

WHY HRMS APPLICATION?

It is an online Human Resource Management System designed to manage and access all your employee data from a centralized location.

GENERAL VIEW OF THE HOMEPAGE:

CHECK-IN and **CHECK-OUT** are features related to tracking employees' attendance and work hours. Here's a detailed explanation of each:

CHECK-IN

- **Purpose:** The Check-in feature allows employees to mark the start of their workday or shift. This is used to record the time they begin working.

ORGANIZATION EVENTS:

On our homepage, you can easily view all upcoming organization events at a glance. The Visual Clarity layout allows you to quickly identify and stay informed about important events within the company. Stay up-to-date with what's happening and never miss a key event.

SPECIAL OCCASIONS:

Schedule and announce celebrations for holidays, company milestones, and other special occasions. Our homepage keeps you informed about these important events, ensuring that you can plan and participate in all significant moments.

RECOGNITION WALL:

We're excited to have Recognition Wall a dynamic feature designed to celebrate and engage employees. The Recognition Wall highlights achievements and contributions, providing a platform for recognizing outstanding performance. It's a great way to acknowledge and appreciate the hard work of your colleagues, fostering a positive and motivating work environment.

FEEDS

Feeds section in our HRMS software is designed to provide employees with an organized and efficient way to view their assigned tasks, pending work, project reports, and an integrated calendar. This feature aims to streamline workflow management and enhance productivity by centralizing key updates and task tracking.

ASSIGNED WORK , displays tasks or responsibilities assigned to the employee, along with essential details such as deadlines, priority levels, and status updates (e.g., In Progress, Completed, Pending). Employees can quickly understand their workload and prioritize accordingly.

PENDING WORK , which highlights incomplete or overdue tasks. It provides an overview of task references, remaining time, and any escalation notes to help employees stay on top of their responsibilities.

PROJECT REPORT offers a overview of project progress and updates relevant to the employee. This includes details like project Names, Progress, Deadline. This ensures transparency and allows employees to track their involvement and the overall project status effectively.

INTEGRATED CALENDAR, which visually combines task assignments and project timelines. Employees can toggle between daily, weekly, and monthly views to manage their schedules efficiently.

PROFILE

Profile section of our HRMS software, employees can view their basic information, an "About" section, a timeline of their activities, goals, and details about their reporting team.

BASIC INFORMATION includes essential personal and professional details such as name, contact information, designation, department, and Employee status.

ABOUT section provides employees with the opportunity to share more about themselves, such as their interests, skills, and achievements, offering a more personalized and holistic view of their profile.

TIMELINE allows employees to track their journey within the organization and see their growth and contributions over time.

MY GOALS section highlights the employee's individual goals, both short-term and long-term, along with progress indicators, deadlines, and alignment with team or company objectives. This feature encourages employees to stay focused on their personal and professional growth while contributing to the overall success of the organization.

REPORTING TEAM section outlines the employee's direct reports and team members, providing a clear view of their team's structure. This section includes details such as the names, roles, and departments of those who report to the employee, fostering better team management and communication.

APPROVAL

Employees can easily track the status of various approval requests. This section includes Leave Request Status, Project Approvals, and Expense Approvals, streamlining the workflow for both employees and managers.

LEAVE REQUEST displays updates on leave requests, including casual leave (CL), sick leave, and other types of leave submitted by the employee. It shows the current status of each request, such as "Pending," "Approved," or "Rejected," .

PROJECT APPROVALS section provides visibility into the approval status of project-related tasks, proposals. Employees can track whether their project proposals or work items have been approved by the necessary authorities, helping to ensure smooth project progress and timely execution.

EXPENSE APPROVALS section enables employees to submit and monitor the status of their expense claims. It shows the approval process for each expense, from submission to final approval, allowing employees to track whether their expenses are reimbursed or require further review.

LEAVE ALLOCATION section in our HRMS software provides employees with a comprehensive overview of their leave status, including the available leave, utilized leave, and the status of their leave requests. It clearly displays the following:

1. **Available Leave:** Shows the total number of leave days available for the employee, including types like casual leave, sick leave, and earned leave. This section provides a quick reference for how many days the employee can still take off.
2. **Utilized Leave:** Displays the total number of leave days that the employee has already taken. This helps employees track their leave usage over time and ensures they stay within their allocated leave balance.
3. **Approved Leave:** Shows the number of leave days that have been officially approved by the relevant authorities. This section provides confirmation of the employee's leave status, offering peace of mind that the requested leave has been granted.
4. **Requested Leave:** Highlights the leave requests that the employee has submitted but are still awaiting approval. It indicates the number of days requested, along with the type of leave, helping employees monitor the status of their pending leave.
5. **Rejected Leave:** Displays the leave days that have been rejected, along with any reason or comments provided by the manager or HR. This section ensures transparency and keeps employees informed about the status of their leave requests.
6. **Pending Leave:** Tracks any leave requests that are in the process of being reviewed or have not yet been addressed, giving employees a clear view of what is still under consideration.

ATTENDANCE section in our HRMS software provides employees with a detailed and easy-to-understand overview of their attendance records.

1. **Attendance Report:** This section displays a summary of the employee's attendance, including daily check-ins and check-outs, along with any absenteeism or lateness
2. **Check-in and Check-out Time:** Employees can view the exact times they checked in and checked out each day, ensuring transparency and accountability. This feature helps employees track their punctuality and manage their work schedules.
3. **Average Check-in and Check-out Time:** The software calculates the average check-in and check-out times over a specified period, offering insights into the employee's overall work habits.

DASHBOARD OVERVIEW

The Dashboard provides a comprehensive overview of key updates to keep you informed and engaged. It centralizes essential information, offering real-time updates on:

- **Birthdays:** Celebrate and acknowledge team members' special days.
- **Upcoming Leaves:** Stay informed about who will be away and when.
- **Holidays:** View upcoming holidays and plan your schedule accordingly.
- **Personal Goals:** Track and manage your personal objectives and achievements.
- **Announcements:** Keep up with important company news and updates.

- **Work Anniversaries:** Recognize and celebrate employee milestones with the company.
- **Employees on Leave Today:** See who is out of the office for the day.

Without the need to search for information, this dashboard provides a clear overview of all significant dates and milestones.

CALENDAR INTEGRATION

Calendar Integration enhances your leave tracking system by seamlessly connecting it with your calendar applications. This integration allows you to

- **VIEW LEAVE SCHEDULES:**

See when employees are on leave directly in your calendar, helping you plan and manage scheduling more effectively.

- **STREAMLINE SCHEDULING:**

Easily coordinate team availability and avoid conflicts by having a clear view of leave periods and employee absences.

- **TRACK ORGANIZATIONAL EVENTS:**

Integrate company events into your calendar to stay updated on upcoming celebrations, meetings, and other important activities, making it easier to plan and participate in organizational events.

By linking leave trackers and company events with your calendar, you can easily see when your team is available and keep track of important activities. This makes scheduling simpler and helps everything run more smoothly.

TEAM

The Team feature helps you manage your team's structure, roles, and organizational hierarchy. It allows you to view and organize how teams are set up and understand their roles within the company. Additionally, every new joiner can easily identify their reporting manager.

TEAM REPORTS

This section shows a list of employees who report directly to a manager, along with their profiles and performance data. It helps managers keep track of their direct reports, monitor key metrics, and understand their team's structure.

PROJECT

Provides a summary of project details such as the project name, description, timeline, team members, and their roles. This feature helps you manage and track projects effectively, giving insights into progress and how resources are allocated.

DEPARTMENT

Lists all members of each department, tracks departmental goals and performance metrics, and helps with communication. It gives a clear overview of each department and its employees.

TEAM LIST

Displays a list of team members, including their roles and contact information. It shows the team hierarchy and provides access to detailed profiles of each member.

ORGANIZATION DETAILS

Provides an overview of the company, including its name, mission, and vision. It visualizes the organizational hierarchy, lists departments and teams, provides an employee directory with profiles, and shows office locations. Additionally, the organization can be customized and given to clients, enabling them to add and update their own organization details.

PROFILE

This profile acts as a central hub for all relevant data that recruiters can use, including personal details, job history, skills, and performance evaluations.

WELCOME BACK MESSAGE

A personalized message that greets employees when they return, making them feel welcomed and valued.

SATISFACTION LEVEL

Measures how employees are with their job, work environment, and overall employment experience. By collecting feedback and reviews from employees, this information becomes useful for both the employee and the organization, helping to address concerns and improve overall satisfaction.

REFERRAL TRACKING

Referral tracking for employees is a system used to monitor and manage the process of employee referrals in the recruitment process. Employees can refer other candidates to the organization, and the system ensures that these referrals are properly documented, tracked through various stages of the hiring process, and rewarded if they lead to successful hires.

ABOUT

The About section provides a detailed overview of employees, showcasing their personal details, job history, skills, certifications, and performance evaluations. For example, it might include information like.

SKILLSET

A skillset refers to the combination of abilities, knowledge, and expertise an individual possesses, enabling them to perform specific tasks or roles effectively. This includes technical skills, such as proficiency in programming languages or software tools. Based on the skillset, the system can automatically predict the most suitable designation or role for the individual.

PERSONAL DETAILS

This section includes essential personal information such as First Name, Last Name, Contact Number, Date of Birth, and Address.

EMPLOYEE DETAILS

Here, you'll find key employment information including Department, Designation, Employment Type, Employee Status, Date of Joining, Total Experience, and Probation Period.

EDUCATION DETAILS

This section outlines educational background with details such as Institute Name, Degree, Field of Study, Start and End Date, Grade, and a Description. Additionally, it provides an option to upload relevant files.

ATTENDANCE

The Attendance section is a vital component of your scheduling and time-tracking system, designed to efficiently track and manage employee attendance. It monitors when employees are present, late, absent, or leave early, providing a clear overview of workforce behaviour.

- **TOTAL EMPLOYEES:** This metric represents the total number of employees in the organization or within specific departments. It's essential for workforce planning and reporting.
- **PUNCTUAL ARRIVAL:** Tracks employees who arrive on time, highlighting their commitment to professional behaviour and workplace discipline.
- **EARLY ARRIVAL:** Identifies employees who arrive before their scheduled start time, reflecting enthusiasm and strong time management.
- **LATE ARRIVAL:** Monitors instances of employees arriving after their scheduled start time, crucial for managing attendance and productivity.
- **ABSENCE:** Records instances when employees are not present during their scheduled work hours, which is important for maintaining productivity and supporting employees.
- **PERMISSION TAKEN:** Manages and tracks employee requests for time off or accommodations, ensuring that absences are handled efficiently and schedules are maintained.
- **ATTENDANCE CHART:** Provides a visual representation of employee attendance over time, helping to monitor patterns and ensure compliance with attendance policies.
- **AVERAGE MONTHLY ATTENDANCE:** Measures the average number of days employees are present each month, offering insights into attendance trends for workforce planning.

- **BEST MONTH:** Identifies the month with the highest average attendance, providing valuable insights for organizational planning.
- **AVERAGE CHECK-IN TIME:** Tracks the average time employees' clock in, helping to identify punctuality patterns and manage schedules effectively.
- **AVERAGE CHECKOUT TIME:** Tracks the average time employees clock out, assisting in managing departure times and improving time management.
- **ATTENDANCE REPORT:** Generates a detailed report of employee attendance, providing valuable insights into attendance patterns, absences, and punctuality, essential for workforce management and policy compliance.

LEAVE TRACKER

Our Leave Tracker is a comprehensive tool designed to efficiently manage and monitor employee leave requests. It handles various leave types, such as Casual Leave, Sick Leave, Earned Leave, Half Leave, Unpaid Leave, and Paternity Leave, making it easy for employees to request and track their leave.

The Leave Tracker also provides an overview of employees' monthly leave in a graphical format, showing leave statistics and trends. Employee can easily view a leave report that highlights the status of requests whether approved, pending, or rejected ensuring clear and efficient leave management.

This feature streamlines leave management, making it easy for employees to request and track their leave, while helping managers review and approve requests efficiently.

Casual Leave: For short-term personal reasons or emergencies.

Sick Leave: When employees are ill or dealing with medical issues.

Earned Leave: Accumulated over time and used for vacations or personal reasons.

Half Leave: For taking off half a working day or shift.

Unpaid Leave: Time off without regular salary or wages.

Paternity Leave: Supports fathers or partners around the birth or adoption of a child.

TIME MANAGEMENT

Time Tracking provides a clear view of employee productivity by accurately recording weekly working hours, daily work time, and break times. It offers insights into total working hours and helps manage projects by tracking progress, ensuring deadlines are met efficiently.

- **Weekly Working Hours:** Easily record and monitor the total hours worked each week, giving you a clear view of productivity and workload.
- **Work Time Per Day:** Accurately track daily work hours, ensuring that all time spent is accounted for and managed efficiently.
- **Break Time Per Day:** Automatically calculate and track break times, helping maintain a balance between work and rest for better overall performance.
- **Total Working Hours:** Gain insights into the total working hours with our comprehensive time management feature, which provides a detailed overview of employee productivity.

- **Project Task Management:** Keep your projects on track with detailed task management. Track the project name, percentage of work completed each day, and ensure deadlines are met with ease.
- **Team Member Tracking:** View the entire team working on a project, with details on each member's contributions, ensuring smooth collaboration and accountability.
- **Start and Stop Timing:** Monitor the start and stop times for each project, helping to keep track of progress and ensure timely completion.
- **Project Deadlines:** Stay on top of deadlines with clear visibility into project timelines, ensuring that all tasks are completed on schedule.
- **Team Management:** Enhance project coordination by tracking team efforts, ensuring that everyone is aligned and working towards common goals.

Promote these features to highlight how your application simplifies time management, boosts productivity, and ensures seamless project coordination for teams.

SHIFT TIMELINE

A shift timeline is a visual representation of the work schedule for employees over a specified period. It details when each employee is expected to start and finish their work shifts. A shift timeline is particularly useful for organizations with variable working hours, multiple shifts, or rotating schedules.

HUMAN RESOURCES:

HR is the department within an organization responsible for managing employee-related functions, HR tracks vital metrics such as total employees, and total leave requests, helping to monitor workforce dynamics and ensure efficient operations. HR also provides insights into employee attendance, oversees ongoing projects, and manages open positions to support organizational growth and success. But this portal will work only for HR, so no admin portal is required.

TOTAL EMPLOYEES

Total Employees refers to the total number of individuals employed by an organization at a given point in time. This figure includes all types of employees such as full-time, part-time, temporary, and contract workers.

TOTAL LEAVE REQUEST

Total leave request in HR refers to the total number of leave requests submitted by employees within a specific period. This metric helps HR departments track how often employees are requesting time off, including various types of leave such as vacation, sick leave, personal days, or other leave categories.

TOTAL EMPLOYEES JOINED (Yearly): Visualize the yearly employee onboarding trends with a graphical representation that highlights the total number of employees who have joined the organization each year.

ATTENDANCE TODAY: Get a quick overview of employee punctuality with a pie chart that displays early check-ins, regular check-ins, and late check-ins, providing insights into daily attendance patterns.

PROJECTS: Keep track of all active projects at a glance, with details like project name, domain, team members, and deadlines clearly visible for better project management and team coordination.

OPEN POSITIONS: Stay informed about current hiring needs by viewing all open positions within the organization.

TOTAL APPLIED:

Monitor the total number of applications received, giving you a clear overview of candidate interest and engagement.

SHORTLISTED CANDIDATE:

Shortlisted Candidate: Identify and manage shortlisted candidates efficiently. The profiles of shortlisted candidates are saved, ensuring that if a replacement is needed, you can easily access these profiles to find a suitable candidate or seek a better fit.

PAYROLL DASHBOARD

PAYROLL COST:

Gain insights into your organization's payroll expenses with a detailed view of payroll costs, including total pay per year, total number of employees, and any pending approvals that require attention.

PAYROLL OVERVIEW:

Visualize your monthly payroll expenses with a comprehensive graph, making it easy to track expense trends and manage your budget effectively.

BONUSES AND INCENTIVES:

Get a clear breakdown of bonuses and incentives distributed across your workforce, displayed in an easy-to-understand pie chart for quick analysis.

PAYROLL LIST:

Keep track of all payroll-related details in one place, including total expenses, deductions, and the status of payouts, ensuring accurate and timely compensation management.

PAYROLL OVERVIEW

It provides detailed information on salary expenses and deductions, offering a clear breakdown of how each employee's pay is calculated and where funds are allocated, ensuring transparency and accurate payroll management.

PERFORMANCE

Evaluate performance scores to understand employee achievements and areas needing improvement. This feature provides insights into overall performance levels.

PERFORMANCE SCORE

See detailed performance scores to evaluate employee achievements and identify areas for improvement. It provides a clear view of overall performance levels

GOAL PROGRESS

Track the progress of your goals with visual indicators for completed and remaining percentages, ensuring you stay focused on your targets.

Access performance ratings to gauge individual and team effectiveness, helping you understand overall performance trends.

ATTENDANCE: View average monthly attendance to monitor employee presence and ensure consistent productivity across the team.

MY TEAM

Visualize team metrics with a pie chart showing on-site percentage, leave, work-from-home, and half-day statistics for efficient management.

TEAM EFFICIENCY

Review weekly work hours to assess team productivity and optimize scheduling based on actual working hours.

GOALS AND OBJECTIVES

Goals for employees encompass various aspects aimed at improving performance and contributing to organizational success.

COMPLETED PROJECTS

Completed projects refer to initiatives or assignments that have been finished successfully, meeting all the predefined objectives, timelines, and quality standards.

PENDING GOALS

Pending goals refer to objectives or targets that have not yet been achieved or completed. These goals are still active and require further work or attention to be realized.

UPCOMING PROJECTS

Upcoming projects are planned initiatives or assignments that are scheduled to start soon.

GOAL PROGRESS TRACKING

Goal progress tracking involves monitoring and evaluating the advancement of goals over time to ensure they are being achieved as planned.

RATING

Rating employees provides a structured, objective measure of their performance and competencies. It helps in assessing how well employees meet job expectations, identify areas for improvement, and

make informed decisions about promotions, development, and rewards. And, we can give rating to the employee.

COMMENTS

Comments in employee ratings offer qualitative insights that complement numerical scores or descriptive labels. They provide context, explain the rationale behind ratings, and offer specific feedback to help employees understand their performance.

GRADES

Hierarchy levels in an organization refer to the different tiers of authority and responsibility.

SETTINGS

A Settings Page is essential in an employee portal for several reasons, each contributing to the overall functionality, user experience, and security of the portal.

Manage Account: Effortlessly update and view essential details like your leave tracker, shift schedules, files, and personal information, including name, date of birth, gender, nationality, and contact details.

Email Notifications: Customize your notification preferences for leave requests, task assignments, and in-app alerts to stay informed and organized.

Account Preferences: Securely manage your account by updating your current password or changing it to ensure your information remains protected.

EMPLOYEE INFORMATION

In the Settings page of an employee management system, the Employee Information section typically includes options and configurations related to managing employee data.

SUPPORT

Ticket raise refers to the process of creating and submitting a support or service request within an organization. This is typically done using a ticketing system, used to manage and track requests from employees.

PURPOSE AND USAGE IN AN ORGANIZATION:

1. ISSUE TRACKING:

- **Report Problems:** Employees can report technical issues, software bugs, or hardware malfunctions.
- **Monitor Progress:** Allows tracking of the status of the reported issues until they are resolved.

2. SERVICE REQUESTS:

- **Request Services:** Employees can request various services such as IT support, facility maintenance, or administrative assistance.
- **Standardize Requests:** Ensures that all requests are documented and handled systematically.

3. PRIORITY MANAGEMENT:

- **Set Priorities:** Tickets can be categorized and prioritized based on urgency and impact.

- **Efficient Resolution:** Helps support teams focus on the most critical issues first.

4. COMMUNICATION:

- **Centralized Communication:** Facilitates communication between the requester and the support team within the ticketing system.
- **Updates and Notifications:** Keeps requesters informed about the status and progress of their tickets.

5. ACCOUNTABILITY AND TRANSPARENCY:

- **Assign Responsibility:** Tickets are assigned to specific support team members or departments, making it clear who is responsible for resolving the issue.
- **Track Performance:** Management can track the performance of support teams and individual agents.

Additional Features Need To Be Added When Compared To KeKa HR

Geofencing is a location-based technology that uses GPS, RFID, Wi-Fi, or cellular data to create virtual geographic boundaries around a specific area. When a mobile device enters or exits this defined area, certain actions or triggers are activated, such as sending notifications, alerts, or data. Geofencing is used in various applications, including:

- **Workforce Management:** Companies use geofencing to monitor employee movements, such as when field workers arrive or leave a job site, to ensure they are within the designated work area.

- **Security:** Geofencing can trigger alerts if a tracked asset (such as a vehicle or a device) leaves a designated zone, helping to prevent theft or loss.

FORM 16

Form 16 is a certificate issued by employers in India to their employees, detailing the amount of tax deducted at source (TDS) from their salary during the financial year. It serves as proof of income and tax paid to the government and is essential for filing income tax returns (ITR). Form 16 is divided into two parts:

Part A:

- **Employer and Employee Details:** Includes the name, address, PAN (Permanent Account Number), and TAN (Tax Deduction and Collection Account Number) of both the employer and employee.
- **Period of Employment:** Specifies the period during which the employee worked for the employer during the financial year.
- **TDS Details:** Shows the summary of the tax deducted from the employee's salary, deposited with the government.

Part B:

- **Salary Details:** Includes a detailed breakup of the employee's salary, such as basic salary, allowances, perquisites, and any other income.
- **Deductions:** Lists all tax-saving deductions the employee has claimed under sections like 80C, 80D, etc., for investments such as life insurance premiums, provident fund contributions, and medical insurance.

- **Tax Liability:** Shows the calculation of the total income, applicable tax, and the tax deducted.

Form 16 is an essential document for salaried employees as it helps them to accurately file their income tax returns and claim any refunds if applicable.