

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 shows the 'Payroll Report' interface. The sidebar menu on the left includes options like 'Due List', 'Subscriptions', 'Profit & Loss List', 'Payment Type', 'HRM' (highlighted), 'Department', 'Designation', 'Shift', 'Employee', 'Leave Request', 'Holiday', 'Attendance', 'Payroll', 'Reports', 'Settings', and 'Download Apk'. The main content area displays the 'Payroll Report' table with the following data:

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.

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.

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

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