



**Incrementer Technology Solutions Pvt Ltd**

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## Drishna-Infotech Employee Data Management System

### Modules:

1. Add / Edit / Delete Employee
2. Attendance Management
3. Performance Management
4. Leave Updates
5. Notice Board

### Type of Users:

- Super Admin
- Users

### Departments:

- Admin
- Operations (TL / Agent)
- Accounts
- Audits
- Quality Analyst
- Human Resource
- IT

### Designations:

- Team Leader
- Asst. Team Leader
- Manager
- Asstt. Manager
- Agents
- Supervisor

### Login Page

- Login For users will be with ID and Pass without showing the departments.
- Department will be shown after the User is logged in.
- If password is forgotten user can reset it using email otp or it can be reset by Admin / Super Admin.



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### **Add Employee by Admin/Super Admin fields:**

An Admin or Super Admin can add new employees in the team, with the following information.

- Name ( Character Only) (Mandatory Field)
- Phone No ( Phone No format) ( Mandatory Field)
- Email ( Email format) ( Mandatory Field)
- Department ( Drop Down) ( Mandatory Field)
- Designation (Text ) ( Mandatory Field)
- Date Of Birth (Calendar) ( Mandatory Field)

### **Attachments :**

Attach Pic (Mandatory)	Attach PAN	Attach Adhar Card	Attach Resume	Attach Other Doc
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### **Employee Management Part:**

- All Employees
- Employee Profile
- Edit Employees
- Active Employee
- Released Employee
- Excel Download for all employees ( For Super Admin Only)



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## Attendance Management:

Attendance to be updated by Admin or Super Admin on Daily Basis for every employee.

There are following attendance type:

<b>P = Present</b>	<b>AB = Absent</b>	<b>Off = Off Day</b>	<b>LV = Leave</b>	<b>HD = Half Day</b>
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### Sections IN Attendance Management

- Add Attendance
- Edit Attendance
- Attendance Reporting

## Performance Management:

Monthly performance of every employee will be added by admin in text / number format, the data will be shown in monthly basis to every employee.

Sections in Performance Management.

- Add Performance
- Past Performance Of Employees

## General View for All Departments :

- Past Performance (Showing Monthly Performance)
- Current Performance
- Attendance (To be updated on daily basis)
- Leave Balance
- Application for Leave
- Warning Letters Issued
- PIP ( Performance Improvement Plan)
- Time + Calendar
- Dynamic Marque



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➤ Notice Board

### Leave Updates

1. Every Employee will get 1 leave per month
2. A user can apply for leave through email or dashboard section at least a day before leave.
3. If leave of an employee is not used by a month it will be added to next month.

### **Sections in Leave Updates for Admin**

Check Leave of Employees

Leave Balance of employees

### Warning Letter

An Admin or Super Admin can send warning letters to any employee by sending pdf letters with following format.

- Select Employee
- Add Title
- Add PDF

The corresponding Employee will get this information in his warning section with sent information, date and time.

### **Sections in Warnings**

- Add Warnings
- All Warnings



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## Notice Board

There is a function of notice board to be added, where admin can add / delete / notices from admin panel and all the employee will be able to see that.

The notice will be consist of 2 sections, Title and description. Which can be deleted by admin once he wants to remove.