

Modules / Sections	
1	Dashboard / Home
	Overall summary: total employees, pending leaves, upcoming payroll, attendance stats etc.
	Charts & key metrics (e.g. salary cost, overtime, new joiners)
2	Employee Management
	Personal info (name, address, contact, DOB etc.)
	Job info (designation, department, joining date, supervisor)
	Documents upload (ID, contract, certificates)
	Employment history, promotions, transfers
3	Attendance / Time Tracking
	Clock in / clock out (manual, biometric, web, mobile)
	Daily timesheet
	Overtime calculation
	Breaks, shift scheduling
4	Leave / Absence Management
	Leave request & approval workflow
	Leave types (sick, vacation, maternity, etc.)
	Leave balance tracking
	Holiday calendar integration
5	Payroll / Salary Processing

	Salary structure & components (basic, allowances, deductions, tax)
	Generate payslips
	Bonus, incentives, overtime inclusion
	Loan recovery, advances
	Payment processing (bank, mobile, etc.)
6	Tax & Compliance
	Tax rule / slab configurations
	Statutory deductions
	Reports for government / audit
7	Expense & Reimbursements
	Employee can submit expense claim
	Approval workflow
	Reimbursement processing
8	Performance / Appraisal
	Goal management
	Periodic reviews
	Ratings & feedback
	Self-assessments
9	Onboarding & Offboarding
	New hire workflows (welcome, orientation, access provision)

	Exit checklists, exit interviews
10	Reports & Analytics
	Payroll report
	Attendance & absenteeism
	Department-wise headcount
	Cost analysis
	Custom reports / export (PDF, Excel)
11	User Roles & Permissions / Access Control
	Admin / HR / Manager / Employee roles
	Module-wise access control (who can view/edit which sections)
12	Employee Self-Service Portal
	View payslip, leave, profile
	Apply for leave, update personal info
	Download documents
13	Notifications / Alerts / Email Integration
	Alert for leave approval, payroll ready, upcoming birthdays, expiring documents
	Email / SMS announcements
14	Settings & Configuration
	Company info / logo / branding

	Currency, date formats, localization
	Tax rules, leave policies, salary components
	Integration settings (bank API, external systems)