HRM

Employee Panel

If you are an admin, Click Here

Email

Password

☐ Always stay signed in

Login

H HRM

Login to your Admin account

👤 faisalfazily@gmail.com

🔒 ••••••

Login ⊕

Go to Employee Panel

HRM

Dashboard reports & statistics

- Dashboard
- Employees
- Admin
- Department
- Holidays
- Attendance ‹
- Leave Applications
- Notice Board
- Settings ‹

🏠 Home › Dashboard

🎁 Attendance ‹ ›   today | month

November 2023

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

■ Absent
■ Present

HRM

- Department
- Holidays
- Attendance
- Leave Applications
- Notice Board
- Settings

👥 Employees List

[📄 Export]

| 10 ⌄ | records | | | | Search: | |

EmployeeID ▾	Image	Name	Dept/Designation	At Work	Status	Action
16592			Department: **Engineering Sections** Designation: **Senior Water Management Specialist**		active	[☑ View/Edit] [🗑 Delete]
15077			Department: **Engineering Sections** Designation: **Irrigation Project Coordinator**		active	[☑ View/Edit] [🗑 Delete]
6341030			Department: **Administrative** Designation: **Driver**		active	[☑ View/Edit] [🗑 Delete]
19124			Department: **Administrative** Designation: **Security Guard**		active	[☑ View/Edit] [🗑 Delete]
17299			Department: **Administrative** Designation: **Driver**		active	[☑ View/Edit] [🗑 Delete]
7673532			Department: **Administrative** Designation: **Driver**		active	[☑ View/Edit] [🗑 Delete]
16483			Department: **Administrative** Designation: **Driver**		active	[☑ View/Edit] [🗑 Delete]
10576730			Department: **Administrative** Designation: **Driver**		active	[☑ View/Edit] [🗑 Delete]
16565			Department: **Administrative** Designation: **Driver**		active	[☑ View/Edit] [🗑 Delete]
16563			Department: **Administrative** Designation: **Driver**		active	[☑ View/Edit] [🗑 Delete]

Showing 1 to 10 of 40 entries

First ‹ 1 2 3 4 › Last

- 🏠 Dashboard
- 👥 Employees
- 🏢 Admin
- 🖥 Department
- ✈ Holidays
- 👤 Attendance ‹
- ✈ Leave Applications
- 📋 Notice Board
- ⚙ Settings ‹

Employee Details

🏠 Home › Employees › Edit Employee

📅 Personal Details — 🖫 Save
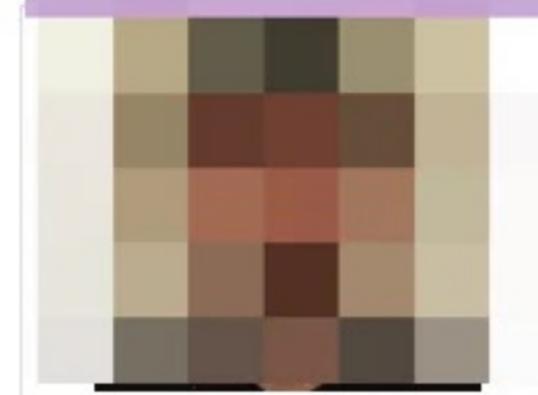
Photo	[image]
	Select image
Name *	
Father's Name	
Date of Birth	📅
Gender	Male
Phone	
Address	Kabul
Permanent Address	Kabul
Education Level	Bachelors
Education Field	Agriculture
Relevant Experience	Years / Months
General Experience	Years / Months

Account Login

Email *	
Password	

📅 Organization Details — 🖫 Save

Employee ID *	17299
Project *	CLAP
Department	Administrative
Designation *	Driver
Duty Station	Baghlan
Date of Joining	📅
Contract End Date	📅
Exit Date	📅
Status	Active

(**Note:**Status active will remove the exit date)

Salary (Afs)
Add Salary ✚

📅 Bank Account Details — 🖫 Save

Account Holder Name	
Account Number	
Bank Name	
Branch	

📅 Documents — 🖫 Save

Announcement		Select file
Panel Request to PD		Select file
CV		Select file
Conflict of Interest Letter		Select file
Written Test		Select file
Interview		Select file
Recruitment Report		Select file
Educational Documents		Select file
National Identity		Select file
Conditional Employment Offer		Select file
Final Employment Offer		Select file
Contract		Select file
Donor NOL		Select file
File Scan		Select file
Extension Documents		Select file

Department

Add New Department ✚

🗄 Department List

10 ⌄	records			Search:

ID ▼	Department Name	Designations	Action
10	Engineering Sections	• Design Engineer • Technical Surveyor	☑ View/Edit 🗑 Delete
9	Engineering Sections	• Design Engineer	☑ View/Edit 🗑 Delete
8	Engineering Sections	• Irrigation Project Coordinator • Senior Water Management Specialist • Field Engineer • Social Mobilizer • Survey Engineer	☑ View/Edit 🗑 Delete
7	Procurement	• Procurement Specialist • Sr.Procurement Officer • Procurement Officer • Procurement Assistant • Contract Management Officer	☑ View/Edit 🗑 Delete
6	Executive	• Executive Assistant	☑ View/Edit 🗑 Delete
5	Knowledge & Management And Gender	• KM and Policy Specialist • Gender Specialist • KM Assistant • Sr. Coordination and Reporting Officer • Sr.Communication&Coordination Specialist	☑ View/Edit 🗑 Delete
4	Administrative	• Admin Manager • Security Guard • Driver • Receptionist • IT Assistant • IT Clerk • Office Cleaner • Admin Assistant • Logistics Officer • Store Keeper	☑ View/Edit 🗑 Delete
3	Finance	• Sr,Finance Manager • Finance Manager • Sr,Finance Officer • Finance Officer	☑ View/Edit 🗑 Delete
2	Monitoring and Evaluation	• M&E Uint Head • M&E Officer • GIS Specialist • Sr.M&E Officer • MIS Officer • Civil Engineer	☑ View/Edit 🗑 Delete
1	Human Resource	• HR Specialist • Sr.HR Officer • HR Assistant	☑ View/Edit 🗑 Delete

Showing 1 to 10 of 10 entries

First ‹ 1 › Last

Faisal Fazily ∨

Dashboard

Employees

Admin

Department

Holidays

Attendance ‹

Leave Applications

Notice Board

Settings ‹

Holidays

×

| 15-10-2023 | Occasion |

Add More ✚

✔ Submit

January

February

March

April

May

June

July

August

September

October

November

December

#	Date	Occasion	Day	Action
1	03 November 2023	Friday	Fri	🗑
2	10 November 2023	Friday	Fri	🗑
3	17 November 2023	Friday	Fri	🗑
4	24 November 2023	Friday	Fri	🗑

HRM

- Dashboard
- Employees
- Admin
- Department
- Holidays
- **Attendance** ‹
  - ✔ Mark Attendance
  - 👁 View Attendance
  - ⢄ Leave Types
- Leave Applications
- Notice Board
- Settings ‹

🔔 Faisal Fazily ⌄

Edit Attendance

select another date   📅 Edit

No   **Email Notification**

☑ Mark Attendance

Date 23-Nov-2023

EmployeeID	Name	Status
19057		P
16683		P
16796		P
18067		P
15733		P
15731		P
16755		P
15695		P
17754		P
17986		P
17827		P
10627071		P
17802		P
16677		P
19086		P
19158		P
16197		P
16234		P
10584401		P
17458		P
17085		P
15898		P
19223		P
19084		P
16810		P
15021		P
16562		P
10573458		P
15611		P
16954		P
16563		P
16565		P
10576730		P
16483		P
7673532		P
17299		P
19124		P
6341030		P
15077		P
16592		P

☑ Submit

Attendance Employee List

- 🏠 Dashboard
- 👥 Employees
- 👥 Admin
- 🗄 Department
- ✈ Holidays
- 👤 Attendance ‹
  - ✓ Mark Attendance
  - 👁 View Attendance
  - ⬡ Leave Types
- ✈ Leave Applications
- 🗐 Notice Board
- ⚙ Settings ‹

| select Date | 📅 Edit |

Mark Todays Attendance ✚

👥 Attendance Summary

| 2023-11-23 | to | 2023-11-23 | 📄 Export |

| 10 | records

Search:

EmployeeID ▼	Image	Name	Last Absent	Leaves		Status	Action
7673532				Sick 0 Casual 0 Maternity 0 Unpaid 0 Others 0 Total 0		active	👁 View
6341030				Sick 0 Casual 0 Maternity 0 Unpaid 0 Others 0 Total 0		active	👁 View
19223				Sick 0 Casual 0 Maternity 0 Unpaid 0 Others 0 Total 0		active	👁 View
19158				Sick 0 Casual 0 Maternity 0 Unpaid 0 Others 0 Total 0		active	👁 View
19124				Sick 0 Casual 0 Maternity 0 Unpaid 0 Others 0 Total 0		active	👁 View
19086				Sick 0 Casual 0 Maternity 0 Unpaid 0 Others 0 Total 0		active	👁 View
19084				Sick 0 Casual 0 Maternity 0 Unpaid 0 Others 0 Total 0		active	👁 View
19057				Sick 1 Casual 0 Maternity 0 Unpaid 0 Others 0 Total 1		active	👁 View
18067				Sick 0 Casual 0 Maternity 0 Unpaid 0 Others 0 Total 0		active	👁 View
17986				Sick 0 Casual 0 Maternity 0 Unpaid 0 Others 0 Total 0		active	👁 View

Showing 1 to 10 of 40 entries

First ‹ 1 2 3 4 › Last

Faisal Fazily ⌄

LeaveType

Add New Leave Type ✚

👥 LeaveTypes List

Number of leaves of **Half day** are not added to total leaves on **Employee Dashboard Page**

5 ⌄	records			Search:

#	Leave	Number of Leaves	Action
5	unpaid	0	✏ View/Edit 🗑 Delete
1	sick	5	✏ View/Edit 🗑 Delete
6	others	0	✏ View/Edit 🗑 Delete
4	maternity	0	✏ View/Edit 🗑 Delete
3	half day	5	✏ View/Edit 🗑 Delete

Showing 1 to 5 of 6 entries

First ‹ 1 2 › Last

Sidebar

- ⌂ Dashboard
- 👥 Employees
- 👥 Admin
- 💼 Department
- ✈ Holidays
- 👤 Attendance ‹
  - ✔ Mark Attendance
  - 👁 View Attendance
  - ⛓ Leave Types
- 🚀 Leave Applications
- 📋 Notice Board
- ⚙ Settings ‹

Faisal Fazily ⌄

Leave Applications

No **Email Notification**

✈ Applications

| 5 ⌄ | records | | | | | Search: | |

ID	Name	Date	Leave Type	Reason	Applied on	Status	Action
1		21-Dec-2023	sick		23-Nov-2023	approved	✎ View/Edit 🗑 Delete

Showing 1 to 1 of 1 entries

First ‹ 1 › Last

Dashboard

Employees

Admin

Department

Holidays

Attendance

Leave Applications

Notice Board

Settings

Notice Board

- Dashboard
- Employees
- Admin
- Department
- Holidays
- Attendance   ‹
- Leave Applications
- Notice Board
- Settings   ‹

🏠 Home › Notice

Add New Notice +

No **Email Notification**

🗒 Notice List

| 5 ⌄ | records | | | | Search: |

ID ⇕	Title ⇕	Description ⇕	Status ⇕	Created on ⇕	Action
1	Test Notice	**Just ignore it since it's a test notice**	active	23-Nov-2023	📝 View/Edit 🗑 Delete

Showing 1 to 1 of 1 entries

First ‹ 1 › Last

HRM
Employee Panel

If you are an admin, Click Here

testemployee@example.com

••••••

☐ Always stay signed in

Login
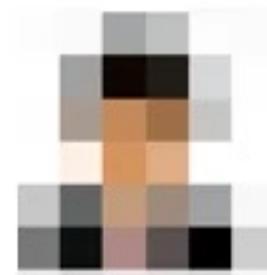
John Doe

HR Assistant

At work for : 4 year 12 day

0	1/10	0
ATTENDANCE	LEAVE	AWARDS

✏ Personal Details

Name	John Doe
Father's Name	Senior Doe
DOB	08-Feb-2001
Gender	Male
Email	testemployee@example.com
Phone	070012345
Local Address	Somewhere in Kabul
Permanent Address	Kabul City

💼 Company Details

Employee ID	19057
Department	Human Resource
Designation	HR Assistant
Date of Joining	11-Nov-2019
Salary (⎘)	current : 22000 ⎘

✏ Bank Details

Account Holder Name

Account Number

Bank Name

PAN Number

IFSC Code

📢 Notice Board

23 11, 2023	**TEST NOTICE** **Just ignore it since it's a test notice**

✈ Upcoming Holidays

Friday	24 Nov 2023
Friday	01 Dec 2023
Friday	08 Dec 2023
Friday	15 Dec 2023
Friday	22 Dec 2023

🏆 Awards

HOME   LEAVE ⌄   MY ACCOUNT ⌄

Apply Leave   ✕

| Leave date | 📅 | sick ⌄ | Reason |

Add More ✚

✔ Submit

John

HR A

At work for : 4 year 12 day

| 0 | 1/10 | 0 |
| ATTENDANCE | LEAVE | AWARDS |

Gender   Male

Email   testemployee@example.com

Phone   070012345

Local Address   Somewhere in Kabul

Permanent Address   Kabul City

💼 Company Details

Employee ID   19057

Department   Human Resource

Designation   HR Assistant

Date of Joining   11-Nov-2019

Salary (🔘)   current : 22000 🔘

✏ Bank Details

Account Holder Name

Account Number

Bank Name

PAN Number

IFSC Code

➤ Upcoming Holidays

| Friday | 24 Nov 2023 |
Friday	01 Dec 2023
Friday	08 Dec 2023
Friday	15 Dec 2023
Friday	22 Dec 2023
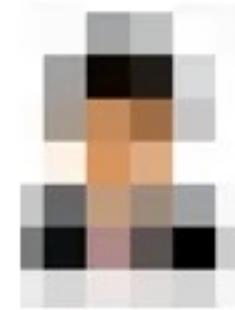
🏆 Awards

John Doe

HR Assistant

At work for : 4 year 12 day

0	1/10	0
ATTENDANCE	LEAVE	AWARDS

☰ My Leave Applications

| 10 ⌄ | records | | | | Search: | |

ID ▾	Date	Leave Type	Reason	Applied on ⬍	Status	Action
1	21-Dec-2023	sick		23-Nov-2023	approved	👁 View

Showing 1 to 1 of 1 entries

First ‹ 1 › Last