

● FINAL HRM SYSTEM - COMPLETE DOCUMENTATION

(Admin + HR + Employee + All Additional Modules)

1. System Purpose

HRM ka main purpose hai:

“Human Resource ka pure workflow automate karna — hiring se le kar attendance, payroll, policies aur resignation tak sab kuch digital & automated.”

System me 3 roles honge:

1. Admin → Full access
2. HR → Limited management access
3. Employee → Self-service access (only own data & actions)

2. Roles & Permissions

Feature	Admin	HR	Employee
Recruitment / Interviews	✓	✓	✗
Create/Edit/Delete Employees	✓	✗	✗
Attendance Management	✓	✓	Partial (own only)
Leave Approvals	✓	✓	✗
Payroll Generation	✓	Partial	View only
Events / Holidays	✓	✓	View only
Document Center	✓	Partial	View + Sign
Shift & Department Management	✓	✗	✗
Resignation Management	✓	✓	Own only
Policy Management	✓	Partial	View only
Notifications	Receive all	Receive HR-related	Own only

3. EMPLOYEE SIDE - FULL FLOW

3.1 Job Application → Interview → Approval

Flow:

1. Employee job apply form fill karta hai (name, email, contact).
2. HR/Admin ke dashboard par application visible hota hai.
3. HR interview schedule karta hai → Auto email candidate ko jata hai.

4. Interview ke baad HR:

- Remarks add karta hai
- Approve / Reject choose karta hai

Automation:

- Reject → Auto rejection email
 - Approve → Auto approval email + Joining Form link
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3.2 Joining Form → Profile Creation

Employee Joining Form fill karta hai:

- Personal details
- Bank info
- Education
- Experience
- Emergency contacts

Form submit hone ke baad:

HR Actions:

- Department assign
- Shift timings assign
- Salary define
- System auto creates username + password

- Email auto-send containing login details + login link

Offer Letter Automation:

- System auto-generate karta hai employee offer letter
 - Employee login karega to offer letter visible
 - Employee hand-drawn digital sign karega
 - Phir usko download kar sakta hai
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3.3 Employee Daily Features

Attendance

- Clock-in / Clock-out
- **System auto detects:**
 - Late
 - Half-day
 - Absent
- Late hua to message/reason add kar sakta hai
- Agar employee waqt par aya tha but check-in late press kiya:
 - System input deta hai “Actual Time Insert Karein”
 - HR approve karega

Leaves

- Leave apply (annual / casual / sick)
- Remaining leaves visible
- Applied leaves history
- Leave status tracking

Payroll

- Salary history
- Payslip view + download

Notifications

- Policy update
- Announcements
- Events
- Meeting reminders

Profile

- Basic info edit (name, phone, picture)
- Full job details only view

Events & Policies

- Company events, holidays, birthdays
 - Update notifications
 - Full policy documents visible
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4. ADMIN SIDE - FULL SYSTEM CONTROL

4.1 Admin Capabilities

Admin ke pass complete access hota hai:

- Users create/edit/delete
- Attendance manage
- Leaves approve/reject
- Payroll generate
- Events & holidays create
- Departments & shifts manage
- Salary increments
- Download employee documents
- Policies create/update
- Notifications monitor

- Audit logs check
 - Reports export
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5. HR SIDE — CONTROLLED MANAGEMENT

HR can:

- Interviews schedule
- Approve/Reject applications
- Onboard employees
- Attendance corrections
- Leaves approval/rejection
- View documents
- Manage events
- Issue warnings or notes
- Handle resignation workflow

HR cannot:

- Delete users
 - Edit salary structure deeply
 - Change system policies
 - Edit admin accounts
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6. FULL MODULE LIST WITH USE & FLOW

6.1 Recruitment & ATS Module

Use: End-to-end hiring process automation.

Flow:

Apply → HR Review → Interview → Remarks → Approved/Rejected → Joining Form → Account Creation → Offer Letter → Employee Login

6.2 Employee Onboarding Module

Use: Smooth transition from candidate → employee.

Flow:

Joining Form → HR completes details → Credentials auto-send → Employee signs offer letter → Access granted.

6.3 Attendance Management Module

Use: Daily attendance system (clock-in, clock-out, auto status).

Flow:

Employee clock-in → System checks shift → Late/half-day auto detect → Reason add → HR/Admin manage → Monthly reports.

6.4 Leave Management Module

Use: Transparent & policy-based leave handling.

Flow:

Employee applies → HR/Admin reviews → Approve/Reject with comment → Employee sees status → Deduction applied in payroll.

6.5 Payroll Management Module

Manual Payroll → HR manually enters values (leave count, late, etc.)

Auto Payroll → System calculates using attendance & rules

Output: Payslip (PDF) + salary history.

6.6 Department & Shift Management

Use: Company structure & timings control.

Flow:

Create department → Assign HOD → Create shifts → Assign employees → Attendance auto-calculated accordingly.

6.7 Company Calendar (Holidays + Events + Birthdays)

Use: Single shared calendar for entire company.

Events include:

- Holidays
- Company meetings
- Celebrations
- Birthdays

HR/Admin create → All employees notified instantly.

6.8 Employee Recognition Module (Badges / Points / Employee of Month)

Use: Employee motivation.

Features:

- Performance badges
 - Monthly awards
 - Points system
 - Dashboard display
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6.9 Resignation & Offboarding Module

Use: Controlled exit process.

Flow:

Employee resigns → HR review → Admin approve → Exit checklist → Final settlement → Access revoked.

6.10 Shift Change Request Module

Use: Employee shift change request.

Flow:

Employee request → HR verify → Admin approve → Shift updated.

6.11 Policy Version Control System

Use: Policy update management.

Flow:

HR updates → New version created → Employees notified → Mandatory acceptance → Logs stored (timestamp/IP/device)

6.12 Compliance & Audit Reports

Use: Legal + security compliance.

Tracks:

- Offer letter signatures
 - Policy acceptance
 - User activity logs
 - Login device/IP
 - Admin changes
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6.13 Document Center + E-Sign

Use: All company documents in one place.

Includes:

- Policies
 - Offer letters
 - Joining letters
 - Contracts
 - Digital signatures with tracking
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6.14 Custom Reports Builder

Use: HR/Admin apne custom reports create kar sakte hain.

Exports:

- Attendance
 - Leaves
 - Payroll
 - User data
 - Events
 - Compliance logs
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7. System Flow Summary (One Line)

Apply → Interview → Approve → Onboard → Login → Attendance → Leave → Payroll → Events → Recognition → Resignation → Offboarding

TECH STACK

(Why each technology is used for THIS HRM System)

1. Frontend Technologies (HTML, CSS, JavaScript, Bootstrap)

HTML (Structure)

HTML ko use kiya gaya kyunki:

- Ye web interface ki **base structure** provide karta hai
- Har browser me naturally support hota hai
- Lightweight aur fast loading pages create hoti hain
- HRM jaise dashboard-oriented system ke liye SEO ya SPA complexity ki zaroorat nahi hoti →
HTML static + dynamic content ko perfectly handle karta hai

Conclusion: HTML is used because it delivers a clean, stable, universally supported structure.

CSS (Styling)

CSS choose kiya kyunki:

- Custom UI/UX design banana hota hai
- HRM system me forms, tables, dashboards, reports hotay hain → CSS se smooth layout banana easy hota hai
- Consistency & maintainability high hoti hai

Conclusion: CSS allows flexible, branded, responsive & professional UI design.

JavaScript (Functionality / Dynamic Behavior)

JavaScript use kiya kyunki:

- HRM me **real-time updates**, modals, forms, validations bohot hotay hain
- Dynamic features (clock-in timer, attendance updates, notifications) JS se efficiently handle hotay hain
- DOM manipulation, API calling, alerts, confirmations directly JS se manage hotay hain

Conclusion: JS ensures fast, interactive and responsive user actions without server reload.

Bootstrap (Responsive Layout + Ready UI Components)

Bootstrap choose kiya kyunki:

- HRM system ko **cross-device compatible** banane ke liye responsive layout zaroori hai
- Buttons, forms, grids, tables, modals efficient ban jate hain
- Development speed ×2 ho jati hai
- Consistent enterprise UI out of the box milta hai

Conclusion: Bootstrap ensures well-structured, responsive, and professional UI with minimum CSS workload.

FontAwesome / Bootstrap Icons (Iconography)

Icons use kiye gaye kyunki:

- Dashboard, menu, buttons me icons necessary hote hain
- Icons system ko easy-to-use aur visually clear banate hain
- Lightweight, scalable, and modern icon packs hain

Conclusion: Icons improve usability, readability, and visual navigation of HRM.

SweetAlert2 (User Alerts & Dialogs)

SweetAlerts use kiya kyunki:

- Default browser alerts outdated aur ugly hote hain
- Stylish confirmation dialogs (Approve/Reject, Delete, Submit) zaroori hain
- Error/success messages visually appealing ban jate hain
- HRM system me continuous feedback required hota hai

Conclusion: SweetAlert ensures modern & user-friendly alert messaging.

DataTables (Sorting, Search, Pagination of Records)

DataTables use kiya gaya kyunki:

- Attendance, Payroll, Leaves, Users — sab heavy tables hote hain
- Sorting, searching, pagination perfect built-in milta hai
- Multi-column filtering + fast performance

Conclusion: DataTables improves usability & speed of all table-based modules.

2. Backend Technology (Core PHP)

Why Core PHP?

Core PHP use kiya gaya kyunki:

- HRM system ke liye **fast, stable, low-overhead backend** required hota hai
- PHP directly server-side processing ke liye optimized hai
- Session handling, authentication, form processing, PDF generation → PHP me smooth & reliable hota hai
- Existing hosting & deployment php-friendly hota hai → zero compatibility issues
- PHP ka ecosystem (PHPMailer, DOMPDF, Ratchet, PHPSpreadsheet) bohot mature aur stable hai
- Core PHP se **modular, clean, maintainable** architecture implement hoti hai
- Payroll, attendance logic jese **calculation-heavy processes** PHP easily handle karta hai

Conclusion: Core PHP ensures performance, stability, rapid development, and easy deployment for HRM systems.

3. Database Technology (MySQL)

Why MySQL?

- HRM system ke liye attendance, payroll, logs, policies — **relational structure** perfect hota hai
- MySQL transactional consistency ensure karta hai (critical for salary & attendance)
- Fast indexing & optimized queries allow thousands of records without lag
- PHP ke sath MySQL ka integration native aur stable hai
- Backup, export, replication — sab easily manage hota hai

Conclusion: MySQL provides reliability, ACID compliance, fast queries, and perfect compatibility for HRM workloads.

4. Real-Time Technology (Ratchet WebSockets)

Why Ratchet?

- HRM me **real-time notifications** important hain (leave approval, late entry, events)
- Ratchet PHP WebSocket server backend ke sath perfectly sync hota hai
- Lightweight, fast, and PHP-integrated solution hai
- Additional language use karne ki zaroorat nahi hoti

Conclusion: Ratchet WebSockets enable instant communication within the same PHP backend ecosystem.

5. Notifications (Browser Push Notifications)

Why Browser Notifications?

- HRM system me users ko immediate updates dene hote hain
- Browser push notifications mobile-app-like experience dete hain
- Login required nahi hota — background me notify ho jata hai

Conclusion: Browser notifications provide real-time alerts without needing a mobile app.

6. Emails (PHPMailer)

Why PHPMailer?

- Interview scheduling, approvals, rejections → auto email system required
- PHPMailer secure SMTP support deta hai
- HTML emails, attachments, templates easily integrate hotay hain

Conclusion: PHPMailer provides enterprise-grade email automation.

7. PDF Generation (DOMPDF)

Why DOMPDF?

- Offer letters, payslips, policies → PDF format me generate karna hota hai
- DOMPDF HTML ko perfect PDF me convert karta hai
- Signatures, logos, layouts easily support hotay hain

Conclusion: DOMPDF simplifies PDF generation without external services.

8. Excel / CSV Export (PHPSpreadsheet)

Why PHPSpreadsheet?

- HRM me attendance, payroll, leaves — sab exportable hone chahiye
- Native Excel formats supported
- Fast and reliable

Conclusion: PHPSpreadsheet provides professional reporting & export functions.

Final Tech Stack Justification Summary

Layer	Technology	Why Used
Frontend	HTML	Stable structure
	CSS	UI styling
	JS	Dynamic behavior
	Bootstrap	Responsive layouts
	SweetAlert2	Beautiful alerts

Layer	Technology	Why Used
	DataTables	Advanced tables
	FontAwesome	Clean icons
Backend	Core PHP	Fast, stable, easy deployment
Database	MySQL	Reliable relational DB
Real-Time	Ratchet WebSockets	Instant notifications
Email	PHPMailer	Secure auto emails
PDF	DOMPDF	PDF generation
Excel	PHPSpreadsheet	Report exports
Notifications	Web Push	Real-time browser alerts