

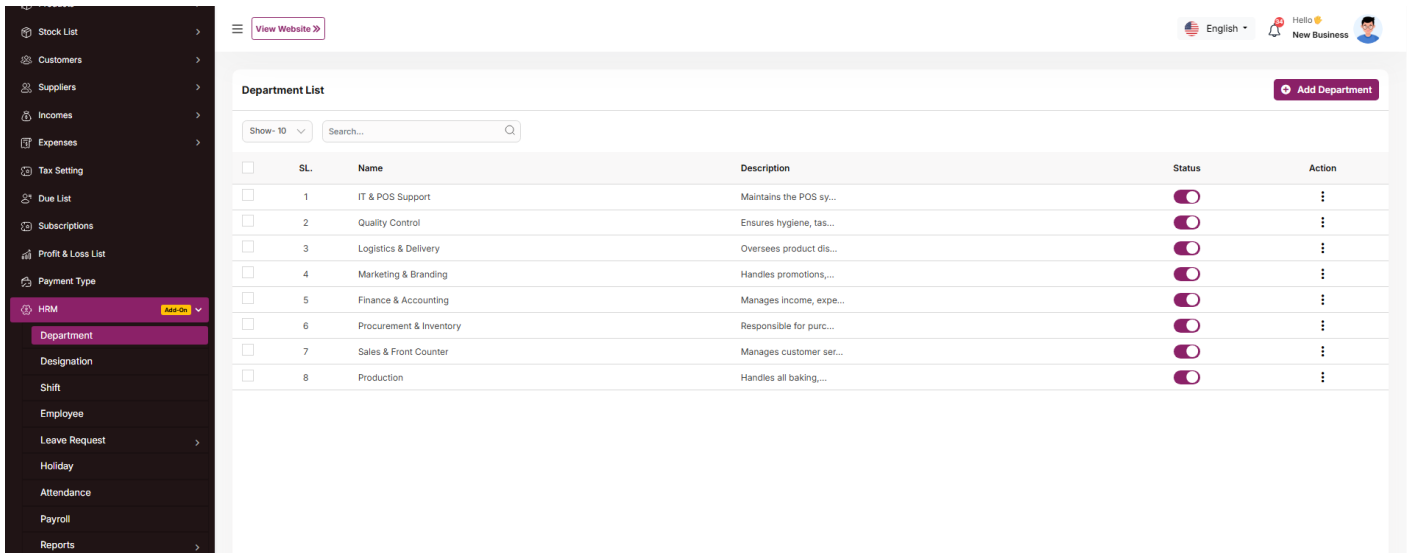
HRM Add-on

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Department

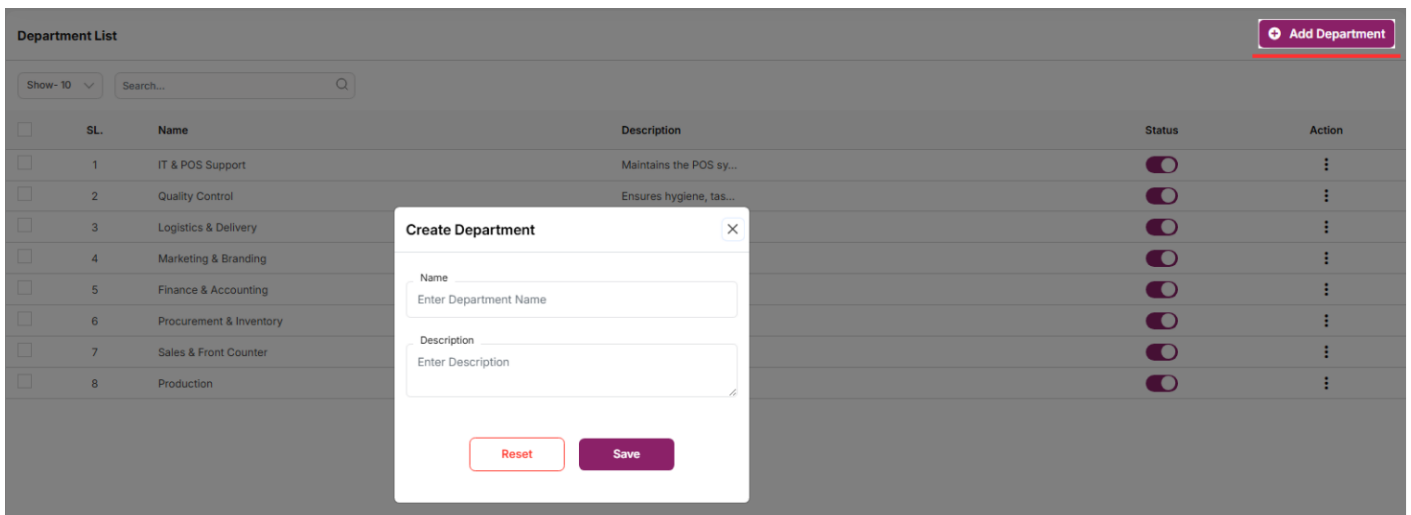
Add New Department

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



The screenshot shows the "Department List" page. On the left, a dark sidebar menu is open, highlighting the "HRM" section with a sub-menu for "Department". The main content area displays a table of departments. At the top right, there is an "Add Department" button. The table has columns for "SL.", "Name", "Description", "Status", and "Action".

SL.	Name	Description	Status	Action
1	IT & POS Support	Maintains the POS sy...	<input checked="" type="checkbox"/>	⋮
2	Quality Control	Ensures hygiene, tas...	<input checked="" type="checkbox"/>	⋮
3	Logistics & Delivery	Oversees product dis...	<input checked="" type="checkbox"/>	⋮
4	Marketing & Branding	Handles promotions,...	<input checked="" type="checkbox"/>	⋮
5	Finance & Accounting	Manages income, expe...	<input checked="" type="checkbox"/>	⋮
6	Procurement & Inventory	Responsible for purc...	<input checked="" type="checkbox"/>	⋮
7	Sales & Front Counter	Manages customer ser...	<input checked="" type="checkbox"/>	⋮
8	Production	Handles all baking,...	<input checked="" type="checkbox"/>	⋮



The screenshot shows the "Department List" page with the "Create Department" form open as a modal. The form has two input fields: "Name" (with placeholder text "Enter Department Name") and "Description" (with placeholder text "Enter Description"). At the bottom of the form are "Reset" and "Save" buttons. The background table is dimmed.

SL.	Name	Description	Status	Action
1	IT & POS Support	Maintains the POS sy...	<input checked="" type="checkbox"/>	⋮
2	Quality Control	Ensures hygiene, tas...	<input checked="" type="checkbox"/>	⋮
3	Logistics & Delivery	Oversees product dis...	<input checked="" type="checkbox"/>	⋮
4	Marketing & Branding	Handles promotions,...	<input checked="" type="checkbox"/>	⋮
5	Finance & Accounting	Manages income, expe...	<input checked="" type="checkbox"/>	⋮
6	Procurement & Inventory	Responsible for purc...	<input checked="" type="checkbox"/>	⋮
7	Sales & Front Counter	Manages customer ser...	<input checked="" type="checkbox"/>	⋮
8	Production	Handles all baking,...	<input checked="" type="checkbox"/>	⋮

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.

The screenshot shows the "Designation List" page in the DNA system. The page features a sidebar on the left with navigation options, a top navigation bar with a "View Website" button and user information, and a main content area with a table of designations. The table has columns for "SL", "Name", "Description", "Status", and "Action". There are five designations listed: Sales Executive, Inventory Officer, Cashier, Pastry Chef, and Head Baker. A "Show: 10" dropdown and a search bar are located above the table. An "Add Designation" button is in the top right corner.

SL	Name	Description	Status	Action
1	Sales Executive	Handles daily sales,...	<input type="checkbox"/>	⋮
2	Inventory Officer	Monitors stock level...	<input type="checkbox"/>	⋮
3	Cashier	Manages billing, rec...	<input type="checkbox"/>	⋮
4	Pastry Chef	Specializes in prepa...	<input type="checkbox"/>	⋮
5	Head Baker	Oversees all baking...	<input type="checkbox"/>	⋮

Add New Designation

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

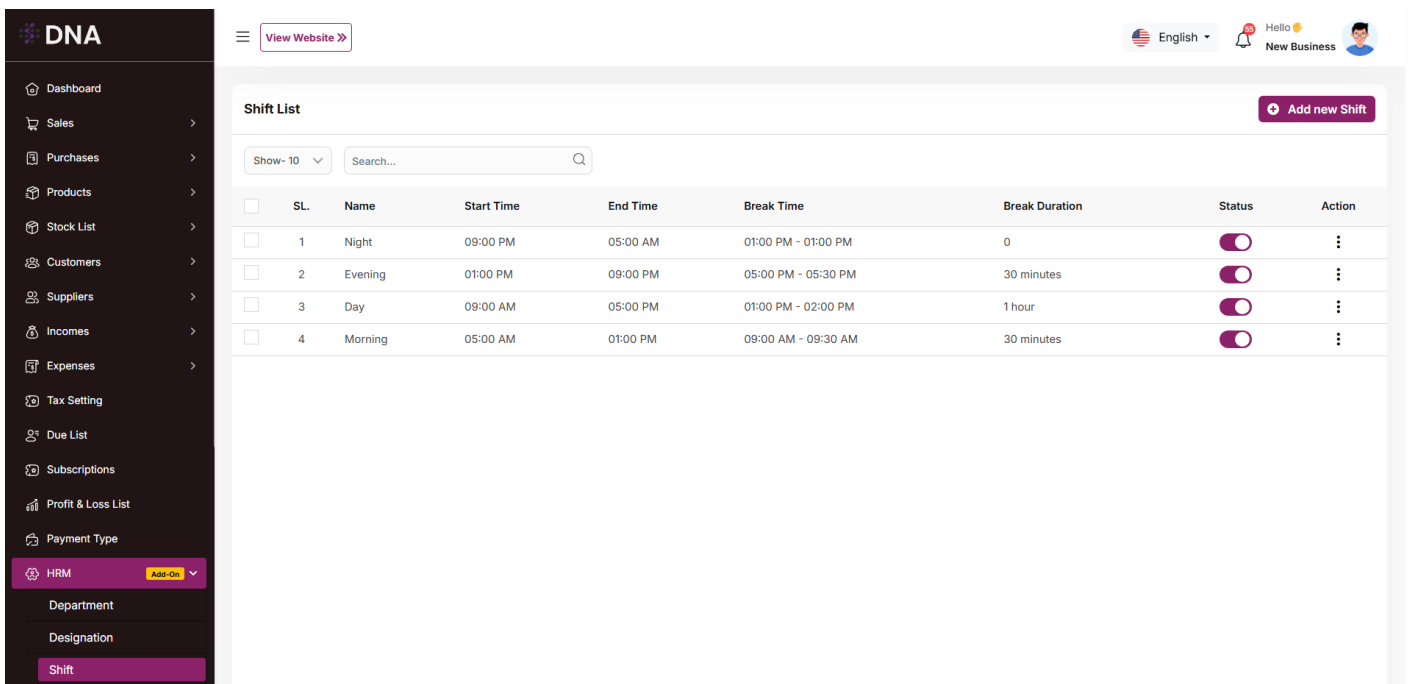
The screenshot shows the "Designation List" page with a "Create Designation" modal form open. The modal form has a title bar with a close button, and two input fields: "Name" with the placeholder "Enter Designation Name" and "Description" with the placeholder "Enter Description". At the bottom of the modal are two buttons: "Reset" and "Save". The background shows the "Designation List" table with the same five designations as in the previous screenshot.

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.



The screenshot displays the DNA HRM interface. On the left is a dark sidebar with navigation items: Dashboard, Sales, Purchases, Products, Stock List, Customers, Suppliers, Incomes, Expenses, Tax Setting, Due List, Subscriptions, Profit & Loss List, Payment Type, HRM (highlighted with an 'Add-On' tag), Department, Designation, and Shift. The top header includes a 'View Website' button, language selection (English), and user information (Hello, New Business). The main content area is titled 'Shift List' and features an 'Add new Shift' button. Below this is a search bar and a table with the following data:

<input type="checkbox"/>	SL	Name	Start Time	End Time	Break Time	Break Duration	Status	Action
<input type="checkbox"/>	1	Night	09:00 PM	05:00 AM	01:00 PM - 01:00 PM	0	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	2	Evening	01:00 PM	09:00 PM	05:00 PM - 05:30 PM	30 minutes	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	3	Day	09:00 AM	05:00 PM	01:00 PM - 02:00 PM	1 hour	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	4	Morning	05:00 AM	01:00 PM	09:00 AM - 09:30 AM	30 minutes	<input checked="" type="checkbox"/>	⋮

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

<input type="checkbox"/>	SL.	Name	Break Duration	Status	Action
<input type="checkbox"/>	1	Night	0	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	2	Evening	30 minutes	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	3	Day	1 hour	<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	4	Morning	30 minutes	<input checked="" type="checkbox"/>	⋮

Create Shift ✕

Select Name

Break Status

Start Time

End Time

Start Break Time

End Break Time

[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.

The screenshot displays the "Employee List" page. On the left is a dark sidebar with navigation items: Customers, Suppliers, Incomes, Expenses, Tax Setting, Due List, Subscriptions, Profit & Loss List, Payment Type, HRM (highlighted with a yellow "Add-On" tag), Department, Designation, Shift, Employee, and Leave Request. The main content area has a header with "View Website" and "Add new Employee" buttons. Below is a search bar and a table with 6 rows of employee data. The table columns are: SL., Image, Name, Department, Designation, Shift, Phone, Salary, and Action.

SL.	Image	Name	Department	Designation	Shift	Phone	Salary	Action
1		Amira Salleh	IT & POS Support	Sales Executive	Night	60163238891	RM3,200	⋮
2		Hafiz Rahman	Sales & Front Counter	Cashier	Day	60139914500	RM2,200	⋮
3		Siti Zulaikha	Sales & Front Counter	Cashier	Day	60105642234	RM2,200	⋮
4		Mei Lin	Production	Pastry Chef	Morning	60193327766	RM3,800	⋮
5		Ahmad Rizwan	Production	Pastry Chef	Morning	60116669012	RM3,500	⋮
6		Nurul Aina	Production	Head Baker	Morning	60127894455	RM4,000	⋮

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](#)

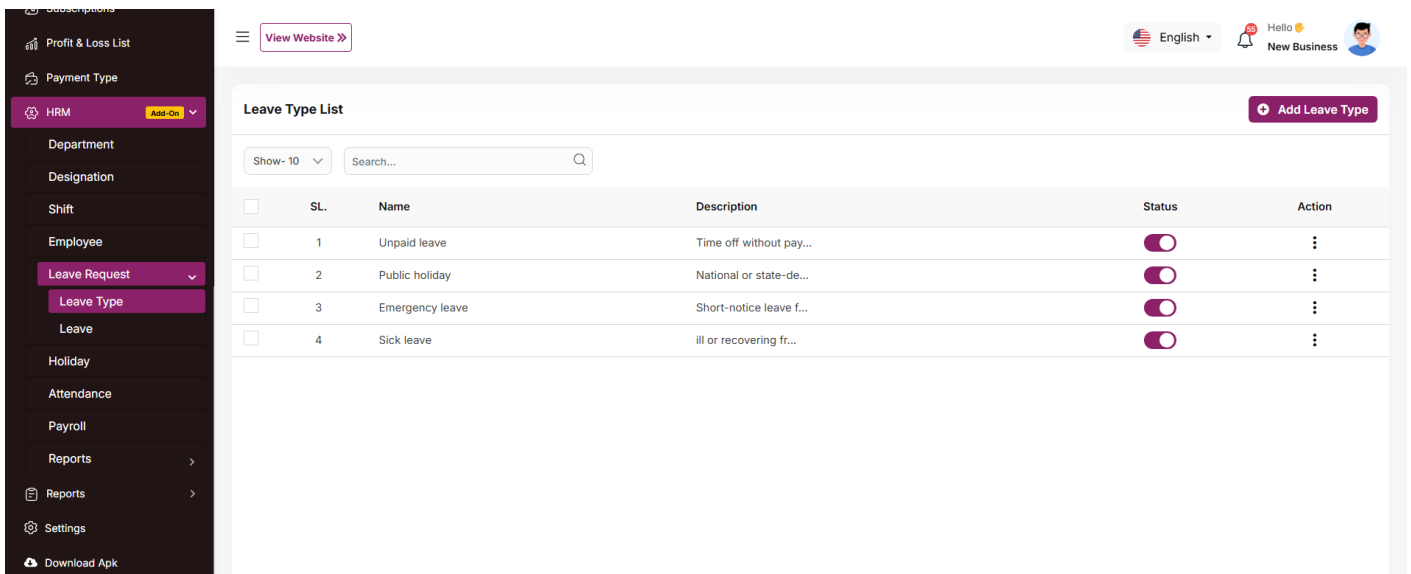
[Save](#)

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.



The screenshot displays the "Leave Type List" page. On the left is a dark sidebar with navigation items: Profit & Loss List, Payment Type, HRM (with an "Add-On" button), Department, Designation, Shift, Employee, Leave Request (selected), Leave Type (highlighted), Leave, Holiday, Attendance, Payroll, Reports, and Settings. The main content area has a "View Website" button and a language selector set to "English". Below is a table with the following data:

SL.	Name	Description	Status	Action
1	Unpaid leave	Time off without pay...	<input checked="" type="checkbox"/>	⋮
2	Public holiday	National or state-de...	<input checked="" type="checkbox"/>	⋮
3	Emergency leave	Short-notice leave f...	<input checked="" type="checkbox"/>	⋮
4	Sick leave	Ill or recovering fr...	<input checked="" type="checkbox"/>	⋮

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

<input type="checkbox"/>	SL.	Name	Description	Status	Action
<input type="checkbox"/>	1	Unpaid leave		<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	2	Public holiday		<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	3	Emergency leave		<input checked="" type="checkbox"/>	⋮
<input type="checkbox"/>	4	Sick leave		<input checked="" type="checkbox"/>	⋮

Create Leave Type

Enter Name

Enter Description

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.

The screenshot shows the HRM application interface. On the left is a dark sidebar menu with options like Profit & Loss List, Payment Type, HRM (selected), Department, Designation, Shift, Employee, Leave Request (selected), Leave Type, Leave, Holiday, Attendance, Payroll, Reports, and Settings. The main content area is titled "Leave List" and features a search bar, a "View Website" button, and an "Add new Leave" button. Below this is a table with columns: SL, Employee, Month, Department, Start Date, End Date, Leave Type, Leave Duration, Status, and Action. The table contains four rows of leave requests.

SL	Employee	Month	Department	Start Date	End Date	Leave Type	Leave Duration	Status	Action
1	Nurul Aina	october	Production	01 Oct, 2025	06 Oct, 2025	Unpaid leave	6 Days	Pending	⋮
2	Ahmad Rizwan	october	Production	10 Oct, 2025	13 Oct, 2025	Unpaid leave	4 Days	Rejected	⋮
3	Siti Zulaikha	october	Sales & Front Counter	10 Oct, 2025	13 Oct, 2025	Unpaid leave	4 Days	Approved	⋮
4	Amira Salleh	october	IT & POS Support	10 Oct, 2025	13 Oct, 2025	Unpaid leave	4 Days	Pending	⋮

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
1	Nurul Aina
2	Ahmad Rizwan
3	Siti Zulaikha
4	Amira Salleh

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

Type	Leave Duration	Status	Action
leave	6 Days	Pending	⋮
leave	4 Days	Rejected	⋮
leave	4 Days	Approved	⋮
leave	4 Days	Pending	⋮

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.

The screenshot shows the "Holiday List" page. On the left is a dark sidebar with navigation items: Due List, Subscriptions, Profit & Loss List, Payment Type, HRM (highlighted), Department, Designation, Shift, Employee, Leave Request, Holiday (highlighted), Attendance, Payroll, Reports, and Settings. The main content area has a "View Website" button and a language selector set to "English". Below that is the "Holiday List" header with a search bar and a table. The table has columns: SL, Name, Start Date, End Date, Description, and Action. The table contains 6 rows of holiday data.

SL	Name	Start Date	End Date	Description	Action
1	Deepavali	21 Oct, 2025	21 Oct, 2025	Hindu festival of li...	⋮
2	Malaysia Day	16 Sep, 2025	16 Sep, 2025	Commemorates the for...	⋮
3	Merdeka Day	31 Aug, 2025	31 Aug, 2025	Malaysia's Independe...	⋮
4	Hari Raya Haji	07 Jun, 2025	07 Jun, 2025	Islamic festival of...	⋮
5	Labour Day	01 May, 2025	01 May, 2025	National workers' da...	⋮
6	Chinese New Year	31 Mar, 2025	01 Apr, 2025	Major Muslim festiva...	⋮

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.

The screenshot shows the "Create Holiday" modal form. It has a title bar with a close button. The form contains four input fields: "Name" (with placeholder "Enter Name"), "Start Date" (with value "10/10/2025"), "End Date" (with value "10/10/2025"), and "Description" (with placeholder "Enter Description"). At the bottom are two buttons: "Reset" and "Save".

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.

The screenshot shows the "Attendance List" page. On the left is a dark sidebar menu with options: Due List, Subscriptions, Profit & Loss List, Payment Type, HRM (highlighted in purple with an "Add-On" tag), Department, Designation, Shift, Employee, Leave Request, Holiday, Attendance (highlighted in purple), Payroll, Reports, Reports, Settings, and Download Apk. The top navigation bar includes a "View Website" button, a language dropdown set to "English", and a user profile section with "Hello New Business" and a profile icon. The main content area features a table with the following data:

SL	Employee	Month	Shift	Date	Time In	Time Out	Duration	Action
1	Nurul Aina	october	Morning	01 Sep, 2025	05:00 AM	01:00 PM	8 hours	⋮
2	Ahmad Rizwan	october	Morning	01 Sep, 2025	05:00 AM	01:00 PM	8 hours	⋮
3	Siti Zulaikha	october	Day	01 Sep, 2025	09:00 AM	05:00 PM	8 hours	⋮
4	Amira Salleh	october	Night	01 Sep, 2025	09:00 PM	05:00 PM	4 hours	⋮

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.

Show- 10

Search...

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

Time Out

Duration

Action

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.

The screenshot displays the 'Payroll List' interface. On the left is a dark sidebar menu with the following items: Profit & Loss List, Payment Type, HRM (with an 'Add-On' button), Department, Designation, Shift, Employee, Leave Request, Holiday, Attendance, Payroll (highlighted), Reports, Attendance, Payroll, Leave, Reports, Settings, and Download Apk. The main content area has a 'View Website' button at the top left and an 'Add new Payroll' button at the top right. Below these is a search bar with 'Show- 10' and 'Search...' options, and two dropdown menus for 'Select one' and 'October'. The table below has the following data:

SL	Employee	Payment Year	Month	Receipt No	Date	Amount	Payment Type	Status	Action
1	Amira Salleh	2025	october	Ps_0004	10 Oct, 2025	RM3,200	Bank Transfer	Paid	⋮
2	Siti Zulaikha	2025	october	Ps_0003	10 Oct, 2025	RM2,200	Cash	Paid	⋮
3	Ahmad Rizwan	2025	october	Ps_0002	10 Oct, 2025	RM3,500	Bank Transfer	Paid	⋮
4	Nurul Aina	2025	october	Ps_0001	10 Oct, 2025	RM4,000	Bank Transfer	Paid	⋮

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.

Show- 10

SL. Employee

Create Payroll ✕

Employee Select a One <input type="text"/>	Payment Year 2025 <input type="text"/>
Month October <input type="text"/>	Date 10/10/2025 <input type="text"/>
Amount Enter amount <input type="text"/>	Payment Type Select a One <input type="text"/>
Note Enter note <input type="text"/>	

Payment Type Status Action

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.

The screenshot displays the Payroll Report interface. On the left is a dark sidebar with navigation items: Due List, Subscriptions, Profit & Loss List, Payment Type, HRM (highlighted with an 'Add-On' tag), Department, Designation, Shift, Employee, Leave Request, Holiday, Attendance, Payroll (with sub-items: Reports, Attendance, Payroll, Leave), Reports, Settings, and Download Apk. The main content area features a 'Payroll Report' header, a 'View Website' button, and a language selector set to 'English'. Below the header is a filter section with 'Show-10', a search bar, and dropdowns for 'Select one' and 'October'. The main data is presented in a table with the following columns: SL, Employee, Month, Slip No, Date, Amount, Payment Type, and Status. The table contains four rows of data, all with a 'Paid' status.

SL	Employee	Month	Slip No	Date	Amount	Payment Type	Status
1	Amira Salleh	october	Ps_0004	10 Oct, 2025	\$3,200	Bank Transfer	Paid
2	Siti Zulaikha	october	Ps_0003	10 Oct, 2025	\$2,200	Cash	Paid
3	Ahmad Rizwan	october	Ps_0002	10 Oct, 2025	\$3,500	Bank Transfer	Paid
4	Nurul Aina	october	Ps_0001	10 Oct, 2025	\$4,000	Bank Transfer	Paid

Leave Reports

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

- Due List
- Subscriptions
- Profit & Loss List
- Payment Type
- HRM Add-On
- Department
- Designation
- Shift
- Employee
- Leave Request
- Holiday
- Attendance
- Payroll
- Reports
- Attendance
- Payroll
- Leave
- Reports
- Settings
- Download Apk

English
Hello
New Business

Leave Report

Show- 10 Search... Select one October

SL.	Employee	Month	Department	Start Date	End Date	Leave Type	Leave Duration	Status
1	Nurul Aina	october	Production	01 Oct, 2025	06 Oct, 2025	Unpaid leave	6 Days	Pending
2	Ahmad Rizwan	october	Production	10 Oct, 2025	13 Oct, 2025	Unpaid leave	4 Days	Rejected
3	Siti Zulaikha	october	Sales & Front Counter	10 Oct, 2025	13 Oct, 2025	Unpaid leave	4 Days	Approved
4	Amira Salleh	october	IT & POS Support	10 Oct, 2025	13 Oct, 2025	Unpaid leave	4 Days	Pending

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.

- Due List
- Subscriptions
- Profit & Loss List
- Payment Type
- HRM Add-On
- Department
- Designation
- Shift
- Employee
- Leave Request
- Holiday
- Attendance
- Payroll
- Reports
- Attendance
- Payroll
- Leave
- Reports
- Settings
- Download Apk

English
Hello
New Business

Attendance Report

Show- 10 Search... Select one October

SL.	Employee	Month	Shift	Date	Time In	Time Out	Duration
1	Nurul Aina	october	Morning	01 Sep, 2025	05:00 AM	01:00 PM	8 hours
2	Ahmad Rizwan	october	Morning	01 Sep, 2025	05:00 AM	01:00 PM	8 hours
3	Siti Zulaikha	october	Day	01 Sep, 2025	09:00 AM	05:00 PM	8 hours
4	Amira Salleh	october	Night	01 Sep, 2025	09:00 PM	05:00 PM	4 hours

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