

NEW MODULE 4

Staff attendance and salary Module

1. front end of staff sign up required/ (full name as per records)/designation/age/DOB/sex/address/phone no. (2 options)/whats app.no/email/ parent or guardian name/relation/parent/guardian phone no/whats app no/

/ qualification/experience/blood group/emergency phone no/attach passport size photo(mention size)/ username/password/staff id(auto create akanam Format (CBIZ1001))/ADHAR NO/ATTACH ADHAR/PAN CARD NO/ ATTACH PANCARD/

Passport no/attach passport(optional).submit option/before submitting read and edit option. after login, email confirmation should be sent.

2. Back end of staff sign up

Sign up details as a format in which form/edit option for address/change pwrld/ login details-date day-login time first session/logout time the second session and

login time the second session and log out session

details of login and logout with date and time which contains-date day/login time/logout time/both sessions/set an icon to send email/whats app/to candidate for reply

3. Back end of admin

1. office time can be set by admin/ first session login time/logout session second session login/logout 09.45-1.00 /2.00-5.45 (like this) Dynamic

2. monthly working days can be able to fix/also holidays can fix/

3. salary calculation monthly/set staff name/id/designation/ select month/salary amount/no of days/no of working days/salary per day(total salary / no of working days)/salary

per hour(total salary per day/8hours)

4. if staff are late after 9.45 to 15 minutes salary will be cut by 250rs as fixed and this can be set by admin.

5.if staff is late after 30 minutes 250+one hour salary is cut from their total salary.

6.staff can login using office ip address so that company can know the actual fact of login and show it as office ip else other

7.if staff is doing work from home the ip of login will be show as other

8. Attendance report contains slno/date/day/login time and logout time session wise/day wise late timings/day wise deducted amount/day wise salary after deducting/total salary per month.

9. after point 8 above staff can see Basic salary/DA/Travelling Allowance/other allowance/commission Total salary/advance if any cut advance from total salary etc/(these heads can create by admin in dynamic)

10. once salary is credited to staff an auto sms can be send to their mobile no and detail in their email with a given format

11. Name of staff/id no/ home address/ Basic salary/DA/.....a format will send at the time of developing.

12.salary part payment can be applied from a staff if they needs and max allowed advance is 40%, which will be sanctioned by admin if staff requires.

13. Monthly on leave admissible/others leaves will cut daily salary from total/ medical leave will be sanctioned with medical certificate/ give option for reason of leave in staff backed

and select date/ day/ give option for comment box of leave reason/attach medical certificates.

14.leave request fro staff to admin need so give an option for internal message like email.

15. all staff details can edit/delete/create by admin

16.set an icon to send email/whatsapp/to candidate for reply

Careers

on home page admin will create a page called careers/ on the career page an image with heading / two sub heading and detailed description/at bottom of image or description give option Apply Now.

after apply now a detailed resume page will open in that basic details and a good format of biodata with water mark connectbiz multistore should need to get and candidate can fill the format

and before submit give an option for edit/before submit read/ the form will be given in detail. detailed format of bio-data will send with contents.

Back end of admin will check and will give an email to concerned candidate from their reply. set an icon to send email/whats app/to candidate for reply

Each job offer will have image and content and give apply now option from there a format of resume will come and candidates can reply the form to apply job.

Latest upload of job opportunity should come in descending order with upload date mentioned.

Eg: Marketing Manager(head one) Requirement 05 nos (head Two) uploaded date 04/01/2023