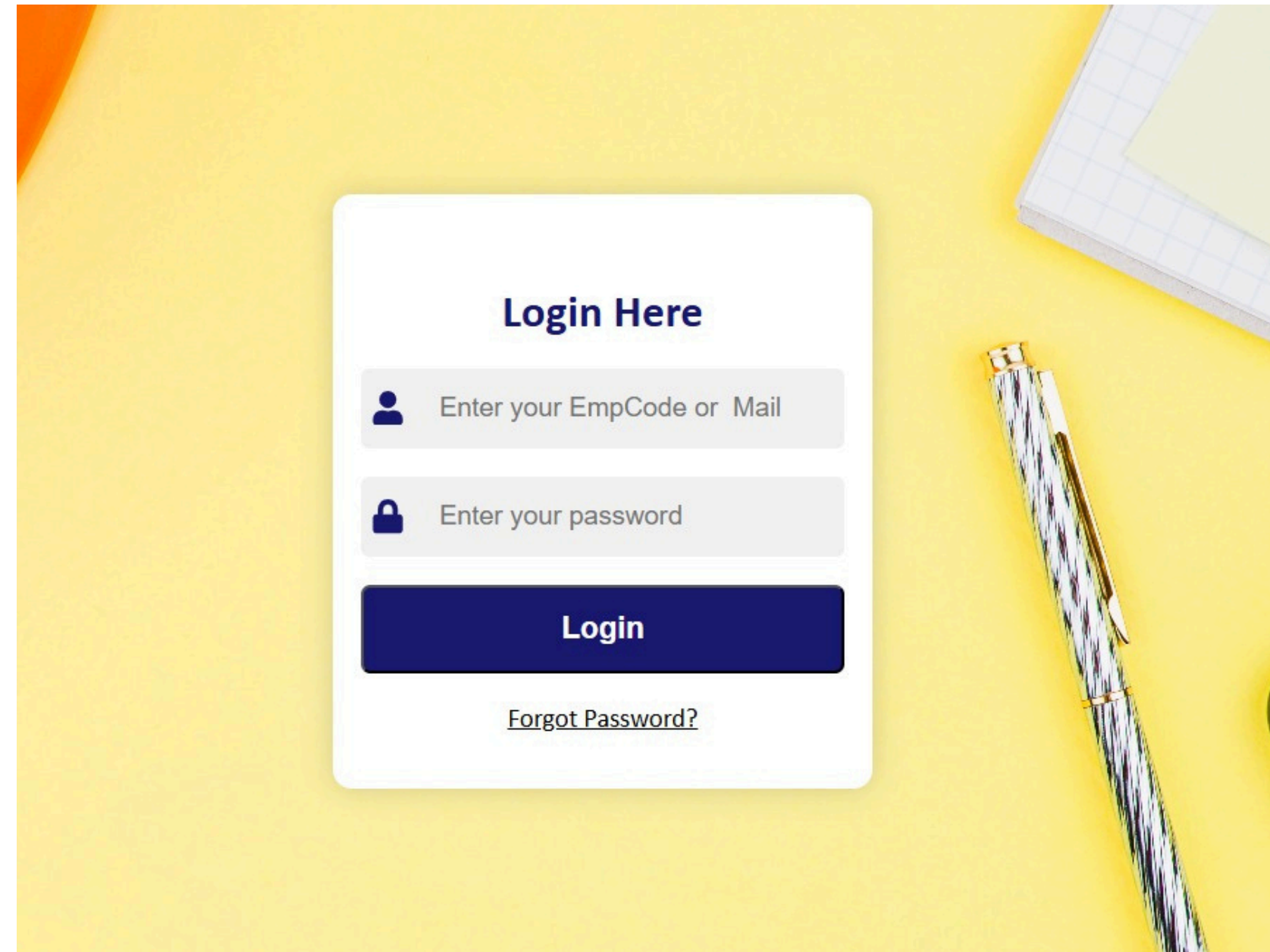Vivify soft

Employee Hub

Developed by Vivify soft

Login

Login Page
Content

- 👨‍💻 Developed by Vivify Soft

- 🔑 Login Options:

  - Employee Code + Password

  - Email ID

  - 📱 Fingerprint (biometric)

- ❓ Forgot password recovery

Employee Dashboard & Policies

Dashboard: Personalized greeting, quick access and overview for employees.

- **Company Policies:**

  - Safety gear required in hazardous areas (👷‍♂️)

  - Rotating shift policy (🔄)

  - Insurance Agency

- **Leave Balance :**

  - Casual Leave / Emergency Leave (📊)

  - Observer vs. Owner tracking (👥)

,

Employee Management

Employee Management

📝 **Personal Details** | 🎓 **Education** | 💼 **Work Experience**

- **Personal & Company Info:** Name, role, department, contact (🆔)

- **Education:** Add qualifications (10th to PG) with document uploads (🎓)

- **Work Experience:** Previous roles, tenure, upload proofs (💼)

- **Skills & Languages:** Proficiency tracking, certifications (📜)

- **Dependents:** Add family members: Name, relationship (👶 Son/👧 Daughter), DOB (👨‍👩‍👧‍👦)

- **Other Info:** Physical status (height, weight) (📏) Vaccination/tracking (helmet, ID pass)'🛡️)

- **Compensation:** Salary structure, incentives, deductions (💰)

Requests & Expenses

Requests & Expenses

✍️ **Leave & Advance | 💰 Expense Submission**

- **Leave Request:** Type, dates, attachments (📅)

- **Advance Request:** Type, amount, remarks (💵)

- **Expense Submission:** Upload receipts, enter amount/date (🧾)

- **Pending Reports:** Status tracking (✅/⏳)

,

Resignation & Assets

Resignation | Asset Handover | Induction Videos

- **Resignation Form:** Date, reason, HR email (✉️)

- **Asset Confirmation:** Return company assets (💻/🔑)

- **Induction Videos:** View Induction training resources (🎥)

,