



# Bigdbiz Solutions

## HR MANAGEMENT SYSTEM

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# Features



- Attendance Tracking.
- Track information about your employees easily.
- Automate compensation and benefits management to eliminate human errors and greatly reduce processing times.
- Task Management/Tracking.
- Simplify employee management and focus on workforce.
- Report and analyze your company's employee statistics.

# Features



- Hassle free HRM paperwork.
- Hence save time and money by centralizing your employee data.
- Files and Document Management.
- Employee Self service.
- Pay Roll/Pay Slips.

# Modules Overview

# Personnel Information Management (PIM)



- Administrator can upload the information of Employees.
- Admin can use employee records to manage and update employee contact information.
- Manage employee job information by defining pay grade, salary and other information.
- Admin can also use PIM to keep timely track of past work experience, educational details, skills and other criteria.
- View and search employee details when needed.
- Generate customized employee reports.

# Leave/Time off Management



- Handle employee requests for leave and vacation seamlessly.
- Define leave types (casual/sick/maternity/hourly type).
- Allow employees to apply for leave online.
- Supervisors may approve or reject leave online.
- Send out automatic E-mail (optional) notifications of employees and supervisors on leave.

# Attendance Management



- Track Employees attendance.
- Generate Charts for attendance for precise view.
- Clear and concise attendance tracking for HR administrators and managers.

# Employee Self Service



- The module allows employees to update personal information independently, subject to user and security parameters.
- The module includes a vacation management module and online leave application.
- The system provides supervisors with the ability to approve or reject vacation and leave requests online.
- An employee can view a leave summary to keep track of their leave and vacation history.



# Pay Roll



- Comprehensive Salary Formula to help automate your computations.
- Automatic Salary Slip generation.
- Single click payroll generation.

# Documents Management



- Admin can upload any document/files and download when they need it.

# Task Tracking System



- Admin can assign task to their employees and track the status of the task.
- Admin can upload files/documents for the related task assigned.
- Lock feature for completed tasks.
- Full Comment/Chat history of admin and employee for a particular task.

# Dashboard



- Quick launch panel.
- Pending leave requests.
- Pending Task. Etc.,

# Modules

# Modules



<b>DASHBOARD</b>	<b>Task Status, Assign Holidays, Pending Leave Request, Employee Login and Pay slip Details, Attendance Chart.</b>
<b>MASTER</b>	<b>Add New Employee/Clients/Projects Details, HRM Voucher, Send Message, Assign Task, View Task's Status, Upload Documents, Add Holidays list.</b>
<b>PAY ROLL</b>	<b>Salary Slip Generator, View Salary Details of All Employee, Current Salary Status.</b>
<b>REPORTS</b>	<b>View Employee Details/Leave Reports, Admin Messages, Task Status/History and Rank Details, Admin Update Task Status, Client Details and Appointments, HRM Voucher Details.</b>
<b>CONFIGURATION</b>	<b>Maintain Company Profile/Logo/Themes, Manage User Role For Admin.</b>

# Roles



Roles

Administrator

Employee

User Name

Enter your Email Id

Password

Enter your Password

Remember me:

Log In

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# Screen Shots



# Employee Master



Search By :

Person ID	Name	Address	Email_Id	Pssword	Phno_No	Contractperiod	Edit	Delete
1	employee1	no,56,address1	emp1	employee1	9541236541			
2	employee	no ,join	admin	employee2	5214785412	-		
3	employee3	no if	admin	employee3	8523697415	-		
4	employee4	no,97	admin	employee4	2314569745	-		
5	employee5	no,hit	admin	employee5	8521479632	-		
6	Admin	dasd	admin	Admin	7412589635	-		
7	jothi	fsdfs	jothi@gmail.com	jothi	4561237895	-		
8	employee101	kk nagar	E101	E101	8523697410	-		

1 2 3

- Create/Edit/Delete employee details.
- View the list of employees.

Person id

Date of Birth:

Mobile No

Designation

Annual salary

Email

Person Code

Date of Joining:

Branches

Job Type

P.F.NO

Password

Person Name

Address

Service

Salary

E.S.I.NO

Documents Submitted

# HRM Voucher



Voucher ID:

6

Date:

11/21/2015

Description:

Food Allowance For Night Shift Peoples

Amount:

6500

Submit

- Create/Edit/Delete HRM Vouchers.

- Export the voucher list into excel format.

	A	B	C	D
1	Voucher_Id	Date	Description	Amount
2	1	10/27/2015	Taxi for night shift peoples	5000
3	3	10/13/2015	Medical Allowance	50000
4	5	11-10-2015	Travel Allowance	800
5	6	11/21/2015	Food Allowance For Night Shift Peoples	6500

Search By :

Search By  Enter Amount  From Date  Select from date TO Date  Select to date

Search  Reset  Add

Voucher_id	date	description	amount	Edit	Delete
1	10/27/2015	Taxi for night shift peoples	5000		
3	10/13/2015	Medical Allowance	50000		
5	11/10/2015	Travel Allowance	800		
6	11/21/2015	Food Allowance For Night Shift Peoples	6500		

Export To Excel

# Client Master



## Client Master

Client Name:

Karthik

Contact Number:

9894495613

User Name:

karthik

Password:

\*\*\*\*\*

Submit

Search By :

Search By

Search

Reset

Add

Search By :

Search By

Search

Reset

Add

Project_Id	Project Name	Project Type	Employee_Name
1	Bank	Project	
2	Bank	Project	
4	Textile	Project	

- Create/Edit/Delete Client Details.
- View client project details.

Client Name	Contact Number	ViewProject	Edit	Delete
Surya	9894495611	<a href="#">View</a>		
Sankar	9894495612	<a href="#">View</a>		

# Task Master



## Task Assignment

Person

employee3

start Date

11/23/2015

End Date

11/26/2015

Task

Electronics

Reference

Choose File Dell.jpg

Task Priority

Critical

Comments

Submit

- Admin can assign task.
- Create/Edit and view the status of task

## Task Master

Select

Search

Person

All

Reset

ADD

## All Task's

Task Start date	Person Name	Task-Title	Status	Task End date	Edit	View Status
11/23/2015	employee1	adnewfiedilastupdateddate	Open	12/01/2015		<a href="#">View Status</a>
11/23/2015	employee1	newlastupdateddadedandtested	Open	11/30/2015		<a href="#">View Status</a>
11/21/2015	employee3	Telecom Company	Open	11/21/2015		<a href="#">View Status</a>
11/20/2015	employee1	Textile Shop	Open	11/23/2015		<a href="#">View Status</a>
11/20/2015	employee1	Mathi <a href="#">Hotel</a>	Open	11/24/2015		<a href="#">View Status</a>
11/20/2015	Ganesh	Banking project	Open	-Select Date-		<a href="#">View Status</a>
10/30/2015	employee1	taskfortestingjiothi	Open	10/31/2015		<a href="#">View Status</a>

# Task Status



## Today Task

Person

## Handled Task

Person Name	Date	Task end date	Person Status	Comments	Task	Priority	Reviewer Status	Reviewer Status
employee1	11/23/2015	12/01/2015	Inprogress	criticalupdate11	adnewfiedlastupdateddate	Critical	AdminStatus	Comments History
employee1	11/23/2015	11/30/2015	Inprogress	going to update1	newlastupdatedadddedandtested	Critical	AdminStatus	Comments History
employee3	11/21/2015	11/21/2015	Inprogress	BPO Process	Telecom Company	Regular	AdminStatus	Comments History

## UnHandled Task

Date	Task	Person Name	Task end date	Priority	Reviewer Status
11/20/2015	Mathi <a href="#">Hotel</a>	employee1	11/24/2015	Regular	AdminStatus
11/20/2015	Banking project	Ganesh	-Select Date-	Regular	AdminStatus
10/30/2015	taskfortestingiothi	employee1	10/31/2015	Critical	AdminStatus
10/28/2015		Archana	11/10/2015	Regular	AdminStatus
10/28/2015	Testing	Archana	11/10/2015	Regular	AdminStatus
10/28/2015	test	employee3	11/01/2015	Critical	AdminStatus

## Task Schedule Date expire Still Incomplete

Task start date	Person Name	Task	Status	Comments	Task end date	Priority	Reviewer Status
10/16/2015	Archana	Devi polymers order follow up	Reopen	sn: check and update the ordering position bigdbiz tttttestnh	11/23/2015	Critical	AdminStatus
10/16/2015	Archana	Devi follow up	Reopen	sn: check and update the ordering position testing	11/23/2015	Critical	AdminStatus
11/20/2015	employee1	Textile Shop	Open		11/23/2015	Regular	AdminStatus
11/21/2015	employee3	Telecom Company	Open	BPO Process	11/21/2015	Regular	AdminStatus
10/28/2015	Archana		Open		11/10/2015	Regular	AdminStatus

## Completed Task

Person Name	Date	Task end date	Person Status	Comments	Task	Priority	Reviewer Status
employee1	11/21/2015	11/26/2015	Completed	do fast	ATM	Regular	Comments History
employee1	11/20/2015	-Select Date-	Completed	completed	regularatask	Regular	Comments History
employee1	11/17/2015	11/19/2015	Inprogress	critical update2	task1testing	Critical	Comments History
employee1	10/28/2015	11/02/2015	Completed	admin check and completed	testingtask1	Critical	Comments History
employee1	10/28/2015	10/31/2015	Inprogress	taskupdate1	tasktesting3	Critical	Comments History

- View status and history of the task.
- There are four types of task Handled, UnHandled, Task Schedule Date Expire InComplete, Completed Task.
- Admin can update the status.

## Task Overview Details

Person Name	Date	Person Status	Comments	Task	Task Percentage	Attached Document	Rank
Admin	10/28/2015	Open	taskcreated	testingtask1		~/Files/2BirdsKissing.jpg	0
employee1	10/28/2015	Inprogress	taskupdate1	testingtask1	20	~/Files/220031.jpg	1
employee1	10/28/2015	Inprogress	taskupdate2 same date	testingtask1	30		0
employee1	10/28/2015	Completed	taskupdate3 same date completed	testingtask1	100	~/Files/126258-pink-tropical-flower.jpg	0
Admin	10/28/2015	Completed	admin check and completed	testingtask1		~/Files/2BirdsKissing.jpg	6

Close

# Documents



- Admin can upload the documents.

## Documents

UPLOAD

### My Documents

Date:

23/11/2015

File Name

Login Details

Description:

Design Login Page

Choose File My Login Details.xlsx

Submit

# Employee Leave Request

## Leave Form

Person Name:

employee3

Applied Date:

24/11/2015

From Date:

25/11/2015

To Date:

26/11/2015

No of Days:

2

Leave Type:

Others

Reason:

Brother Marriage

Leave Status

Request

Submit

Refresh

- Employee can apply leave request.
- View leave details and monthly leave reports.

Nov

2015

Search

Reset

No. of Leaves

Employee Name	Total Days	No. of Days Attended	Absent Days	Leave Days	Holidays
employee3	31	3	22	1	5

## Leave Grid

Person	From Date	To Date	Reason	Status	Leave Type	Applied Date
employee3	10/29/2015	10/30/2015	flu	DisApproved	Sick	10/28/2015
employee3	10/31/2015	10/31/2015	brother marriage	Approved	others	10/28/2015
employee3	11/25/2015	11/26/2015		Approved	others	11/21/2015

# Employee Leave Status



## Leave Form

Person Name:

employee3

Applied Date:

21/11/2015

From Date:

25/11/2015

To Date:

26/11/2015

No of Days:

No.of Days

Leave Type:

Casual

Reason:

Enter Reason

Leave Status

Approved

Update

- Admin can approve/disapprove the employee leave request.
- View employee leave details and working time durations report.

From Date  To Date  EmployeeID  --select Employee--   LeaveDays

	EmployeeId	Employename	LoginTime	LogoutTime	TimeDurations	Empcode	Overtime
65	3	employee3	11/24/2015 11:09:45 AM	11/24/2015 11:47:00 AM	00:37:46	emp3	00:00:00
66	5	employee4	11/24/2015 11:09:59 AM	11/24/2015 12:34:00 PM	01:24:23	emp4	00:00:00
67	6	employee5	11/24/2015 11:10:09 AM	11/24/2015 12:34:00 PM	01:24:36	emp5	00:00:00

1 2 3 4 5 6 7 8 9

Leave Grid

Person	From Date	To Date	Reason	Status	Leave Type	Applied Date	Status
employee3	10/29/2015	10/30/2015	flu	DisApproved	Sick	10/28/2015	Status
employee3	10/31/2015	10/31/2015	brother marriage	Approved	others	10/28/2015	Status
employee1	10/30/2015	10/31/2015	fever	Approved	Sick	10/28/2015	Status
employee1	10/30/2015	10/30/2015	fever	Request	Casual	10/28/2015	Status
employee1	11/7/2015	11/7/2015	testing	Request	others	10/29/2015	Status
employee1	11/28/2015	11/28/2015	casualtest	Approved	Casual	10/29/2015	Status
employee1	12/1/2015	12/2/2015	function	DisApproved	others	10/29/2015	Status
employee3	11/25/2015	11/26/2015		Request	others	11/21/2015	Status
employee1	11/1/2015	11/1/2015	fevers	DisApproved	others	10/28/2015	Status
employee1	11/3/2015	11/4/2015	fsf	Request	others	10/29/2015	Status

1 2



# Pay Roll



- Generate Pay Slip for employees according to their working day's.
- View salary details of employee.
- Print salary slip.

## Salary Details

Salary for Month <input type="text" value="November-2015"/>	Employeecode <input type="text" value="emp3"/>	Grosssalary <input type="text" value="5000"/>
Salary Payable <input type="text" value="5000"/>	Basic Salary <input type="text" value="2500"/>	HRA <input type="text" value="1250"/>
ProfessionsTax <input type="text" value="85"/>	YPF <input type="text" value="500"/>	Salary Advance <input type="text" value="0"/>
Bank Loan <input type="text" value="0"/>	E.S.I.C <input type="text" value="190.475"/>	LTA <input type="text" value="0"/>
Car Lease Amount <input type="text" value="0"/>	Special Allowances <input type="text" value="0"/>	Total Deductions <input type="text" value="1445.65"/>
M.R <input type="text" value="135"/>	Management Amount <input type="text" value="0"/>	Conveyance <input type="text" value="125"/>
NetPay <input type="text" value="3554.825"/>	BonusAmount <input type="text" value="0"/>	P.F <input type="text" value="300"/>

[SAVE](#)

## Salary slip

Annual CTC : 60000

slip for month : 23/11/2015  
 FKTN0 : 7  
 EmployeeName : employee3  
 DaysPaid : 31

Designation : 26  
 DOJ : 08/09/2015  
 P.F.NO : 4  
 E.S.I.NO : 9

BASIC : 2500  
 HRA : 1250  
 SPECIAL ALLOWANCE : 0  
 CONVEYANCE ALLOWANCE : 125  
 LTA : 0  
 MANAGEMENT ALLOWANCE : 0  
 Gross Salary RS : 5000

PROVIDENT AMOUNT : 300  
 ESIC : 190.475  
 PROFESSIONAL TAX : 85  
 Admin Message : 0  
 BANK LOAN : 0  
 SALARY ADV : 0  
 TOTAL DEDUCTIONS RS : 1445.65

Bonus : 0

NETPAY : 3554.825

Overtimesalary(0 \* NaN) : 0

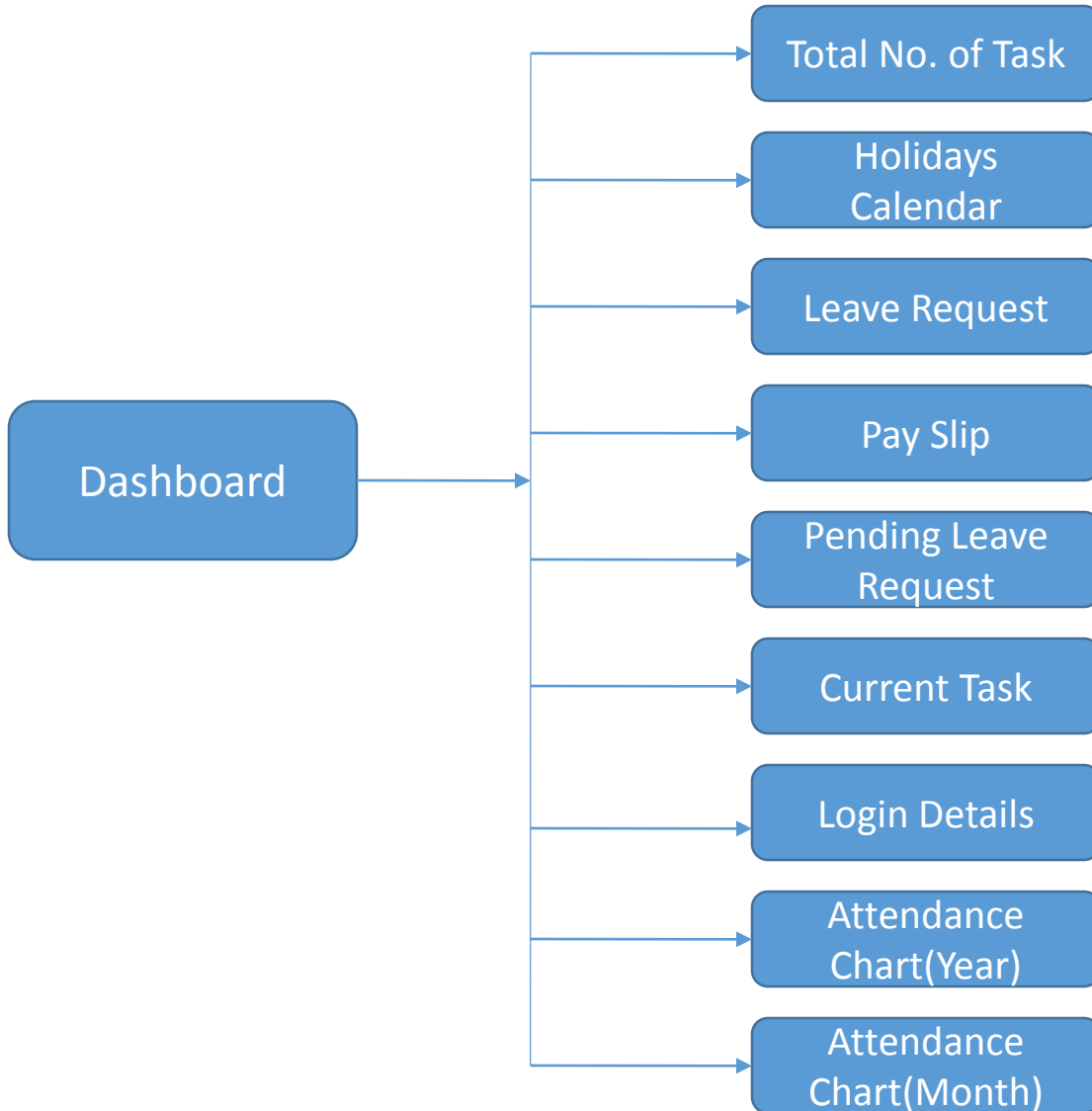
salary Payable : 3554.825

[Print](#)

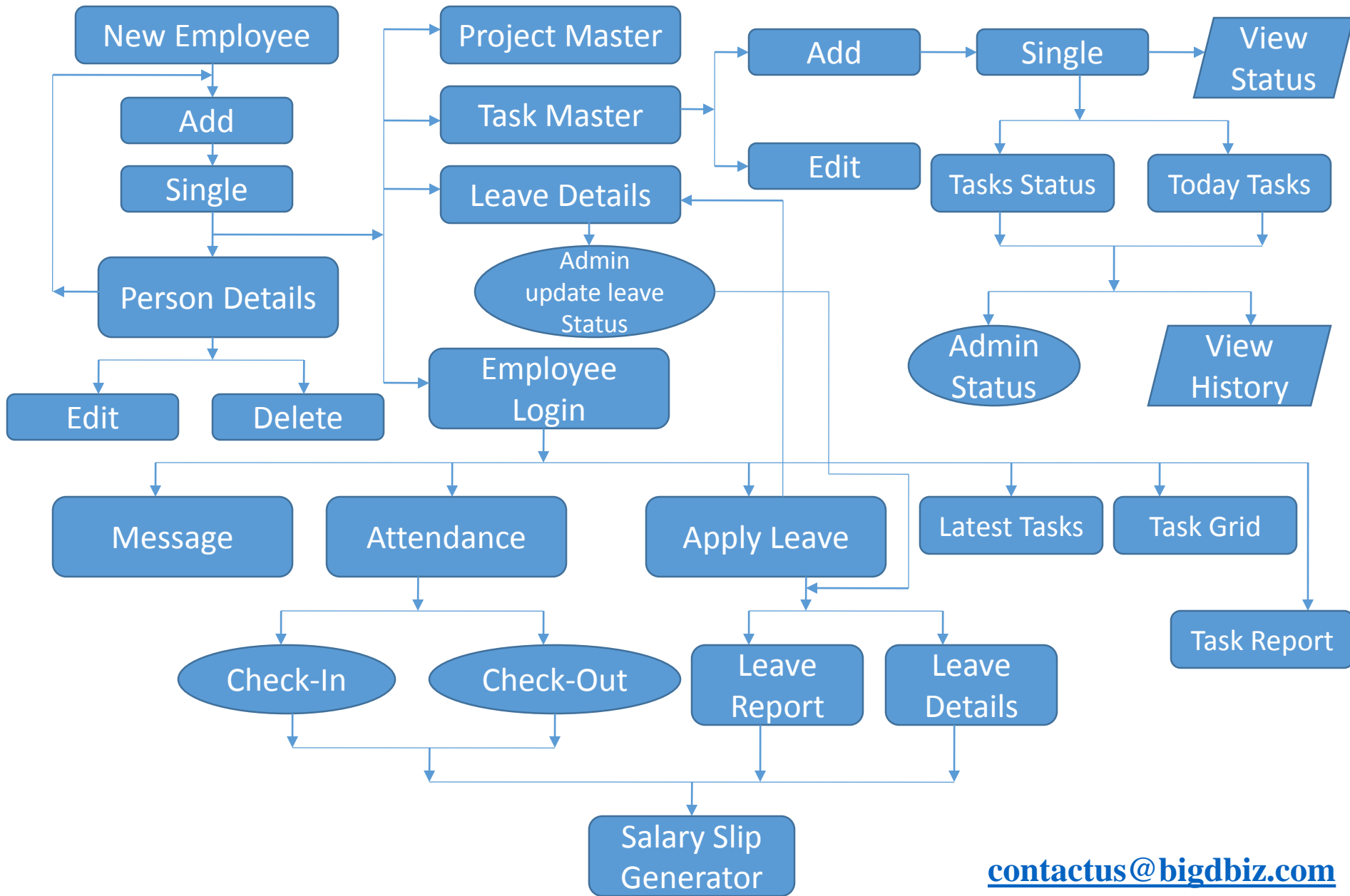
	Employee Name	Month	Salary	Working Days	Absent Days	Salary per Day	Leave Taken	Salary Payable	Holidays	Employee Code	salarydays	Overtimehours	overtimesalary
PaySlip	employee	Nov-2015	18000	26	0	580.65	0	18000	5	emp2	31	0	0
PaySlip	employee3	Nov-2015	5000	26	0	161.29	1	5000	5	emp3	31	0	0
PaySlip	employee4	Nov-2015	6000	26	0	193.55	0	6000	5	emp4	31	0	0
PaySlip	employee5	Nov-2015	20000	26	0	645.16	0	20000	5	emp5	31	0	0
PaySlip	Admin	Nov-2015	0	26	0	0	0	0	5	Admin	31	0	0
PaySlip	jothi	Nov-2015	15000	26	0	483.87	0	15000	5	emp7	31	0	0
PaySlip	employee101	Nov-2015	2000	26	0	64.52	0	2000	5	E101	31	0	0

# Flow Chart

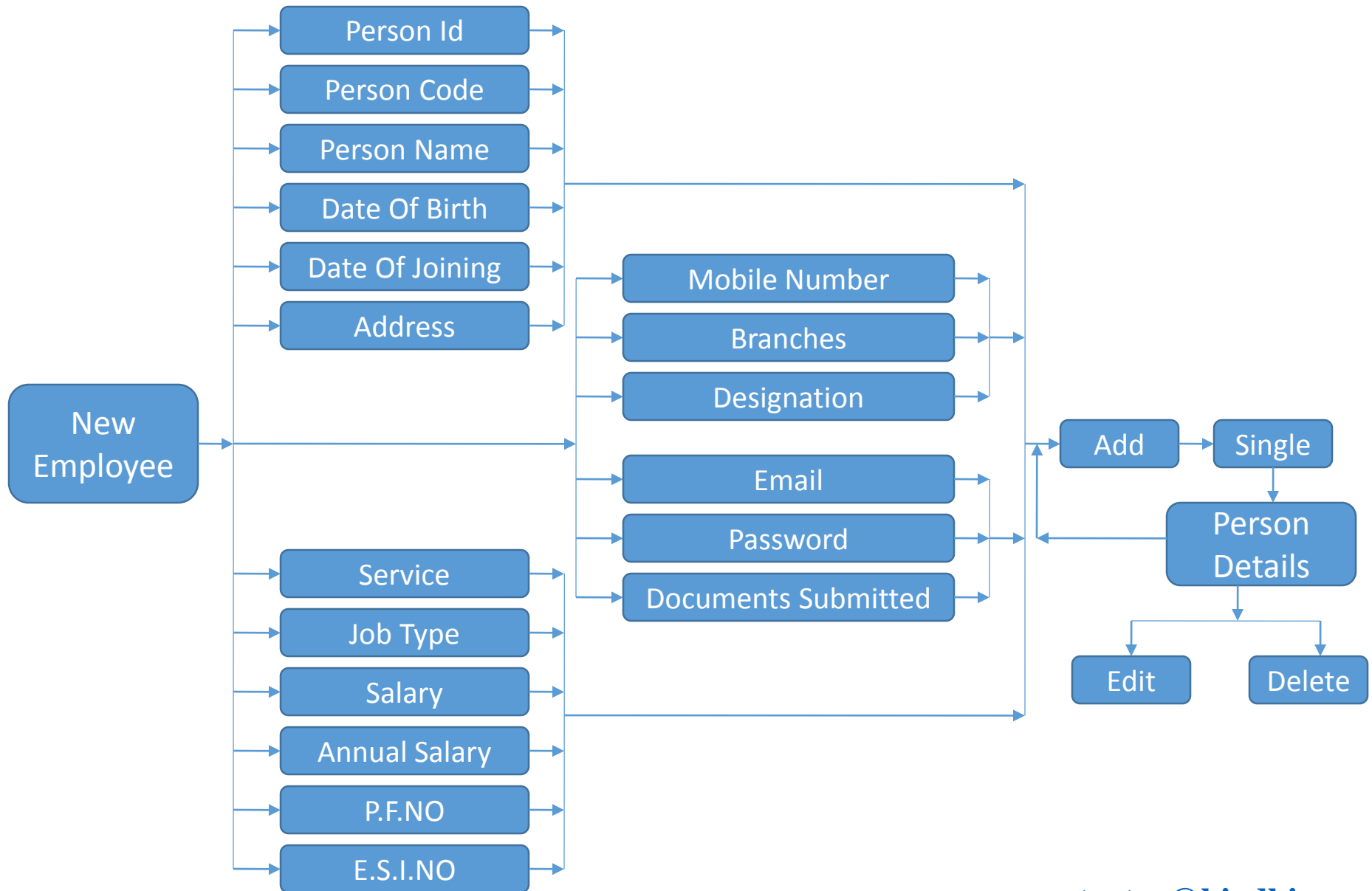
# Dashboard



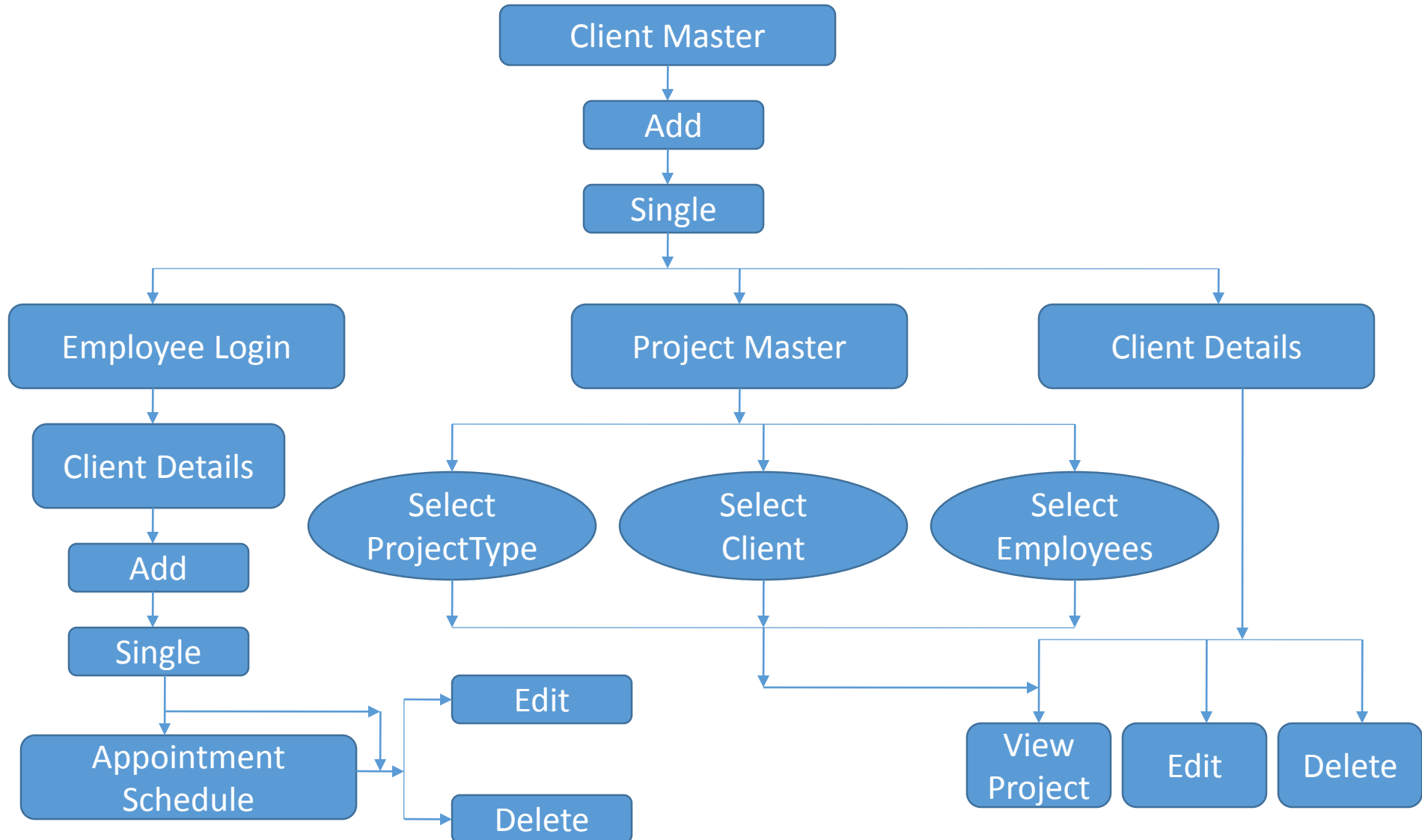
# HRM Overview



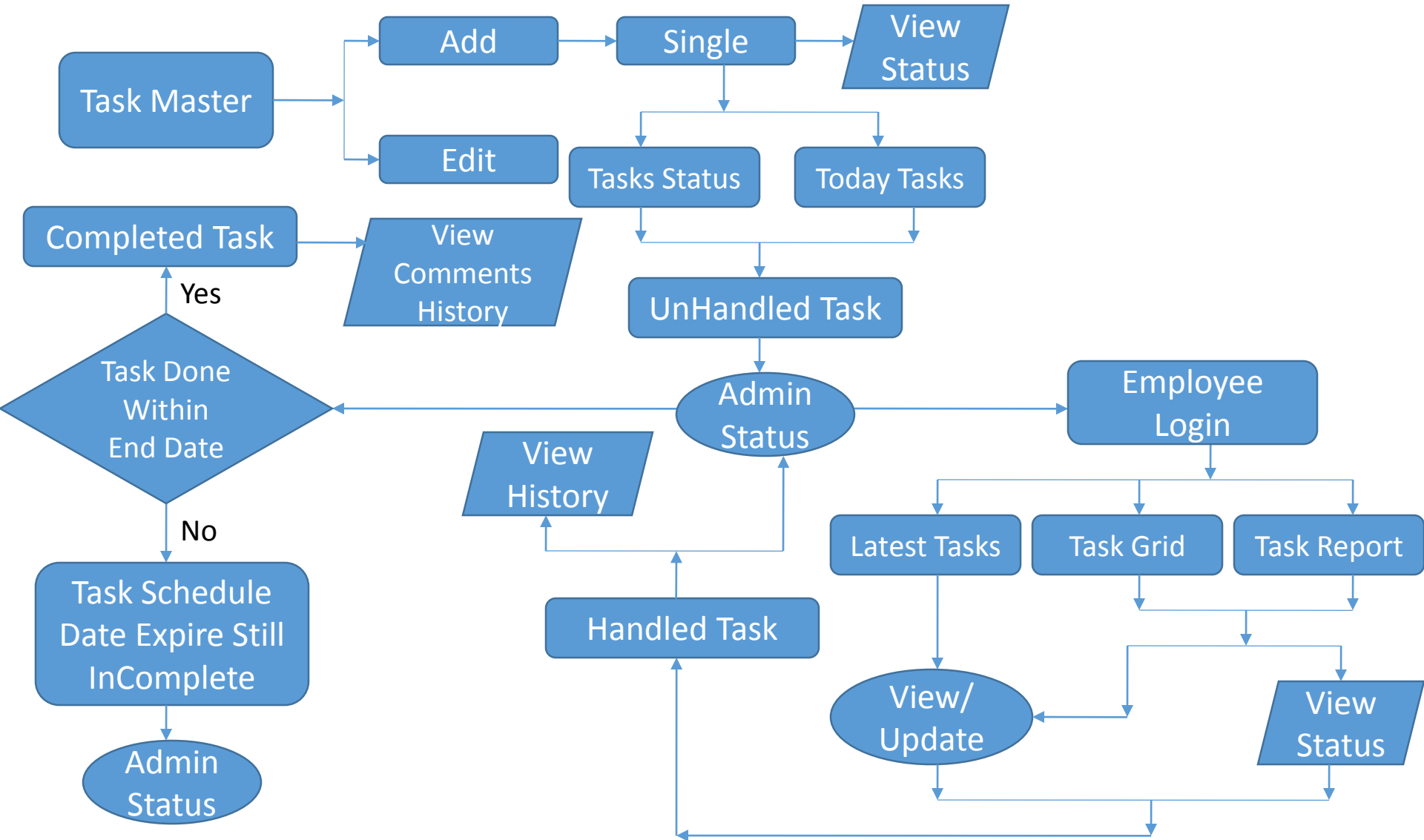
# Employee Master



# Client Master



# Task Master



# Employee Attendance/Pay Roll

