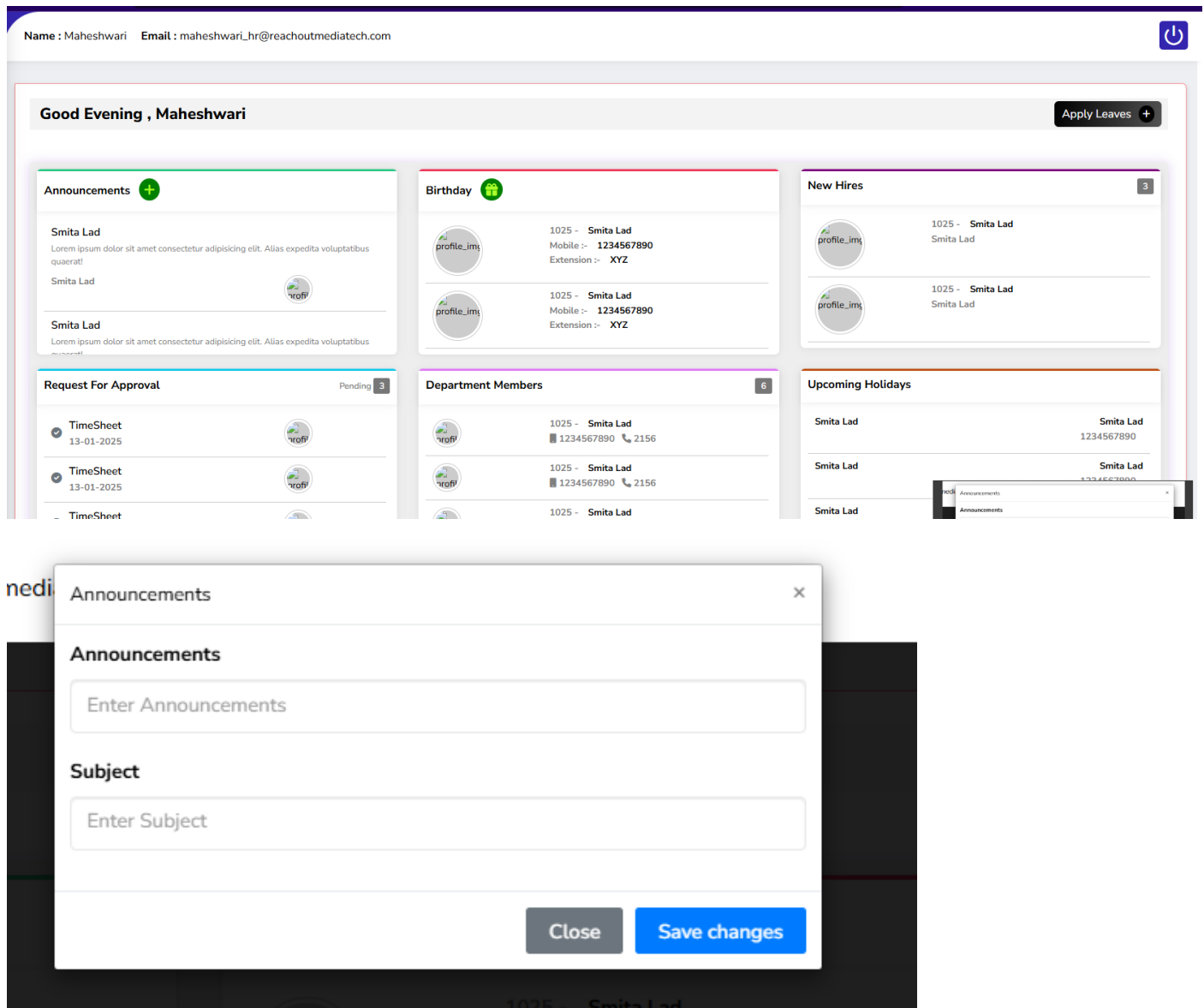


HRMS Test Cases : Akshay and Maheshwari

--Announcement should be in e-mail format (Department -> Subject-> Body of Announcement)



--Apply Leave option should be there on employee portal also(right now it on HR only) for seamless access.

--In individual Emp account details of that particular employee should autofill.

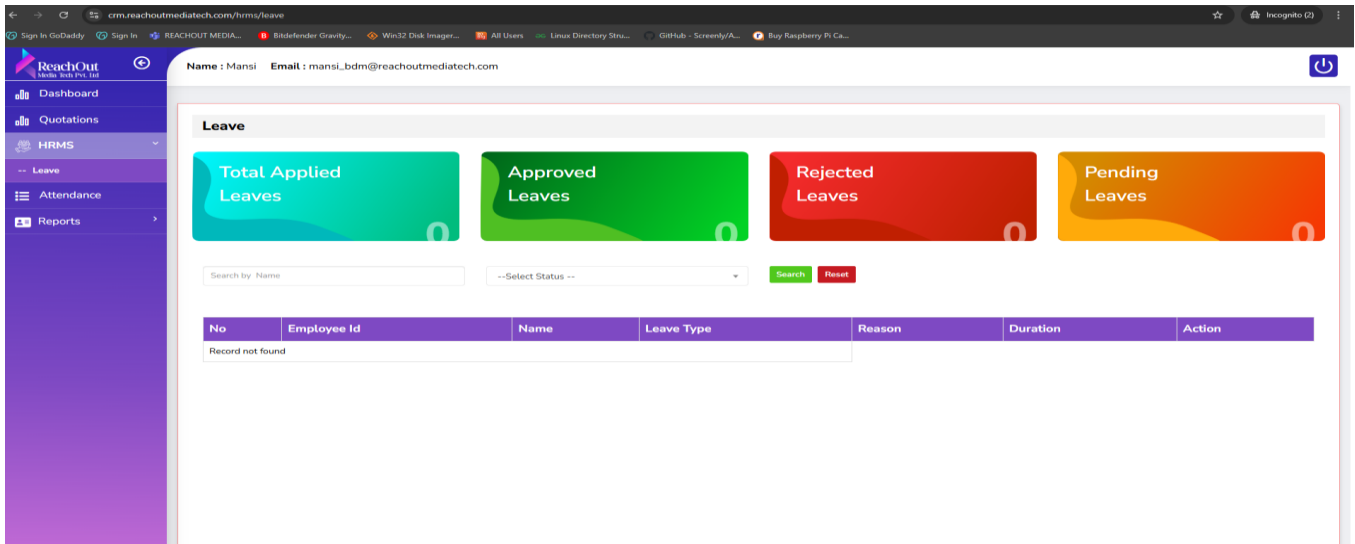
--In HR portal there should have drop down list (Emp id | Emp Name) (same as CRM Quotation)

--**Emp Id** should be before **Emp Name**.

-- **Designation** and **Department** tabs should autofill.

--There should be attachment option of upload file. (in case leave applied through email)

--Remove Employee Details headline in below Leave Details.



--Employee Signature should be removed.

--There should be validation at **Contact No.**(10 digits only)

--Emp Id, Contact No, Leave Details, Leave type, Reason, Work hand over to fields should be made mandatory.

--Leave should be applied prior 2 working days. (2 Days before Leave From). HR should have authority to change this rule in case of emergency (Extraordinary circumstances).

--HR should able to fill details of Leave application submitted through other means.]

Apply Leaves

Employee's Details

Name

Enter your name

Employee ID

Enter your employee ID

Designation

Enter your designation

Department

Enter your department

Contact Number

Enter your contact number

Leave Details

Leave From

dd-mm-yyyy

Leave To

dd-mm-yyyy

Employee Details

Leave Type

Casual Leave / Sick Leave

Emergency Leave

Other (Please Specify):

Specify leave type

Reason for Leave

Provide reason for leave

Work Handover Details

Work Handover To (Name/Department)

Enter name/department

Employee's Signature

+

Click the plus icon to upload your signature

Remarks (If Any)

Enter remarks

Employee's Declaration:

--Give check box at before employee Declaration.

--Remove 'For Official work'

--'Submit button' instead of 'save changes'

☐ Casual Leave / Sick Leave
 ☐ Emergency Leave
 ☐ Other (Please Specify):

Specify leave type

Reason for Leave

Provide reason for leave

Work Handover Details

Work Handover To (Name/Department)

Enter name/department

Employee's Signature

Click the plus icon to upload your signature

Remarks (If Any)

Enter remarks

Employee's Declaration:

I declare that the information provided above is accurate, and I will ensure a proper handover of my responsibilities before availing of the leave.

Employee's Signature

Click the plus icon to upload your signature

Date

dd-mm-yyyy

For office work only

Manager's Remarks

Manager's remarks

HR Approval

☐ Approved
 ☐ Not Approved

HR Reporting Signature

Enter HR signature

Date

dd-mm-yyyy

Close

Save changes

--Leave form should be first submitted to **reporting manager** if manager approves then it should reflect to **HR portal**.

--In case of

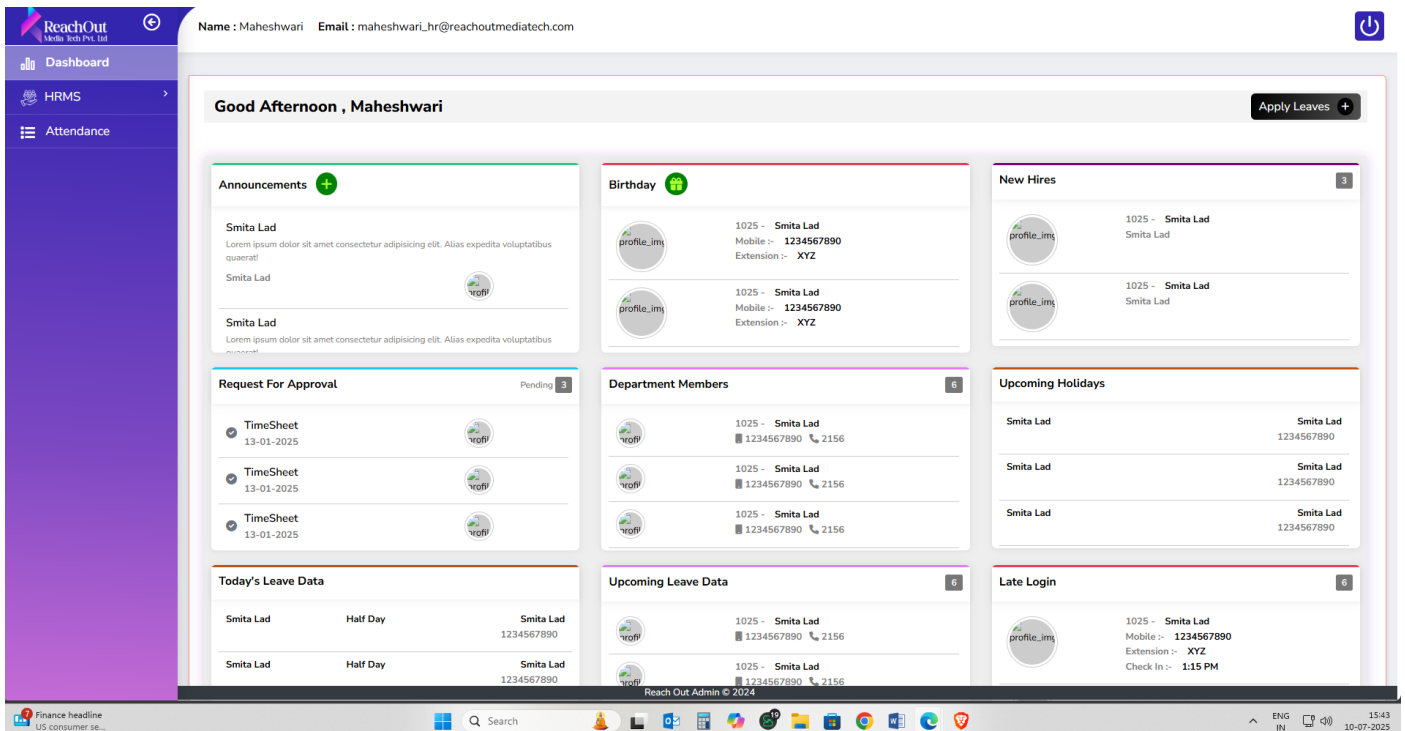
DashBoard of HR portal :

--Remove **Department Members** tab—replace it with “**On probation employees**”(we have 3 months of probation so HR should get notification before one week of probation ending).

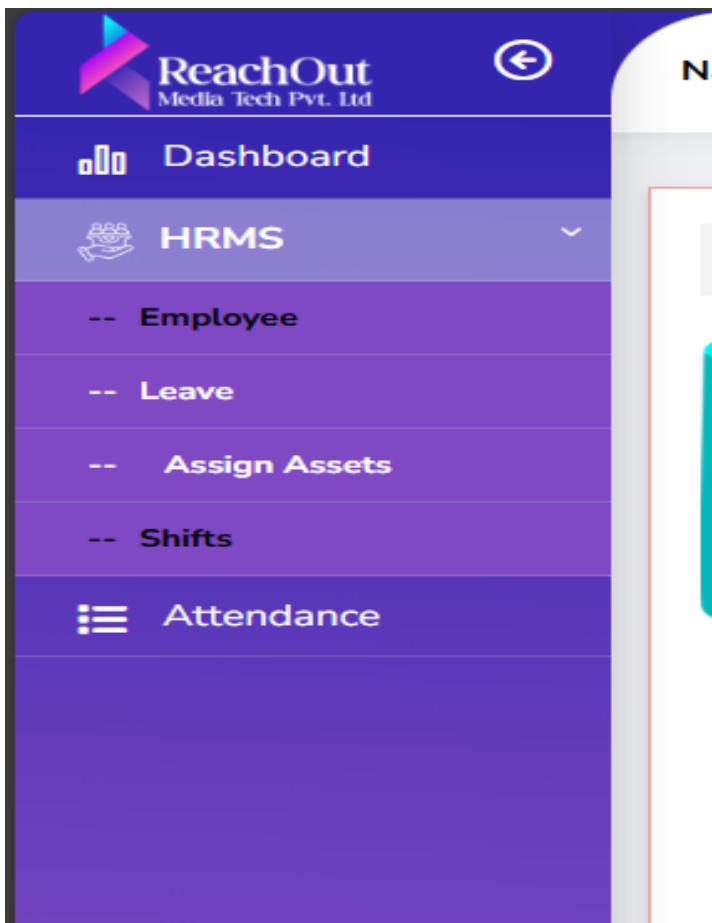
--(photo) > Good Morning !! Maheshwari (this good morning should be dynamic.)

--“**Dashboard**” should be renamed as “**HOME**”

--“**HRMS** ” renamed as “**Employee Overview**”.



--Here **Leave, Assign Assets, Shifts** should be in different tabs like *Dashboard, HRMS* and *Attendance*.



--here tabs should be – Total Employee, On Role Employee, On Probation Employee. (These tabs should be clickable and dynamic to changes).

--Here search box of “**Search by Name**” should be drop down list box of **Emp id | Emp Name**. (just like CRM)

-- In **Excel Export tab**, all text details should be backed up from database. (Everything entered in **Add Employee**).

Employee

Add Employee +

Total Employee50

On Role Employee04

Intern Employee05

Search by Name

--Select Role --

--Select Status --

Search

Reset

Excel

No	Name	Designation	Department	Employee Type	Roles	Status	Action
1	Sunny Sir	7961	7896585246	sunny_pm@reachoutmediatech.com	Manager		

--Here **Designation**, and **Department** columns should be with proper name instead of number.

--Instead of **Sr.no** there should be **Employee Id**.

--**Date of Joining** column to be added.

--Most recent (onboard) employee should be top. (Heading row should be dynamic (Emp Id –most recent<>last)(name alphabetically))

No	Name	Designation	Department	Employee Type	Roles	Status	Action
1	Sunny Sir	7961	7896585246	sunny_pm@reachoutmediatech.com	Manager		
2	Saurabh	4683	7895645565	saurabh_bdm@reachoutmediatech.com	BDM		
3	Manthan Surve	5361	8574968236	manthan_bdm@reachoutmediatech.com	BDM		
4	Reception	5462	7548749658	reception@reachoutmediatech.com	Receptionist		
5	Snehal	7854	8596741236	snehal_bdm@reachoutmediatech.com	BDE		
6	survey	9745	7898788564	survey@reachoutmediatech.com	Survey		

--Status icon design should be following (In case of activating and Inactivating there should be pop-up of confirmation)



1,000+ Active Inactive Icon St...

-- Edit icon on HR portal should be following:



- **Remove boxes of Roles.**

12	Vaibhav	5308	7898635478	vaibhav_asm@reachoutmediatech.com	BDE		
13	Kailash Somani	3691	8756963584	kailash_asm@reachoutmediatech.com	BDE		
14	Akshay Aher	2817	8978485789	akshay_asm@reachoutmediatech.com	BDE		
15	Akash uikey	3916	9857486925	akash_asm@reachoutmediatech.com	BDE		
16	Ankita Londhe	1874	9569847586	ankita_mgd@reachoutmediatech.com	Quality Assurance		
17	Harshal Wankhede	5917	8475961245	harshal_mgd@reachoutmediatech.com	Quality Assurance		
18	Pooja pawar	3518	8574959685	pooja_mgd@reachoutmediatech.com	Quality Assurance		
19	Apeksha	6730	9856969684	apeksha_bde@reachoutmediatech.com	BDE		
20	Sandesh	0497	9988774455	sandesh_bde@reachoutmediatech.com	BDE		
21	Nikhil Ghan	7481	8574963545	nikhil_bde@reachoutmediatech.com	BDE		
22	Tanvi	9518	8978874525	tanvi_bde@reachoutmediatech.com	BDE		

##Add Employee Section :

--For mandatory fields there should be asterisk(*).

Personal Details

Employee Name

Employee Name

Date of Birth

DOB

Gender

Select Gender

Email Id

Email

Mobile No

Mobile

Blood Group

Select Blood Group

Guardian Name

Guardian Name

Guardian Mobile No

Mobile

Add Employee Photo

Choose File

No file chosen

--Address section: Remove "duration of stay" and add check box in current "Same as permanent" if its checked then Permanent Address should autofill.

Residential Address

Current Address

Permanent Address

Current Address

Current Address

State

Select State

City

Select City

Pincode

Pin code

Duration Of Stay

From

2025-07-10

To

07/10/2025

Previous Employer

--Employee Id should be on top before Emp Dept.

--Emp id should be primary key (unique).

--There should be employee designation and sub designation.

-- Reporting Manager Name should be autofill as per Department. (If I am adding BDE then I'll select Sales dept then as Reporting Manager there should be BDM names only in drop down.)

- (+) button in above, should be removed instead adding **department** and **designation** should be placed below employee as shown in below screenshot.

--**Department Dashboard** should be same as above (with Functionalities).

Shifts :

- ➔ Add Shift (should function like below)
- ➔ Shift assigning should be not just department wise but also employee wise.

Add Shift

Shift Name

half day shift

From

9:00 AM

to

1:00 PM

Weekend definition

Days	Weeks					
	All	1st	2nd	3rd	4th	5th
Sunday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicable for

Departments

Human Resources

Clear

Assign Shift:

Assign shift

Applicable For

Clear

Shift Name

UK shift

Date

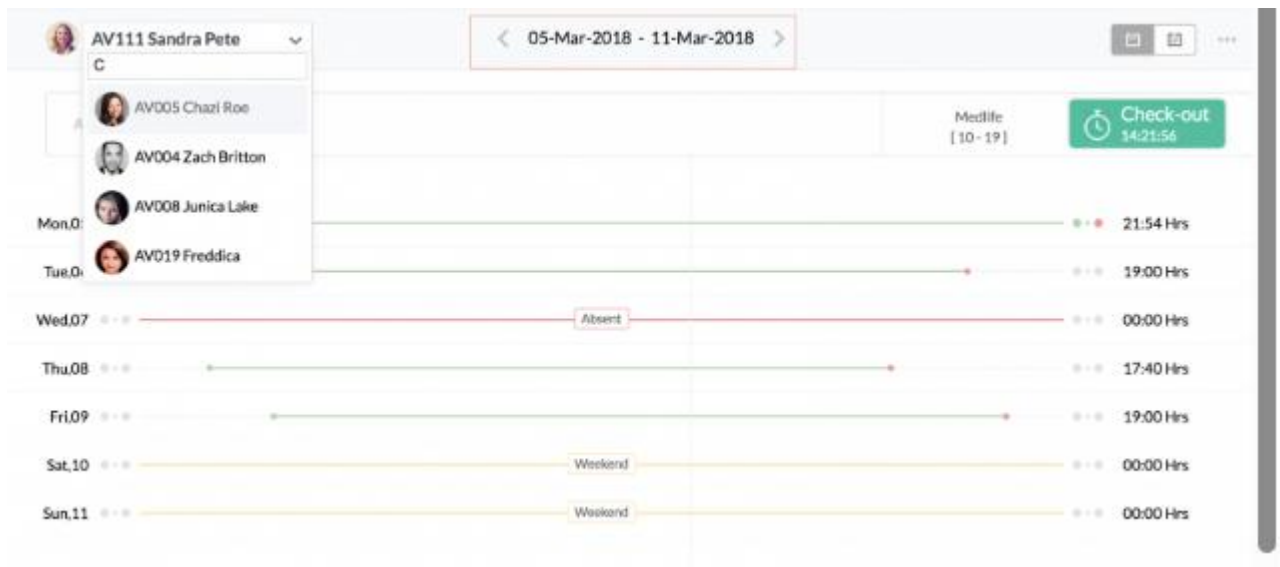
03-Oct-2022 - 31-Oct-2022

Reason

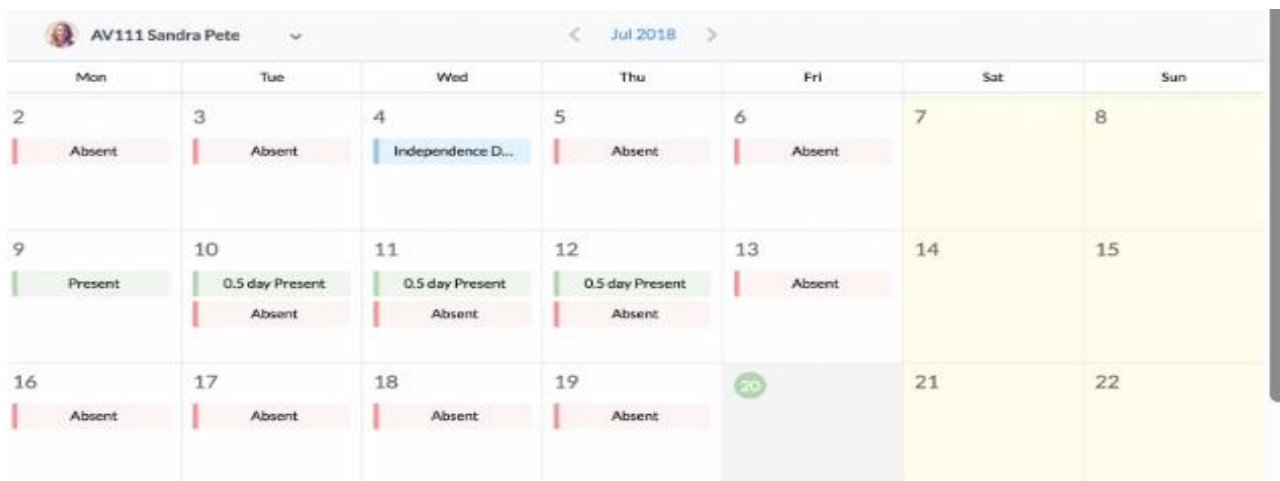
Assisting support team

Attendance :

→ List View:



→ Calender View :



➔ **Attendance Table View** of Month with all employees. (Here If I click on hrs then I should get report of daily worked hrs report)

Attendance > Employee present/... +

← > Sep 2019

Day Hour

Employee	Sep 01 Sun	Sep 02 Mon	Sep 03 Tue	Sep 04 Wed	Sep 05 Thu	Sep 06 Fri	Sep 07 Sat	Sep 08 Sun	Sep 09 Mon	Sep 10 Tue	Sep 11 Wed	Sep 12 Thu	Sep 13 Fri	Sep 14 Sat	Sep 15 Sun	Sep 16 Mon	Sep 17 Tue	Sep 18 Wed	Sep 19 Thu	Sep 20 Fri	Sep 21 Sat	Sep 22 Sun	Sep 23 Mon	Sep 24 Tue
ZY107 Brown Eileen	W/P	P	P	P	SLP	P	W/P	W/P	P	P	SLP	SLP	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P
ZY108 Davis Rosemary	W/P	P	P	A	P	P	W/P	W/P	P	P	A	A	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P
ZY107 Tara Miller	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P
ZY106 Wilson Carla	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P
ZY105 Garcia Vicki	W/P	P	P	P	P	P	W/P	W/P	P	P	P	SLP	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P
ZY104 Moore Jeanne	W/P	P	A	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P
ZY103 Taylor Beth	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P
ZY102 Clark Eble	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P
ZY101 Rodriguez Sue	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P
ZY100 Lewis Alma	W/P	P	P	P	P	P	W/P	W/P	P	P	A	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P
ZY101 Lee Vanessa	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P	P	P	P	W/P	W/P	P	P

➔ **Here above**, in right corner, there should be option of filter where I can filter employees based on department and designation.

Holiday Dashboard :--

Holidays

+ Add

Name	Date	Location	Shift(s)	Description
New Year	01-Jan-2021 Fri	All Locations	All Shifts	
Good Friday	02-Apr-2021 Fri	All Locations	All Shifts	
May Day	01-May-2021 Sat	All Locations	All Shifts	
Christmas	25-Dec-2021 Sat	All Locations	All Shifts	

➔ Add Holiday option

Add Holidays
✕

* Name

Hannukah

* Date

22-Dec-2019

☞

☒ Restricted

Sun 22-Dec-2019

Full Day

▼

Applicable For

✕ Shifts

General ✕

Clear

☞

Description

No of day(s) before which the reminder should be sent

1

▼

☐ Notify Applicable Employees

☐ Reprocess leave applications based on this added holiday
(Leaves that are already applied for this holiday will be reprocessed and the balance will be adjusted accordingly)

Note : Shift based Holidays will override the location based Holidays.

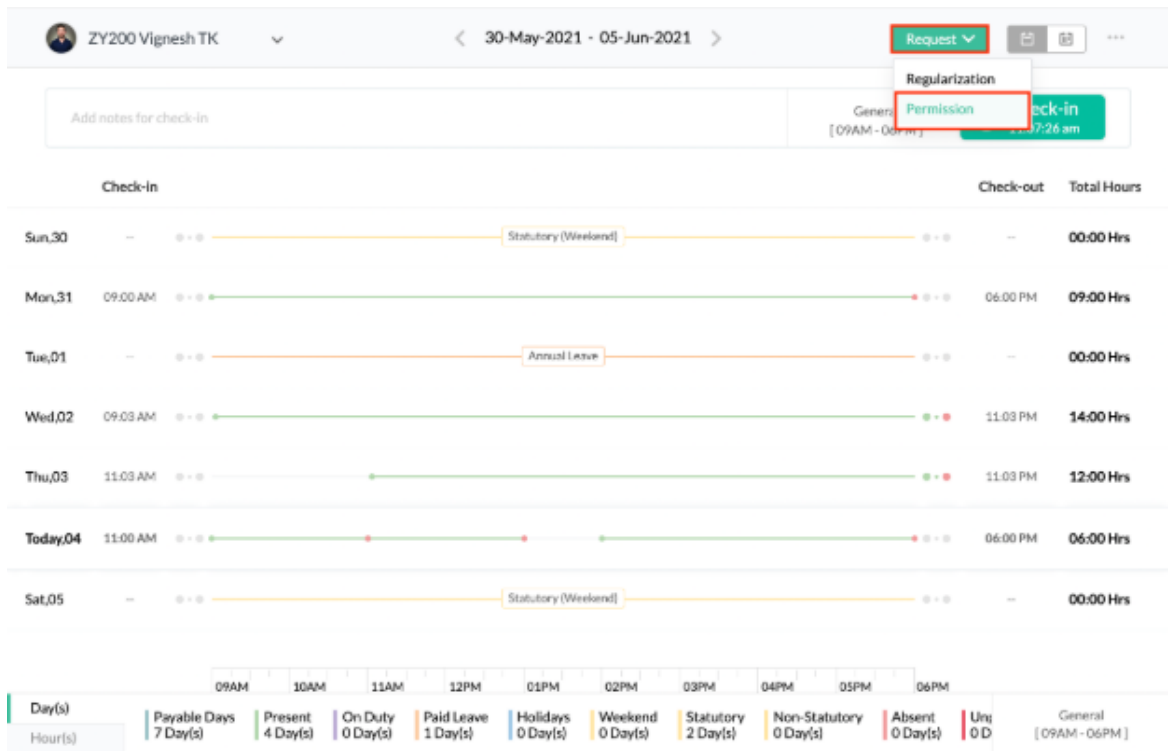
Submit

Cancel

➔ Holiday in **Calendar Month View**

<div> <div><</div> <div>☞</div> <div>Jul 2025</div> <div>AP</div> <div>☰</div> <div>☞</div> </div>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 <div>Present</div> <div>09:58 Hrs</div>	2 <div>Compensatory Off</div>	3 <div>Compensatory Off</div>	4 <div>Independence day (USA)Holi...</div>	5 <div>Absent</div>
6	7 <div>Present</div> <div>08:57 Hrs</div>	8 <div>Present</div> <div>09:39 Hrs</div>	9	10	11 <div>Compensatory Off</div>	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

➔ Holiday in **List View (Week)** attendance



Leaves Dashboard :

Views

List View

Calendar View

Leave Applications

Compensatory Request

Holidays

Reports

Settings













Leave

All Requests

All Data

Import

Export

	Employee	Leave type	Type	Leave Period	Days/Hours Taken	
<input type="checkbox"/>	 AV002 Ryan cook	Absent	Unpaid	18-May-2019 - 18-May-2019	1 Day(s)	18-May-2019
<input type="checkbox"/>	 AV003 Arbind N...	Absent	Unpaid	18-May-2019 - 18-May-2019	1 Day(s)	18-May-2019
<input type="checkbox"/>	 AV004 Zach Britt...	Absent	Unpaid	18-May-2019 - 18-May-2019	1 Day(s)	18-May-2019
<input type="checkbox"/>	 AV008 Junica Lake	Absent	Unpaid	18-May-2019 - 18-May-2019	1 Day(s)	18-May-2019
<input type="checkbox"/>	 AV009 Nolan Rem	Absent	Unpaid	18-May-2019 - 18-May-2019	1 Day(s)	18-May-2019
<input type="checkbox"/>	 AV010 Torry Farrell	Absent	Unpaid	18-May-2019 - 18-May-2019	1 Day(s)	18-May-2019
<input type="checkbox"/>	 AV012 Blake Swift	Absent	Unpaid	18-May-2019 - 18-May-2019	1 Day(s)	18-May-2019
<input type="checkbox"/>	 AV029 Natalie R...	Absent	Unpaid	18-May-2019 - 18-May-2019	1 Day(s)	18-May-2019
<input type="checkbox"/>	 AV111 Sandra Pe...	Absent	Unpaid	17-May-2019 - 17-May-2019	1 Day(s)	17-May-2019
<input type="checkbox"/>	 AV002 Ryan cook	Absent	Unpaid	17-May-2019 - 17-May-2019	1 Day(s)	17-May-2019
<input type="checkbox"/>	 AV003 Arbind N...	Absent	Unpaid	17-May-2019 - 17-May-2019	1 Day(s)	17-May-2019
<input type="checkbox"/>	 AV004 Zach Britt...	Absent	Unpaid	17-May-2019 - 17-May-2019	1 Day(s)	17-May-2019

➔ Leave Filter

Leave						All Requests	All Data	Filter
<input type="checkbox"/>	Employee	Leave type	Type	Leave Period	Days			
<input type="checkbox"/>	ZY198 Christine ...	Sick-Leave	Paid	04-Jan-2019 - 04-Jan-2019	1 Da			
<input type="checkbox"/>	ZY134 Rebecca ...	Sick-Leave	Paid	28-Jan-2019 - 28-Jan-2019	1 Da			
<input type="checkbox"/>	ZY198 Christine ...	Casual Leave Type	Paid	22-Jan-2019 - 22-Jan-2019	1 Da			
<input type="checkbox"/>	ZY134 Rebecca ...	Casual Leave Type	Paid	31-Jan-2019 - 01-Feb-2019	2 Da			
<input type="checkbox"/>	ZY134 Rebecca ...	Casual Leave Type	Paid	16-Mar-2019 - 16-Mar-2019	0 Da			
<input type="checkbox"/>	ZY134 Rebecca ...	Casual Leave Type	Paid	19-Mar-2019 - 19-Mar-2019	1 Da			
<input type="checkbox"/>	ZY198 Christine ...	Casual Leave Type	Paid	27-May-2019 - 27-May-2019	1 Da			
<input type="checkbox"/>	ZY198 Christine ...	Casual Leave Type	Paid	03-Jul-2019 - 03-Jul-2019	1 Da			
<input type="checkbox"/>	ZY198 Christine ...	Casual Leave Type	Paid	04-Jun-2019 - 04-Jun-2019	1 Da			

Filter

Period

This Year

From

01-Jan-2019

To

31-Dec-2019

Employee

All Employees

Department

All Departments

Location

All Locations

User/Employee Profile

All Users & Employee Profiles

→ Leave for each employee:

ZY198 Christine Spalding		< 01-Jan-2021 - 31-Dec-2021 >		Apply Leave	
Annual leave	Bereavement leave	Casual Leave	Compensatory off	PTO	Sick Leave
Available : 10	Available : 1	Available : 12	Available : 0	Available : 2	Available : 12
Booked : 0	Booked : 0	Booked : 2	Used : 0 Planned : 2	Booked : 0	Booked : 0

→ New Leave Type –Add New Leave


New Leave Type

*

Name

Casual Leave

Image



Code

CL

*

Type

Paid

*

Unit

☒ Days

☐ Hours

Description

Casual leave entitled to employees in general rolls

Validity

01-Jan-2018

To

→ Leave Settings


New Leave Type

*

Name

Annual Leave - UK

Image



Code

AnL

*

Type

Paid

*

Unit

☒ Days

☐ Hours

*

Balance based on

☒ Fixed entitlement

☐ Leave grant

Description

Experience based leave

Validity

24-Jun-2010

To

Entitlement

Applicable

Restrictions

Effective After

0

Year(s)

from

Date of Joining

☒ Accrual

Yearly

on

1st

Jan

No. of Days

10

in

Current accrual

☒ Reset

Yearly

on

Last Day

Dec

Carry Forward

0

Percentage

Max Limit

Encashment

0

Percentage

Max Limit

☒ Deductible Holidays

Holidays on workdays

More Options

+