

HR addon bundle

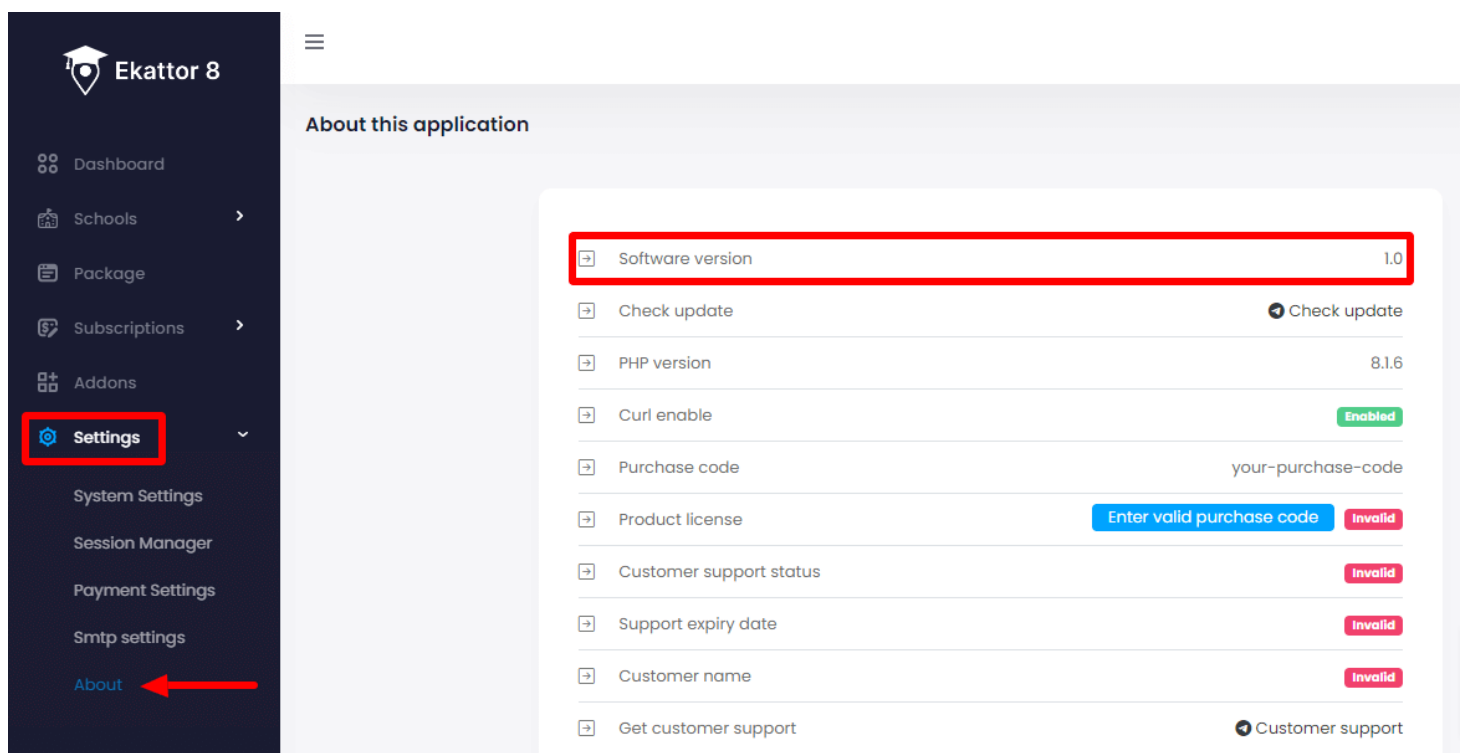
HR addon bundles -

Ekattor 8 offers the HR addon bundle for your school employees. HR addon bundle helps to manage and organize your school's 360-degree view of daily activities.

How to install the addon bundle:

To get the advantage of the payment addons, you have to purchase and install this addon bundle on your application. For this, you have to navigate the simple steps below:

- Before installing the process, we highly recommend you check your application version. For this, you have to navigate to the "**About**" option from the "**Settings**" menu.



- If you are running the mentioned version, then you are ready to install this addon.
- Download the addon you want to install on your application from Codecanyon.
- Unzip the downloaded file.
- You will get two folders inside the file. One for documentation and the other for the addon folder.
- Do not try to remove or rename any folder.
- Go back to the application and log in as a superadmin.
- Select the "**Addon**" option from the left menu.
- Click on the "**Add new addon**" button.

Manage Addons
Home - Addons

#	Bundle name	Feature	Status	Version	Action
1	Online add-on bundles	Online live class	Active	1	Actions
2	HR Management	Manage Users Custom roles Leave request Attendance Payroll	Active	1	Actions

+ Add new add-on

- Upload the add-on zip file and provide the purchase code of the application.
- Click on the "**Install add-on**" button.
- You will get a success message notification.

After installing the HR add-on, your schools can manage office staff, take attendance, the office staff can request leave and the school admin approves or deny their requests, and provide payrolls to the school's office staff.

Creating user roles:

With this HR add-on, your school's admins can create different staff for their school. They can update or remove their school staff whenever they need. To create user roles, the school admin can follow the steps below:

- Log in to the application as a school admin.
- Go to the "**Human Resource**" option from the left menu.
- Select the "**User Roles**" option from the sub-menu.
- Click on the "**Create Roles**" button.

User Roles
Home - Human Resource - User Roles

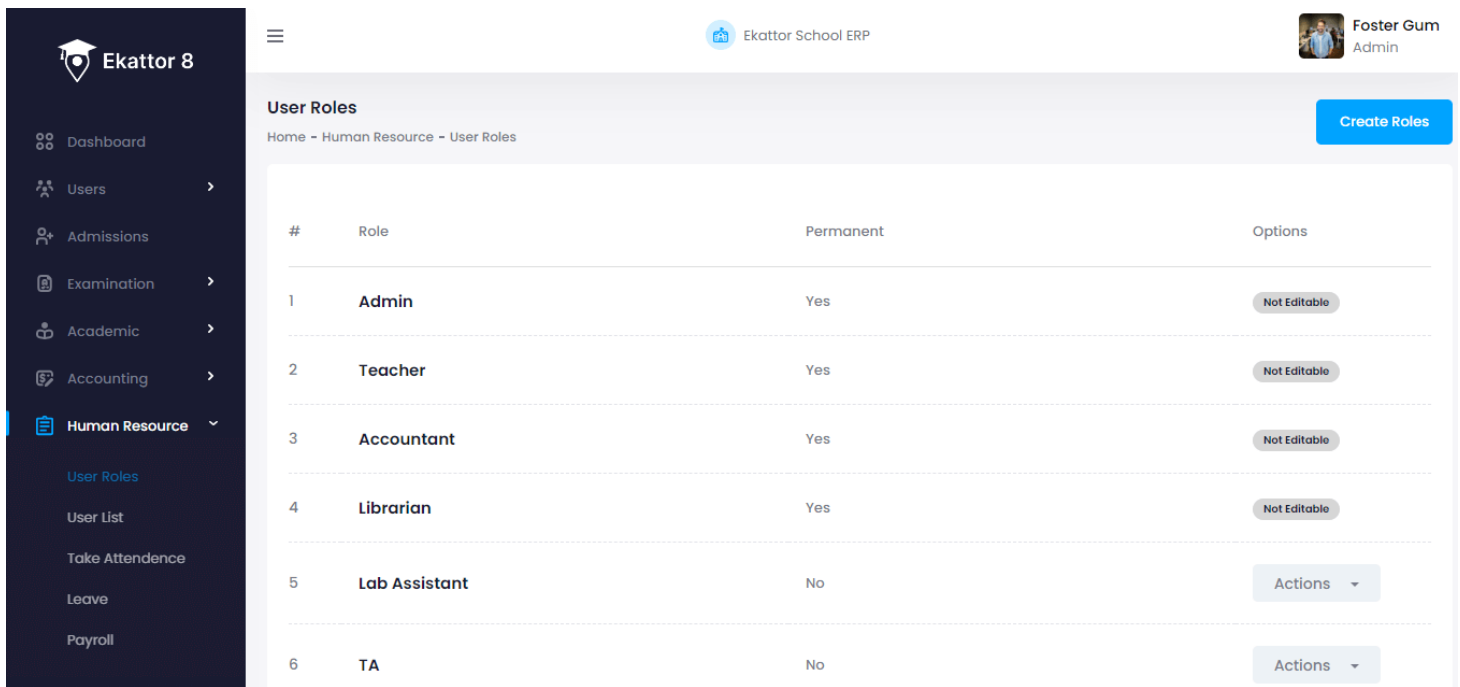
#	Role	Permanent	Options
1	Admin	Yes	Not Editable
2	Teacher	Yes	Not Editable
3	Accountant	Yes	Not Editable
4	Librarian	Yes	Not Editable

Create Roles

- Provide the new role.
- Select the "**Create role**" button for the new role.

To update or remove a user role from the school, the school admin can follow the steps below:

- Log in to the application as a school admin.
- Go to the "**Human Resource**" option from the left menu.
- Select the "**User Roles**" option from the sub-menu.
- Choose a role from the list.
- Click on the "**Actions**" button for more options from the selected role.



Ekattor 8

Ekattor School ERP

Foster Gum Admin

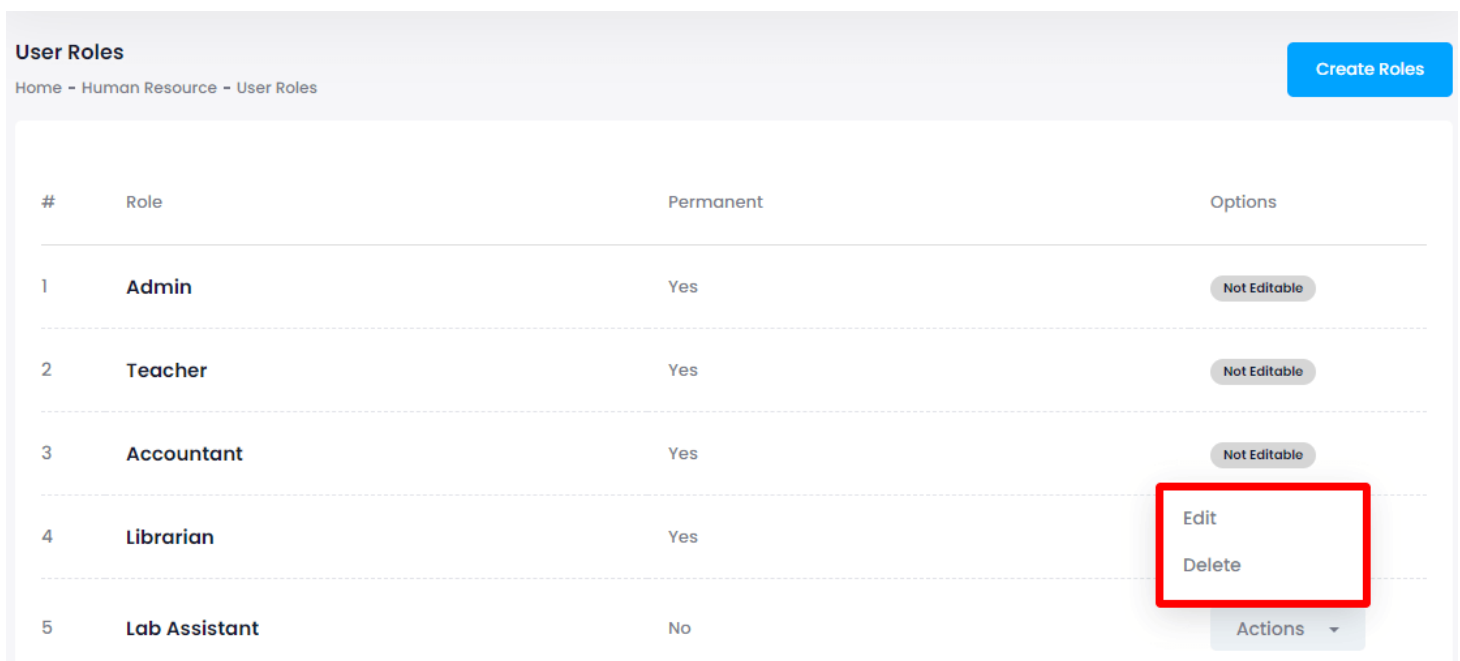
User Roles

Home - Human Resource - User Roles

Create Roles

#	Role	Permanent	Options
1	Admin	Yes	Not Editable
2	Teacher	Yes	Not Editable
3	Accountant	Yes	Not Editable
4	Librarian	Yes	Not Editable
5	Lab Assistant	No	Actions
6	TA	No	Actions

- Choose the "**Edit**" or "**Delete**" option. [If you want to update the role, click on the "**Edit**" button and update the required information. If you want to delete a user role, click on the "**Delete**" button]



User Roles

Home - Human Resource - User Roles

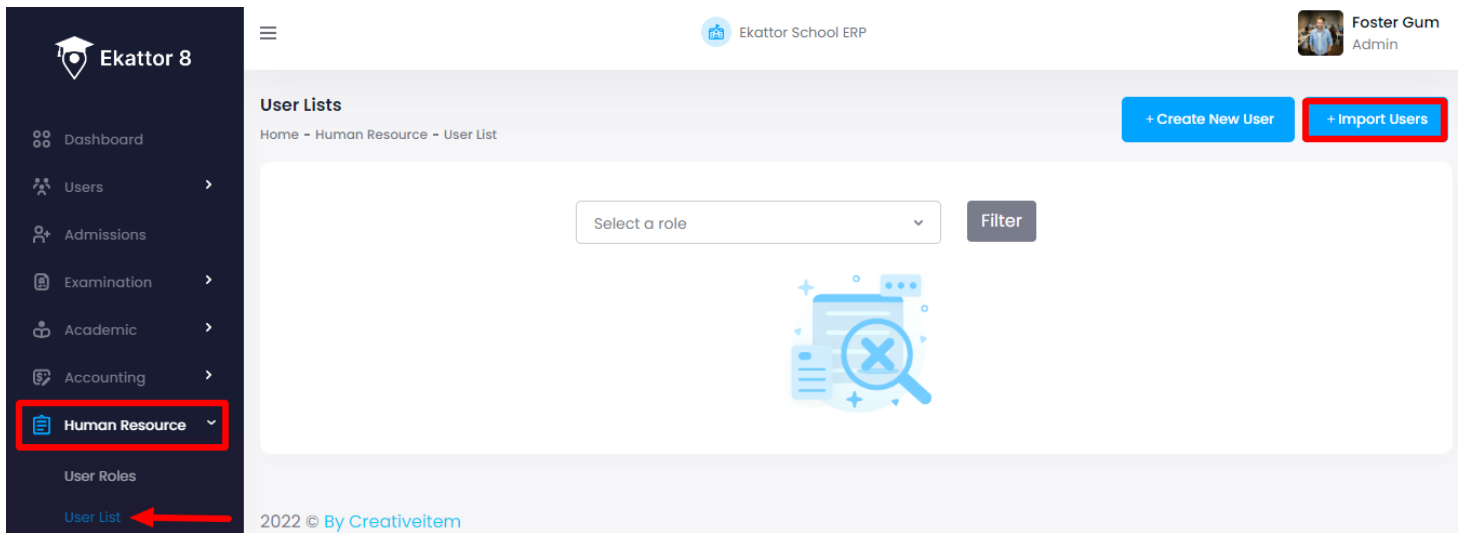
Create Roles

#	Role	Permanent	Options
1	Admin	Yes	Not Editable
2	Teacher	Yes	Not Editable
3	Accountant	Yes	Not Editable
4	Librarian	Yes	Not Editable
5	Lab Assistant	No	<div> Edit Delete </div>

Managing user role:

To manage specific users, the school admin can import users to a new page. Here they can manage users differently. To import users, the admin can follow the steps below:

- Log in to the application as a school admin.
- Go to the "**Human Resource**" option from the left menu.
- Select the "**User List**" option from the sub-menu.
- Click on the "**Import users**" button.



- Provide a ticked mark on your recommended users from the list.
- Click on the "**Import users**" button.

Import Users



- ☐ Admin
- ☐ Teacher
- ☐ Accountant
- ☐ Librarian

Import user

Attendance:

With this HR addon, the school admin can take attendance of their school's staff. They can also export their attendance report within a few clicks.

Taking attendance:

To take the school's staff attendance, users can follow the steps below:

- Log in to the application as a school admin.
- Go to the "**Human Resource**" option from the left menu.
- Select the "**Take Attendance**" option from the sub-menu.
- Click on the "**Take Attendance**" button.

Ekattor 8

Dashboard
Users
Admissions
Examination
Academic
Accounting
Human Resource
User Roles
User List
Take Attendance
Leave
Payroll

Ekattor School ERP
Foster Gum Admin

Daily Attendance
Home - Human Resource - Attendance

Take Attendance

September
2022
Admin
Filter
Export

Attendance report Of September

Designation : Admin
Last updated at : 20-Sep-2022

Admin / Date	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Foster Gum	✓	✗	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓

- Provide the date and select a role.
- Click on the "Show users result" button.
- Change the "Present/Absent" status manually.
- Select the "Update Attendance" button for confirmation.

Take Attendance

×

Date

09/21/2022

Role

Admin

Present All

Absent All

Name	Status
Foster Gum	<input type="radio"/> present <input checked="" type="radio"/> absent
Mathew Henry	<input type="radio"/> present <input checked="" type="radio"/> absent

Update attendance

To see the attendance report, the users can provide the required information and click on the "Filter" button. To download that report, they can click on the "

Export" button.

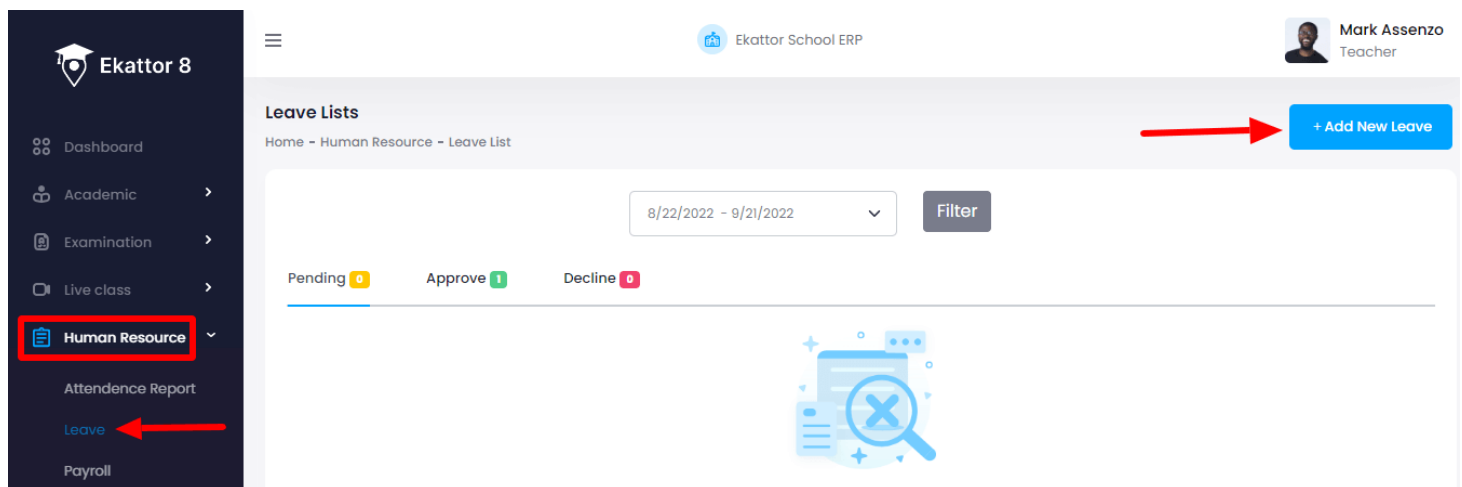
Leave:

With the HR addon of Ekattor 8, the school's staff can request their leave from their panel. The school admin can approve or reject their leave request if they want.

Requesting a leave:

To request a vacation, users can follow the steps below:

- Log in to the application.
- Go to the "**Human Resource**" option from the left menu.
- Select the "**Leave**" option from the sub-menu.
- Click on the "**Create New Leave**" button.



- Select the user's role.
- Choose the user's name.
- Set vacation starting and ending dates.
- Write down the reason for the leave.
- Click on the "**Submit**" button.

Add Leave



Start date*

09/21/2022

End date*

09/21/2022

Reason

Submit

If the school admin approves the leave, they can see their request on the "**Approve**" option. If the school admin did not accept leave, users can see their request on the "**Pending**" or "**Decline**" list.

Accepting/Declining leave request:

To accept or decline the leave request, the school admin can follow the steps below:

- Log in to the application as a school admin
- Go to the "**Human Resource**" option from the left menu.
- Select the "**Leave**" option from the sub-menu.
- Select the "**Pending**" option. [The school admin can see leave requests]

Ekattor 8

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User List
Take Attendance
Leave
Payroll

Leave Lists
Home - Human Resource - Leave List

+ Create New Leave

Select a role
8/22/2022 - 9/21/2022
Filter

Pending 2 Approve 2 Decline 1

#	Employee	Role	Start date	End date	Reason	Option
1	Garath Bale	librarian	12/09/2022	13/09/2022	Sick...	Actions
2	Rob Stark	accountant	16/08/2022	18/08/2022	Family Issue...	Actions

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- Select a request and click on the **"Action"** button for more options.
- Select an option. [The school admin can see approve, decline, and delete options]

If the school admin accepts the request and clicks on the **"Approve"** option, the request will go to the **"Approve"** list. If the school admin did not accept the request and clicks on the **"Decline"** option, the request will go to the **"Decline"** list. If the school admin clicks on the **"Delete"** option, the request will disappear from the list.

Payroll:

With the HR addon bundle, the school admin can generate and provide the payrolls to their school staff. The staff can see the payroll and download their payroll whenever they want from their account.

Generating Payroll:

Only the school admin can create the payroll for their school staff. To generate the payroll, the school admin can follow the steps below:

- Log in to the application as a school admin
- Go to the **"Human Resource"** option from the left menu.
- Select the **"Payroll"** option from the sub-menu.
- Click on the **"Payslip"** button.
- Select a role and provide the name.
- Select a month and year.
- Click on the **"Submit"** button.
- provide the required information about the payroll.
- Click on the **"Create payslip"** button.

Create payslip

Admin



Foster Gum



September



2022



Submit

Allowances

Type

Amount



Deductions

Type

Amount



Summary

Basic

Total allowance

Total deduction

Net salary

Status

Paid

Create payslip

User can download their payslip from their own account.