



HR Tool

(Employee details in admin side)
Documentation

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About

This tool is to store information of employees working in company. Employee personal documents, salary, leaves, task assign to employees is done or not, Productivity of employees, Salary increament, etc.

Tech Stack

1. HTML
2. CSS (Inline)
3. Bootstrap
4. JavaScript
5. PHP
6. MySQL
7. jQuery
8. Ajax

Database

1) hrtool (Database)–

Tables-

- a. dail_task_tracker
- b. employee_details
- c. employee_login
- d. expenses
- e. salary_increament
- f. salary_tracker
- g. task
- h. variable_salary
- i. variable_salary_tracker

Files

- a. Folder (Admin)
 - a. Emp_details.php
 - b. Emp_details_dashboard.php
- b. Folder (Employee)
 - a. Update.php
- c. Folder (Common)
 - a. Navbar.php
 - b. connection.php
 - c. footer.php
- c. Folder (stylesheet)
 - a. mobileview.css
 - b. index.css
- d. Folder (js)
 - a. bike-dshboard.j

Working

Employee Details

1. Database Table –
 - a. Employee_login-
 - b. Expenses
 - c. Dail_task_tracker
 - d. Task
 - e. Employee_details
 - f. Salary_tracker
 - g. Employee_leaves
2. Only those employees are shown in table whose
(Table = Employee_login = column erole) is 'Employee '

Table used

1. Employee ID = Employee_login(ecode)
2. Employee Name = Employee_login(ename)
3. Number of unsettled bills = expenses (Count number of rows) (where reimbursement_status = 'Unsettled')
4. Number of pending tasks = dail_task_tracker, task (summation of number of rows of both tables)(where status != 'Completed')
5. Point & rank of scoreboard = Static (Not working)
6. Last salary= salary_tracker (salary_process_date)(Max)
7. Number of leaves = employee_details('used_leaves')
8. Last increment received on = employee_details('last_promo_month')

Productivity Formula = (working hours * 100) / (9 * workings days)

Employee Details of specific employee Page

Note - (Employee code or ecode of employee pass here by get method from previous page and all data shows on the bases of that code)

1. Database table
 - a. Employee_details
 - b. Expenses
 - c. Dail_task_tracker
 - d. Task
 - e. Employee_leaves
2. Main File used - Emp_details_dashboard

Header values or information

1. Name and ecode – Employee_deitals table (column – name, emp_code)
2. No. of unsettled bills - expenses (Count number of rows) (where reimbursement_status = 'Unsettled')
3. Pending_task - dail_task_tracker, task (summation of number of rows of both tables)(where status != 'Completed')
4. Number of leaves - employee_details('used_leaves')
5. Productivity (This Week) –
 - a. Working hours = daily_task_tracker(column = 'Hours_spent')(between today_date and [today_date-6])
 - b. Working days = Employee_leaves(Count number of rows)(checkin_type = 'Daily Check-in' or 'Absent') (between today_date and [today_date - 6])
6. Scoreboard rank - Static (Not working)

Tabs

1. Dashboard (FIELDS) –

- a. Personal details available –

Table – employee_deatils
(If details available than 'YES' else 'NO')

- b. Bank account details available –

Table - employee_deatils
(If details available than 'YES' else 'NO')

- c. Last salary processed on –

Table - salary_tracker

- d. Next salary due on – Last salary as calculated before + 1 month

- e. Last promotion given in-

Table - employee_details

- f. f.Next promotion given in

Table - employee_details

- g. Last increment % -

Table - salary_increment

- h. h.Last increment Year –

Table - salary_increment

- i. Current fixed salary –

Table - employee_details

2. Personal details (FIELDS) –

1. Personal Details

Table - employee_details

Fields

Name

Mobile number

Emergency mobile

Email ID

Current Address

Parmanent Address

2. Documents –

Table - employee_details

Input

Driving license

Adhar card–

Pan Card Number

Images

Front (Aadhar card)

Back (Aadhar card)

Driving License

PAN Card

3. Account details –

Table - employee_details

Account Holder Name

Bank Name

Account Number

IFSC

3. Task history –

a. Task counts –

- Total count –
Table = task (count total number of task)
- Closed task -
Table = task (count total number of task where status = completed)
- Open Tasks –
Table = task (count total number of task where status not = completed)

b. Task Table –

Table = task

- Created On – Column (created_on)
- Title - Column (title)
- Details - Column (details)
- Assigned by - Column (assigned_by)
- Planned closing data - Column (expected_closing_date)
- Actual closing date - Column (actual_closing_date)
- Current status - Column (status)
- Update status – Button to Update Status

4. Leave tracker–

Table - employee_leaves

- Total present days- Count Number of row
where checkin_type = Daily Check-in
- Onleaves-count number of row
where checkin_type=Leave
- Weekly off- Count Number of row
where checkin_type= Weekly Off
- Total leaves

Table –employee_details

Available leaves – Total_leaves – Used_leaves(Table = employee_details, Column = used_leaves)

Leave Table

- Leave –
Color (#ff4242)
- Weekly Off-
Color (#176fab)
- Daily checkin –
Color (#3cb371)
- Date
- Checkin type
- Default = Starting of this month to
today date on search
- Function - getDate()

5. Expense –

Expenses raised –

Table – Expenses

(count total number of row of specific employee)

Settled Bill –

Table – Expenses

(count total number of row of specific employee where
reimbursement_status='Settled')

Unsettled Bill –

Table – Expenses

(count total number of row of specific employee
reimbursement_status='Unsettled')

Expense Table –

Table - Expenses

Created On – Column(expense_date)

Expense Type – Column(expense_type)

Department – Column(department)

Assigned by – Column(assignedby)

Expense amount – Column(amount)

Bill(Proof) –

- Button to show Bill
- Call model (Id = “imagemodal”)
- And pass source or (Bill column) of specific row

Bill Assigned approval

Bill Assigned approval-

- Button and dropdown
- On change status Function call using ajax change status in database
- If status is approved Button is disabled

Reimbursement status –

- Button and dropdown
- On change status Function call using ajax change status in database
- If status is settled Button is disabled

Comment –

Add icon -

- Call model (Id = 'exampleModal4')
- Pass expense table row id
- On click save changes button Ajax function call and update comment
- It will concatenate old comment with new comment in Update.php file

Show icon –

- Call model (Id = 'commentview ')
- Pass Comment value from table column 'comment'
- Show comment using model and table column 'comment'

6. Salary tracker –

Table - salary_tracker, employee_details, variable_salary_tracker

Headers

➤ Fixed salary:

Table: employee_details

➤ salary factors (Icon):

- On hover is show variable salary to the specific employee
- Table: variable_salary_tracker
- All column will show on hover

➤ Last promotion done in:

Table: employee_details

➤ Next promotion due in:

Table : salary_tracker

- Month:
- date:
- Total fixed salary:
- Number of working days:
- Paid leaves
- Unpaid leaves
- Variable salary:

Add icon-

- Call model (id = exampleModal2)
- And add multiple variable salary

?

Show icon-

- On hover is show variable salary to the specific employee
- Table : variable_salary_tracker
- All column will show on hover

➤ Previous adjustment:

Edit icon-

- Function call - amt_Edit() // to change html
- We can change prev_adjustments
- If current status is completed we can't click on it
 - Change net salary also Net Salary:
- Column - net_salary
- Total_fixed_salary + Variable_salary + Previous adjustment

Current status:

- Button and dropdown
- On change status Function call using ajax change status in database

If status is approved Button is disabled

Add variable salary model

Table = variable_salary

- Factor
- Per unit incentive
- Quantity – Input by user
- Total - Per unit incentive* Quantity // function used is quaty()
- Month – select by user
- Year – select by used [Conditions](#)
- Model id = exampleModal2
- On change factor dropdown = units() call
//Units() function change the value of 'Per unit incentive'
- Add icon = add_more_fields() function call // It counts number of entries and pass to the PHP code to insert data

7. Salary tracker –

If last salary is not available or 0 then it shows all fields '0')

Table - salary_increment

- Current Fixed Salary
- Last Fixed Salary
- Last Increment Amount
- Last Increment Percent:
- Last Increment Done (Month)// convert number into month name
- Last Increment Done (Year):
- New Increment (in percent):

Button

- Onclick button it changes its html {Function (make_new())}
- On Click Done button we increase salary {Function new_incre()}
- And then data send to update.php file

In update.php

Data insert

- Table - salary_increment
- Column Insert- emp_code, increment_percent, last_fixed_salary, new_fixed_salary, increment_amount (new_fixed_salary - last_fixed_salary), month(Current month), year(Current year)

By using Column -

Table - employee_details

Column - increment_in_month

Next_promo_month = (current month in number +
Column(increment_in_month))

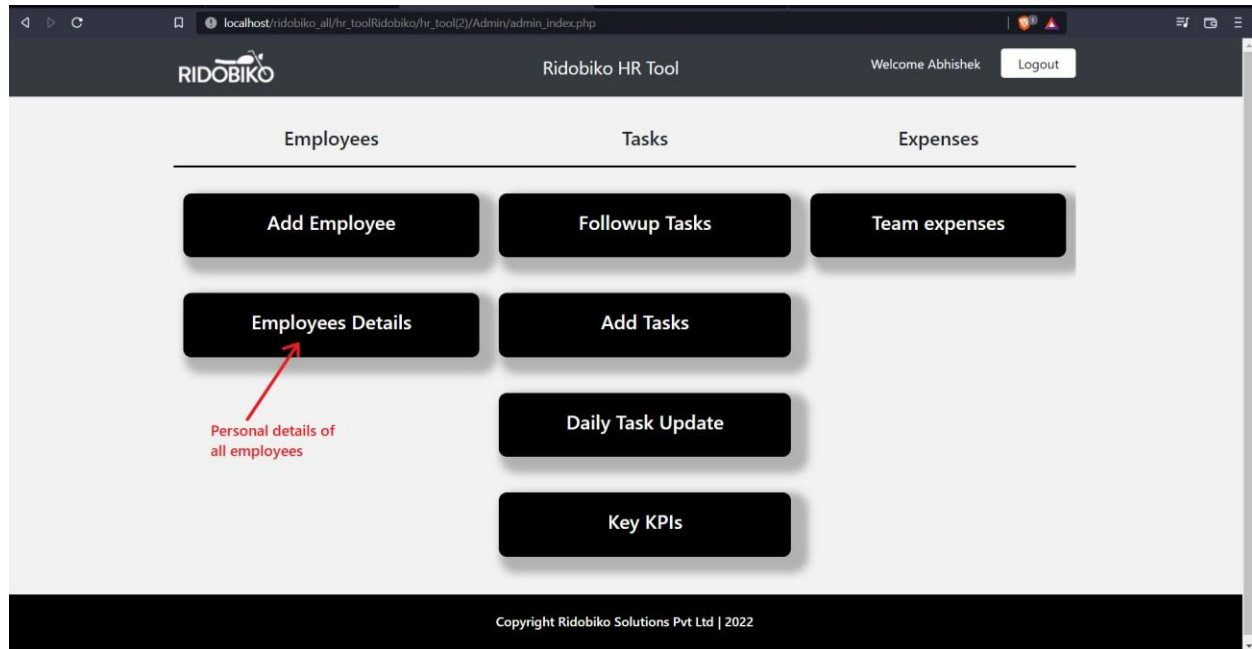
Data Update –

Table - employee_details

Column Update - last_promo_month(Current month),next_promo_due(as show above), fixed_salary(new_fixed_salary{use in insert condition})

Screenshots Of HR Tool

Dashboard page (Employee Details Button) -



Employee Details Page (Only employees) -

Employee ID	Employee Name	Number of unsettled bills	Number of pending tasks	Points & rank of scoreboard	Last salary processed on	Number of leaves	Last increment received on	Productivity this week	Productivity last week	Details
103	Ridhima	0	1	4				0%	0%	More details
104	Vrushali	0	0	4				0%	0%	More details
105	Jeet Mahiwal	0	0	4				0%	0%	More details
102	Vihaan	4	9	4	2022/01/01	2	May	0%	0%	More details
107	Jaya	1	1	4		50		0%	0%	More details

More details page (Specific Employee) -

The screenshot shows the 'More details page' for employee Vihaan Sethiya (ID: 102) in the Ridobiko HR Tool. The page features a top navigation bar with the user's name 'Welcome Abhishek' and a 'Logout' button. Below the navigation bar, a summary row displays key metrics: 'No. of unsettled bills' (4), 'Pending tasks' (9), 'Number of leaves' (2), 'Productivity (This Week)' (0%), and 'Scoreboard rank' (02). A tabbed interface below the summary row includes 'Dashboard', 'Personal details', 'Task history', 'Leave tracker', 'Expense', 'Salary tracker', and 'Salary Increment'. The 'Personal details' tab is active, showing a table of employee information.

Personal details available	YES
Bank account details available	YES
Last salary processed on	01-01-2022
Next salary due on	01-02-2022
Last promotion given in	May
Next promotion given in	December
Last increment %	10 %
Last increment Year	2022

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More details page (Dashboard tab)-

This screenshot is similar to the previous one but highlights the 'Personal details' tab. A red arrow points to the 'Personal details available' row, which shows 'YES'. A red text box with an arrow pointing to the 'YES' value contains the instruction: 'If personal and account details are available then YES otherwise NO'. The 'Current fixed salary' row shows a value of 31941.

Personal details available	YES
Bank account details available	YES
Last salary processed on	01-01-2022
Next salary due on	01-02-2022
Last promotion given in	May
Next promotion given in	December
Last increment %	10 %
Last increment Year	2022
Current fixed salary	31941

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More details page (Personal details tab)-

Personal details tab

Personal Details

Name: Vihaan Sethiya

Mobile number: 7024567395

Emergency mobile: 8726645672

Email ID: vih@gmail.com

Current Address: Ddhi

Permanent Address: Ddhi

Documents

Driving license: UM123 456 349

Aadhar card: 0300 7065 4557

PAN Number: BAFSS78AS

Front, Back, License, PAN (download icons)

Account details

Account Holder Name: Vihaan A. Sethi

Bank Name: SBI

Account Number: 2089673167

IFSC: 41234

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More details page (Task History tab)-

Task History

Vihaan Sethiya 102

No. of unsettled bills: 4

Pending tasks: 9

Number of leaves: 2

Productivity (This Week): 0 %

Scoreboard rank: 02

2 Total Tasks, 1 Closed Tasks, 1 Open Tasks

Created On	Title	Details	Assigned by	Planned closing data	Actual closing date	Current status	Update status
18/02/2022	check 1	check 1	Abhishek	2022-02-18	18/02/2022	Completed	Update
20/02/2022	Check 2	Check 2	Abhishek	2022-02-20		Pending	Update

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More details page (Leave tracker tab)-

Ridobiko HR Tool

Welcome Abhishek | Logout

Dashboard | Personal details | Task history | **Leave tracker** | Expense | Salary tracker | Salary Increment

Can view employee check-in details by changing period

Select period: From 01-04-2022 to 09-05-2022

Total present days- 0 | On leaves- 3 | Weekly off- 1 | Total leaves - 6 | Available leaves - 4

Leave tracker

9-4-2022 Leave	10-4-2022 Absent	11-4-2022 Absent	12-4-2022 Leave	13-4-2022 Daily Check-In
14-4-2022 Daily Check-in	15-4-2022 Leave	16-4-2022 Weekly Off	17-4-2022 Absent	18-4-2022 Daily Check-in
19-4-2022 Daily Check-in	20-4-2022 Daily Check-in	21-4-2022 Daily Check-in	22-4-2022 Daily Check-in	23-4-2022 Daily Check-in

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More details page (Expense tab)-

Ridobiko HR Tool

Welcome Abhishek | Logout

Dashboard | Personal details | Task history | Leave tracker | **Expense** | Salary tracker | Salary Increment

Select period: From 01-05-2022 to 09-05-2022

6 Expenses raised | 2 Settled Bill | 4 Unsettled Bill

Created On	Expense Type	Department	Assigned by	Expense amount	Bill(Proof)	Assigned approval	Reimbursement status	Comment
2022-02-18	Showroom Up down	Operations	K.D. Pathak	40	View	Approval Approved	Status Settled	+ i
2022-02-23	Spare part	Maintenance	Vidhi	5000	View	Approval Pending	Status Unsettled	+ i
2022-02-27	Petrol	Sourcing	Abhishek	300	View	Approval Pending	Status Unsettled	+ i
2022-04-11	Showroom Up down	Operations	Abhishek	5000	View	Approval Pending	Status Unsettled	+ i

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More details page (Expense tab) (view button) -

The screenshot shows the 'Ridobiko HR Tool' interface. At the top, there's a header with the logo, 'Ridobiko HR Tool', 'Welcome Abhishek', and a 'Logout' button. Below the header is a table with columns: 'Created On', 'Expense Type', 'Department', 'Assigned by', 'Expense amount', 'Bill(Proof)', 'Assigned approval', 'Reimbursement status', and 'Comment'. The table contains several rows of expense data. A modal window is open in the center, displaying a red and white bill for a 'RIDOBIKO BIKES/SCOOTER ON RENT'. A red arrow points from the 'View' button in the table to the modal. A red text annotation says: 'On click view button we can see bills'.

Created On	Expense Type	Department	Assigned by	Expense amount	Bill(Proof)	Assigned approval	Reimbursement status	Comment
2022-02-18	Showroom Up down	Operations	K.D. Pathak	40	View	Approval	Settled	+ i
2022-02-23	Spare part	Maintenance	Vidhi	6000	View	Approval	Unsettled	+ i
2022-02-27	Petrol	Sourcing					Unsettled	+ i
2022-04-11	Showroom Up down	Operations					Unsettled	+ i
2022-04-17	Showroom Up down	Sourcing					Unsettled	+ i
2022-04-15	Showroom Up down	Operations	Abhishek	5000	View	Pending	Unsettled	+ i

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More details page (Expense tab) (Add comment icon) -

The screenshot shows the same 'Ridobiko HR Tool' interface. A modal window for adding a comment is open in the center. It has a title 'Comment', a text input field, and 'Close' and 'Save changes' buttons. A red arrow points from the 'Add comment' icon in the table to the modal. A red text annotation says: 'On click add icon we can add comment'.

Created On	Expense Type	Department	Assigned by	Expense amount	Bill(Proof)	Assigned approval	Reimbursement status	Comment
2022-02-18	Showroom Up down	Operations					Settled	+ i
2022-02-23	Spare part	Maintenance					Unsettled	+ i
2022-02-27	Petrol	Sourcing					Unsettled	+ i
2022-04-11	Showroom Up down	Operations	Abhishek	5000	View	Pending	Unsettled	+ i
2022-04-17	Showroom Up down	Sourcing	Abhishek	6000	View	Pending	Settled	+ i
2022-04-15	Showroom Up down	Operations	Abhishek	5000	View	Pending	Unsettled	+ i

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More details page (Salary tracker tab)-

Home / Employee details / Vihaan Sethiya

Vihaan Sethiya 102

No. of unsettled bills: 4, Pending tasks: 9, Number of leaves: 2, Productivity (This Week): 0%, Scoreboard rank: 02

Dashboard | Personal details | Task history | Leave tracker | Expense | **Salary tracker** | Salary Increment

Fixed salary : Rs 31941, Variable salary factors ⓘ, Last promotion done in May, Next promotion due in December

Month	Salary processing date	Total fixed salary	Number of working days	Paid leaves	Unpaid leaves	Variable salary	Previous adjustment ⓘ	Net Salary	Current status	Change status
January	2022/01/01	20000	25	4	3	20000 ⓘ	100 ⓘ	60600	Pending	Status +

On hover mouse we can view factors applied for specific employee in specific month

On click add icon we get model to add variable salary

On click edit icon we get input field to change value

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More details page (Leave tracker tab)(Edit icon)-

Home / Employee details / Vihaan Sethiya

Vihaan Sethiya 102

No. of unsettled bills: 4, Pending tasks: 9, Number of leaves: 2, Productivity (This Week): 0%, Scoreboard rank: 02

Dashboard | Personal details | Task history | **Leave tracker** | Expense | Salary tracker | Salary Increment

Fixed salary : Rs 31941, Variable salary factors ⓘ, Last promotion done in May, Next promotion due in December

Month	Salary processing date	Total fixed salary	Number of working days	Paid leaves	Unpaid leaves	Variable salary	Previous adjustment ⓘ	Net Salary	Current status	Change status
January	2022/01/01	20000	25	4	3	20000 ⓘ	100 ⓘ	60600	Pending	Status +

On click edit icon

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More details page (Leave tracker tab)(Add icon in variable salary)-

Variable Salary

Enter Item Details

Factor	Per unit incentive	Quantity	Total	
Select	Per unit incentive	Quantity	Total	+Add More
Select	Per unit incentive	Quantity	Total	-
Select	Per unit incentive	Quantity	Total	-

Month
Select

Year
Select

Submit

Can add more rows

Can remove unnessecery row

More details page (Salary Increment tab)-

Ridobiko HR Tool

Welcome Abhishek Logout

Dashboard Personal details Task history Leave tracker Expense Salary tracker Salary Increment

Salary Increment details

Current Fixed Salary :	₹ 31940.7
Last Fixed Salary :	₹ 29037.5
Last Increment Amount :	₹ 2903.2
Last Increment Percent :	10%
Last Increment Done (Month):	May
Last Increment Done (Year):	2022
New Increment (in percent) :	Make New

On click make new button we can add salary in percent

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More details page (Salary Increment tab)(increment in salary)-

localhost/ridobiko_all/hr_toolRidobiko/hr_tool(2)/Admin/Emp_details_dashboard.php?ecode=102

RIDOBIKO Ridobiko HR Tool Welcome Abhishek Logout

Dashboard Personal details Task history Leave tracker Expense Salary tracker Salary Increment

Salary Increment details

Current Fixed Salary :	₹31940.7
Last Fixed Salary :	₹29037.5
Last Increment Amount :	₹2903.2
Last Increment Percent :	10%
Last Increment Done (Month):	May
Last Increment Done (Year):	2022
New Increment (in percent) :	<input type="text"/> <input type="button" value="Done"/>

Increment in salary (in percent)

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Thank you