**HRMS (Human Resource and management service) and PAYROLL:**

# Registration of Employee

Employee Details

1. Employee ID
2. Employee First name
3. Employee Photo
4. Last name
5. Login name
6. Password
7. Designation
8. Department
9. Sub Department
10. Supervisor
11. Mobile personal
12. Mobile Work
13. Email Personal
14. Email Work
15. Date of joining
16. Address Field: Address,City,District,
    * 1. City
      2. District
      3. State
17. Bank Account details:
    * 1. Account holder name,
      2. Account number,
      3. IFSC code,
18. Contact person details: Name, Mobile, Address, Email, Relationship
19. Others
20. AAdharnumber
21. Things given to this person.
22. Documents Attached

Designations – Sales Executive, Sales In charge,superintendent, helper, operator ,Technician, ladies helper , Accountant, Customer Care, stock data entry, designer, order entry

# Resignation of Employee

* When the employee resignation request has initiated then he may leave the organization before the notice period completed
* When employee resigned all the activities recorded by his name should retain.
* The resigned Employee should not be visible at any place.(Ex Daily entry page, New Order form page )
* When employee is resigned all his access should be blocked.
* When the employee has initiated his resignation process then the report should be generated for amount given in advance to them
* When the employee of Sales department has initiated his resignation process then the report should be generated for pending collection amount , complaints and balance amount

# Employee Payslip

## Monthly wise

Ex:- for 30 days 5000/-(excluding Sundays & declared holidays)

If employee take leave for 1 day then 5000/30 = 166/- will be deducted

So total paid will be 4833/-

Payment – monthly once

## Weekly Wise

Working Hours –9 hours

If they work for 11 hours then we pay extra for those 3 extra hours

Ex:-per day120/-

So per week 7 working days 7\*120=840/-

If they work 4 days we pay 4\*120=480/-

Payment :- 1st week salary will be paid on third week of the month

If situation demands we pay before the third week

## Duty wise

Working Hours –10 hours

If they work for 12 hours then we pay extra for those 2 extra hours

Ex:-per day120/-

If they work for 20 duties in a month then 20\*120 = 2400/-

Payment – Monthly once payment will be paid

## Sales Executives

Salary based on Commission - paid monthly once

Commission depend on bag material type and bag type

Ex:-

Non woven Dcut bags – for 1000 bags commission is 100/-

Non woven Handle bags – for 1000 bags commission is 125/-

Non woven stitching bags – for 1000 bags commission is 200/-

Non woven Digital bags – for 1000 bags commission is 250/-

HM/LD Plastic Dcut – for 1kg if the rate taken is 170/- to 209/- then commission is 4/-

HM/LD Plastic Dcut – for 1kg if the rate taken is 210/- and above then commission is 8/-

HM/LD Plastic Handle – for 1kg if the rate taken is 170/- to 209/- then commission is 4/-

HM/LD Plastic Handle – for 1kg if the rate taken is 210/- and above then commission is 8/-

For new shop – we pay 100/- commission

For collection amount 1.5% commission and for advance amount 3% commission

Total salary = commission for bags + commission for new shop + commission for collection amount & advance amount + Travel allowance + food allowance + Accomadation allowance + phone allowance

## Sales Supervisor

Total salary = Average salary of sales executives allocated to them + commission for the orders and collection they get(commission conditions are same as mentioned for sales executives) + Travel allowance + food allowance + Accomadation allowance + phone allowance

## Tailors

Payment – monthly once

Payment will be done based on No. of bags they stitch for month

Different amount paid for different types of bags ( different type of stitching)

Ex:- suborder parameter Stitching type – New type Stitching – 2/-

Old type Stitching – 1.5/-

Pyping – 1.25/-

Stitck bags – 2.25/-

# Employee Schedule

note: schedule

For Sales team we schedule the cities to which they have to go for sales.

Technician, helpers, operators assign the duties according to work

For salesman the schedule columns are: Date, Week, Camp Details (ex: Dharmavaram, Kadapa, doddabalapur)

Able to change

If sales department want to change their schedule for any reason they have to rise the request (they may be on leave or swapping the cities and they have to mention the reason and when they are on leave they have to reschedule the missed city)

For operator, helper, lady’s helper – we have to schedule their work one day before

For superintendent, Technician, Accountant, Customer Care, stock data entry, designer, order entry per day they work for 8 hours

# Employee Leave management

* Each and every employee should inform 3 days before they take leave.
* Sometimes they may inform 1 day before In some cases they may not inform.
* Sales department have to inform 5 days before. When the leave granted then their schedule must be updated by admin (who approved the leave).
* Few employees may work on holidays also (i.e. Sunday or holidays).

# Employee Attendance

* Staffs in Factory and in Office register their attendance using fingerprint(lunch break also should get noted )
* Sales team we must track their location and enter the daily report

In the daily report they must fill the below details.

Daily Entry Fields:

Status: Camp

1. City From ------ to--------
2. Amount Deposited – Amount, Bank Name, Account number(Drop down)

Status : No Camp

1. Amount Deposited – Amount, Bank Name, Account number(Drop down)

Sales Department Daily Report: this report should be generated based on orders entered and collection amount. Each and every sales team they must able to see their daily report and summary of all the sales team daily report should be visible for Accountant, admin, owners…..

1. All Types of bags Order(number of bags and kgs)
2. No. of order forms
3. No. of new customers
4. Advance
5. Collection
6. Expenses provided(based on city from to entered by sales team should populate)
7. Balance amount

# Employee Polices (visibility and permissions to the application)

* Towns visibility

There should be option to assign a set of cities to salesman department

# Download the required information

Daily reports of sales department (daily, weekly, monthly)

Employee details (according to their designation)

Employee Attendance

Employee Schedule

# Search the employee

Example: According to designation

# NOTE:

1. Issues in Employee Module(Note down the employee mistakes and their respective loss)
2. If a particular salesman or supervisor is selected then the list of cities related to their marketing should be viewed.
3. Salesman and Supervisor both have same functionality the only difference is Supervisor can able to view his and his salesman Daily report whereas salesman can view only his daily report.
4. There should be a page where list of all cities are visible and able to give a multiple selection of salesman and supervisor for a particular city and to view the data related to that city (Order form, complaints, view order status, phone calls related pages).