

Employee Management as a Solution for XYZ Company

The Employee Management app is a versatile mobile platform developed internally to streamline and manage several aspects of employee interactions at XYZ Company. Primarily, the app enables employees to perform daily check-ins and check-outs, manage leave requests, update essential contact information, and facilitate personal and relative phone recharges provided by the company.

Key Currently Implemented Features:

- **Daily Check-ins and Check-outs:** Employees are required to check in each morning, which records their attendance. If an employee fails to check in, they are marked absent. At the end of the day, the check-out feature logs the total working hours, contributing to attendance tracking.
- **Leave Requests:** Employees can submit leave requests directly through the app, which are then sent for supervisor approval. Supervisors can review, approve, or reject these requests from their version of the Employee Management app, ensuring a smooth workflow for leave management.
- **Recharge Facility:** XYZ Company provides a recharge facility for both employees and their relatives. Employees must update their profile with relevant information, as the data used for the monthly recharge comes from this profile. This helps manage the recharge process efficiently.
- **Admin Panel:** The app includes an admin panel for HR and administrative staff. This panel serves as the central hub for managing employee data, leave records, team information, and more. When new employees join or resign, their information is updated in the admin panel, activating or deactivating their access to the app accordingly.
- **Leave Report Section:** This section in the admin panel also features a comprehensive leave reporting tool that tracks key metrics, such as the company's average leave usage, individual employee leave history, and the identification of employees who have taken more leave than others.
- **Employee Profiles:** The employee section within the admin panel offers a detailed view of each employee's information, helping management and HR track work, leave, and attendance records.

In summary, the Employee Management app is an essential tool for both employees and management, ensuring efficient attendance tracking, leave management, and administrative control across XYZ Company.

Development process : Scrum