

1. Admin Panel

The admin has access to **all modules** with full CRUD functionality.

Dashboard

- Employee count, attendance stats, upcoming leaves, resignations
 - Quick actions: Add employee, Announce message, Generate payroll
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User Management

- **Users**
 - List, Add/Edit/Delete
 - **Roles**
 - Manage user roles (Admin, Employee, HR, etc.)
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Employee Management

- **Employees**
 - Add/Edit/Delete employee
 - View detailed profile
 - Personal Info
 - Address
 - Documents
 - Reviews
 - Attendance
 - Leaves
 - Salary
 - Resignation
 - **Departments**
 - Add/Edit/Delete departments
 - **Positions**
 - Add/Edit/Delete job titles
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Attendance

- Daily Attendance Report

- Employee-wise Logs
 - Manual Attendance Entry
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Leave Management

- Leave Requests (View/Approve/Reject)
 - Leave History
 - Leave Reports
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Project & Task Management

- **Projects**
 - Add/Edit/Delete project
 - Assign employees
 - **Tasks**
 - View all tasks
 - Assign tasks
 - Monitor task status
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Payroll

- Generate Payroll
 - **Pay Slips**
 - View by month/employee
 - **Salary Structure**
 - Define components (basic, HRA, tax, etc.)
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Performance Reviews

- Review employee performance
 - View feedback/comments
 - Assign reviewer
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Documents

- View all employee documents
- Upload/Edit/Delete

Announcements

- Add new announcements
- Filter by department/roles

Resignations

- View resignation requests
- Set last working day
- Accept/Reject exit

Holidays

- Add/Edit holidays
- View upcoming holidays

Login Logs

- View login history
- Device and IP info

Notifications

- System messages
 - Read/unread status
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2. Employee/User Panel

The employee has access to **limited, self-service features**.

Dashboard

- My attendance today
 - Active tasks
 - Upcoming leaves
 - Recent announcements
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My Profile

- View/Edit Personal Info
 - Address
 - Emergency contact
 - Documents
 - Performance history
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Attendance

- View my daily logs
 - Device info and timestamps
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Leaves

- Apply for leave
 - View leave status/history
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Projects & Tasks

- View assigned projects
 - Task board (with status update)
 - Due date and priority tracking
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Payroll

- View salary slips
- Download PDF slips

- Salary breakdown view
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Performance Review

- View received reviews
 - Submit self-reviews (optional)
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Documents

- Upload personal docs (ID, certificates)
 - View previously uploaded files
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Announcements

- List of latest announcements
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Resignation

- Submit resignation
 - View resignation status and last working day
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Holidays

- View official holidays
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Login History

- My login logs with IP/device info
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Notifications

- List of personal and system notifications