Leave Management System

Features Required:

System Flow:

User Registration Process:

- Resource will Signup in system by entering his Name, Email & Password.
- Email will be verified at signup by sending OTP on user email and when User enter that OTP the Signup process will complete.
- After Signup User only has option to fill his details as Following
    - Full Name
    - Email
    - Password
    - Permanent Address
    - Contact No
    - Emergency Contact No
    - photo (Optional)
    - gender
    - Date of Birth
    - nationality
    - blood group (Optional)
    - religion
    - marital Status
    - Any Disability
    - Last Education
    - Has Experience?

Dependent Details

- Name
- DOB
- gender
- blood group (Optional)
- relation

Bank Details

- Bank Name
- Account No
- IBAN

Document Details

- Document Name
- Document Type
- Document Number
- Document Issue Date
- Document Expiry Date
- Document File 1
- Document File 2 (Optional)

Working Experience Details

- Company Name
- Designation
- Experience Duration
- Last Drawn Salary
- Experience Letter Doc (Optional)
- Salary Certificate Doc (Optional)

- Until user did not fill all details user only has option to view the percentage of his filled Profile and has option to view/ Edit / Fill his Profile.

- By default, all users that signup in system are inactive until admin verify them.
- When User Fill all Details, an Email will be generated to Admin which stated that a new user is registered. An email will also be sent to user that his application is under review.
- Now Admin will login into his account and land on admin dashboard, there he has option to review new user details and mark them reject or Approve with Comments. After approving new user admin also has option to assign new role to a user like (manager / Admin) by default role is user.
- Once admin approve a user he will be added as a resource in company and will display in list of users ready for deployment.

Client Registration Process:

- Clients will be registered by admins. On Admin Dashboard Admin has Option to register new clients
- Following Details will be entered at the time of client Registration
  - Client Name
  - Contact no
  - Email
  - Address
  - Tax No
  - GST No

  Bank Details
  - Bank Name
  - Account No
  - IBAN

  Department Details
  - Plant
  - Department
  - Section

  Designations
  - Designation

  Leave Policy
  - Leave Type
  - Days Allowed

  Overtime Policy
  - Rate for Weekdays
  - Rate for Weekend
  - Rate for holiday
  - Max hours allowed per day

  Attendance Policy
  - Working days
  - Start Time
  - End Time
  - Duration
  - Late Allowed
  - Break Duration

- Once Client is Registered Admin can deploy their resources in them

Resource Deployment Process:

- For deployment a resource in any client following details are required
  - Client Name
  - Resource Name (or List of Resources)
  - Department
  - Designation
  - Attendance Policy
  - Leave Policy
  - Overtime Policy
  - Start Date
  - Basic Salary

  Allowance Details
  - Allowance For
  - Amount

  Deduction Details
  - Deduction For
  - Amount

- After This Detail filled Separate Emails will be generated to Resource and Company regarding deployment Details

Resource Leave Application Process:

- After a resource is deployed in any company, he has several options available in his dashboard one of which is Leave Application
- For applying for leave Resource have to fill & Submit a Leave Application through which will be send to his manager in client company and after his approval or rejection will be send to HR Company
- The application contains Following Fields
  - Leave Type
  - Purpose of Leave
  - Start Date
  - End Date
  - Total Days

- When Leave Application is approved/ Reject by Resource manger then an Email notification will be sent to Resource & HR Company to inform about Leave Status.
- If Leave is Approved then this Leave will be Deducted from Resource Allowed Leave Quota