

HRM Portal - Multi-Module Human Resource Management Platform

Detailed Feature & Flow Documentation

1. System Overview

The HRM Portal is a complete Human Resource Management system designed for organizations to manage:

- Employee onboarding & profiles
- Attendance & break tracking
- Leave management
- Payroll calculation & payslip generation
- Department & shift management
- Announcements
- Real-time notifications & analytics dashboard

The system operates using Role-Based Access Control (RBAC).

User Roles & Permissions

Role	Access Level
Admin	Full system control
Employee (User)	Self-service access

2. Platform Onboarding Flow

Step	Actor	Action
Joining Form Assigned	Admin	Admin sends onboarding form to new employee.
Joining Form Submission	Employee	Employee fills profile, education, experience & submits.
Admin Review & Completion	Admin	Admin assigns salary, department, shift & creates password.
First Login	Employee	Employee logs in with email & password.

3. Roles & Access

Feature / Capability	Employee	Admin
Edit basic profile info	✓	✓
View full profile	✓	✓
Check-in / Check-out attendance	✓	✓
Add check-in remark (late)	✓	—
Apply/view leave history	✓	—
Approve/Reject leaves	—	✓
View payroll history	✓	✓
Generate payroll	—	✓
Manage departments & shifts	—	✓
Create announcements	—	✓
Receive notifications	✓	✓

4. Authentication & Security

- Email + password login
- Secure password encryption
- Session timeout protection
- Role-based access control

5. Employee (User) Portal

Module	Capabilities (Employee Users)
Profile Management	Edit name, profile picture, basic details; view full personal & job info
Attendance	Check-in/Check-out; automatic working hours tracker
Attendance History	Filter with date range; status indicators

Check-in Remark	Add check-in comment; Admin receives real-time notification
Leave Management	Apply leave, attach docs, view leave history
Payroll	View payslips month-wise
Announcements	View organization announcements
Dashboard	Today status, attendance %, leave usage, department users
Self Analytics Graphs	Attendance trend, salary trend, leave trend, work hour trend

Employee Dashboard Widgets

Widget	Description
Today's Attendance Status	Check-in, check-out, working hours
Monthly Attendance Graph	Present / Absent / Late / Half-day
Leave Usage Analytics	Leave trends with graph
Salary Trend Graph	Month-wise salary
Work Hours Analysis	Trend on worked hours

6. Attendance Management

Employees can mark attendance with a single tap: Check-in → timer starts → Check-out → hours calculated automatically.

Admin Attendance Features

Feature	Description
Real-time attendance view	Shows who checked in or checked out
Search & Filters	Filter by name, department, status, date
Edit Attendance	Modify check-in/out for corrections
Auto Attendance	Bulk attendance marking for specific users
Monthly Calendar View	Shows present, late, absent, half-day
Export Reports	CSV / PDF / Excel

7. Leave Management

Employee Features	Admin Features
Apply leave + documents	Approve/reject leave with comment
View leave status/history	Filter by user/date/type
Edit pending leave	View complete leave history

8. Payroll Management

Admin can generate payroll:

- Automatically (system calculates based on attendance rules)
- Manually (admin inputs all values)

Payslips are printable & downloadable.

Mode	Description
Automatic Payroll	Based on Late / Leaves / Half-Day deductions
Manual Payroll	Admin enters deduction & earning fields

9. Department & Shift Management

Department	Shift
Create departments, assign manager/head	Create shift with start/end time
Department statistics & users view	Grace time & half-day rules
View department employees	System auto detects late/half-day from shift

10. Announcement System

Admins can publish or schedule announcements.

Users get announcements in dashboard timeline view with unread badge indicators.

11. Notifications System (Real-time)

Triggered By	Notification Sent To
Employee check-in with remark	Admin
Leave request submitted	Admin

Leave approved/rejected	Employee
New announcement published	All users

12. Progressive Web App (PWA Support)

- Runs like native app on desktop
- Add to home screen
- Offline support via caching
- Push notifications
- Faster app-like performance