SpringHRM Menu & Pages

● Admin Dashboard

● Manager Dashboard

● Employee (Non Manager) Dashboard

● Spring Admin

− User Management

└ Users

└ User Roles

- Setup SpringTools

└ Email Settings

└ Email Subscription

└ Localization

└ Notifications

└ Open ID

└ Authentication

└ LDAP

- API Settings

− Audit Trail

− Auditing

− Backups

− Delete Account

− Settings

└ Social Settings

└ Social Site Setup

└ Security Settings

− Manage My Account

● Company Core HR

− Setup Org Data

└ General Information

└ Location

└ Department Structure

└ Reporting Method

└ Define Setup Hierarchy

└ View Org Chart

− Configuration Setup CoreHR

└ Optional Fields

└ Custom Fields

└ Data Import

└ Termination Reasons

− Setup Job Data

└ Job Titles

└ Salary Components

└ Pay Grades

└ Employment Status

└ Job Categories

└ Work Shifts

− Setup Credentials

└ Skills

└ Licenses

└ Education

└ Languages

└ Memberships

− Setup Nationalities

− Announcements Setup News & Documents

└ News

└ News Categories

└ Documents

└ Document Categories

└ Events

− Set up Onboarding

└ Task Types

└ Events

− Assets Setup Equipment

└ Asset Brand Information

└ Asset Categories

└ View Assets Equipment Assignment

└ Vendors

● HR Reports

− Onboarding Reports

└ Event Progress

└ Participant Progress

− Employee Reports

└ Employee Report

└ Head Count Report

└ License Expiration Report

└ Employee Turnover Hiring Report

└ Employee Turnover Termination Report

└ Employee Date of Birth

└ Employee Employees hired for each location

└ Employee Employees hired for each sub-unit

└ Employee Employees over 20 years

└ Employee Employment Status of Employees

└ Female Employee List with Service period over 1 year

└ Employee Joined Date between 2010 - 2012

└ Employee Marital Status

└ Employee PIM data verification

└ Employee PIM Sample Report

└ Employee Supervisor Subordinate Details

Employee diversity report

Employee custom fields

− Management Reports

Employee job history report

New hires report

Employee Termination date

Employee list report

Employee contact list report

Employee emergency contact report

Employee timesheet report

Employee length of service report

Employee work contact report

Employee start date

Mandatory documents

− Performance Reports

- Appraisal summary report

Review and Appraisal Progress report

Performance Comparison Report

Employee Performance Profile

Performance Progress

Performance warnings report

− Talent Management Reports

└ Vacancy Succession Report

└ Job Opening Report

└ Candidates Report

− Training Reports

Training Reports

− Time & Attendance Reports

└ Projects Reports

└ Employee Reports

└ Attendance Summary

└Monthly Attendance Summary

− Leave Reports

└ Leave Balances Entitlements & Usage Report

└ Leave Percentage Report

− Organizational Reports

Age chart

Gender chart

Department chart

Job Title chart

Location chart

Manager chart

Job status chart

Organizational chart

− Financial Reports

Employee costs report

Employee direct deposit details report

Recruitment costs report

- Benefits Reports

- Scheduling Reports

- Payroll Reports

● Employees

− Add Employee

− Employee Profile - List

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− Bulk Mass Update

└ View Assets Equipment Assignment

− Employee Reports

└ Employee Report

└ Head Count Report

└ License Expiration Report

└ Employee Turnover Hiring Report

└ Employee Turnover Termination Report

● Self Service

− Personal Information

- Personal Details

- Contact Details

- Emergency Contacts

- Dependents

- Citizenship Details

- Reports To

- Credentials

- Memberships

- Job History

- Salary History

- Direct Deposit

− Time & Attendance

- Timesheet

− Punch In/Out

− Attendance

− Leave Information

− Request Leave

− Request Leave Status

− Leave Balances

− My Leave Balance and Usage Report

− Time Off Calendar

− Work Schedule

- Team Schedule

− Work Schedule

- Request Schedule Change

- Request Schedule Status

− Performance Reviews

└ My Peer Reviewers

└ My Warnings

└ Peer Reviews

└ My Goals

└ My Appraisals

− Training & Development

└ Training Sessions

− Benefits Information

└ Benefit Elections

− Payroll Information

└ View Paycheck

└ Pay Card

− My Onboarding Tasks

− My Company Equipment

└ My Equipment

− Give Props

● Manager Self Service

- My Organization

- My Reports To

- Employee List

- My Onboarding Tasks

−Time & Attendance

- Employee Timesheet

- View Employee Attendance

- Leave Management

- Leave List

− Employee Leave Balance

− Assign Leave

− Leave Calendar

- Performance Management

− Peer Reviewers List

− Employee Goals

− Employee Appraisals

- Talent Management

− Candidates

- Job Openings

- Schedule Management

- Schedule Change Request?

- Team Work Schedule?

− Manager Reports

Employee job history report

New hires report

Employee Termination date

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Training Reports

Attendance Summary

└Monthly Attendance Summary

Leave Balances & Usage Report

Leave Percentage Report

● Discipline

- Discipline Cases

− Configuration

└ Discoplinary Document Templates

● Performance Management

- Setup Peer Reviewers

− Peer Reviewers List

− Setup Competencies

└ Competencies y List

└ Competencies y Mapping

− Employee Goals

└ Employee Goals

− Employee Appraisals

└ Employee Appraisals

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− Configuration Setup Appraisals

└ Appraisals

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− Reports

- Appraisal summary report

- Performance warnings report

- Review and Appraisal Progress Report

- Performance Comparison Report

- Employee Performance Profile

- Performance Progress

● Talent Management

− Candidates

− Vacancies Job Openings

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− Configuration Setup Questions

└ Question Tags Interview Question Types

└ Question Pools Interview Questions

− Setup Social Recruitment

- Setup RSS Feed URL

- Setup Webpage URL

− Reports

└ Vacancy Succession Report

└ Job Opening Report

└ Candidates Report

● Time & Attendance

− Timesheets

└ Employee Timesheets

└ Export to CSV Export Timesheets

− Attendance

└ Attendance Records

└ Configuration Setup Time & Attendance

└ Export Attendance to CVS

└ Import Attendance Data Upload

− Reports

└ Projects Reports

└ Employee Reports

└ Attendance Summary

− Setup Project

└ Customer

└ Projects Information

● Leave Management

− Entitlements Leave Balances

└ Entitlement Leave Information

└ Employee Entitlements Leave

− Leave Approval List Report

− Assign Leave Request

− Leave Calendar

− Reports

└ Leave Balances Entitlements & Usage Report

└ Leave Percentage Report

− Configure Setup Leave

└ Leave Period

└ Leave Types

└ Work Week

└ Holidays

└ Notifications

● Benefits Administration

− Setup Benefits Programs

− Setup Benefit Types

− Benefits Enrollment

− Reports

● Schedule Management

Features

Features

Features

Features

● Payroll USA

- Pay Card Setup

● Training & Development

− Training Administration

└ Packages

└ Courses

└ Sessions

− Reports

Training Reports

● Spring Extras

− Calendar

− Directory

− Organization Chart

− Documents

− News

− Events

● Edit Profile - Top Right