

ESS DASHBOARD

Flow HCM

https://www.flowhcm.com

Karachi, Pakistan

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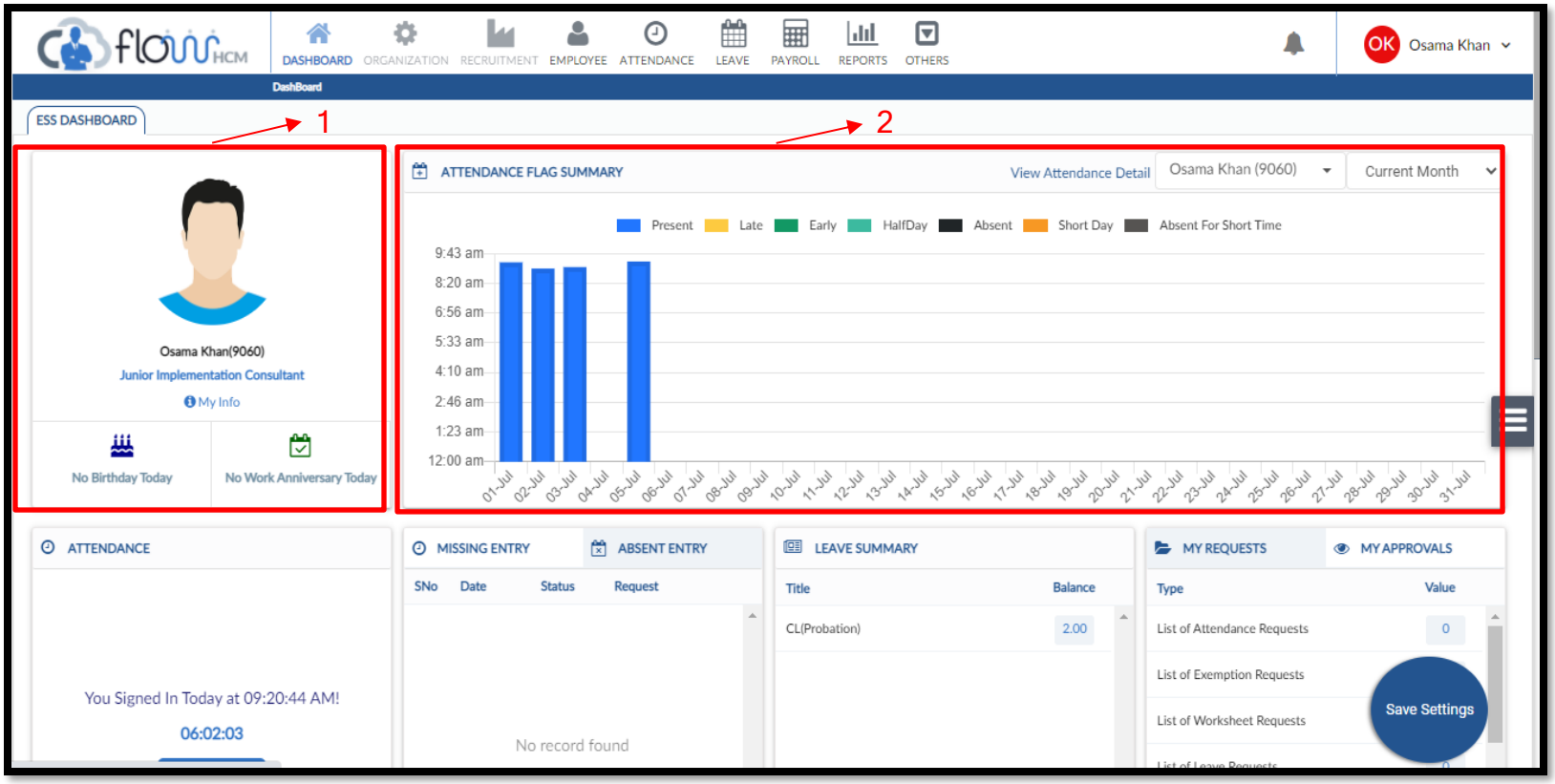
EMPLOYEE SELF SERVICE

1. Navigate to your company URL.
2. To sign in the Account, add the Username and Password.
3. Click on the Login Button which will Navigate to Dashboard.



ATTENDANCE FLAG SUMMARY

1. Click on My Info. When you click on my info you can see your information.
2. In Attendance Flag Summary you can see monthly attendance with Flags representing with different colors in Graphs for the current month and last month.

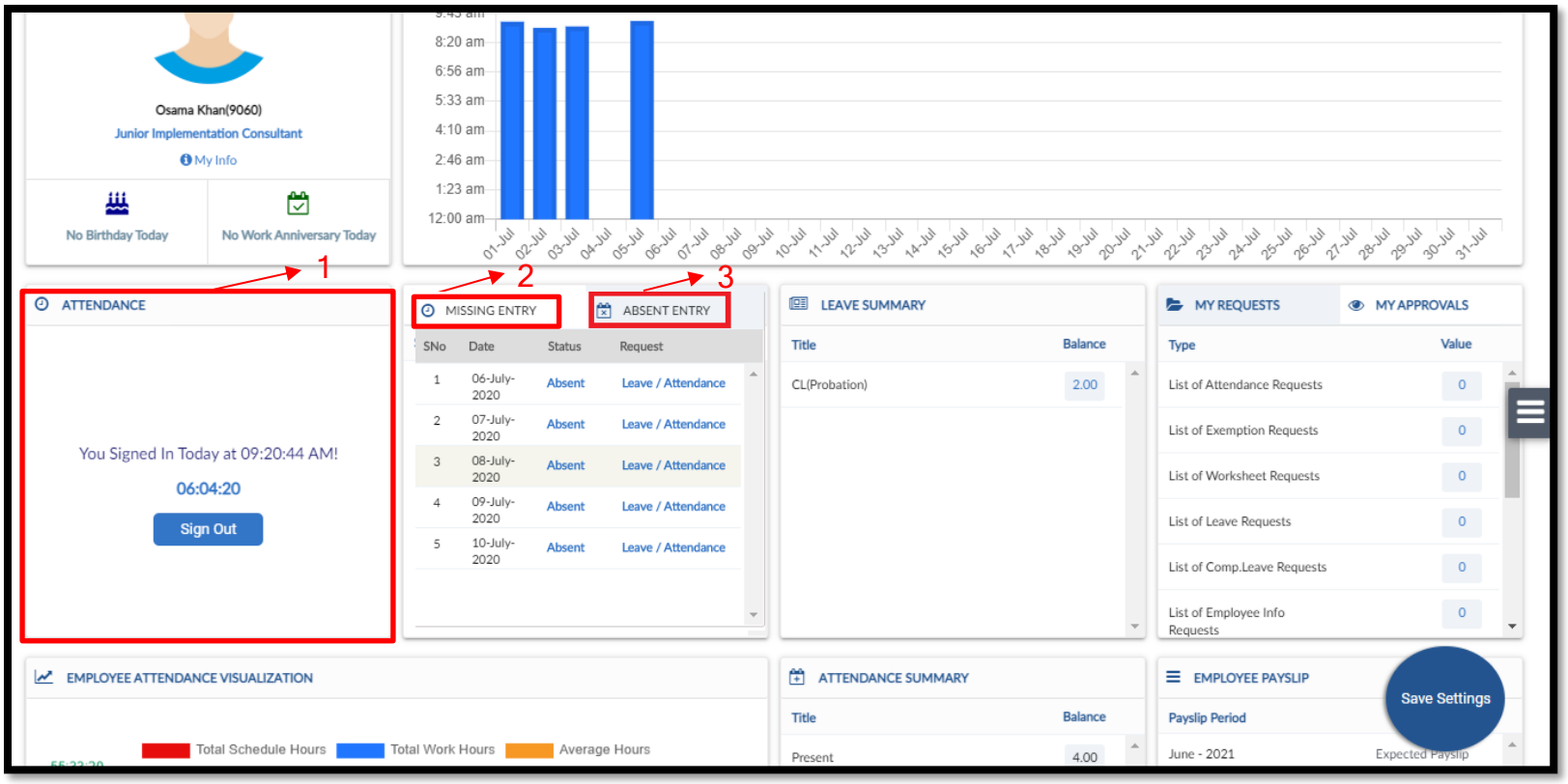


ATTENDANCE | MISSING | ABSENT ENTRY

1. In Attendance Title you can see the sign in icon when you click on sign in through your attendance will be mark through Dashboard, then you will see current day time of sign in and when you want to sign out through dashboard you will click on sign out then your attendance will be mark for the current day.

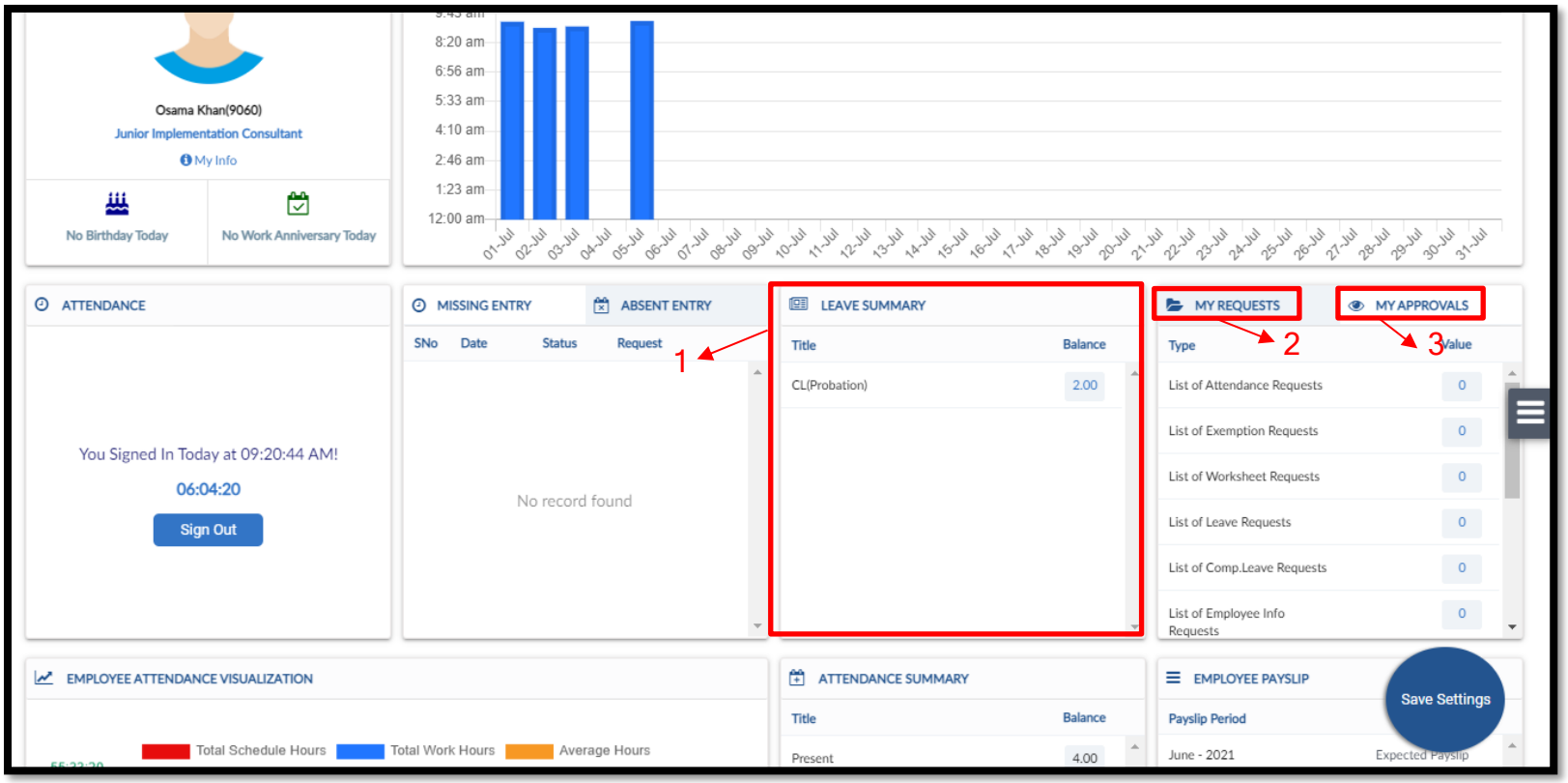
2. Click on Missing Entry then you can see the missing entries for the current month.

3. Click on Absent Entry then you can see the absent entries for the current month.



LEAVE SUMMARY | MY REQUEST | MY APPROVAL

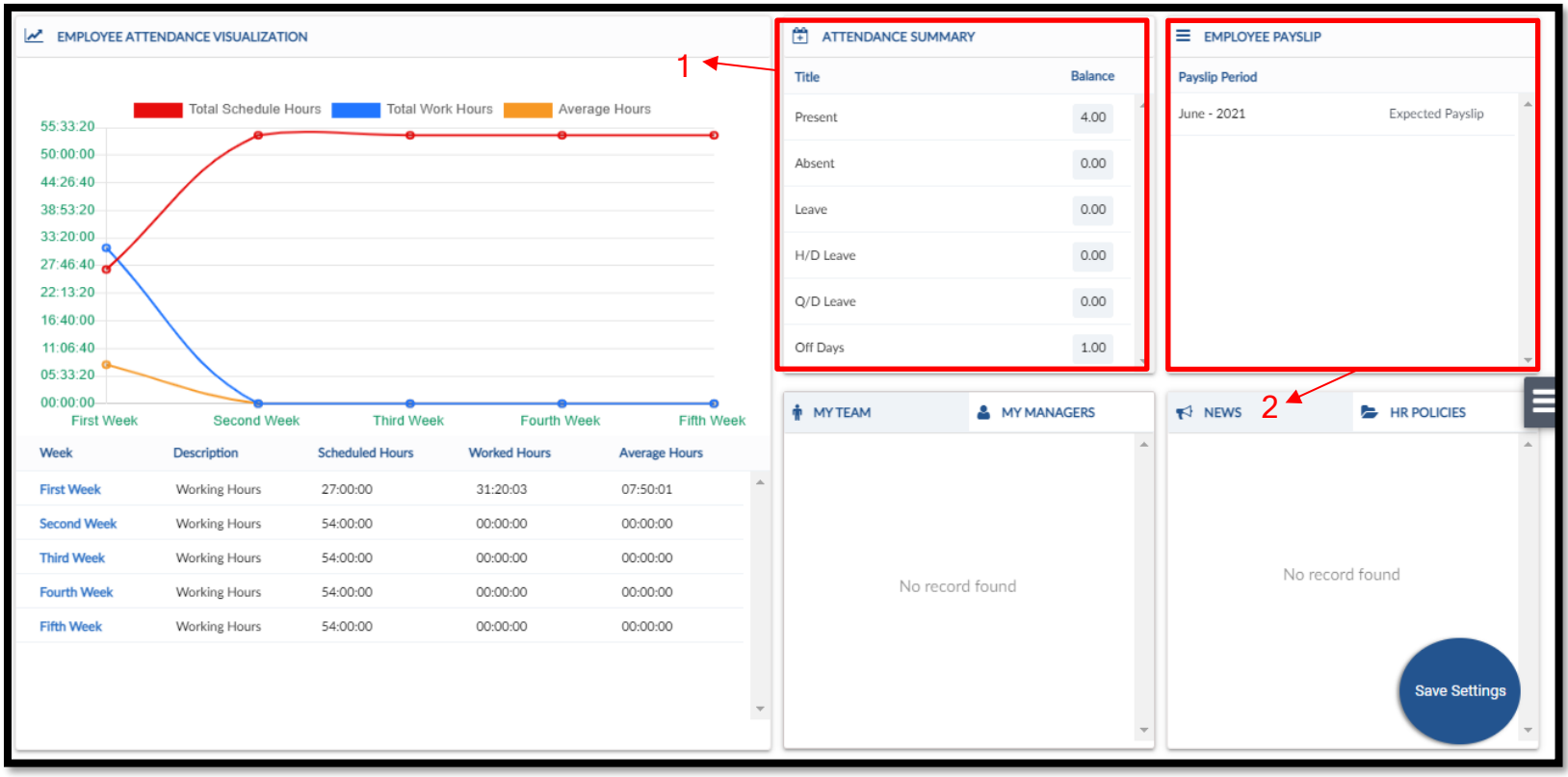
1. In Leave Summary Title you can the leave balance of current year.
2. Click on My Request then you can see the pending requests count for the current month.
3. Click on My Approvals then you can see the pending approvals count for the current month.



ATTENDNACE SUMMARY | EMPLOYEE PAYSLIP

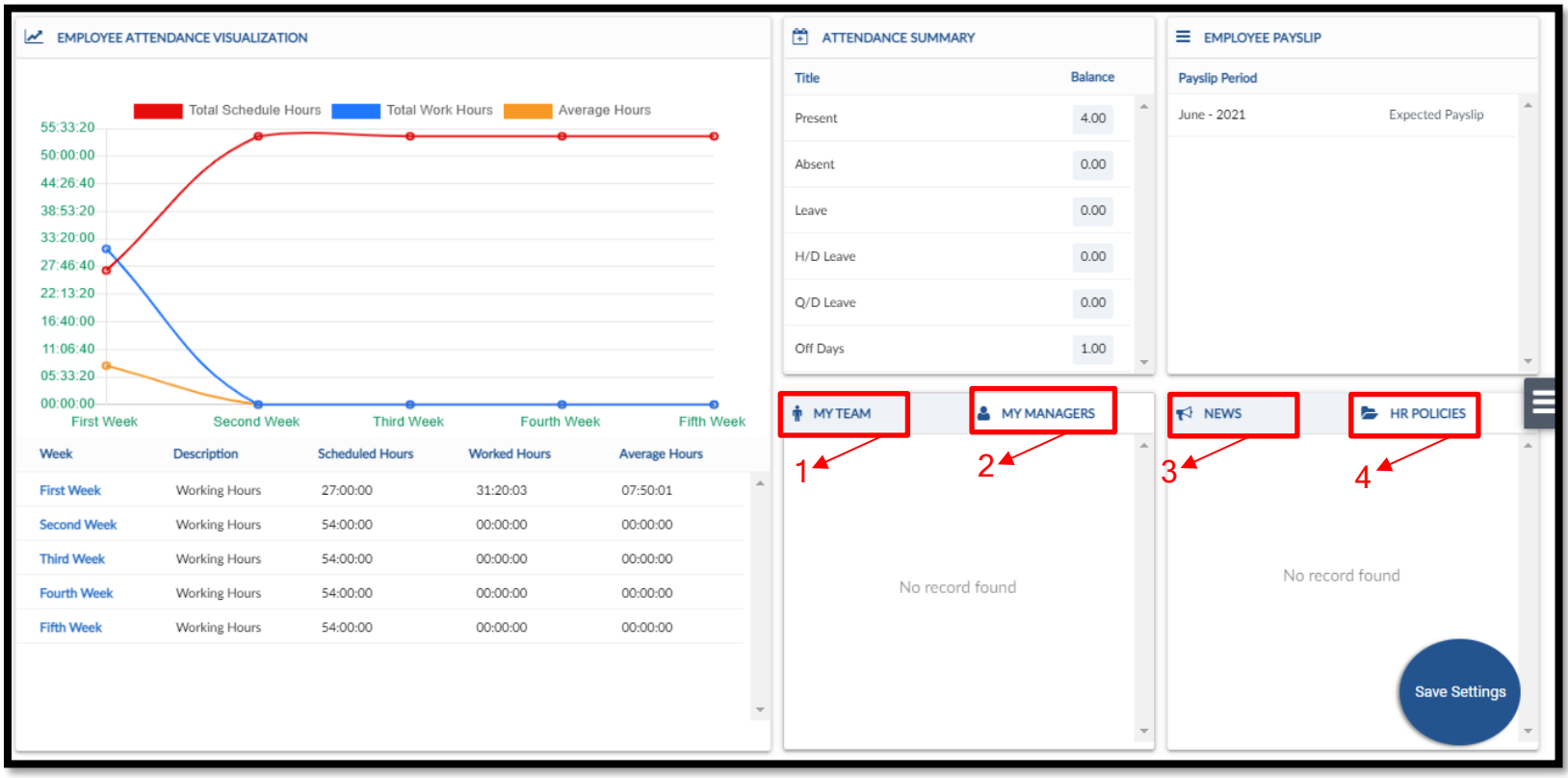
1. In attendance Summary you can see your current month count of Flags like Present, Absent, Leave, H/D Leave, Off Days, and Late etc.

2. In Employee Pay slip you can see your previous months Pay slip and also you can see your current month expected Pay slip.



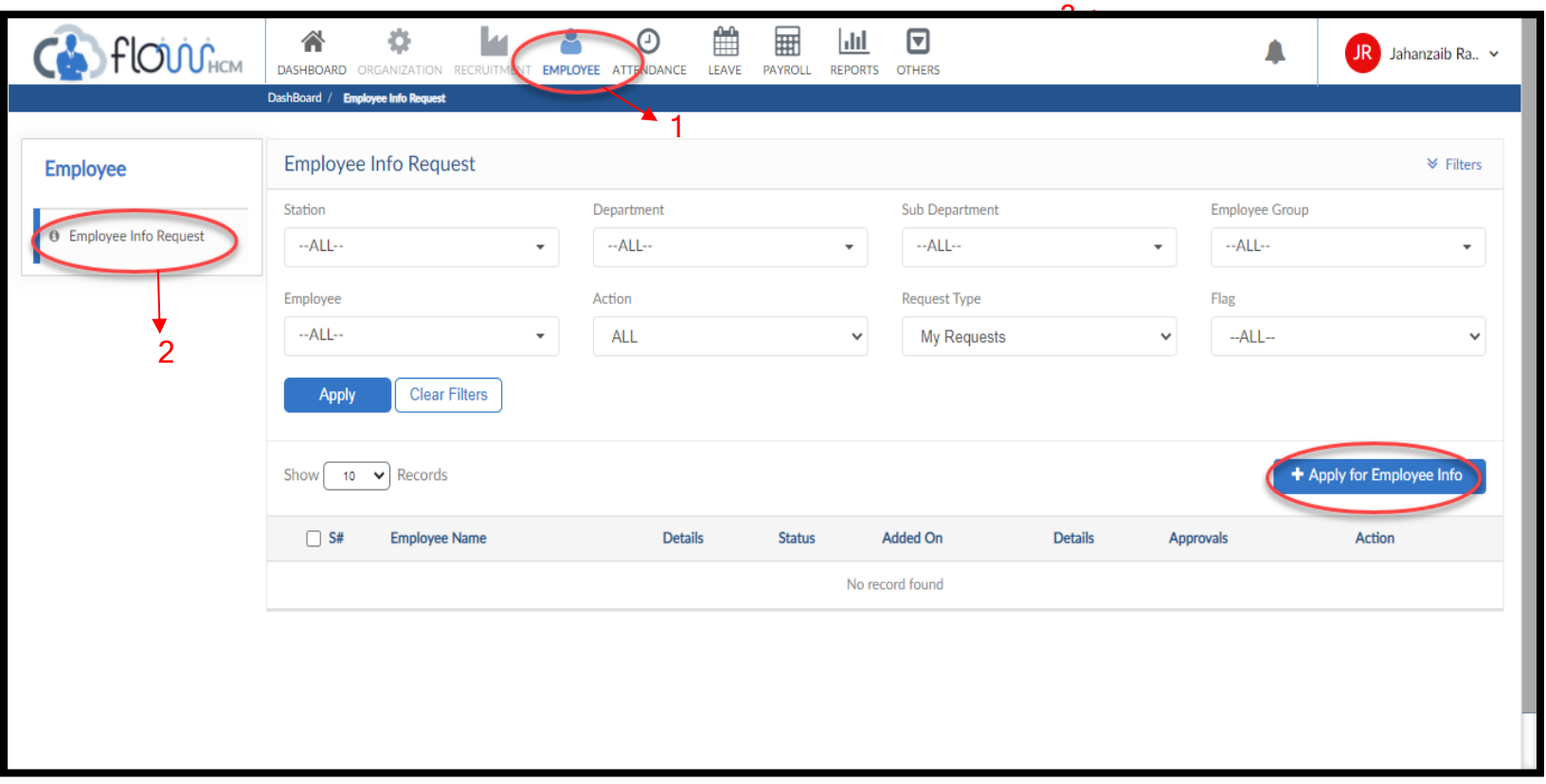
MY TEAM | MY MANAGER | NEWS | HR POLICIES

1. Click on My Team then you can see your subordinated name and you can browse their reports as well.
2. Click on My Manger then you can see your Line Manager.
3. Click on news and you can see the news float by HR.
4. Click on HR Policies, all the company policies published by HR can be seen in that tile.



EMPLOYEE INFO REQUEST

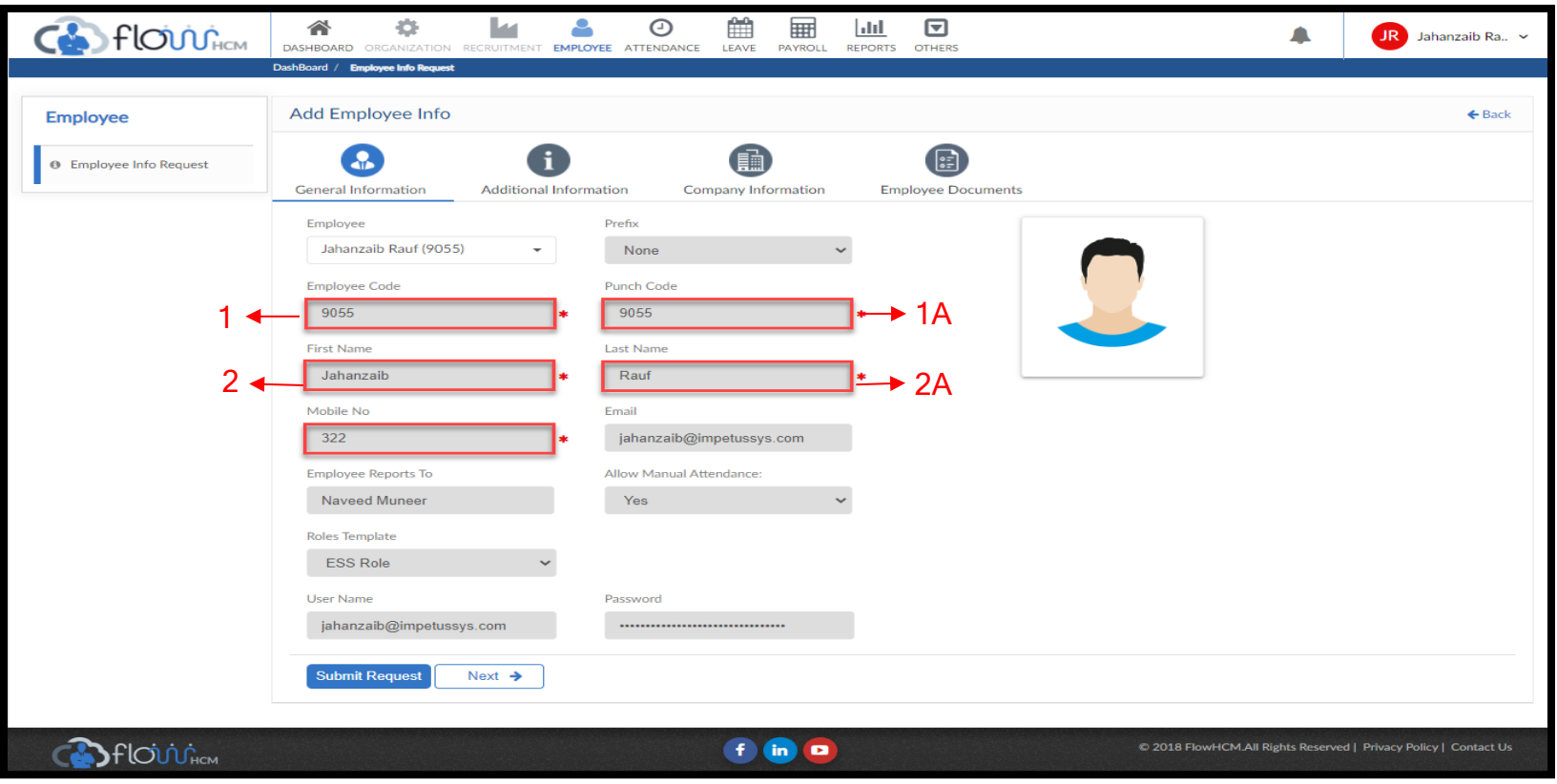
1. Navigate To Employee
2. Click “Employee Info Request” From Left Hand Side PaneType equation here.
3. Click Apply for Employee Info
4. After Clicking Apply for Employee Info You Will Be Navigate to Employee Creation Form



EMPLOYEE FORM

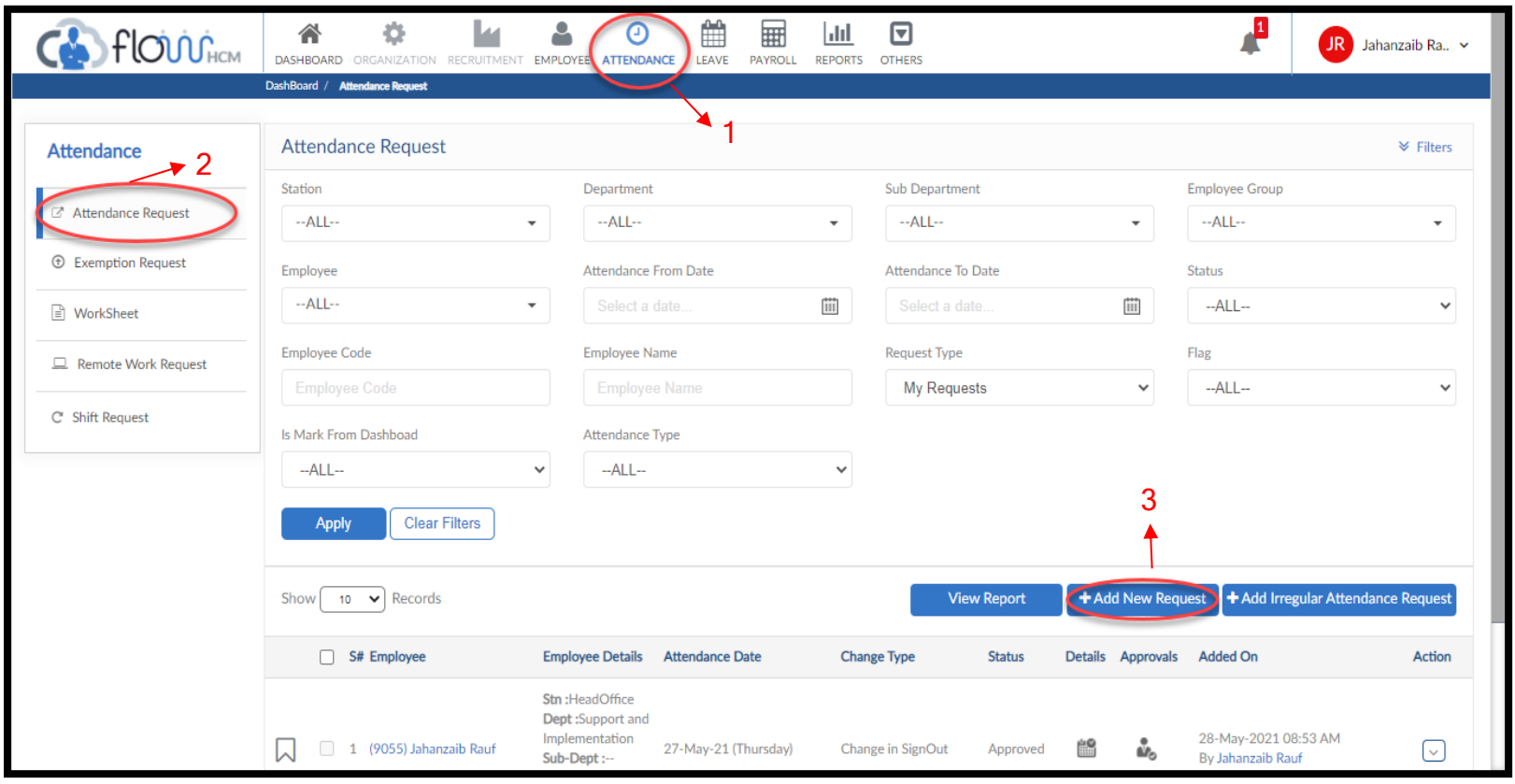
- We Can Make Changes in Employee Details on Approval Level. Fill All the Mandatory Fields.

1. Employee Code, Punch Code.
2. Employee Name & Other Fields That Are Mandatory.



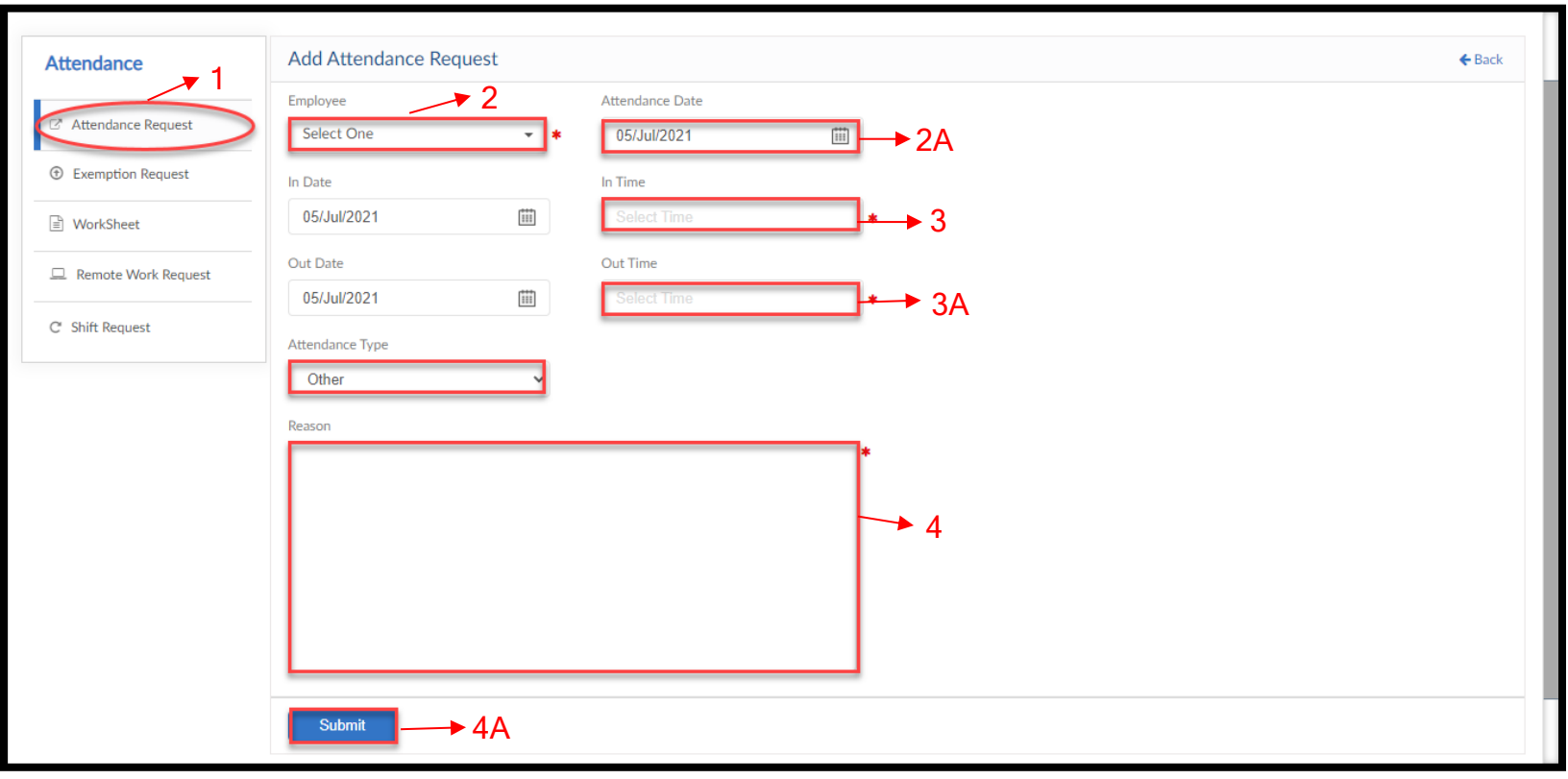
ATTENDANCE REQUEST

1. Navigate to Attendance
2. Click “Attendance Request “From Left Attendance Panel”
3. Click Add New Request
4. After clicking Add New Request you will be Navigated to” Attendance Request Form”



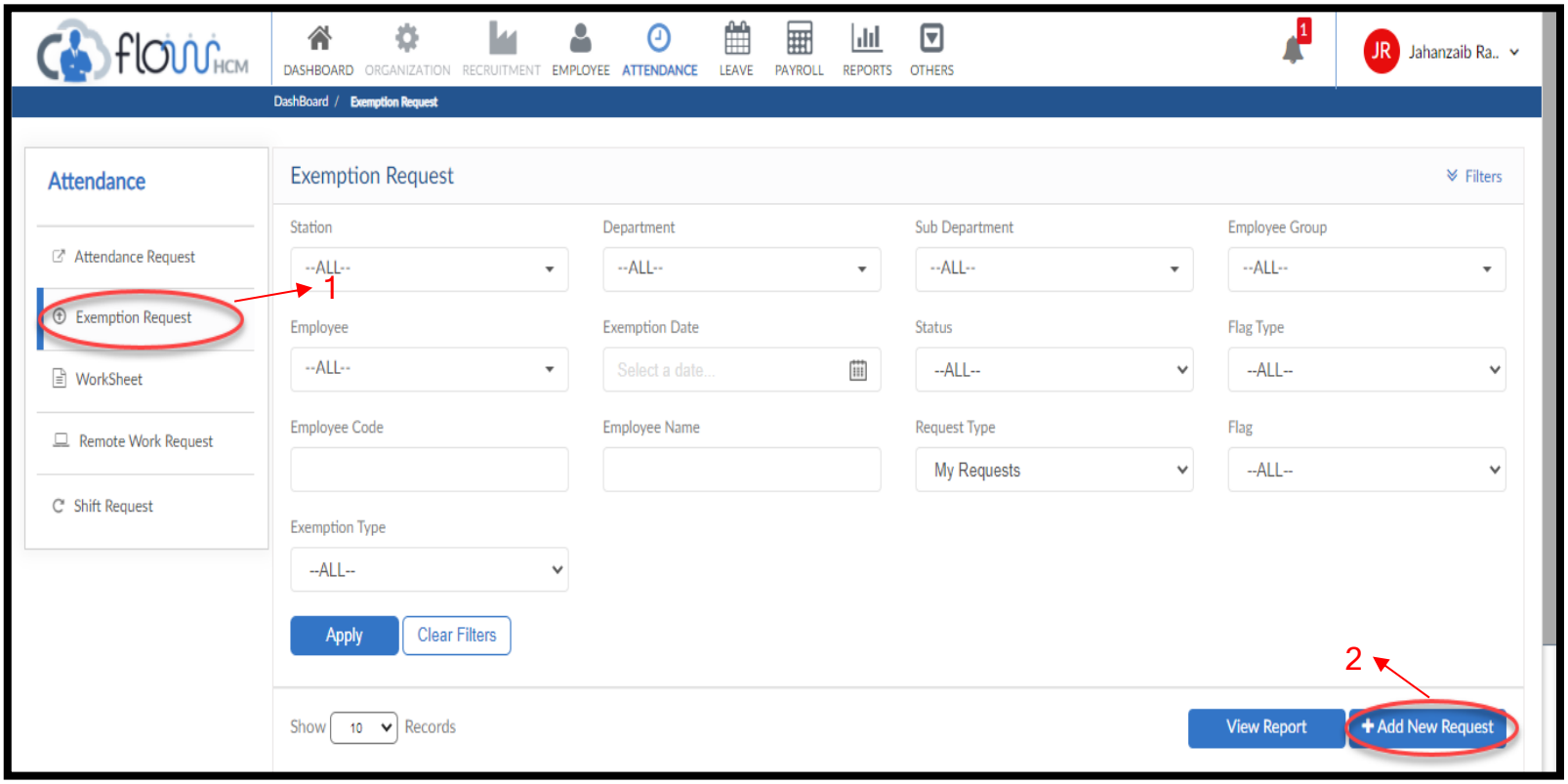
ATTENDANCE REQUEST FORM

1. Click Attendance Request “Left Side Attendance Panel”.
2. Select Employee Click “Attendance Date “and select the attendance date after selecting the attendance date the system will bring the sign in time automatically.
3. Enter “Sign in” and “Sign Out” time.
4. Enter Reason for “Attendance Request “in Reason Box and Click Submit.
5. Note: Fields highlighted with (*) are mandatory.



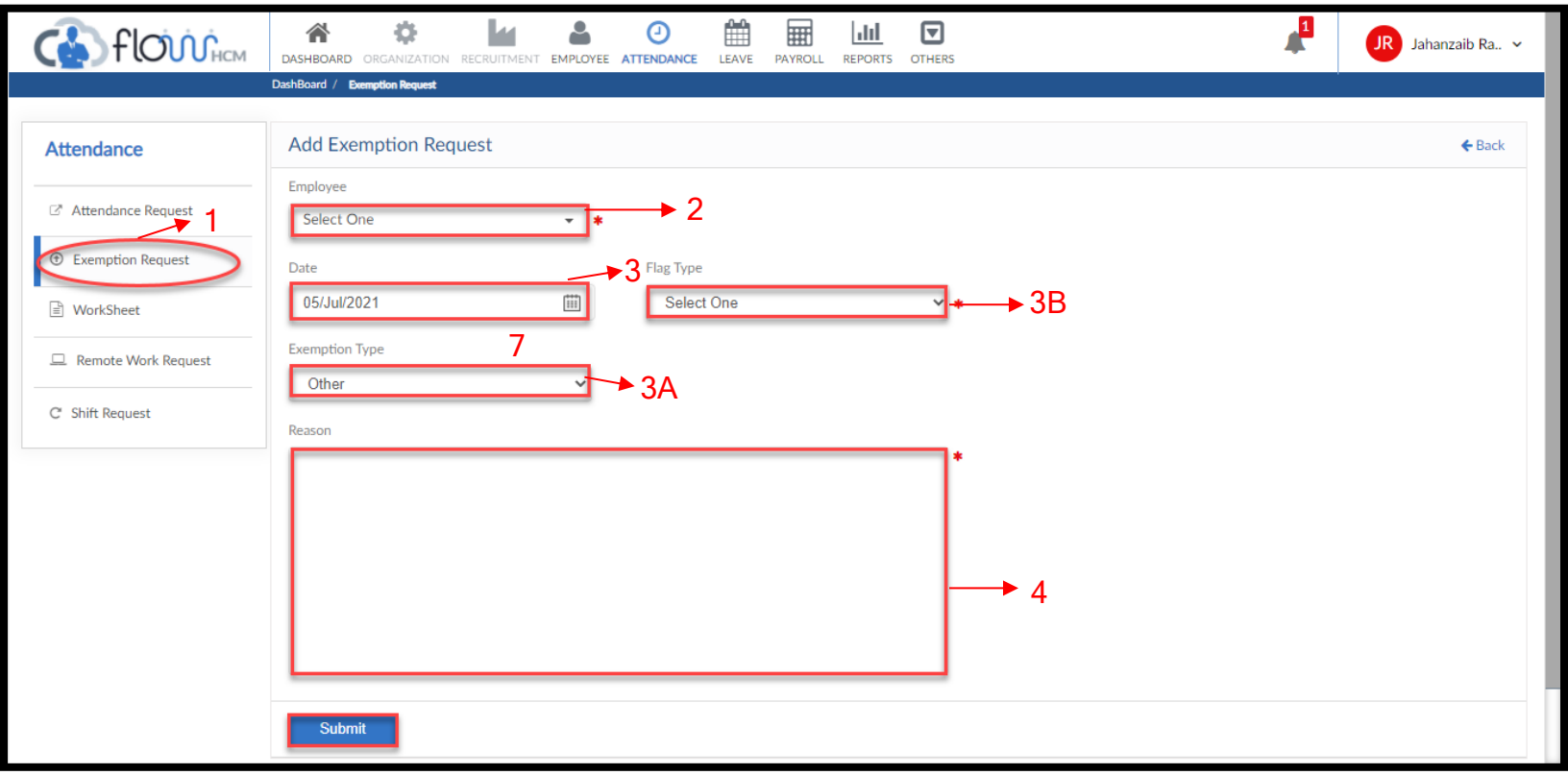
EXEMPTION REQUEST

1. Click “Exemption Request “From Left Attendance Panel”
2. Click Add New Request
3. After clicking Add New Request you will be Navigated to” Exemption Request Form”



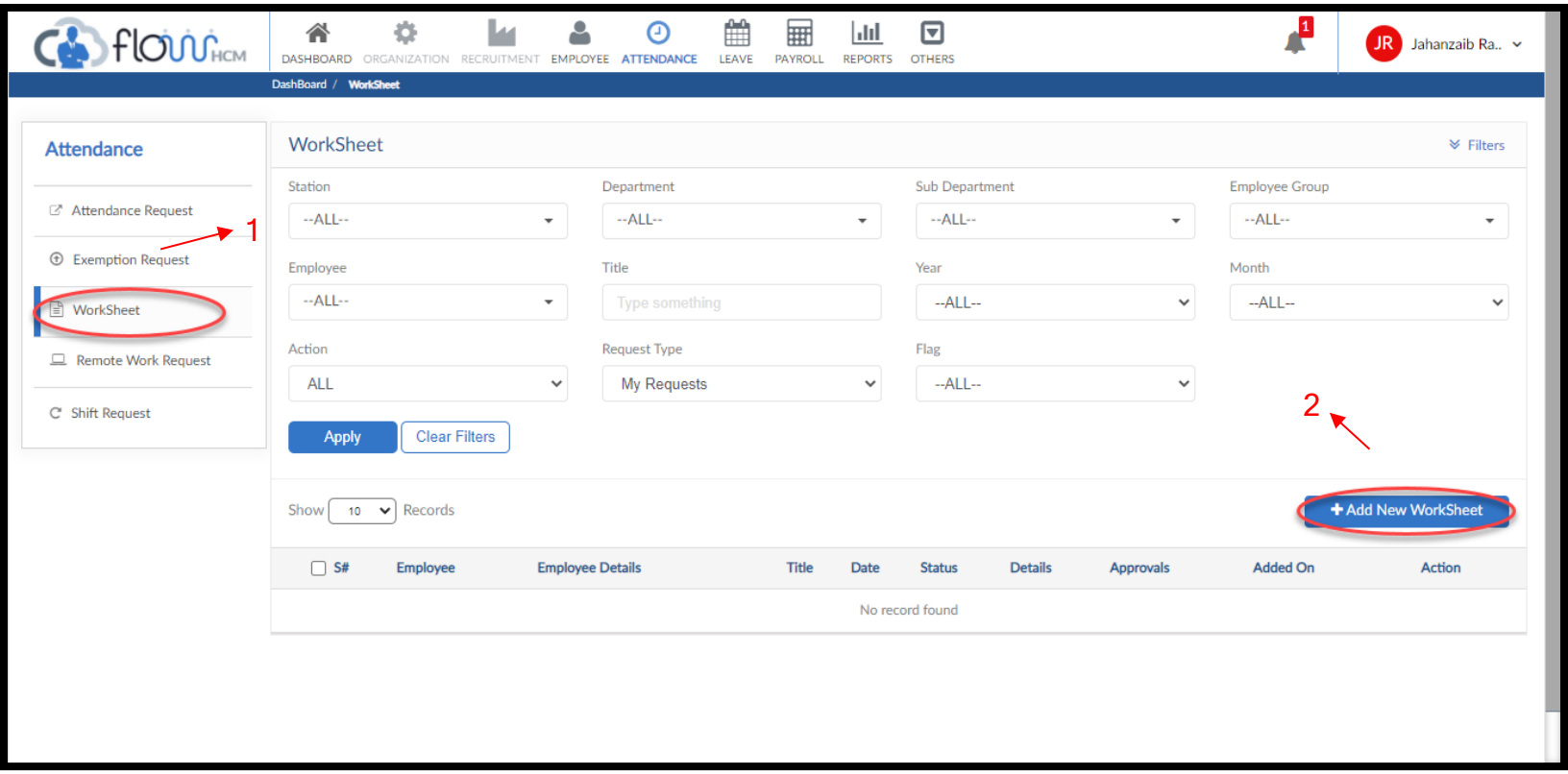
EXEMPTION REQUEST FORM

1. Click on Exemption Request “From Left Attendance Panel”.
2. Click “Employee” and select Employee.
3. Click “Date “and select the exemption date, after selecting the exemption date the system will bring the “Flag Type” applying on that date automatically
4. Enter Reason for “Exemption Request “in Reason Box and Click Submit.
5. Note: Fields highlighted with (*) are mandatory.



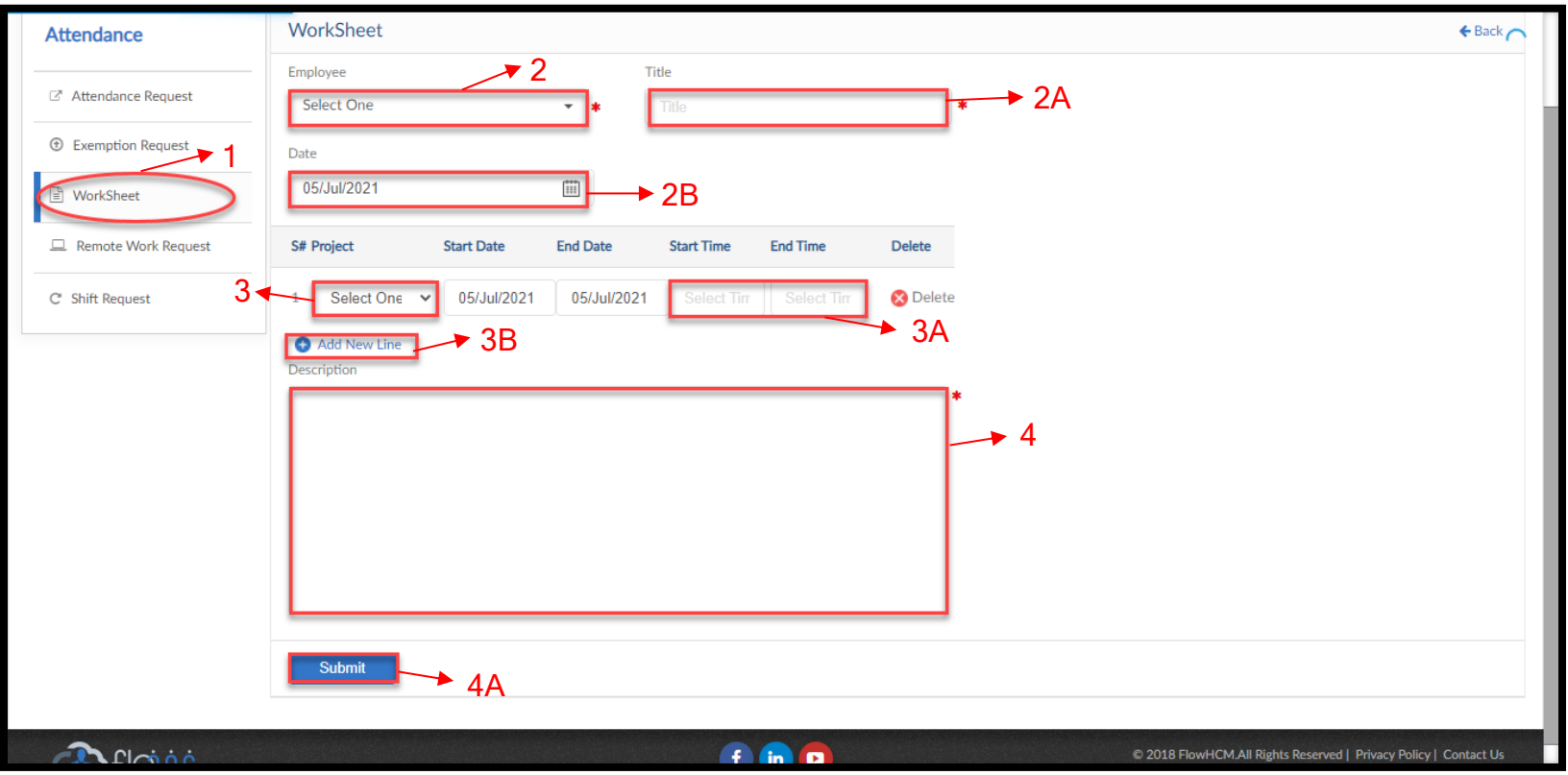
WORKSHEET

1. Click “Work Sheet “From Left Attendance Panel”
2. Click Add New Worksheet
3. After clicking Add New Worksheet you will be Navigated to” Worksheet Form”



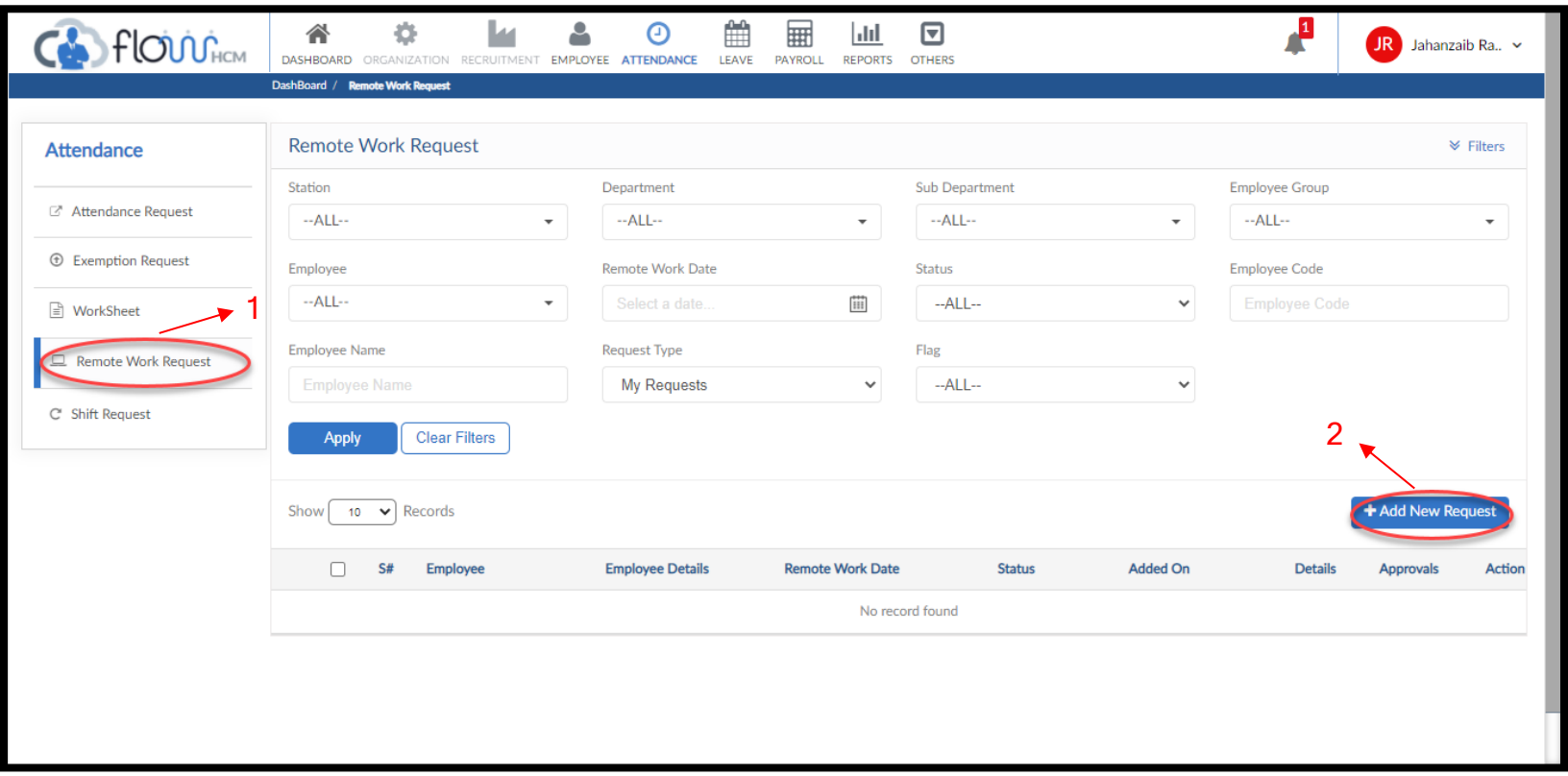
WORKSHEET REQUEST FORM

1. Click on Worksheet “From Left Attendance Panel”.
2. Select Employee and Add “Title” and select the worksheet date.
3. Select “Project” then select “Start Date “and “End Date” and “Start Time” and “End Time”. You can also add multiple projects by clicking “Add New Line”
4. Enter “Description” in Description Box and Click Submit.
5. Note: Fields highlighted with (*) are mandatory



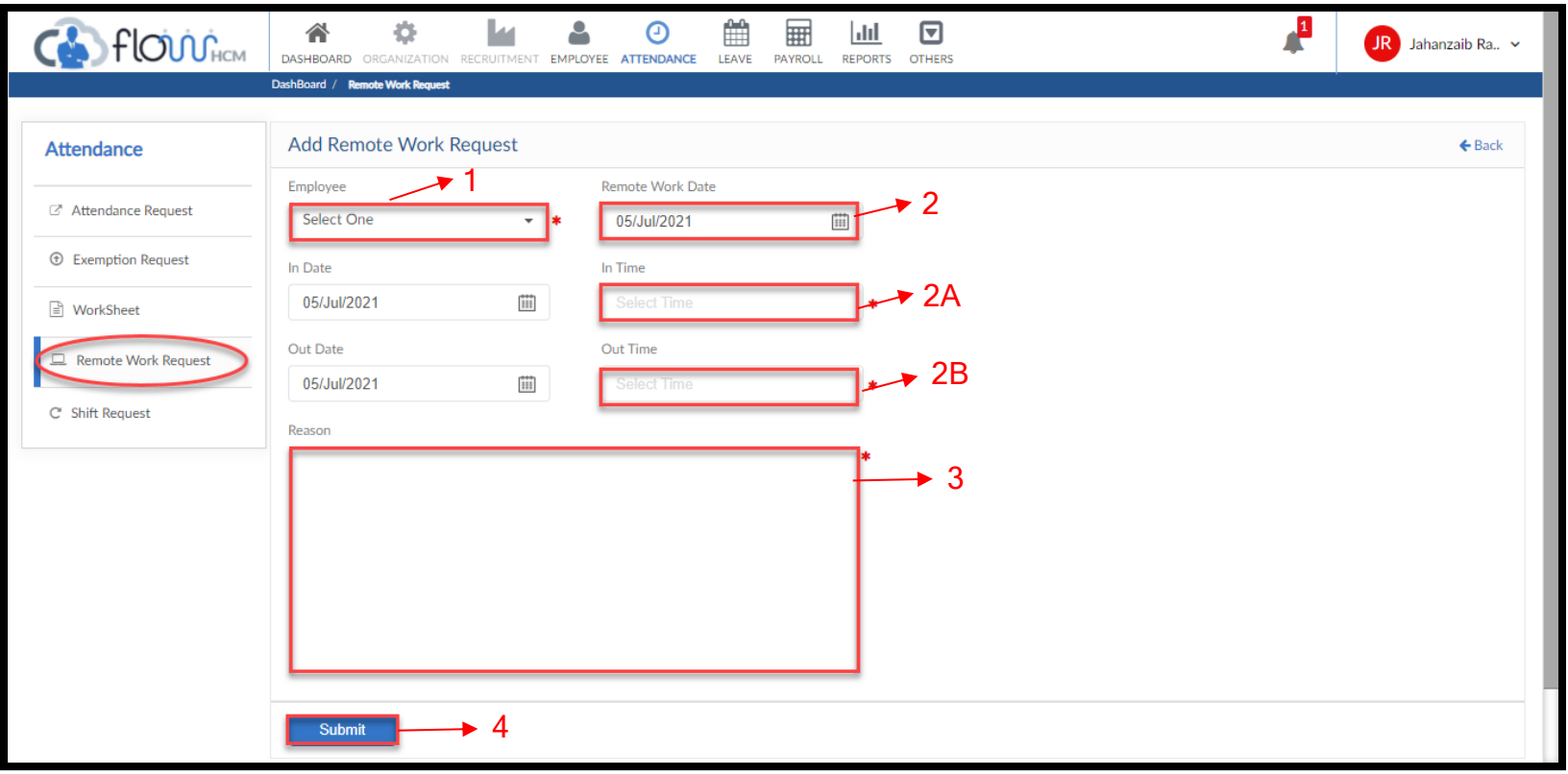
REMOTE WORK REQUEST

1. Click “Remote Work Request “From Left Attendance Panel”
2. Click Add New Request
3. After clicking “Add New Request "you will be Navigated to” Remote Work Request” Form



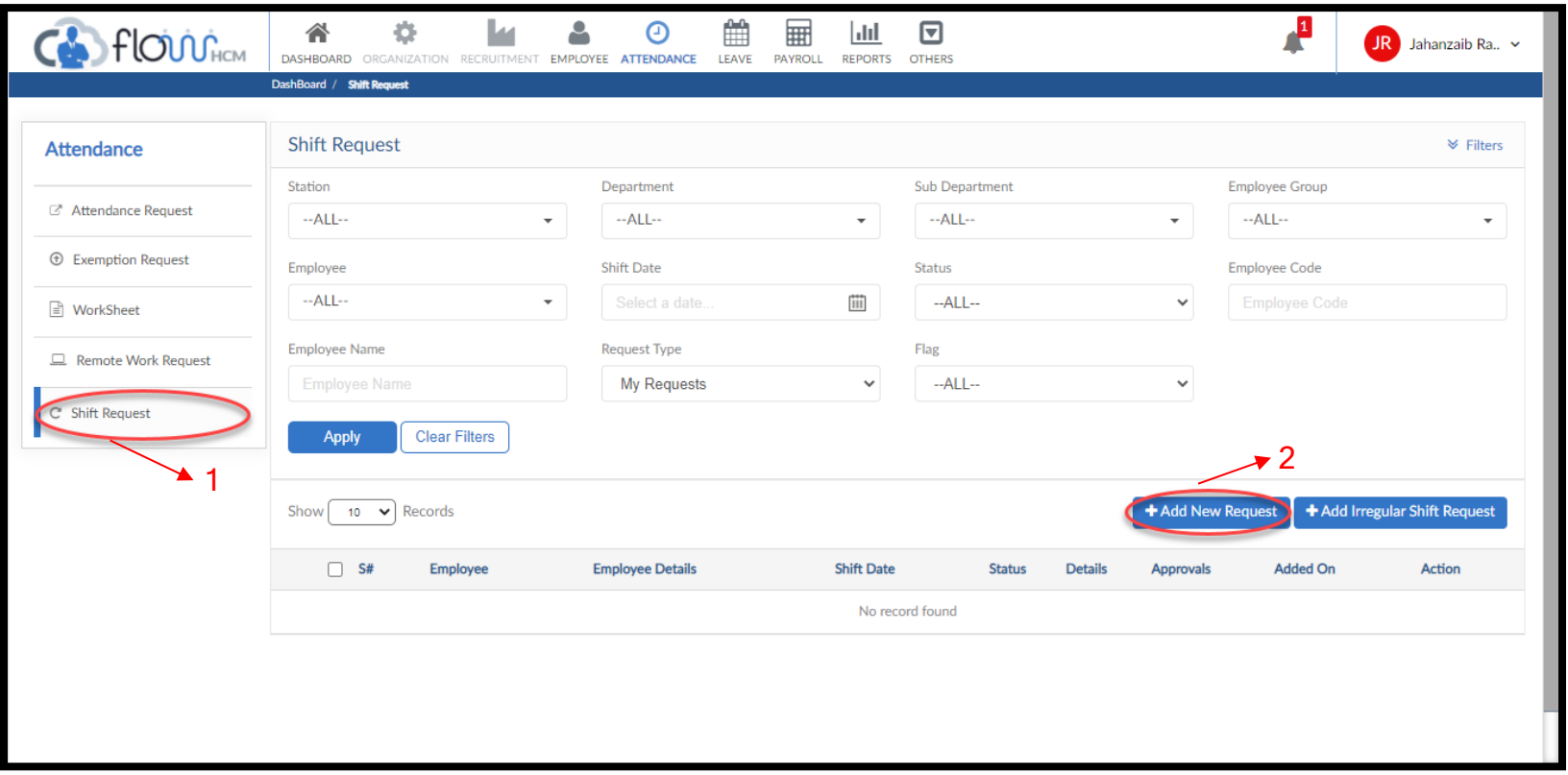
REMOTE REQUEST FORM

1. Select Employee
2. Select “Remote Work Date” Select “In Time” and “Out Time “
3. Enter “Reason” in Reason Box and Click Submit.
4. Note: Fields highlighted with (*) are mandatory.



SHIFT REQUEST

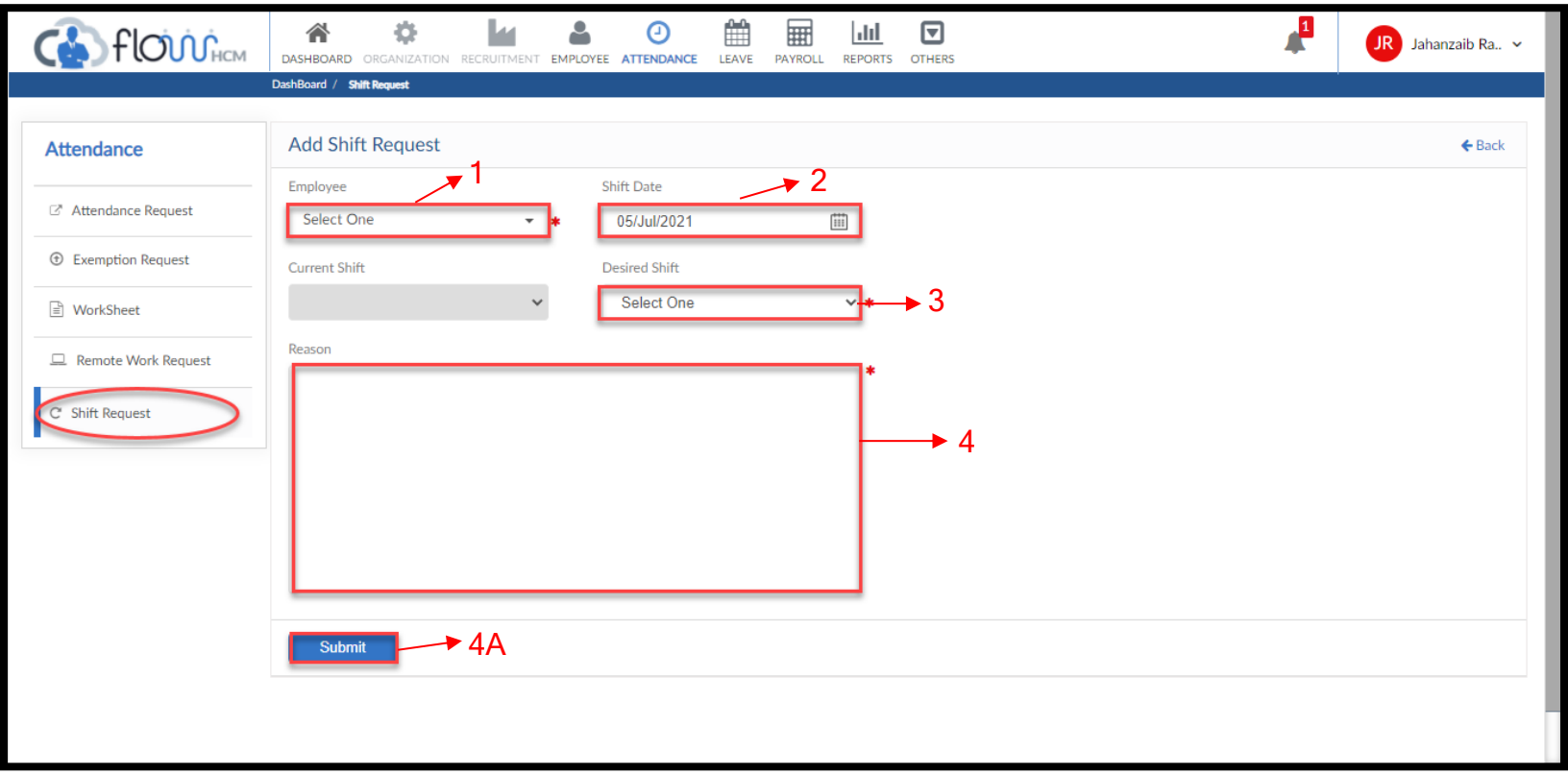
1. Click “Shift Request “From Left Attendance Panel”
2. Click Add New Request
3. After clicking “Add New Request "you will be Navigated to” Add New Request” Form.



SHIFT REQUEST FORM

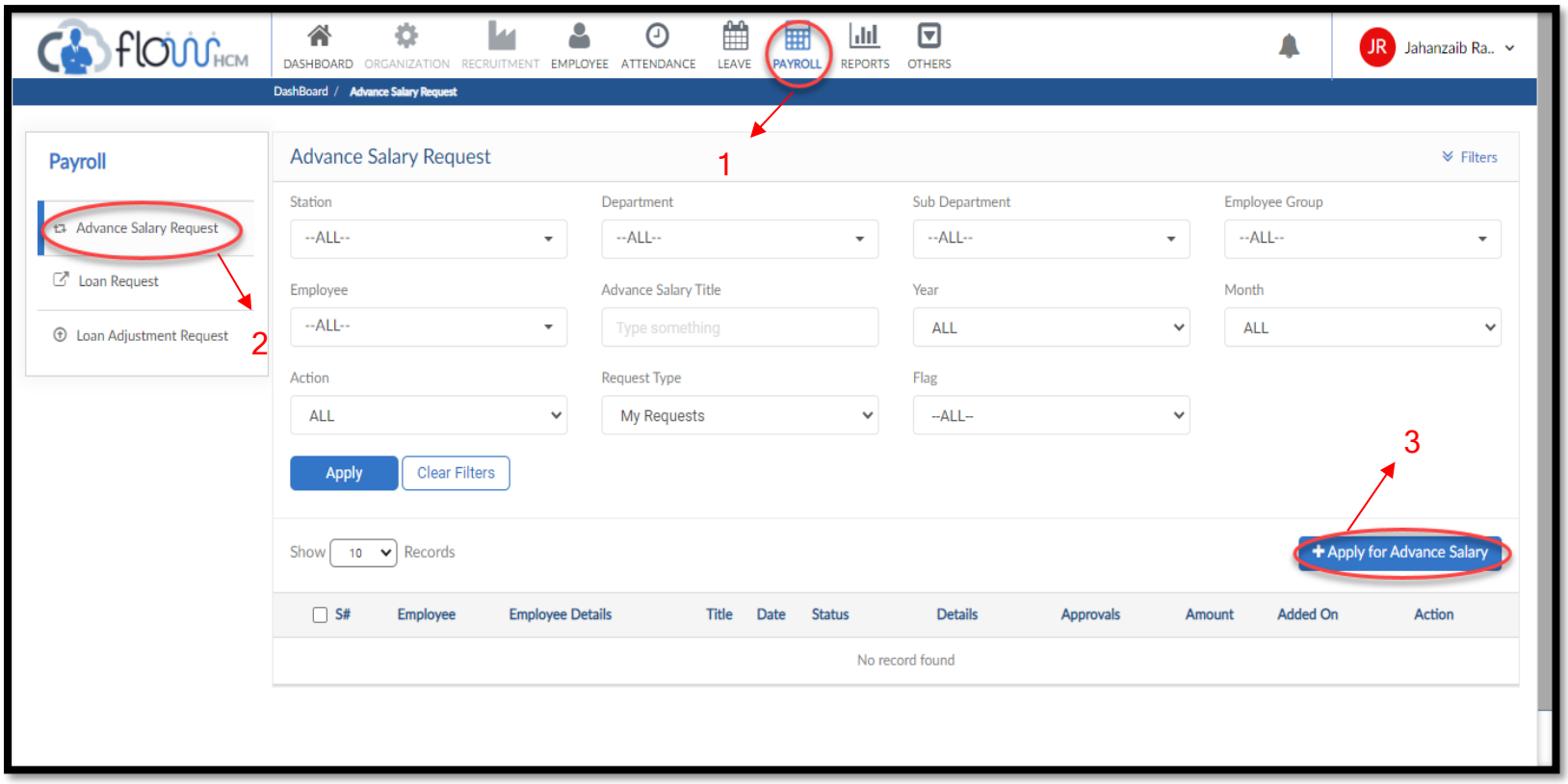
1. Select Employee
2. Click “Shift Date “and select the Shift date, after selecting the Shift date the system will bring the current assigned shift automatically.
3. Select the requested Shift from “Desired Shift”
4. Enter Reason for “Shift Request “in Reason Box and Click Submit.

   Note: Fields highlighted with (*) are mandatory.



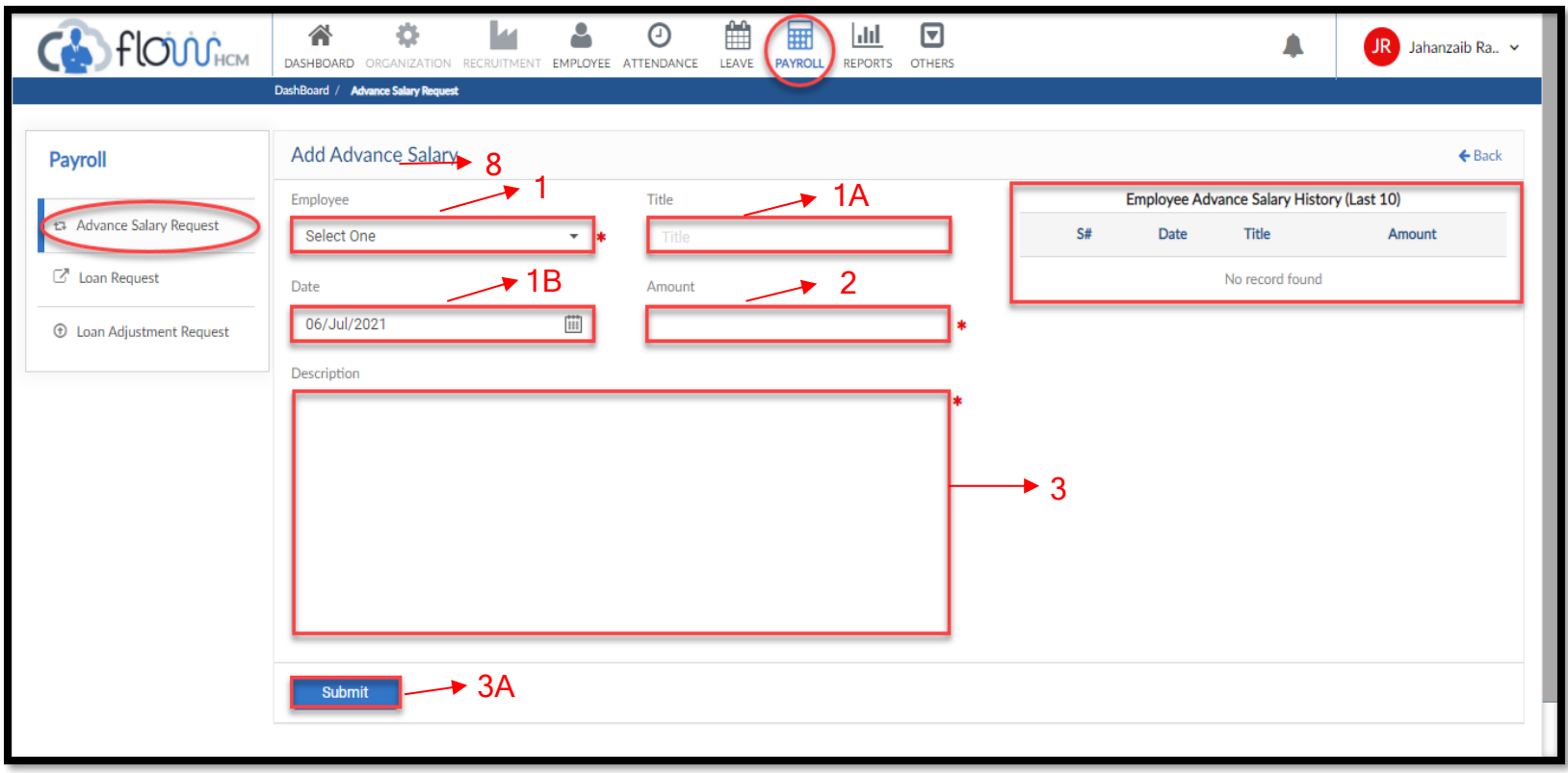
PAYROLL

1. Navigate to “Advance Salary Request”.
2. click “Apply for Advance Salary Request”
3. After Clicking “Apply for Advance Salary” you will be redirected to “Advance Salary Request” Form.



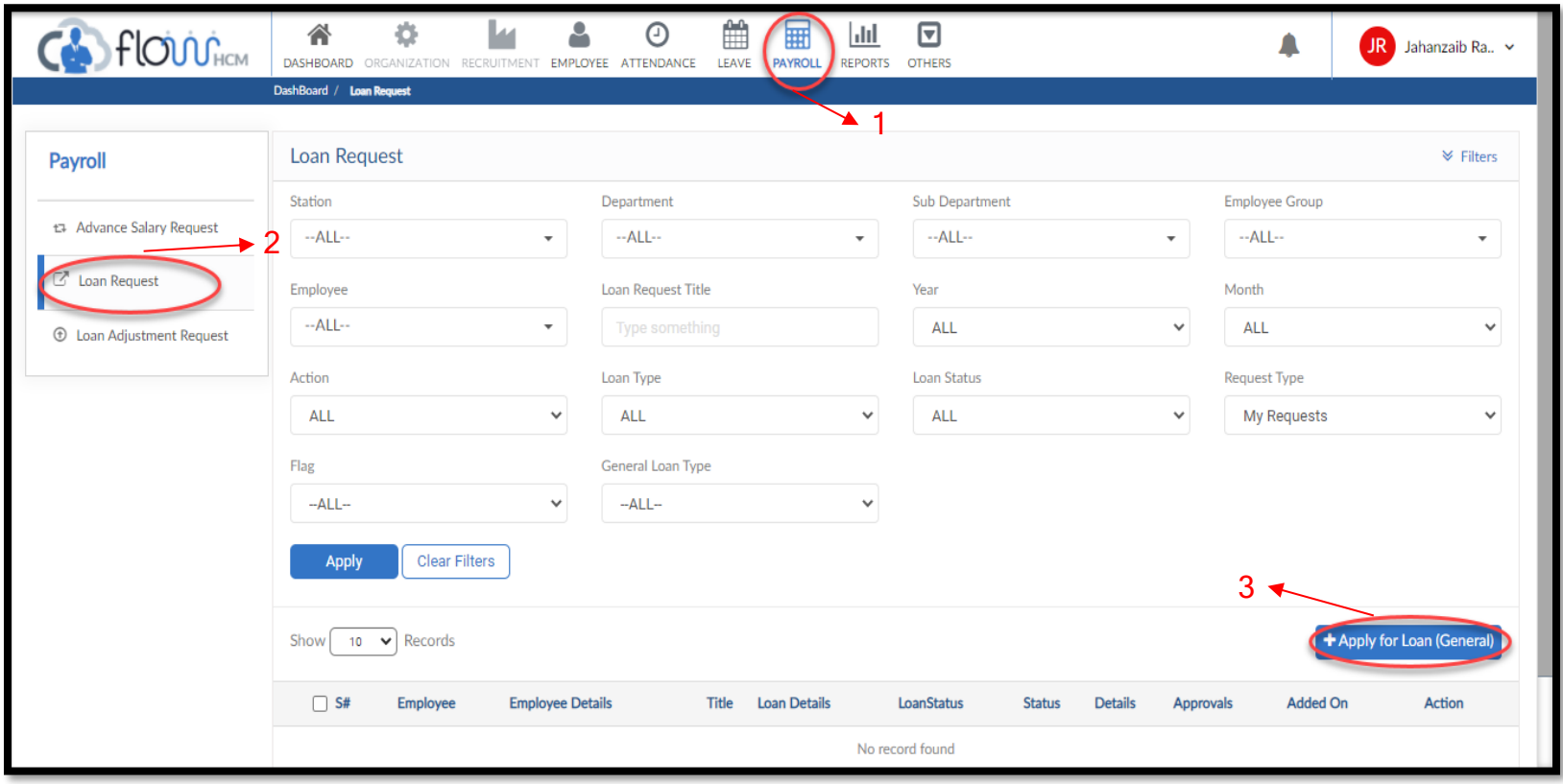
ADD ADVANCE SALARY

1. Select Employee > Add “Title” and select the date.
2. Enter the advance salary amount in “Amount”
3. Enter “Description” in Description Box and Click Submit.
4. Note: Fields highlighted with (*) are mandatory.



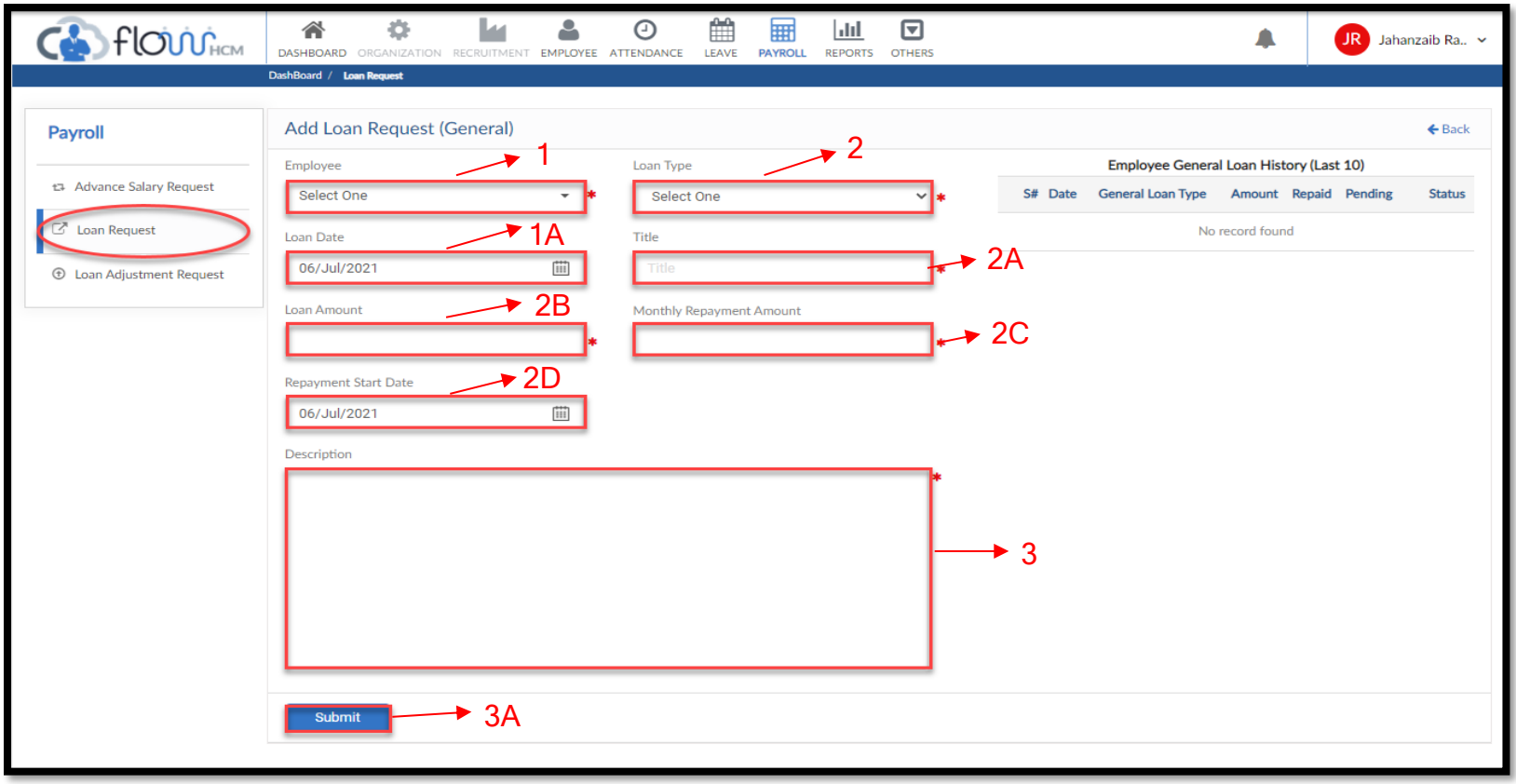
LOAN REQUEST

1. Redirect to Payroll
2. Click “Loan Request “From Left Attendance Panel” > Click “Apply for Loan”
3. After clicking “Apply for Loan” you will be redirected to” “Loan Request Form””



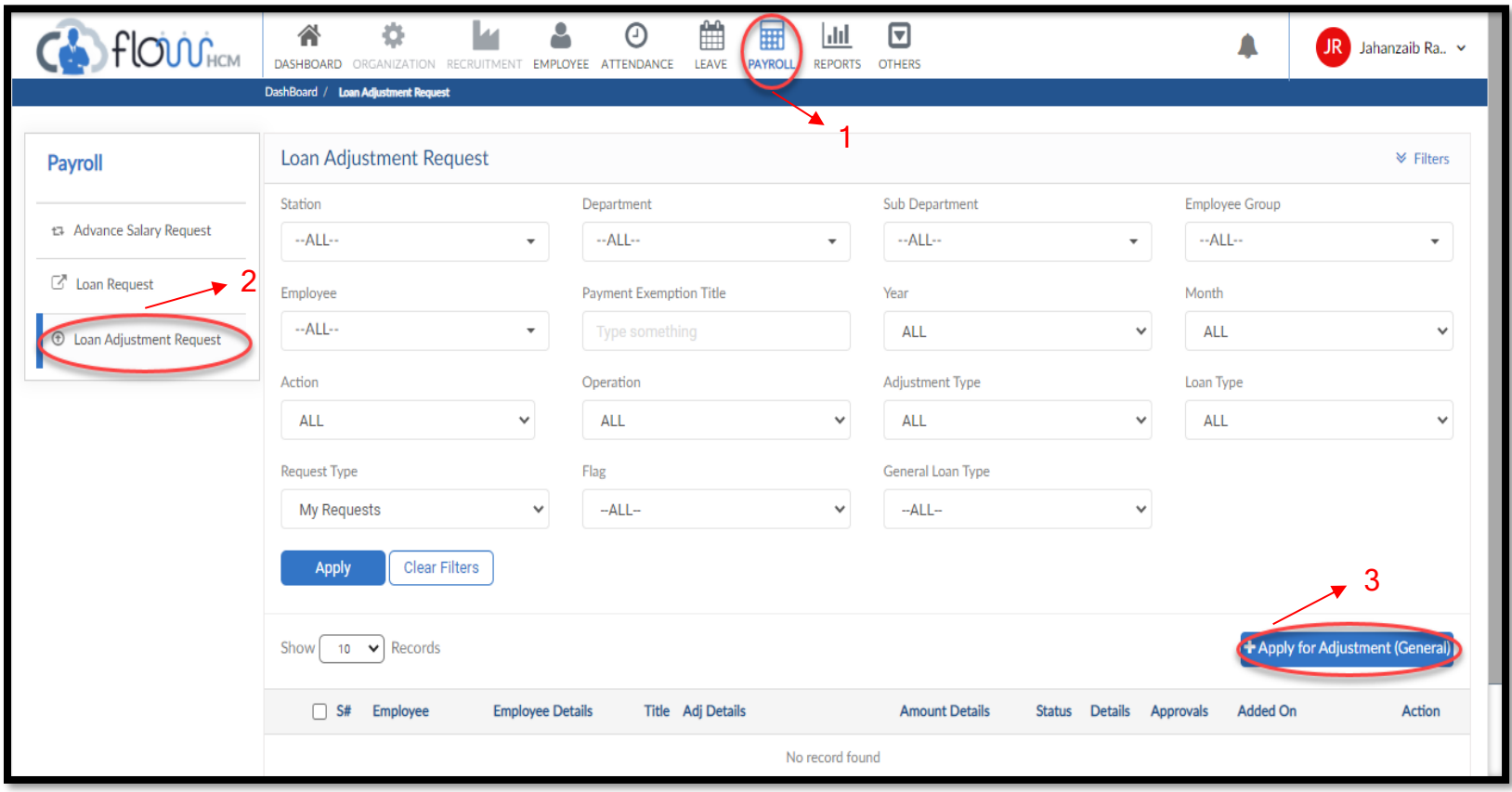
LOAN REQUEST

1. Select Employee > Select Loan Type.
2. Select Loan Type > Enter Title > Enter Loan Amount >Enter Monthly Repayment Amount and Repayment Date.
3. Enter “Description” in Description Box and Click Submit.
4. Note: Fields highlighted with (*) are mandatory.



LOAN ADJUSTMENT REQUEST

1. Redirect to Payroll.
2. >Click “Loan Adjustment Request “From Left Attendance Panel” > Click “Apply for Adjustment”
3. After clicking “Apply for Adjustment” you will be redirected to” “Loan Adjustment Form””



LOAN ADJUSTMENT REQUEST

1. Click Loan Adjustment on Left side Payroll Panel.
2. Select Employee > Select General Loan Type
3. Enter Title > Select Loan Adjustment Type > Select Operation >Enter Date >Enter Amount.
4. Enter “Description” in Description Box and Click Submit.
5. Note: Fields highlighted with (*) are mandatory

