Human Resource & Payroll Management System

A complete management software for organizations

User Manual

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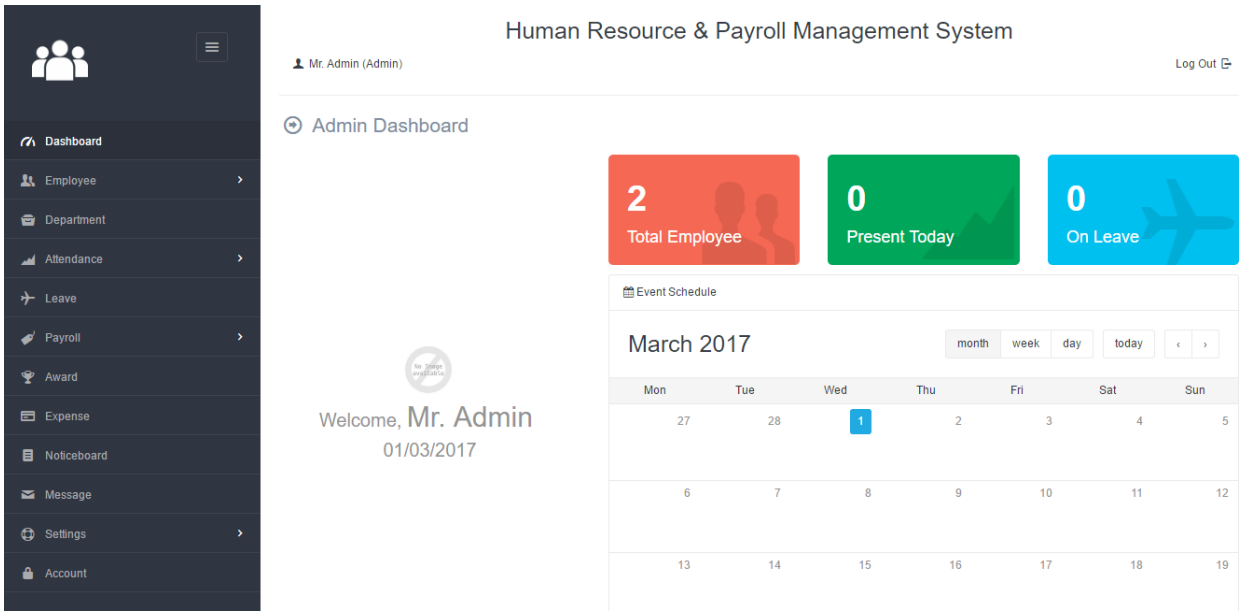
The Human Resource and payroll management system is a 360-degree solution for effectively and efficiently managing the human resources of the company.

Admin Panel

Dashboard

The dashboard appears right after putting proper credentials to sign in into the system. The system has dual user mode namely Administrator and Employee. The dashboard provides a full overview of the whole process.



Employee

New Employee can be added and employee list with full description can be generated from Employee tab.

For Adding Employee and its relevant information, go to “Add Employee” by clicking Employee > Add Employee.

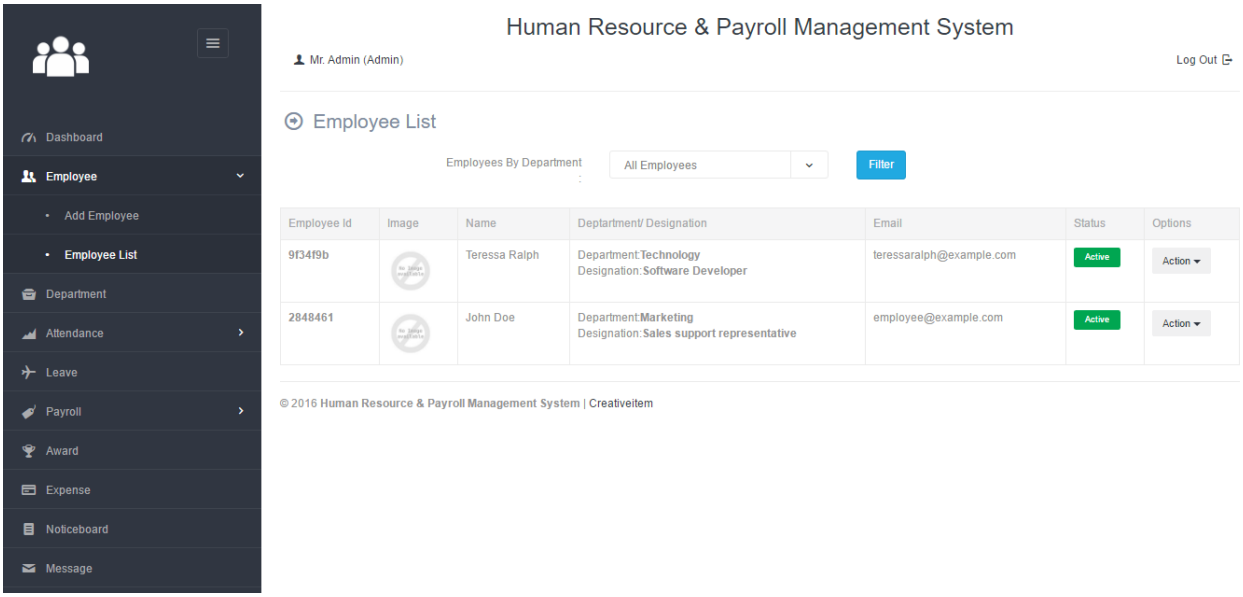
The first tab is “Personal Details”. Input all the relevant information in the form and click “Submit” to save the information. Then in the second tab “Account Login”, the email address and password can be created for the designated employee so that he/she is enabled to use the human resource management system from the employee end.

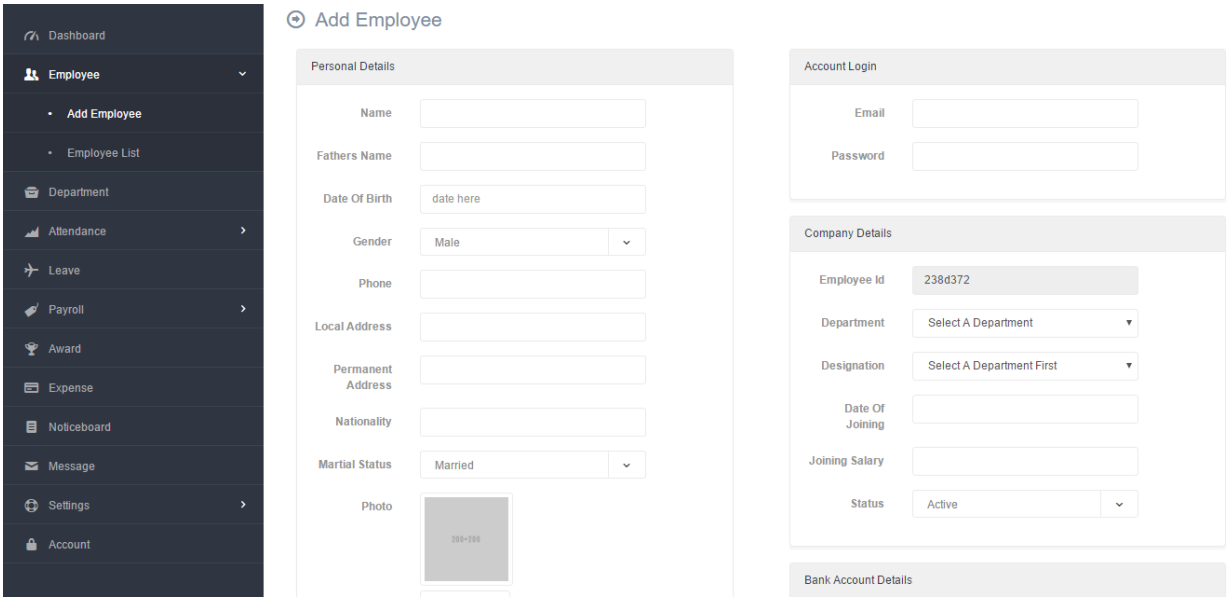
The next tab is “Company details” where a company Id is automatically generated. The form related to department and designation of the employee as well as his activity can be filled out from this tab.

The “Bank Account Details” tab deals with taking in the bank account details of the employee for the feasibility of salary disbursement. At the top right, the “Document” tab contains the relevant documents

related to employment of the employees.

Upon successfully filling up the information, all of these information can be visualized from “Employee List” tab and can be updated/deleted further.

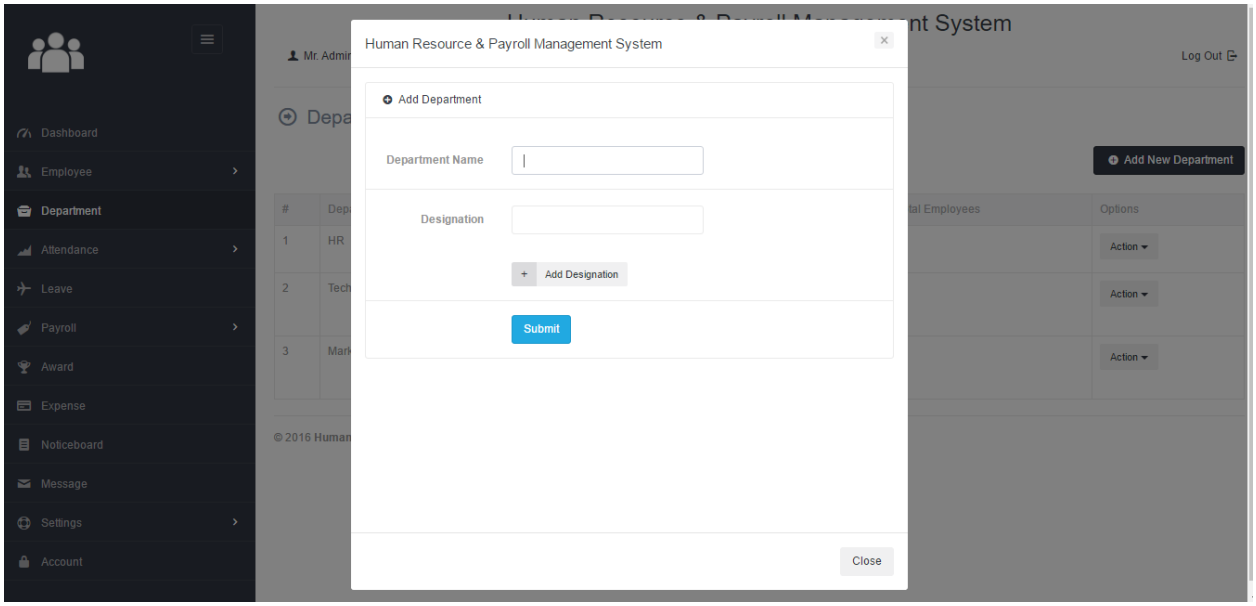




Department

The department category adds the various divisions and departments in the organization with designated positions under the departments. This operation can be performed by simply clicking on “Add New Department” situated at the right corner under Department tab. The form that takes information for adding new department also enables to add the various designations related to the department inside the organization.

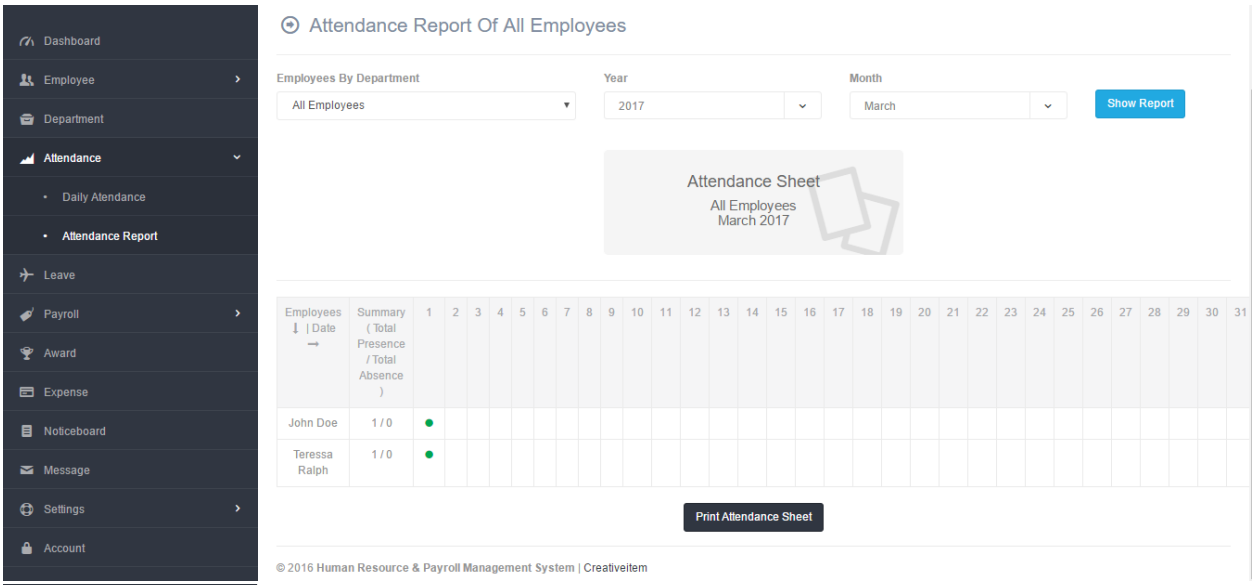
Upon successfully filling up the information, all of these information can be visualized from “Department” tab and can be updated/deleted further by clicking “Actions > Edit”.

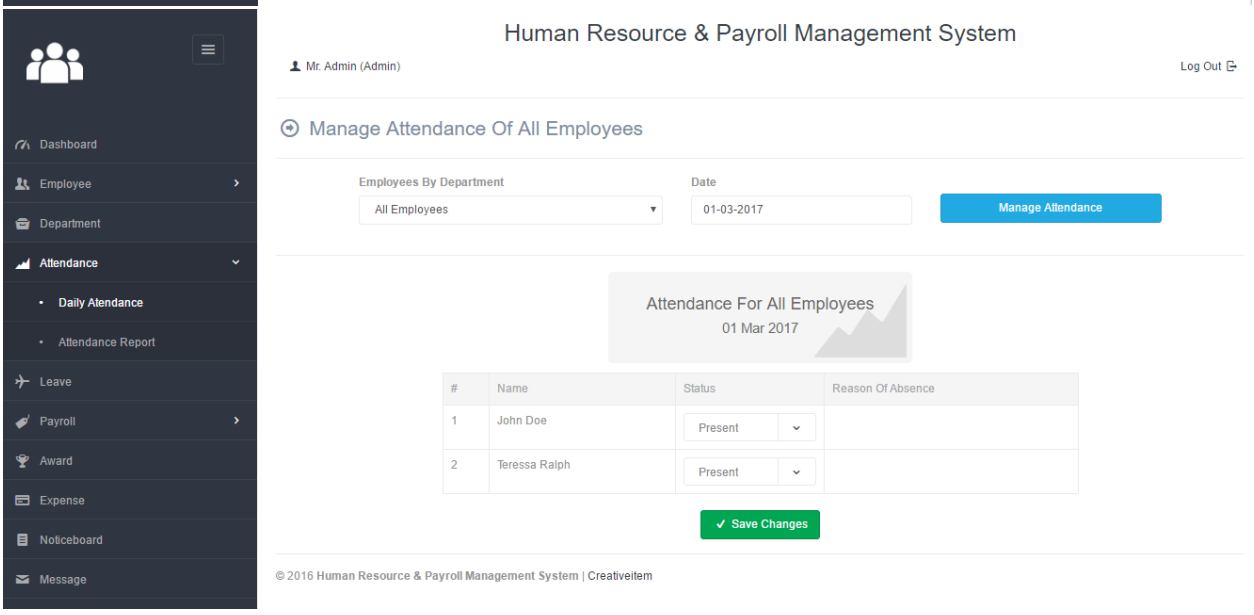


Attendance

The attendance section has two tabs, “Daily Attendance” and “Attendance Report”.
The “Daily Attendance” tab marks the “absent/present” attendance of an employee from specific date and department. In case of absence, a text box is generated that is needed to be filled up showing the cause of absence.

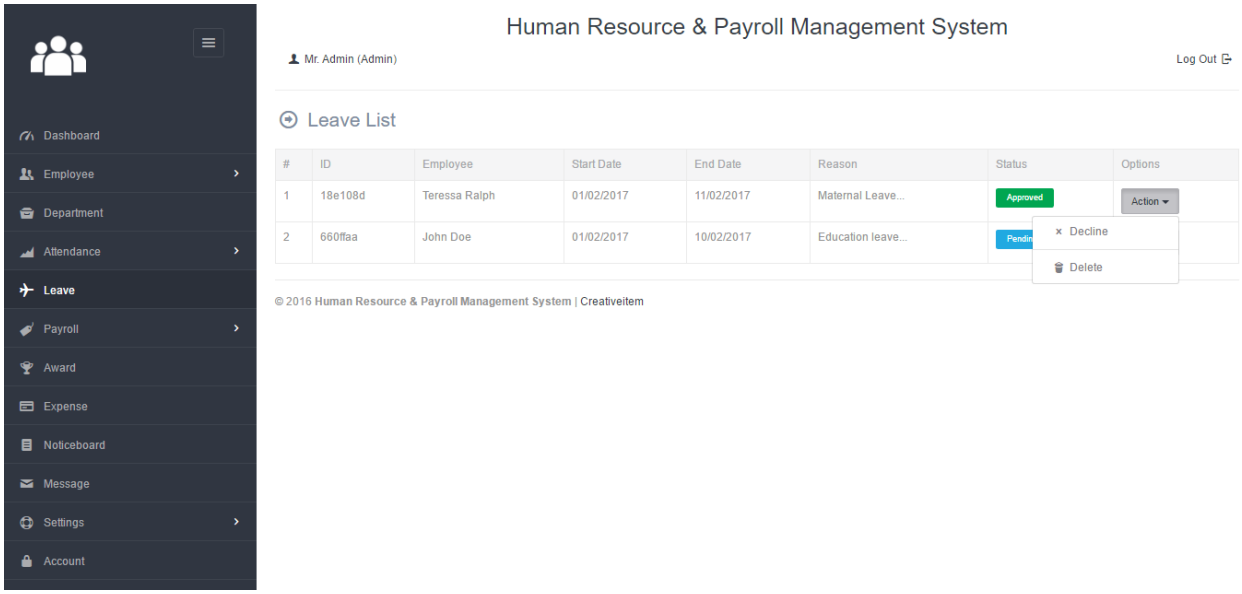
The “Attendance Report” generate the attendance report for a particular time period specified by department.





Leave

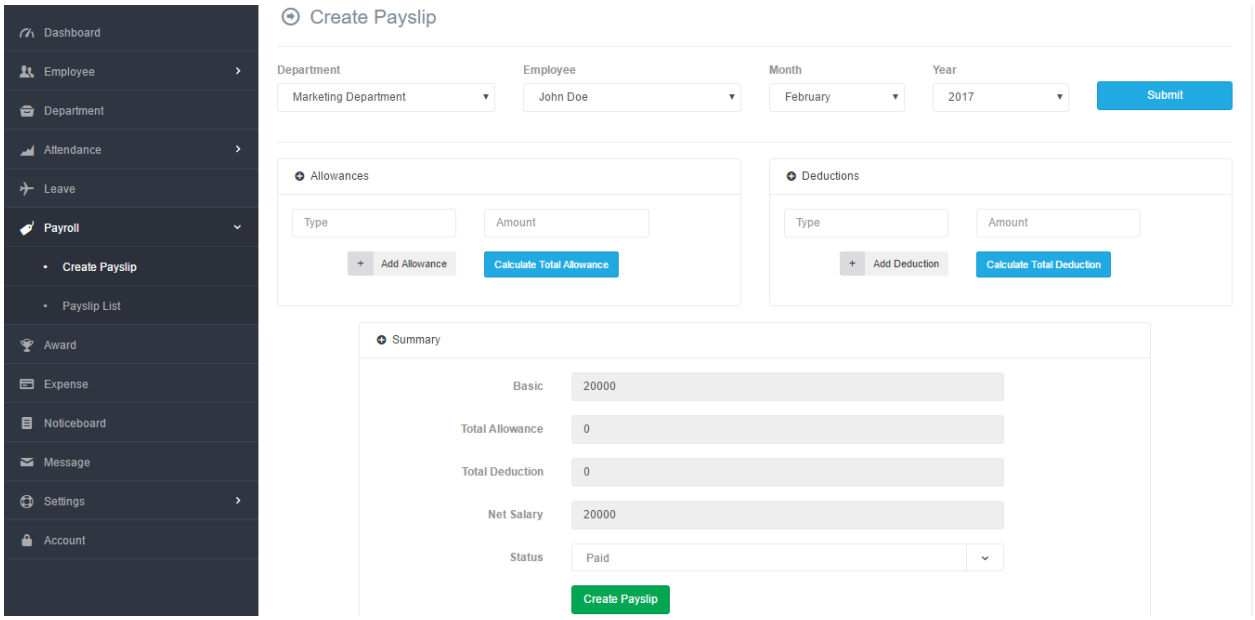
The leave management portal is designed to approve or decline the leave request generated by the employee. For specific id, a specific leave request is generated by the employee that is visualized in the leave section which can be approved or declined from the “Action” bar.

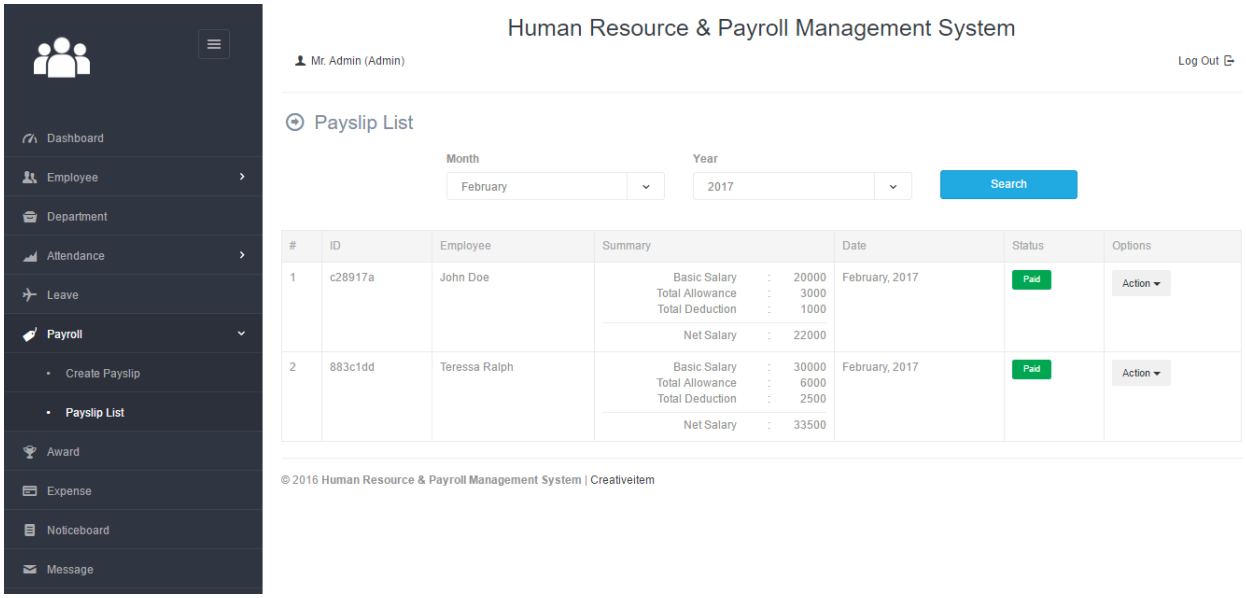


Payroll

A fully fledged operational payroll management system is integrated with this application. The Payroll tab of the system has two parts, creating new payroll for employees in the department and payroll list.

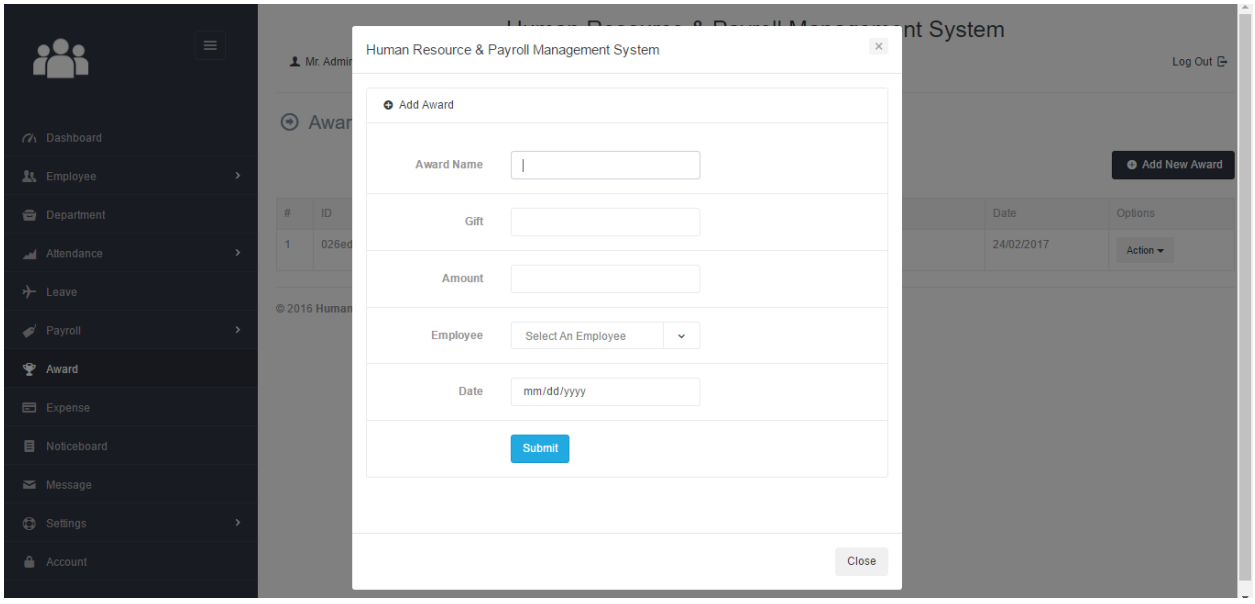
The “Create Payroll” has that Allowances and Deductions, where apart from basic salary various types of new allowances can be added. On the contrary, the deduction table works on various deductions of the employee salary. On the basis of information provided a payroll can be created and printed out.





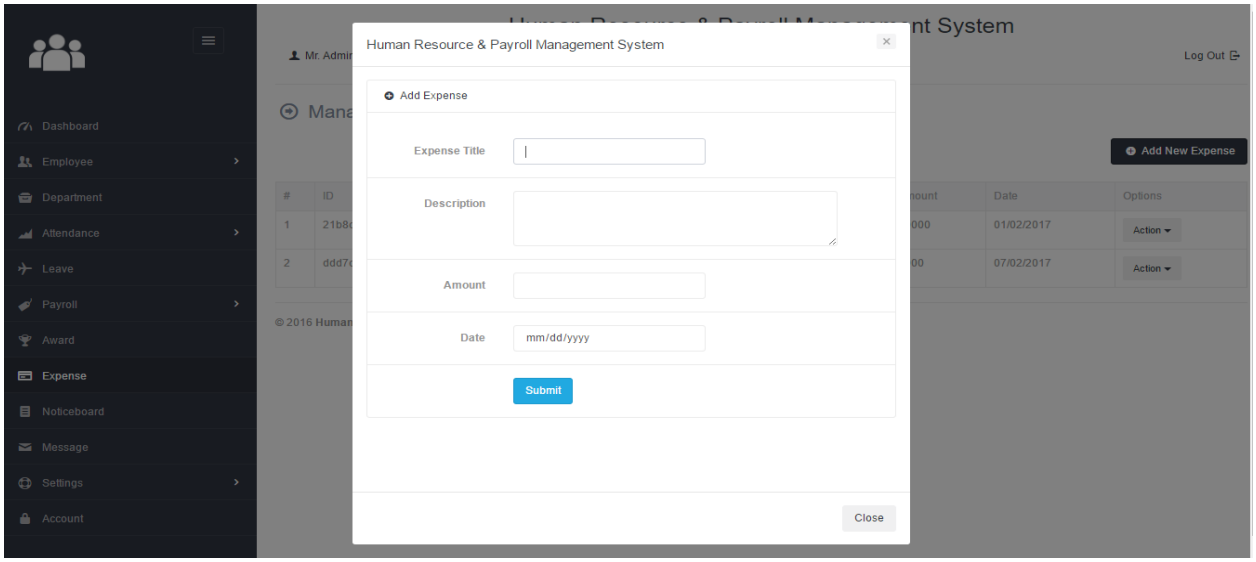
Award

Awards, recognition and challenges are pertinent for the growth of any organization. Keeping that in mind, an award management portal is integrated into the system. By clicking on “Add New Award” an automated id is generated and the gift that the employer is willing to provide to its employee/employees can be managed and packaged from this portal.



Expense

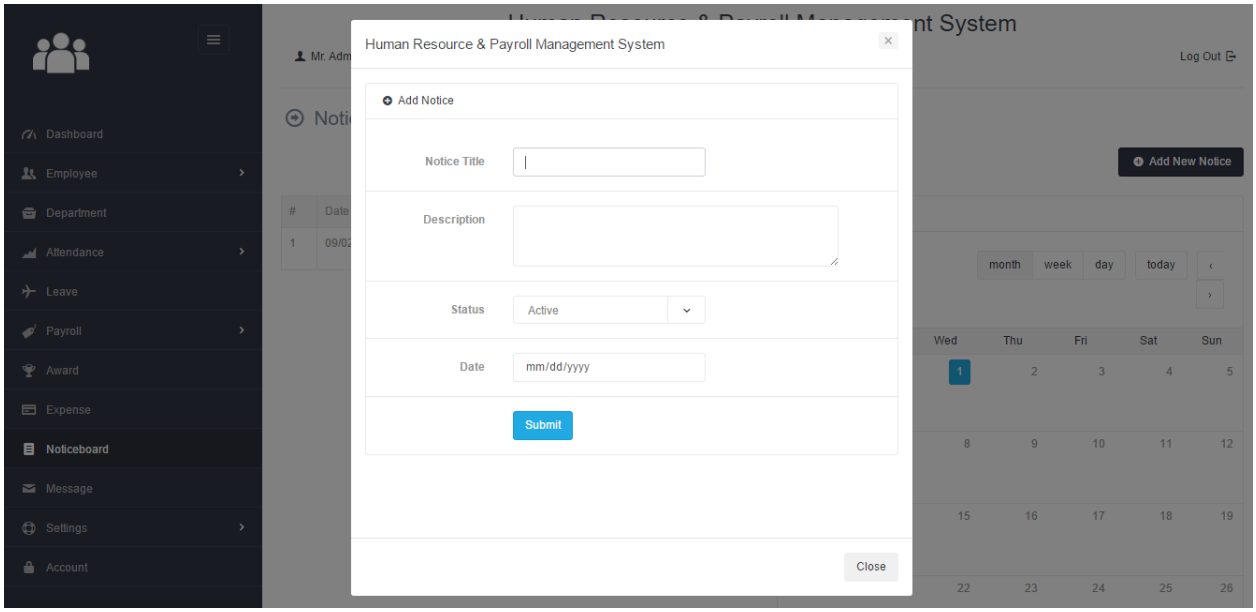
The expense is managed under “Expense” section of the application. New expenses can be added by clicking on “Add New Expense” button under “Manage Expense” sub-section. The expense can be edited or deleted from “Action” tab listed at right for every expense listing.



Noticeboard

The app enables to create, edit, delete and send notices for the informed convenience in human resources management.

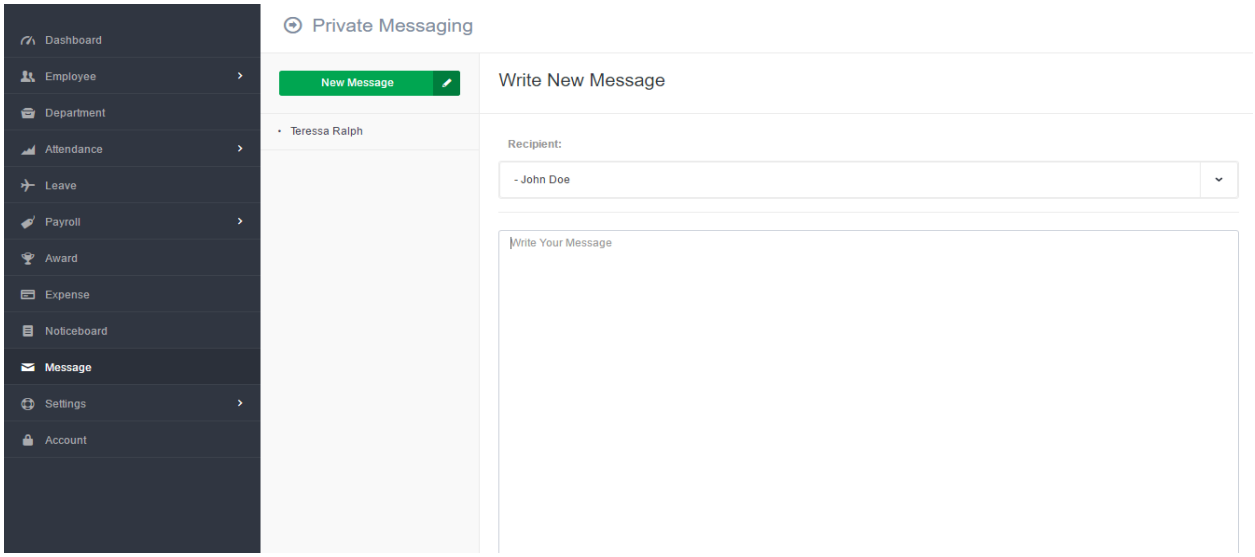
The “Noticeboard” menu redirects to a page to manage noticeboard. For creating notices, click on “Add New Notice” button situated at the upper-left corner of the window. The information when set to active is sent over email notification to all the employees of the organization. To update as well as to delete the notice, click on the “Action” button on the “Notice List” tab.



Message

The software makes it easy to send private messages to all the stakeholders for the smooth functioning of the human resource management activity.

By clicking on “message” section, and clicking “New Message” button this action can be performed. Alternatively, the user’s to whom the message is intended to be sent are selected and message is sent by clicking on “Send” button. The earlier conversations with the stakeholders can also be viewed in this section.

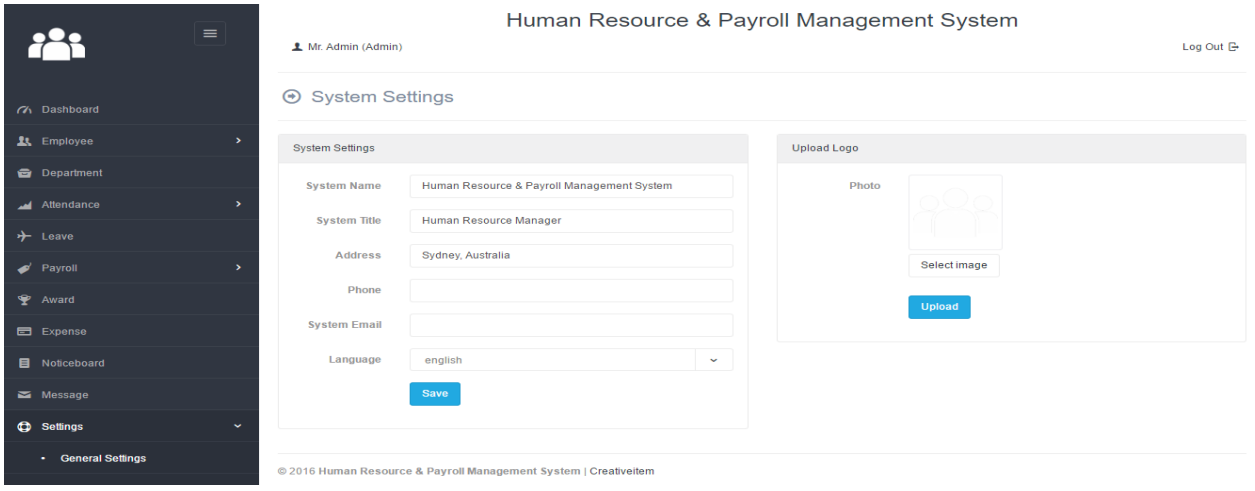


Settings:

Settings are the key component of any management system. The flexibility of a system is defined by its easy to handle settings.

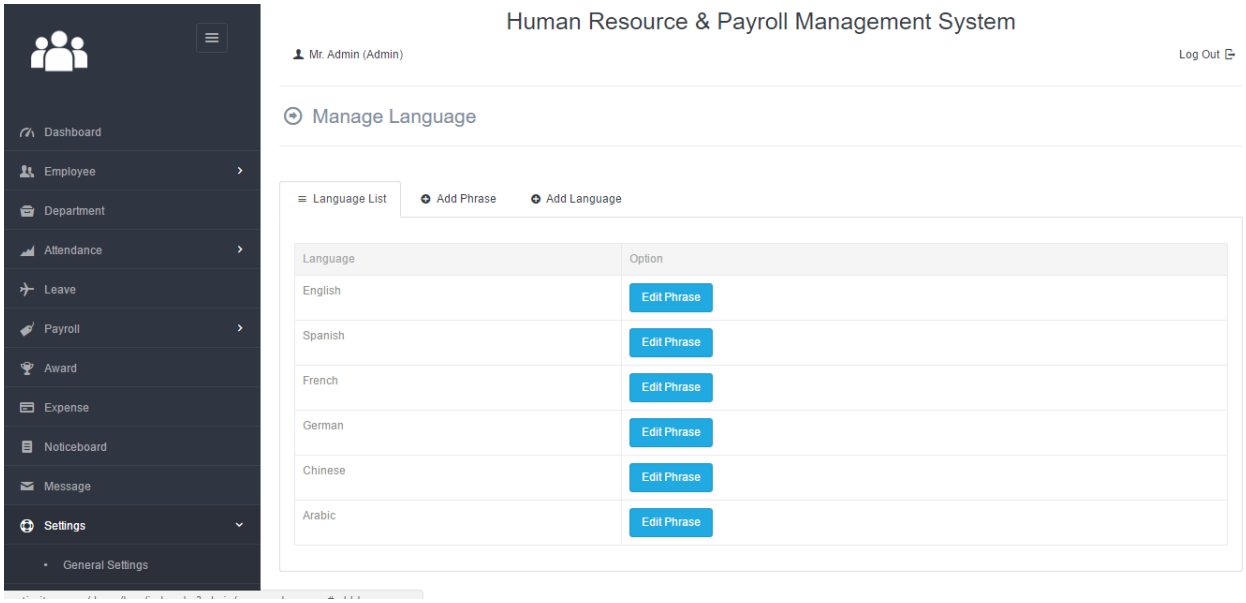
General Settings:

The “General Settings” will let the user to change the basic system settings by editing the required data field. Also, it gives a feasibility to change logo, contact information other important settings aspect.



Language Settings:

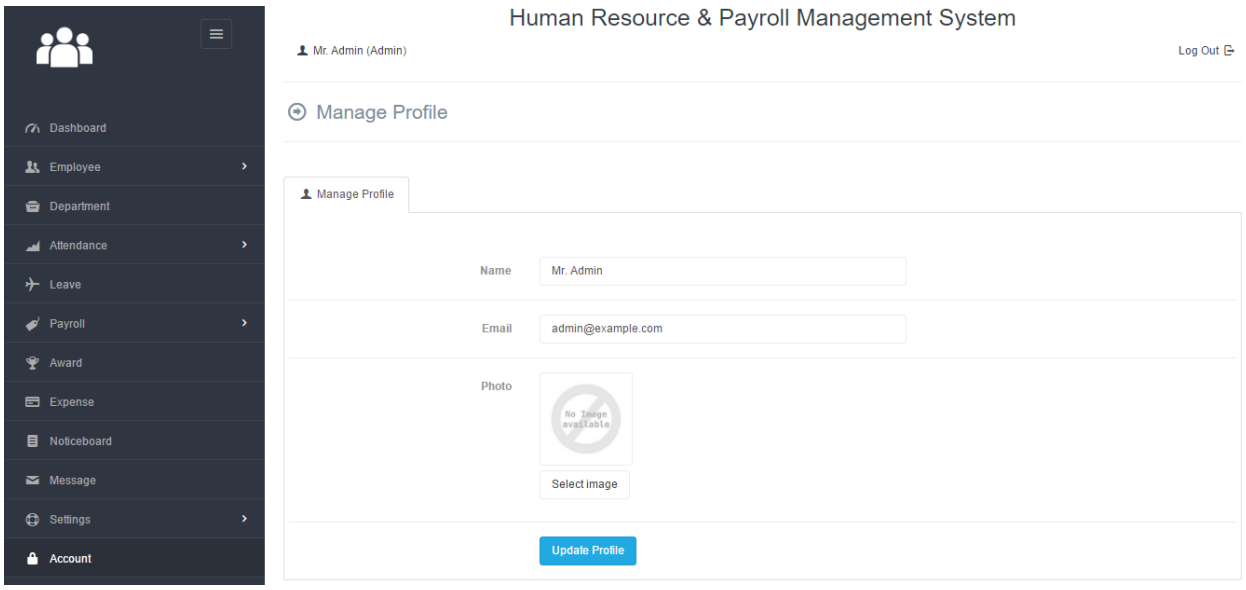
The software supports multiple languages along with RTL and LTR support. For selecting a language which can be availed from “System Settings”. “Language Settings” lists all the available languages and allows addition of new phrase and new languages with its “Add Phrase” and “Add Language” tab.



Account

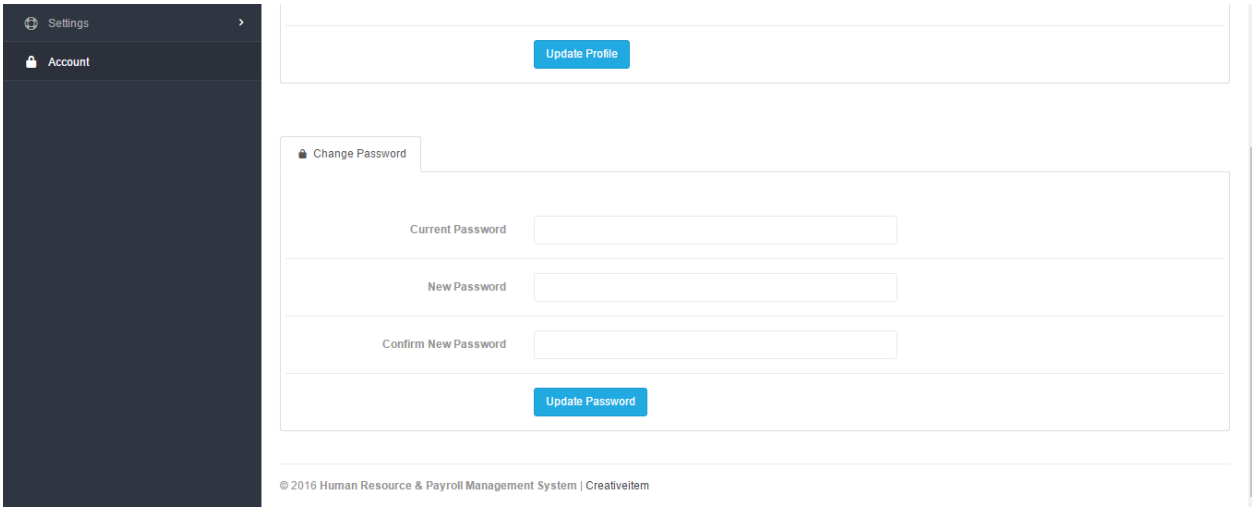
Manage Profile

The profile information can be edited by clicking at “Account” tab listed last at Dashboard. The information can be edited and saved using this “Update Profile” listed under “account”



Resetting password

Password can also be reset by clicking “Change Password” listed under “account” icon. To change the password, current password and new password are the mandatory field that are needed to be filled out and for checking the new password should be confirmed by retyping it again.



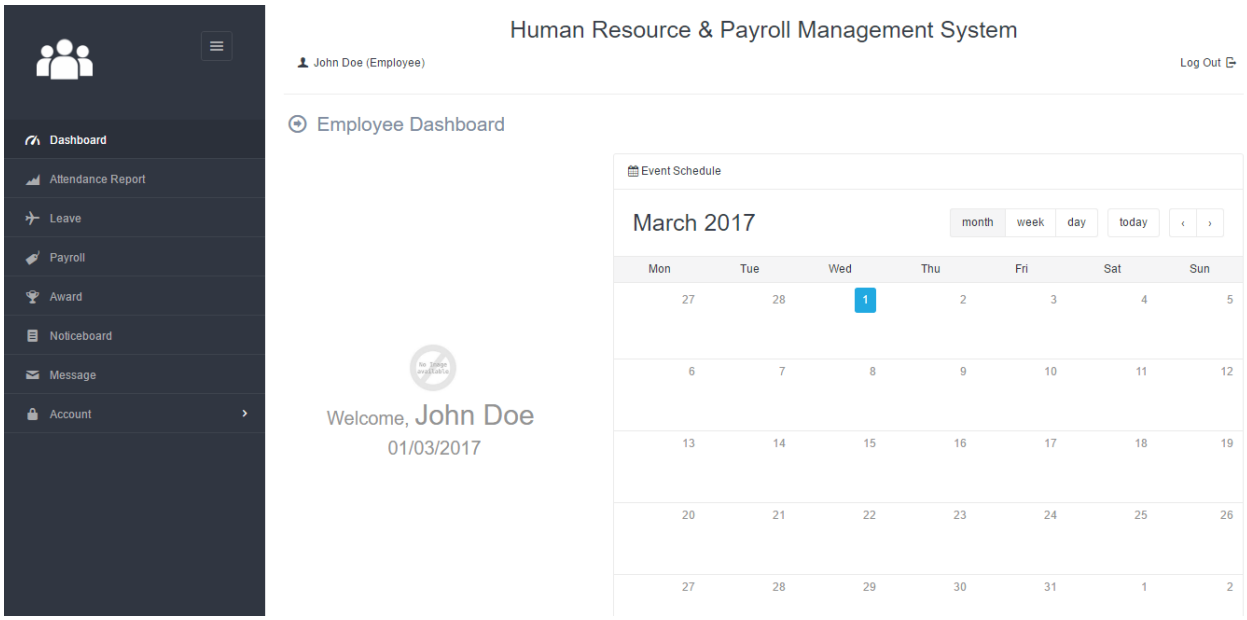
Log Out

By clicking “Log Out” listed at top right corner, one can successfully log out from this application.

Employee Panel

Dashboard

The dashboard appears right after putting proper credentials to sign in into the system. The dashboard provides a full overview of the whole process.



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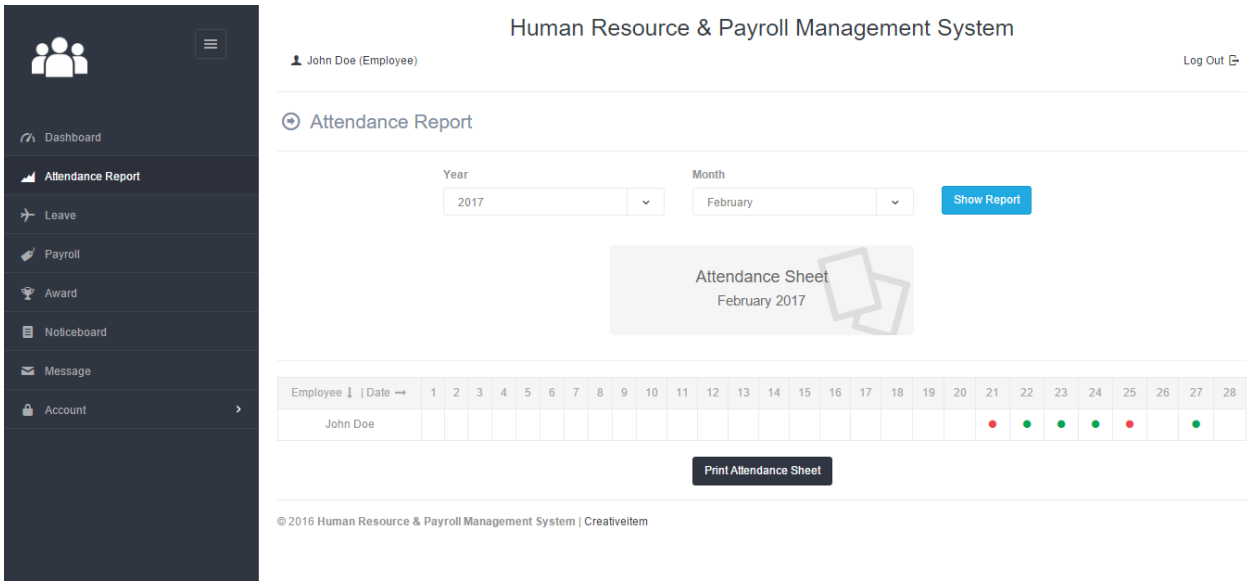

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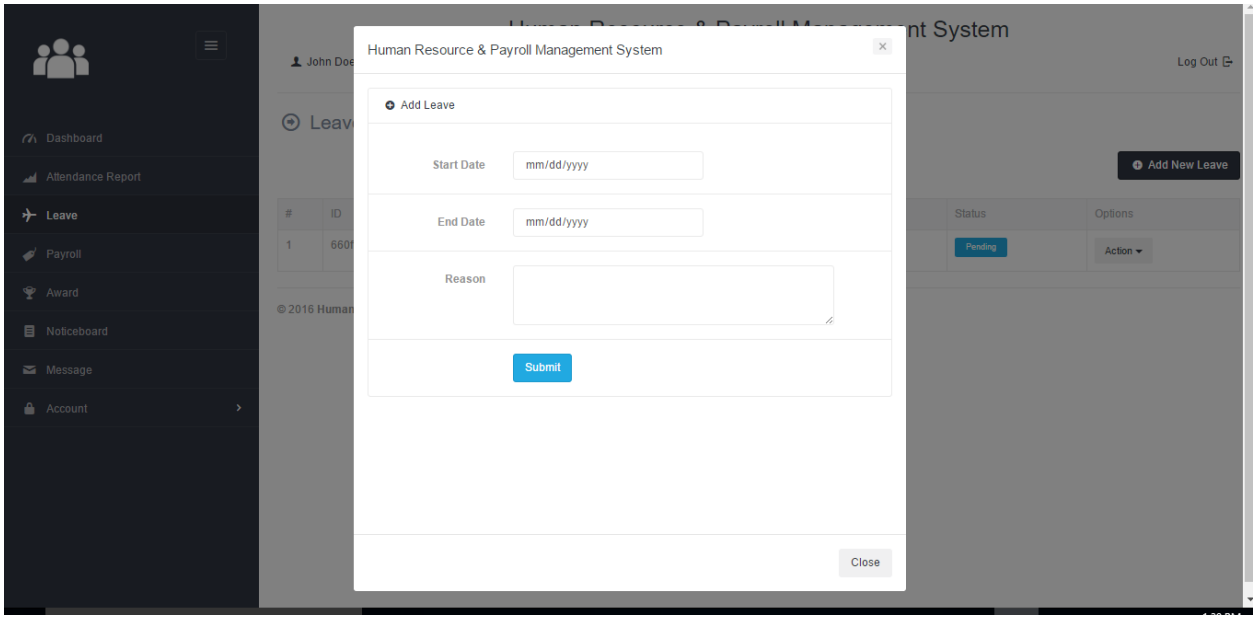

Payroll Visualization

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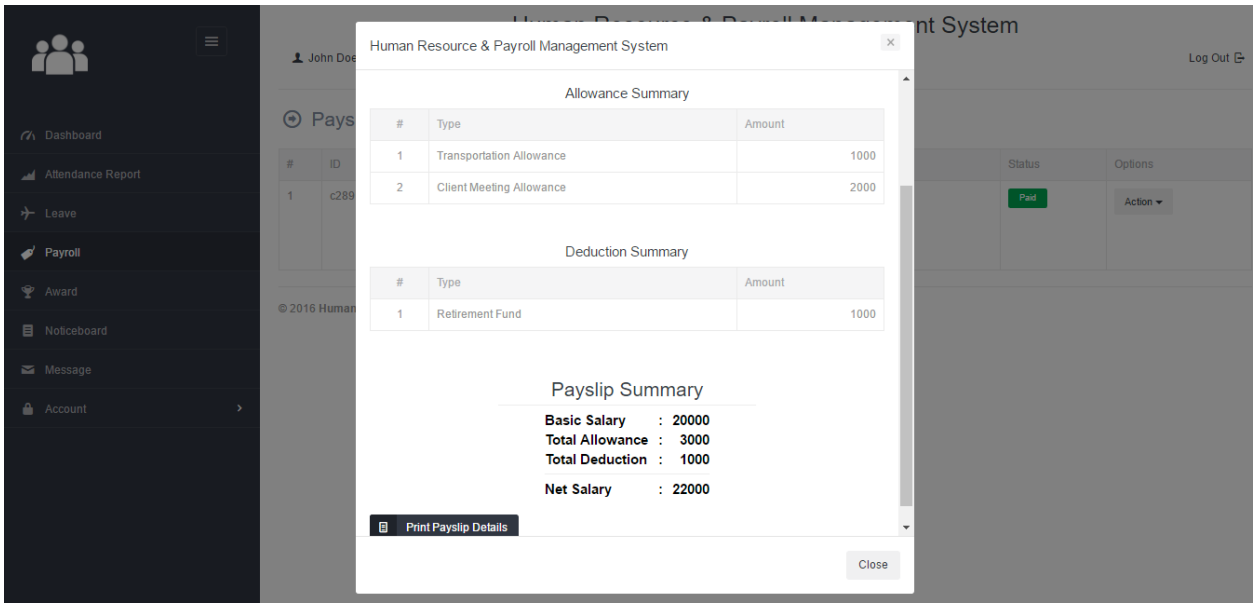
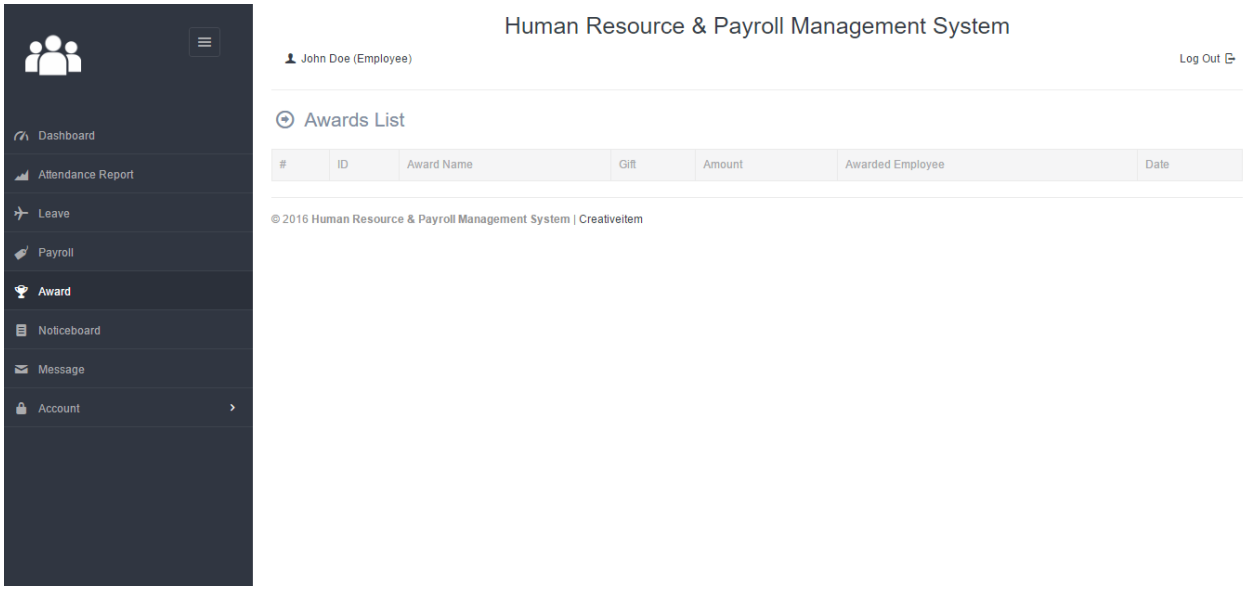


Receive Award

Awards, recognition and challenges are pertinent for the growth of any organization. Keeping that in mind, an award management portal is integrated into the system that can be availed by the employee.



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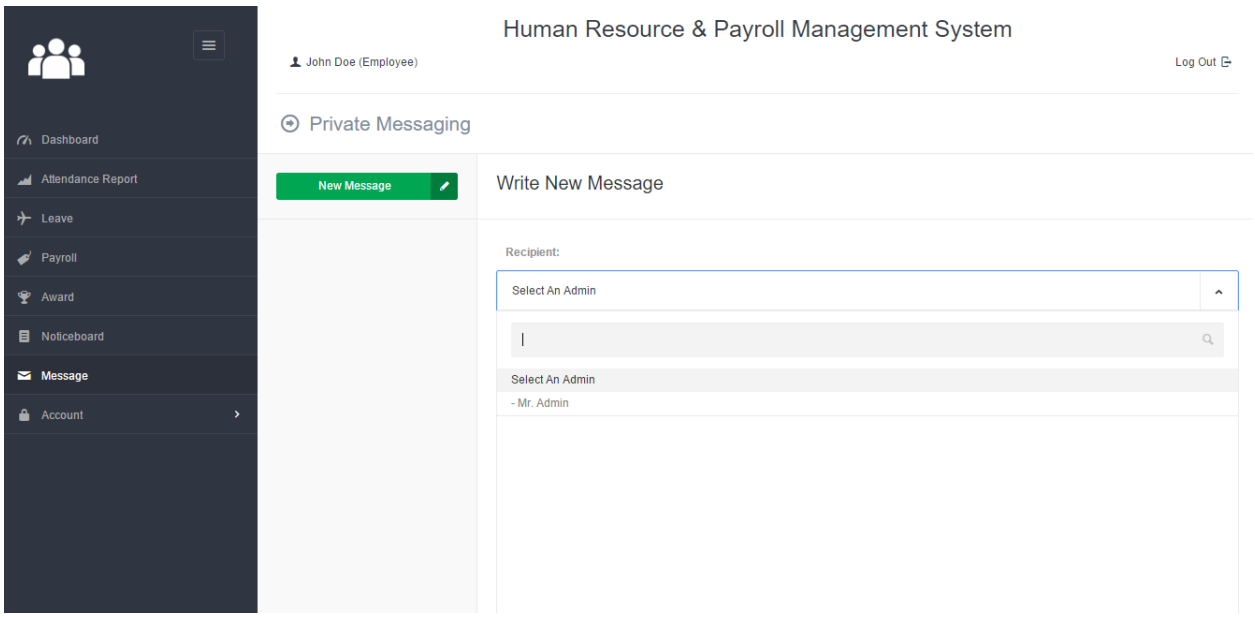

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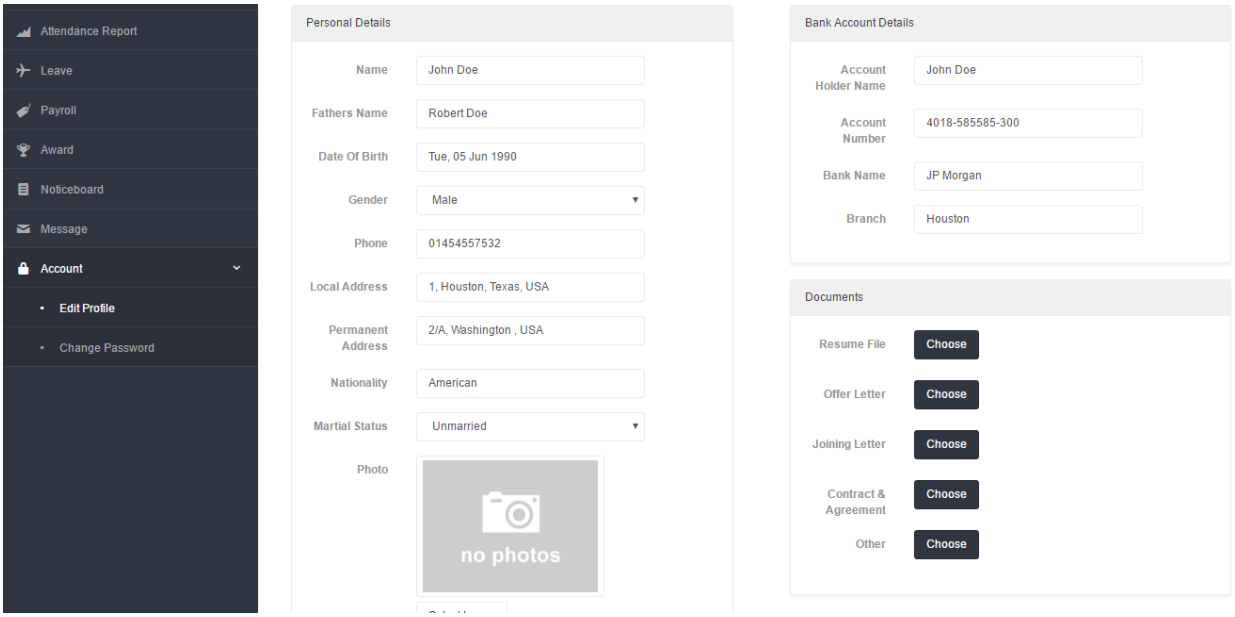

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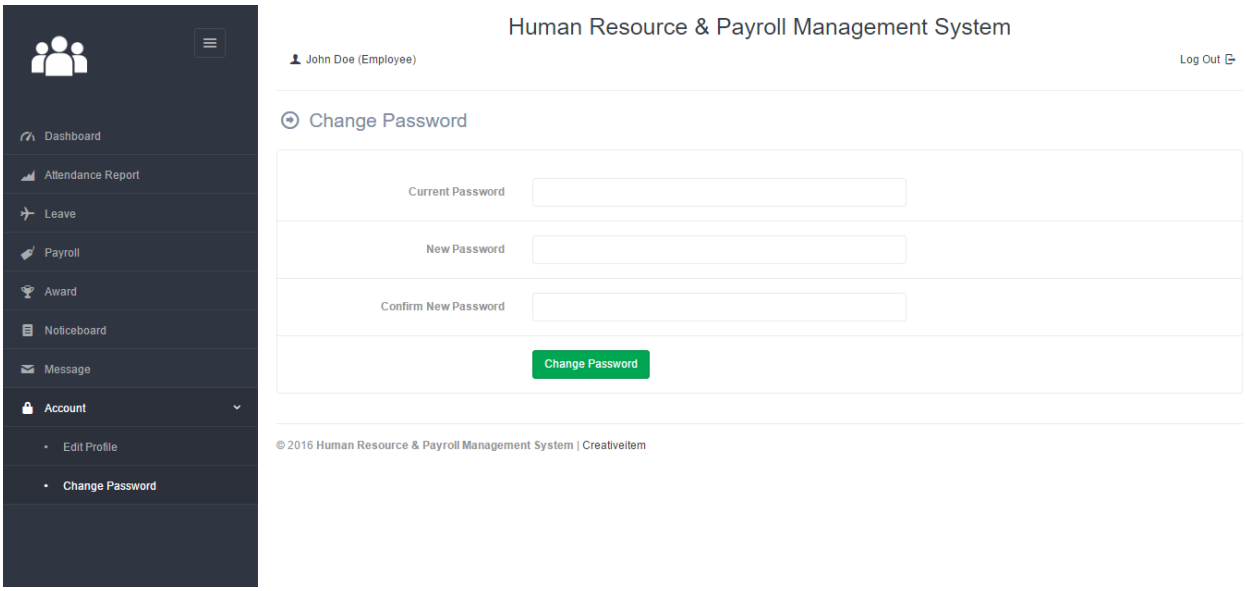

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