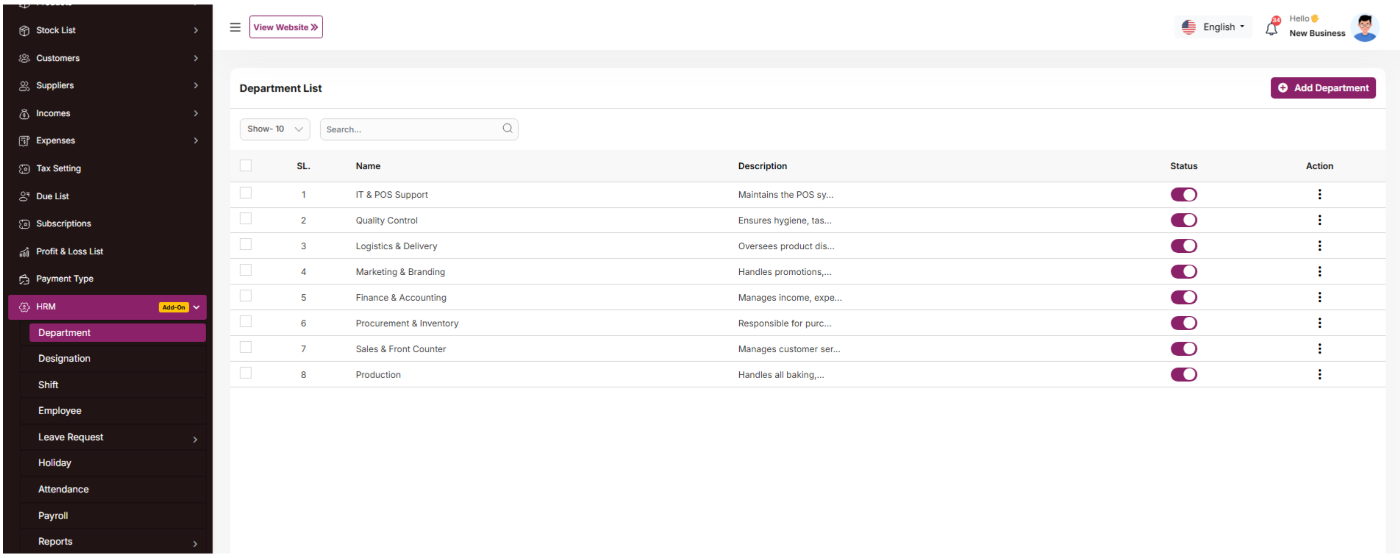
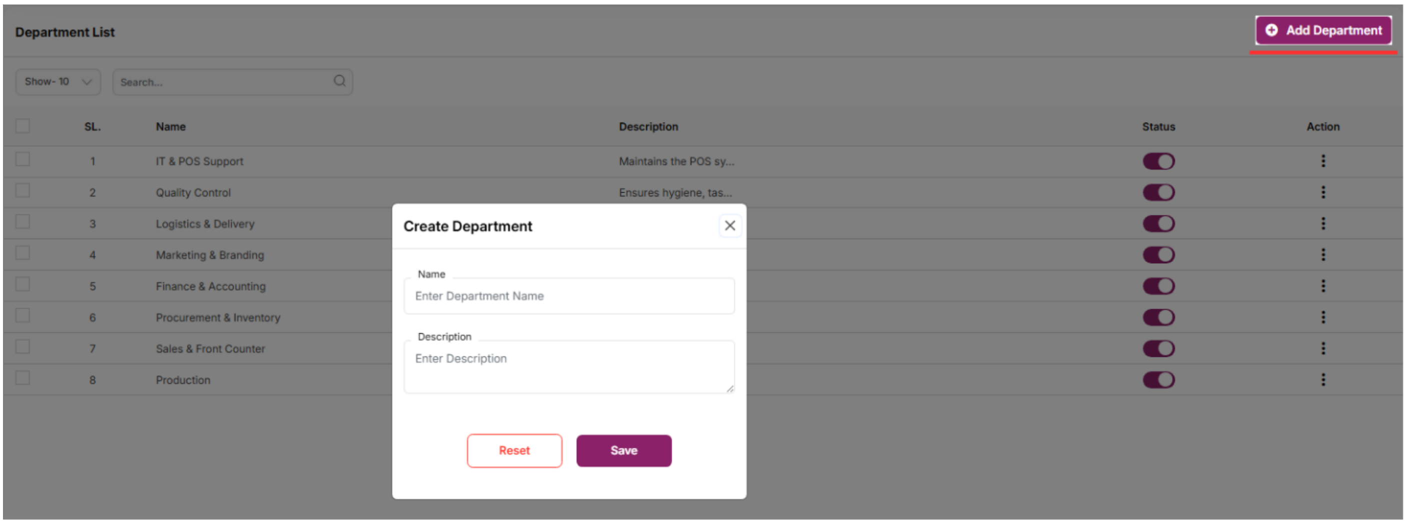
HRM Add-on

Department

Add New Department

The "Department" form appears as a pop-up or overlay on the "Department List" page. It contains the following fields:

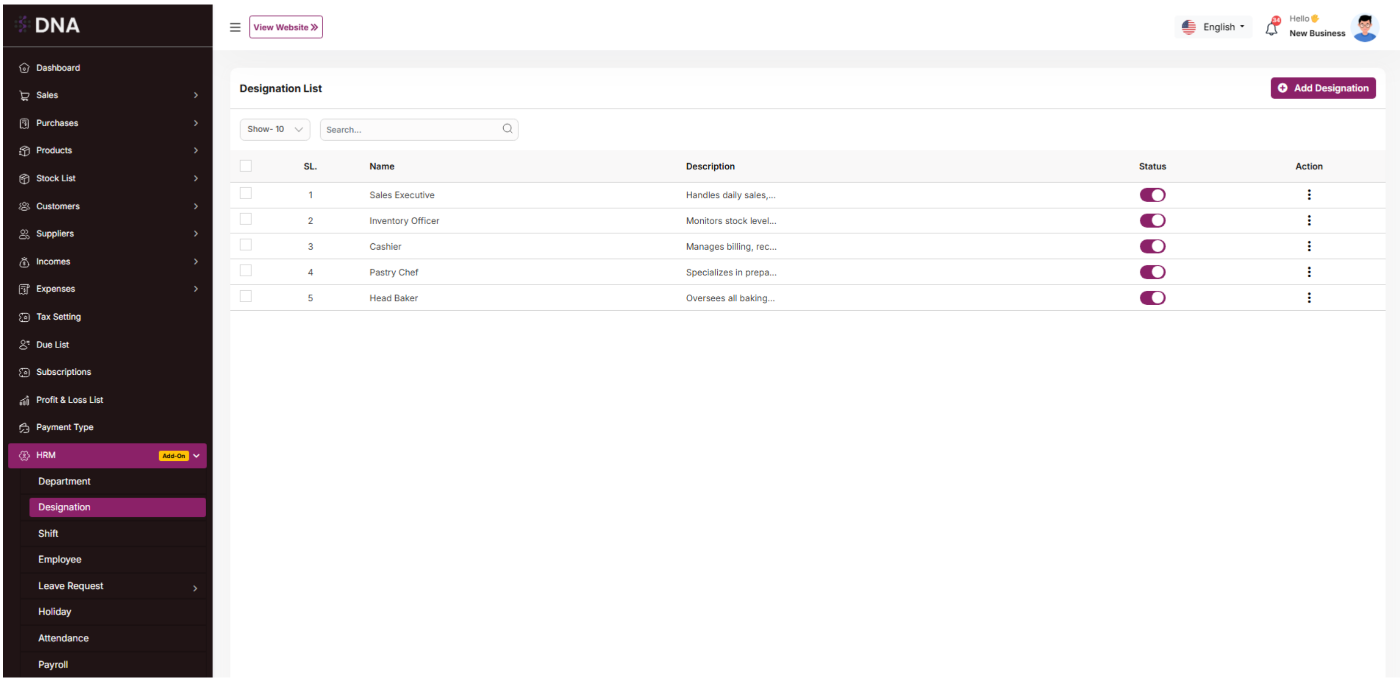




Designation

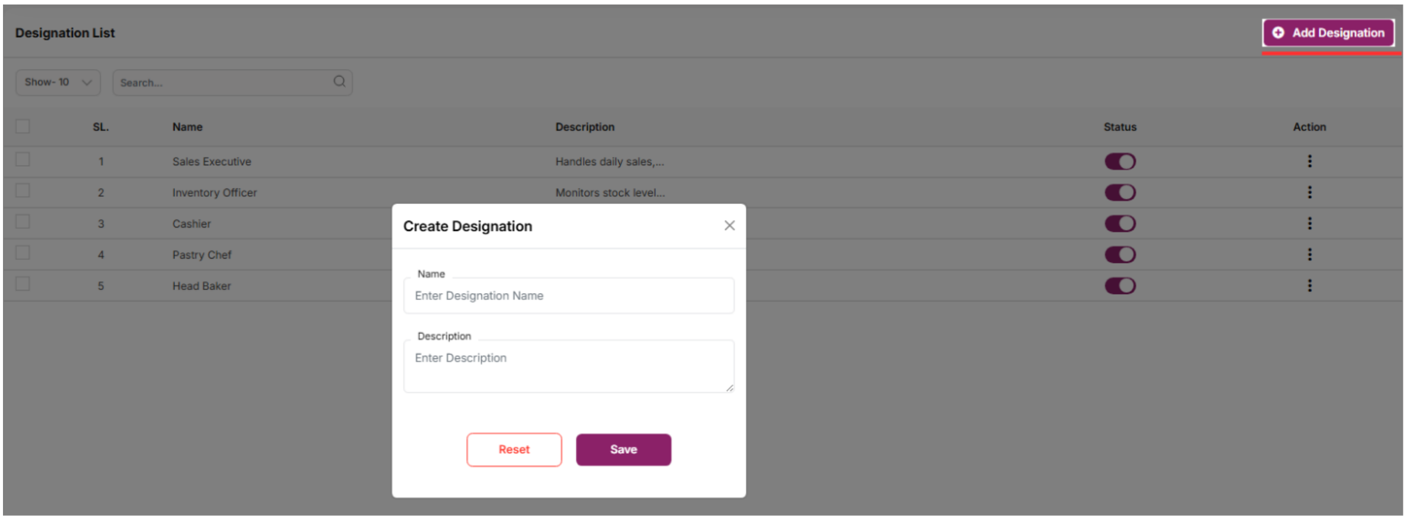
The "Designation List" page displays a list of all defined designations, including their names, descriptions, and status. It provides options to manage these designations.

Use the search bar to find specific designations by name or description.Click the "Add New designation" button to navigate to a page or modal where you can add a new designation.Clicking the three dots in the "Action" where you can edit,delete and view.



Add New Designation

The "Designation" form appears as a pop-up or overlay on the "Designation List" page. It contains the following fields:

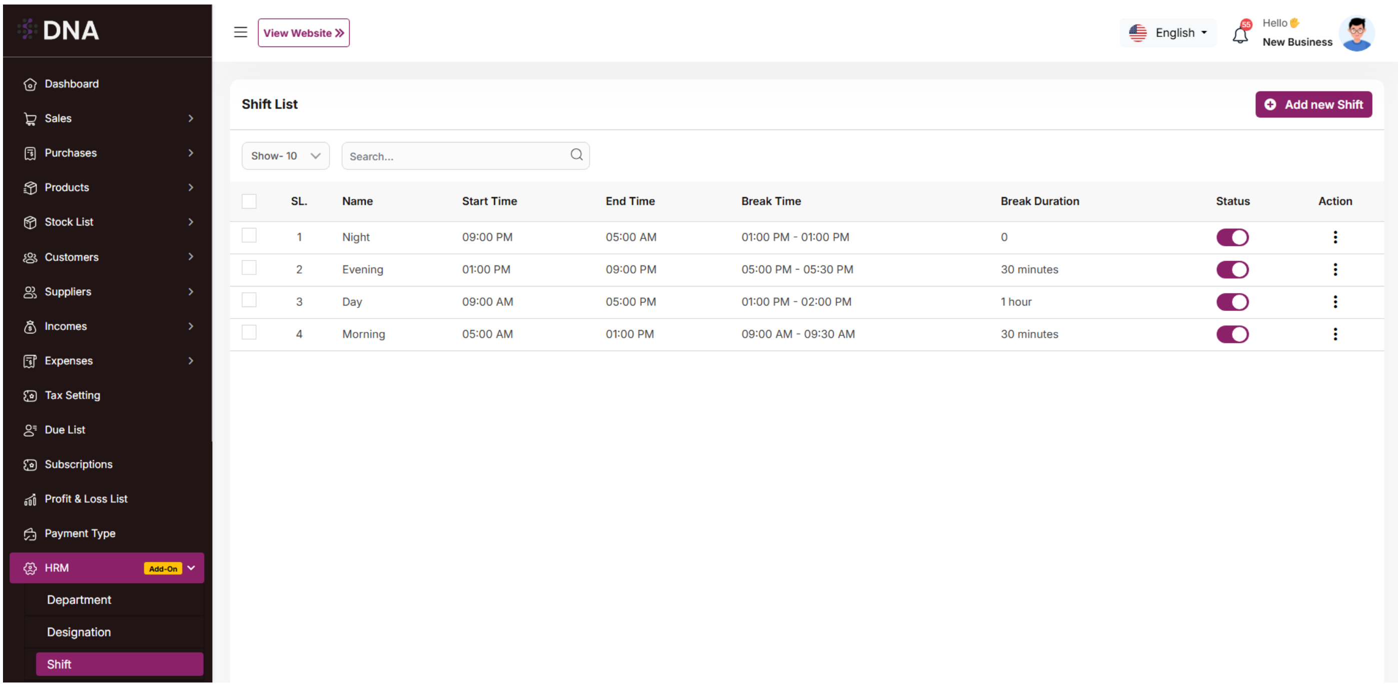


Shift

Shift List

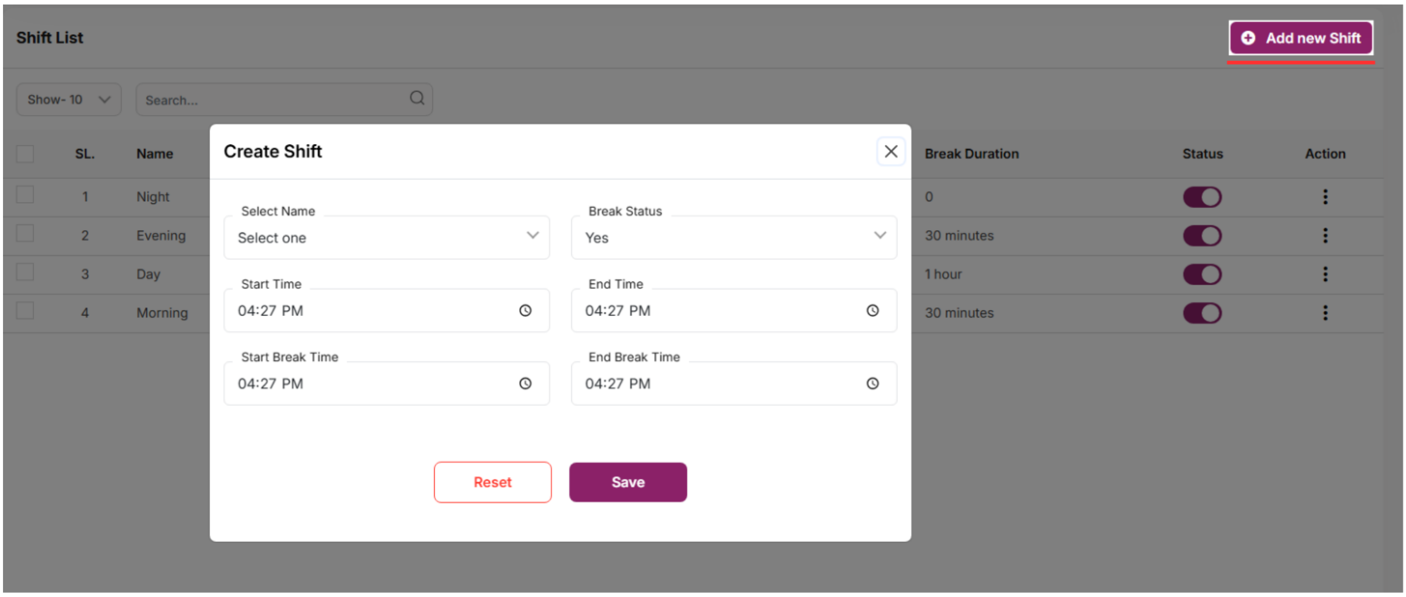
The "Shift List" page displays a list of all defined work shifts, including their names, start and end times, break times, and status. It provides options to manage these shifts.

Use the search bar to find specific shifts by name. Click the "Add New Shift" button to navigate to a page or modal where you can add a new work shift to the system. Clicking the three dots where you can edit, delete and view for shift.



Create New Shift

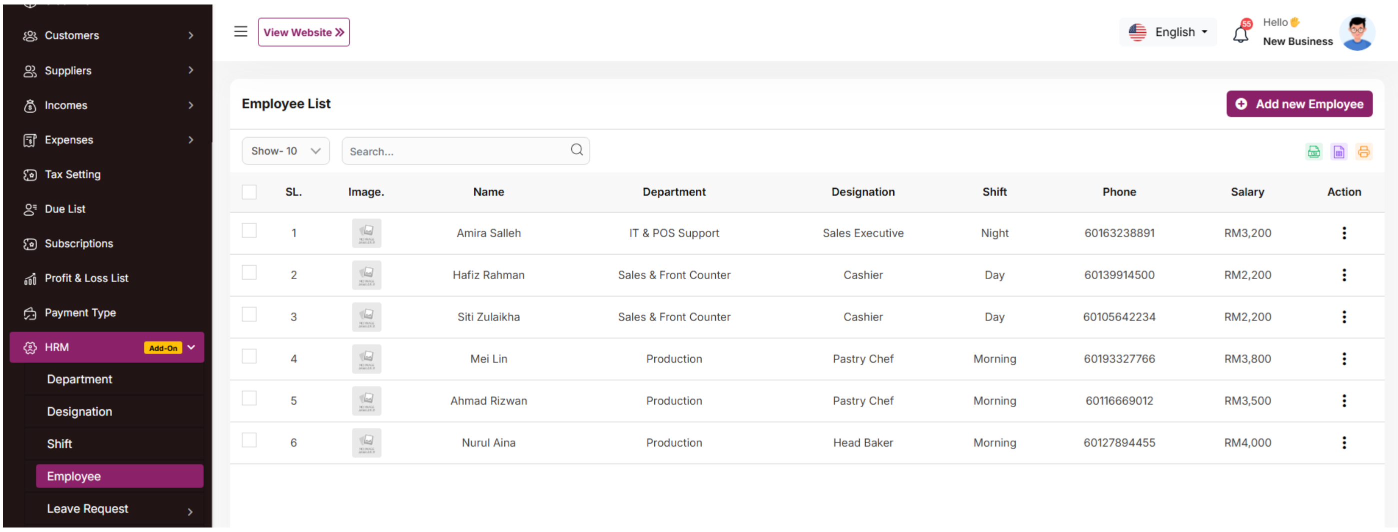
The "Add New Shift" form appears as a pop-up or overlay on the "Shift List" page. It contains filled the following input fields.


Shift List
Add new Shift
Show- 10
Search...
SL.
Name
Break Duration
Status
Action
1
Night
0
2
Evening
30 minutes
3
Day
1 hour
4
Morning
30 minutes
Create Shift
Select Name
Select one
Break Status
Yes
Start Time
04:27 PM
End Time
04:27 PM
Start Break Time
04:27 PM
End Break Time
04:27 PM
Reset
Save

Employee

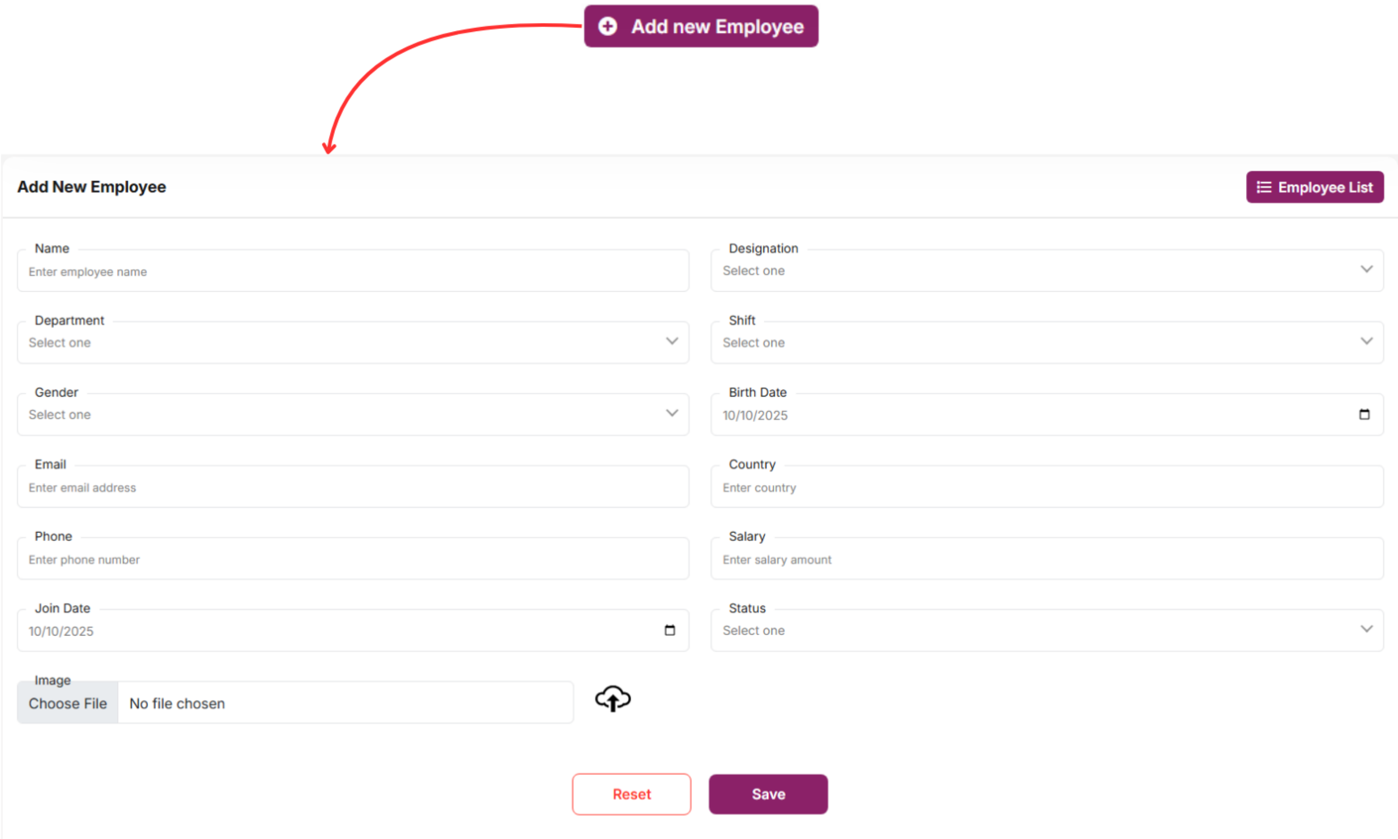
The "Employee List" page displays a list of all employees, including relevant details such as their employee ID, name, designation, department, join date, employment status, shift, and salary. It provides options to manage these employee records.

Use the search bar to find specific employees by name, employee ID, designation, or other relevant criteria. Click the "Add New Employee" button to navigate to a page or modal where you can add a new employee record. Clicking the three dots in the "Action" where you can perform edit, delete and view.



Add New Employee

Here you can create a Employee by filling the following form.

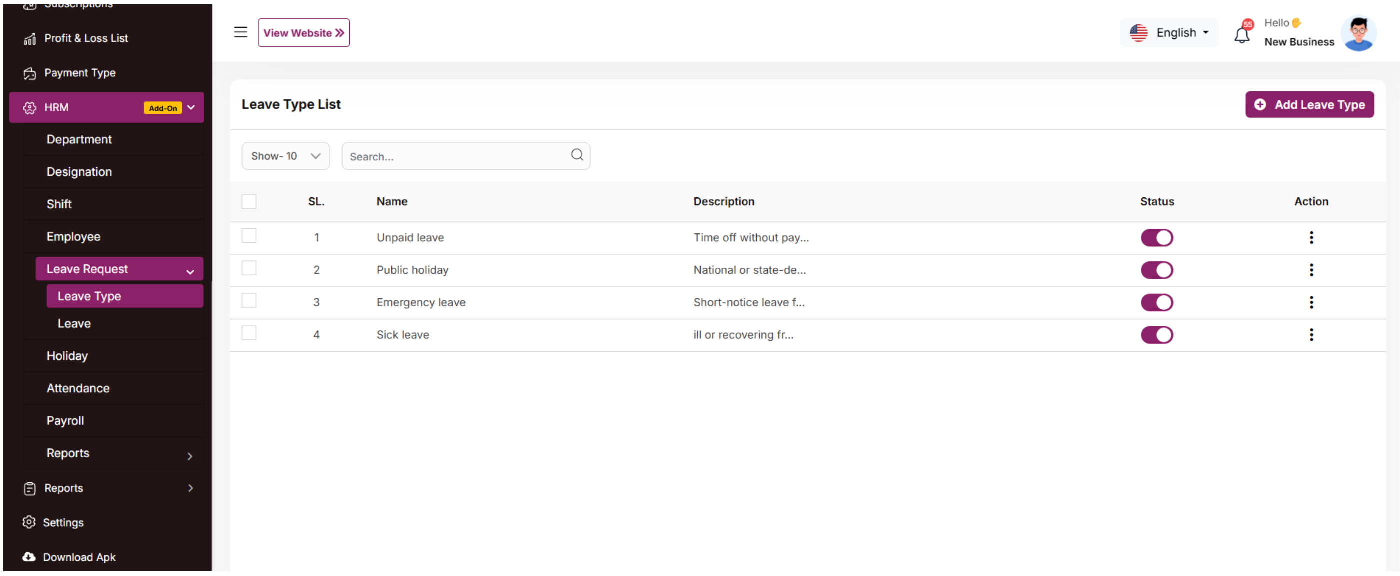

Add new Employee
Add New Employee
Employee List
Name
Enter employee name
Designation
Select one
Department
Select one
Shift
Select one
Gender
Select one
Birth Date
10/10/2025
Email
Enter email address
Country
Enter country
Phone
Enter phone number
Salary
Enter salary amount
Join Date
10/10/2025
Status
Select one
Image
Choose File
No file chosen
Reset
Save

Leave Type

Leave Type List

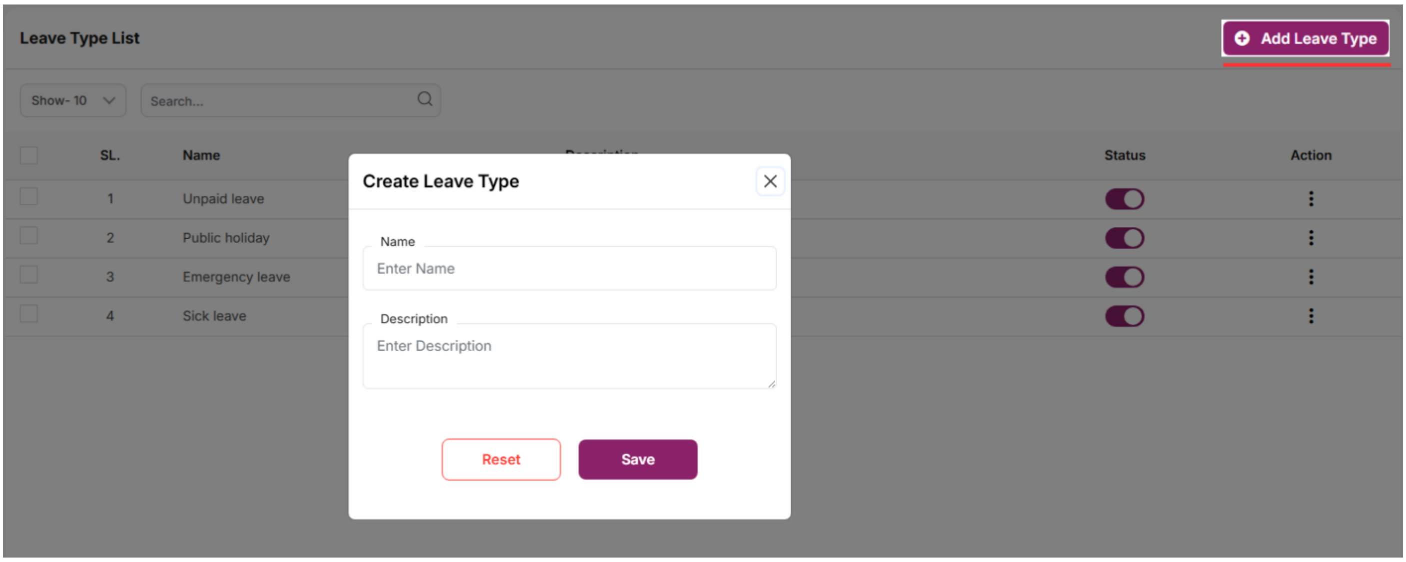
The "Leave Type List" page displays a list of all defined leave types, including their names, descriptions, and status. It provides options to manage these leave types.

Use the search bar to find specific leave types by name or description. Click the "Add New Leave Type" button to navigate to a page or modal where you can add a new leave type. Clicking the three dots where you can edit, delete and view for leave type.



Create New leave type

The "Add New leave type" form appears as a pop-up or overlay on the "Leave Type List" page. It contains filled the following input fields.

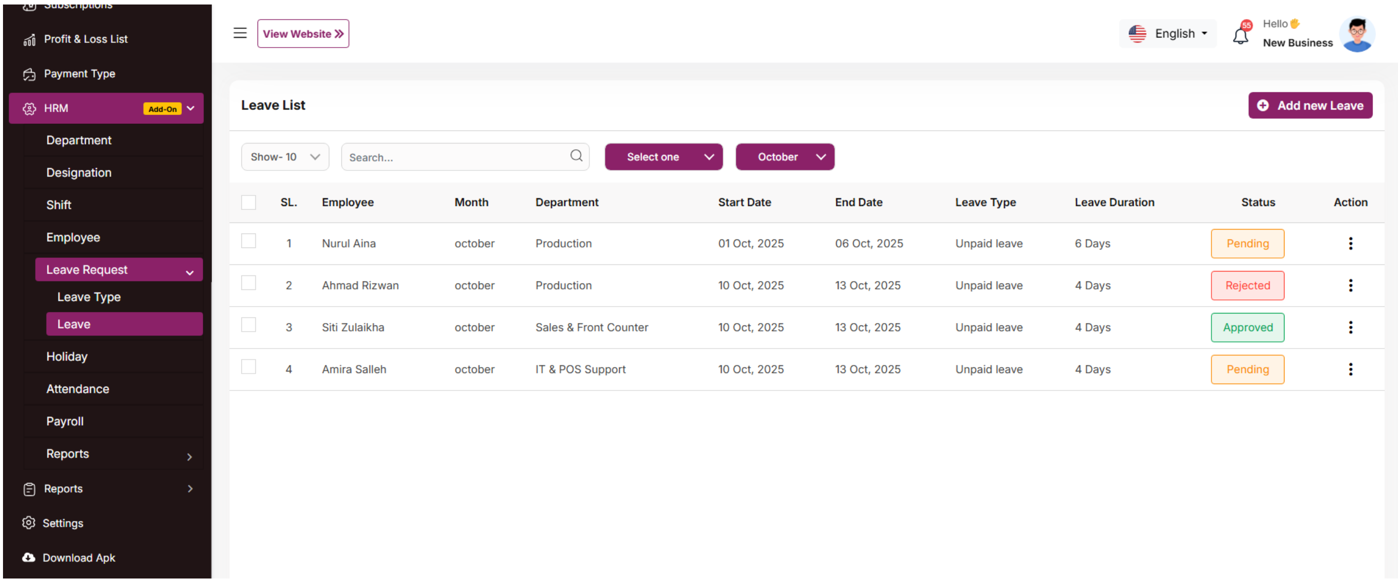

Leave Type List
Add Leave Type
Show- 10
Search...
SL.
Name
Status
Action
1
Unpaid leave
2
Public holiday
3
Emergency leave
4
Sick leave
Create Leave Type
Name
Enter Name
Description
Enter Description
Reset
Save

Leave

Leaves

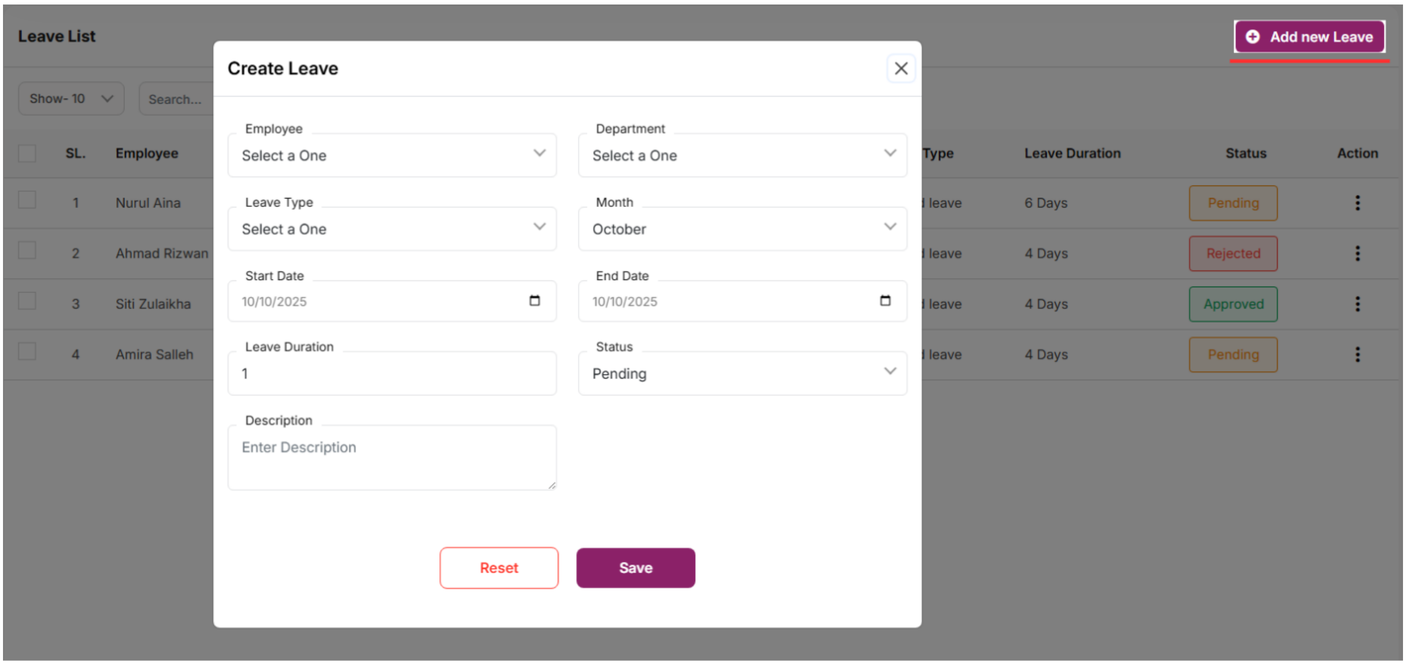
The "Leave Employee List" page displays a list of all employee leave requests, including relevant details such as the employee ID, name, leave type, start and end dates, leave duration, approval status, and approver. It provides options to manage these leave requests.

Use the search bar to find specific leave requests by employee ID, name, leave type, or other relevant criteria. Click the "Add Now Leave" button to navigate to a page where you can add a new leave request. Clicking the three dots in the "Action" where you can edit, delete and view.
Status: The current status of the leave request (e.g., Pending, Approved, Rejected).Where you can update the status.



Add New Leave

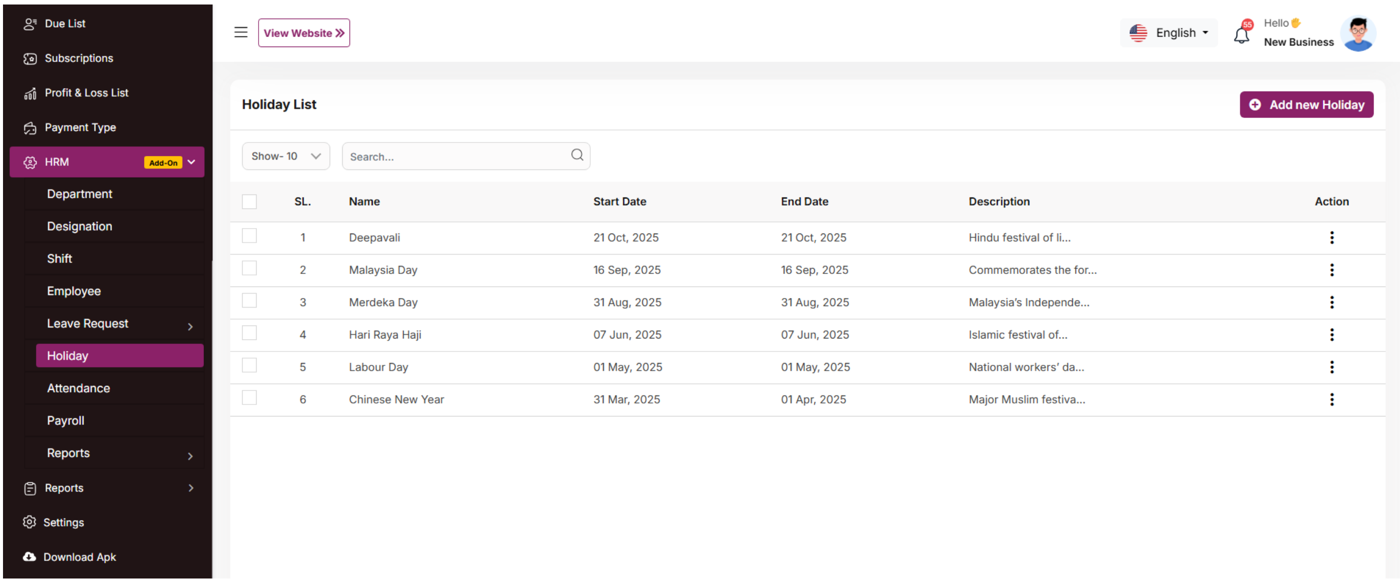
The "Add New Leave" form appears as a pop-up or overlay on the "Leave Employee List" page. It contains the following fields:


Leave List
Add new Leave
Show- 10
Search...
SL.
Employee
Type
Leave Duration
Status
Action
1
Nurul Aina
leave
6 Days
Pending
2
Ahmad Rizwan
leave
4 Days
Rejected
3
Siti Zulaikha
leave
4 Days
Approved
4
Amira Salleh
leave
4 Days
Pending
Create Leave
Employee
Select a One
Department
Select a One
Leave Type
Select a One
Month
October
Start Date
10/10/2025
End Date
10/10/2025
Leave Duration
1
Status
Pending
Description
Enter Description
Reset
Save

Holiday

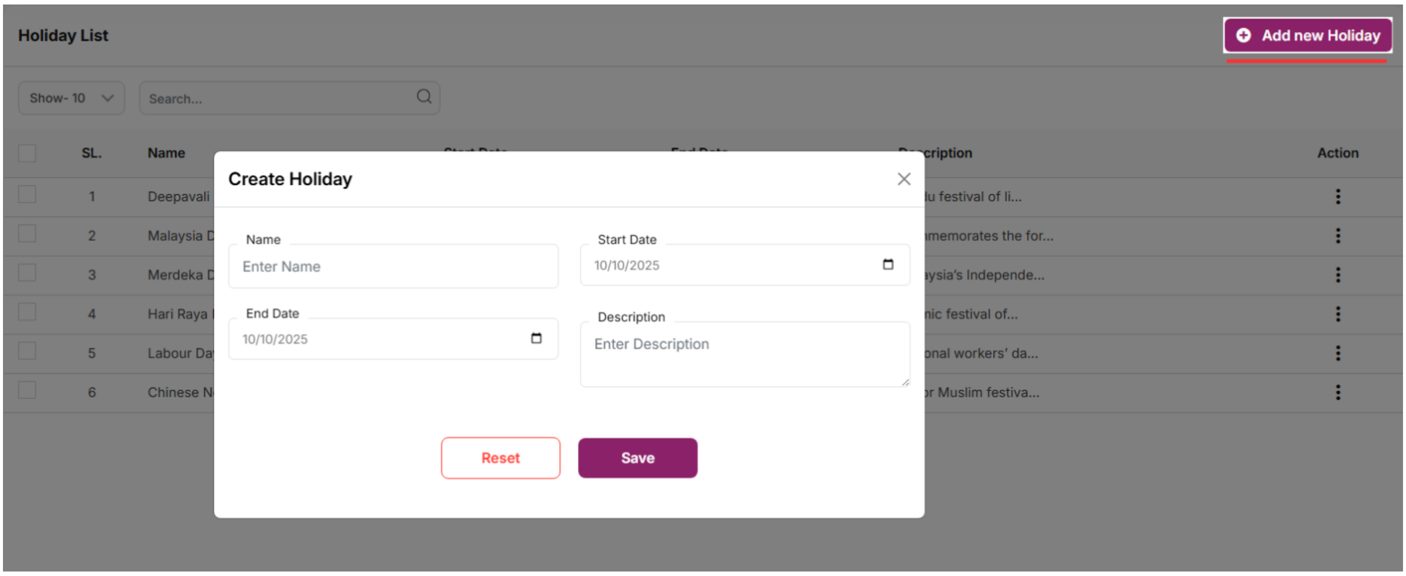
Holiday List

The "Holiday List" page displays a list of defined holidays with their dates, names, and descriptions. It provides options to manage these holidays. Click the "Add New Holiday" button to navigate to a modal where you can add a new holiday to the system. Clicking the three dots in the "Action" where you can edit, delete and view for holiday.



Create New Holiday

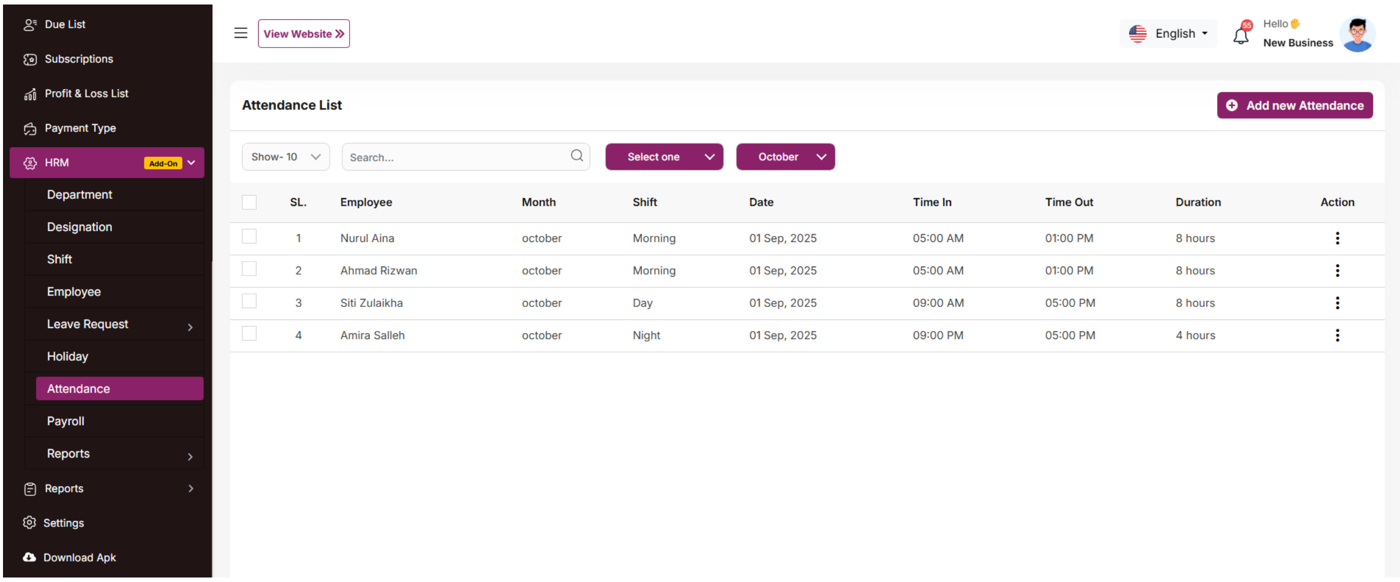
The "Add New Holidays" form appears as a pop-up or overlay on the "Holiday List" page. It contains filled the following input fields.



Attendance

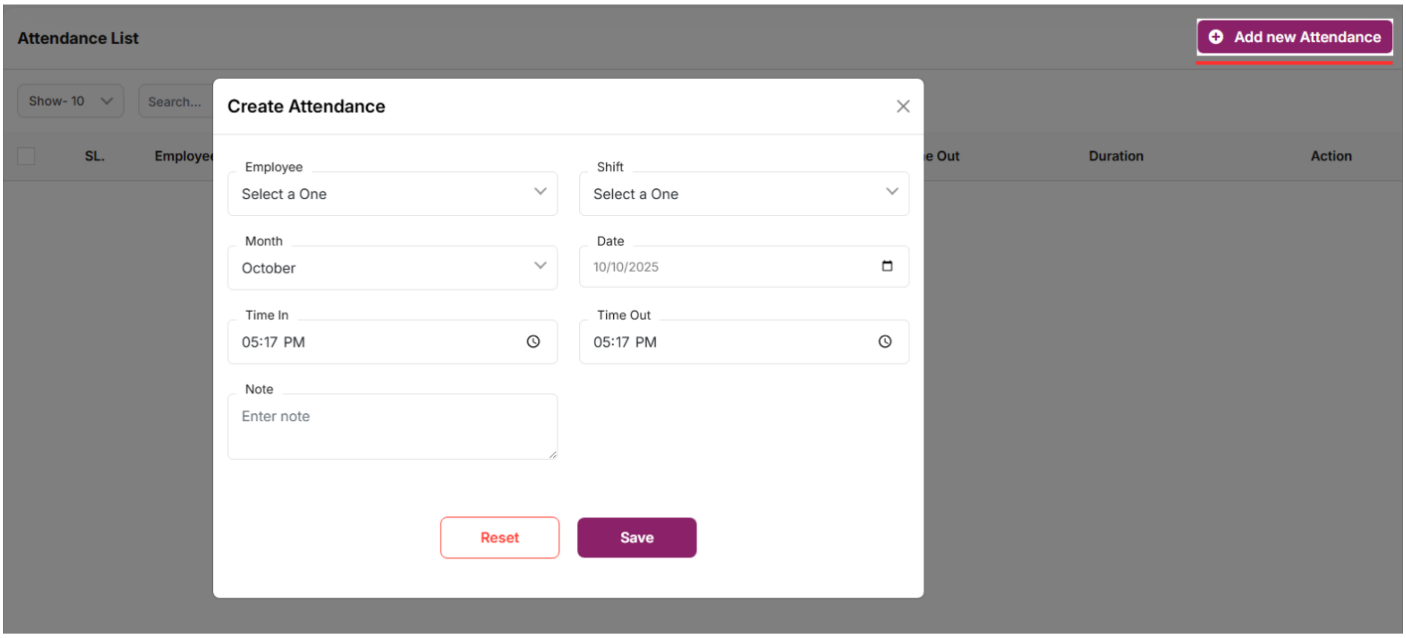
Attendance List

The image displays an attendance records of employees. The system appears to track employee attendance with timestamps and duration calculations. Click the "Add New Attendance" button to navigate to a modal where you can add a new Attendance to the system. Clicking the three dots in the "Action" where you can edit, delete and view for Attendance.



Create New Attendance

The "Add New Attendance" form appears as a pop-up or overlay on the "Attendance List" page. It contains filled the following input fields.

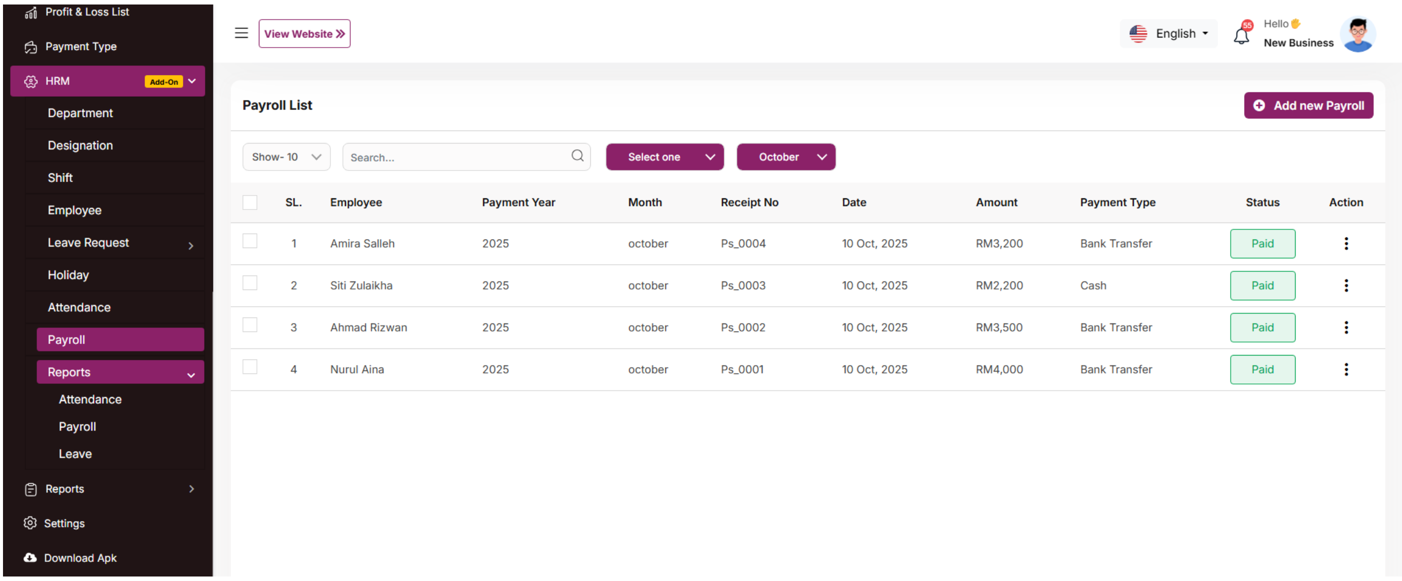


Attendance List
Add new Attendance
Show- 10
Search...
SL.
Employee
e Out
Duration
Action
Create Attendance
Employee
Select a One
Shift
Select a One
Month
October
Date
10/10/2025
Time In
05:17 PM
Time Out
05:17 PM
Note
Enter note
Reset
Save

Payroll

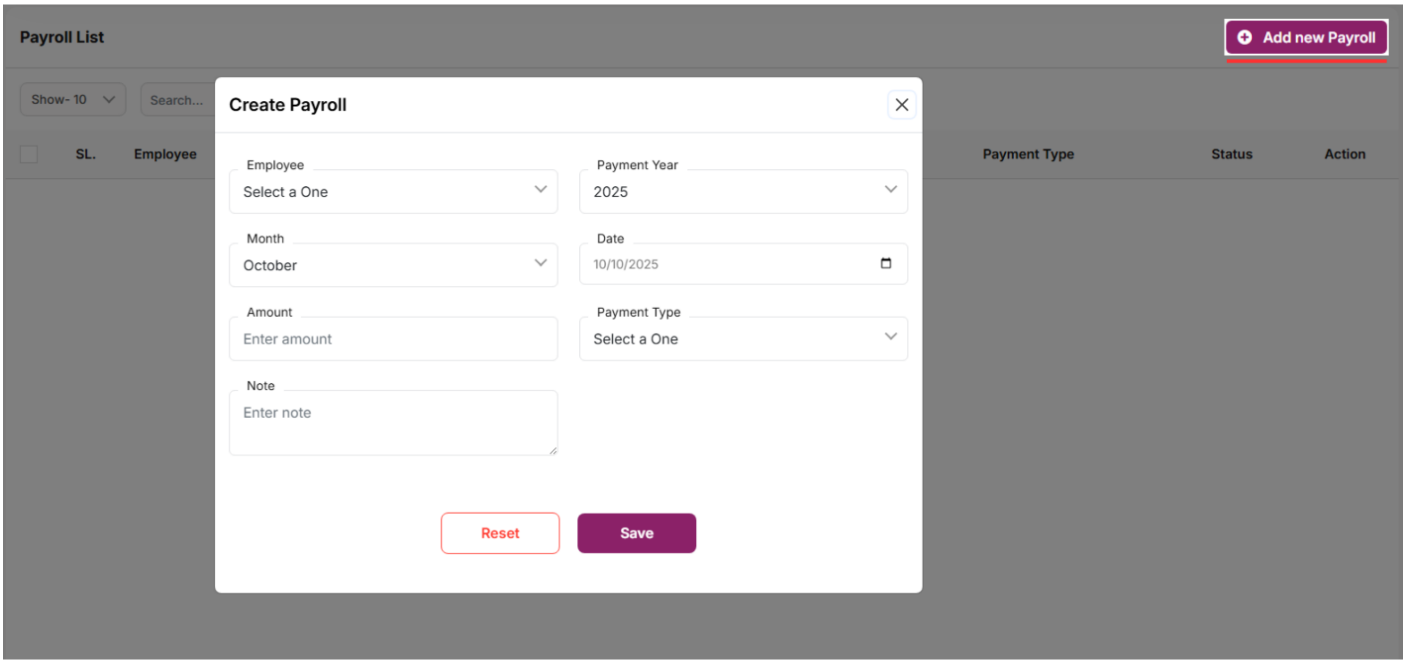
Payroll List

The Payroll List interface provides a comprehensive view of employee payroll transactions, enabling administrators to track payments, verify statuses, and manage records efficiently. This document outlines the key components, functionality, and observations from the displayed interface. Click the "Add New Payroll" button to navigate to a modal where you can add a new Payroll to the system. Clicking the three dots in the "Action" where you can edit, delete and view for Payroll.



Create New Payroll

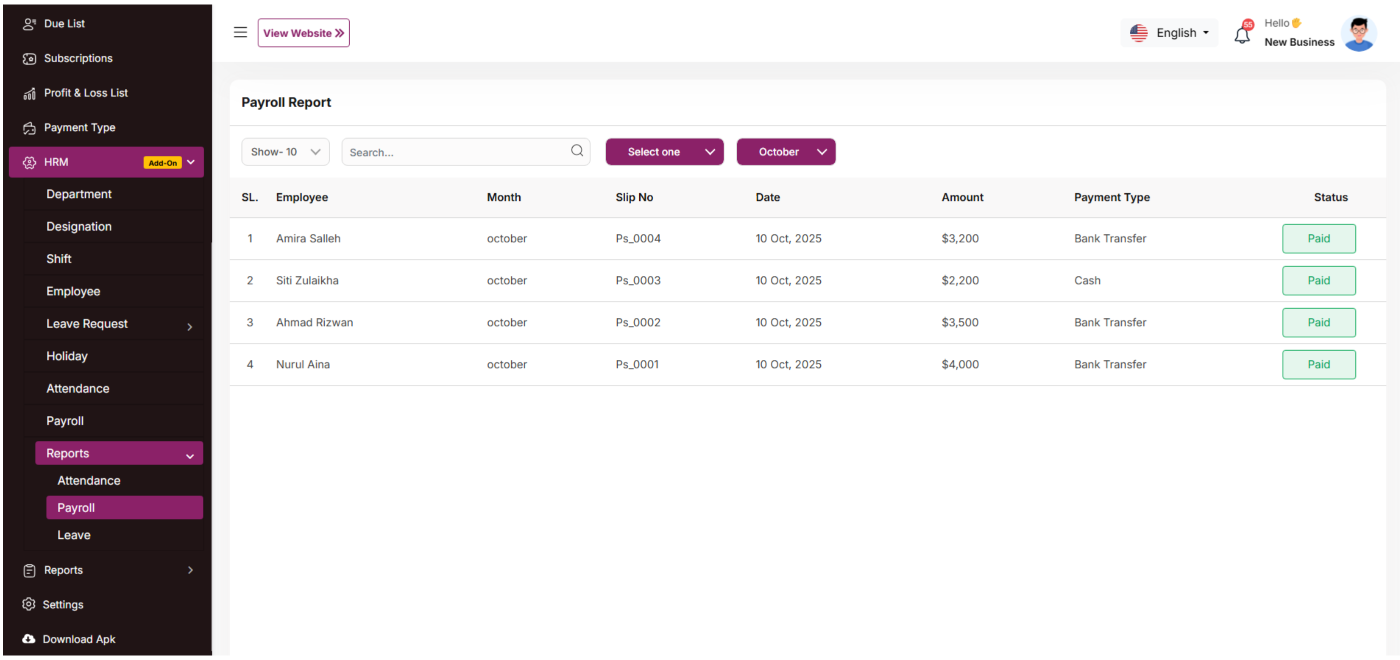
The "Add New Payroll" form appears as a pop-up or overlay on the "Payroll List" page. It contains filled the following input fields.


Payroll List
Add new Payroll
Show- 10
Search...
SL.
Employee
Payment Type
Status
Action
Create Payroll
Employee
Select a One
Payment Year
2025
Month
October
Date
10/10/2025
Amount
Enter amount
Payment Type
Select a One
Note
Enter note
Reset
Save

Reports

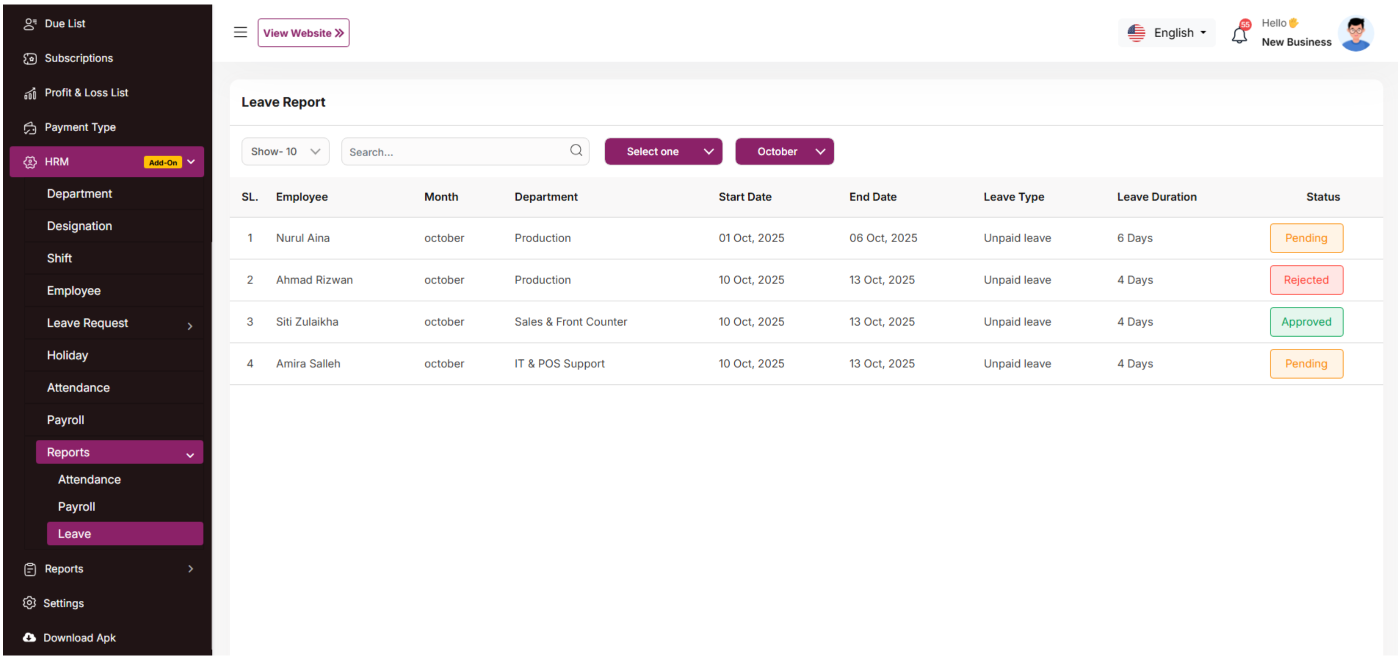
Payroll Reports

The Payroll Report module provides a consolidated view of employee compensation data, enabling HR teams to efficiently manage, verify, and audit payroll transactions.



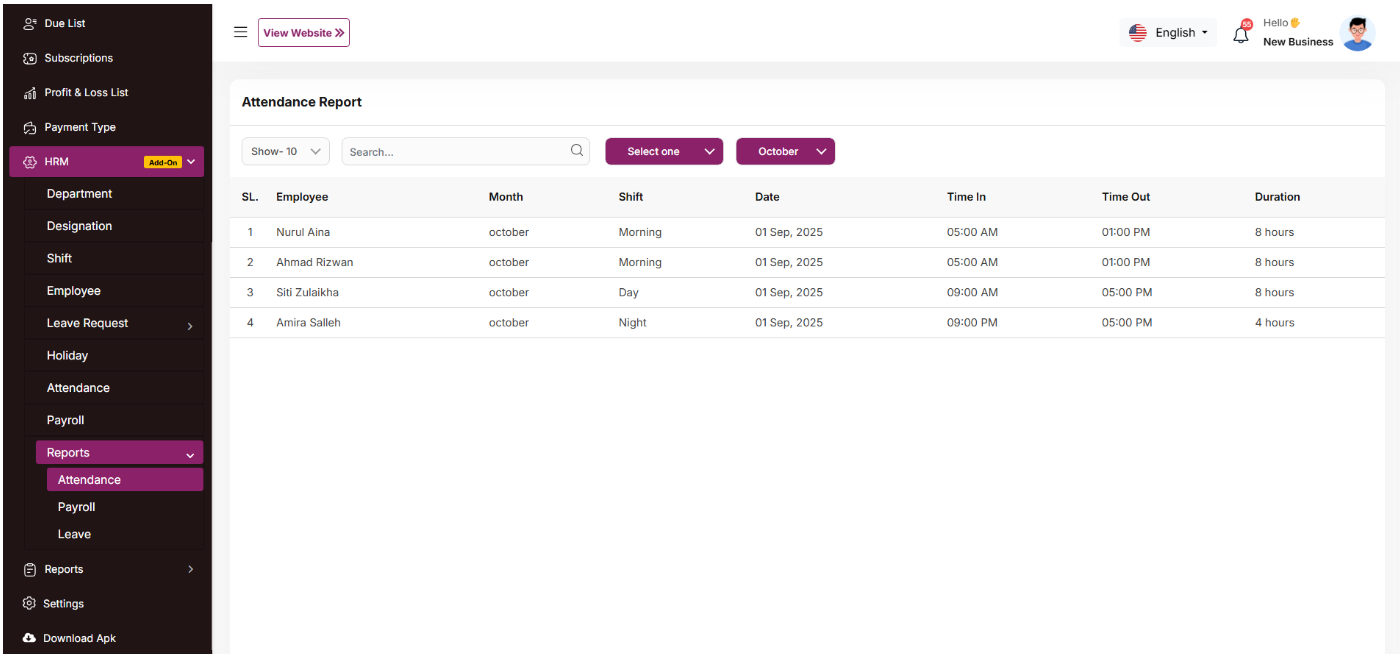
Leave Reports

The Leave Report provides a comprehensive view of employee leave requests, approvals, and tracking.



Attendance Reports

The Attendance Report module effectively tracks employee attendance with detailed shift and time data. Minor adjustments to filter logic, date formatting, and labeling would enhance accuracy and user experience.



Change Logs

HRM Add-on Change Logs

> **Note:** Before updating to the new version, please ensure you have a database and full project backup, and that your project is already updated to the latest version. This is extremely important!

Version: 1.2 (20 September 2025)

1. Layouts changed.
2. System Architecture updated.

> **Note:** Please click here to update your addon.

> **Note:** If you face any issues with the update, please contact us.

Version: 1.1 (15 September 2025)

1. Added branch ID support for multiple modules such as Holidays, Attendances, Leaves, Payrolls and Employees.
2. If a user logs in to a branch and creates any of these features, the system will automatically assign them to that branch.
3. Branch addon must be available for this feature.

> **Note:** Please click here to update your addon. Before updating this addon, you must first update **Super-Admin.zip** to version 5.5

> **Note:** If you face any issues with the update, please contact us.

Version: 1.0.0 (26 May 2025)

1. Initial Release