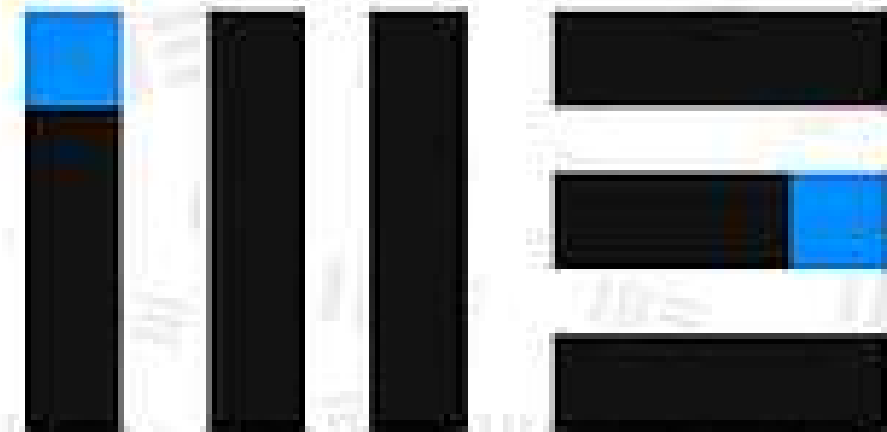




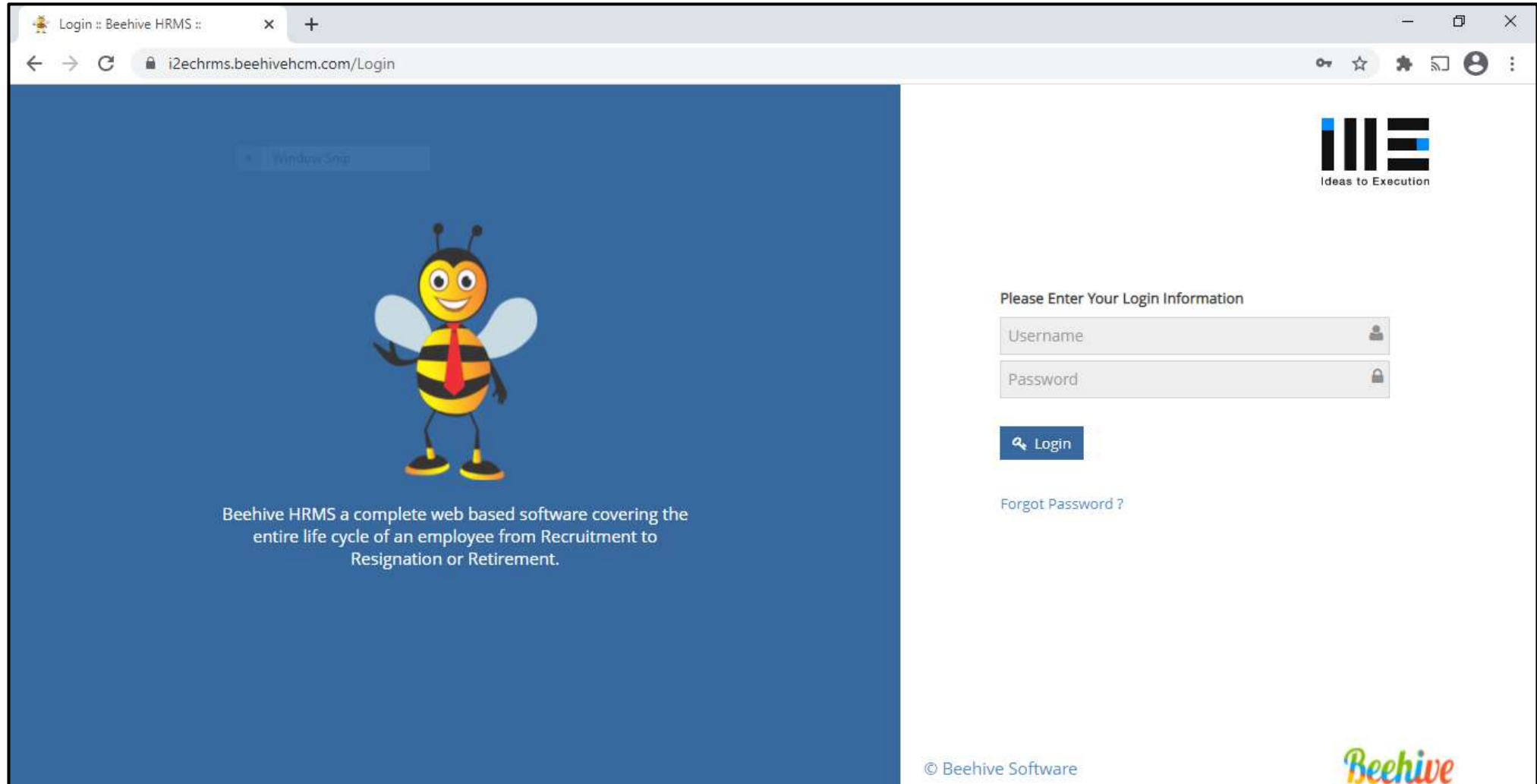
HRMS DEMO



Ideas to Execution

Login Screen Link - <https://i2echrms.beehivehcm.com/Login>

Username & Password is Employee ID by default (App will suggest to change on first interaction)



The screenshot shows a web browser window with the title "Login :: Beehive HRMS ::". The address bar displays "i2echrms.beehivehcm.com/Login". The page features a large blue background on the left with a cartoon bee character and text describing Beehive HRMS. On the right, there is a white login form with fields for "Username" and "Password", a "Login" button, and a "Forgot Password?" link. The Beehive logo and tagline "Ideas to Execution" are in the top right, and the copyright notice "© Beehive Software" is in the bottom right.

Window Snap

IE
Ideas to Execution

Please Enter Your Login Information

Username

Password

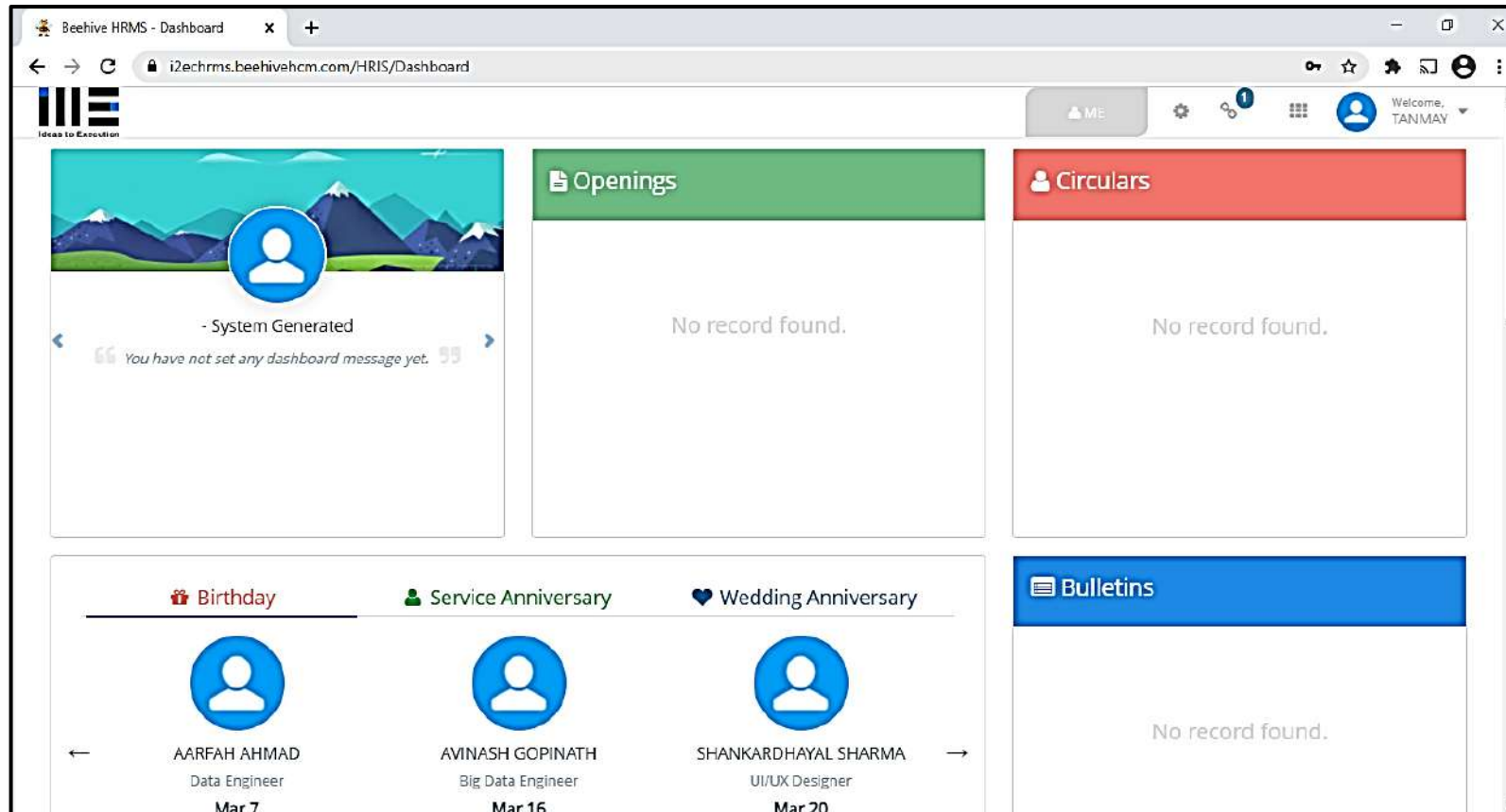
Login

Forgot Password ?

Beehive HRMS a complete web based software covering the entire life cycle of an employee from Recruitment to Resignation or Retirement.

© Beehive Software

Beehive

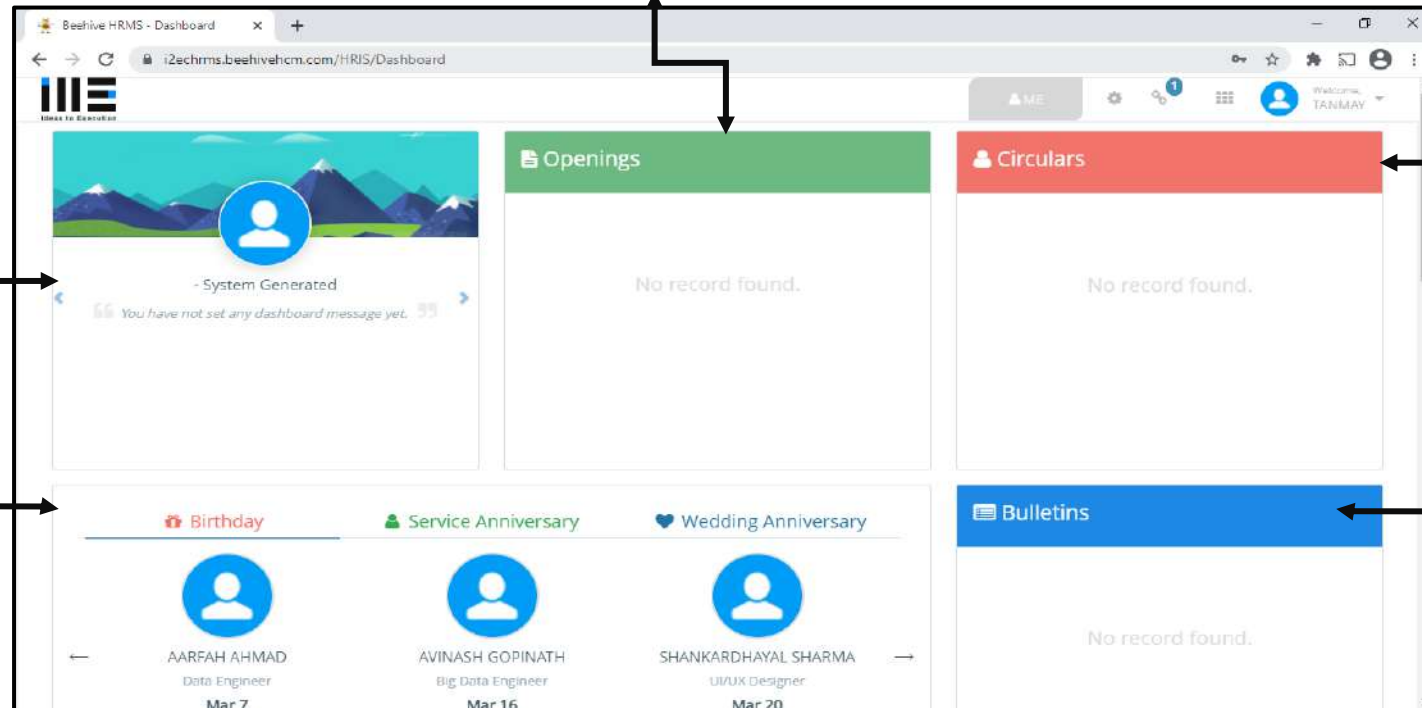


**This is the
Dashboard
after Login**

Dashboard Info

These are
system
generated
messages

information about
new openings in I2E



Any circulars from
HR/ L&D can be
viewed here

Birthdays, Service Anniversary &
Wedding Anniversary can be found

News/Events will be
displayed here if any

Dashboard Info

Forms circulated from HR department

The screenshot displays the Beehive HRMS Dashboard in a web browser. The browser's address bar shows the URL `i2echrms.beehivehcm.com/HRIS/Dashboard`. The dashboard is divided into three main sections:

- Forms:** A green header section with a white body containing the text "No record found."
- Policies:** An orange header section with a white body.
- Directory:** A blue header section containing a list of employees and a detailed profile for Ghanshyam Panchal.

The employee list in the Directory section includes:

Name	Employee ID	Designation
Simashuwar	(200)	Project Online Consultant
Jalshree Temkar	(304)	
Jalshree Temkar	(304)	NA
JAMES KURIAN	(221)	
JAMES KURIAN	(221)	Sr. Software Developer
JAY JAIN	(286)	
JAY JAIN	(286)	Data Engineer
JAY VYAS	(201)	
JAY VYAS	(201)	Marketing Manager
JAYSHREE SISODIA	(250)	
JAYSHREE SISODIA	(250)	Sr. Sales Manager
JITESH MALGRE	(240)	

The detailed profile for Ghanshyam Panchal (35) shows:

- Department:** IT
- Email address:** GHANSHYAM.PANCHAL@I2ECONSULTING.COM
- Phone:** 9320326206

Company policies & HR policies

Employee Contact Information
(includes Name, Employee id,
Designation, Department, Email and
Contact Number)

Beehive HRMS - Me

i2echrms.beehivehcm.com/HRIS/Me

ME

Welcome, TANMAY

Attendance Leave Payroll

Yesterday Monday, 01 March

Attendance

Current Month Statistics

Missing	0.0/31	Late In/E.O.	0.0/31	On Time	0.0/31
Absent	0.0/31	Leave	2/31	Outdoor	0.0/31

Mark Attendance

09:01:40 PM

TUESDAY, 02 MAR 2021

TIME IN

Pending Requests

- 2 Leave Application
- 1 Attendance Application
- 3 Outdoor Application
- 0 Compo Application
- 1 Leave Cancellation

Approval Flow

Here you can see who will approve your attendance related requests

RESHMA NARKAR

Approval Level : 1 Final Approver

ANKITA WANKHEDE

Approval Level : 2

Actions

Hey TANMAY! Would you like to apply outdoor?

Yes, Apply Outdoor

Hey TANMAY! Would you like to apply leave?

Yes, Apply Leave

Hey TANMAY! Would you like to regularize attendance?

Yes, Regularize

Hey TANMAY! Would you like to change your shift?

Yes, Change Shift

After clicking
'ME' Tab
Employee can
use most of the
features

'ME' tab Info

Yesterday's Login and Logout Time Can be found here

Attendance statistics can be found here for current month

Marking attendance can be done here

Applying for Outdoor, Leave, Att. Regularization, Change Shift can be done from here

No of pending application requests can be found here (also you can redirect to respective request page from here)

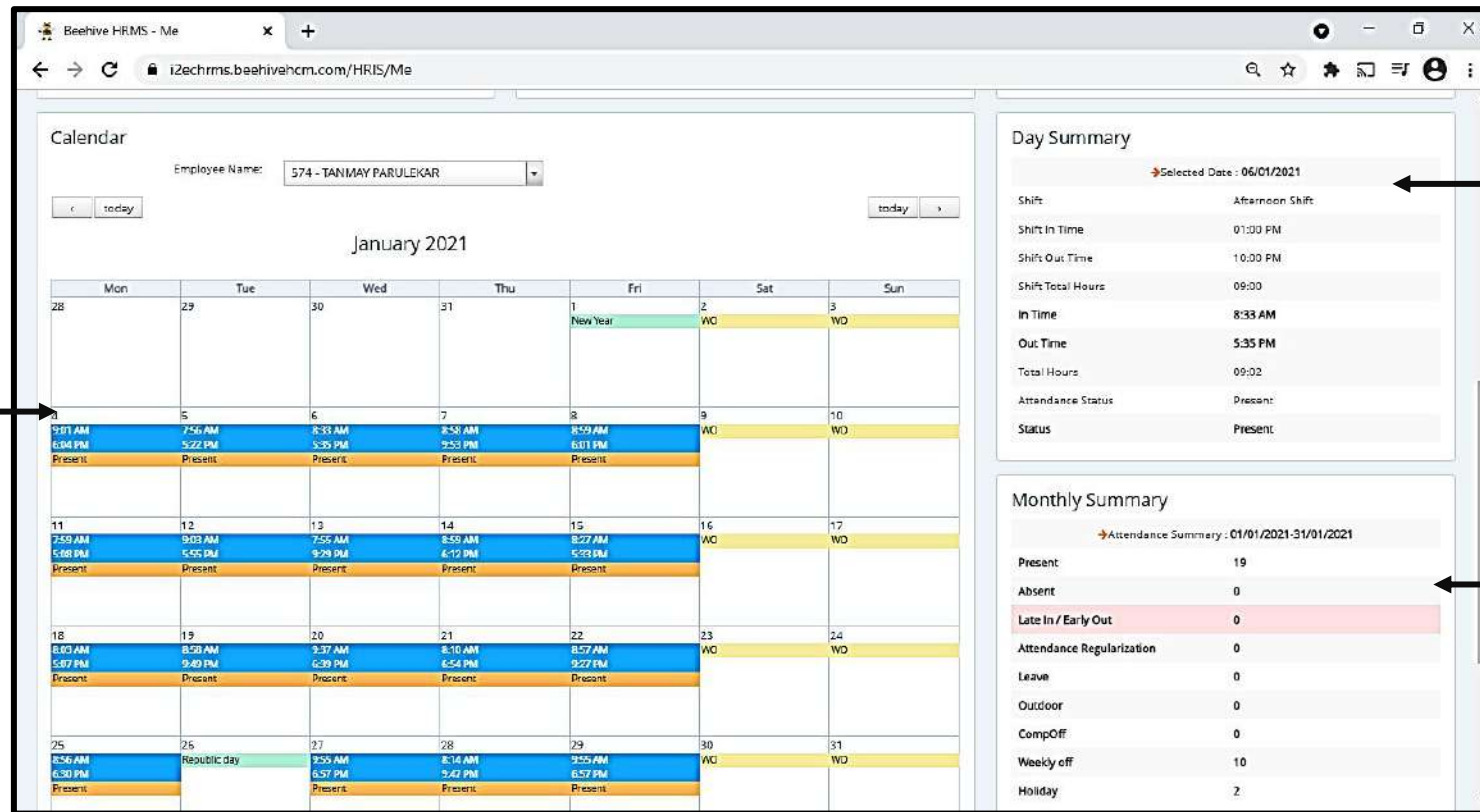
The screenshot displays the 'ME' tab in the Beehive HRMS system. The interface includes a top navigation bar with 'ME', 'Attendance', 'Leave', and 'Payroll' tabs. The main content area is divided into several sections:

- Yesterday**: A section for Monday, 01 March, showing login and logout times as 'N/A'.
- Attendance**: A section for 'Current Month Statistics' with a table showing counts for Missing, Late In/E.O., On Time, Absent, Leave, and Outdoor.
- Mark Attendance**: A section for marking attendance for Tuesday, 02 MAR 2021, with a 'TIME IN' button.
- Pending Requests**: A section showing the number of pending requests for Leave Application (2), Attendance Application (1), Outdoor Application (3), Compoff Application (0), and Leave Cancellation (1).
- Approval Flow**: A section showing the approval flow for attendance-related requests, listing approvers like RESHMA NARKAR and ANKITA WANKHEDE.
- Actions**: A section with buttons for applying for Outdoor, Leave, Att. Regularization, and Change Shift.

Reporting Managers along with Approval flow will be displayed here

'ME' tab Info

Details for employee in calendar view

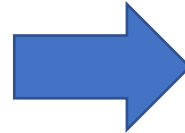
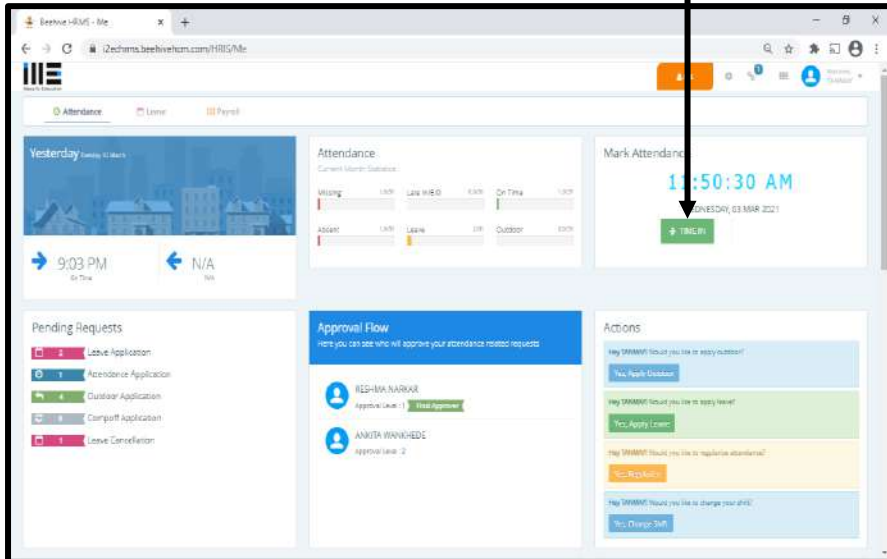


Daily summary for selected date in calendar

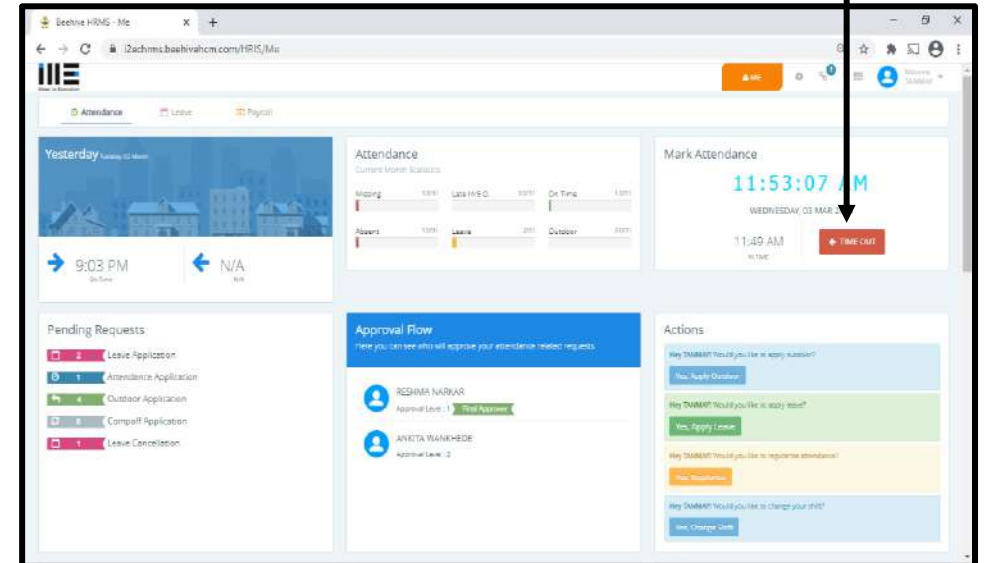
Monthly summary of attendance

Marking Daily Attendance

For Marking your attendance employee can click on '**Time In**' button provided on Dashboard



Once clicked on Time In Employee will see '**Time Out**' button which can be clicked for punch out



Note – You can mark your daily attendance in only one session.

Applying for Attendance Regularization

Step 1 : Go to 'Me' Tab located on dashboard

The screenshot shows the 'Me' tab in the Beehive HRMS system. The dashboard includes the following sections:

- Attendance:** Current Month Statistics showing Missing (1.0/31), Late In/E.O. (0.0/31), On Time (1.0/31), Absent (1.0/31), Leave (2/31), and Outdoor (0.0/31).
- Mark Attendance:** A section for marking attendance with a large digital clock showing 11:30:27 AM on Wednesday, 03 MAR 2021, and a 'TIME IN' button.
- Pending Requests:** A list of requests including Leave Application (2), Attendance Application (1), Outdoor Application (4), Compo Application (0), and Leave Cancellation (1).
- Approval Flow:** A section showing the approval process with approvers RESHMA NARKAR (Approval Level: 1, Final Approver) and ANKITA WANKHEDE (Approval Level: 2).
- Actions:** A section with prompts for applying outdoor, leave, regularization, and changing shift, each with a corresponding 'Yes' button.

An arrow points from the 'ME' tab in the top navigation bar to the dashboard. Another arrow points from the 'Yes, Regularize' button in the Actions section to the next step.

Step 2: Click on Regularize

Applying for Attendance Regularization

Step 3 : Fill appropriate Details

The screenshot shows the 'Attendance Application' form in the Beehive HRMS system. The form is titled 'Attendance Application' and is located at the URL 'i2echrms.beehivehcm.com/Attendance/AttendanceApplication/New'. The form is divided into several sections:

- Employee Information:** Employee ID: 574, Name: TANMAY PARULEKAR.
- Regularize Date:** 02/03/2021.
- Time In:** 09:03 PM.
- Time Out:** (Empty field).
- Total Hours:** (Empty field).
- In Time Status:** On Time.
- Out Time Status:** (Empty field).
- Status:** (Empty field).
- OT Hours:** (Empty field).
- Attendance Type:** Regularize.
- New Time In:** 9:00 PM.
- New Time Out:** 8:00 PM.
- Out Date:** 02/03/2021.
- Reason:** TEST.

On the right side of the form, there is a 'Shift Time' section:

- Shift:** Afternoon Shift.
- In Time:** 01:00 PM.
- Grace In Time:** (Empty field).
- Out Time:** 10:00 PM.
- Grace Out Time:** (Empty field).
- Shift Total Hours:** 9:00.

At the bottom of the form, there are 'Submit' and 'Exit' buttons.

Shift time for respective employee can be seen here

Step 4 : Click on submit

Applying for Attendance Regularization

Beehive HRMS - AttendanceApp x

i2echrms.beehivehcm.com/Attendance/AttendanceApplication/New

Attendance Application

Employee | Regularize Date | Time In | Time Out | Total Hours | In Time Status | Out Time Status | Status | OT Hours

Attendance Type: Regularize

New Time In: 9:00 AM

New Time Out: 8:00 PM

Out Date: 02/03/2021

Reason: TEST

Submit Cancel

Shift Time: Afternoon Shift

Shift	Afternoon Shift
In Time	01:00 PM
Grace In Time	
Out Time	10:00 PM
Grace Out Time	
Shift Total Hours	9:00

Your final day status would be Present (11:00 hours)

Do you want to continue with this application?

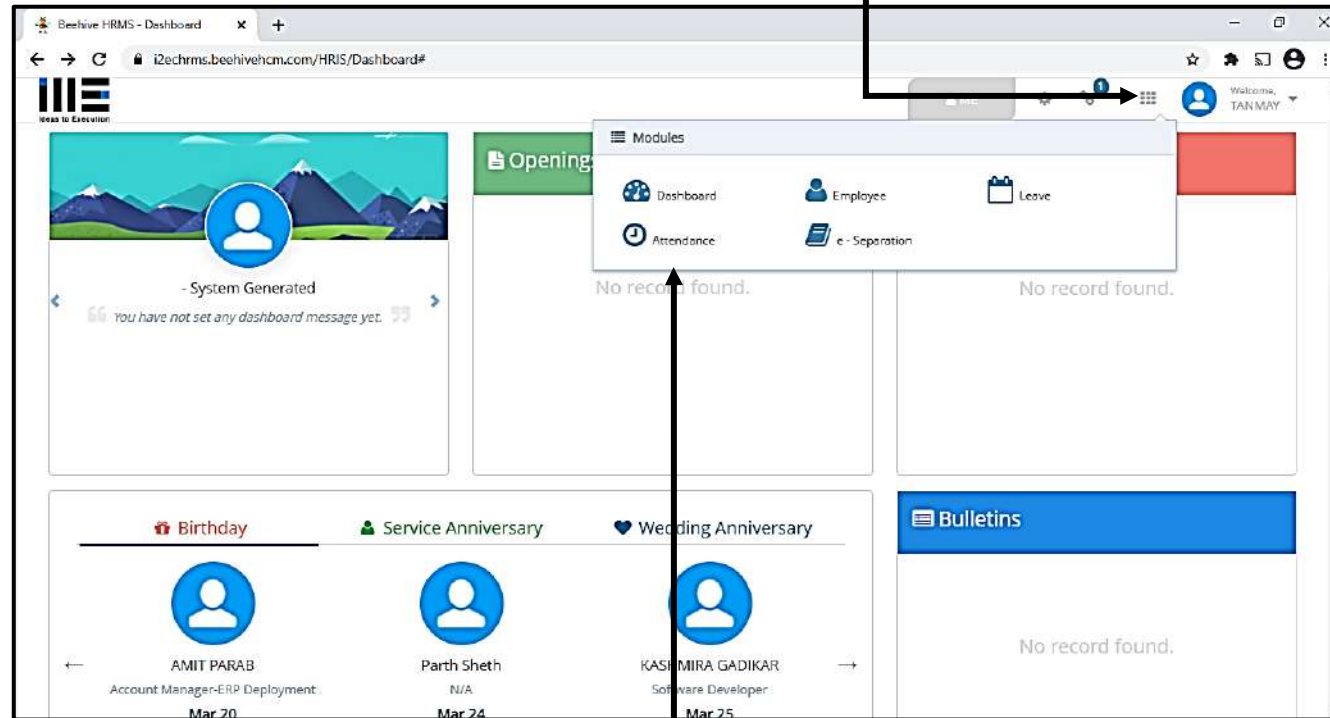
Cancel Ok

Total working hours after regularization will be shown here

Step 5 : Click on ok

Applying for Attendance Regularization (another way)

Step 1 : Click on hamburger icon on top



Step 2 : Click on Attendance

Applying for Attendance Regularization

Step 3 : Click on Attendance Application

Step 4 : Click on Add icon

The screenshot displays the 'Attendance Application' page in the Beehive HRMS system. The page includes a sidebar menu on the left with options like 'Daily Attendance', 'Application', 'Attendance Application', 'Outdoor Application', 'CompOff Application', 'CompOff Request', 'Shift Request', 'Attendance Approval', 'CompOff Balance', and 'Attendance Home'. The 'Application' menu item is currently selected. The main content area shows a table with the following data:

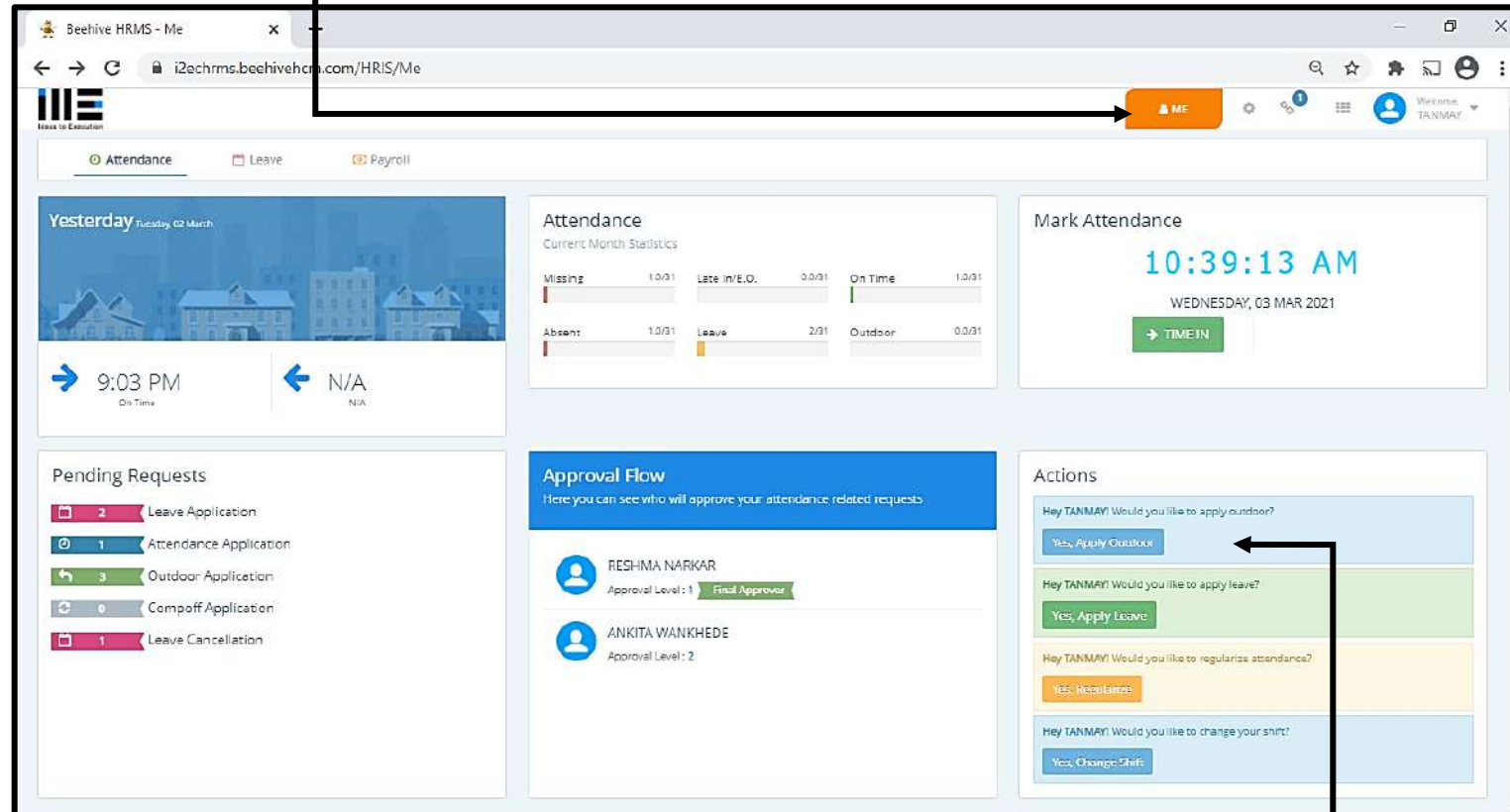
<input type="checkbox"/>	Employee Code	Employee Name	In Date	Out Date	Application Date	Status
<input type="checkbox"/>	574	TANMAY PARULEKAR	25/02/2021	25/02/2021	26/02/2021	Pending

Below the table, it says 'Showing 1 to 1 of 1 records'. At the bottom of the table, there are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'. The '1' button is highlighted. In the top right corner, there are buttons for 'Add' and 'History'. An arrow points from the 'Add' button to the 'Step 4 : Click on Add icon' text. Another arrow points from the 'Attendance Application' menu item in the sidebar to the 'Step 3 : Click on Attendance Application' text.

For remaining steps follow step 3 to 5 from previous method

Applying for Outdoor

Step 1 : Go to 'Me' Tab located on dashboard



Step 2: Click on Apply Outdoor

Applying for Outdoor

Step 3 :Fill the dates for which you want to apply for outdoor

Beehive HRMS - OutdoorApplic x +

i2echrms.beehivecm.com/Attendance/OutdoorApplication/New

ME

Outdoor Application

Employee | 574 - TANMAY HEMANT PARULEKAR

From Date | Select From Date

To Date | Select To Date

Reason

Outdoor Details

ADD

Date	From Time	To Time	Purpose	Remarks	Remove
No records found					

Submit Exit

Note:- If you are taking compoff against outdoor then Outdoor details are mandatory

Applying for Outdoor

Step 4: Click on 'Add' to add column below to fill the details for the same dates

The screenshot displays the 'Outdoor Application' form in the Beehive HRMS system. The form includes fields for Employee ID (874 - TANMAY HEMANT PARULEKAR), From Date (08/04/2021), To Date (09/04/2021), Outdoor Duration Type (Full Day), and Reason (TEST). Below these fields is a table titled 'Outdoor Details' with columns: Date, From Time, To Time, Purpose, Remarks, and Remove. A calendar for March 2021 is open, showing the dates 08 and 09 highlighted. An 'Add' button is located below the calendar. The text 'Outdoor then Outdoor details are mandatory.' is visible at the bottom of the calendar area.

Step 5: Add the appropriate Details for day

Note - Clicking on add will add a row to fill details of work. You must repeat the Step 4 and 5 until you added details for every day you applied for the Outdoor

Applying for Outdoor

For e.g., here I have applied for 8th and 9th so I must add details of 2 days. Fill proper details with IN-OUT Time

Beehive HRMS - OutdoorApplica x

i2echrms.beehivehcm.com/Attendance/OutdoorApplication/New

Outdoor Application

Employee | STA - TANMAY HEMANT PARULEKAR

From Date | 08/04/2021

To Date | 09/04/2021

Outdoor Duration Type | Full Day

Reason | TEST

Outdoor Details

Date	From Time	To Time	Purpose	Remarks	Remove
08/04/2021	10:00 AM	7:00 PM	Test	Test	
09/04/2021	10:00 AM	7:00 PM	Test	Test	

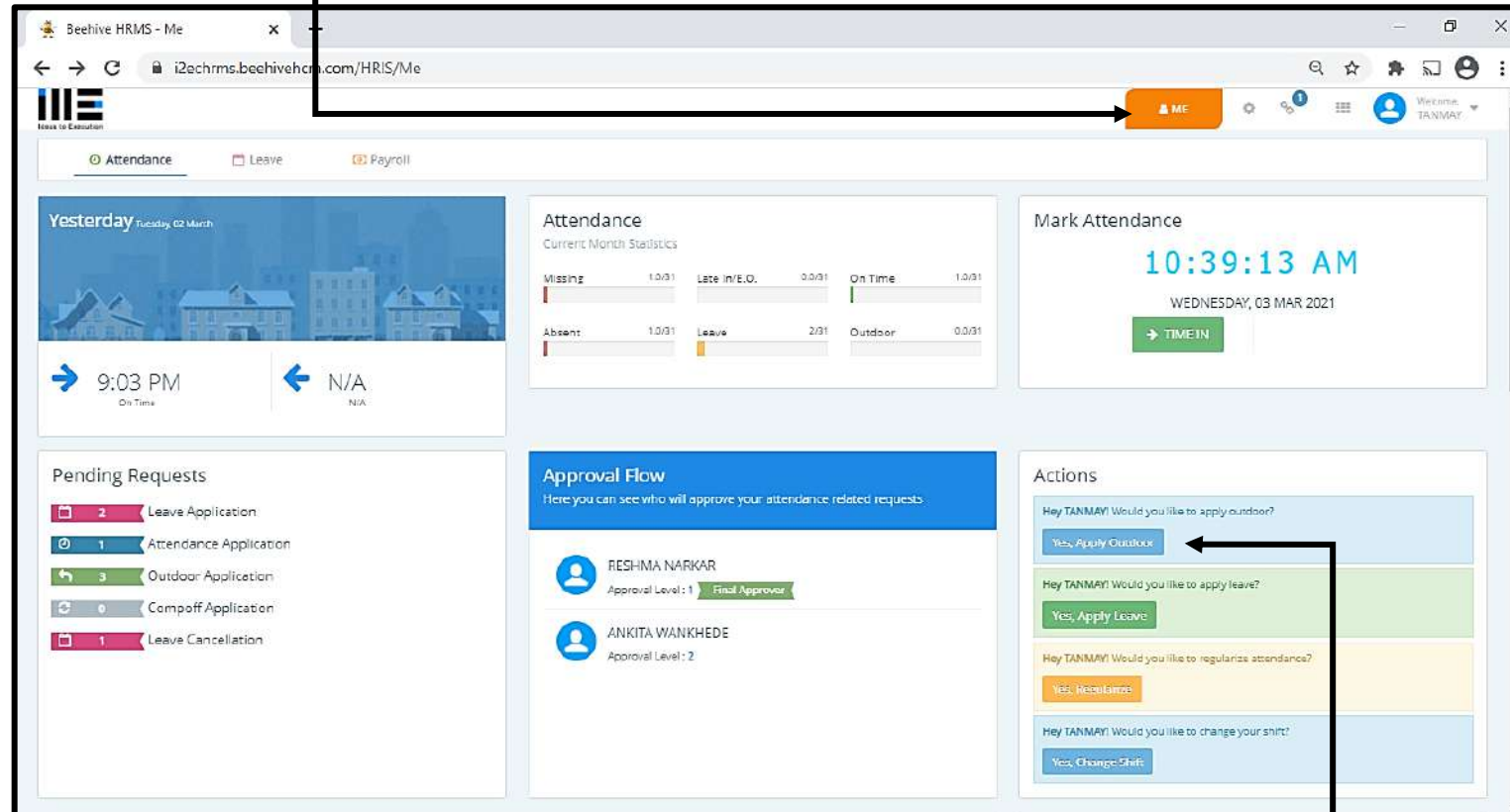
Submit Cancel

Note: If you are taking compoff against outdoor then Outdoor details are mandatory.

Step 6: Click on submit

Applying for Outdoor (half day for all selected days)

Step 1 : Go to 'Me' Tab located on dashboard



Step 2: Click on Apply Outdoor

Applying for Outdoor

Step 3 : Select Dates then Click on
all Days then select half days

Beehive HRMS - OutdoorApplic... x +

i2echrms.beehivehcm.com/Attendance/OutdoorApplication/New

ME

Welcome, TANMAY

Outdoor Application

Daily Attendance

Application

Attendance Application

CompOff Application

CompOff Request

Shift Request

Attendance Approval

CompOff Balance

Attendance Home

Employee | 574 - TANMAY HEMANT PARULEKAR

From Date | 08/04/2021

To Date | 09/04/2021

Outdoor Duration Type | All Days

Duration | Half Day

Reason |

Outdoor Details

Date	From Time	To Time	Purpose	Remarks	Remove
No records found					

Submit Exit

Note:- If you are taking compoff against outdoor then Outdoor details are mandatory.

Rest of the steps are similar to the previous method

Applying For Comp-Off

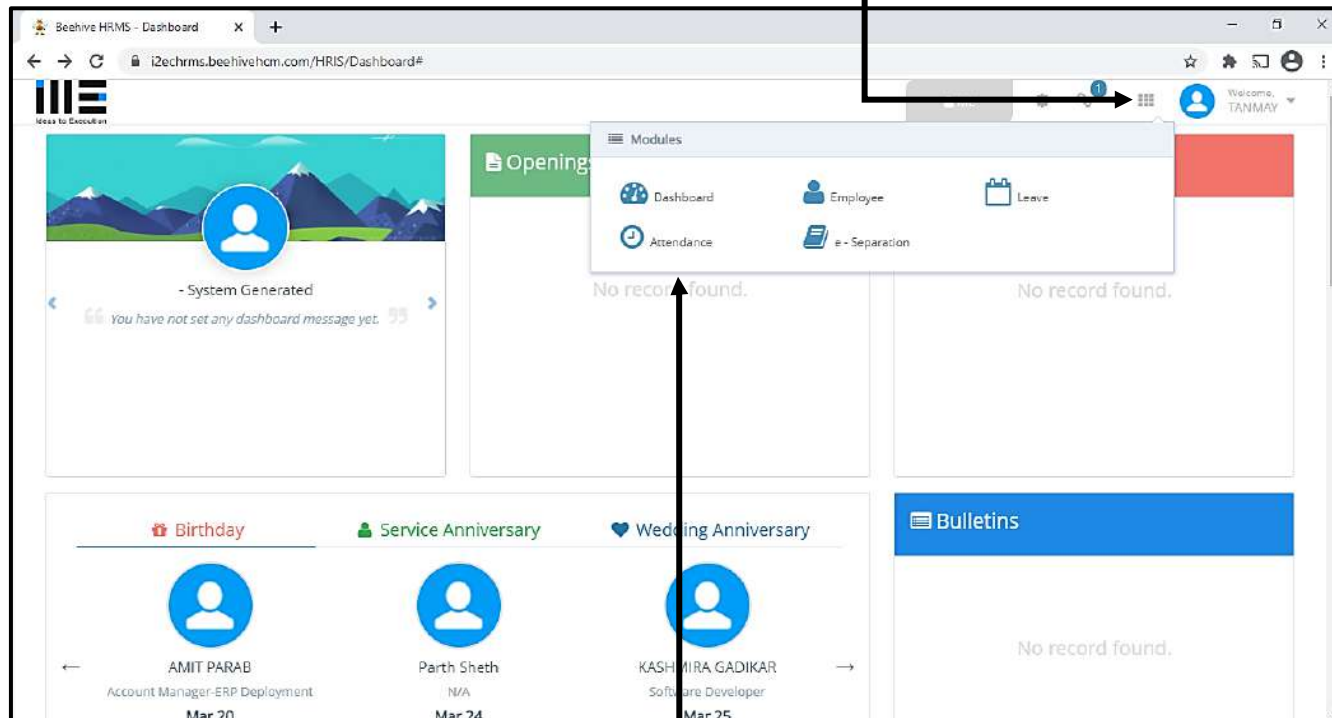
Note - Employee must **punch attendance for the respected day** to apply for the CompOff

For Applying CompOff Employee must first raise a CompOff request and then apply for Comp Off application

1) Applying For Comp-Off Request

Employee can apply 'Comp Off Request' within 30 days from day of working for Comp Off.

Step 1 : Click on hamburger icon on top

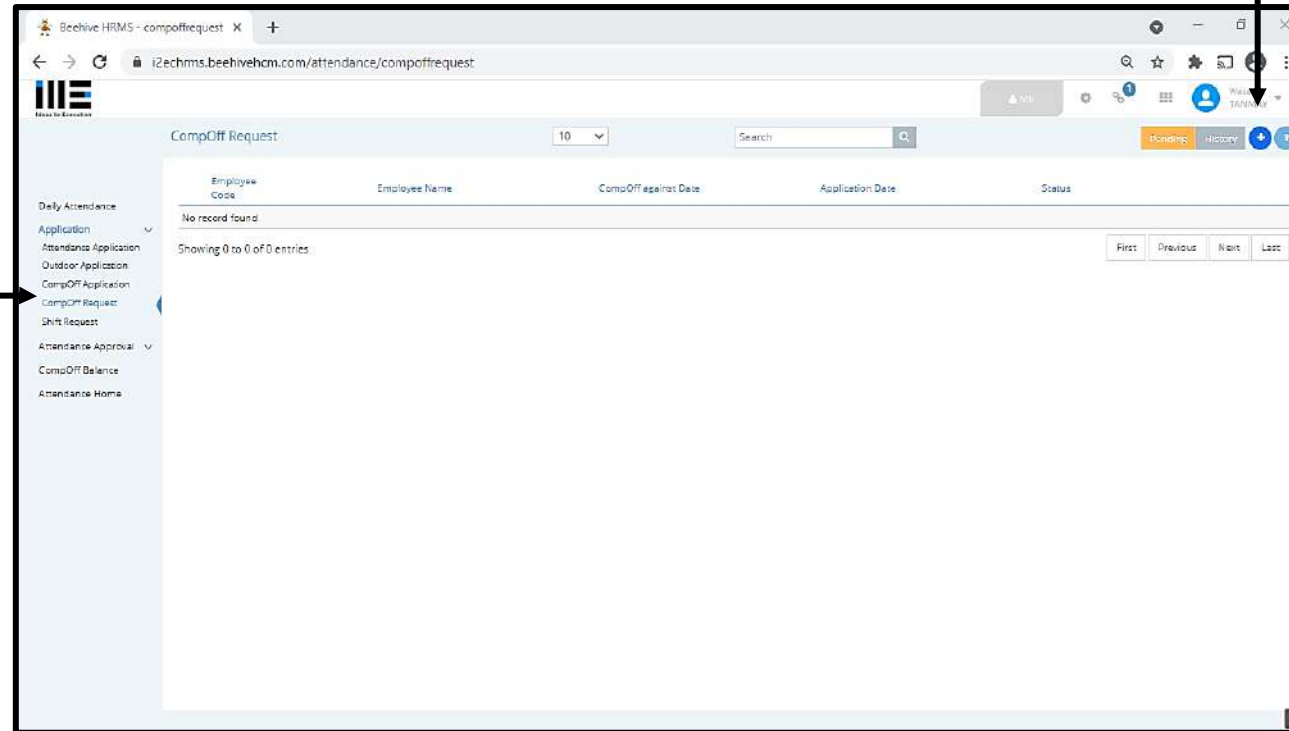


Step 2 : Click on Attendance

Applying for Comp Off

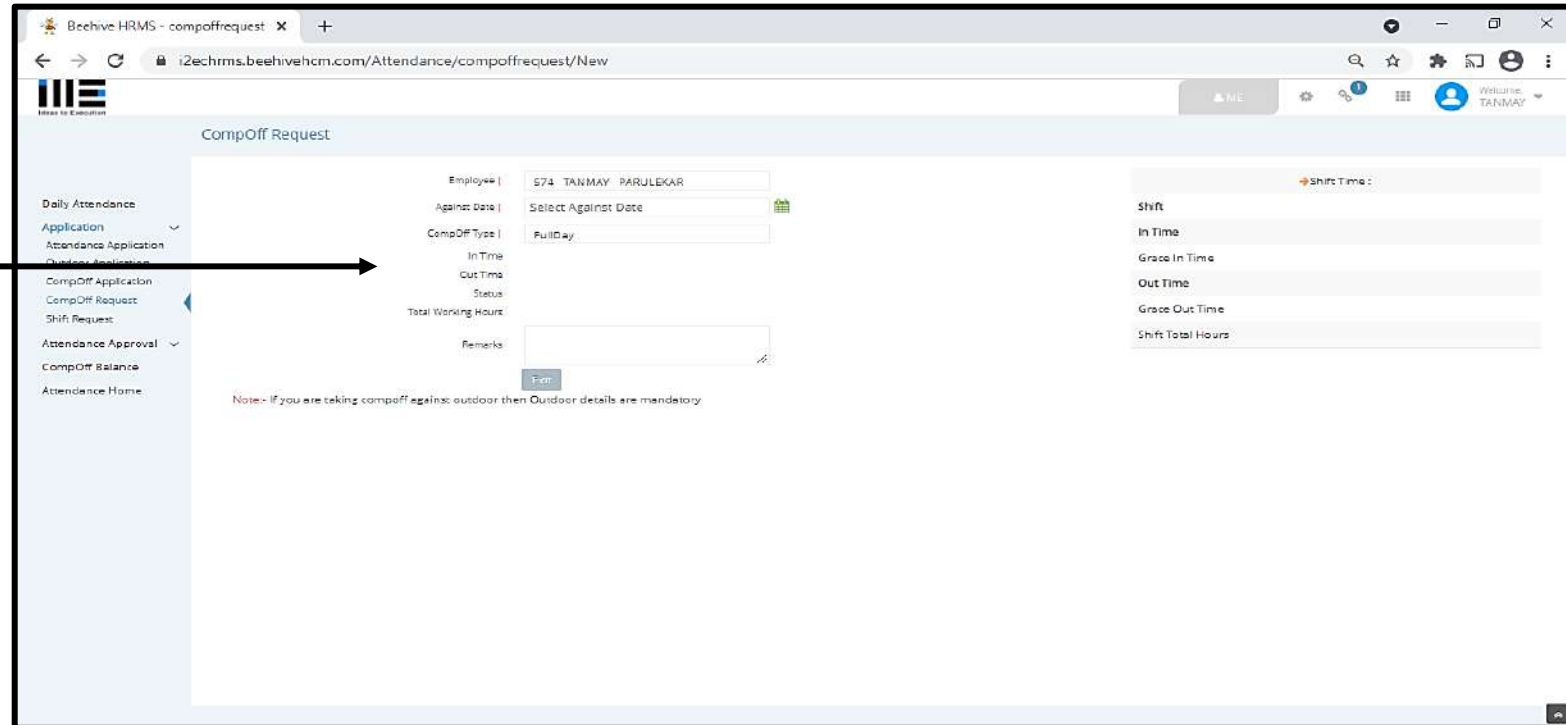
Step 3 : Click on CompOff Request

Step 4 : Click on Add Icon



Applying for Comp Off

Step 3 : Fill the appropriate details and submit



The screenshot shows the 'CompOff Request' form in the Beehive HRMS system. The form is titled 'CompOff Request' and is located at the URL 'i2echrms.beehivehcm.com/Attendance/compoffrequest/New'. The form includes the following fields:

- Employee: 574 TANMAY PARULEKAR
- Against Date: Select Against Date
- CompOff Type: Full Day
- In Time
- Out Time
- Status
- Total Working Hours
- Remarks

On the right side of the form, there is a 'Shift Time' section with the following fields:

- Shift
- In Time
- Grace In Time
- Out Time
- Grace Out Time
- Shift Total Hours

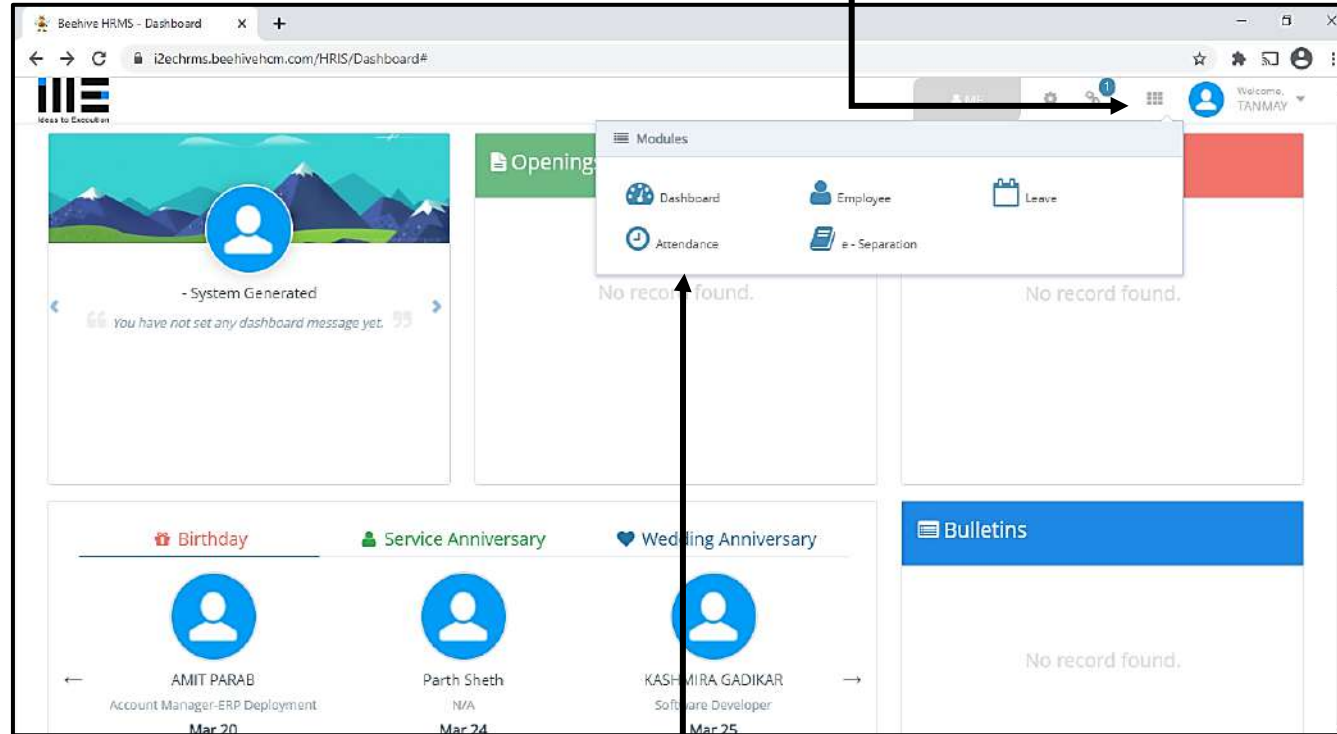
A note at the bottom of the form states: 'Note: If you are taking compoff against outdoor then Outdoor details are mandatory.' The form also includes a 'Submit' button.

After making a CompOff request Employee should wait until request get approved then employee can continue next steps to apply CompOff Application

2) Applying For Comp-Off Application

Employee can apply CompOff application within 90 days from day worked to avail the same.

Step 1 : Click on hamburger icon on top

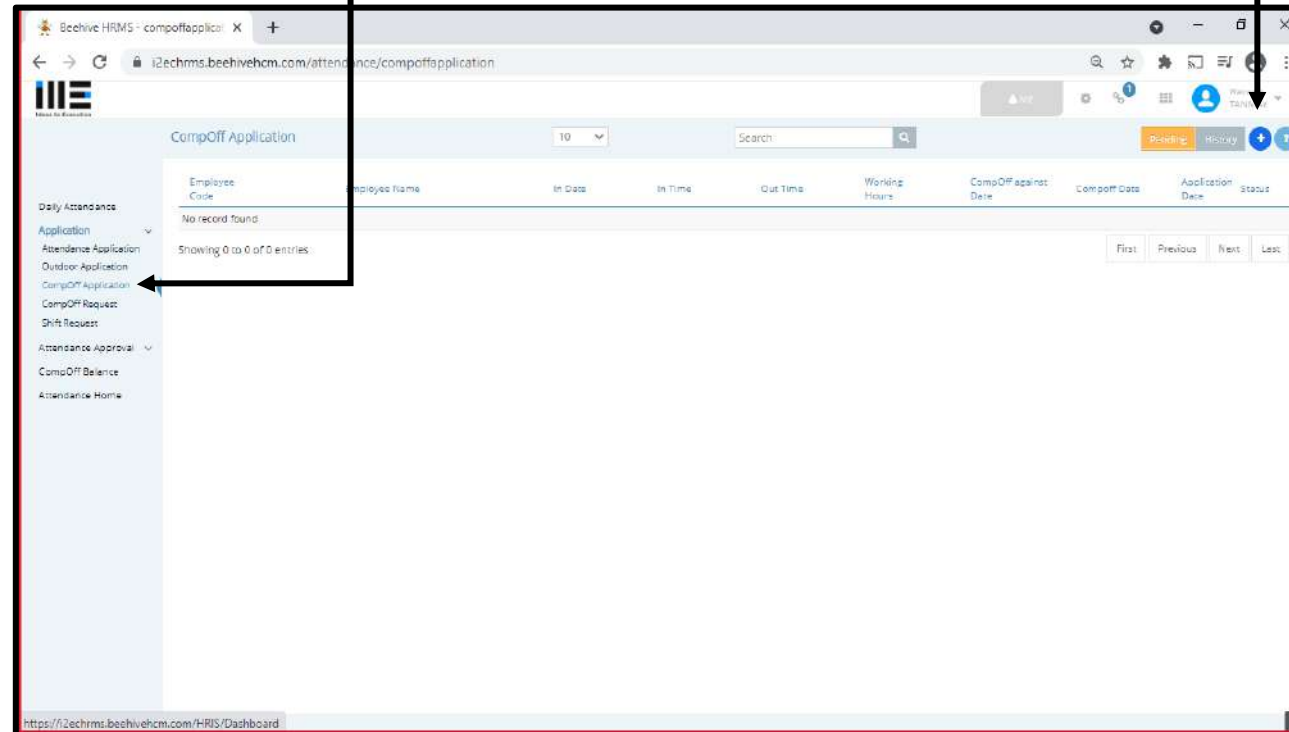


Step 2 : Click on Attendance

Applying for Comp Off

Step 3 : Click on CompOff Application

Step 4 : Click on Add Icon



Applying for Comp Off

Step 5 : Fill the appropriate details and submit

Beehive HRMS - compoffapplica x +

i2echrms.beehivehcm.com/Attendance/compoffapplication/New

ME

CompOff Application

Daily Attendance

Application

Attendance Application

Outdoor Application

CompOff Application

CompOff Request

Shift Request

Attendance Approval

CompOff Balance

Attendance Home

Employee | 374 TANMAY PARULEKAR

Against Date | Select Against Date

CompOff Type |

Time In

Time Out

In Time Status

Out Time Status

Status

CompOff Date | Select CompOff Date

Remarks

Submit Exit

Note:- If you are taking compoff against outdoor then Outdoor details are mandatory.

View Policy

Shift Time :

Shift

In Time

Grace In Time

Out Time

Grace Out Time

Shift Total Hours

https://i2echrms.beehivehcm.com/HRIS/Dashboard

Applying For Leave

Step 1 : Go to 'Me' Tab located on dashboard

The screenshot shows the 'Me' dashboard in the Beehive HRMS system. The dashboard includes a navigation bar with 'Attendance', 'Leave', and 'Payroll' tabs. The main content area is divided into several sections: 'Yesterday' (Tuesday, 02 March) with a clock showing 9:03 PM On Time; 'Attendance' with current month statistics for Missing, Late In/E.O., On Time, Absent, Leave, and Outdoor; 'Mark Attendance' with a clock showing 10:03:53 AM and a 'TIME OUT' button; 'Pending Requests' with a list of applications (Leave Application, Attendance Application, Outdoor Application, Compo Application, Leave Cancellation); 'Approval Flow' showing the approval chain for attendance-related requests; and 'Actions' with prompts to apply outdoor, leave, or regularize attendance. A blue arrow points from the 'ME' tab in the navigation bar to the dashboard. Another blue arrow points from the 'Yes, Apply Leave' button in the 'Actions' section to the next step.

Beehive HRMS - Me

i2echrms.beehivehcm.com/HRIS/Me

Attendance Leave Payroll

Yesterday Tuesday, 02 March

9:03 PM On Time

N/A

Attendance

Current Month Statistics

Missing 1.0/31 Late In/E.O. 0.0/31 On Time 1.0/31

Absent 1.0/31 Leave 2/31 Outdoor 0.0/31

Mark Attendance

10:03:53 AM

WEDNESDAY, 03 MAR 2021

09:03 PM IN TIME

TIME OUT

Pending Requests

- 2 Leave Application
- 1 Attendance Application
- 3 Outdoor Application
- 0 Compo Application
- 1 Leave Cancellation

Approval Flow

Here you can see who will approve your attendance related requests

RESHMA NARKAR

Approval Level : 1 Final Approver

ANKITA WANKHEDE

Approval Level : 2

Actions

Hey TANMAY! Would you like to apply outdoor?

Yes, Apply Outdoor

Hey TANMAY! Would you like to apply leave?

Yes, Apply Leave

Hey TANMAY! Would you like to regularize attendance?

Yes, Regularize

Step 2: click on Apply leave

Applying for Leave

Step 3: Fill up the appropriate fields and submit the application

The screenshot shows the 'Leave Application' form in the Beehive HRMS system. The form is titled 'Leave Application' and is located at the URL 'i2echrms.beehivehcm.com/Leave/LeaveApplication/New'. The form contains the following fields:

- Employee: 574 - TANMAY HEMANT PARULEKAR
- Leave Type: -- select --
- From Date: Select From Date
- To Date: Select To Date
- Duration: Full Day
- Reason: (empty text area)

At the bottom of the form are two buttons: 'Submit' and 'Exit'.

On the left side of the form, there is a sidebar menu with the following items:

- Request
- Leave Application
- Leave Approval
- Leave Balance
- Leave Cancellation

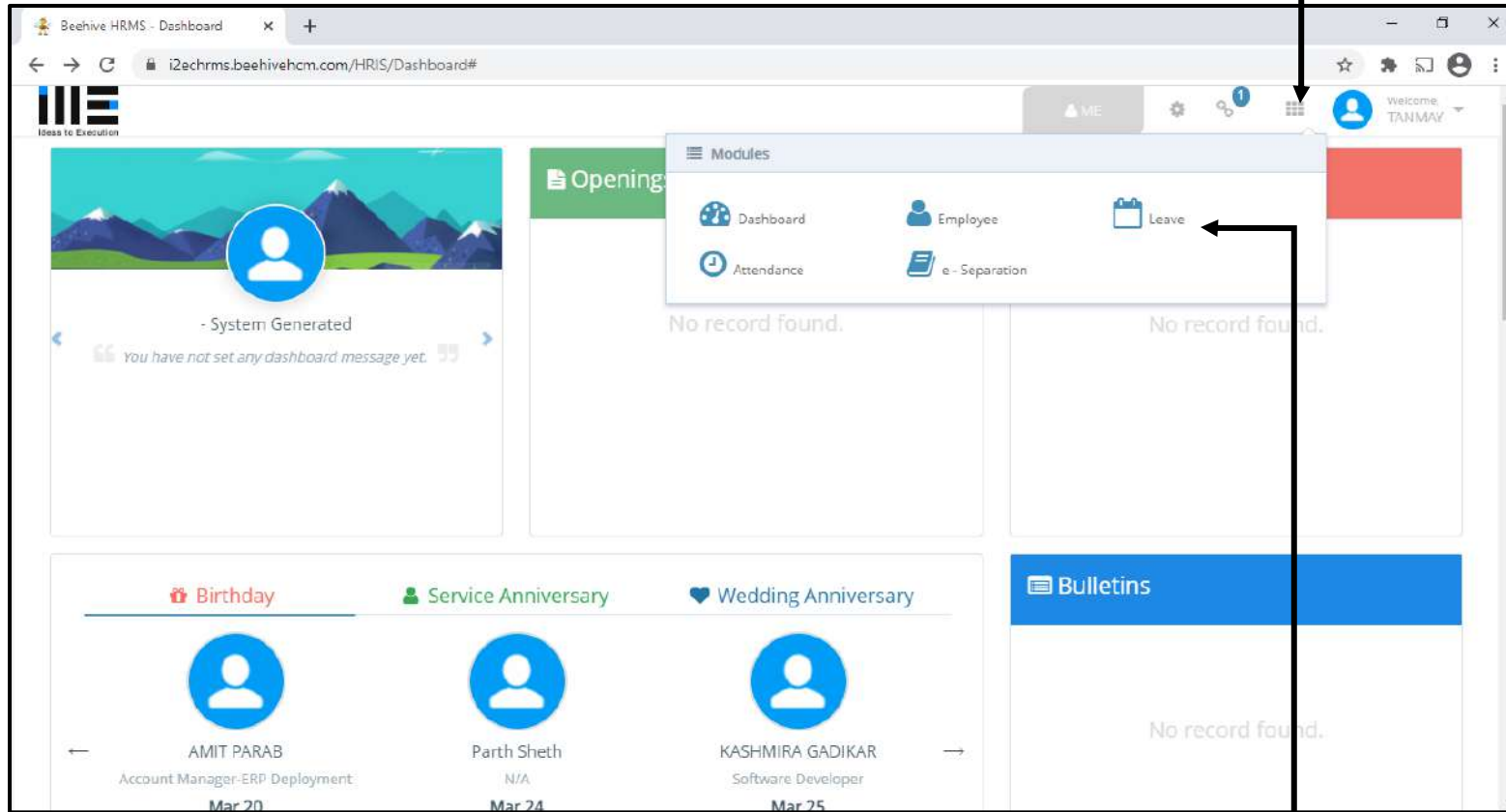
On the right side of the form, there is a 'Balance' section showing the following values:

- 1 CL
- 0 LWP

Leave
Balance
is
shown
here

Other Method to apply leave

Step 1 : Click on hamburger icon on top



Step 2 : Click on Leave

Applying for Leave

Step 3 : You can Click on Add icon and it will go to the application form as in step 3 of previous method

Leave Application

<input type="checkbox"/>	Employee Code	Employee Name	Leave Type	From Date	To Date	Leave(Days)	Application Date	Status
<input type="checkbox"/>	574	TANMAY PARULEKAR	Casual Leave	01/03/2021	02/03/2021	2	25/02/2021	Pending Cancellation
<input type="checkbox"/>	574	TANMAY PARULEKAR	Casual Leave	26/02/2021	26/02/2021	0.5	25/02/2021	Pending

Showing 1 to 2 of 2 records

First Previous 1 Next Last

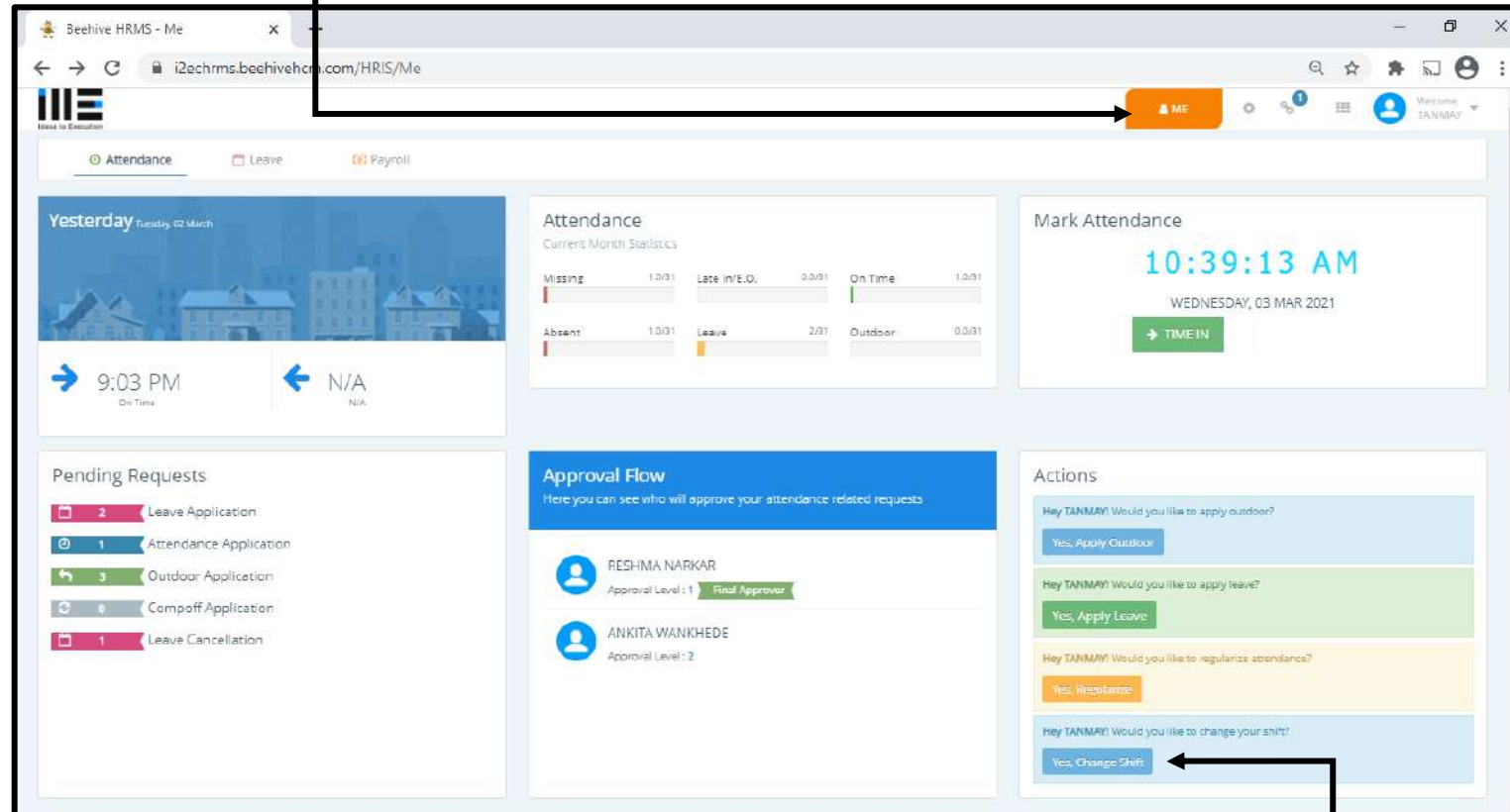
Pending History + ?

Approved leaves can be found here

Pending leave applications will be shown here

Applying for Shift Change

Step 1 : Go to 'Me' Tab located on dashboard



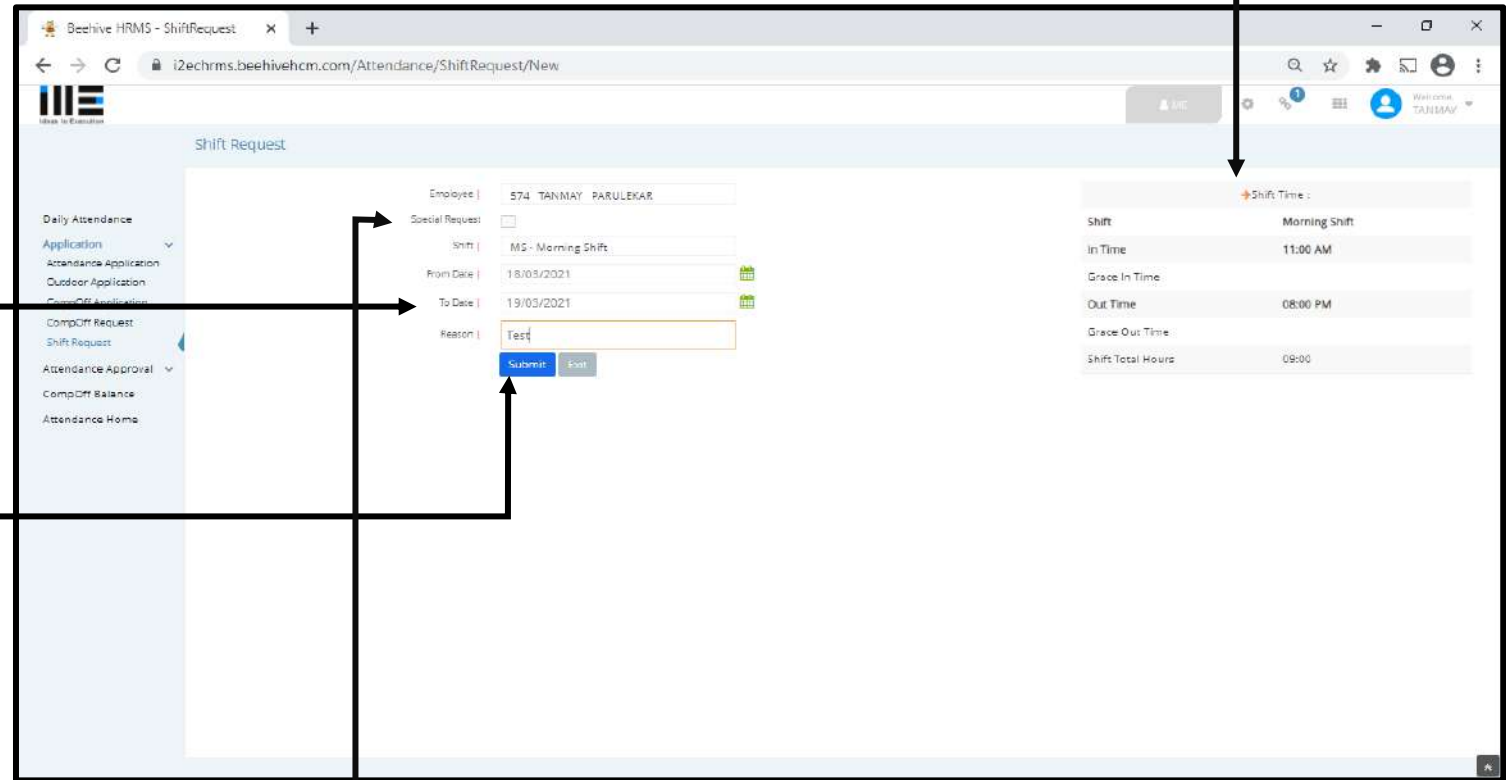
Step 2: Click on Shift change

Applying for Shift change

Step 3 : Fill appropriate Details

Selected shift's
timing will be
shown here

Step 4 : Click on Submit



The screenshot shows the 'Shift Request' form in the Beehive HRMS system. The form is titled 'Shift Request' and is located at the URL 'i2echrms.beehivehcm.com/Attendance/ShiftRequest/New'. The form contains the following fields:

- Employee: 574 TANMAY PARULEKAR
- Special Request: ☐
- Shift: MS - Morning Shift
- From Date: 18/03/2021
- To Date: 19/03/2021
- Reason: Text

There are 'Submit' and 'Exit' buttons at the bottom of the form. To the right of the form, a table displays the selected shift's timing details:

Shift Time :	
Shift	Morning Shift
In Time	11:00 AM
Grace In Time	
Out Time	08:00 PM
Grace Out Time	
Shift Total Hours	09:00

Note – Limit for shift change requests per month is 2 , in case of any emergency or special case if you want to apply for 3rd time you must select Special request checkbox

For Reporting Managers

Reporting Managers(RM) will see **'My Team'** tab from which they can see and manage all requests and applications of their reportee's

RM can see Employee's requests on respective tabs

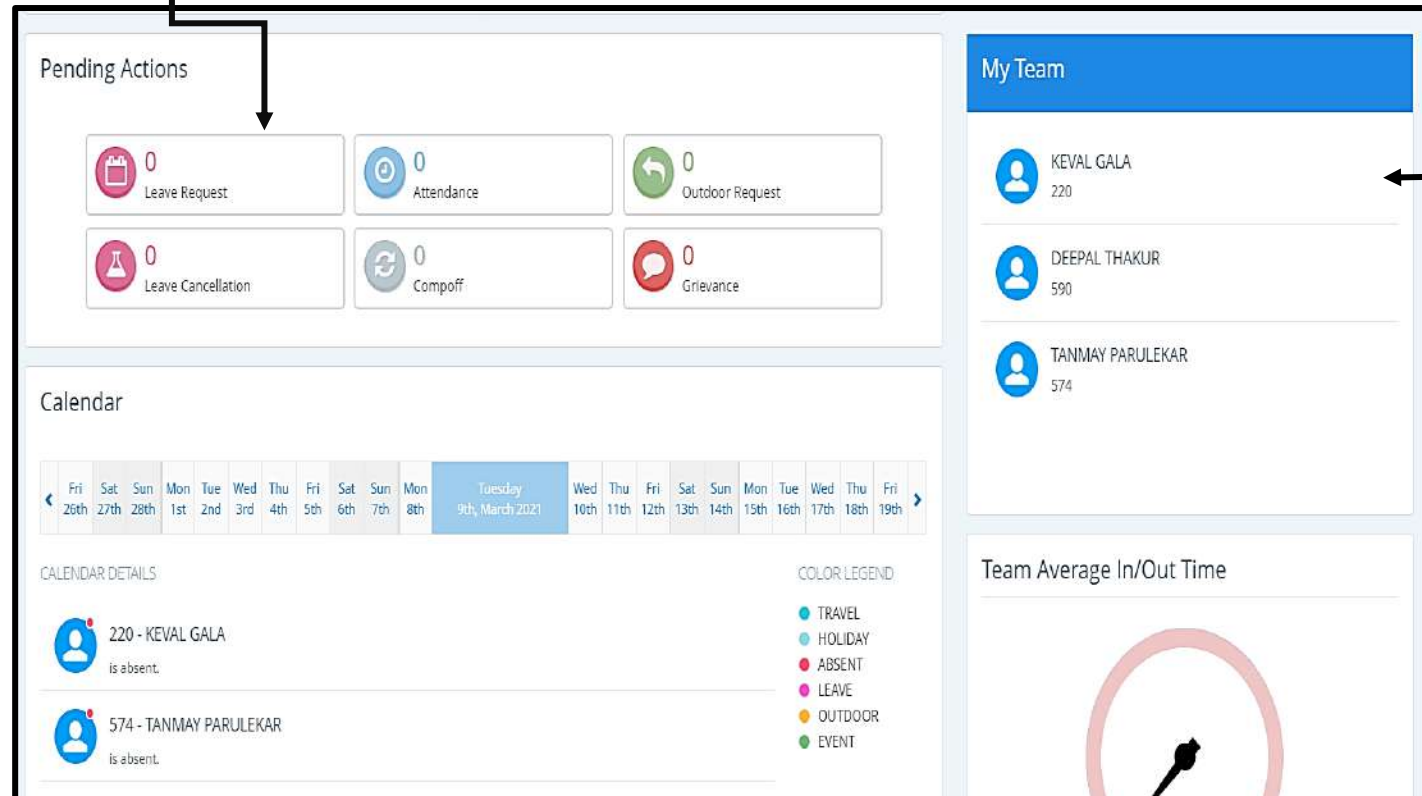
The screenshot displays the 'My Team' page in the Beehive HRMS system. The browser address bar shows 'i2echrms.beehivehrm.com/HRIS/MyTeam'. The page features a navigation bar with 'ME' and 'MY TEAM' tabs, and a sub-navigation bar with 'Summary', 'Attendance', and 'Leave' tabs. The main content area is divided into two sections. The left section, titled 'Today', shows 'No one has reported to work' with a 'Rectangular Snip' button. The right section, titled 'Reporting Manager', shows the manager's name 'RESHMA NARKAR' and 'Reporting Level : 1'. Below this, a list of employee statuses is displayed: 'On Outdoor' (0 members), 'On Leave' (0 members), 'Working From Home' (0 members), and 'Not yet reported' (3 members). Arrows from the text blocks point to the 'MY TEAM' tab, the 'Summary' tab, and the 'Reporting Manager' section.

Status	Members
On Outdoor	0
On Leave	0
Working From Home	0
Not yet reported	3

RM can see statistical data of their reportees

'My Team' tab info

RM can see pending requests data here



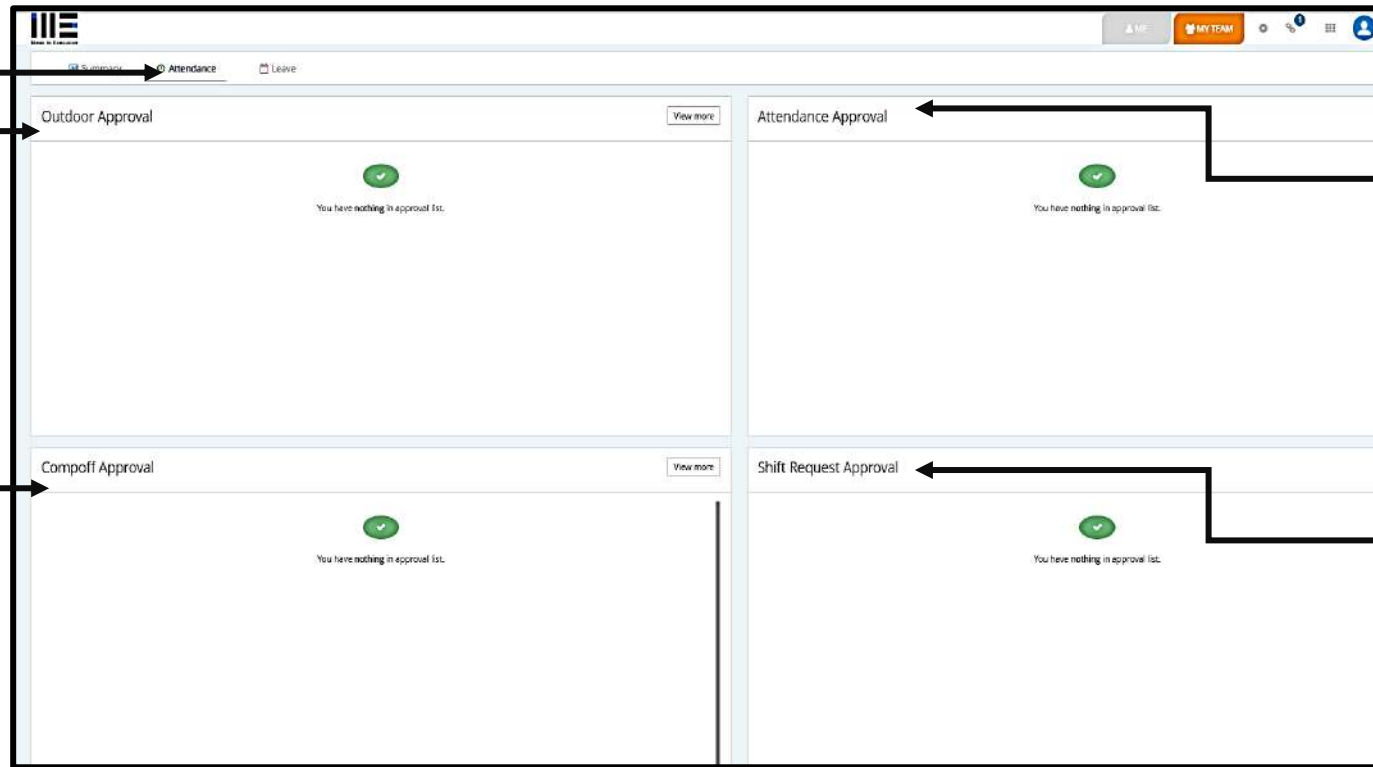
RM can see their team members here

'My Team' tab info

In 'Attendance' tab RM can see requests related to attendance

Requests for Outdoor can be seen here

Requests for Comp Off can be seen here



Requests for Attendance Regularization can be seen here

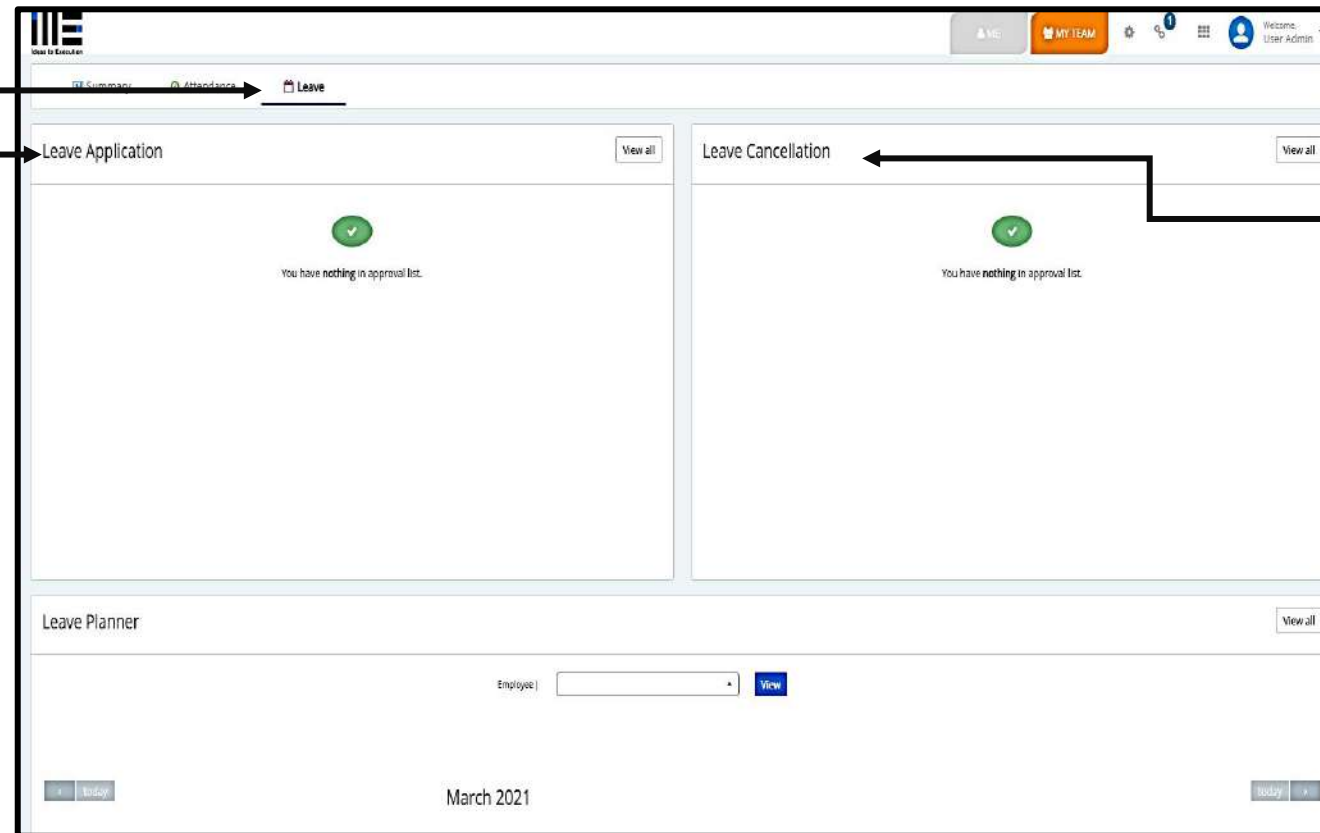
Requests for Shift change can be seen here

'My Team' tab info

In 'Leave' tab RM can see requests related to Leaves

Leave Application requests can be seen here

Leave Cancellation requests can be seen here



'My Team' tab info

In Leave Planner
RM can see their
team members
leave status in
calendar format

Leave Planner

Employee | View

March 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1						
	2	3	4	5	6	7
8						
	9	10	11	12	13	14
15						
	16	17	18	19	20	21

So, if two members are on leave for same day then in calendar
RM can see their names on same day

THANK YOU

