**HR DEPARTMENT**

**Masters**

**Designation**

**1.**

New

**2.**

**Qualification**

New Qualification

**3.**

**Section**

New

**HRA Masters**

Leave Policy Master

Shift Master

Checklist Master

Asset Master

MedicalTest Master

Asset Issued

Asset Master

New

New

**Recruitment**

**A.**

**Manpower Requisition**

New

For Approval

Review

Approve

Ask for Revision

Log

**B.**

**Interview Process**

New Registration

Schedule Interview

Interview Allocation

HR Round (candidates management)

**(**

Interview form

Final Round

Primary Round

Awaiting

Interview form

View

**D.**

**Awaiting Decision**

(From final round)

View - Submit

**E.** (if’ status’: Selected)

**Offer Letter**

New Offer Letter

**F.**

**Joining Report**

New

**Employee Form**

**2.**

**Employee Data**

Employee Approval

Employee List

View

Add Salary Annexure

Edit

**B.**

**Appointment Letter**

New Appointment Letter

**4.**

**Medical Checkup**

Physician Master

Medical Checkup Due

Medical Checkup Log

Upload Report

New Medical Checkup

Proceed

New Physician

Physician for Approval

Physician List

**Attendance**

Bulk Upload

Attendance

Individual Attendance

**Payroll & Salary**

Payroll & Statement

Payroll Approval Attendance

**Shift Management**

Shift Master Approval Attendance

Shift Change Request Attendance

Schedule

Shift Allocation

New Shift Master Approval Attendance

**A.**

**Training Need iden – new training needs**

Training Announcement

Training Evaluation

Retraining for approval

T.Q

T.E

Fail pass

Retraining training

Individual Training record

Awaiting

Retraining Log

**B.**

**On Job Training**

Awaiting Training for certificate

Certificate Log

Certificate for approval

**Induction Training**

**C.**

**D.**

**Individual Training Record**

**User Management**

User Right

Password change Request

Assign

Request for Approval

**Daily Task**

Tasks Report

Assign Task

Todays Assigned Task Management

View

**Achievement**

Log

New

**Letter &Notice**

New

Log

**Government Agencies**

New Agency

**Labour Management**

Salary calculation

Salary Report

Attendance

New Labour

Labour List

**Resignation & Releaving**

New

Experience Letter

Exit Interview

Employee Clearance

Resignation Acceptance

Resignation

New Experience Letter

New Experience Letter

**Leave Management**

Leave card (generated from master)

Leave approval

Change Handover

Alternate person

Leave Log

Leave application

Hold

View

Reject

Approve

Leave from