👨‍💼 HRMS Admin Panel Functionality

Category	Feature Description
Dashboard	Overview of attendance, leave, active employees, birthdays, events, announcements.
Employee Management	Add/edit employees, assign roles/departments, status (active/inactive), document uploads.
Attendance Management	Manual punch-in/out, view logs, approve corrections, integration with biometric/RFID devices.
Leave Management	Approve/reject leaves, set leave policies (sick, casual, etc.), carry-forward logic.
Payroll Management	Generate salary slips, add bonuses, deductions, TDS, PF/ESI settings, bank integrations.
Performance Management	Setup goals/KPIs, feedback reviews, appraisal cycles, ratings & promotion logs.
Shift & Schedule Management	Define work hours, assign shifts, manage overtime and night shifts.
Recruitment/Onboarding	Post job openings, track applicants, offer letters, digital onboarding (KYC, forms).
Training & Development	Track employee skills, training sessions, feedback & course completions.
Expense Management	Approve reimbursements, travel allowances, and generate expense reports.
Announcements & Notices	Post news, events, updates, policy documents, holiday lists.
Reports & Analytics	Generate monthly/yearly reports on attendance, payroll, attrition, department stats.
Compliance & Statutory	Auto-generate PF, ESI, TDS reports, Form 16, labor law compliance.
Role & Permission Management	Define user roles (e.g., HR, Manager), control access to features/data.

Asset Management	Allocate laptops, phones, track returns and maintenance.
Helpdesk/Support Ticket	Employees can raise HR/IT-related tickets; admin assigns and resolves.

🧑‍💻 HRMS User (Employee) Panel Functionality

Category	Feature Description
Dashboard	Personalized view: today's schedule, recent pay slip, pending tasks, announcements.
Attendance & Time Tracking	Punch in/out (web/app), view attendance logs, request corrections.
Leave Application	Apply for leave, view status, track leave balance, download leave history.
Payslip/Salary	View/download monthly salary slips, check breakdown (HRA, PF, etc.).
Profile Management	Update personal info, bank details, emergency contacts, documents.
Performance Dashboard	View assigned goals, feedback received, self-evaluation forms.
Training & Courses	Access training content, enroll in new courses, view completion certificates.
Travel & Expense Claims	Submit expenses with bills, check status of approvals.
Helpdesk Support	Raise HR/technical queries, view ticket resolution history.
Calendar & Events	View holidays, team meetings, birthday reminders, training schedules.
Company Documents	Download policies, tax forms, announcements, company guidelines.

🔐 Example of User Roles You Can Define

Role	Access Level

Admin	Full access, including employee creation, payroll, settings.
HR Manager	Employee & attendance management, leave & recruitment.
Team Manager	Approve team leave, view team attendance/performance.
Employee	Access own profile, attendance, payslips, submit requests.
Finance	Access payroll, reimbursements, compliance.