Deerwalk Resource Manager

User Guide

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Preface

Welcome to the Deerwalk Resource Manager (DRM) developed by Deerwalk Group. This comprehensive employee management system is designed to cater to three distinct user roles: HR personnel, Managers, and Employee staff. Whether you are an HR professional looking to efficiently manage and control the entire system or a beginner user seeking complete control over your tasks and records, DRM is tailored to meet your needs.

In this user manual, we aim to provide you with a detailed and comprehensive guide on how to effectively utilize the DRM application. This manual is specifically designed for beginner users who are new to the application and wish to navigate it with ease, as well as for HR personnel who require full access to the system, enabling them to manage all aspects of the application's settings and functionalities.

DRM empowers HR personnel to take charge of various employee-related tasks, from creating and managing employee accounts to updating roles, setting holidays, and much more. The application offers an array of features that ensure streamlined employee management, saving valuable time and effort.

For beginner users, DRM offers a user-friendly interface and intuitive navigation to help you quickly adapt to the system's functionalities. Whether you need to log daily work records, apply for leave, check your leave balance, or monitor holidays, DRM provides a seamless experience for all your needs.

As you delve into this user manual, you will discover step-by-step instructions, informative explanations, and illustrative figures to assist you in maximizing the benefits of DRM. From basic tasks to more complex operations, we have strived to make this manual a comprehensive resource, enabling you to harness the full potential of the DRM application.

We value your experience with DRM, and our primary goal is to empower you with the knowledge and tools to efficiently manage your employee-related activities. Should you encounter any questions or need further assistance, our dedicated support team is available to help you along your journey with DRM.

Thank you for choosing the Deerwalk Resource Manager (DRM). We are excited to embark on this journey together, providing you with a seamless and productive employee management experience.

Deerwalk Group 2023

Chapter 1: **DRM Overview**

What is DRM?

DRM (Deerwalk Resource Manager) developed by Deerwalk Group is an employee management system designed to cater to three distinct user roles: HR personnel, Managers, and Employee staff. The application provides various features to efficiently manage employee-related tasks and records. Some of its key features include:

- Time Tracking: Employee staff can log in to the system upon arriving at the office and before leaving. This allows the system to keep track of their work hours, which can be essential for attendance and payroll purposes.
- Leave Application: Employees can apply for leave through the DRM system. They can submit their leave request through the system itself.
- Leave Balance: Employees can check their remaining leave balance in the system. This feature helps them plan their time off and ensures they have a clear understanding of their available leave days.
- Employee History: The system maintains a history of each employee, including their personal information, job details, performance reviews, and any relevant notes or incidents.
- Holiday Management: HR personnel can update and manage the list of holidays in the system. This ensures that the system accurately reflects the company's holiday schedule.
- Access Restrictions: The system operates on the Deerwalk Network, meaning it may have access restrictions for remote access or can only be accessed within the company's internal network. This enhances security and privacy for the data within the application.
- Reporting and Analytics: DRM may offer various reporting and analytics features that HR personnel and managers can use to gain insights into employee performance, attendance patterns, and leave trends.
- User Roles and Permissions: The application likely implements different user roles with specific permissions. For example, HR personnel might have access to sensitive employee data, while managers may only have access to their respective team members' information.
- Notifications and Alerts: The system may provide notifications and alerts for pending leave requests, upcoming holidays, or important announcements.

Overall, DRM serves as a comprehensive employee management system that simplifies and streamlines various HR tasks, ensuring smooth operations within the organization.

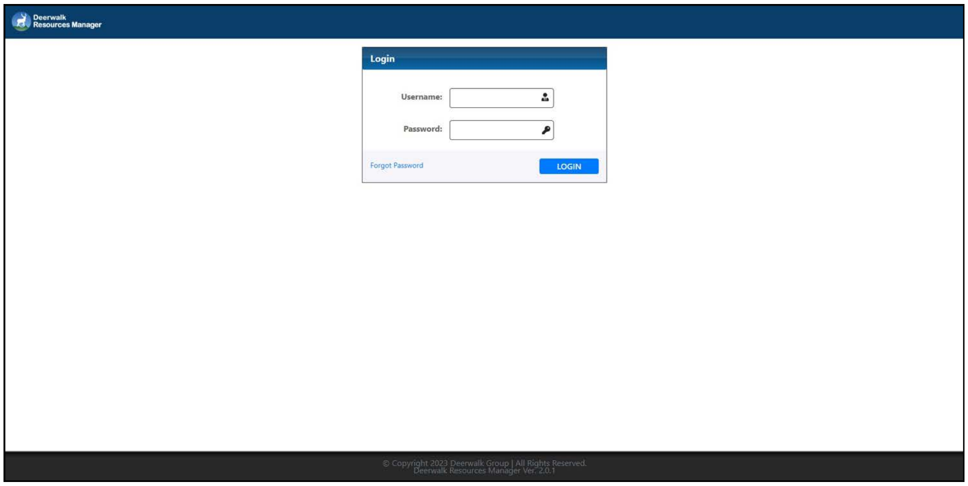

Figure 1.1: Landing Page of Deerwalk Resource Manager

User Roles and Responsibilities

In DRM, there are three distinct user roles with different levels of access and responsibilities discussed in Table 1.1 .

User Roles	Responsibilities
Employee	• Access to log their daily work records, including punching in and out time. • Ability to apply for leave, specifying the duration and reason. • Access to check the holiday schedule to plan their time off.
Manager	• All the features and access that employees have. • Additional responsibility of managing their team members' leave requests. • Can create leave on behalf of their subordinates in case of urgent leave situations. • May have access to view the leave history and records of their team members.

Table 1.1: Responsibilities division according to User Roles

User Roles	Responsibilities
HR Manager	• Access to all the features available to employees and managers. • Additional administrative privileges to configure various settings in the application. • Ability to update punching in and out times for employees if needed. • Can create employee accounts and manage user roles and permissions within the application. • Has the authority to update and manage the list of holidays in the system

Table 1.1: Responsibilities division according to User Roles (Continued)

Chapter 2: **Getting started with DRM**

Logging into DRM

Before logging into DRM (Deerwalk Resource Manager), users must create their accounts in advance using their official Gmail accounts. Only after completing this account creation process can users gain access to DRM.

1. Open your web browser and navigate to drm.deerwalkgroup.com
2. You will be directed to the DRM Login.
3. Log in using the credentials provided to you by the DRM system via email.
4. If you have the HR role, the system will automatically redirect you to HR.

Overall, DRM serves as a comprehensive employee management system that simplifies and streamlines various HR tasks, ensuring smooth operations within the organization.

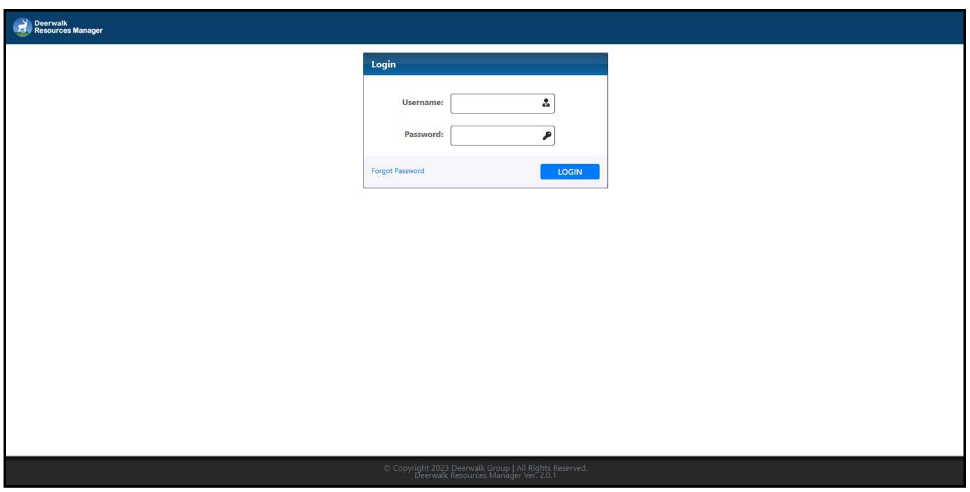

Figure 2.1: DRM Login Page

Exploring DRM Workspace

Punching In / Punching Out

The punch-in and punch-out[1] features in the DRM System enable precise attendance tracking for employees, including their punch-in and punch-out times, network details (such as IP Address) used during the process, and the total hours worked.

Punching In

1. Log in using the credentials provided by the DRM System. If you have HR privileges, you will be redirected to the HR Dashboard.
2. In the top right corner of the dashboard, click Punch-In button.

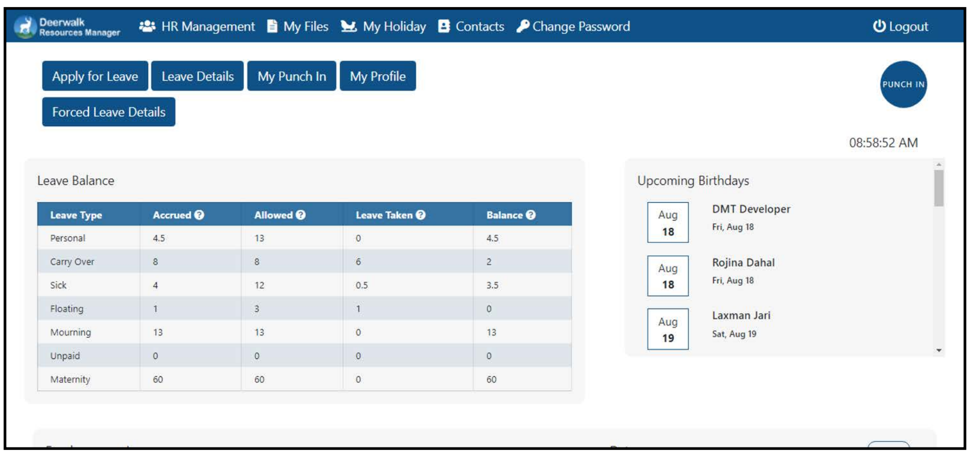

Figure 2.2: Punching In Button Dashboard

Note: If users are not present inside the college network, user are not authorized to punch in, and user will receive an "Invalid IP Address Detected" message.

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1. The "Punching In / Punching Out" feature is an essential tool for tracking employee attendance and ensuring accurate record-keeping. It aids in efficient management of work hours and compliance with company policies and labor regulations.

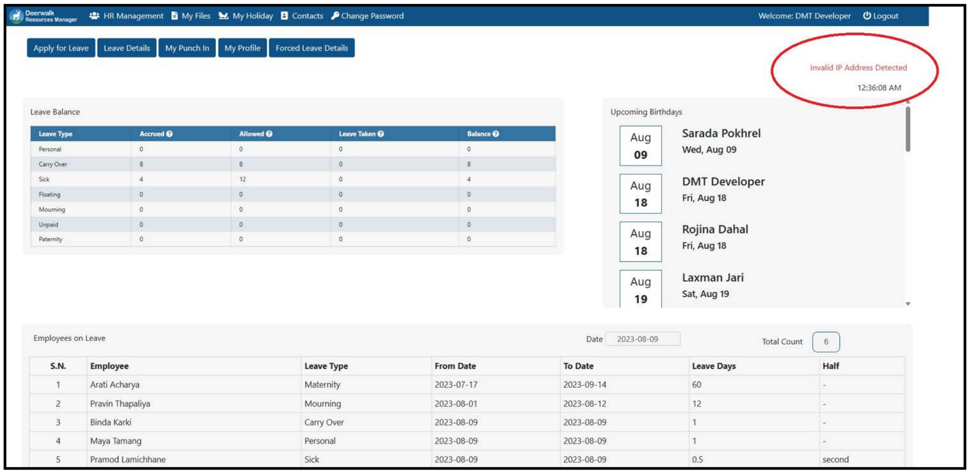

Figure 2.3: Punching In Error Message

Punching Out

The "Punching Out" feature offers users the capability to meticulously monitor the duration of their work hours after the culmination of their designated office hours or tasks. The failure to properly "punch out" could potentially lead to inaccuracies in the calculation of an employee's total working hours. It is imperative to effectively manage this feature to ensure the precise recording and management of employee working hours.

To follow the steps:

1. Log in using the credentials provided by the DRM System. If you are authenticated as HR, you will be redirected to the HR Dashboard.
2. If you have already punched in, the Punch-Out button will be displayed in the top right corner of the dashboard.
3. Click "Punch-Out" button. A confirmation box will appear. If you confirm, you will be punched out of the system.

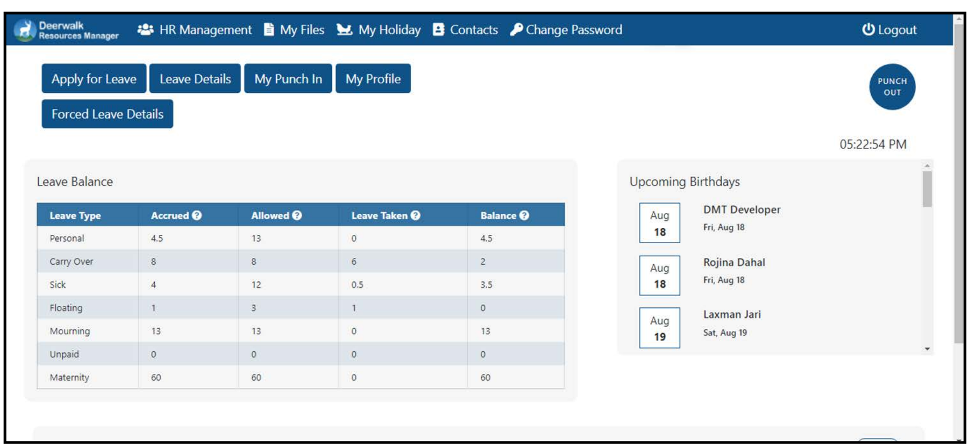

Figure 2.4: Punching Out Dashboard

HR Setting

The HR Settings navigation bar allows you to modify, update, and add system settings. It includes the following options:

- HR Management
- My Files
- My Holiday
- Contacts
- Change Password

Figure 2.5: HR Setting Navigation

Use the HR Settings navigation bar to access these features and perform necessary actions as required.

HR Tab Navigation

The HR Tab navigation provides the same options available to employees, enabling HR personnel to function as a personal employee. With this navigation, HR can perform the following actions:

- Apply for Personal Leave
- Check Personal Punch-In and Punch-Out Time
- View Holiday Schedule
- Access Forced Leave Details

These features allow HR personnel to seamlessly switch between their HR role and personal employee tasks within the system.

Figure 2.6: HR Navigation Tabs available in both HR and Employee Dashboard

Leave Balance

The Leave Balance section provides HR with a comprehensive report of available personal leave balances. This report includes the following types of leaves:

- Personal Leave
- Sick Leave
- Carry Over Leave
- Floating Leave
- Mourning Leave
- Unpaid Leave
- Paid Leave

HR personnel can access this section to efficiently manage and monitor the leave balances for employees across these categories.

Leave Balance

Leave Type	Accrued	Allowed	Leave Taken	Balance
Personal	0	0	0	0
Carry Over	8	8	0	8
Sick	4	12	0	4
Floating	0	0	0	0
Mourning	0	0	0	0
Unpaid	0	0	0	0
Paternity	0	0	0	0

Figure 2.7: Employee Leave Balance Records

Upcoming Birthdays

The Upcoming Birthday section facilitates the discovery of the latest birthday notifications of employees. This feature assists in keeping track of upcoming birthdays within the organization.

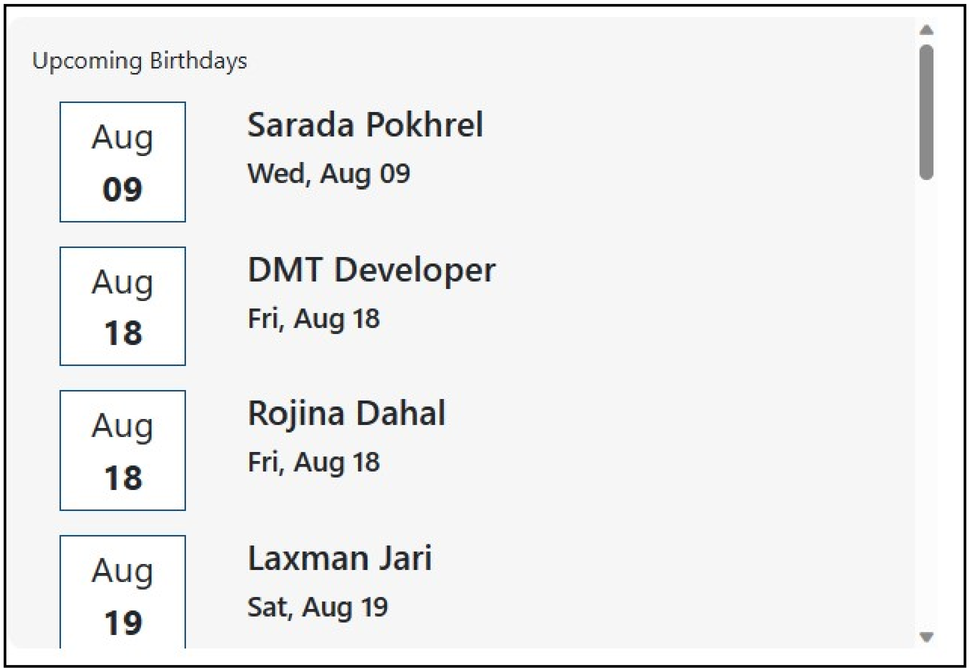

Figure 2.8: Upcoming Birthday Lists

Employees on Leave

The Employees on Leave section serves to inform all employees about the leave status of their colleagues who are currently on leave from the company. This feature allows everyone to be aware of who is on leave at any given time.

Employees on Leave Date 2023-08-09 Total Count 6

S.N.	Employee	Leave Type	From Date	To Date	Leave Days	Half
1	Arati Acharya	Maternity	2023-07-17	2023-09-14	60	-
2	Pravin Thapaliya	Mourning	2023-08-01	2023-08-12	12	-
3	Binda Karki	Carry Over	2023-08-09	2023-08-09	1	-
4	Maya Tamang	Personal	2023-08-09	2023-08-09	1	-
5	Pramod Lamichhane	Sick	2023-08-09	2023-08-09	0.5	second

Figure 2.9: Displaying the employees who are on leaves

Chapter 3: **Configuring Employee Profile**

Viewing Employee Details

The Employee Details section enables HR to access employee information with the ability to filter by unit or name. This feature allows HR to:

- Find employee details based on filters like unit or name.
- Check the punch-in details of employees for the current day.

In case an employee's punching is missed, HR can request the employee to provide a reason for the absence.
With this section, HR can efficiently manage and monitor employee attendance and information.

The following steps should be followed to view the employee details.

1. Click “HR Management” over the navigation bar.

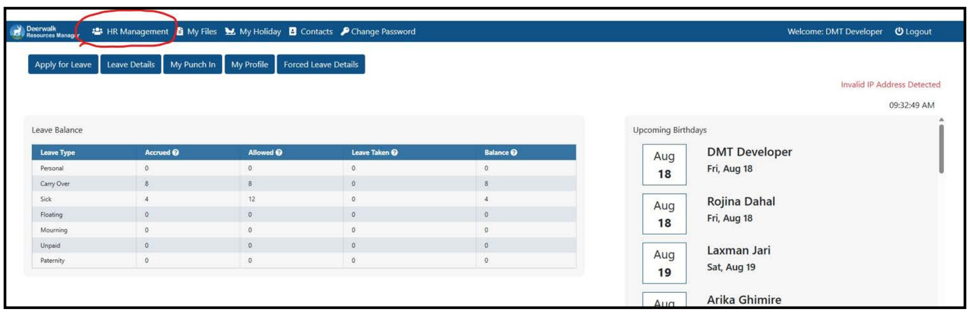

Figure 3.1: HR Management Navigation Menu

2. Click Employee Detail section under Employee Tab.

Adding an Employee

This functionality grants HR personnel the ability to input and manage employee particulars, as well as establish fresh employee accounts within the system. By utilizing this feature, HR can seamlessly integrate new employees into the organization's records and systems.

To add an employee:

1. From the dashboard, click “HR Management” button in the leftmost section of the navbar.
2. Click “Add Employee” under the employee category.

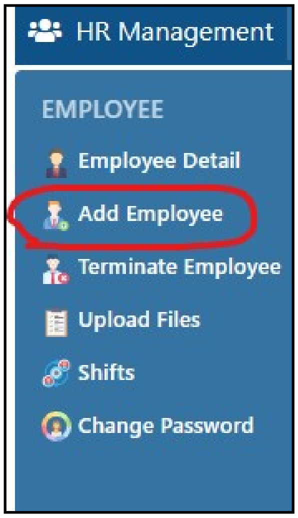

Figure 3.2: Add Employee

3. Fill in the employee's personal and emergency details according to the provided labels.

Note: Fields marked with an asterisk "*" are compulsory to be filled and admin must ensure that the Employee ID is unique.

4. Click "Add" button to create the employee.
5. If there are no errors, the employee will be successfully created. In case of any errors, the system will display error messages, and you can make adjustments accordingly.
6. After creating the employee, the employee's credentials will be sent to their email by the system.

Terminating an Employee

Terminating an employee involves the removal of their access to the system, thereby preventing any future logins. This process is typically executed after the employee departs from the company. While the terminated employee is restricted from accessing the system, HR retains the ability to view the employee's historical details.

To terminate an employee:

1. From the dashboard, click "HR Management" button provided in the leftmost section of the navbar (see "HR Management Navigation Menu"). This action will display the HR management sub-menu.
2. Click "Terminate Employee" under the Employee category.
3. You will be redirected to the Terminate Employee view page.

You will find two sections:

Section	Description
Terminate Employee	Use this section to initiate the termination process for an employee.
Terminated Employee List	Use this section to display the list of previously terminated employee.

Table 3.1: Employee Terminate Section

With these options, HR personnel can efficiently manage employee terminations and access the list of previously terminated employees.

Terminate Employee

The purpose of this section is to facilitate the termination of an employee's access to the system exclusively in situations where the said employee has officially departed from the company.

1. In the Terminate Employee view page, select the employee's name from the drop-down menu located in the Terminate Employee Section at the topmost section.
2. Click “Terminate” button.
3. A confirmation box will appear.
4. If you confirm the termination, the employee will be successfully terminated. If you choose to cancel, the termination process will be aborted.

Terminated Employee List

In instances where HR requires access to the details of terminated employees and a comprehensive list of such individuals, the ensuing steps outline the procedure for viewing this information:

1. The Terminated Employee List table displays all the details of terminated employees.
2. To search for terminated employee’s unit-wise, select a unit name from the drop-down menu provided in the Terminated Employee List section.
3. The terminated employee list table will be updated based on your selection.
4. To reset the table, click the “Reset” button

Uploading an Employee Files

HR has the capability to upload employee files on behalf of the employees. This feature is also available on the individual employee dashboard.

With this feature, HR personnel can efficiently manage and handle the file uploading process, ensuring seamless access to employee files within the system. Additionally, individual employees also have the option to upload their own files using the same functionality provided in their respective dashboards.

To upload Employee Files:

1. From the dashboard, click “HR Management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click “Upload Files” under the Employee category.
3. You will be redirected to the File Upload List view page.

Adding an Employee File

In scenarios where employees neglect to upload files, leave the uploading space vacant, or when HR needs to upload files on behalf of employees, the subsequent steps outline the process for uploading files:

1. From the dashboard, click “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click Upload Files
3. Click Add
4. Choose Employee Name and Select the Files to upload.
5. Choose File Category
6. Click Upload

Downloading an Employee File

In the system, files uploaded by employees occasionally require downloading. To initiate the file download process, follow the steps:

1. From the dashboard, click “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click Upload Files
3. In the File Upload list table, find the row with the file you would like to download and click on the blue-colored download button.
4. The file will be downloaded to your device automatically.

S.N	File Category	Employee	Uploaded By	Action
1	Pan Card	Laxman Jari	Laxman Jari	
2	Pan Card	Yukta Burma	Yukta Burma	
3	Pan Card	Sarak Dangol	Sarak Dangol	

Figure 3.3: File Downloading Option

Chapter 4: **Configuring Leaves**

Viewing an Employee Leaves

This section exclusively displays the leaves of employees that have been approved in advance. Only those leaves that have received prior approval will be visible in this section.

1. From the dashboard, click “HR Management” button located in the leftmost section of the navbar. See “HR Management Navigation Menu” on page 11.
2. Click “Leave Detail” under the Leave category.
3. You will be redirected to the Employee Leave Details List view page.

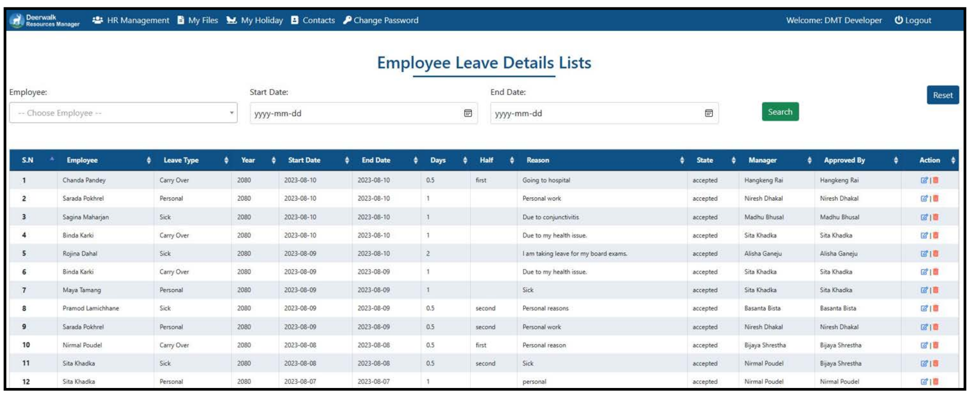

Figure 4.1: Employee Leave Details Page

Updating an Employee Leaves

This section b updates the employee’s leaves if it’s already been approved.

1. Goto Employee Leave Details List page
2. Search Employee Name
3. Goto Action Section
4. Click Edit
5. Update Sub-ordinate Leave.
6. Click Update

Deleting an Employee Leaves

If the leaves are approved mistakenly, or the leaves need to be deleted, this section helps to delete the employee leave.

1. Goto Employee Leave Details List page
2. Search Employee Name
3. Goto Action Section
4. Click Delete icon.

Approving an Employee Leaves

This section helps to approve the leaves which are being applied for. This section helps to approve even if you are not manager as HR can approve all leaves.

1. From the dashboard, click "HR management" button located in the leftmost section of the navbar. This will display the HR management sub-menu.
2. Click "Approve Leave" under the Leave category.
3. You will be redirected to the Leave Applications view page. This page displays all employees' leave requests that require action in the leave application table.

Viewing Leave Balance Report

This is used to view a balanced report of the employees which will be useful for getting the details of leave balance of employees.

1. From the dashboard, click "HR management" button located in the leftmost section of the navbar. This will display the HR management sub-menu.
2. Click "Leave Balance Report" under the Leave category.
3. You will be redirected to the Leave Balance Report view page. This page provides the leave balance report for all employees, including every leave type, from their joining date to the present date.

Exporting Leave balance Report

This is used to export the balance report in excel file. HR exports the files to share between finance and generate report.

1. From the dashboard, click “HR management” button located in the leftmost section of the navbar. This will display the HR management sub-menu.
2. Click “Leave Balance Report” under the Leave category.
3. Goto Leave Balance Report Page
4. Select Employee Name
5. Click Export

Calculating Carry Over Leave

The “Carry-Over Leave” action is required to be executed only once at the beginning of the year. This process involves calculating and updating the carry-over leaves of all employees.

Carry-Over Leave is a combination of unused personal leaves and sick leaves from the previous year, which are carried over for the present year. The maximum allowed carry-over leave days is 8. In cases where the sum of an employee's previous year's unused personal leave and sick leave exceeds 8 days, the carry-over leave will still be capped at 8 days for the current year. However, if the total unused days from the previous year do not exceed 8 days, then the exact number of unused days will be updated as the carry-over leave for the current year.

By performing this action, the system ensures fair and consistent carry-over leave calculations for all employees at the beginning of each year.

1. From the dashboard, click “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click “Calculate Carry-Over Leave” under the Leave category.
3. A confirmation box will appear. If confirmed, the carry-over leave days will be updated for every employee this year. If not confirmed, no action will be performed.
4. You will be redirected to the HR Dashboard, and you can view the changes in the Leave Balance section under the row of the leave type “Carry Over”.

Creating Subordinate Leave

Subordinate leave typically refers to the leaves taken by employees who are reporting to a particular supervisor or manager. It indicates the leaves of subordinates within a team or department, which are managed and monitored by their respective supervisors or managers. These leaves are often subject to approval by the higher authorities or HR department before they are granted.

1. From the dashboard, click on the “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click on “Create Subordinate Leave” under the Leave category.
3. You will be redirected to the Create Subordinate Leave view page.
4. Fill in the required information:
   - Choose the Employee name.
   - Select the Leave Type (ensure the leave type has already been created).

- Specify the Leave Time.
- Select the Start Date and End Date for the leave.
- Provide the Reason for the leave.

Note: The system will automatically calculate the leave days based on the selected start and end dates.

5. Click on the “Add” button to create the leave request.
6. If there are no errors, the leave request will be successfully created, and notifications will be sent to the HR, the employee, and the employee's manager via email.
7. In case of errors, the system will display error messages, and you can adjust accordingly before retrying.

Viewing an Employees Forced Leave

Forced leaves are those which are deducted from the system by default if the employee missed out on the system rules and guidance.

1. From the dashboard, click on the “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click on “Forced Leave” under the Leave category.
3. You will be redirected to the Employee Forced Leave view page.
4. HR personnel have the authority to delete the forced leave of employees if they have a valid reason for their action.

Chapter 5: **Punching In / Punching Out**

“Punching In / Punching Out” is a feature where employees log their attendance by recording their entry and exit times when they arrive at the office and leave for the day. This feature helps in keeping accurate track of employee attendance and ensures effective management of work hours. The recorded data assists in monitoring employee attendance, calculating working hours, and managing leaves and overtime effectively. By maintaining these records, employers can generate reports, identify attendance patterns, and ensure compliance with company policies and labor regulations.

Viewing an Employee Punch In/ Punch Out Details

All employee timing records are documented within the "Punch In / Punch Out" section. To access and review the Punch In and Punch Out details, kindly adhere to the following instructions:

1. From the dashboard, click “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click Date / Employee Specific under Punch In / Punch Out section.
3. Employee Punch In and Punch Out details will be displayed.

Editing No Punch In/ Punch Out Leave Reports

In situations where an employee fails to register a Punch In or Punch Out activity, resulting in unrecorded timings, HR possesses the capability to manually modify such instances. To edit the Punch In and Punch Out times or correct leave reports.

1. From the dashboard, click “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click No Punch In / No Leave Report under Punch In / Punch Out section.
3. Select Employee Name
4. Select Delete Icon

Note: By default, the No Punch In No Leave report displays the current day’s punch-in/ punch-out detail of all employees. As the No Punch In No Leave record for the day gets updated by the DRM System at the end of the day i.e. at 11:40 PM, the current day's No Punch In No Leave report would be empty till 11:40 PM.

Viewing Late Punch In and Missed Punch Out

At times, tracking individual employee timings can be challenging. To facilitate the viewing of records for employees who have missed punching out or arrived late, follow these instructions:

1. From the dashboard, click “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click “Late Punch In/Missed Punch Out” under the punch in / out category.
3. You will be redirected to the Late Punch In/Missed Punch Out view page.

Editing Forced Punch Out

In scenarios where employees lack access to punch out due to system limitations or official visits, HR can step in to perform a forced punch out and subsequently edit it as needed. To facilitate this process, follow these instructions.

1. From the dashboard, click “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click “Force Punch Out” under the Punch in/out category.
3. A confirmation box will appear on the screen.
4. If you click “OK” all employees who have previously punched in the system will be successfully punched out for the day.
5. If you click “Cancel” the process will be dropped, and no punch-out action will be performed.Punching In / Punching Out.

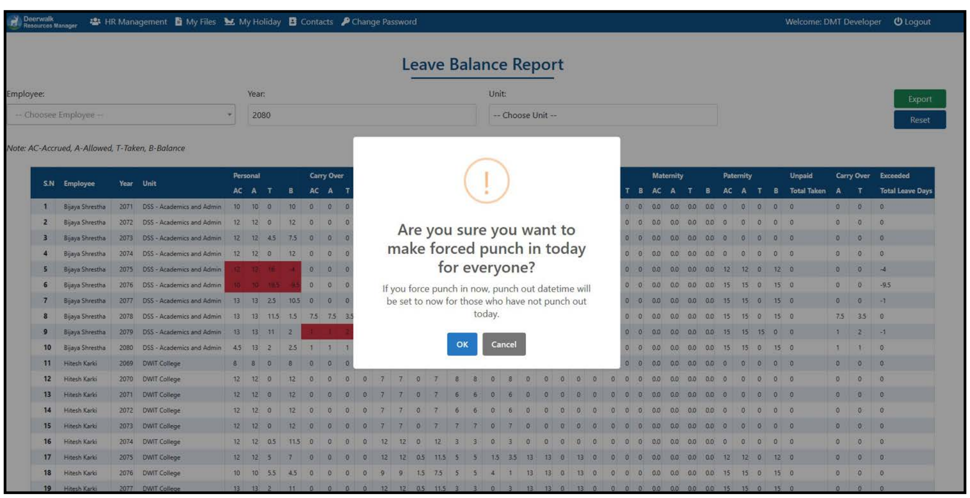

Figure 5.1: Force Punchout Dashboard

Chapter 6: **Configuring System Setting**

Adding an Employee Contacts

Employee emergency contacts and personal contacts are added over this section.

1. From the dashboard, click “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click Contact under Settings.
3. Click “Add”.

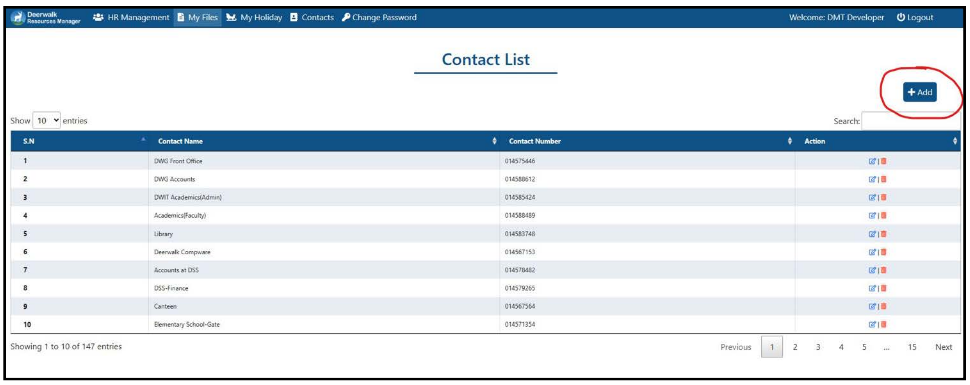

Figure 6.1: Adding Contact List

4. Fill up the details and click add.

Editing an Employee Contacts

If any mistakes are done or found in the contact, it can be edited through this section.

1. From the dashboard, click “HR Management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click Contact under Settings.
3. Select Name.
4. Goto Action Section and click Edit Icon.

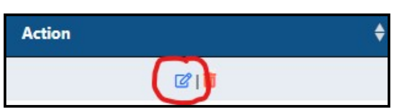

Figure 6.2: Icon for Editing Contacts

5. A form will appear, update the contact, and click Update.

Creating an Employee Designations

Employees do have various designations in the company. To add new, designations are created from these sections.

1. From the dashboard, click on the “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click on “Designation” under the Settings category.
3. You will be redirected to the Designation List view page. Click on the “Add” button on the Designation List view page.
4. You will be redirected to the Create Designation view page.
5. Enter the job title and job description.
6. Click “Add” button to create the designation.
7. A successful notification will be displayed if there are no errors. If any errors occur, the system will display error messages, and you can make adjustments accordingly before retrying.

Creating an Organization

Within a unified system, an organization can possess various distinct units under its umbrella. This system functionality facilitates the creation of multiple organizational entities within a singular system framework. The procedural steps to achieve this are as follows:

1. From the dashboard, click “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click “Organization” under the SETTINGS category.
3. You will be redirected to the Organization List view page. Click on the “Add” button on the Organization List view page.
4. You will be redirected to the Create Organization view page.
5. Enter the organization name and code.

Note: The organization's name and code must be unique.

6. Click “Add” button to create the organization.
7. A successful notification will be displayed if there are no errors. If any errors occur, the system will display an error message, and you can make adjustments accordingly.

Creating an Organization Unit

In the context of the system, distinct organizations maintain separate units, each adhering to unique timetables and rules. To create a new unit within a specific organization, the following steps are employed:

1. From the dashboard, click “HR management” button located in the leftmost section of the navbar. This action will display the HR management sub-menu.
2. Click “Unit” under the Settings category.
3. You will be redirected to the Unit List view page. Click “Add” button on the Unit List view page.
4. You will be redirected to the Create Unit view page.
5. Enter the unit’s name and select the organization.
6. Click “Add” button to create the unit.
7. A successful notification will be displayed if there are no errors. If any errors occur, the system will display an error message, and you can adjust accordingly.

Creating Yearly Leave

Within the system's framework, an automated process facilitates the computation and administration of employees' leave entitlements in alignment with the predefined dates established by the HR department. To incorporate leaves into the system, the following technical steps are undertaken:

1. Click “HR management” button provided on the leftmost section in the navbar on the dashboard. This action will display the HR management sub-menu.
2. Click “Yearly Leave Details” under the Settings category.
3. You will be redirected to the Yearly Leave List view page. Click “Add” button on the Yearly Leave List view page.
4. You will be redirected to the Create Yearly Leave view page.
5. Choose the unit’s name from the provided options (ensure the unit has already been created).
6. Select the leave type from the available options (ensure the leave type has already been created).
7. Enter the leave days for the chosen leave type and unit for the specific year (must be in B.S. format, e.g., 2079).
8. Select the status for the yearly leave details.
9. Enter the year for which the leave details are being created.
10. If yearly leave days are allocated to all units, then the leave days allocated for a particular leave type will be applied to every unit.

Creating Service Type

The system employs a categorization system for employees based on their employment status and tenure, resulting in distinct service types such as contract period, probation period, and permanent employment. The creation of these service types within the system involves the following technical steps:

1. Click “HR Management” button provided on the leftmost section in the navbar on the dashboard. This action will display the HR management sub-menu.
2. Click “Service Type” under the Settings category.
3. You will be redirected to the Service Type List view page.
4. Click “Add” button on the Service Type List view page.
5. You will be redirected to the Create Service Type view page.
6. Enter the service type name and check the required start/end date status.

7. Click “Add” button to create the service type.

Creating Manager List

The Manager List serves the purpose of facilitating access to the manager role within the system. To incorporate this list, follow the outlined steps below:

1. Click “HR management” button provided on the leftmost section in the navbar on the dashboard. This action will display the HR management sub-menu.
2. Click “Manager Setting” under the Settings category.
3. You will be redirected to the Manager List view page.
4. Click “Add” button on the Manager List view page.
5. You will be redirected to the Create Manager view page.
6. Select the employee’s name from the available options (ensure the manager's name is unique).
7. Choose the manager's activeness status.
8. Click “Add” button to create the manager.

Creating Department List

To segregate employees belonging to distinct departments within an organization, the implementation involves the creation of separate departments for the purpose of maintaining individual units. The procedure for achieving this is as follows:

1. Click “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears.
2. Click “Department” under the Settings category.
3. You will be redirected to the Department List view page.
4. Click “Add” button on the Department List view page.
5. You will get redirected to the Create Department view page.
6. Enter department name and select unit.
7. Click “Add”.

Creating Holiday List

The system involves a manual configuration process orchestrated by the HR department; wherein diverse holidays are established for the entire year. This data is subsequently ingested by the system, thereby maintaining, and enforcing the designated holidays throughout the year for employee adherence. The technical implementation of this procedure encompasses the following steps:

1. Click “HR management” button provided on the leftmost section in the navbar in the dashboard. The HR management sub-menu appears.

2. Click “Holiday” under the Settings category.
3. You will be redirected to the Holiday List view page.
4. Click “Add” button on the Holiday List view page.
5. You will get redirected to the Create Holiday view page.
6. Choose the unit, enter the holiday name, and the date, and choose the female-only status.
7. Click “Add”.

Managing Mail Settings

The system offers the capability to streamline and manage email communication across employees, facilitating efficient dissemination of information even when a single setting is modified. This functionality is administered by the HR department through the system. The process for managing email settings is outlined below:

1. Click “HR management” button provided on the leftmost section in the navbar on the dashboard. This action will display the HR management sub-menu.
2. Click “Mail Setting” under the Settings category.
3. You will be redirected to the Mail Setting view page.
4. To enable email notifications for a specific event, check “send mail” box next to the event name.
5. If you do not wish to receive email notifications for that event, uncheck the box.

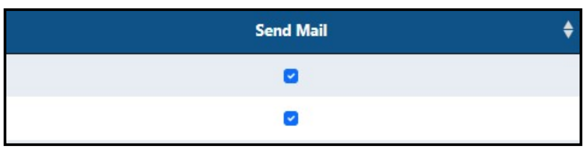

Figure 6.3: Mail Setting Check Box

Managing Time Settings

The system accommodates diverse timing configurations for individual employees, allowing for the adjustment of punch-in and punch-out timings as required. The HR manager holds the capability to effect such changes seamlessly. The technical procedure for changing these timing settings is detailed below:

1. Click “HR management” button provided on the leftmost section in the navbar on the dashboard. This action will display the HR management sub-menu.
2. Click “Time Setting” under the Settings category.
3. You will be redirected to the Time Setting view page.
4. On this page, you can modify the maximum punch-in time and minimum punch-out time settings based on regular or half-leave basis.

Glossary

Add
The action to add a new contact.

Compliance
Ensuring adherence to company policies and labor regulations.

Contact
The section where employee contact details are managed.

Dashboard
The main screen of the application that provides an overview of important information and quick access to various features.

Department List
A list of distinct departments within an organization.

Designation
The job title or position of an employee.

Download Employee File
The process of downloading files uploaded by employees.

Employee Contacts
Information about employee emergency contacts and personal contacts.

Employee Details
The section that allows HR to access employee information with the ability to filter by unit or name.

Employee Name
The name of an individual employee.

File Category
The category to which an uploaded file belongs (e.g., personal details, emergency contacts).

Force Punch Out
A feature that allows HR administrators to manually record an employee's exit time, usually used in cases where the employee couldn't punch out due to system limitations or official visits.

HR Management
The section of the application that allows administrators to manage employee-related tasks, including attendance, leave, and employee records.

Late Punch In
Occurs when an employee registers their entry time after the designated start time.

Mail Settings
Settings for managing email communication across employees.

Manager List
A list of managers within the system.

Missed Punch Out
Occurs when an employee fails to record their exit time at the end of the day.

No Leave Report
A record indicating that an employee did not take any leaves on a specific day.

Organization
A distinct entity within the system, containing various units.

Punch In / Punch Out
The feature where employees log their attendance by recording their entry and exit times when they arrive at the office and leave for the day.

Punch-In Details
The record of an employee's entry time for the current day.

Service Type
Categorization of employees based on their employment status and tenure (e.g., contract period, probation period, permanent employment).

Terminated Employee
An employee who has been removed from the system.

Terminate Employee
A section used to initiate the termination process for an employee.

Terminated Employee List
A section displaying a list of previously terminated employees.

Terminating an Employee
The process of removing an employee's access to the system after they depart from the company.

Time Settings
Configurations for adjusting punch-in and punch-out timings for individual employees.

Unit
A specific division within an organization, each adhering to unique timetables and rules.

Upload Employee Files
The capability of HR to upload employee files on behalf of the employees.

Yearly Leave
The automated process for computing and administering employees' leave entitlements based on predefined dates.

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