University HR Management System

🔐 1. Login Page (Common) 🔗

UI Elements:

- Email (input)
- Password (input)
- Login Button

Behavior:

- User enters email and password
- Clicks **Login**
  - If the credentials are correct:
    - Redirects to the dashboard based on role (HR or Employee)
  - If incorrect:
    - Displays: `"Invalid email or password"`
- Required validation: Both fields must be filled
- Email must be a valid email format

> ⚠️ Please describe the format of mail @Mohamed Ashrif
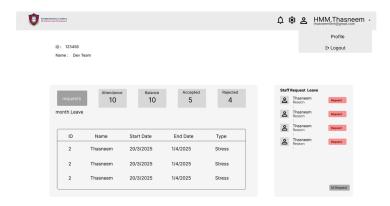
👤 EMPLOYEE ROLE SCREENS 🔗

📈 EMPLOYEE ROLE WORKFLOW 🔗

- **Employee Login**:
  - Employees log into the system using their credentials.
- **Basic Information Submission**:
  - Employees submit their basic information through the system.
- **Send to Reporting Manager for Approval**:
  - The submitted information is sent to the employee's reporting manager for approval.
- **Approval or Rejection**:
  - The reporting manager reviews the information and either approves or rejects it.
    - **Approve**: If approved, the process moves to the next step.
    - **Reject**: If rejected, the system logs the rejection and notifies the employee.
- **Logging Rejections**:
  - All rejections are logged in the system for record-keeping and further analysis.

🏠 2. Employee Dashboard 🔗

UI Elements:

- Sidebar: Dashboard, Leave, Attendance, Profile
- Top-right: Avatar + Logout

Behavior:

- Shows summary cards (leave balance, recent attendance)
- Clicking "Leave" or "Attendance" updates the view
- Clicking avatar → shows Profile & Logout
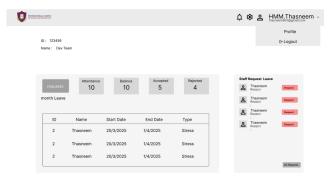
📅 3. Apply for Leave Page 🔗

UI Elements:

- Leave Type (dropdown)
- Start Date / End Date (date pickers)
- Reason (textarea)
- Cover-up Person (input)
- Attachment (optional upload)
- Submit Button

Behavior:

- User fills out the form
- On **Submit**:
  - Validates:
    - Dates not in the past
    - No overlap with existing leaves
    - Sufficient balance
    - The cover-up is filled, and the cover-up employee should not apply for leave
  - If valid:
    - Creates leave request with status **"Pending"**
    - Notify the reporting manager
  - If invalid:
    - Shows error messages beside each field

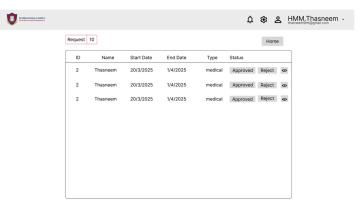---

📋 4. My Leave Requests (History) 🔗

UI Elements:

- Table: Type, Dates, Status, Action
- Cancel Button (if status is Pending)

Behavior:

- Lists all past leave requests
- If **Pending**, shows Cancel option
- On **Cancel**:
  - Confirms "Are you sure?"

- Deletes or marks request as canceled
- Notifies manager

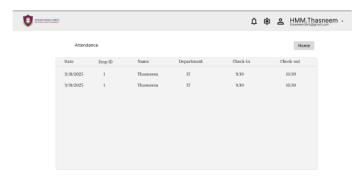## ✅ 5. Leave Approval Page (Reporting Managers only) 🔗

UI Elements:

- Table: Request ID, Employee, Dates, Reason, Action
- Approve / Reject buttons

Behavior:

- Shows **only direct report requests**
- On Approval:
  - Updates status = Approved
  - Deducts days from balance
  - Notifies employee
- On Reject:
  - Asks for optional reason
  - Updates status = Rejected
  - Notifies employee
- All actions are audit-logged

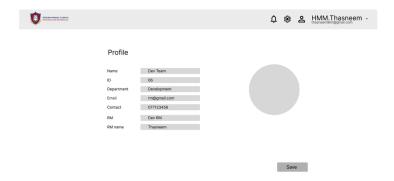## ⏱️ 6. Attendance (Employee View) 🔗

UI Elements:

- Table: Date, EMP ID, Name, Department, Check-In, Check-Out
- Filter by month/date

Behavior:

- Shows attendance from biometric sync
- Cannot be edited
- The filter allows narrowing to a date range

👤 7. My Profile Page 🔗

UI Elements:

- Display-only fields: Name, Email, Department
- Editable: Contact Number (optional), Password

Behavior:

- View personal information
- Change password if enabled
- Read-only for job/role/department

👩‍💼 8. My Profile Page 🔗

UI Elements:

- **Back Button/Header** - "# Back" at the top (likely a clickable element)
- **Account Details Section**
    - First Name display (Mohammed)
    - Last Name display (Thasneem)
- **Email Address Section**
    - Current email display
    - "Change Password" option
- **Profile Photo Section**
    - "Edit" option
- **Change Email Address Section**
    - Empty section (likely a button or form)

Behavior:

- **Change Password**
    - Clicking should open a modal/form with:

- Current password field
- New password field (with strength meter)
- Confirm new password field
- Save/Cancel buttons

- **Profile Photo - Edit**
  - Clicking should allow:
    - Upload new photo
    - Take photo (mobile devices)
    - Crop/rotate tools
    - Remove current photo

- **Change Email Address**
  - Should expand to show:
    - Current email (display only)
    - New email input field
    - Confirm new email field
    - Password verification field
    - Save/Cancel buttons
  - **Profile Photo Section**
    - Add circular profile photo placeholder/thumbnail
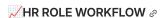   - Hover effect on "Edit" button
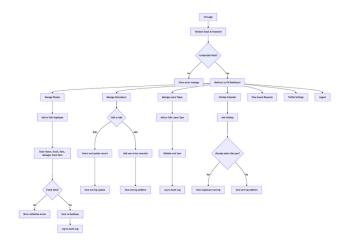 - **Section Dividers**
    - Improve the current horizontal rules with better visual separation
  - **Field States**
    - Display fields in read-only view by default
    - Edit mode should show input fields with current values pre-filled

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👨‍💼 HR ROLE SCREENS 🔗

📈 HR ROLE WORKFLOW 🔗

- **HR Login**:
  - HR personnel log into the system using their credentials.
- **Validate Email and Credentials**:
  - The system validates the email and credentials. If invalid, an error message is displayed.
- **Manage People**:
  - HR can add or edit employee information.
    - **Add/Edit Employee**: HR can add new employees or edit existing employee details such as name, email, role, manager, and start date.
    - **Save and Log Updates**: All changes are saved and logged in the system.
- **Manage Leave Types**:
  - HR can add or edit leave types.

- **Validate and Save**: The system validates the leave type information and saves it.
- **Log to Audit & Log**: All changes are logged for auditing purposes.
- **Redirect to HR Dashboard**:
  - After managing people or leave types, HR is redirected to the HR dashboard.
- **Holiday Calendar**:
  - HR can view and manage the holiday calendar.
- **View Leave Requests**:
  - HR can view and manage leave requests from employees.
- **Logout**:
  - HR personnel can log out of the system.
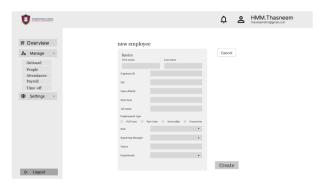

🏠 8. HR Dashboard 🔗

UI Elements:

- Sidebar: Employees, Leave Types, Leave Requests, Holidays, Attendance
- Widgets (optional): Total Staff, Leaves Today, Attendance Alerts
- Main Content Area :
  - Statistics: Real-time attendance data.
  - Chart: Daily attendance bar chart.
  - Leave Applications: List with status (Approved/Rejected)

Behavior : 🔗

- Navigation: Sidebar and top bar for easy access.
- Real-Time Updates: Statistics section updates automatically.
- Interactive Elements: Clickable icons for notifications and settings.
- Data Visualization: Clear attendance trends in chart.
- Leave Management: View leave request statuses.

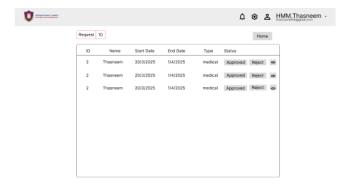---

👥 9. Employee Management 🔗

UI Elements:

- Table: Name, Email, Role, Department, Actions

- Add Employee Button
- Action Icons: View, Edit, Delete
- Add Employee Form:
  - Fields: First name, Last name, Employee ID (EID), NIC, DOB, Join date, Job title, Employment type, Role, Reporting Manager
  - Buttons: Cancel, Create

Behavior:

- Add → opens blank form
- Edit → loads employee data
- Delete → confirmation popup
- Fields: Name, Email, Role, Reporting Manager, Start Date

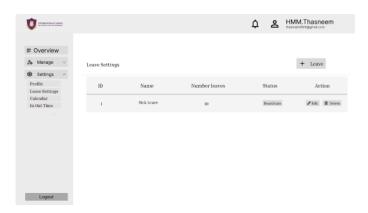## 📂 10. Leave Requests (HR View Only) 🔗

UI Elements:

- Table: All leave requests
  - ID: Unique identifier for each request.
  - Name: Name of the requester.
  - Start Date: Start date of the request.
  - End Date: End date of the request.
  - Type: Type of request (e.g., medical).
  - Status: Current status of the request (e.g., Approved) with options to change status
- Status: Pending, Approved, Rejected
- Action: View Details

Behavior:

- HR sees all requests
- Status Management: Allows changing the status of requests
- Cannot approve/reject
- Filters by status, department, date

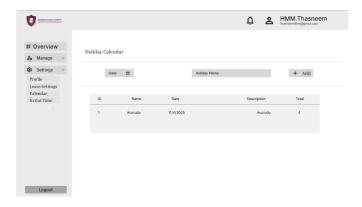---

🛠️ 11. Leave Type Management 🔗

UI Elements:

- Table: Leave Type, Description, Max Days, Actions
- Add Type Button

Behavior:

- Add/Edit forms have Name, Description, Default Days
- Delete → asks for confirmation
- Editable only by HR

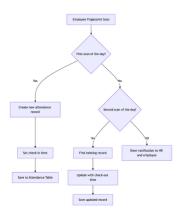## 🏖️ 12. Holiday Calendar Setup 🔗

UI Elements:

- Table: Holiday Name, Date, Type, Actions
- Add Holiday Button

Behavior:

- Form to add/edit holiday
- Dates cannot be duplicated
- Holidays affect attendance and leave validation

📈 Attendance Management Workflow 🔗

- **Create New Attendance Record**:
  - **Employee Fingerprint Scan**: The process starts with an employee scanning their fingerprint.
  - **First Scan of the Day?**: If it's the first scan of the day, the system sets the check-in time and saves it to the attendance table.
  - **Second Scan of the Day?**: If it's the second scan of the day, the system finds the existing record, updates it with the check-out time, and saves the updated record.
- **Notifications**:

- After saving the attendance record, a notification is shown to both HR and the employee.

🕐 13. Attendance Management (HR) 🔗

UI Elements:

- Table: Employee, Date, In, Out, Status
- Table Columns
  - Date: Date of attendance.
  - Emp ID: Employee's unique identifier.
  - Name: Employee's name.
  - Department: Department of the employee.
  - Check-in: Time of check-in.
  - Check-out: Time of check-out.
- Filter by employee/date
- Edit action (if enabled)

Behavior:

- Pulls data from fingerprint system API
- HR can correct missing In/Out times
- The system saves edits and marks them as "Manually Updated."

📄 14. Audit Log (HR View Only) 🔗

UI Elements:

- Table: Action Type, Table, Field, Old Value, New Value, Changed By, Timestamp

Behavior:

- Shows all create/update/delete records
- Only HR has access
- Logs include IP, browser/device info

🔐 15. Logout (All Users) 🔗

UI Elements:

- Profile → Logout

Behavior:

- Logs user out
- Returns to login page
- Clears session tokens