below the navigation bar is a search bar labeled "Search here" and a user profile icon. The main content area is titled "Job Category". It contains a table with three rows: "Job Category" (selected), "Permanent Employee", and "Temporary Employee". At the bottom right of the table are two buttons: a yellow "+ Add" button and a red "Delete" button.

Click “Add” button, enter the Category name and click on Save button to add the new job category to the organization.

The screenshot shows the CIT-HRM Admin module interface with a modal dialog titled "Add Job Category". The dialog has a form with a single field labeled "Name \*". A note below the field says "\* Required field". At the bottom of the dialog are two buttons: a yellow "Save" button and a red "Cancel" button.

## User Management

In this Sub-Module, Admin will assign role to the added employee in PIM Module. Select Admin >> click on “User Management” to check the list of added employees.

Username	User Role	Employee Name	Status
cithrm@yopmail.com	Admin	Admin Admin	Active
employee@yopmail.com	Employee	Employee CIT E	Active
manager@yopmail.com	Manager	Manager CIT India	Active
amar@test.com	Employee	Amar R Kamtam	Active
demo@yopmail.com	Employee	Demo D CIT	Active
amar12@test.com	Employee	Amar R Kamtam	Active

Click on “ADD” or “Username” to assign role. Employee’s been added in PIM Module, will be listed here for role allocation like Employee, Manager or Admin. While creating new Employee in PIM module, Login credentials can be created. If not created, then while assigning role Login credentials for that employee can be create. If credentials care created while Employee creation, then by mistake if Admin again creates while assigning role then previous credentials will be overwritten.

Single employee or multiple employees can be deleted by selecting check box and click on “Delete ” button.

**System Users**

Username	User Role	Employee Name	Status
cithrm@yopmail.com	Admin	Admin Admin	Active
employee@yopmail.com	Employee	Employee CIT E	Active
manager@yopmail.com	Manager	Manager CIT India	Active
<input checked="" type="checkbox"/> amar@test.com	Employee	Amar R Kamtam	Active
<input checked="" type="checkbox"/> demo@yopmail.com	Employee	Demo D CIT	Active
<input checked="" type="checkbox"/> amar12@test.com	Employee	Amar R Kamtam	Active

Employee details can be searched by Employee Name or Role or Status.

**System Users**

Username	User Role	Employee Name	Status
cithrm@yopmail.com	Admin	Admin Admin	Active
employee@yopmail.com	Employee	Employee CIT E	Active
manager@yopmail.com	Manager	Manager CIT India	Active
amar@test.com	Employee	Amar R Kamtam	Active
demo@yopmail.com	Employee	Demo D CIT	Active
amar12@test.com	Employee	Amar R Kamtam	Active

## Qualification

## Skills

Select Admin >> Qualification >> “Skills” to add new skill or list existing skills if any.

**Skills**

Skill	Skill Description
Java	Having 5+ years of experience in developing Java based web applications.
PHP	Having 3+ years experience in PHP

+ Add    Delete

Click “ADD” button to add new Skill. Enter Skill and description then click on “Save” button.

**Add Skills**

Skill \*

Description

\* Required field

Save    Cancel

Skills can be deleted by checking check box and click on “Delete” button.

## Punch IN/OUT Configuration

In this Sub-module, Admin can give access to employees for some modules if needed. Like , if attendance data is missing for some employee or for all employees then admin can enable that configuration then only Employees can see that menu.

The screenshot shows the CIT-HRM Admin Module interface. At the top, there is a dark purple header bar with the "CIT-HRM" logo on the left and a search bar, a briefcase icon, and a user profile picture on the right. Below the header is a navigation menu with links: Dashboard, Admin (selected), PIM, Leave, Time, My Info, Reports, Biometric Data, Settings, and News. The main content area has a white background and a title "Attendance Configuration". It contains four configuration options, each with a toggle switch:

- Enable for all Employees (switch is off)
- Employee can change current time when punching in/out (switch is on)
- Employee can edit/delete own attendance records (switch is off)
- Supervisor can add/edit/delete attendance records of subordinates (switch is off)

At the bottom of the configuration section are two buttons: a yellow "Save" button and a red "Cancel" button.

# PIM

## Employee List

Click on PIM >> “Employee List”. Once the employee is added the employee’s details will be displayed in the list.

<input type="checkbox"/>	Employee Id	First Name	Last Name	Email	Status	Action
<input type="checkbox"/>	001	Admin	Admin	cithrm@yopmail.com	Active	
<input type="checkbox"/>	002	Employee	E	employee@yopmail.com	Active	
<input type="checkbox"/>	003	Manager	India	manager@yopmail.com	Active	
<input type="checkbox"/>	005	Demo	CIT	demo@yopmail.com	Active	
<input type="checkbox"/>	006	Amar	Kamtam	amar12@test.com	Active	

Click on the “ADD” button to add new Employee. Click on the checkbox next to the id to delete the employee from the employee list. Single and multiple deletion can be done by checking the check box. Employee can be filter by using search section at left side.

<input type="checkbox"/>	Employee Id	First Name	Last Name	Email	Status	Action
<input type="checkbox"/>	001	Admin	Admin	cithrm@yopmail.com	Active	
<input type="checkbox"/>	002	Employee	E	employee@yopmail.com	Active	
<input type="checkbox"/>	003	Manager	India	manager@yopmail.com	Active	
<input type="checkbox"/>	005	Demo	CIT	demo@yopmail.com	Active	
<input type="checkbox"/>	006	Amar	Kamtam	amar12@test.com	Active	

## Add Employee

Click on PIM → "Add Employee" to add the new employee to the organization. Click on the Create Login details check box and add the username, password and confirm password to create the login credentials to the employee created and click on Save button to add the employee to the organization. Add all details related to Job and Contact To and Report To.

## CIT-HRM

Dashboard Admin PIM Leave Time My Info Reports Biometric Data News

Home / Employees Add Employee

**Personal Details**  
Organized and secure.

First Name *	Middle Name *	Last Name *
First Name	Middle Name	Last Name

Email Address \*

Employee Id \*

Status \*

Gender

Male Female

Date of Birth

Profile image

Choose File No file chosen Accepts jpg, png, gif up to 1MB.

Create Login Details \* Required field

### Contact Details

Let everyone know the essentials so they're fully prepared.

Street Address 1

Street Address 2

City

State/Province

Zip/Postal Code

Country

Select

Home Telephone

Mobile

Work Telephone

Alternate Email

### Job Details

Stored securely, only visible to Super Admins, Payroll Admins, and themselves.

Job Title

Select

Job Specification

Job Category

Select

Date of Join

Date

Location

Select

### Report To

Reporting Manager of the employee

Add

**Save**

**Cancel**

## Data import

Click on PIM >> “Data import” to add multiple employee details through excel file. The sample excel file link has been given on screen. Upload File and click on “Upload” button to upload the Employees. Sample File:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	FIRST_NAME	MIDDLE_NAME	LAST_NAME	EMPLOYEE_ID	EMAIL	GENDER	DATE_OF_BIRTH	MARITAL_STATUS	ADDRESS	CITY	STATE	POSTAL_CODE	COUNTRY	HOME_PHONE	MOBILE	
2	Anbu	Dev	test	EMP001	test1@gm	Male	20-10-1992	Yes	2nd street	Near light	Bangalore	Karnataka	560001	India	9870654321	
3	Dev	User	test	EMP002	test2@gm	Male	10-10-1992	No	2nd street				560001	Japan	9870654321	
4	Demo	Demo	test	EMP003	test3@gm	Male	20-10-1993	Yes	2nd street				560001	India	2345675	
5															45676777	
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																

Import Employees Data

Upload Excel

Choose File No file chosen

Cancel Upload

Column order should not be changed

First Name, Last Name, Employee Id and Email are compulsory

All date fields should be in YYYY-MM-DD format

If gender is specified, value should be either Male or Female

Sample CSV file: [Download](#)

Uploaded details will be displayed below.

CIT-HRM

Dashboard Admin PIM Leave Time My Info Reports Biometric Data News

Home / Data Import Import Employee

Import Employees Data

(1) Employees imported successfully

Upload Excel Choose File No file chosen

Cancel Upload

Column order should not be changed

First Name, Last Name, Employee Id and Email are compulsory

All date fields should be in YYYY-MM-DD format

If gender is specified, value should be either Male or Female

Sample CSV file: [Download](#)

Results		
Name	Email	Status
Amar R Kamtam	amar@testing.com	Success

# Leave Module

## Apply Leave

Click on Leave → “Apply Leave” to apply leave. At left side, balance leave details will be shown. Select Leave type, From-To Date, Duration, enter Reason and click on “Apply” button to send leave request.

The screenshot shows the CIT-HRM Leave Module interface. On the left, there's a sidebar with 'Home / Leave' and 'Apply Leave'. The main area is titled 'Apply Leaves' and contains the following fields:

- Leave Type \***: Casual Leave (selected)
- Remaining Leaves**: 40
- From**: 13/08/2021
- To**: 13/08/2021
- Duration \***: Full Day
- Number of Days Leave**: 1
- Reason**: Personal Reason

At the bottom right of the form are 'Apply' and 'Cancel' buttons.

Note : If Admin applies leave, then it will be auto approved. When manager applies, then it will go for Admin approval. And when Employee applies, then if Manager is assigned to that employee, then request will go to Manager for approval and once, he approves then it will go for Admin approval. If Manager is not assigned, then request directly goes for Admin approval.

## My Leave

Click on Leave → “My Leave”, shows list of leave records applied by logged in employee.

## Entitlements

The Entitlements can be configured here, to Configure the Entitlements, the Leave Type and Leave period is mandatory to be added.

### Add Entitlements

Once the employee is created, click on Leave → Entitlements → "Add Entitlement" to assign max allotted leave for an employee in a year. Select Employee, Leave Type, Leave period will be displayed automatically from Leave period, enter Entitlements e.g. number of leave to above leave type. Then click on "Save" button to save the entitlement for that employee for the given period. Entitlement can be assigned to multiple employees by selecting the checkbox of "Add to Multiple Employees". By selecting check box, shows two dropdown fields of "location" and "Sub-unit". So for that Location and Sub-unit Entitlements will be assigned.

Without selecting "Add to Multiple Employees" >>

Selecting “Add to Multiple Employees” >>

Add Leave Entitlement

Add to Multiple Employees

Location\*  Sub Unit\*

Leave Type\*

Leave Period\*

Entitlement\*  Should be a number with upto 2 decimal places

\* Required field

**Save** **Cancel**

## Employee Entitlements

Click on Leave → Entitlements → “Employee Entitlements” to check the entitlements of employees. Here it will list out the entitlements added to employees.

Leave / Entitlements

Employee Entitlements

<input type="checkbox"/>	Employee Name	Leave Type	Valid From	Valid To	Days
<input type="checkbox"/>	Employee CIT E	Sick Leave	2021-01-01	2021-12-31	14.00
<input type="checkbox"/>	Demo D CIT	Sick Leave	2021-01-01	2021-12-31	12.00
<input type="checkbox"/>	Admin Admin	Sick Leave	2021-01-01	2021-12-31	12.00
<input type="checkbox"/>	Demo D CIT	Casual Leave	2021-01-01	2021-12-31	2.00
<input type="checkbox"/>	Manager CIT India	Casual Leave	2021-01-01	2021-12-31	10.00
<input type="checkbox"/>	Admin Admin	Casual Leave	2021-01-01	2021-12-31	40.00
					Total : 90.00

+ Add **Delete**

Employee Name: Select a employee

Leave Period: Select Leave Period

Leave Type: All

**Search** **Reset**

Click on “ADD” button will be navigated to “Add Entitlements” screen.

The screenshot shows the CIT-HRM Employee Leave Entitlements page. On the left, there is a sidebar with a search bar and three dropdown menus: 'Employee Name' (Select a employee), 'Leave Period' (Select Leave Period), and 'Leave Type' (All). Below these are two buttons: 'Search' (yellow) and 'Reset' (red).

The main area is titled 'Employee Leave Entitlements' and contains a table with the following data:

<input type="checkbox"/>	Employee Name	Leave Type	Valid From	Valid To	Days
<input type="checkbox"/>	Employee CIT E	Sick Leave	2021-01-01	2021-12-31	14.00
<input type="checkbox"/>	Demo D CIT	Sick Leave	2021-01-01	2021-12-31	12.00
<input type="checkbox"/>	Admin Admin	Sick Leave	2021-01-01	2021-12-31	12.00
<input type="checkbox"/>	Demo D CIT	Casual Leave	2021-01-01	2021-12-31	2.00
<input type="checkbox"/>	Manager CIT India	Casual Leave	2021-01-01	2021-12-31	10.00
<input type="checkbox"/>	Admin Admin	Casual Leave	2021-01-01	2021-12-31	40.00

Total : 90.00

At the top right of the main area are two buttons: '+Add' (yellow) and 'Delete' (red).

Single or multiple entitlements can be deleted by selecting check box and click on “Delete” button.

This screenshot is similar to the previous one, but it shows that checkboxes are selected for several rows: Demo D CIT, Admin Admin, and Demo D CIT again. The rest of the interface and data remain the same.

Employees details can be filtered by Employee Name, Leave Period and Leave Type.

The screenshot shows the same interface but with different filter settings. The 'Employee Name' dropdown is set to 'Employee CIT E'. The 'Leave Period' dropdown is set to '2021-01-01 - 2021-12-31'. The 'Leave Type' dropdown is set to 'Sick Leave'. The resulting table shows only one row for 'Employee CIT E'.

<input type="checkbox"/>	Employee Name	Leave Type	Valid From	Valid To	Days
<input type="checkbox"/>	Employee CIT E	Sick Leave	2021-01-01	2021-12-31	14.00

Total : 14.00

## My Entitlements

Click on Leave → Entitlements → “My Entitlements”, shows current logged in employees entitlement details. Click on “ADD” button will navigate to “Add Entitlements” screen.

<input type="checkbox"/> Leave Type	Valid From	Valid To	Days
<input type="checkbox"/> Sick Leave	2021-01-01	2021-12-31	12.00
<input type="checkbox"/> Casual Leave	2021-01-01	2021-12-31	40.00
<b>Total</b>			
<b>52.00</b>			

Single or multiple entitlements can be deleted by selecting check box and click on “Delete” button.

<input checked="" type="checkbox"/> Leave Type	Valid From	Valid To	Days
<input checked="" type="checkbox"/> Sick Leave	2021-01-01	2021-12-31	12.00
<input checked="" type="checkbox"/> Casual Leave	2021-01-01	2021-12-31	40.00
<b>Total</b>			
<b>52.00</b>			

## Configuration

### Leave Period

Click on Leave → Configuration → “Leave Period” to set the Leave Period for the Organization Select Month, Date and End date is calculated automatically. Current Leave period will be displayed below.

CIT-HRM

Leave Period

Start Month\* January

Start Date\* 1

End Date December 31 (2021)

Current Leave Period 2021-01-01 to 2021-12-31

\* Required field

**Update** **Cancel**

## Leave Type

Click on Leave→Configuration→"Leave Types" to add Leave Types. Click on "ADD" button, Enter Name & click on save button to save the new leave type to the organization.

CIT-HRM

Leave Type

- Leave Type
- Sick Leave
- Casual Leave

**Add** **Delete**

CIT-HRM

Add Leave Type

Name\* Special Leave

\* Required field

**Save** **Cancel**

Click the checkbox and then click "Delete" button to delete the leave type.

## Holidays

Click Leave→Configuration→"Holidays" to add new Holiday and check list of holidays. Click "ADD" button to add new Holiday to organization. Enter the Holiday Name, date, and click the checkbox Repeats annually if the holiday is mentioning is constant for all years (e.g.: Dec 25th, Jan 1st... etc.) also select full day / half day the holiday is valid and click save button to add the holiday to organization. Click the checkbox and then click "Delete" button to delete the leave type.

	Name	Date	Full Day/Half Day	Repeats Annually
<input type="checkbox"/>	New Year	2021-01-01	Full Day	Yes
<input type="checkbox"/>	Diwali	2021-11-24	Full Day	No

## Leave list

Click on Leave →"Leave List" to check the employee leave status. Leave applied by the employee will be listed here for Approval process. Leave has two levels of approval. If Employees has assigned Manager, then first Leave request will be sent to manager for approval. If Manager approves then it will be sent for Admin approval. If Manager Rejects or Cancels, then request will be sent back to Employees with Manager's comments. If Employee is not assigned Manager, then Leave request directly sent for Admin Approval. Leave request can be filter by using search section at the left side.

The screenshot shows the CIT-HRM Leave List page. At the top, there's a navigation bar with links for Dashboard, Admin, PIM, Leave, Time, My Info, Reports, Biometric Data, and News. A search bar and a user profile icon are also at the top right. The main area has a sidebar with 'Home / Leave List' and 'Leave List'. Below that is a search section with 'From Date' and 'To Date' fields, and 'Search' and 'Reset' buttons. The main content area displays a table of leave requests:

Employee Name	Leave Type	From	To	Days	Status	Action
Employee E	Sick Leave	2021-08-11	2021-08-11	1 (full day)	Approved	
Employee E	Sick Leave	2021-07-29	2021-07-29	0.5 (morning)	REJECTED	Select
Demo CIT	Sick Leave	2021-07-29	2021-07-29	0.5 (evening)	Approved	
Demo CIT	Sick Leave	2021-07-30	2021-07-30	1 (full day)	REJECTED	Select
Employee E	Sick Leave	2021-08-02	2021-08-02	1 (full day)	CANCELLED	Select
Employee E	Sick Leave	2021-08-03	2021-08-03	1 (full day)	Approved	
Employee E	Sick Leave	2021-08-05	2021-08-05	1 (full day)	Approved	
Employee E	Sick Leave	2021-08-10	2021-08-10	1 (full day)	Approved	
Demo CIT	Casual Leave	2021-08-02	2021-08-02	0.5 (morning)	REJECTED	Select
Employee E	Sick Leave	2021-08-19	2021-08-19	1 (full day)	CANCELLED	Select

Pagination controls (1, 2, 3) are at the bottom right of the table.

## Assign Leave

Click on Leave → “Assign Leave”, Admin or Manager can apply leave on behalf of Employee. Select Employee Name, Leave Type, From-To Date, Duration, and Enter Reason then click on “Apply” button to send Leave request. If Manager applies Leave request on behalf of Employee, then it will be sent to Admin approval. And If Admin applies Leave request on behalf of Employee, then it will be auto approved.

The screenshot shows the CIT-HRM Apply Leaves page. At the top, there's a navigation bar with links for Dashboard, Admin, PIM, Leave, Time, My Info, Reports, Biometric Data, and News. A search bar and a user profile icon are also at the top right. The main area has a sidebar with 'Home / Leave' and 'Apply Leave'. The main content area displays a form:

Employee Name *	Select a employee		
Leave Type *	Select Leave	Remaining Leaves	-
From	11/08/2021	To	11/08/2021
Duration *	Select	Number of Days Leave	-
Reason			

At the bottom are 'Apply' and 'Cancel' buttons.

# Time Module

## Timesheets

The employee time sheets can be configured here, to Configure the time sheet the Project info and customer info is mandatory to be added.

### My Timesheets

Click Time→ Timesheets →"My Timesheets" to Create timesheets and submit for approval. By default, "Daily" tab will be set.

Click on "ADD" button to add timesheet for that day. It will open Timesheet create screen.

Select Project Name, Activity Name, Enter Duration, write Comments and if worked on multiple project or multiple tasks then click on “Add Row” to add those details. Then click on “Save” button to save the timesheet.

Project Name *	Activity Name *	Duration * (HH:MM)	Comments
CIT-HRM	Understanding of Requirement Documents	09:00	Read dicos
RI Test Project	Dev	01:00	Development

Once Timesheet is saved, by default it will be in “Not Submitted” state. Employees can submit for approval by clicking “Submit” button and it will be sent for approval. For Timesheet, one level of approval is needed. If Employee is assigned with Manager, then request needs to be approved by Manager. If not, then request should be approved by Admin. If Admin creates Timesheet and click on “Submit” button to send for approval, then it will be auto approved.

Employee	Timesheet Period	Duration (HH:MM)	Status	Action
Admin Admin	13/08/2021	10:00 Hrs	Approved	<span style="color:red;">Delete</span>

Timesheet can be deleted if the status is “Not Submitted” by clicking “Delete” Button.

## Employee Timesheets

Click Time→ Timesheets →“Employee Timesheets” to view timesheets submitted by the employee. List can display based on selection of “Daily/Weekly/Monthly” at right side. Admin can perform action on it like Approve/Reject/Cancel.

Employee Name: Demo D CIT

Employee	Timesheet Period	Duration (HH:MM)	Status	Action
Demo D CIT	10/08/2021	10:00 Hrs	Submitted	Select Action

Admin Approves Request >>

Employee Name: Demo D CIT

Employee	Timesheet Period	Duration (HH:MM)	Status	Action
Demo D CIT	10/08/2021	10:00 Hrs	Approved	Select Action

## Attendance

Employees daily attendance data will be configured here.

## My Records

Click on Time → Attendance → “My Records”, lists attendance details here. In “My records” data will be added from “Biometric Module” and “Punch IN/OUT” screen will be shown here. If Records are added from “Biometric Data” then it will be listed with Type as “Automatic” and if listed from “Punch IN/OUT” then it will be listed as Type “Manual”.

Data can be filtered from filter section by selecting Date field and click on “Search” button.

## Punch IN/OUT

If Punch IN/OUT details are not present in “Biometric Data” then Admin can enable this module for Employees to manually enter the Punch IN/OUT details and will be sent for one level of approval. Admin can have full access so he can see this menu all the time. Click Time → Attendance → “Punch IN/OUT” to enter punch In/Out details manually. Select Date, enter Time and Note and then click on “Punch In” button. Once “Punch In” button is clicked then “Punch Out” Screen will be displayed.

Click on “Punch In” to save details.

Punched in successfully!

Punched In Time 2021-08-13 09:00:00

Punch In Note Logged in

Date 13/08/2021

Time 11:31 HH:MM

Note

**Punch Out**

Enter Punch OUT details and click on “Punch OUT” button. And details are listed in My records screen.

Punched in successfully!

Punched In Time 2021-08-13 09:00:00

Punch In Note Logged in

Date 13/08/2021

Time 11:31 HH:MM

Note Logged out

**Punch Out**

Click on “Punch Out” button to save details and navigates to My Records page. If Admin creates attendance record, then it will be auto approved. If Manager creates, then it will be sent for Admin approval. If Employee creates, then it will be sent for Manager approval. If Manager is not assigned, then request sent to Admin approval.

Time / Attendance

My Records

Punched out successfully!

Date	Punch In	Punch Out	Duration	Type	Status	Action
13/08/2021	2021-08-13 09:00:00	2021-08-13 11:31:00	02:31	Manual	Approved	

**+ Add** **Delete**

**Q Search** **CR Reset**

## Employee Records

Click on Time → Attendance → “Employee Record”, lists Punch IN/OUT records submitted by the Manager or Employees. Admin can perform Approval operation here. If Employee or Manager sent Attendance record for approval, then default status will be “Submitted” in Admin panel.

The screenshot shows the CIT-HRM software interface. The top navigation bar includes links for Dashboard, Admin, PIM, Leave, Time, My Info, Reports, Biometric Data, Payroll, and News. A search bar and a user profile icon are also present. The main content area is titled "Employee Records". On the left, there's a sidebar with "Leave / Attendance" and "Employee Records" sections, featuring a date input field, a search button, and a reset button. The main table displays three rows of attendance data:

<input type="checkbox"/>	Name	Punch In	Punch Out	Duration	Status	Action
<input type="checkbox"/>	Demo CIT	2021-08-12 09:38:00	2021-08-12 14:39:00	05:01	Submitted	<button>Select</button>
<input type="checkbox"/>	Demo CIT	2021-07-29 09:37:00	2021-07-29 10:37:00	01:00	Rejected	<button>Select</button>
<input type="checkbox"/>	Demo CIT	2021-07-28 09:33:00	2021-07-28 19:33:00	10:00	Rejected	<button>Select</button>

Here Admin can perform Approval operation e.g. Approve or Reject.

This screenshot shows the same CIT-HRM interface after an approval action. A green success message at the top of the table says "You updated Attendance status successfully!". The table data remains the same as in the previous screenshot, with the third row now showing an "Approved" status under "Status".

Request can be filter or searched by Date.

The screenshot shows the CIT-HRM software interface. At the top, there is a purple header bar with the title "CIT-HRM". Below the header is a navigation bar with links: Dashboard, Admin, PIM, Leave, Time, My Info, Reports, Biometric Data, Payroll, and News. On the right side of the header is a search bar labeled "Search here" and a user profile icon.

The main content area has a left sidebar with "Leave / Attendance" and "Employee Records" sections. The "Employee Records" section contains a table with columns: Name, Punch In, Punch Out, Duration, Status, and Action. A single row is shown for "Demo CIT" with the details: Name: Demo CIT, Punch In: 2021-08-12 09:38:00, Punch Out: 2021-08-12 14:39:00, Duration: 05:01, Status: Approved. There are "Add" and "Delete" buttons at the top of the table.

At the bottom of the sidebar, there is a date input field set to "12/08/2021" with a calendar icon, and two buttons: "Search" and "Reset".

## Project Info

### Customers

Click on Time → Project Info → “Customers” to view the existing customer list. Click on “ADD” button and enter the Name and Description and click on “Save” button to add the new Customer to the organization.

The screenshot shows the CIT-HRM software interface. At the top, there is a purple header bar with the title "CIT-HRM". Below the header is a navigation bar with links: Dashboard, Admin, PIM, Leave, Time, My Info, Reports, Biometric Data, Payroll, and News. On the right side of the header is a search bar labeled "Search here" and a user profile icon.

The main content area has a left sidebar with "Customers" section. The "Customers" section contains a table with columns: Customer and Description. Four rows are listed: "Test Customer" with Description "Testing", "Dummy Customer" with Description "Dummy", and "Testing" with Description "Test". There are "Add" and "Delete" buttons at the top of the table.

Add Customer

Name *	RI
Description	RI application

\* Required field

**Save**   **Cancel**

Single or multiple Customers can be deleted by selecting check box and click on “Delete” button.

Customers

	Customer	Description
<input type="checkbox"/>	Test.Customer	Testing
<input checked="" type="checkbox"/>	Dummy.Customer	Dummy
<input checked="" type="checkbox"/>	Testing	Test

**+Add**   **Delete**

## Projects

Click on Time → Project Info → "Projects" to view the existing projects list.

Time / Project Info  
Projects

Customer Name  
Type for hint...

Project  
Type for hint...

Project Admin  
Type for hint...

**Search**   **Reset**

Project List

	Project	Customer Name	Project Admin
<input type="checkbox"/>	CIT-HRM	Test Customer	Admin Admin
<input type="checkbox"/>	Dummy.Project	Dummy Customer	Admin Admin
<input type="checkbox"/>	RI	Testing	Manager CIT India

**+Add**   **Delete**

Click on “ADD” button and enter the Customer’s Name, Project Name, Project Admin, Project Manager’s, Project Employees and Description and click on “Save” button to add the new project to the organization.

The screenshot shows the 'Add Project' form in the CIT-HRM application. The form fields are as follows:

- Customer Name \***: Dummy Customer (with an 'Add customer' link)
- Project Name \***: RI Test Project
- Project Admin**: Admin Admin
- Project Managers**: Amar R Kamtam
- Project Employees**: Employee CIT E, Demo D CIT
- Description**: RI test project

At the bottom, there are 'Save' and 'Cancel' buttons. A note indicates that the 'Customer Name' field is required.

After Adding Project, Project Activities can be added on click of “Project” on Project list screen. It will open Project Edit Screen and below that Project Activities can be added.

The screenshot shows the 'Project List' screen in the CIT-HRM application. The table displays the following data:

Project	Customer Name	Project Admin
CIT-HRM	Test Customer	Admin Admin
Dummy_Project	Dummy Customer	Admin Admin
RI	Testing	Manager CIT India
RI Test Project	Dummy Customer	Admin Admin
Testing Project	Testing	Admin Admin

On the left, there is a sidebar with search fields for Customer Name, Project, and Project Admin, and 'Search' and 'Reset' buttons. At the top right, there are '+Add' and 'Delete' buttons.

The screenshot shows the CIT-HRM software interface. At the top, there is a navigation bar with links for Dashboard, Admin, PIM, Leave, Time, My Info, Reports, Biometric Data, Payroll, and News. A search bar and a user profile icon are also present.

The main area is divided into two sections: "Project" and "Activities".

**Project Section:**

- Customer Name: Dummy Customer
- Project Name: RI Test Project
- Project Admin: Admin Admin
- Project Managers: Amar R Kamtam
- Project Employees: Employee CIT E, Demo D CIT
- Description: RI test project

A note at the bottom left says: \* Required field.

**Activities Section:**

Contains a table with columns for Activity Name and other details. It includes a header row with checkboxes and buttons for Add and Delete. Below the table, it says: No activities found!

Click on “ADD” button to add project Activities. Enter the Activity and click on “Save” button. And it will be listed in Activities Section. Activity can be deleted by clicking on “Delete” button.

The screenshot shows the CIT-HRM software interface, similar to the previous one but with additional data in the Activities section.

**Project Section:**

- Customer Name: Dummy Customer
- Project Name: RI Test Project
- Project Admin: Admin Admin
- Project Managers: Amar R Kamtam
- Project Employees: Employee CIT E, Demo D CIT
- Description: RI test project

**Activities Section:**

Contains a table with columns for Activity Name and other details. It includes a header row with checkboxes and buttons for Add and Delete. Below the table, it lists several activities:

- Understanding of Requirement Documents
- User Training
- Dev
- Testing

Single or multiple Projects can be deleted by selecting check box and click on “Delete” button.

CIT-HRM

Dashboard Admin PIM Leave Time My Info Reports Biomatric Data Payroll News

Time / Project Info Projects

Customer Name Type for hint...

Project Type for hint...

Project Admin Type for hint...

+ Add Delete

Project	Customer Name	Project Admin
CIT-HRM	Test Customer	Admin Admin
<input checked="" type="checkbox"/> Dummy_Project	Dummy Customer	Admin Admin
<input checked="" type="checkbox"/> RI	Testing	Manager CIT India
<input type="checkbox"/> RI_Test_Project	Dummy Customer	Admin Admin

Search Reset

# My Info

Click on “My Info”, shows details of Logged in Employee/Manager/Admin. Admin has all access to change any all-fields data, Manager has limited access and whereas Employee also limited access to update few his personal details.

CIT-HRM

Dashboard Admin PIM Leave Time My Info Reports Biometric Data Payroll News

**My Profile**


Hi Admin Admin

### Personal Details

Organized and secure.

First Name *	Middle Name *	Last Name *
<input type="text" value="Admin"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Admin"/>
Email Address *		
<input type="text" value="cithrm@yopmail.com"/>		
Employee Id *	Status *	
<input type="text" value="001"/>	<input type="text" value="Active"/>	
Gender	Marital Status	
<input checked="" type="radio"/> Male <input type="radio"/> Female	<input type="text" value="Single"/>	
Date of Birth		
<input type="text" value="2021-07-30"/>		
Profile image		
		

\* Required field

### Contact Details

Let everyone know the essentials so they're fully prepared.

Street Address 1	Street Address 2	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
State/Province	Zip/Postal Code	Country
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>
Home Telephone	Mobile	Work Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Alternate Email		
<input type="text"/>		

### Job Details

Stored securely, only visible to Super Admins, Payroll Admins, and themselves.

Job Title	Job Specification	Job Category
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Date of Join	Location	
<input type="text" value="Date"/>	<input type="text" value="Select"/>	

### Report To

Reporting Manager of the employee

<input type="text"/>	<input type="button" value="Add"/>
----------------------	------------------------------------



# Reports

## Employee Report

Click on Reports, select “Employee Report” from the Report dropdown and click on “Apply Filter” button to see the Report details on search result section. Employee Report can be downloaded based on filtering details like Job Title, From-To Date and Status.

Employee Id	First Name	Middle Name	Last Name	Email	Date Of Birth	Gender	Date Of Joining	Marital Status
003	Manager	CIT	India	manager@yopmail.com	2021-07-28		2021-07-01	NO
002	Employee	CIT	E	employee@yopmail.com	2021-07-28	Male	2021-07-06	NO
005	Demo	D	CIT	demo@yopmail.com	2021-07-28	Male	2021-07-28	NO
006	Amar	R	Kamtam	amar12@test.com	2021-07-29	Male	2021-06-29	NO
001	Admin		Admin	cithrm@yopmail.com	2021-07-30	Male		NO
EMP009	Amar	R	Kamtam	amar@testing.com		Male		NO

Report can be download as Excel file.

## Leave Report

Click on Reports, select “Leave Report” from the Report dropdown and click on “Apply Filter” button to see the Report details on search result section. Leave Report can be downloaded based on filtering details like Employee, Leave Status, Leave Type, From Date, To Date.

Employee Name	Leave Type	From	To	Days	Notes	Status	Created At
Employee E	Sick Leave	2021-08-11	2021-08-11	1.00 (full day)	Test	APPROVED	2021-08-12 06:46:16 am
Employee E	Sick Leave	2021-07-29	2021-07-29	0.50 (morning)	test	REJECTED	2021-08-12 06:46:16 am
Demo CIT	Sick Leave	2021-07-29	2021-07-29	0.50 (evening)	Test	APPROVED	2021-08-12 06:46:16 am
Demo CIT	Sick Leave	2021-07-30	2021-07-30	1.00 (full day)	test	REJECTED	2021-08-12 06:46:16 am
Employee E	Sick Leave	2021-08-02	2021-08-02	1.00 (full day)	testing	CANCELLED	2021-08-12 06:46:16 am
Employee E	Sick Leave	2021-08-03	2021-08-03	1.00 (full day)	Applying on behalf of employee	APPROVED	2021-08-12 06:46:16 am
Employee E	Sick Leave	2021-08-05	2021-08-05	1.00 (full day)	Applying on behalf of employee	APPROVED	2021-08-12 06:46:16 am
Employee E	Sick Leave	2021-08-10	2021-08-10	1.00 (full day)	Test	APPROVED	2021-08-12 06:46:16 am
Demo CIT	Casual Leave	2021-08-02	2021-08-02	0.50 (morning)	Test	REJECTED	2021-08-12 06:46:16 am
Employee E	Sick Leave	2021-08-19	2021-08-19	1.00 (full day)	Test	CANCELLED	2021-08-12 06:46:16 am
Admin Admin	Sick Leave	2021-09-15	2021-09-15	0.50 (morning)	test	APPROVED	2021-08-12 06:46:16 am
Admin Admin	Sick Leave	2021-07-29	2021-07-29	0.50 (evening)	test	APPROVED	2021-08-12 06:46:16 am
Demo CIT	Sick Leave	2021-08-06	2021-08-06	1.00 (full day)	terst	APPROVED	2021-08-12 06:46:16 am
Employee E	Sick Leave	2021-08-04	2021-08-04	1.00 (full day)	Test	APPROVED	2021-08-12 06:46:16 am
Demo CIT	Casual Leave	2021-08-11	2021-08-11	1.00 (full day)	Personal reason	PENDING	2021-08-12 06:46:16 am
Employee E	Sick Leave	2021-08-12	2021-08-12	1.00 (full day)	testing	PENDING	2021-08-12 06:46:16 am
Admin Admin	Sick Leave	2021-08-18	2021-08-18	1.00 (full day)	Test	APPROVED	2021-08-12 06:46:16 am

[Download Report](#)

Report can be downloaded as Excel file.

A	B	C	D	E	F	G	H	I	J	K	L
1	Employee Name	Leave Type	From Date	To Date	Leave Days	Notes	Status	Created At			
2	Employee E	Sick Leave	2021-08-11	2021-08-11	1.00 (full day)	Test	APPROVED	2021-07-28T13:54:10.000000Z			
3	Employee E	Sick Leave	2021-07-29	2021-07-29	0.50 (morning)	test	REJECTED	2021-07-28T13:54:51.000000Z			
4	Demo CIT	Sick Leave	2021-07-29	2021-07-29	0.50 (evening)	Test	APPROVED	2021-07-28T13:56:07.000000Z			
5	Demo CIT	Sick Leave	2021-07-30	2021-07-30	1.00 (full day)	test	REJECTED	2021-07-28T13:56:54.000000Z			
6	Employee E	Sick Leave	2021-08-02	2021-08-02	1.00 (full day)	testing	CANCELLED	2021-07-29T04:09:13.000000Z			
7	Employee E	Sick Leave	2021-08-03	2021-08-03	1.00 (full day)	Applying on behalf of employee	APPROVED	2021-07-29T04:51:13.000000Z			
8	Employee E	Sick Leave	2021-08-05	2021-08-05	1.00 (full day)	Applying on behalf of employee	APPROVED	2021-07-29T04:51:59.000000Z			
9	Employee E	Sick Leave	2021-08-10	2021-08-10	1.00 (full day)	Test	APPROVED	2021-07-29T04:55:05.000000Z			
10	Demo CIT	Casual Leave	2021-08-02	2021-08-02	0.50 (morning)	Test	REJECTED	2021-07-29T04:57:58.000000Z			
11	Employee E	Sick Leave	2021-08-19	2021-08-19	1.00 (full day)	Test	CANCELLED	2021-07-29T05:17:52.000000Z			
12	Admin Admin	Sick Leave	2021-09-15	2021-09-15	0.50 (morning)	test	APPROVED	2021-07-29T05:55:51.000000Z			
13	Admin Admin	Sick Leave	2021-07-29	2021-07-29	0.50 (evening)	test	APPROVED	2021-07-29T06:19:05.000000Z			
14	Demo CIT	Sick Leave	2021-08-06	2021-08-06	1.00 (full day)	terst	APPROVED	2021-07-29T06:20:11.000000Z			
15	Employee E	Sick Leave	2021-08-04	2021-08-04	1.00 (full day)	Test	APPROVED	2021-07-30T05:48:11.000000Z			
16	Demo CIT	Casual Leave	2021-08-11	2021-08-11	1.00 (full day)	Personal reason	PENDING	2021-08-10T05:07:24.000000Z			
17	Employee E	Sick Leave	2021-08-12	2021-08-12	1.00 (full day)	testing	PENDING	2021-08-10T05:23:06.000000Z			
18	Admin Admin	Sick Leave	2021-08-18	2021-08-18	1.00 (full day)	Test	APPROVED	2021-08-12T11:45:40.000000Z			

# Attendance Report

Click on Reports, select “Attendance Report” from the Report dropdown and click on “Apply Filter” button to see the Report details on search result section.

Attendance Report can be downloaded based on filtering details like Employee, From Date, To Date and Type.

The screenshot shows the CIT-HRM software interface. At the top, there is a navigation bar with links for Dashboard, Admin, PIM, Leave, Time, My Info, Reports (which is highlighted in orange), Biometric Data, Payroll, and News. On the far right of the header is a search bar labeled "Search here" and a user profile icon. Below the header, the main content area has a left sidebar titled "Reports" containing links for Home, Employee Report, Leave Report, Attendance Report (which is highlighted in yellow), Timesheet Report, Productivity Report, and Leave Balance Report. The main content area has a title "Report" and a subtitle "Attendance Report". It includes filters for "Employee" (set to All), "From Date" (empty), "To Date" (empty), and "Type" (empty). Below these filters are two buttons: "Apply Filter" (yellow) and "Reset" (red). The main body of the page displays a table of attendance records. The columns are: Name, Punch In, Punch Out, Duration, Status, and Type. The table contains numerous rows of data, each representing an employee's punch-in and punch-out times, duration, status (Approved or Rejected), and type (Manual or Import). At the bottom of the table is a yellow "Download Report" button.

Name	Punch In	Punch Out	Duration	Status	Type
Demo CIT	2021-08-12 09:38:00	2021-08-12 14:39:00	05:01	Approved	Manual
Admin Admin	2021-03-30 08:57:00			Approved	Import
Admin Admin	2021-03-29 08:44:00	2021-03-29 18:20:00	09:36	Approved	Import
Admin Admin	2021-03-26 08:49:00	2021-03-26 18:09:00	09:20	Approved	Import
Admin Admin	2021-03-25 09:07:00	2021-03-25 18:08:00	09:01	Approved	Import
Admin Admin	2021-03-24 08:54:00	2021-03-24 18:06:00	09:12	Approved	Import
Admin Admin	2021-03-23 08:51:00	2021-03-23 18:06:00	09:15	Approved	Import
Admin Admin	2021-03-22 08:43:00	2021-03-22 18:07:00	09:24	Approved	Import
Admin Admin	2021-03-19 08:56:00	2021-03-19 18:04:00	09:08	Approved	Import
Admin Admin	2021-03-18 09:02:00	2021-03-18 18:06:00	09:04	Approved	Import
Admin Admin	2021-03-17 08:53:00	2021-03-17 18:07:00	09:14	Approved	Import
Admin Admin	2021-03-16 08:55:00	2021-03-16 18:06:00	09:11	Approved	Import
Admin Admin	2021-03-15 09:09:00	2021-03-15 18:05:00	08:56	Approved	Import
Admin Admin	2021-03-12 08:57:00	2021-03-12 18:05:00	09:08	Approved	Import
Admin Admin	2021-03-11 08:53:00	2021-03-11 18:03:00	09:10	Approved	Import
Admin Admin	2021-03-10 09:00:00	2021-03-10 18:09:00	09:09	Approved	Import
Admin Admin	2021-03-09 08:55:00	2021-03-09 18:09:00	09:14	Approved	Import
Admin Admin	2021-03-08 09:26:00	2021-03-08 18:23:00	08:57	Approved	Import
Admin Admin	2021-03-05 08:51:00	2021-03-05 18:03:00	09:12	Approved	Import
Admin Admin	2021-03-04 09:03:00	2021-03-04 18:04:00	09:01	Approved	Import
Admin Admin	2021-03-03 08:46:00	2021-03-03 18:03:00	09:17	Approved	Import
Admin Admin	2021-03-02 09:00:00	2021-03-02 18:06:00	09:06	Approved	Import
Admin Admin	2021-03-01 09:02:00	2021-03-01 18:10:00	09:08	Approved	Import
Admin Admin	2021-08-12 09:00:00	2021-08-12 13:33:00	04:33	Approved	Manual
Employee E	2021-07-30 09:23:00	2021-07-30 11:23:00	02:00	Approved	Manual
Demo CIT	2021-07-29 09:37:00	2021-07-29 10:37:00	01:00	Rejected	Manual
Employee E	2021-07-29 09:33:00	2021-07-29 10:34:00	01:01	Approved	Manual
Employee E	2021-07-29 09:42:00	2021-07-29 09:42:00		Approved	Manual
Employee E	2021-07-28 09:34:00	2021-07-28 19:34:00	10:00	Approved	Manual
Demo CIT	2021-07-28 09:33:00	2021-07-28 19:33:00	10:00	Rejected	Manual
Amar Kamtam	2021-07-28 09:14:00			Rejected	Manual
Employee E	2021-07-28 09:10:00	2021-07-28 17:10:00	08:00	Approved	Manual

Report can be downloaded as Excel file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employee Name	Punch In	Punch Out	Punch In Note	Punch Out Note	Duration	Status	Type						
2	Demo CIT	2021-08-12 09:38:00	2021-08-12 14:39:00			05:01	Approved	Manual						
3	Admin Admin	2021-03-30 08:57:00					Approved	Import						
4	Admin Admin	2021-03-29 08:44:00	2021-03-29 18:20:00			09:36	Approved	Import						
5	Admin Admin	2021-03-26 08:49:00	2021-03-26 18:09:00			09:20	Approved	Import						
6	Admin Admin	2021-03-25 09:07:00	2021-03-25 18:08:00			09:01	Approved	Import						
7	Admin Admin	2021-03-24 08:54:00	2021-03-24 18:06:00			09:12	Approved	Import						
8	Admin Admin	2021-03-23 08:51:00	2021-03-23 18:06:00			09:15	Approved	Import						
9	Admin Admin	2021-03-22 08:43:00	2021-03-22 18:07:00			09:24	Approved	Import						
10	Admin Admin	2021-03-19 08:56:00	2021-03-19 18:04:00			09:08	Approved	Import						
11	Admin Admin	2021-03-18 09:02:00	2021-03-18 18:06:00			09:04	Approved	Import						
12	Admin Admin	2021-03-17 08:53:00	2021-03-17 18:07:00			09:14	Approved	Import						
13	Admin Admin	2021-03-16 08:55:00	2021-03-16 18:06:00			09:11	Approved	Import						
14	Admin Admin	2021-03-15 09:09:00	2021-03-15 18:05:00			08:56	Approved	Import						
15	Admin Admin	2021-03-12 08:57:00	2021-03-12 18:05:00			09:08	Approved	Import						
16	Admin Admin	2021-03-11 08:53:00	2021-03-11 18:03:00			09:10	Approved	Import						
17	Admin Admin	2021-03-10 09:00:00	2021-03-10 18:09:00			09:09	Approved	Import						
18	Admin Admin	2021-03-09 08:55:00	2021-03-09 18:09:00			09:14	Approved	Import						
19	Admin Admin	2021-03-08 09:26:00	2021-03-08 18:23:00			08:57	Approved	Import						
20	Admin Admin	2021-03-05 08:51:00	2021-03-05 18:02:00			00:13	Approved	Import						

## Timesheet Report

Click on Reports, select “Timesheet Report” from the Report dropdown and click on “Apply Filter” button to see the Report details on search result section. Timesheet Report can be downloaded based on filtering details like Employee, Job Title, Project, From Date and To Date.

Employee Name	Project Name	Date	Duration	Status	Create At
Employee CIT E	CIT-HRM	2021-08-04	09:00	Approved	2021-08-04 12:10:57 pm
Demo D CIT	CIT-HRM	2021-08-04	09:00	Rejected	2021-08-04 12:18:55 pm
Employee CIT E	CIT-HRM	2021-08-06	09:00	Rejected	2021-08-06 04:42:19 am
Employee CIT E	RI	2021-08-06	01:00	Rejected	2021-08-06 04:42:19 am
Demo D CIT	RI Test Project	2021-08-10	09:00	Approved	2021-08-12 07:24:28 am
Demo D CIT	RI Test Project	2021-08-10	01:00	Approved	2021-08-12 07:24:28 am
Demo D CIT	RI Test Project	2021-08-11	09:00	Approved	2021-08-12 07:05:59 am
Admin Admin	CIT-HRM	2021-08-12	09:00	Submitted	2021-08-12 07:34:58 am
Admin Admin	RI Test Project	2021-08-12	01:00	Submitted	2021-08-12 07:34:58 am

Report can be downloaded as Excel file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Employee Name	Project Name	Date	Duration	Status	Type									
2	Employee CIT E	CIT-HRM	2021-08-04	09:00	Approved	2021-08-04 12:10:57 pm									
3	Demo D CIT	CIT-HRM	2021-08-04	09:00	Rejected	2021-08-04 12:18:55 pm									
4	Employee CIT E	CIT-HRM	2021-08-06	09:00	Rejected	2021-08-06 04:42:19 am									
5	Employee CIT E	RI	2021-08-06	01:00	Rejected	2021-08-06 04:42:19 am									
6	Demo D CIT	RI Test Project	2021-08-10	09:00	Approved	2021-08-12 07:24:28 am									
7	Demo D CIT	RI Test Project	2021-08-10	01:00	Approved	2021-08-12 07:24:28 am									
8	Demo D CIT	RI Test Project	2021-08-11	09:00	Approved	2021-08-12 07:05:59 am									
9	Admin Admin	CIT-HRM	2021-08-12	09:00	Submitted	2021-08-12 07:34:58 am									
10	Admin Admin	RI Test Project	2021-08-12	01:00	Submitted	2021-08-12 07:34:58 am									
11															
12															
13															
14															
15															
16															
17															
18															
19															

## Productivity Report

Click on Reports, select “Productivity Report” from the Report dropdown and click on “Apply Filter” button to see the Report details on search result section. Productivity Report can be downloaded based on filtering details like Project, From Date and To Date.

Report	Project	From Date	To Date
Productivity Report	All	From	To

Project Name	Customer Name	Duration (HH:MM)
CIT-HRM	Test Customer	67:00
	DB Design	28:00
	Testing	00:30
	Understanding of Requirement Documents	38:30
RI	Testing	02:05
	Development	01:00
	Understanding of Requirement Documents	01:05
RI Test Project	Dummy Customer	29:00
	Dev	02:00
	Understanding of Requirement Documents	27:00

[Download Report](#)

Report can be downloaded as Excel file.

Productivity Report	
Project Name	Customer Name
CIT-HRM	Test Customer
	DB Design
	Testing
	Understanding of Requirement Documents
	RI
	Testing
	Development
	Understanding of Requirement Documents
RI Test Project	Dummy Customer
	Dev
	Understanding of Requirement Documents

## Leave Balance Report

Click on Reports, select “Leave balance Report” from the Report dropdown and click on “Apply Filter” button to see the Report details on search result section. Leave Balance Report can be downloaded based on filtering details like Employee, Leave Type and Leave Period.

Employee Name	Leave Type	Leave Period	Total Leaves	Leaves Taken	Leave Balance
Admin Admin	Sick Leave	2021-01-01 - 2021-12-31	12.00	2	10
Admin Admin	Casual Leave	2021-01-01 - 2021-12-31	40.00	0	40
Employee CIT E	Sick Leave	2021-01-01 - 2021-12-31	14.00	6	8
Manager CIT India	Casual Leave	2021-01-01 - 2021-12-31	10.00	0	10
Demo D CIT	Sick Leave	2021-01-01 - 2021-12-31	12.00	1.5	10.5
Demo D CIT	Casual Leave	2021-01-01 - 2021-12-31	2.00	1	1

Report can be downloaded as Excel file.



# Biometric Data

Click “Biometric Data”, to upload Employees daily Punched IN/OUT details from biometric machine as Excel file. The sample excel file has been attached on “Biometric Data” screen. Successfully uploaded details are display below after uploading and similarly failed details also been displayed.

The screenshot shows the CIT-HRM software interface. At the top, there is a purple header bar with the title "CIT-HRM". Below the header, there is a navigation menu with links: Dashboard, Admin, PIM, Leave, Time, My Info, Reports, Biometric Data (which is highlighted in orange), Payroll, and News. To the right of the menu is a search bar labeled "Search here" with a magnifying glass icon, and a user profile icon. The main content area has a white background. On the left, there is a sidebar with a tree icon and the text "Home / Data Import" followed by "Import Biometric". The main content area has a title "Import Biometric Data". Below it, there is a section titled "Upload Excel" with a file input field containing the placeholder "Choose File | No file chosen". There are two buttons: "Cancel" (red) and "Upload" (yellow). Below the file input field, there is a message: "File format should be .xls". At the bottom of the content area, there is a link: "Sample Excel file: Download".

Uploaded sample details >>

**CIT-HRM**

Dashboard Admin PIM Leave Time My Info Reports Biometric Data Payroll News

Home / Data Import Import Biometric

### Import Biometric Data

Data imported successfully

Upload Excel  Choose File No file chosen

**Cancel** **Upload**

File format should be .xls  
Sample Excel file: Download

**Results**

Below Records are Failed to Import

Below Records Employee Id not present in database

Name	Email	Date	Status
I2020018	LOGESHKUMAR M	2021-03-01	Failed
I2020018	LOGESHKUMAR M	2021-03-02	Failed
I2020018	LOGESHKUMAR M	2021-03-03	Failed
I2020018	LOGESHKUMAR M	2021-03-04	Failed
I2020018	LOGESHKUMAR M	2021-03-05	Failed
I2020018	LOGESHKUMAR M	2021-03-08	Failed
I2020018	LOGESHKUMAR M	2021-03-09	Failed
I2020018	LOGESHKUMAR M	2021-03-10	Failed
I2020018	LOGESHKUMAR M	2021-03-16	Failed
I2020018	LOGESHKUMAR M	2021-03-17	Failed
I2020018	LOGESHKUMAR M	2021-03-18	Failed
I2020018	LOGESHKUMAR M	2021-03-19	Failed
I2020018	LOGESHKUMAR M	2021-03-22	Failed
I2020018	LOGESHKUMAR M	2021-03-23	Failed
I2020018	LOGESHKUMAR M	2021-03-24	Failed
I2020018	LOGESHKUMAR M	2021-03-25	Failed
I2020018	LOGESHKUMAR M	2021-03-26	Failed
I2020018	LOGESHKUMAR M	2021-03-29	Failed
I2020018	LOGESHKUMAR M	2021-03-30	Failed

Below Records Punch out time is not inserted

Name	Email	Date	Status
006	Amar Kamtam	2021-03-03	Failed

Below Records inserted Successfully

Employee Id	Name	Date	Status
006	Amar Kamtam	2021-03-02	Success
006	Amar Kamtam	2021-03-03	Success
006	Amar Kamtam	2021-03-04	Success
006	Amar Kamtam	2021-03-05	Success
006	Amar Kamtam	2021-03-08	Success
006	Amar Kamtam	2021-03-09	Success

# News

Click “News”, To add news which will be shown on dashboard. Based on the selection of Project it will be displayed to Employees. If selected Project, then it will be shown for Admin and Project employees only. If Project is selected as ALL, then it will be shown for all employees.

News Title	Category	Project	Date	Post By	Status
Project needs to be completed by friday 13th 2021	Project		2021-08-10	Admin Admin	Active
CIT_HRM customer is visiting our Bangalore branch soon.	Important		2021-08-10	Admin Admin	Active

Adding Sample news, Project as ALL >> Click on “ADD” button to add new News. Enter Title, Details, select Category, select Project, select Status and click on “Save” button to add news to dashboard. If the Status is “in-active” then it won’t be visible on dashboard.

**Add News**

Title \*: CIT-HRM Customer Visit

Details \*: CIT HRM customer coming to office for Demo.

Category \*: Important

Project: All News will visible only to selected project members

Status: Active

\* Required field

Save Cancel

Click on “Save” button.

### CIT-HRM

Search here   

- [Dashboard](#)
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- [PIM](#)
- [Leave](#)
- [Time](#)
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#### Add News

News Posted Successfully

**Title \***

**Details \***

**Category \***

**Project**  News will be visible only to selected project members

**Status**

\* Required field

**Save** **Cancel**

### CIT-HRM

Search here   

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Home / Dashboard

Admin Dashboard



Welcome Administrator

Thu, 12 Aug 2021

**Leave**

Sick Leave	Taken 2.00 Days	Remaining 10.00 Days
------------	--------------------	-------------------------

**News**

- CIT-HRM Customer Visit
- Customer Visit
- CIT\_HRM Project Deadline

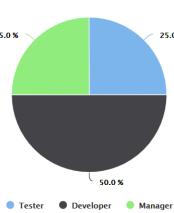
**Recent Activities**

- You Approved Admin Admin Leave (18/08/2021-18/08/2021)
- You Approved Demo CIT Attendance (12/08/2021)
- You Approved Admin Admin Attendance (12/08/2021)
- You Approved Demo CIT Timesheet (10/08/2021)
- You Approved Demo CIT Timesheet (11/08/2021)
- Admin Admin Approved Leave (18/08/2021-18/08/2021)
- Admin Admin Approved Attendance (12/08/2021)

 Employees **6**
 Companies **1**
 Leaves **1**
 Salary **\$5.8M**

**Total Employees**

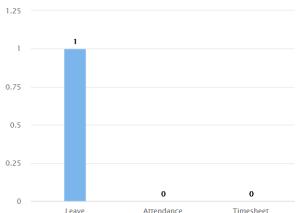
Based on Job Title



Job Title	Percentage
Tester	25.0%
Developer	25.0%
Manager	50.0%

**Pending Requests**

From: Admin



Request Type	No. of Requests
Leave	1
Attendance	0
Timesheet	0

**Team Leads**

Manager CIT India  
Reporting Manager | Project Admin | Project Manager - (Testing Project Project)

**Your Upcoming Leave**

- 2021-09-15 (Sick Leave)  
Morning | Approved
- 2021-08-18 (Sick Leave)  
Full day | Approved

# Payroll

In Payroll Module, Admin will upload all employee Payslips and employees can download own Payslips. Note: PDF file name must in below format, <<Employee ID>>-<<Month>>-<<Year>>.pdf e.g., 12000000-Jan-2021.pdf Click on “Payroll”, to view previously added payroll data.

Employee Name	Month Year	Document	Created At	Action
Employee CIT E	January 2021	<a href="#">Download</a>	2021-08-13 03:35 am	<a href="#">Delete</a>

Click on “Add” button to add new Pay slip. Enter Employee Name, select Month, Upload Pay slip, write comment if any and click on “Save” button to add.

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