

Employee Group

- Objective: Organizes your workforce into structured categories, making management and permissions easier.

Key Functions

- Create and manage employee groups
- Assign employees to specific groups
- Use groups for access control, workflows, or reporting

Core Components & Data Fields

The "Create" form for this module acts as a template for labor compliance and scheduling flexibility.

Field / Component	Description	Professional Utility
Group Name	Text input (e.g., "Executive Team," "Staging/Interns").	Categorizes staff for easier scheduling.
Paid Leave	Numerical input (Days per Year).	Automates benefit tracking for full-time staff.
Unpaid Leave	Numerical input (Days per Year).	Sets boundaries for part-time or casual labor.
Sick Leave	Numerical input (Days per Year).	Essential for health safety (HACCP) compliance.
Trade Shift	Toggle (Yes/No)	Determines if this any employee wants to exchange his/her shift with another employee.
Status	Toggle (Active/Inactive)	Instantly enables/disables all permissions for this group.

Functional Components

- Search Bar: Quick-filter groups by name (e.g., searching "Front" to find "Front of House").

- 'Create' Button: Opens the configuration suite for a new group.

The screenshot displays the 'Employee Group' management interface. At the top, there is a navigation bar with the Spendwell Tech System logo, the current user 'Spendwell / Godown', the date and time '03-03-2026, 09:35:03 AM', a search bar, and system icons. A vertical sidebar on the left contains various navigation icons, with the 'Employee Group' icon highlighted in blue. The main content area features a table with the following data:

Name ↑	Paid Leave	Unpaid Leave	Sick Leave	Trade Shift	Active
EMP 5	20	10	8	6	<input checked="" type="checkbox"/>
Employee Shift	0	0	0	3	<input checked="" type="checkbox"/>
Workers	5	5	5	12	<input checked="" type="checkbox"/>

At the bottom of the interface, it indicates 'Showing 03 of 03 entries' and a pagination control set to 'Showing 20 entries'. The version number 'v1.0.21' is located in the bottom left corner.

Figure: Employee Group

SPENDWELL TECH SYSTEM | Spendwell / Godown | 03-03-2026, 09:35:03 AM | Search | Alt S | [User Profile] | [Power]

Employee Group

Search here

+ Create

Name	Paid Leave	Unpaid Leave	Sick Leave	Trade Shift	Active
EMP 5	20	10	8	6	<input checked="" type="checkbox"/>
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To create Employee Group using 'Create' button

Showing 03 of 03 entries | Showing 20 entries

v1.0.21

We can create an Employee Group along with different parameters:

- Name
- Paid leave count
- Unpaid leave count
- Sick leave count
- Trade shift count
- Paid leave count per month
- Unpaid leave count per month
- Sick leave count per month

Revision #6

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