



A Complete HRMS Solution with AI-Enabled Excellence

User Manual

People 360 Version 1.2.0

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What is People 360?

People 360 is a comprehensive Human Resource Management System (HRMS) designed to simplify and optimize HR processes within your organization. With People 360, you gain an integrated platform that brings together essential HR functions such as employee management, payroll, recruitment, attendance management, leave management, travel and other requests and many more. This cloud-based solution offers a user-friendly interface, ensuring seamless workflows and better decision-making across HR tasks.

Key Features of People 360:

- **Employee Data Management:** Securely store and manage detailed employee information in a centralized system.
- **Payroll Automation:** Automate payroll calculations, tax management, and benefits processing with accuracy.
- **Recruitment & Onboarding:** Simplify the recruitment process with tools for posting job openings, tracking applications, and onboarding new hires.
- **Leave & Attendance Tracking:** Effortlessly manage employee attendance, leave requests, and absences.
- **Attendance Management:** Employees can clock in and clock out easily using the system, providing real-time data for attendance tracking.

People 360 Super Admin Multi-Company & Branch Registration

People 360 offers powerful features for **Super Admins** that enable the management of multiple companies and their branches within the same system. This functionality provides flexibility and scalability for organizations with multiple divisions, subsidiaries, or locations, allowing for centralized control while catering to the specific needs of each company or branch.

People 360 empower HR teams by offering an all-in-one solution that streamlines operations, enhances productivity, and provides valuable insights to help you manage your workforce effectively.

People 360 Technical

People 360 is built using a robust and scalable technology stack designed to provide a seamless and efficient user experience for HR management. Below are the key technologies utilized in the development of People 360:

1. **ASP.NET Web Forms:**

People 360 leverages **ASP.NET Web Forms** to create dynamic, data-driven web applications. This technology allows for the creation of interactive and user-friendly web interfaces while ensuring high performance and security. ASP.NET Web Forms simplifies the development process with reusable components, improving efficiency and reducing the time spent on coding.

2. **SQL Server:**

The application utilizes **SQL Server** as the database management system. SQL Server is a powerful and reliable relational database that ensures secure, fast, and scalable storage of employee data, attendance records, payroll details, and other HR-related information. With SQL Server, People 360 provides robust data integrity, secure backups, and efficient querying capabilities.

3. **HTML5 with Bootstrap:**

The user interface (UI) of People 360 is built with **HTML5**, which allows for responsive design and improved accessibility. **Bootstrap**, a popular front-end framework, is used to ensure that the web application is mobile-friendly and looks great across all devices. Bootstrap provides a collection of ready-made components, such as buttons, grids, and navigation bars, enabling rapid UI development.

4. **Active Directory Integration:**

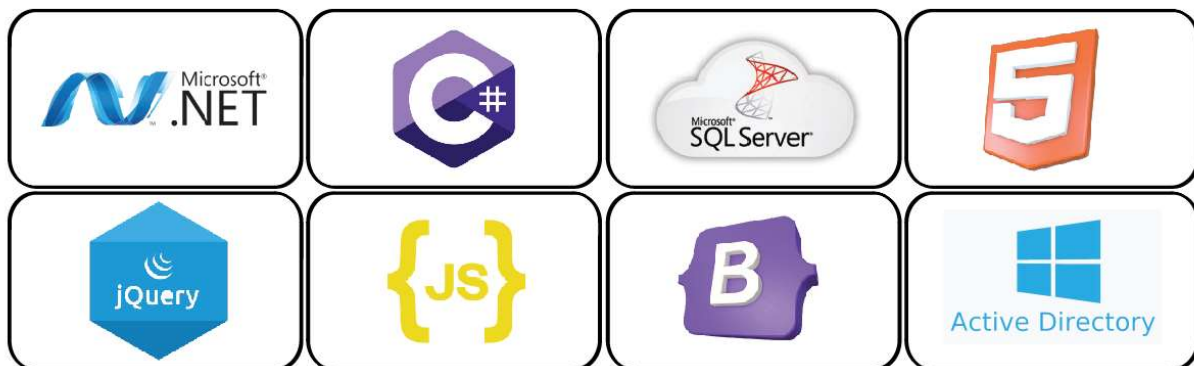
People 360 integrates with **Active Directory (AD)** for employee authentication and registration. By leveraging AD, the application can seamlessly synchronize employee data from the organization's directory, ensuring that users are registered and authenticated using their corporate credentials. This integration helps streamline the login process and maintain secure access control for users.

5. Attendance Machine Integration

People 360 offer **Attendance Machine Integration** as a key feature, allowing organizations to streamline their attendance tracking by seamlessly integrating with physical attendance machines or biometric devices. Whether on-demand or through a desired system, this integration ensures real-time synchronization of employee attendance data with the People 360 platform.

People 360 is built with a solid, modern tech stack that ensures high performance, security, and ease of use, providing HR teams with an intuitive and powerful platform to manage all HR functions.


Technologies



People 360 Modules

#	Portal	Module
1	Employee Portal	Dashboard
2		My Team
3		Org Chart
4		Attendance
5		Loan Request
6		Advance Request
7		Training Request
8		Leave Request
9		Expense Claim Request
10		Travel Request
11		Pay Slip
12		End of Service (Resignation)
13		Announcement
14	HR Portal	Dashboard
15		Shift Setup
16		Leave Config
17		System Config
18		Applicant Recruitment
19		Employee Registration
20		Users Registration / Roles Access
21		Holiday Announcement
22		Employee Increments
23		End of Service (EOS)
24		Announcements
25		Warnings
26		Generate Payroll
27		Settings (All the master records)

Why Choose People 360?

Features		DECIBEL	Orange HRM
Multi Company Setup	✓	✓	✓
AD Authentication	✓	✗	✗
Recruitment	✓	✓	✓
Employment	✓	✓	✓
Benefits (Loan- Advance – Training)	✓	✓	✓
Leave Management	✓	✓	✓
Leave Configuration	✓	✗	✗
Live Stream in Attendance (Web Portal)	✓	✗	✗
Expense Claim	✓	✓	✓
Web Portal Attendance	✓	✗	✗
End of Service	✓	✓	✓
Week Ends Config	✓	✗	✗
Payroll Config	✓	✗	✗
Travel Management	✓	✓	✓
Payroll Automation	✓	✗	✗
AI-Enabled Excellence	✓	✗	✗
Goal & Performance	✗	✓	✓
On-Prem & Cloud Deployment	✓	✗	✗

Login Section

This document provides step-by-step guidance on using the **Login Page** functionality in the People 360. It covers two types of authentication methods: **Local Database Authentication** and **Active Directory (AD) Authentication**. The login page offers access to two portals: the **Employee Portal** and the **HR Portal**.

Overview of Login Page

The HRMS login page allows employees and HR personnel to access their respective portals:

1. **Employee Portal:** Designed for employees to view personal details, leave balances, payroll, and other employee-specific functionalities.
2. **HR Portal:** Designed for HR personnel to manage employee records, process payroll, and perform administrative tasks.

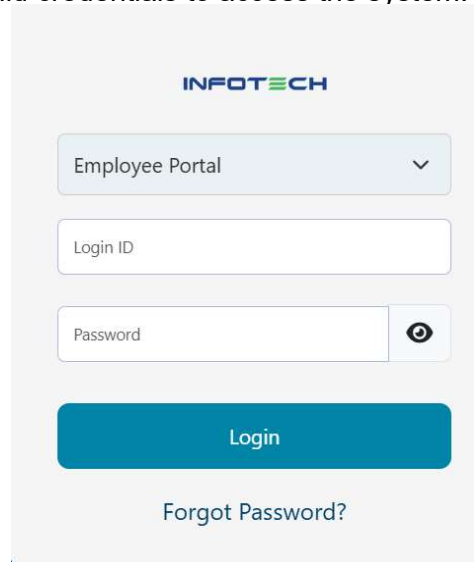
Login Options

The system provides two authentication methods:

1. **Local Database Authentication:** Credentials stored in the HRMS database.
2. **Active Directory (AD) Authentication:** Credentials verified through the organization's AD server.

Users must select the appropriate portal and provide valid credentials to access the system.

1. **Portal Selection:**
Dropdown menu to select either:
Employee Portal
HR Portal
2. **Authentication Type:**
Selection between:
Local Database Authentication
Active Directory Authentication
3. **Input Fields:**
Username: User's login name.
Password: User's secure password.
4. **Login Button:**
Initiates the authentication process.



The screenshot shows the login page for INFOTECH. At the top, the INFOTECH logo is displayed. Below it is a dropdown menu currently set to 'Employee Portal'. Underneath are two input fields: 'Login ID' and 'Password'. The password field has an eye icon to toggle visibility. A blue 'Login' button is positioned below the input fields. At the bottom of the form, there is a link for 'Forgot Password?'.

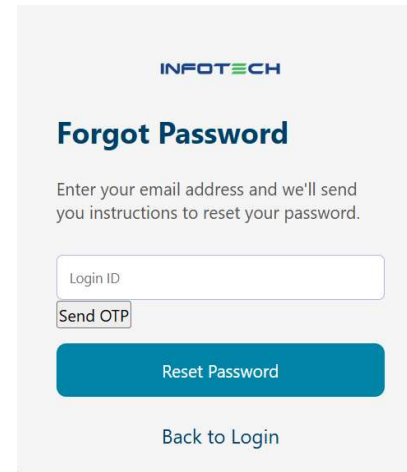
Forgot Password

The **Forgot Password** functionality in HRMS allows users to reset their password securely in case they forget it. This feature is available only for users who authenticate via the **Local Database Authentication** method. Users who use **Active Directory (AD) Authentication** must contact their IT administrator for password resets.

Forgot Password Workflow

The Forgot Password feature ensures secure password recovery and follows these steps:

1. **Initiate Password Reset**
 - Access the Forgot Password option on the Login Page.
2. **Verify Identity**
 - Provide your registered email address to verify your identity.
3. **Reset Password Link**
 - A password reset link will be sent to your registered email.
4. **Create a New Password**
 - Use the link to set a new secure password.



Step-by-Step Instructions

Step 1: Access the Forgot Password Option

1. On the HRMS Login Page, click on the **Forgot Password** link below the login fields.
2. You will be redirected to the **Forgot Password** page.

Step 2: Enter Your Registered Email Address

1. On the Forgot Password page, enter the email address associated with your People 360 account.
 - Ensure the email is the one you provided during your account setup.
2. Click **Submit** to proceed.

Step 3: Check Your Email for the Reset Link

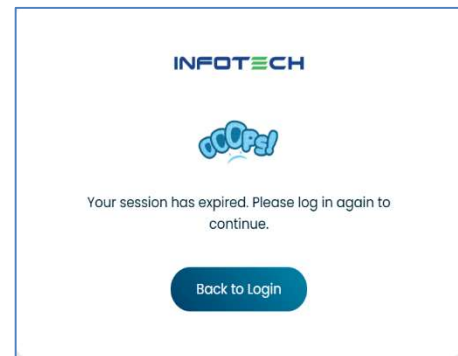
1. After submitting your email address:
 - If the email is valid, a confirmation message will be displayed:
"A password reset link has been sent to your registered email address."
 - If the email is not recognized, you will receive an error message:
"The entered email address is not registered. Please contact the HR administrator."
2. Check your inbox (or spam folder) for the email. The subject line will typically read:
"HRMS Password Reset Request".

Step 4: Reset Your Password

1. Open the email and click on the **Reset Password** link.
 - The link will redirect you to the **Password Reset Page**.
2. On the Password Reset Page:
 - Enter a **new password**.
 - Confirm the password by entering it again in the confirmation field.
3. Click **Submit** to save the new password.

Oops Page

The **Oops Page** is a default error page in the HRMS that appears when the system encounters an issue. This page is designed to notify users that something went wrong and provide basic troubleshooting steps or redirect options.



Employee Portal

Navigation Overview

Top Bar:

The **Top Bar** in the HRMS serves as a navigation and utility panel available across all pages. It provides quick access to essential features, links, and tools, ensuring a seamless user experience while using the system.

The Top Bar is designed to:

1. Provide a consistent navigation experience.
2. Offer quick access to frequently used features, such as profile settings, notifications, and logout options.
3. Display key information, such as the logged-in user's name, role, and portal (Employee or HR Portal).

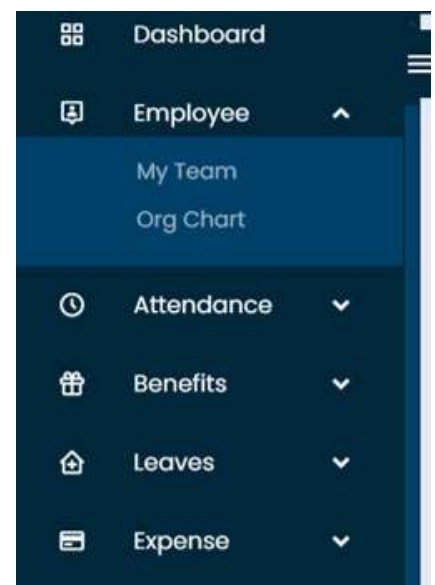
User Profile Dropdown Features:

- **My Teams:** Explore your team's structure and connections
- **Organizational Chart:** Understand your company's hierarchy
- **Change Password:** Secure your account with easy password updates
- **Logout:** Safely exit the application when you're done



Left Navigation Bar:

A **Left Navigation Bar** is a vertical menu typically located on the left side of a webpage or application interface. It's a common element in user interface (UI) design that allows users to navigate between different sections, pages, or functionalities.



Dashboard:

An **Employee Dashboard** in People 360 is a personalized, self-service interface that empowers employees to manage their HR-related tasks, view key data, and stay informed about their activities within the organization. It enhances transparency, streamlines processes, and improves employee engagement.

Key Features of an Employee Dashboard in HRMS

- Leave Statistics
- Event Calendar
- Weather Widget
- Pending Request Tracker
- Announcement Tracker
- Upcoming Events

Leave Statistics

Employee Leave Statistics in People 360 provide detailed data on individual and team-level leave usage. These statistics give insights into an employee's leave patterns, balances, and trends, allowing HR teams and managers to monitor absenteeism, plan workloads, and ensure compliance with leave policies.

Key Metrics in Employee Leave Statistics

- Leave Balance
- Availed Leave History

Benefits of Employee Leave Statistics

For Employees:

- **Transparency:** Employees can track their leave balances and history to plan future leaves.
- **Better Leave Planning:** Helps employees avoid exceeding their leave quota or violating policies.
- **Self-Service:** Allows employees to view their data without contacting HR.



Event Calendar

An **Event Calendar** in an People 360 is a centralized feature that displays key dates, holidays, and events for employees. It serves as a visual planner to keep everyone informed about company-wide activities and important HR deadlines like performance reviews or training sessions.

Features of an Event Calendar in People 360

Company-Wide Events:

- Displays public holidays, company-wide meetings, and celebrations (e.g., anniversaries, team outings).
- Tracks HR deadlines (e.g., tax submissions, compliance audits).

Benefits of an Event Calendar in People 360

Enhanced Organization:

- Provides a structured view of all important dates, ensuring employees and HR teams stay organized.

Improved Communication:

- Promotes transparency about company events, deadlines, and policies.
- Reduces confusion by centralizing schedules in one location.

Increased Employee Engagement:

- Encourages participation in company activities, training, and events.

December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	31				

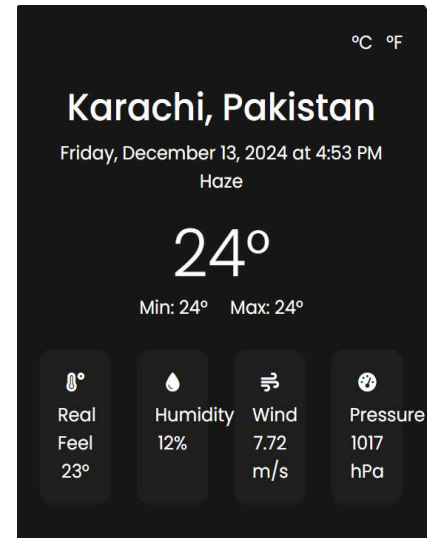
Fri Dec 13 2024

Weather Widget

A **Weather Widget** in an People 360 is a small yet useful feature that provides real-time weather updates directly within the People 360 dashboard. It enhances the user experience by offering employees location-specific weather insights, helping them plan their day better, especially for outdoor meetings, events, or commutes.

Key Features of a Weather Widget

- 1. Real-Time Weather Updates:**
 - Displays current weather conditions, including temperature, humidity, and wind speed.
- 2. Location-Based Data:**
 - Automatically detects the user's location using GPS or allows manual location selection.
- 3. Weather Forecast:**
 - Shows hourly and daily forecasts for the next few days.
- 4. Customizable View:**
 - Employees can personalize the widget by choosing units (Celsius/Fahrenheit) or adding multiple cities.
- 5. Visual Icons and Animations:**
 - Dynamic icons (e.g., sun, rain, snow) or animations to depict weather conditions visually.
- 6. Additional Weather Details:**
 - Includes UV index, air quality index (AQI), sunrise/sunset times, and precipitation probability.
- 7. Responsive Design:**
 - Adapts to mobile, desktop, or tablet interfaces for seamless accessibility.



Benefits of Adding a Weather Widget in People 360

- 1. Convenience:**
 - Employees get instant weather updates without switching to external apps or websites.
- 2. Improved Productivity:**
 - Helps employees plan better for meetings, commutes, or events affected by weather.
- 3. Employee Safety:**
 - Alerts about adverse weather conditions ensure employees can take precautions.
- 4. Enhanced Engagement:**
 - Adds a personalized touch to the HRMS dashboard, making it more interactive.
- 5. Outdoor Event Planning:**
 - Assists HR teams in organizing outdoor activities like team-building events or charity drives by checking weather forecasts.

Pending Requests Tracker

A **Pending Requests Tracker** in a People 360 is a centralized feature that allows employees to view, track, and manage all outstanding requests. These requests may include leave applications, approvals, reimbursement claims, attendance corrections, or document submissions. It streamlines workflows, reduces bottlenecks, and ensures timely resolutions of tasks.

Benefits of a Pending Requests Tracker

1. **Improved Transparency:**

- Employees can track the status of their requests without repeatedly following up.

2. **Streamlined Workflows:**

- Managers and HR teams can prioritize and process requests efficiently.

3. **Reduced Delays:**

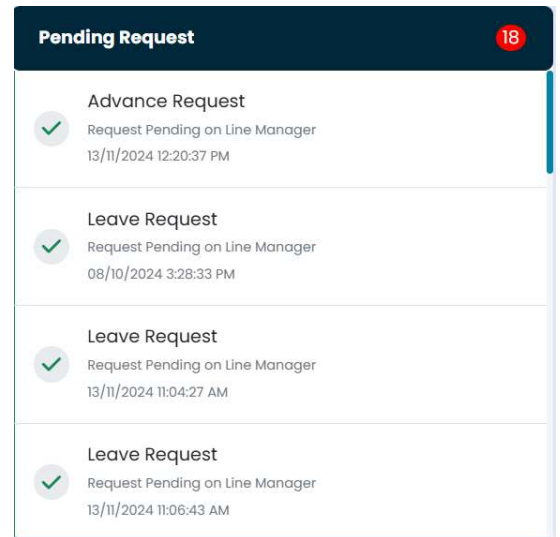
- Automated notifications and reminders help avoid missed deadlines.

4. **Accountability:**

- Escalation and tracking ensure that no request is ignored or stuck indefinitely.

5. **Data-Driven Decisions:**

- Analytics help identify inefficiencies in approval workflows, allowing for improvements.

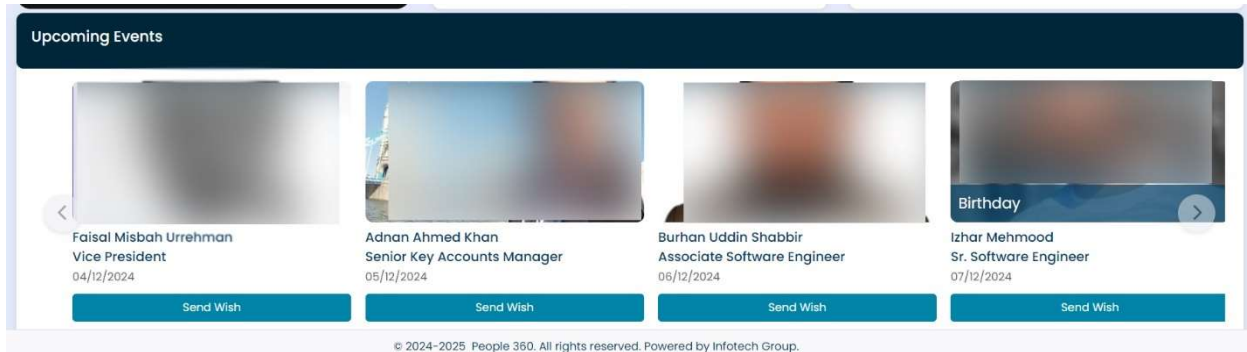


Announcements

The **Announcements** module in an People 360 is a centralized feature designed to share important updates, news, and information with employees. It acts as a virtual bulletin board, ensuring that all employees, whether on-site or remote, stay informed about company policies, events, achievements, and other critical updates.

Upcoming Events

In an People 360 the **Upcoming Events** feature helps celebrate employees' birthdays and create a more engaging, positive workplace culture. It provides a centralized view of upcoming birthdays, allowing employees and managers to recognize and appreciate colleagues.

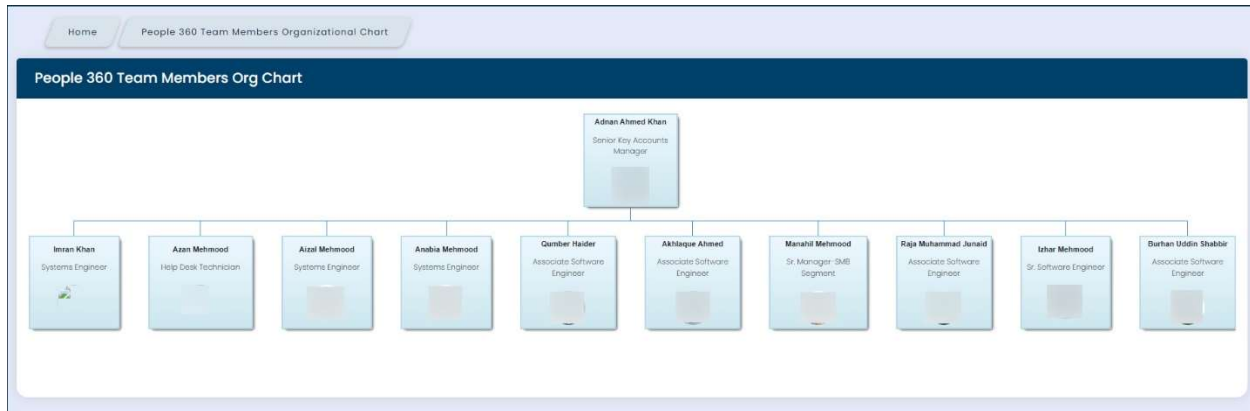


Key Features of Employee Birthday Announcements

- 1. Centralized Birthday Calendar:**
 - A dedicated section that lists all upcoming employee birthdays, either on the People 360 dashboard.
- 2. Automated Birthday Notifications:**
 - Sends notifications to relevant employees or managers a few days before a birthday, allowing them to prepare for any celebrations or acknowledgments.
 - Provides a birthday reminder to HR or admin teams for organizing any celebrations or gift-giving.
- 3. Customizable Notifications:**
 - Option to send personalized birthday greetings or automated messages to employees.
- 4. Personalized Acknowledgment:**
 - Send automated birthday wishes through emails, internal messages, or even company-wide announcements.
 - Include personalized messages or team shout-outs to make the birthday feel special.

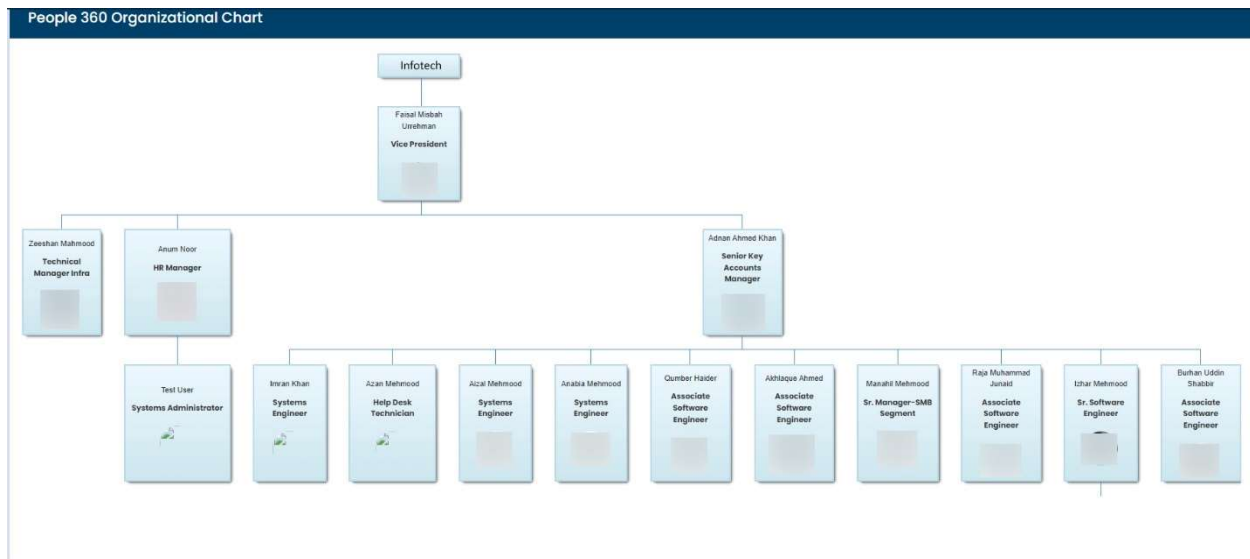
My Team:

The **My Team** feature in an People 360 is a powerful tool that helps managers and employees visualize their team structure in an interactive and easy-to-understand format. This feature typically presents an organizational hierarchy, showing the relationships between team members, reporting lines, and team dynamics. It is particularly useful for team leaders and HR managers to manage workflows, track employee progress, and improve communication within the organization.



Organization Chart:

An **Organization Chart (Org Chart)** is a visual representation of an organization's structure. In a People 360, the organization chart shows the hierarchy of employees, departments, and teams. It allows managers and employees to understand the relationships, reporting lines, and workflows within the company. The organization chart is essential for efficient team management, communication, and resource allocation.



Mark Attendance:

People 360 Incorporating **IP address-based tracking, latitude/longitude geolocation, and live streaming features** into an employee portal to mark attendance offers a modern, efficient, and secure way to monitor employee attendance, especially for remote or field employees. These advanced features enhance the accuracy and accountability of attendance systems, ensuring that employees are present and working from the designated location.

Key Features of Marking Attendance with IP, Latitude/Longitude, and Live Stream

1. IP Address-Based Tracking:

- The People 360 system can track the IP address of the device from which an employee logs in to mark attendance.
- Ensures that the employee is within the company's premises or an authorized location.
- Prevents employees from marking attendance from unauthorized or remote locations outside the designated areas.

Benefits:

- Helps prevent "buddy punching" (where one employee marks another's attendance).
- Enables monitoring of remote workers to ensure they are working from the authorized location.

2. Geolocation Tracking (Latitude/Longitude):

- Using latitude and longitude ensures that employees are physically present at the designated workplace or any authorized location.
- For field employees or those working at client sites, it can confirm that the employee is at the correct geographic location when they mark attendance.

Benefits:

- Real-time location tracking to verify attendance.
- Helps ensure compliance with company policies for remote or on-site employees.
- Reduces the chances of fraudulent attendance marking.

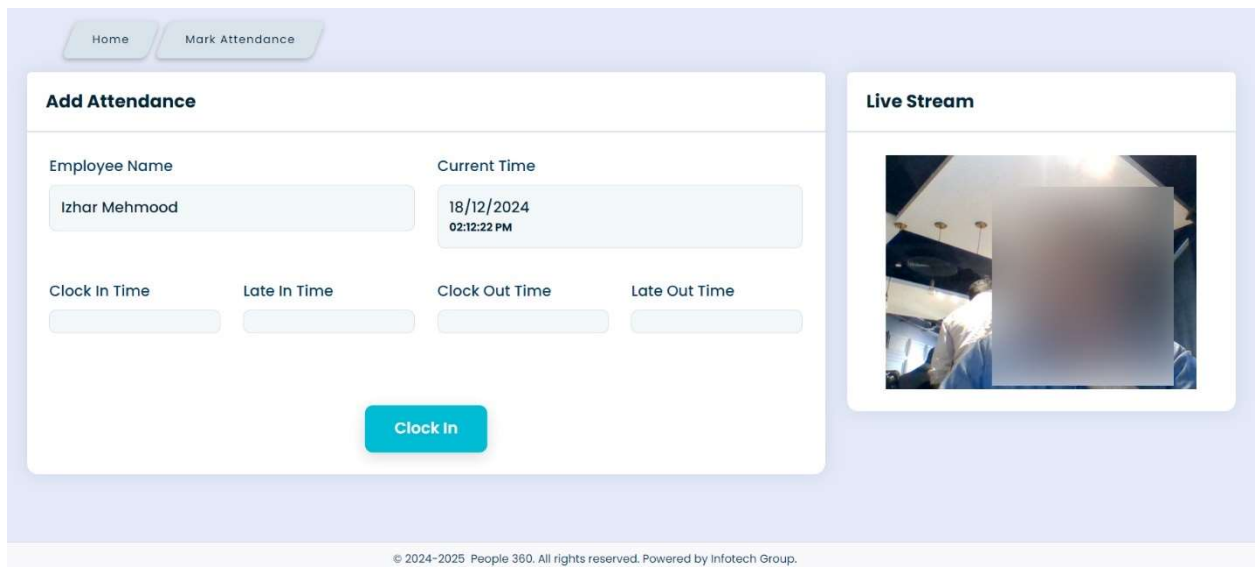
3. Live Stream Integration:

- Integrating live stream based verification when marking attendance is useful for high-security environments, such as industries with sensitive information or companies requiring a visual confirmation of attendance.

- The live stream feature can be used during the clock-in and clock-out process, where the employee is prompted to verify their attendance via webcam or phone camera.

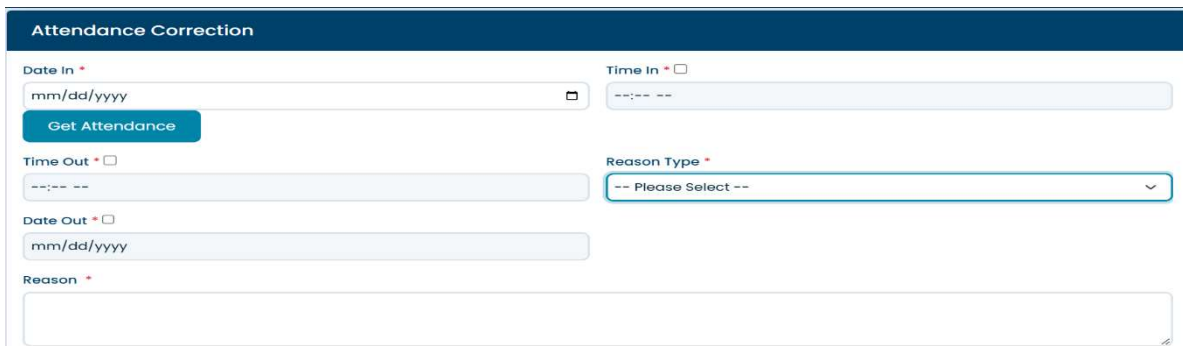
Benefits:

- Provides a visual confirmation of the employee's presence.
- Helps ensure accountability by employee and it's location having live stream image capture during attendance marking.
- Enhances security for both physical and remote attendance marking.



Attendance Correction:

An **Attendance Correction** is a feature in People 360 that allows employees to request modifications or corrections to their attendance records if there are any discrepancies or mistakes. This feature is useful in situations where employees may have forgotten to mark their attendance, made a mistake while marking it, or experienced system errors that affected the recorded data.



Key Features of Attendance Correction Request in HRMS

1. Self-Service Request by Employees:

- Employees can easily submit an attendance correction request directly from the People 360 portal, making the process convenient and efficient.
- They can select the date and time range that needs correction, providing relevant details or reasons for the correction (e.g., late check-in, missed punch, or technical error).

2. Reason for Correction:

- Employees are typically asked to provide a reason for the correction, such as:
 - Forgot to clock in/out.
 - System or technical error.
 - Travel or official meeting hours.
 - Absence or leave.
 - Overtime hours not recorded.
- This helps managers and HR verify the authenticity of the request.

3. Real-Time Notifications:

- Once an employee submits a correction request, notifications are sent to the relevant supervisor or HR manager for review and approval.

4. Approval/Denial Workflow:

- The system allows HR or managers to review the request and either approve or deny it based on internal policies and the provided justification.
- Upon approval, the system automatically updates the attendance record, and the correction is reflected in the employee's timesheet or payroll data.

5. Audit Trail:

- All attendance correction requests are logged in an audit trail, ensuring transparency and accountability in the process.
- This trail can include details such as the requestor, date of request, reason for correction, status (approved/denied), and the manager's comments.

6. Automatic Updates:

- Once a correction is approved, the system automatically updates the employee's attendance records, timesheets, and payroll data, ensuring no discrepancies remain in the records.
- Employees can view their corrected attendance status in real-time.

My Attendance:

The **"My Attendance Calendar"** feature in an People 360 provides employees with a detailed, easy-to-view calendar of their attendance records. It gives employees the ability to quickly track their work days, absences, holidays, leave status, and any attendance-related corrections. The calendar offers both a personal view and the option for HR or managers to review, making it a vital tool for tracking attendance and improving overall time management.

Key Features of "My Attendance Calendar"

1. Visual Representation of Attendance:

- A calendar-style layout (monthly) that displays the employee's attendance data for each day of the month, including workdays, holidays, and leaves.
- Each day is color-coded or marked with specific symbols indicating whether the employee is present, on leave, absent.

2. Leave and Absence Tracking:

- Employees can see their leave and absence records clearly in the calendar, with specific days marked as present, absent, leave or holiday.

3. Public Holidays & Company-Specific Holidays:

- The calendar can highlight national holidays and company-specific holidays to help employees plan their time off better.
- These days are often marked in a different color for quick identification.

2024

January
February
March
April
May
June
July
August
September
October
November
December

My Attendance for the month of (December, 2024) Attendance Correction

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Absent 26	Absent 27	Absent 28	Present 29	Present 30
Absent 1	Absent 2	Present 3	Present 4	Present 5	Present 6	Absent 7
Absent 8	Absent 9	Absent 10	Absent 11	Absent 12	Absent 13	Upcoming 14
Upcoming 15	Upcoming 16	Upcoming 17	Upcoming 18	Upcoming 19	Upcoming 20	Upcoming 21
Upcoming 22	Upcoming 23	Upcoming 24	Upcoming 25			

● Present ● Absent ● Leave ● Holiday ● Upcoming

Attendance Reports:

In an People 360, the Employee Attendance Report is an important feature within the employee portal. It allows employees to view their attendance history, track the leave status, check for discrepancies, and ensure accuracy in their records. These reports can be accessed by employees to monitor their own attendance trends and also request corrections if necessary.

Attendance Report

Employee *
Izhar Mehmood v

From Date * To Date *
mm/dd/yyyy mm/dd/yyyy [Get Report](#)


From 26/10/2024
To 25/11/2024

Employee Name :
Izhar Mehmood

Emp ID :
5

Designation :
Sr. Software Engineer

Department :
Microsoft Business Unit

Location :
Karachi

Date In	Time In	Time Out	Standard H	Actual H	Late Arrival	Early Departu	Excess Ho	Short Hour	Remarks
26/10/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
27/10/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
28/10/2024	3:16 PM		08:00	00:00	06:16	00:00	00:00	00:00	Halfday - Late
29/10/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
30/10/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
31/10/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
01/11/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
02/11/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
03/11/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
04/11/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
05/11/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
06/11/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
07/11/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
08/11/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
09/11/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
10/11/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
11/11/2024			08:00	00:00	00:00	00:00	00:00	00:00	Absent
12/11/2024	09:34 AM		08:00	00:00	00:34	00:00	00:00	00:00	On Time
12/11/2024	09:34 AM		08:00	00:00	00:34	00:00	00:00	00:00	On Time

Key Features of Employee Attendance Reports in the Employee Portal

1. Individual Attendance History:

- Employees can **view a detailed history** of their own attendance, including:
 - Total workdays.
 - Leave taken (paid leave, sick leave, vacation, etc.).
 - Absences (unexcused absences, late arrivals, early departures).
 - Overtime hours worked.
- This helps employees keep track of their performance and stay informed about their attendance.

2. Detailed Attendance Breakdown:

- The report can provide a breakdown of daily attendance status (e.g., present, absent, leave, overtime) for a selected date range (daily, weekly, monthly, or custom).
- Employees can see at a glance which days they were present, on leave, or absent..

3. Overtime Details:

- Employees can view a detailed report of **overtime hours** worked, including the date, total hours.
- This is especially useful for ensuring accurate compensation and tracking extra hours worked.

4. Late and Early Departures:

- The report may highlight **instances of tardiness** (e.g., late clock-ins or early clock-outs) for the employee to monitor their punctuality.

5. Customizable Reporting Periods:

- Employees can select the time period they wish to view, such as daily, weekly, monthly, or custom date ranges, to get a comprehensive view of their attendance behavior.

6. Downloadable Attendance Reports:

- Employees may have the option to **download attendance reports** in formats like **PDF** for personal records or for sharing with managers.

Loan Request:

A **Loan Request** feature in an People 360 portal allows employees to apply for various types of loans, such as personal loans, salary advances, or emergency loans. The loan request process is often streamlined through the system, making it easier for employees to submit their applications and for HR or management teams to process and approve them.

The screenshot shows a form titled "Add Loan Request" with the following fields and values:

- Employee ***: Izhar Mehmood (dropdown menu)
- Request Date ***: 13/12/2024
- Request Amount ***: 0
- Deduction Amount ***: 0
- Deduction Start From**: -----

Buttons: Submit (blue), Cancel (red)

Key Features of Loan Request in People 360

1. Loan Application Form:

- Employees can access a loan application form within the People 360 portal where they can fill in details like:
 - **Loan amount:** The amount of money they wish to borrow.
 - **Reason for the loan:** A field where employees can provide a reason (e.g., medical expenses, education, home repairs).
 - **Loan duration:** The time frame for repayment.

2. Loan Status Tracking:

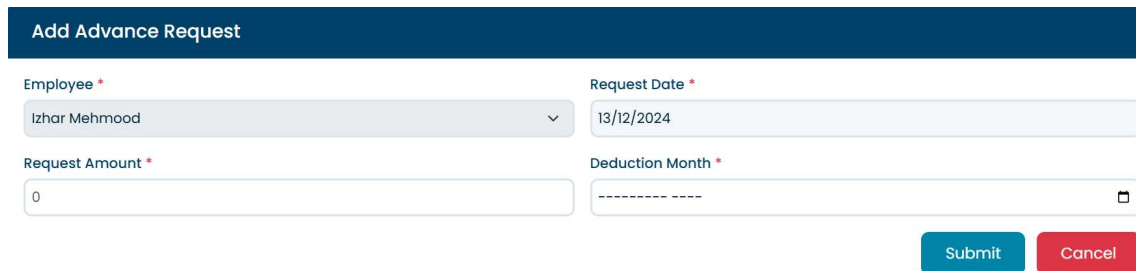
- Employees can track the status of their loan request throughout the process:
 - **Pending:** Awaiting approval.
 - **Approved:** Loan granted, and details shared.
 - **Rejected:** Loan request denied.

3. Loan History:

- Employees can view a record of all past loan applications in the People 360 portal, including:
 - Approved loans.
 - Current loan status.

Advance Request:

An Advance Request feature in People 360 allows employees to request an advance on their salary, typically for personal or emergency financial needs. This feature is part of the broader financial benefits and payroll management system that People 360 offers. It enables employees to access funds before their regular payday under specific conditions and terms.



Add Advance Request

Employee *
Izhar Mehmood

Request Date *
13/12/2024

Request Amount *
0

Deduction Month *

Submit Cancel

Key Features of Advance Request in People 360

1. Salary Advance Application:

- Employees can apply for an **advance on their salary** within the People 360 portal.
- The system allows them to specify the **amount** they need, the **reason** for the advance, and the **repayment terms** (e.g., deductions from future salaries).

2. Eligibility Check:

- The system may have an automated **eligibility check** to determine if the employee qualifies for a salary advance based on factors like:

3. Tracking Request Status:

- Employees can track the **status of their advance request**, which might include statuses like:
 - **Pending Approval:** The request is awaiting review.
 - **Approved:** The request has been granted.
 - **Rejected:** The request was denied.
 - **Disbursed:** The advance has been paid out.

4. Loan/Advance History:

- The system may maintain a **history of all past advance requests**, including amounts, repayment schedules.

Training Request:

The **Training Request** feature in an People 360 portal allows employees to request training programs or workshops to enhance their skills and knowledge. This feature streamlines the process of identifying training needs, submitting requests, and getting them approved by LM and HR. It supports organizations in promoting employee growth and aligning skill development with business goals.

Add Training Request

Employee *

Training Title *

Training Type *

Training Summary *

Training Purpose

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Training Institute *

Training Period *

Day(s)

Training Location *

Currency *

Estimated Cost *

Key Features of Employee Training Request in People 360

1. Training Request Form:

- Employees can fill out a **training request form** with details like:
 - The type of training they wish to attend.
 - Reason for the request (e.g., skill gap, career development).
 - Preferred schedule and location (if applicable).
 - Estimated cost (if the training is external).

2. Approval Workflow:

- Once submitted, the request is routed through an **approval process**:
 - **Line Manager Approval**: The direct supervisor reviews the request and evaluates its relevance to the employee's role.
 - **HR Review**: HR verifies if the requested training aligns with organizational goals and budget.

3. Training Status Updates:

- Employees can track the status of their training request, including:
 - Pending approval.
 - Approved.
 - Scheduled.
 - Completed.

4. History of Training Requests:

- Employees can view their **training history**, including:
 - Past training sessions attended.
 - Pending or rejected requests.

5. Customizable Training Options:

- HRMS may allow employees to request **internal** or **external training**:
 - **Internal Training**: Provided by in-house trainers or departments.
 - **External Training**: Programs offered by third-party organizations.

Leave Request:

The **Leave Request** feature in People 360 provides employees with a streamlined process to apply for leaves, while enabling HR and managers to review, approve, or decline requests efficiently. This module ensures transparency in leave policies and simplifies leave tracking across the organization.

The screenshot shows the 'Add Leave Request' form. At the top, there is a dark blue header with the text 'Add Leave Request'. Below this, the form contains several fields: 'Employee' with a dropdown menu showing 'Adnan Ahmed Khan'; 'Leave Type' with a dropdown menu showing '-- Please Select --'; 'From Date' and 'To Date' with date pickers showing 'mm/dd/yyyy'; 'Total Day(s)' with a text input field showing '0'; 'Reason' with a large text area containing the placeholder 'Please fill out this field.'; 'Alternate Employee' with a dropdown menu showing '-- Please Select --'; 'Contact #' with a text input field showing 'Contact #'; and 'Upload Attachment' with a 'Choose File' button and the text 'No file chosen'. At the bottom right, there are two buttons: 'Submit' and 'Cancel'. A watermark 'Activate Windows Go to Settings to activate Windows' is visible in the background.

Key Features of Leave Request in HRMS

1. User-Friendly Interface:

- Employees can apply for leave through a simple online form with dropdown menus for leave types, date pickers for start and end dates, and fields for comments/reasons.

2. Real-Time Leave Balance Display:

- The system dynamically shows the **available leave balance** for each type of leave config by system administrator (e.g., annual leave, sick leave, casual leave) while the employee is filling out the request.

3. Validation Checks:

- Prevents submission of requests if:
 - Leave dates overlap with a previously applied leave.
 - Insufficient leave balance for the requested days.
- Provides error messages to guide employees.

4. Approval Workflow:

- Requests are routed to the appropriate **LM** and **HR team** for approval.

5. Notifications:

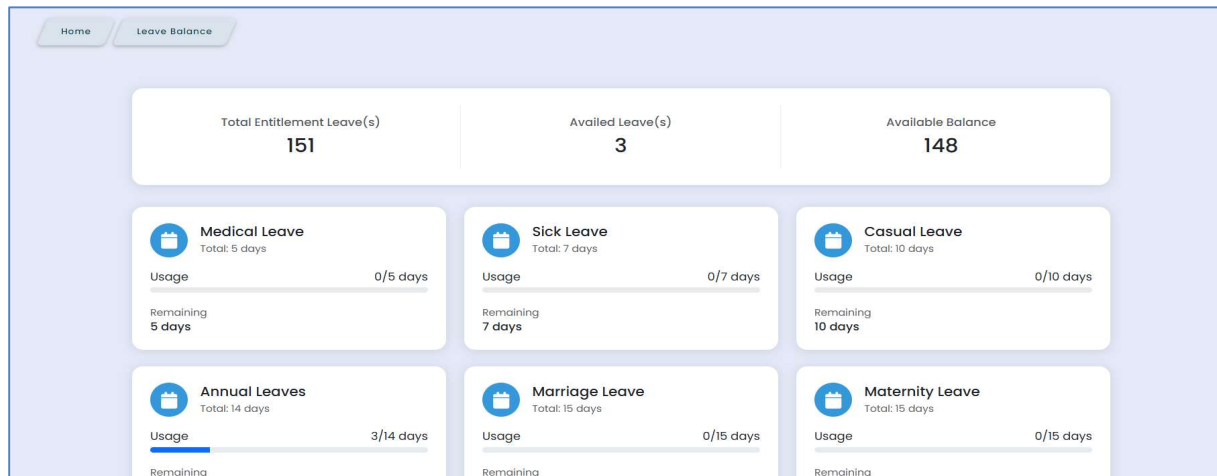
- Automated **email or SMS alerts** are sent for:
 - Request submission.
 - Approval, rejection, or pending status.

6. History of Leave Requests:

- Employees can view their **leave history**, including approved, rejected, and pending requests.

Leave Balance:

The **Leave Balance** feature in a People 360 system provides employees with a clear view of leave entitlements, available balances, and availed leaves for each type of leave. It also incorporates configurable leave types that align with company policies.



Key Components of Leave Balance in People 360

1. Leave Entitlement:

- Displays the total number of leaves allotted to an employee per year for each type of leave (e.g., Annual Leave, Sick Leave, etc).
- Entitlements are configurable based on:
 - Yearly Configuration.

2. Leave Balance:

- Real-time display of:
 - **Available balance:** Remaining leave days for each leave type.
 - **Availed leave:** Total number of leaves taken during the year.
 - **Carry-forward balance:** Leaves carried over from the previous year (if applicable).

3. Leave Types:

- The system supports multiple types of leave based on company configuration, such as:
 - **Annual Leave:** General paid time off for vacation or personal reasons.
 - **Sick Leave:** Leave for health-related issues.
 - **Casual Leave:** Short-term leave for personal or unforeseen reasons.
 - **Maternity/Paternity Leave:** Leave for childbirth or childcare.
 - **Compensatory Off:** Leave earned by working extra hours/days.
 - **Unpaid Leave:** Deducted from salary if no paid leave is available.

Expense Claim:

The **Expense Claim** feature in People 360 is a tool designed to streamline the process of reimbursing employees for business-related expenses. It provides employees with a convenient way to submit expense claims, while enabling line managers and HR teams to review, approve, and track these claims efficiently.

Add Expense

Expense Category *
-- Please Select --

Expense Date *
12/15/2024

Receipt No *
0

Claim Value *
0
as per policy.

Receipt File *
Choose File No file chosen
(.pdf, .jpeg, .jpg, .png are allowed)

Remarks *
Remarks

Submit Cancel

Key Features of Expense Claim in People 360

1. Expense Submission Portal:

- Employees can submit expense claims with details such as:
 - Expense category (e.g., travel, meals, accommodation).
 - Date of expense.
 - Amount.
 - Description or reason.
 - Receipt upload (e.g., scanned copies, PDFs, or photos).

2. Expense Categories:

- Configurable categories for various types of expenses:
 - Travel expenses (flight, train, taxi).
 - Accommodation costs (hotel stays).
 - Food and meals.
 - Office supplies.
 - Miscellaneous expenses (e.g., parking fees).

3. Policy Integration:

- The system enforces company-specific policies, such as:
 - Spending limits for each category.
 - Allowed and disallowed expenses.
 - Approval workflows based on expense amount.

4. Expense Tracking:

- Employees can track the status of their claims in real-time.

Travel Request:

The **Travel Request** feature in People 360 streamlines the process of managing employee travel for business purposes. It allows employees to request travel arrangements, while enabling line manager and HR to review, approve, and coordinate travel logistics efficiently.

Travel Request Form

Employee *
Izhar Mahmood

One Way Trip
 Return Trip
 Multi City Trip

Domestic
 International

Origin (From) Country*
 Origin (From) City*
 Destination (To) Country*
 Destination (To) City*

Departure Date*

Travelling By
 Travel Class
 Travel Time Preference

Accommodation
 Accom From
 Accom To

Travel Advance
 Currency

Frequent Flyer Airline
 Frequent Flyer Name
 Contact Number*

Pick up Required
 Personal Days

Purpose*

Max. Limit Size (200 letters)

Draft Travel Request

Show entries Search:

#	Trip Type	Travel Type	Departur Date	Origin (From)	Destination (To)	Accommodation	Request Date	Action
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

Key Features of Travel Request in People 360

1. Travel Request Submission:

- Employees can submit detailed travel requests, including:
 - Travel purpose (e.g., client meeting, conference, training).
 - Destination and travel dates.
 - Mode of travel (flight, train, car, etc.).
 - Accommodation needed.
 - Estimated budget and expenses.


2. Approval Workflow:

- Multi-level approval processes, customizable based on:
 - Travel type (domestic or international).
 - Expense estimates.
 - Employee role or hierarchy.
- Automated notifications for approvers to act.

Payroll & Salary Slip:

The **Salary Slip** (Pay Slip) feature in People 360 provides employees with a detailed breakdown of their monthly earnings, deductions, and net pay. It is a crucial document for employees as it serves as proof of income and helps them understand their salary structure.

INFOTECH
InfoTech Group (Karachi Office)
42111427427
6th Floor, State Life Building No. 1, I I Chundrigar Rd, opposite UBL
Tower, City Railway Colony, Karachi, Karachi City, Sindh



Emp Code: 6
Employee Name: Izhar Mehmood
Department: Microsoft Business Unit
Designation: Sr. Software Engineer

Pay Period: September, 2024
Work Days: 31
Salary Date: 22/10/2024
Joining Date: 30/10/2024

Earning	Amount	Deduction	Amount
Basic	70000.00	PF	10600.00, Percentage: 10 %
HRA	1000.00	Profession Tax	13780.00, Percentage: 13 %
DA	1000.00	Attendance Deduction	2632.90
TA	1000.00	Loan Deduction	10000.00
Medical Allowance	1000.00	Advance Deduction	15000.00
Convince Allowance	1000.00	Total Deduction	52012.90
Gross Salary	76000.00		

Net Pay Amount : Rs. 53987
Fifty Three Thousand Nine Hundred Eighty Seven

This is system generated salary pay slip, and no need of signature and stamp.

Key Features of Employee Salary Slip in People 360

1. Digital Salary Slip Generation:

- Automatically generated for every payroll cycle.
- Available in PDF format for download or printing.

2. Access Through Employee Portal:

- Employees can view or download their salary slips directly from the People 360 portal.

3. Detailed Salary Components:

- Displays all salary components, including:
 - Basic pay.
 - Allowances (e.g., HRA, travel, medical).
 - Tax deductions (e.g., income tax, professional tax).
 - Other deductions (e.g., provident fund, insurance).

4. Historical Records:

- Employees can access past salary slips for any payroll cycle (e.g., any payroll months or year).

5. Confidential and Secure:

- Protected with secure access controls to ensure employee data privacy.

End of Service (EOS) Resignation:

The **End of Service (EOS) Resignation** process in an People 360 manages the formalities when an employee resigns or their employment ends. It streamlines tasks like resignation submission, approvals, notice period tracking, final settlement, and compliance with company policies or legal requirements.

The screenshot shows a form titled "Add Employee Resignation". It contains the following fields and controls:

- Employee Name ***: A dropdown menu with "Izhar Mehmood" selected.
- ERT Type ***: A dropdown menu with "Resignation" selected.
- End Date of Service ***: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- Reason ***: A large text area with the placeholder "Reason" and a "Please fill out this field." message at the bottom right.
- Submit**: A blue button.
- Cancel**: A red button.

Key Features of EOS Resignation in People 360

1. Resignation Request Submission:

- Employees can submit a resignation request directly in the People 360.
- Key fields include:
 - Resignation reason (e.g., personal, career growth, health).
 - Last working day (proposed by the employee).
 - Notice period (as per company policy).

2. Approval Workflow:

- Automated approval process involving:
 - Line manager.
 - HR representative.
- Notifications are sent to relevant stakeholders.

Employee Portal

(Line Manager)

What is Line Manager (LM):

In People 360 Line Managers are responsible for managing their team's requests, approvals, and performance-related activities. They act as the first point of contact for their team members and ensure the smooth flow of operational processes. Below is a detailed breakdown of the roles and responsibilities of a Line Manager in People 360 and how they handle team members' requests for approval.

Key Roles and Responsibilities of a Line Manager in People 360

1. Team Management:

- View detailed profiles and organizational hierarchy of team members.
- Monitor attendance, leave, and performance metrics of their team.

2. Request Approvals:

- Approve or reject requests from team members in a timely manner.
- Types of requests that typically require approval:
 - Leave Requests: Manage leave applications and ensure adequate coverage.
 - Attendance Correction Requests: Verify and approve attendance corrections.
 - Expense Claims: Review and approve travel or other expense claims.
 - Travel Requests: Approve business trip requests.
 - Loan or Advance Requests: Review financial assistance requests from employees.
 - Training Requests: Approve learning and development plans for employees.

3. Attendance and Time Tracking:

- Monitor attendance records, including late arrivals, overtime, and absenteeism.
- Approve shift changes or overtime requests, if applicable.

Applicant Approval:

The **Applicant Approval** process in People 360 refers to the workflow used to review, evaluate, and approve or reject candidates during the recruitment process. It ensures that the selection of new employees is efficient, standardized, and aligned with the organization's hiring policies. This process typically involves multiple stages, starting from initial screening to final approval.

Applicant Approval List												
#	Applicant Name	Gender	Contact Number	Country/City	Applied Position	Type of Employment	Type of Applicant	Interview Date	Interview Time	Interviewer	Resume	Action
No data available in table												

Showing 0 to 0 of 0 entries Previous Next

Attendance Correction Approval:

The **Attendance Correction Approval** process in People 360 allows employees to request corrections to their attendance records, which are then reviewed and approved (or rejected) by their line manager or HR team. This is important for managing scenarios where an employee may have missed clocking in or out, entered incorrect hours, or experienced technical issues affecting their attendance.

Attendance Correction Approval									
#	Employee Name	Attendance Date	Clock In Time	Clock Out Time	Reason Type	Reason	Line Manager Approval	HR Approval	Action
1	Ithar Mehmood	12/11/2024	09:34 AM		Official OutDoor Duty	XYZ	Pending	Pending	 

Showing 1 to 1 of 1 entries Previous 1 Next

Attendance Approval:













The **Monthly Attendance Approval** process in People 360 is crucial for ensuring that all employees' attendance records are accurate and validated before payroll processing and other HR activities. This process typically involves reviewing, correcting, and approving the entire month's attendance data to ensure that any discrepancies (e.g., missed punches, absences, leaves) are resolved.

Attendance Approval										
#	Employee Name	Attendance Date	Day	Clock In	Late In	Clock Out	Late Out	Status	Line Manager Approval	HR Approval
No data available in table										

Showing 0 to 0 of 0 entries Previous Next

Loan Request Approval:



The **Loan Request Approval** process in People 360 is designed to streamline the submission, review, and approval of loan applications made by employees. It ensures that loans are granted fairly, according to company policy, and are tracked through to disbursement.

Loan Request Approval							
#	Employee	Date	Loan Requested Amount	Loan Requested Deduction Amount	Loan Deduction Start Month Year	Line Manager Approval	Action
1	Izhar Mehmood	13/11/2024	20000.00	5000.00	2024-12	Pending	 
2	Izhar Mehmood	30/11/2024	5000.00	500.00	2024-11	Pending	 
3	Izhar Mehmood	30/11/2024	5000.00	500.00	2024-11	Pending	 
4	Izhar Mehmood	30/11/2024	10000.00	1000.00	2024-12	Pending	 
5	Izhar Mehmood	30/11/2024	10000.00	1000.00	2024-12	Pending	 
6	Izhar Mehmood	30/11/2024	20000.00	2000.00	2024-12	Pending	 

Showing 1 to 6 of 6 entries Previous **1** Next

Advance Request Approval:

The **Advance Request Approval** process in an People 360 enables employees to request an advance payment, typically in the form of salary or other financial assistance, based on company policies. This process helps streamline the approval and management of advance requests, ensuring they are handled efficiently, fairly, and in compliance with organizational rules.

Advance Request Approval							
#	Employee	Request Date	Advance Requested Amount	Deduction Amount	Deduction Month	Line Manager Approval	Action
1	Izhar Mehmood	13/11/2024	5000.00	5000.00	2024-11	Pending	 

Showing 1 to 1 of 1 entries Previous **1** Next

Training Request Approval:









The **Training Request Approval** process in People 360 is designed to facilitate the submission, review, and approval of employee training requests. This ensures that employees can access necessary training and development opportunities while aligning with company objectives, budget constraints, and the employee's role.

Training Request Approval												
#	Employee Name	Training Title	Training Summary	Training Purpose	Training Type	Training Institute	Training Period	Training Location	Training Cost	Line Manager Approval	HR Approval	Action
1	Izhar Mehmood	Course PL-300T00-A: Microsoft Power BI Data Analysis	This course covers the various methods and best practices that are in line with business and technical requirements for modeling, visualizing, and analyzing data with Power BI.	The audience for this course are data professional	Soft-Skills Training	Microsoft	3 Day(s)	Online	USD - USA Dollar 80.00	Pending	Pending	 

Showing 1 to 1 of 1 entries

Leave Request Approval:

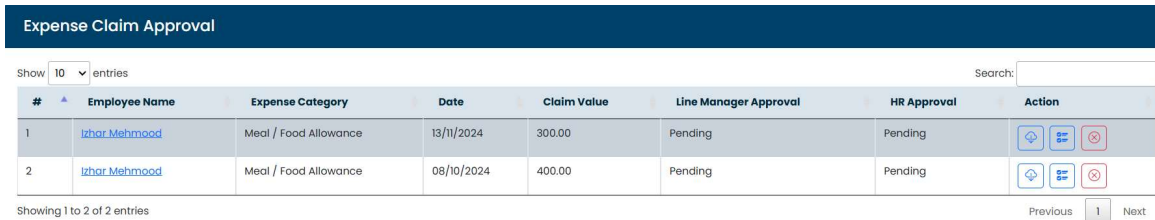
The **Leave Request Approval** process in an People 360 is a critical workflow that allows employees to request time off, and line managers or HR teams to review and approve or reject those requests. The system automates and streamlines the approval process, ensuring compliance with company policies, tracking leave balances, and providing a transparent process for both employees and managers.

Leave Request Approval								
#	Employee Name	Leave From Date	Leave To Date	Total Day(s)	Leave Type	Alternate Employee	Line Manager Approval	Action
1	Izhar Mehmood	02/12/2024	05/12/2024	4	Sick Leave	Burhan Uddin Shabbir	Pending	 
2	Izhar Mehmood	26/11/2024	28/11/2024	3	Annual Leaves	Burhan Uddin Shabbir	Pending	 
3	Izhar Mehmood	21/11/2024	23/11/2024	2	Casual Leave	Burhan Uddin Shabbir	Pending	 
4	Izhar Mehmood	22/10/2024	23/10/2024	2	Casual Leave	Burhan Uddin Shabbir	Pending	 

Showing 1 to 4 of 4 entries

Expense Request Approval:

The **Expense Request Approval** process in People 360 allows employees to submit requests for reimbursement of business-related expenses, which are then reviewed and approved by line managers. This process ensures that expenses are valid, compliant with company policies, and within budget.



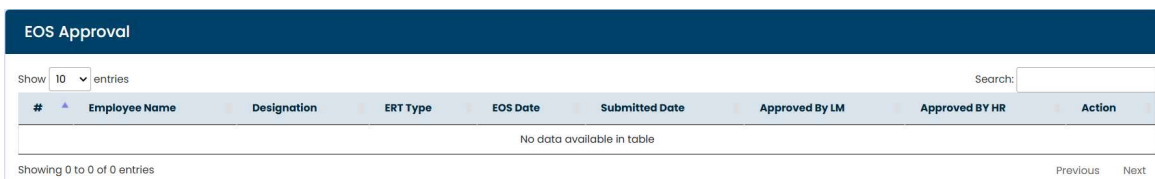
The screenshot shows the 'Expense Claim Approval' interface. It features a table with columns for '#', 'Employee Name', 'Expense Category', 'Date', 'Claim Value', 'Line Manager Approval', 'HR Approval', and 'Action'. Two entries are visible, both for 'Izhar Mehmood' with 'Meal / Food Allowance' category. The first entry is dated 13/11/2024 with a claim value of 300.00, and the second is dated 08/10/2024 with a claim value of 400.00. Both are in 'Pending' status. The interface includes a search bar, a 'Show 10 entries' dropdown, and pagination controls.

#	Employee Name	Expense Category	Date	Claim Value	Line Manager Approval	HR Approval	Action
1	Izhar Mehmood	Meal / Food Allowance	13/11/2024	300.00	Pending	Pending	
2	Izhar Mehmood	Meal / Food Allowance	08/10/2024	400.00	Pending	Pending	

End of Service (EOS) Resignation Request Approval:

The **End of Service (EOS) Resignation Request** approval process in an People 360 is designed to manage an employee's resignation efficiently. This process ensures that the resignation is handled in compliance with company policies and that the employee's departure is smooth and well-documented.

In most organizations, the **Line Manager** plays a crucial role in the **resignation approval process**. The line manager is responsible for confirming that the resignation follows company procedures, ensuring that the employee's duties and responsibilities are handed over properly, and facilitating the overall transition.



The screenshot shows the 'EOS Approval' interface. It features a table with columns for '#', 'Employee Name', 'Designation', 'ERT Type', 'EOS Date', 'Submitted Date', 'Approved By LM', 'Approved By HR', and 'Action'. The table is currently empty, displaying the message 'No data available in table'. The interface includes a search bar, a 'Show 10 entries' dropdown, and pagination controls.

#	Employee Name	Designation	ERT Type	EOS Date	Submitted Date	Approved By LM	Approved By HR	Action
No data available in table								

Human Resources

(User Portal)

What Is HR User:

An HR User in an HRMS People 360 refers to a role or user profile assigned to an individual or team responsible for managing and overseeing HR-related processes and functions within the system. HR Users typically belong to the Human Resources Department and have access to specific tools, data, and modules to manage employee information, organizational policies, and workflows effectively.

The permissions and responsibilities of an HR User are generally broader and more comprehensive compared to standard employees, allowing them to manage the overall workforce and system administration.

Key Responsibilities of an HR User

1. Employee Data Management:

- Maintain and update employee records, such as personal information, job roles, salary details, benefits, and leave balances.
- Ensure the accuracy and confidentiality of employee data.

2. Recruitment and Onboarding:

- Manage the recruitment process, including job postings, applicant tracking, interview scheduling, and offer letter issuance.
- Oversee employee onboarding, such as document collection, orientation scheduling, and assigning initial tasks.

3. Attendance and Leave Management:

- Monitor and manage attendance records, including shift schedules, overtime, and absences.
- Approve or reject employee leave requests based on company policies and team requirements.

4. Payroll and Compensation:

- Process employee salaries, bonuses, and deductions (e.g., taxes, loans, or advances).
- Generate salary slips and handle reimbursements or expense claims.

5. Policy and Compliance Management:

- Manage company policies related to attendance, leave, expenses, and workplace conduct.
- Ensure compliance with labor laws and regulations.

6. Performance Management:

- Oversee employee performance appraisals and feedback cycles.
- Manage key performance indicators (KPIs) and set goals for employees.

7. Training and Development:

- Organize training programs, track employee participation, and manage training requests.
- Maintain records of employee certifications and skill development.

8. Separation and Exit Management (EOS):

- Handle employee resignations, termination processes, and final settlements.
- Process End of Service (EOS) benefits, conduct exit interviews, and update records for separated employees.

9. System Administration:

- Manage system configurations such as role-based permissions, workflows, and access controls.
- Address system-related issues and collaborate with IT teams to resolve technical problems.

HR Dashboard:

An **HR Dashboard** is designed to provide comprehensive data related to various HR functions. Below are the key features typically included:

Key Features of a HR Dashboard in HRMS

- Employee Statistics
- Event Calendar
- Weather Widget
- Announcement Tracker
- Upcoming Events

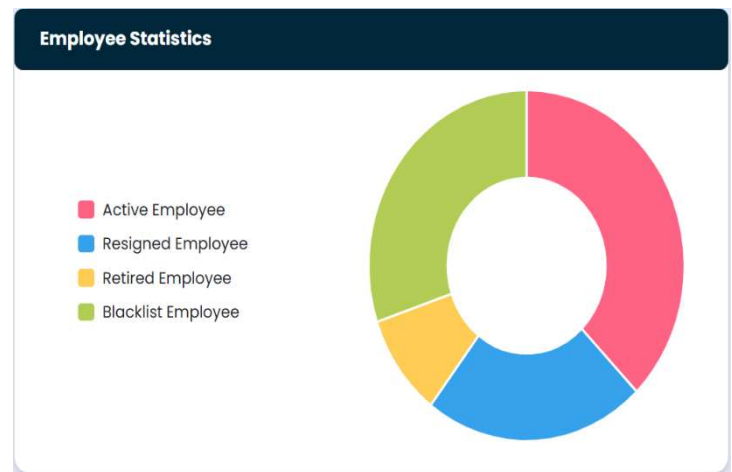
Employee Statistics

The **Employee Statistics** section in People 360 provides a quick overview of an organization's workforce status. It categorizes employees based on their current relationship with the company, allowing HR personnel to track key data points such as active employees, past employees (resigned or retired), and those flagged for internal concerns (blacklisted).

Key Metrics in Employee Statistics

1. Active Employees

- **Definition:** Employees currently employed and working for the organization.
- **Details Displayed:**
 - Total number of active employees.
- **Purpose:**
 - Helps HR track the current workforce size.
 - Supports resource planning and workforce allocation.



2. Resigned Employees

- **Definition:** Employees who have voluntarily resigned or completed their notice period.
- **Details Displayed:**
 - Total number of resigned employees.
- **Purpose:**
 - Analyze attrition rates and identify reasons for employee turnover.
 - Helps in improving retention strategies.

3. Retired Employees

- **Definition:** Employees who have exited the organization after reaching the official retirement age or based on organizational policy.
- **Details Displayed:**
 - Total number of retired employees.

- **Purpose:**
 - Forecast retirement patterns to plan workforce replacements.
 - Ensure timely processing of retirement benefits.

4. Blacklisted Employees

- **Definition:** Employees who are no longer allowed to be rehired or associated with the organization due to specific reasons (e.g., misconduct, breach of company policies).
- **Details Displayed:**
 - Total number of blacklisted employees.
- **Purpose:**
 - Prevent accidental rehiring of flagged employees.
 - Maintain compliance and a record of employment history.

Event Calendar

An **Event Calendar** in an People 360 is a centralized feature that displays key dates, holidays, and events for employees. It serves as a visual planner to keep everyone informed about company-wide activities and important HR deadlines like performance reviews or training sessions.

Features of an Event Calendar in People 360

Company-Wide Events:

- Displays public holidays, company-wide meetings, and celebrations (e.g., anniversaries, team outings).
- Tracks HR deadlines (e.g., tax submissions, compliance audits).

Benefits of an Event Calendar in People 360

Enhanced Organization:

- Provides a structured view of all important dates, ensuring employees and HR teams stay organized.

December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	31				

Fri Dec 13 2024

Improved Communication:

- Promotes transparency about company events, deadlines, and policies.
- Reduces confusion by centralizing schedules in one location.

Increased Employee Engagement:

- Encourages participation in company activities, training, and events.

Weather Widget

A **Weather Widget** in an People 360 is a small yet useful feature that provides real-time weather updates directly within the People 360 dashboard. It enhances the user experience by offering employees location-specific weather insights, helping them plan their day better, especially for outdoor meetings, events, or commutes.

Key Features of a Weather Widget

8. Real-Time Weather Updates:

- Displays current weather conditions, including temperature, humidity, and wind speed.

9. Location-Based Data:

- Automatically detects the user's location using GPS or allows manual location selection.

10. Weather Forecast:

- Shows hourly and daily forecasts for the next few days.

11. Customizable View:

- Employees can personalize the widget by choosing units (Celsius/Fahrenheit) or adding multiple cities.

12. Visual Icons and Animations:

- Dynamic icons (e.g., sun, rain, snow) or animations to depict weather conditions visually.

13. Additional Weather Details:

- Includes UV index, air quality index (AQI), sunrise/sunset times, and precipitation probability.

14. Responsive Design:

- Adapts to mobile, desktop, or tablet interfaces for seamless accessibility.



Benefits of Adding a Weather Widget in People 360

6. Convenience:

- Employees get instant weather updates without switching to external apps or websites.

7. Improved Productivity:

- Helps employees plan better for meetings, commutes, or events affected by weather.

8. Employee Safety:

- Alerts about adverse weather conditions ensure employees can take precautions.

9. Enhanced Engagement:

- Adds a personalized touch to the HRMS dashboard, making it more interactive.

10. Outdoor Event Planning:

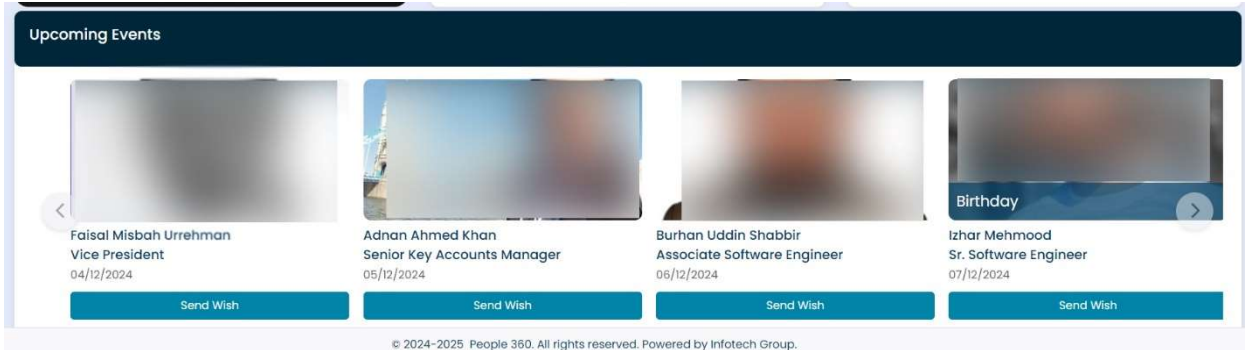
- Assists HR teams in organizing outdoor activities like team-building events or charity drives by checking weather forecasts.

Announcements

The **Announcements** module in People 360 is a centralized feature designed to share important updates, news, and information with employees. It acts as a virtual bulletin board, ensuring that all employees, whether on-site or remote, stay informed about company policies, events, achievements, and other critical updates.

Upcoming Events

In an People 360 the **Upcoming Events** feature helps celebrate employees' birthdays and create a more engaging, positive workplace culture. It provides a centralized view of upcoming birthdays, allowing employees and managers to recognize and appreciate colleagues.



Key Features of Employee Birthday Announcements

- 1. Centralized Birthday Calendar:**
 - A dedicated section that lists all upcoming employee birthdays, either on the People 360 dashboard.
- 2. Automated Birthday Notifications:**
 - Sends notifications to relevant employees or managers a few days before a birthday, allowing them to prepare for any celebrations or acknowledgments.
 - Provides a birthday reminder to HR or admin teams for organizing any celebrations or gift-giving.
- 3. Customizable Notifications:**
 - Option to send personalized birthday greetings or automated messages to employees.
- 4. Personalized Acknowledgment:**
 - Send automated birthday wishes through emails, internal messages, or even company-wide announcements.
 - Include personalized messages or team shout-outs to make the birthday feel special.

Shift Setup

The **Shift Setup** feature in an **People 360 HR portal** allows organizations to define, configure, and manage employee work shifts effectively. This module is particularly useful for companies with varying working hours, rotational shifts, or 24/7 operations, ensuring proper scheduling and seamless workforce management.

The screenshot shows a form titled "Add Shift Setup" with the following fields:

- Shift Name ***: A text input field with the placeholder "Shift Name".
- Grace Time ***: A text input field with the value "0".
- In Time ***: A time selection dropdown menu.
- Out Time ***: A time selection dropdown menu.
- Break Time Start ***: A time selection dropdown menu.
- Break Time End ***: A time selection dropdown menu.
- Remarks ***: A large text area for additional notes.

At the bottom right of the form, there are two buttons: "Submit" (blue) and "Cancel" (red).

Key Features of Shift Setup in People 360

1. Define Shifts

- Create shifts with specific time slots (e.g., Morning, Evening, Night).
- Include shift start and end times, break durations, and shift name.

2. Assign Shifts to Employees

- Assign shifts individually or in bulk to employees or departments.
- Set recurring shifts or rotational patterns.

3. Flexibility Settings

- Define grace periods for late arrivals and early departures.
- Enable flexible start and end times if applicable.

4. Overtime and Break Settings

- Configure overtime rules for employees working beyond shift hours.
- Define mandatory breaks during shifts (e.g., lunch breaks).

Configure Off Days

The **Off Days Configuration** feature in People 360 HR portal allows organizations to set official non-working days, such as weekends. This ensures accurate attendance tracking, payroll calculations.

Manage System Off Day(s)

#	Select Off Day(s)	Day(s)
1	<input type="checkbox"/>	Monday
2	<input type="checkbox"/>	Tuesday
3	<input type="checkbox"/>	Wednesday
4	<input type="checkbox"/>	Thursday
5	<input type="checkbox"/>	Friday
6	<input checked="" type="checkbox"/>	Saturday
7	<input checked="" type="checkbox"/>	Sunday

Configure Attendance / Payroll Days

Configuring **Attendance and Payroll Days** in People 360 ensures proper tracking of employee workdays, leave, holidays, and paid/unpaid absences. It directly affects payroll calculations, ensuring compliance with company policies.

Manage System Date - Month - Year

Start Year *

End Year *

Start Day Of Month *

End Day Of Month *

Kindly set the System Off Day(s) First.

Configure Financial Year for Payroll

Configuring the **financial year** in People 360 is a crucial step for aligning payroll processing, and compliance reporting with the organization's accounting cycle. It defines the start and end dates of the financial year..

Leave Configuration

Configuring the **Leave Management System** in People 360 involves setting up leave types, policies, accrual rules, A well-configured leave module ensures transparency and compliance with organizational and statutory leave policies.

To configure **leave types**, yearly **leave entitlements**, and **carry forward balances** in People 360, follow these steps to ensure proper management of employee leave with organizational policies.

The screenshot shows a form titled "Add Leave Config" with the following fields and controls:

- Year From ***: Text input field containing "07/2024".
- Year To ***: Text input field containing "06/2025".
- Leave Type ***: Dropdown menu with "-- Please Select --" selected.
- Leaves ***: Text input field containing "Leaves".
- Carry Forward ***: A checkbox followed by a text input field containing "0".
- Special Leaves ***: A checkbox.
- Submit** and **Cancel** buttons are located at the bottom right of the form.

Recruitment Applicant

Scheduling an interview for an applicant through People 360 system is a critical feature that simplifies the recruitment process by enabling HR and hiring managers to organize, track, and manage interview schedules efficiently. This process ensures better coordination between the recruitment team, candidates, and interviewers.

Example Workflow:

- **HR Admin** logs into the HRMS and navigates to the **Recruitment** section.
- They open an applicant's profile and click on **Schedule Interview**.
- The system allows HR to select the **interview type**, **date**, and **time** and choose **interviewers**.
- Once the interview is completed, Interviewer updates the system with **interview feedback** and updates the applicant's status and it moved to the HRD.

Add Applicant

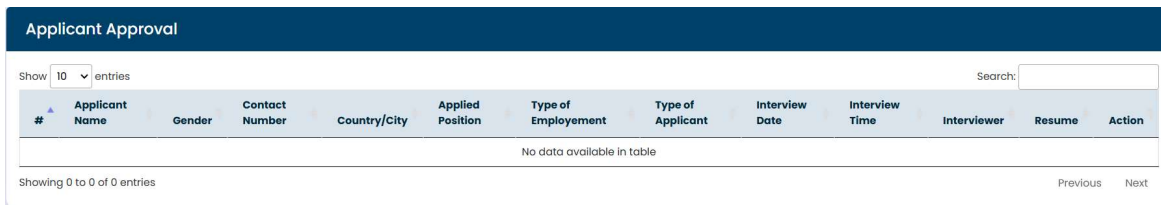
<p>Applicant First Name *</p> <input type="text" value="Applicant First Name"/>	<p>Applicant Last Name *</p> <input type="text" value="Applicant Last Name"/>
<p>Father/Husband Name *</p> <input type="text" value="Father/Husband Name"/>	<p>CNIC *</p> <input type="text" value="00000-0000000-0"/>
<p>Contact Number *</p> <input type="text" value="0300-0000000"/>	<p>Gender *</p> <input type="text" value="-- Please Select --"/>
<p>DOB *</p> <input type="text" value="mm/dd/yyyy"/>	<p>Marital Status *</p> <input type="text" value="-- Please Select --"/>
<p>Address *</p> <input style="width: 100%;" type="text" value="Address"/>	
<p>Country *</p> <input type="text" value="-- Please Select --"/>	<p>City *</p> <input type="text" value="-- Please Select --"/>
© 2024-2025 People 360. All rights reserved. Powered by Infotech Group.	
<p>Email *</p> <input type="text" value="XYZ@XYZ.COM"/>	<p>Phone *</p> <input type="text" value="-- Please Select --"/>
<p>Type Of Employment *</p> <input type="text" value="-- Please Select --"/>	<p>Type Of Applicant *</p> <input type="text" value="-- Please Select --"/>
<p>Interview Date *</p> <input type="text" value="mm/dd/yyyy"/>	<p>Interview Time *</p> <input type="text" value="--:--:--"/>
<p>Resume Upload * Browse the resume file to upload *</p> <input type="button" value="Choose File"/> No file chosen	<p>Interviewer *</p> <input type="text" value="-- Please Select --"/>

Benefits of Scheduling Interviews in People 360

- Streamlined Communication: Automatic notifications ensure that both applicants and interviewers are aware of interview schedules.
- Improved Organization: The People 360 ensure all interviews are tracked and organized in one place.
- Centralized Data: All interview feedback, decisions, and applicant details are in one system, making it easy to evaluate candidates.
- Efficient Rescheduling: If there's a need to reschedule, HR can easily modify the interview time and notify both the applicant and interviewers.

Applicant Final Approval (HRD)

Once an applicant has completed an interview, it's essential to follow a structured process for final approval of their selection in the HRMS system. This step typically involves the **interviewer** or **line manager** providing feedback and making a decision about the candidate's suitability for the role. Afterward, the **HR department** or **recruitment team** processes the final approval and initiates the next steps in the hiring process.



Applicant Approval

Show 10 entries Search:

#	Applicant Name	Gender	Contact Number	Country/City	Applied Position	Type of Employment	Type of Applicant	Interview Date	Interview Time	Interviewer	Resume	Action
No data available in table												

Showing 0 to 0 of 0 entries Previous Next

Employee Registration (Onboarding)

Employee Registration or Onboarding is the process of integrating a new employee into the organization and familiarizing them with company culture, policies, and their roles. In an People 360, the onboarding process is automated, streamlined, and ensures that all necessary tasks are completed in an organized manner. Below is a detailed breakdown of how Employee Registration works within People 360.

Key Phases of Employee Registration (Onboarding) in People 360

1. Pre-boarding Activities

Pre-boarding refers to the tasks that occur before the employee's first day. These activities typically focus on paperwork, system setup, and communication with the new hire.

- **Employee Contract:**
 - The employee digitally signs the contract or offer letter.
- **Document Collection:**
 - The new hire submits necessary documents (ID proof, educational certificates, bank details, etc.) via the HRMS portal.
 - Documents are securely uploaded into the system for record-keeping and compliance.
- **System Account Setup:**
 - HR sets up the new employee's employee profile in People 360.
 - The employee is granted access to relevant systems (email, payroll system, time management system, etc.).

- **Welcome Kit:**
 - An automatic email is sent with welcome messages and an overview of the organization.

2. First Day Onboarding Activities

On the employee's first day, the focus shifts to formal introductions, training, and system setup.

- **Employee Profile Activation:**
 - The new employee's People 360 profile is activated with personal information, job details, compensation package, and more.
 - The employee can access company tools, resources, and necessary policies via the People 360 portal.
- **Welcome Orientation:**
 - An orientation session is scheduled to welcome the employee and provide an overview of the company's values, mission, vision, and culture.
- **Introduction to Teams:**
 - The system facilitates introductions to key team members, managers, and other employees.
 - This can include a "My Team & Org Chart" feature in the People 360, with photos, roles, and contact details.

Adding Employee Profile

Home Add Employee

1 Employee Info 2 Official Info 3 Qualification 4 Experience 5 Certification 6 Contract 7 Salaries 8 Bank Details 9 Next Of Kin 10 Equipment / Assets

Add Employee

Applicant *

Profile Form	Description
Employee Info	To add employee personal info in People 360 in employee registration
Official Info	To add employee official info to set the designation, department, assign shift and line manager with necessary information.
Qualification	To add employee qualification with necessary details of education.
Experience	To add employee experience with past organization, position and previous salary with duration etc.
Certification	To add employee multiple certifications with complete details.
Contract	To add employee contract for described duration.
Salaries	To set employee salary for payroll management.
Bank Details	To add employee bank details for company info and salary disbursement.
Next of Kin	To notify the next of kin as per the rule and law.
Equipment / Assets	To add the issuance of equipment and assets to the client.

Employee Blacklist

An **Employee Blacklist** is a system within People 360 used to track and manage employees who have been terminated, resigned under suspicious circumstances, or have violated company policies. These employees are flagged in the system as “blacklisted” and are typically restricted from rejoining the organization or may have their future employment prospects limited.

#	Employee Code	Employee Name	Father/Husband Name	CNIC	Reason	Black List By	Employee Status	Action
No data available in table								

User Registration (For HR Portal)

In People 360, an **HR User Registration** process allows only specific users (HR personnel or admins) to register employees. This ensures that the registration process is restricted to authorized HR users and prevents any unauthorized individuals from adding or modifying employee records. Below is an outline of how to implement an **Employee Registration** system where only **HR users** can register employees on the HR portal.

Add Users

Employee *
-- Please Select --

First Name *
First Name

Last Name *
Last Name

Father / Husband *
Father / Husband

Email
Email

Department
-- Please Select --

Designation
-- Please Select --

Login ID
LOG IN ID

Password
Password

Submit Cancel

1: HR User Authentication

- Only authorized HR personnel (with HR user role) are granted access to the employee registration feature.
- **Role-Based Access Control (RBAC):** The HRMS should have a **Role-Based Access Control** system that ensures only users with the **HR user** role can access employee registration functionalities.

2: Role Assignment and Permissions

- After filling out the employee's information, the HR user can assign **roles and permissions**:
 - **HR User**: HR personnel can grant access to specific People 360 features based on the system modules.
 - **Employee Role**: Assign the new employee a role (e.g., employee, manager, admin, etc.), which determines their access level within the portal.
- The system should ensure that employees do not have HR-level access unless explicitly granted.

Assign User Roles

Users

-- Please Select --

Show 10 entries

Search:

Select All Page Name

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Assign Cancel Back

Attendance Correction Approval (HR)

In People 360, the final HR approval for attendance corrections is the last step in the process after the Line Manager has approved the correction request. This ensures that all adjustments to the attendance records are thoroughly checked and aligned with company policies, labor laws, and payroll calculations before being finalized.

Home Attendance Correction Approval

Attendance Correction Approval

Show 10 entries

Search:

Employee Name Attendance Date Clock In Time Clock Out Time Reason Type Reason Line Manager Approval HR Approval Action

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Attendance Approval (HR)

In People 360, **monthly attendance approval** requires a multi-step workflow to ensure that the attendance records for employees are accurate, comply with company policies, and are ready for payroll processing. After the **Line Manager** approves the employee's attendance for the month, the **HR** typically performs a **final approval** to ensure everything is correct, and then the records are processed for payroll, leave management, and reporting purposes.

The screenshot shows the 'Attendance Approval' page. At the top, there are navigation tabs for 'Home' and 'Attendance Approval'. Below this is a 'Search Attendance' section with a dropdown menu for 'Employee' (currently showing '-- Please Select --') and two date pickers for 'From Date' and 'To Date', both showing 'dd/mm/yyyy'. Below the search section is the 'Attendance Approval' table. The table has a header with columns: '#', 'Employee Name', 'Attendance Date', 'Day', 'Clock In', 'Late In', 'Lat Long In', 'Clock Out', 'Late Out', 'Lat Long Out', 'Status', 'Line Manager Approval', and 'HR Approval'. The table body is empty, displaying 'No data available in table'. At the bottom left, it says 'Showing 0 to 0 of 0 entries'. At the bottom right, there are 'Previous' and 'Next' navigation links.

Attendance Report (HR)

An **Attendance Report** is essential for tracking and analyzing employee attendance over a specific period. It helps HR departments to monitor attendance trends, manage payroll, and ensure compliance with company policies. The report can be generated for individual employees or groups and can include various details such as working hours, leaves taken, overtime, and absences over a defined date range.

The screenshot shows the 'Attendance Report' page. At the top, there are navigation tabs for 'Home' and 'Attendance Report'. Below this is the 'Attendance Report' section. It features a dropdown menu for 'Employee' (currently showing '-- Please Select --') and two date pickers for 'From Date' and 'To Date', both showing 'dd/mm/yyyy'. To the right of the date pickers is a blue 'Get Report' button.

Holiday(s) Announcement

In any organization, **holiday announcements** are crucial for ensuring that all employees are informed about upcoming holidays. These announcements can include national holidays, company-specific holidays, or any special days off that employees need to know about. A well-designed People 360 HR portal can streamline this process by automating and centralizing these announcements.

Add Holiday Announcement

Holiday Title *

Description *

Holiday From * **Holiday To ***

Holiday(s) Announcement Approval

The **Holiday(s) Announcement Approval** process ensures that HR, managers, or relevant stakeholders can review and approve holiday announcements before they are made public to all employees. This approval workflow helps maintain accuracy in communications, ensures compliance with company policies, and reduces the risk of errors. Here's how the **Holiday(s) Announcement Approval** process can be structured in an People 360 HR portal.

Holiday Announcement Approval

Show entries Search:

# ▲	Holiday Title	Description	Holiday From	Holiday To	Total Holiday(s)	Announcement Date	Approval Status	Action
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

Increment(s)

Employee increments refer to the salary increases given to employees based on factors such as performance, tenure, company policy, or market conditions. In People 360 HR portal, the process of managing salary increments can be streamlined to ensure transparency, consistency, and efficiency. The system allows HR, managers, and employees to track, approve, and record the increments seamlessly.

Employee Increments List

Company * Employee *

-- Please Select -- -- Please Select -- Search

Show 10 entries Search:

#	Basic Salary	HRA	DA	TA	Medical Allowance	Convince Allowance	Food Allowance	Gross Salary	PF %	PF Amount	Tax %	Tax Amount	Net Salary
No data available in table													

Showing 0 to 0 of 0 entries Previous Next

Increment(s) Approval (HR)

The **HR Manager's role** in the increment approval process ensures that proposed salary increments align with company policies, budgetary constraints, and performance standards. After the increment request is submitted by managers or other stakeholders, the **HR Manager** reviews, approves, and finalizes the request for payroll processing.

Employee Increments List

Show 10 entries Search:

#	Employee	Department	Basic Salary	Gross Salary	Net Salary	Increment Year	Increment Per	Increment Date	Approval Status	Action
No data available in table										

Showing 0 to 0 of 0 entries Previous Next

End of Service EOS (HR)

The **End of Service (EOS)** process in an HRMS system enables HR teams to efficiently handle employee exits, whether due to termination, resignation, or retirement. This process ensures compliance with company policies, labor laws, and financial obligations such as gratuity, notice periods, or retirement benefits.

End Of Service

Employee Name * ERT Type *

End Date of Service *

Reason *

End of Service Approval (HR)

The **HR Manager's role** in the **End of Service (EOS)** process is critical for ensuring compliance with company policies, labor laws, and the accurate calculation of financial settlements. In People 360, the EOS approval workflow helps streamline the process by enabling the HR Manager to review, approve, and finalize employee termination or retirement requests.

Home EOS Approval List

EOS Approval List

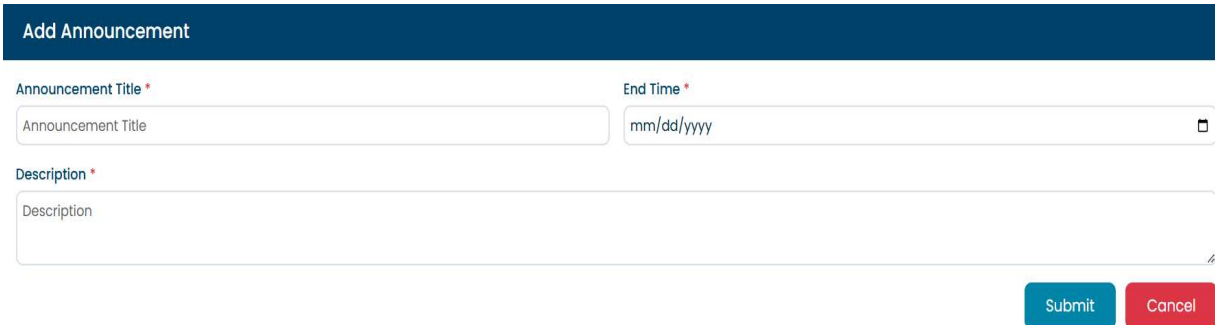
Show entries Search:

#	Employee Name	Designation	ERT Type	EOS Date	Submitted Date	Approved By LM	Approved BY HR	Action
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

Add Announcement (HR)

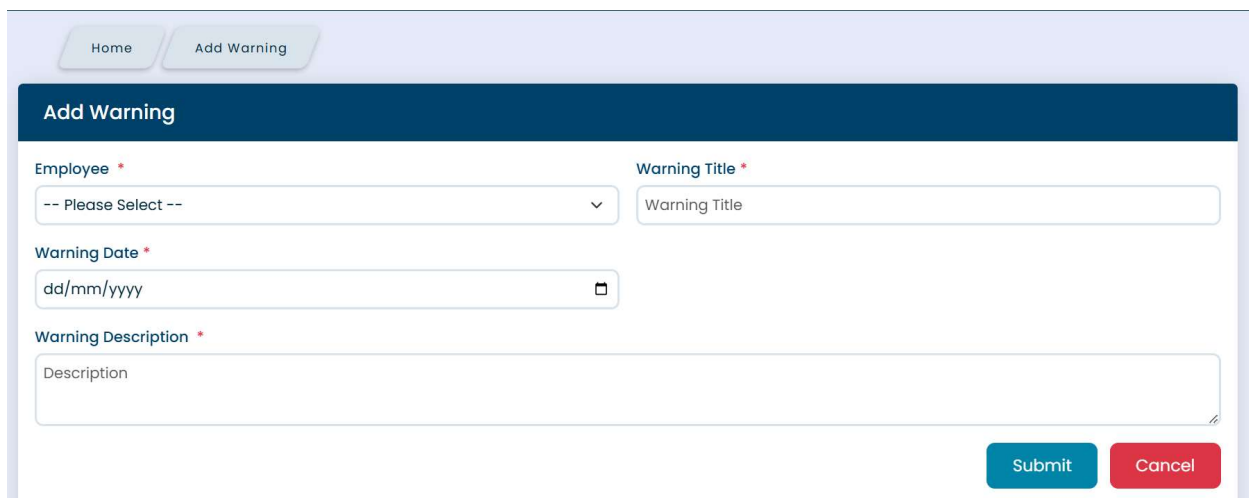
The **HR Announcements** feature in People 360 allows HR teams to share important updates, notifications, or company-wide messages efficiently. This tool is designed to streamline communication between HR and employees, ensuring that announcements reach the right audience at the right time.



The screenshot shows the 'Add Announcement' form. It has a dark blue header with the text 'Add Announcement'. Below the header, there are three main input fields: 'Announcement Title *' (a text box with 'Announcement Title' inside), 'End Time *' (a date picker showing 'mm/dd/yyyy'), and 'Description *' (a larger text area with 'Description' inside). At the bottom right, there are two buttons: a blue 'Submit' button and a red 'Cancel' button.

Add Warning (HR)

In People 360 adding and issuing a warning to an employee is an essential feature for managing disciplinary actions. It allows HR or managers to document, track, and communicate warnings to employees for violations, performance issues, or behavioral concerns while ensuring compliance with company policies.



The screenshot shows the 'Add Warning' form. At the top, there are two navigation buttons: 'Home' and 'Add Warning'. Below them is a dark blue header with the text 'Add Warning'. The form contains four main input fields: 'Employee *' (a dropdown menu showing '-- Please Select --'), 'Warning Title *' (a text box with 'Warning Title' inside), 'Warning Date *' (a date picker showing 'dd/mm/yyyy'), and 'Warning Description *' (a larger text area with 'Description' inside). At the bottom right, there are two buttons: a blue 'Submit' button and a red 'Cancel' button.

Generate Payroll

Generating payroll in People 360 is a critical process to ensure that employees are paid accurately and on time. The system automates salary calculations, deductions, taxes, and other components, reducing manual effort and errors. Below is a step-by-step guide to generating payroll in an HRMS.

Key Features of Payroll Generation in HRMS

1. Automated Calculations:

- Handles basic salary, allowances, deductions, and taxes.

2. Attendance Integration:

- Directly integrates with attendance and leave modules to calculate workdays and deductions.

3. Loan and Advance Adjustments:

- Automatically deducts loan repayments or advances from salaries.

4. Pay slip Generation:

- Employees can access pay slips through the self-service / employee portal.

The screenshot shows the 'Payroll List' interface. At the top, there are navigation buttons for 'Home' and 'Generate Payroll'. Below this is a dark blue header with the text 'Payroll List'. The main area contains a form with a dropdown menu for 'Current Year Months' (set to '-- Please Select --') and a 'Generate Payroll' button. Below the form, there is a 'Show 10 entries' option and a search box. A table with the following columns is visible: '#', 'Employee Name', 'Designation', 'Department', 'Presnt', 'Leaves', 'Holidays', 'Absent', 'Total Days', 'Month Days', 'Net Salary', 'PF', 'Tax', and 'Per Day'. The table is currently empty, displaying 'No data available in table'. At the bottom, it shows 'Showing 0 to 0 of 0 entries' and navigation links for 'Previous' and 'Next'.

Payroll List / Report

A **Payroll List** or **Payroll Report** in People 360 is a comprehensive summary that provides detailed insights into employee salary data for a given payroll period. It includes components such as gross salary, deductions, allowances, taxes, net salary, and more, giving HR, payroll administrators, and finance teams the ability to track and analyze payroll expenses efficiently.


Home
Payroll List

Payroll List

Show entries
Search:

#	Salary Month	Salary Year	Creation Date	Created By	Action
1	January	2024	14/10/2024	Anum Noor	🔍

Showing 1 to 1 of 1 entries
Previous Next

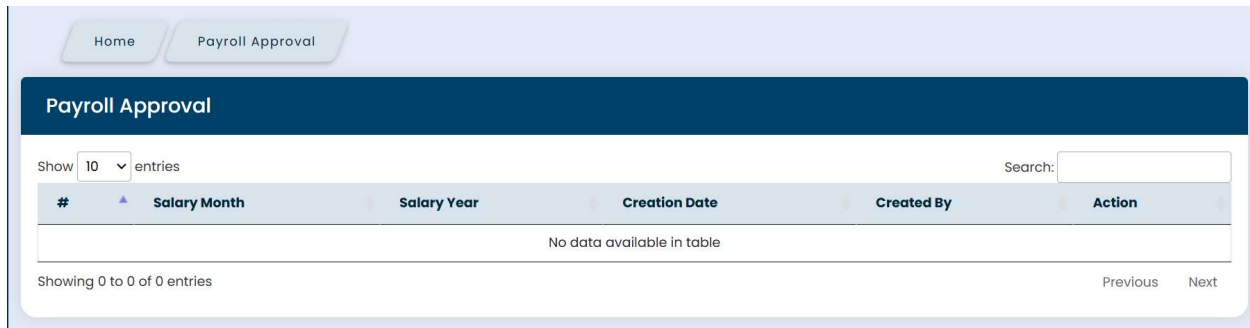


Salary Sheet

#	Employee Name	Designation	Department	Present	Leaves	Holidays	Absent	Total Days	Month Days	Net Salary	PF	Tax	Per Day	Attendance Deduction	Loan Deduction	Advance Deduction	Net Pay Amount
1	Faisal Misbah Urrehman	Vice President	Microsoft Business Unit	0	0	0	31	0	31	163240.00	21200.00	27560.00	5265.81	163240.00	0.00	0.00	0.00
2	Adnan Ahmed Khan	Senior Key Accounts Manager	Microsoft Business Unit	0	0	0	31	0	31	120120.00	15600.00	20280.00	3874.84	120120.00	0.00	0.00	0.00
3	Manahil Mehmood	Sr. Manager-SMB Segment	Microsoft Business Unit	0	0	0	31	0	31	43120.00	5600.00	7280.00	1390.97	43120.00	0.00	0.00	0.00
4	Burhan Uddin Shabbir	Associate Software Engineer	Microsoft Business Unit	0	0	0	31	0	31	97020.00	12600.00	16380.00	3129.68	97020.00	0.00	0.00	0.00
5	Raja Muhammad Junaid	Associate Software Engineer	Microsoft Business Unit	0	0	0	31	0	31	58520.00	7600.00	9880.00	1887.74	58520.00	0.00	0.00	0.00
6	Akhlaque Ahmed	Associate Software Engineer	Microsoft Business Unit	0	0	0	31	0	31	43120.00	5600.00	7280.00	1390.97	43120.00	0.00	0.00	0.00
7	Qumber Haider	Associate Software Engineer	Microsoft Business Unit	0	0	0	31	0	31	31570.00	4100.00	5330.00	1018.39	31570.00	0.00	0.00	0.00
8	Izhar Mehmood	Sr. Software Engineer	Microsoft Business Unit	21	1	8	1	30	31	81620.00	10600.00	13780.00	2632.90	2632.90	10000.00	15000.00	53987.10
9	Zeeshan Mahmood	Technical Manager Infra	Microsoft Business Unit	0	0	0	31	0	31	66220.00	8600.00	11180.00	2136.13	66220.00	0.00	0.00	0.00
10	Anum Noor	HR Manager	Human Resources	0	0	0	31	0	31	43120.00	5600.00	7280.00	1390.97	43120.00	0.00	0.00	0.00

Payroll Approval

The **Payroll Approval** Process by the HR Manager ensures that the payroll generated for employees is accurate and complies with organizational policies before final disbursement. It is typically a final checkpoint after payroll is reviewed by the Payroll Team or Line Managers. Below is a detailed guide for the HR Manager's role in payroll approval.



Request Approval (HR)

- **Expense Request Approval**
- **Leave Request Approval**
- **Loan Request Approval**
- **Advance Request Approval**
- **Training Request Approval**

The **Request Approval** process in People 360 involves the workflow through which an employee's request for a specified of request is reviewed, verified, and approved by the concerned authorities (usually the line manager). And then move forward to the HRD, This process ensures that the request are granted based on predefined policies, eligibility criteria, and budget availability.

Travel Request Approval (HR)

The **Travel Request Approval Process** ensures that travel-related expenses and arrangements are reviewed, approved, and aligned with company policies. This process involves multiple levels of approval: first by the **Line Manager** and then by the **HR Department**. HR's role is to ensure compliance with company policies, budget constraints, and travel guidelines before confirming the approval.

Home Travel Request Approval

Travel Request Approval

Show 10 entries Search:

#	Trip Type	Travel Type	Departur Date	Origin (From)	Destination (To)	Accommodation	Request Date	Line Manager Approval	HR Approval	Action
No data available in table										

Showing 0 to 0 of 0 entries Previous Next

Settings

The **Settings Module** in People 360 serves as the central configuration area for managing the foundational data, master records, and various system settings that power the application. These records and settings include employee categories, leave types, payroll rules, shift schedules, company policies, and other essential configurations that ensure the People 360 system functions properly and aligns with the organization's processes.

Thank You

