

Employee

Objective: Maintains a centralized employee directory with all essential details for HR, payroll, and operations.

This sub-module is used to create and maintain complete employee profiles.

Key Functions

- Add new employees with employment details, personal, payroll details, Address details, Emergency contact details, and Identity documents
- Record joining date, role, salary structure, and identification documents
- Manage employee type (Fixed-term/Seasonal, Temporary, Part-time, Full-time)
- Update employee information as needed
- **Functionality:** Facilitates the creation and management of individual employee records, ensuring accurate documentation of personal details, employment information, and supporting documents for streamlined workforce administration.

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Employee

Search here | + Create | [Download] [Filter]

Person Name	Contact	Send Welcome Mail	Email	User Role	Active
Aakash Singh	[Email] [Phone]	[Send]	sunny@spendwelltechsyste...	Team Member, Franchises Owner	<input checked="" type="checkbox"/>
Nikunj Patel	[Email] [Phone]	[Send]	nikuni@gmail.com	Employee	<input checked="" type="checkbox"/>
Sunny Suthar	[Email] [Phone]	[Send]	sunnysuthar@insomniacs.in	Team Member	<input checked="" type="checkbox"/>
App Test	[Email] [Phone]	[Send]	apptest@gmail.com	Employee	<input checked="" type="checkbox"/>
Samay Patel	[Email] [Phone]	[Send]	sunny.suthar@instanceit.com	Employee	<input checked="" type="checkbox"/>
Tejas Patel	[Email] [Phone]	[Send]	kuldip.pateld@instanceit.com	Store Manager	<input checked="" type="checkbox"/>
Dinesh Patel	[Email] [Phone]	[Send]	dinesh@gmail.com	Assistant Manager	<input checked="" type="checkbox"/>
Hemanshu Patel	[Email] [Phone]	[Send]	hemanshu@gmail.com	Regional Manager	<input checked="" type="checkbox"/>
Dhaval Patel	[Email] [Phone]	[Send]	dhaval@gmail.com	Franchises Owner	<input checked="" type="checkbox"/>
Ojas Patel	[Email] [Phone]	[Send]	ojas@gmail.com	Orgnization Admin	<input checked="" type="checkbox"/>
Vatsal Patel	[Email] [Phone]	[Send]	vatsal@gmail.com	Franchises Owner	<input checked="" type="checkbox"/>
heer Patel	[Email] [Phone]	[Send]	h@gmail.com	Heer testing	<input type="checkbox"/>
Kuldeep Patel	[Email] [Phone]	[Send]	kuldip.patel@instanceit.com	Shift Lead	<input checked="" type="checkbox"/>
Utsav Navadiya	[Email] [Phone]	[Send]	utsav.navadiya@gmail.com	Store Manager	<input checked="" type="checkbox"/>

Showing 14 of 14 entries | Showing 20 entries

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Figure: Employee

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Employee

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Person Name	Contact	Send Welcome Mail	Email	User Role	Active
Aakash Singh	[Contact]	[Send]	sunny@spendwelltechsyste...	Team Member, Franchises Owner	[On]
Nikunj Patel	[Contact]	[Send]	nikuni@gmail.com	Employee	[On]
Sunny Suthar	[Contact]	[Send]	sunnysuthar@insomniaacs.in	Team Member	[On]
App Test	[Contact]	[Send]	apptest@gmail.com	Employee	[On]
Samay Patel	[Contact]	[Send]	sunny.suthar@instanceit.com	Employee	[On]
Tejas Patel	[Contact]	[Send]	kuldip.pateld@instanceit.com	Store Manager	[On]
Dinesh Patel	[Contact]	[Send]	dinesh@gmail.com	Assistant Manager	[On]
Hemanshu Patel	[Contact]	[Send]	hemanshu@gmail.com	Regional Manager	[On]
Dhaval Patel	[Contact]	[Send]	dhaval@gmail.com	Franchises Owner	[On]
Ojas Patel	[Contact]	[Send]	ojas@gmail.com	Orgnization Admin	[On]
Vatsal Patel	[Contact]	[Send]	vatsal@gmail.com	Franchises Owner	[On]
heer Patel	[Contact]	[Send]	h@gmail.com	Heer testing	[Off]
Kuldeep Patel	[Contact]	[Send]	kuldip_patel@instanceit.com	Shift Lead	[On]
Utsav Navadiya	[Contact]	[Send]	utsav.navadiya@gmail.com	Store Manager	[On]

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The user can create Employee using 'Create' button

Figure: Employee[Employee Creation]

Users are able to create employee along with different parameters:

- Employee Details
- Personal Details
- Payroll Details
- Address Details
- Emergency Contact Details
- Identity Documents

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Employee

Search here [+ Create] [Import] [Export]

Person Name	Contact	Send Welcome Mail	Email	User Role	Import/Export
Aakash Singh	[Email Icon]	[Send Mail Icon]	sunny@spendwelltechsyste...	Team Member, Franchises Owner	[On]
Nikunj Patel	[Email Icon]	[Send Mail Icon]	nikunj@gmail.com	Employee	[On]
Sunny Suthar	[Email Icon]	[Send Mail Icon]	sunnysuthar@insomniacs.in	Team Member	[On]
App Test	[Email Icon]	[Send Mail Icon]	apptest@gmail.com	Employee	[On]
Samay Patel	[Email Icon]	[Send Mail Icon]	sunny.suthar@instanceit.com	Employee	[On]
Tejas Patel	[Email Icon]	[Send Mail Icon]	kuldip.pateld@instanceit.com	Store Manager	[On]
Dinesh Patel	[Email Icon]	[Send Mail Icon]	dinesh@gmail.com	Assistant Manager	[On]
Hemanshu Patel	[Email Icon]	[Send Mail Icon]	hemanshu@gmail.com	Regional Manager	[On]
Dhaval Patel	[Email Icon]	[Send Mail Icon]	dhaval@gmail.com	Franchises Owner	[On]
Ojas Patel	[Email Icon]	[Send Mail Icon]	ojas@gmail.com	Orgnization Admin	[On]
Vatsal Patel	[Email Icon]	[Send Mail Icon]	vatsal@gmail.com	Franchises Owner	[On]
heer Patel	[Email Icon]	[Send Mail Icon]	h@gmail.com	Heer testing	[Off]
Kuldeep Patel	[Email Icon]	[Send Mail Icon]	kuldip.pateld@instanceit.com	Shift Lead	[On]
Utsav Navadiya	[Email Icon]	[Send Mail Icon]	utsav.navadiya@gmail.com	Store Manager	[On]

The use can import/export employee data

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Figure: Employee[Employee data import/export operation]

-Users are able to import and export employee data as needed.

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Employee

Search here | + Create | Download | Filter

Person Name	Contact	Send Welcome Mail	Email	User Role	Active
Aakash Singh			sunny@spendwelltechsyste...	Team Member, Franchises Owner	<input checked="" type="checkbox"/>
Nikunj Patel			nikunj@gmail.com	Employee	<input checked="" type="checkbox"/>
Sunny Suthar			sunnysuthar@insomniacs.in	Team Member	<input checked="" type="checkbox"/>
App Test			apptest@gmail.com	Employee	<input checked="" type="checkbox"/>
Samay Patel			sunny.suthar@instanceit.com	Employee	<input checked="" type="checkbox"/>
Tejas Patel			kuldip.pateld@instanceit.com	Store Manager	<input checked="" type="checkbox"/>
Dinesh Patel			dinesh@gmail.com	Assistant Manager	<input checked="" type="checkbox"/>
Hemanshu Patel			hemanshu@gmail.com	Regional Manager	<input checked="" type="checkbox"/>
Dhaval Patel			dhaval@gmail.com	Franchises Owner	<input checked="" type="checkbox"/>
Ojas Patel			ojas@gmail.com	Orgnization Admin	<input checked="" type="checkbox"/>
Vatsal Patel			vatsal@gmail.com	Franchises Owner	<input checked="" type="checkbox"/>
heer Patel			h@gmail.com	Heer testing	<input type="checkbox"/>
Kuldeep Patel			kuldip.pateld@instanceit.com	Shift Lead	<input checked="" type="checkbox"/>
Utsav Navadiya			utsav.navadiya@gmail.com	Store Manager	<input checked="" type="checkbox"/>

Employee data filtering is available through multiple parameters

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Figure: Employee [Filter Employee data]

The user can filter employee records by fields such as

- User Role
- Person Name
- Contact
- Send Welcome Mail
- Email

Revision #4

Created 3 March 2026 11:05:58 by Shrikant Patel

Updated 5 March 2026 06:51:45 by Shrikant Patel