

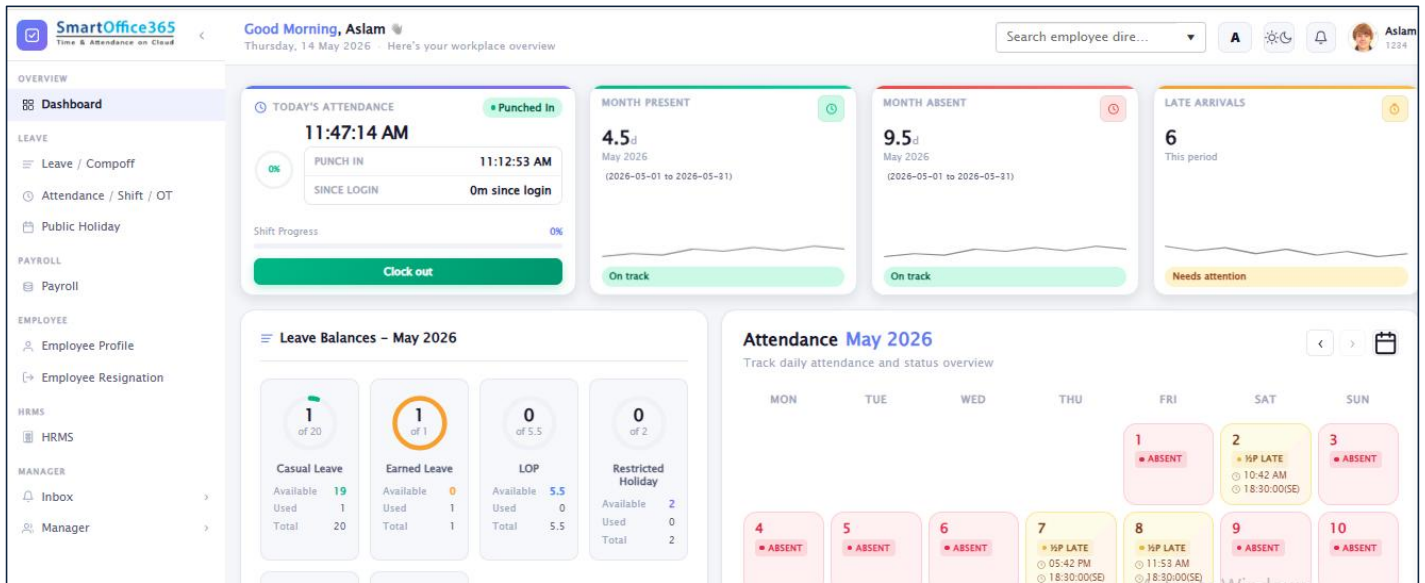
## ESS Employee Window

1) Upgraded UI of HRMS ESS Portal, delivering faster insights and enhanced visibility for employees.

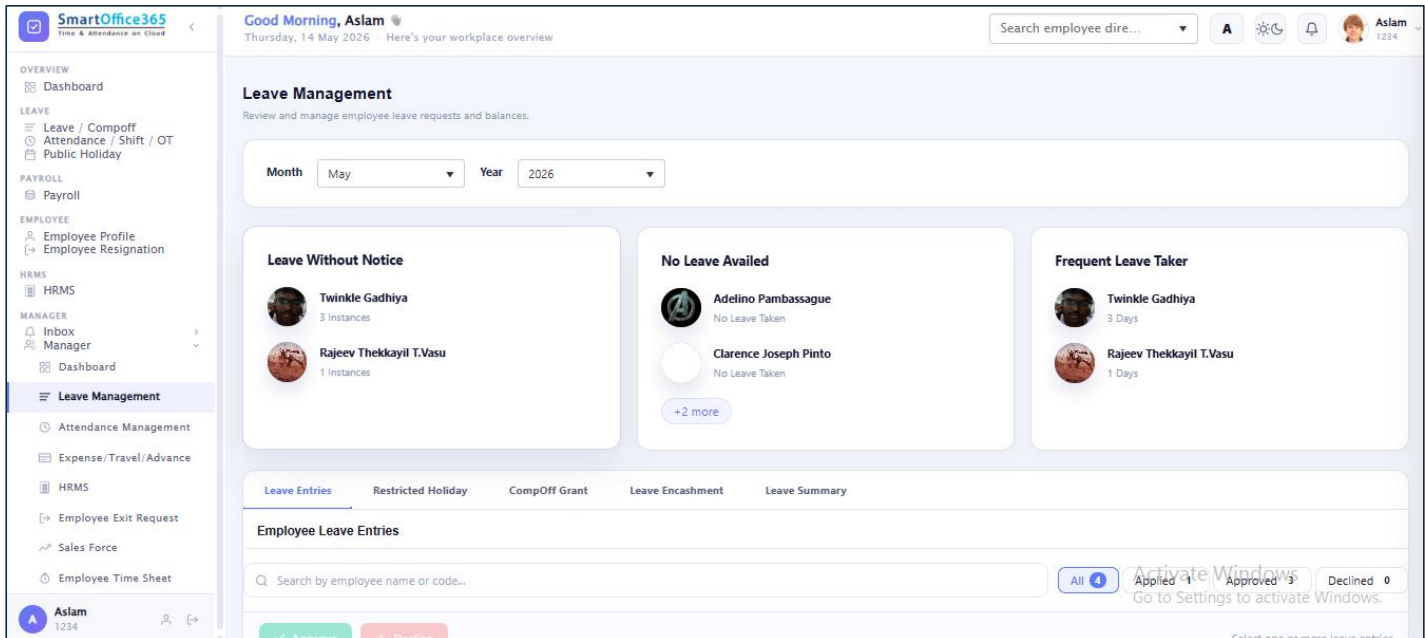
New / Upgraded Feature: **New**

Category / Sub Category: **Dashboard**

### Macro view of the Month



### Detailed view of Leave Balances



## Detailed view of Attendance & related policies. With option to take quick actions

The screenshot shows the 'Attendance & related policies' dashboard for user Aslam (1234) on Thursday, 14 May 2026. The interface includes a sidebar with navigation options like Dashboard, Leave, Attendance/Shift/OT, Payroll, and HRMS. The main content area is divided into several sections:

- ATTENDANCE STATS (01-May-2026 - 31-May-2026):** Shows 'Me' with a 2h 54m average per day and a 57% on-time rate. It also displays 'My Team' with 0h 00m average hours and 0% on-time.
- TIMINGS:** Shows today's shift from 09:30 AM to 06:30 PM with a 9h 00m duration.
- POLICY:** Lists policies such as Full Day Min Duration (N/A), Half Day Min Duration (8h 00m), and Grace Time (Late / Early) (0 / 600 Min).
- Quick Actions:** Provides buttons for Attendance Regularization, OT Claim, Shift Allowance, and Outdoor / On Duty.
- Attendance Logs:** A table with columns for DATE, SHIFT, IN TIME, OUT TIME, DURATION, LATE BY, and STATUS.

## Various HRMS option for Self Service

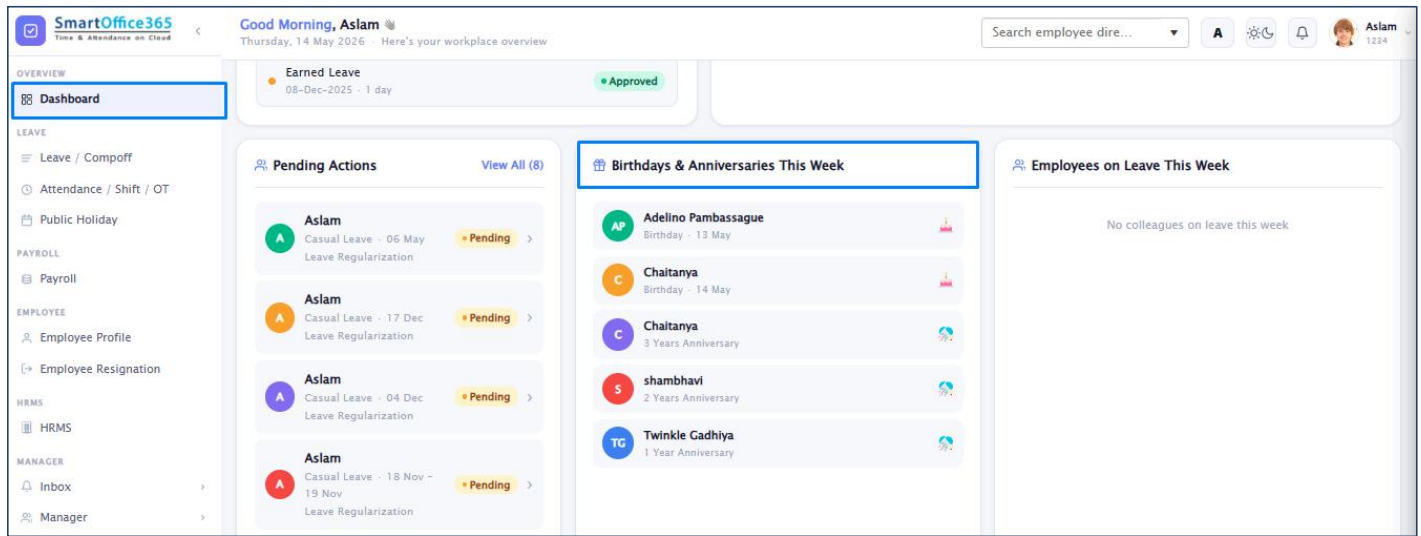
The screenshot shows the 'HRMS' self-service dashboard for user Aslam (1234) on Thursday, 14 May 2026. The interface includes a sidebar with navigation options like Dashboard, Leave, Attendance/Shift/OT, Payroll, and HRMS. The main content area is divided into several sections:

- Navigation:** Includes links for Company Forms / Policy, Performance, OKR and Goals, My Insurance, My Help Desk, Check List, My Survey / Feedback, and Training.
- Objectives & Key Results:**
  - Total Sale Of Laptop:** A progress bar showing 50% completion for Aslam (1234) with a status of 'OnTrack'. The period is from 01-Apr-2026 to 31-Dec-2026.
  - AJED223001:** A specific objective with a target of 200000 and achieved 100000, also showing 50% completion.
- Notifications:** A message stating 'Some details are pending manager approval'.

2) Employees can now view weekly colleague birthdays and work anniversaries directly on the Dashboard for easy reference.

New / Upgraded Feature: **New**

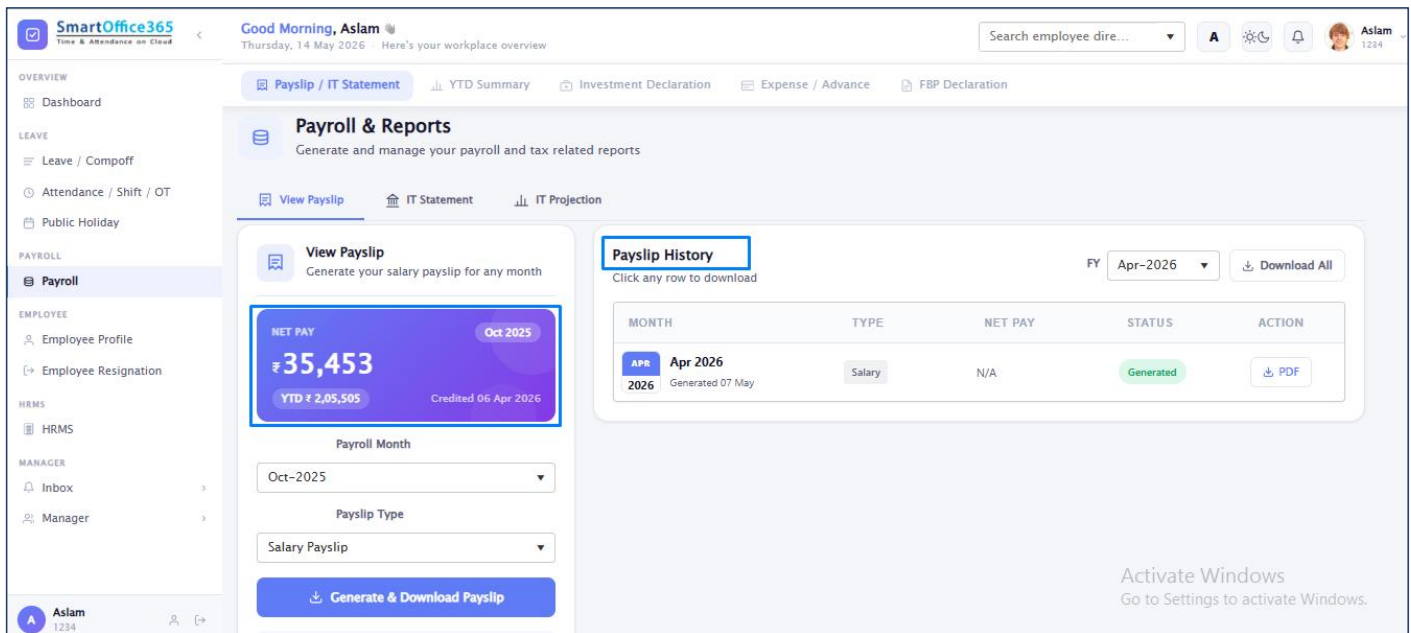
Category / Sub Category: **Dashboard**



3) Employees can preview net pay for the current month and financial year prior to generating the salary payslip, and also access the current month's pay slip history.

New / Upgraded Feature: **New**

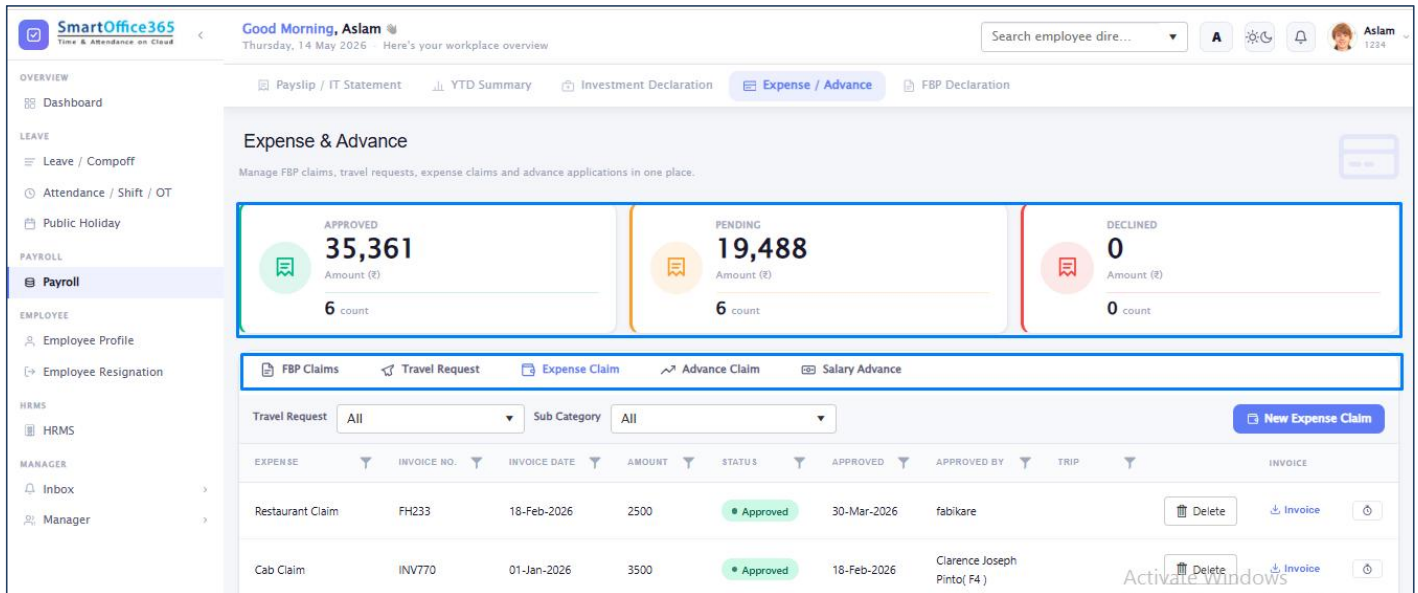
Category / Sub Category: **Payroll - Pay slip**



4) Employees can quickly review total submitted entries along with their status, as well as expense and advance details in a consolidated view.

New / Upgraded Feature: **Upgraded**

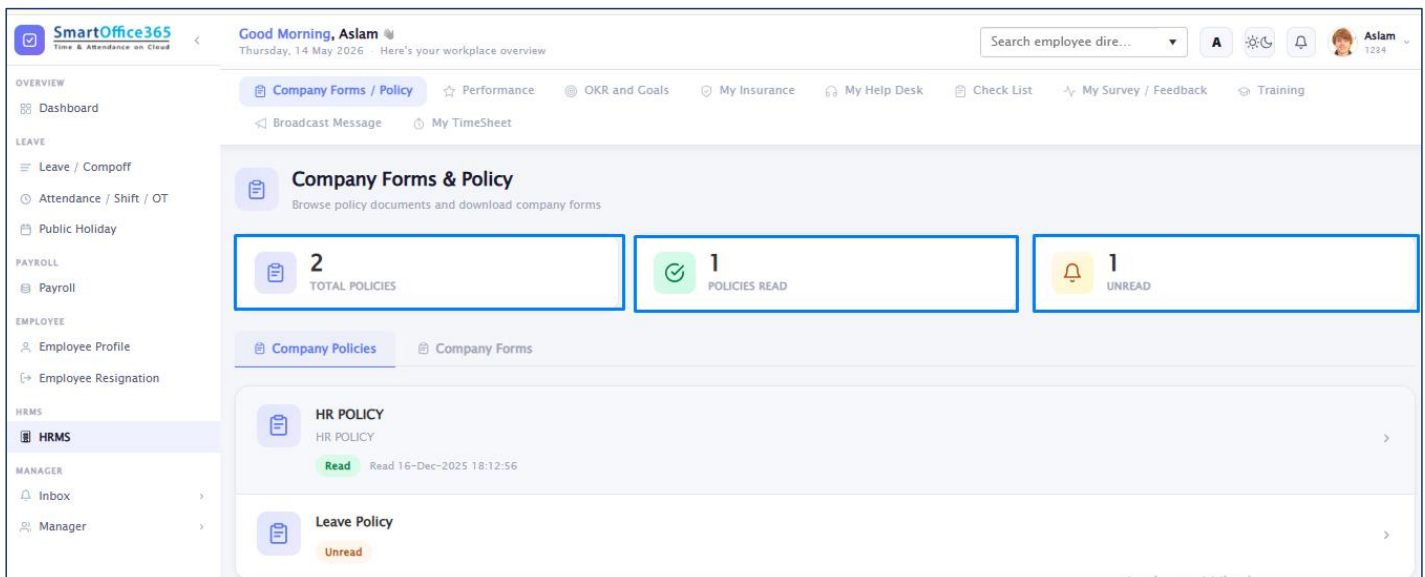
Category / Sub Category: **Payroll - Expense / Advance**



5) Employees can now view total assigned policies along with unread policy updates.

New / Upgraded Feature: **Upgraded**

Category / Sub Category: **HRMS - Company Forms / Policy**

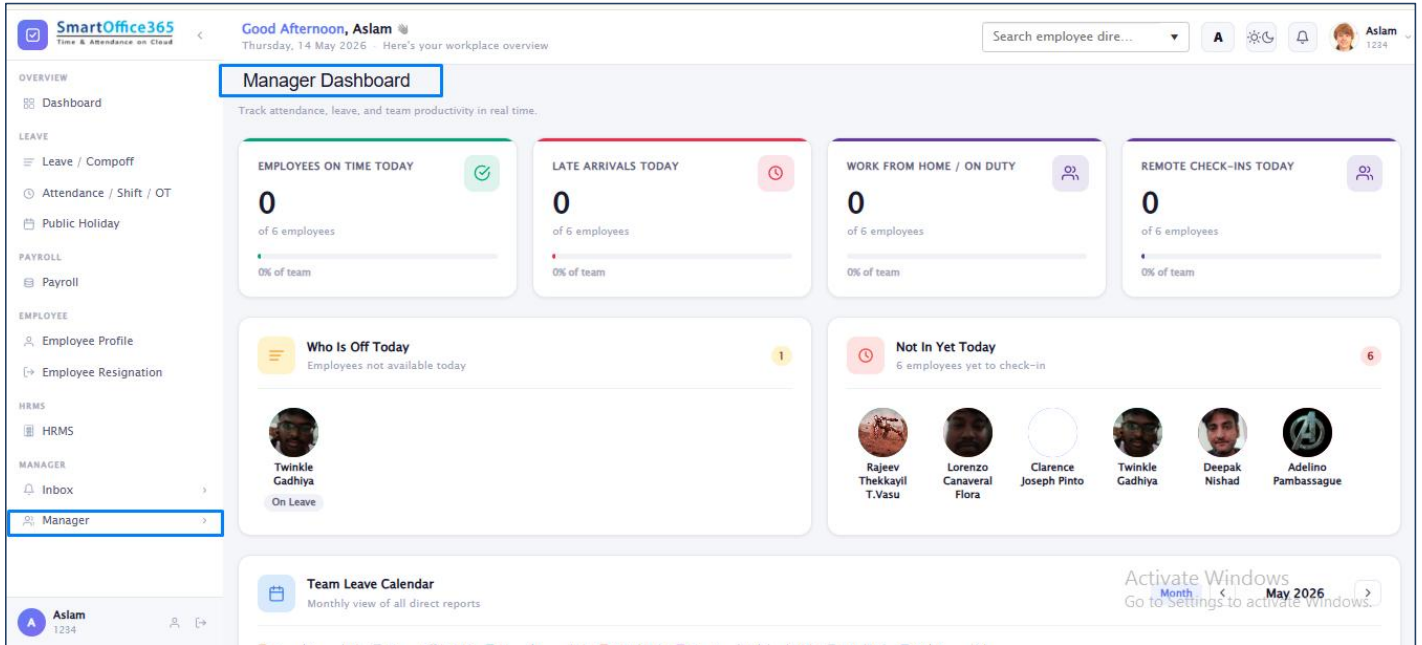


## ESS Manager Window

6) A dedicated dashboard for managers to view employee attendance insights, along with an overview of their total reporting employees and related workforce details.

New / Upgraded Feature: **New**

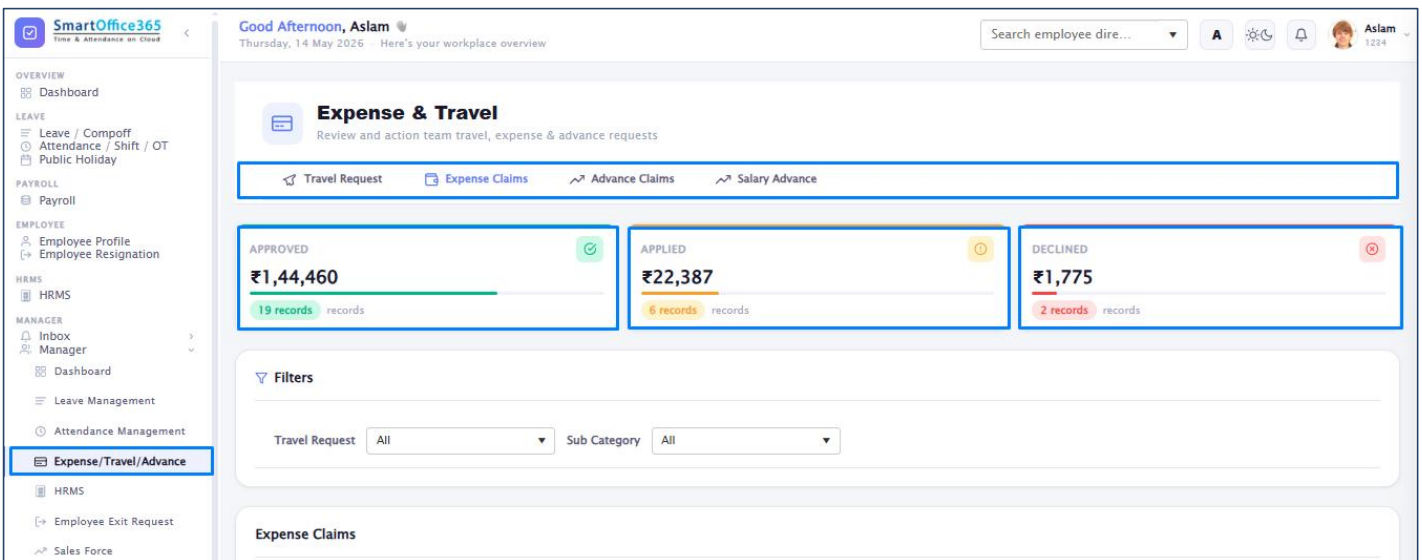
Category / Sub Category: **Manager – Dashboard**



7) Managers can quickly review total employee-submitted expense, travel, and advance entries along with their statuses (approved, applied, or declined) in a consolidated view.

New / Upgraded Feature: **Upgraded**

Category / Sub Category: **Manager - Expense / Travel / Advance**



8) Managers can review the total applied, approved, and declined exit requests, along with average notice period details.

New / Upgraded Feature: **Upgraded**

Category / Sub Category: **Manager - Exit Management**

The screenshot shows the SmartOffice365 interface for managing Employee Exit Requests. The top navigation bar includes the user's name 'Aslam' and the date 'Thursday, 14 May 2026'. The left sidebar contains various modules, with 'Employee Exit Request' highlighted. The main content area displays a summary of exit requests with filters for 'LAST WORKING DAY FROM' (14-May-2025) and 'TO DATE' (14-Aug-2026). The summary includes: 1 Total Request, 1 Pending, 0 Approved, 0 Declined, and an Average Notice Period of 61 Days. A table lists the details for a request from Lorenzo Canaveral Flora (F10) with a notice period of 61 days. The table columns are Employee, Notice Period (Days), Resignation Details, Approvals, and Actions. The Resignation Details include: Resignation Submitted On (27-Jan-2026), Resignation Submitted By (Lorenzo Canaveral Flora(F10)), Last Working Day (28-Mar-2026), Revised Notice Period Days (61), and Actual Notice Period Days (60). The Approvals section lists: Primary Manager (Approved - No), Finance Manager (Approved - No), Operation Manager (Approved - No), and HR Manager (Approved - No). The Actions column contains buttons for 'Approve', 'Decline', and 'Issue Asset'. An 'Activate Windows' watermark is visible in the bottom right corner.

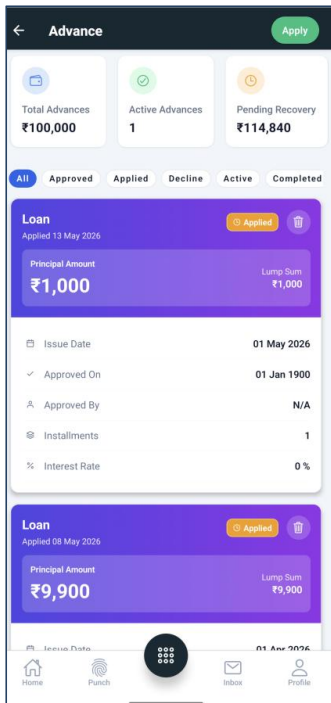
EMPLOYEE	NOTICE PERIOD (DAYS)	RESIGNATION DETAILS	APPROVALS	ACTIONS
Lorenzo Canaveral Flora F10	61	Resignation Submitted On <b>27-Jan-2026</b> Resignation Submitted By <b>Lorenzo Canaveral Flora(F10)</b> Last Working Day <b>28-Mar-2026</b> Revised Notice Period Days <b>61</b> Actual Notice Period Days <b>60</b>	<ul style="list-style-type: none"><li><b>Primary Manager</b> Approved - No Remarks - - Approved Date/Time - -</li><li><b>Finance Manager</b> Approved - No Remarks - - Approved Date/Time - -</li><li><b>Operation Manager</b> Approved - No Remarks - - Approved Date/Time - -</li><li><b>HR Manager</b> Approved - No Remarks - - Approved Date/Time - -</li></ul>	<ul style="list-style-type: none"><li>Approve</li><li>Decline</li><li>Issue Asset</li></ul>

## Mobile App Employee Window

9) Advanced dashboard for employees to quickly view total, active, and pending advances, with filters for status such as active, approved, and declined.

New / Upgraded Feature: **New**

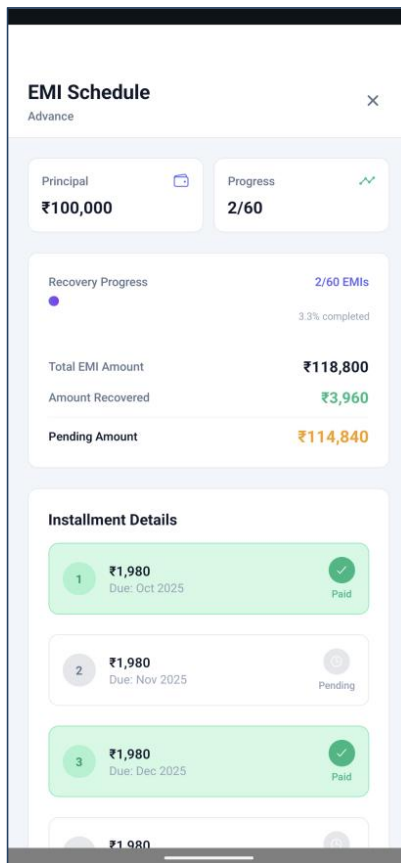
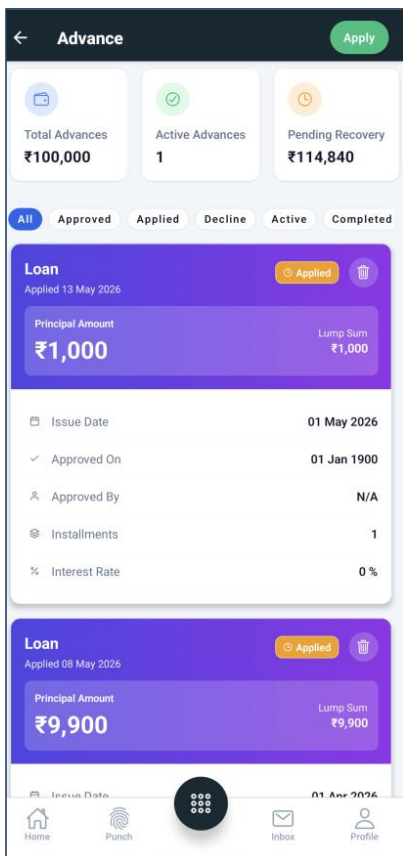
Category / Sub Category: **Payroll -Advance**



10) EMI schedule tab for each advance entry with a clear repayment progress bar for better tracking of recovery status.

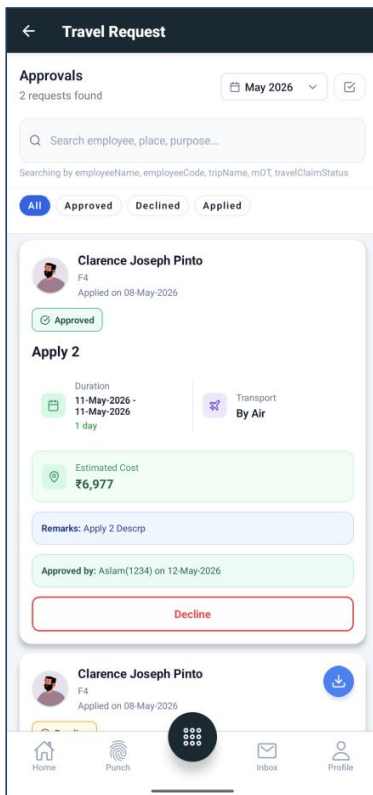
New / Upgraded Feature: **New**

Category / Sub Category: **Advance – View EMI Schedule**



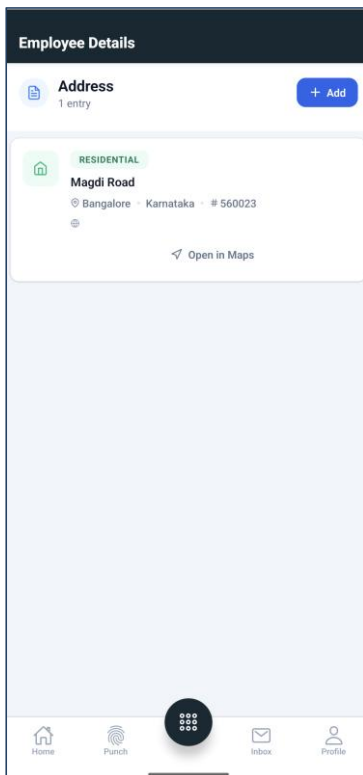
11) Managers can now search requests by employee, category, remarks, and more, with dedicated tabs for Applied, Approved, Declined, and All for improved visibility and clarity.

New / Upgraded Feature: **Upgraded** Category / Sub Category: **Manager - Expense / Travel / Advance**



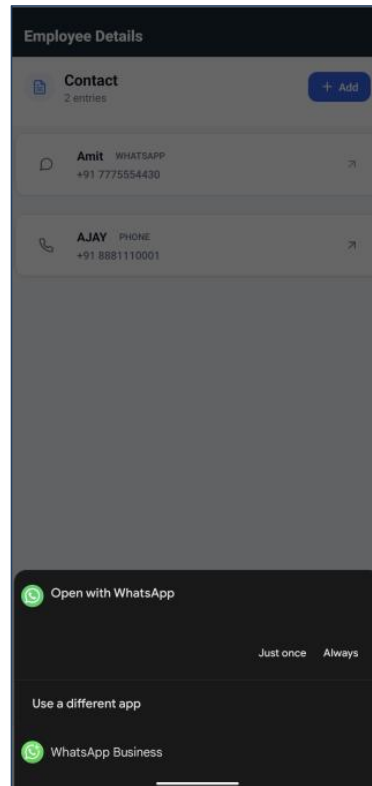
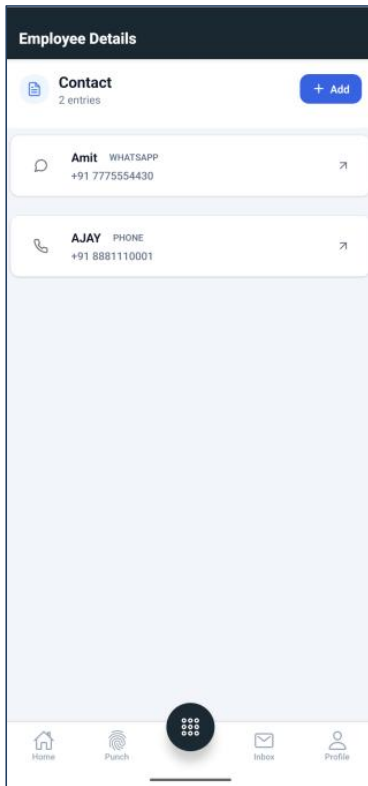
12) Once the address details are saved, provide an integrated Maps feature that allows employees to review and confirm the saved location accurately.

New / Upgraded Feature: **Upgraded** Category / Sub Category: **Employee Profile**



13) Employee contact details include multiple contact types such as Phone, Email, and WhatsApp, along with integrated quick-access options that directly open the respective apps for seamless communication.

New / Upgraded Feature: **Upgraded** Category / Sub Category: **Employee Profile**



14) When dependent details are added along with contact numbers, provide quick-access options that directly open the Phone app for easy and instant communication.

New / Upgraded Feature: **Upgraded** Category / Sub Category: **Employee Profile**

