Task List

Employee:

T1.1 -Record the office presence using card reader.

**Problem:** If card reader is not working.

**Solution:** Enter the presence manually.

T1.2 –Record the outdoor office work hours.

T1.3 –Record the unproductive work hours in the office.

T1.4 –Post the leave request in the website.

T1.5 –Check the number of manual work hours entered.

T1.5 –See the Flexi-Time so that work hours can be compensated later.

T1.6 –Record workhours for other authorized employees.

T1.7 –Check the Rewards obtained.

T1.8 –Check the employee rating posted by HR department.