1. Overview

The HR Dashboard is a centralized web-based platform designed to manage all essential human resource functions in one place. It streamlines internal HR processes by providing employees and HR personnel with a seamless interface to manage payslips, holiday requests, attendance, personal data, and more.

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2. Key Features

2.1. Payslip Management

- Employees can view and download monthly payslips.

- Historical payslip data is available in a timeline view.

- Auto-notifications when a new payslip is generated.

- Secure PDF download with salary breakdown (earnings, deductions, net pay).

2.2. Leave & Holiday Management

- Employees can request leave with reason and supporting documents.

- Leave types supported: Annual, Sick, Casual, Maternity/Paternity, Unpaid.

- Real-time leave balance view.

- Holiday calendar integrated with region-specific holidays.

- Leave approval workflow with notifications to managers.

- Team leave view to manage staffing.

2.3. Attendance Tracking

- Clock-in and clock-out system.

- Daily/weekly/monthly attendance reports.

- Integration with biometric or swipe systems.

- Alerts for irregular or missed check-ins.

- Remote work attendance logging.

2.4. Employee Profile Management

- Employees can update their contact details, bank information, emergency contacts.

- HR can manage employment history, contracts, roles, and performance documents.

- Document uploads for verification (e.g., ID, certificates).

2.5. Document Center

- Centralized repository for HR policies, offer letters, tax forms, etc.

- E-signature support for new documents.

- Permission-based access control for sensitive documents.

2.6. Performance and Appraisal Tracking

- Annual and quarterly goal setting and reviews.

- 360-degree feedback integration.

- Automated reminders for managers and employees.

- Downloadable appraisal summaries and scorecards.

2.7. Notifications & Alerts

- Real-time alerts for approvals, policy updates, upcoming holidays, pending actions.

- Multi-channel: email + dashboard alerts.

2.8. Admin Panel

- Add, update, or remove employees.

- Role-based access management.

- System logs and audit trails.

- HR Analytics dashboard with key KPIs (e.g., attrition, leave trends, payroll costs).