MyTime:

Design Document:

1. Initially we will have a table with default roles (HR, Manager) for some particular email id's. If the logged in user email id is not in this table then he is considered as Employee.

   Table structure is as follows:

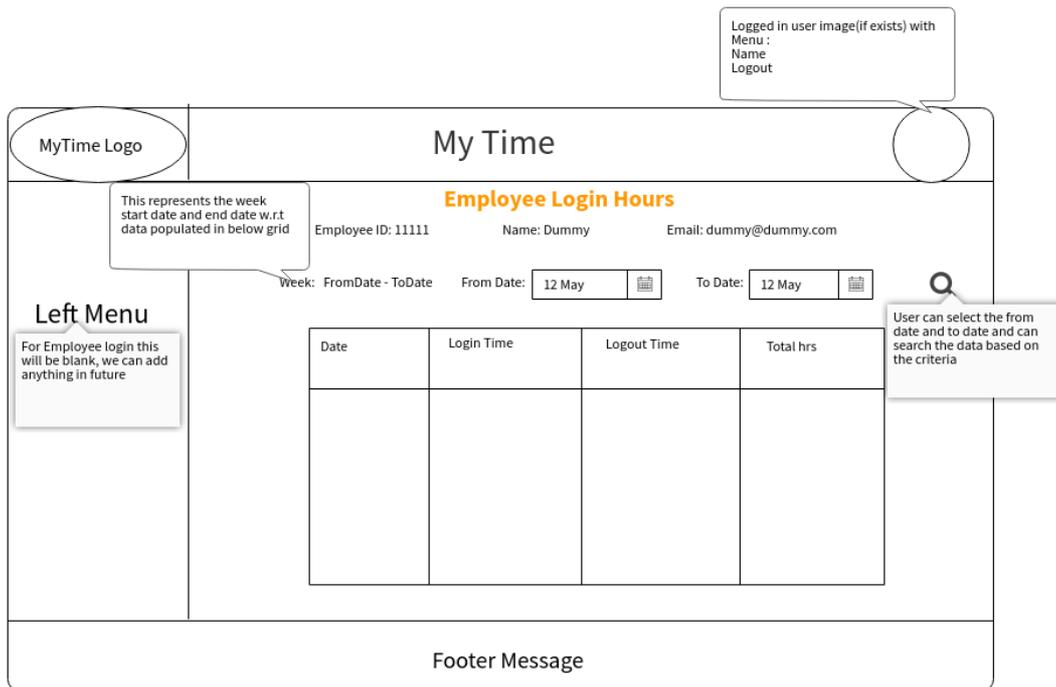 | Employee ID | Name | Email ID | Role |
   |---|---|---|---|
   | 16--- | Rohit M | dummy@dummy.com | HR |
   | 16--- | Rajashekhar S | dummy@dummy.com | Manager |
   | 16--- | Vinay Singh | dummy@dummy.com | Manager |

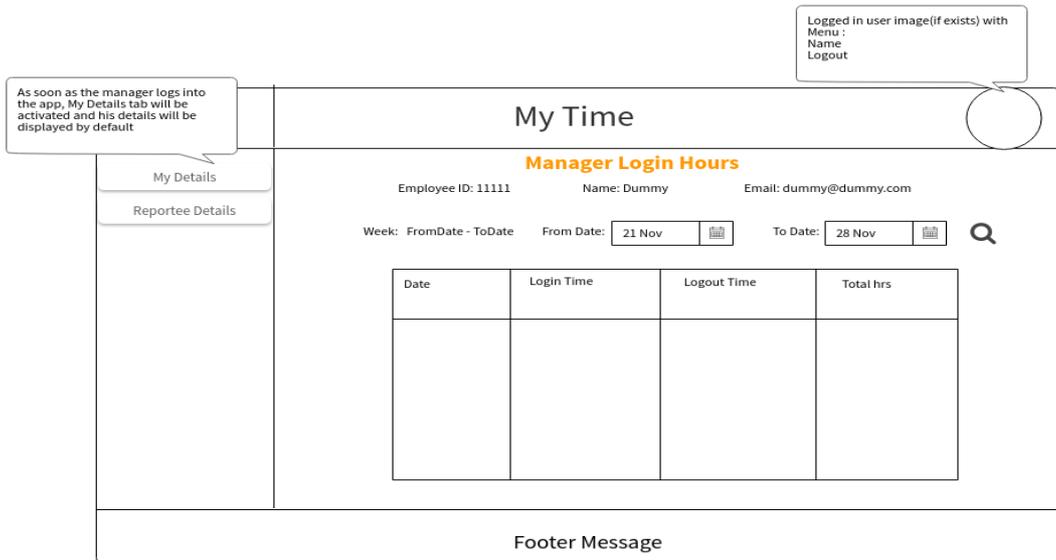2. Login screen with SSO

   Mock screen is as follows:

3. As soon as the user logged in, a default home screen with Header, Footer and Left Menu will be displayed along the logged in user screen in the body part.
   1. Header will have MyTime logo at top left corner, MyTime Title in the centre and Logged in user profile picture (if exists) with menu options as Name, Logout, etc.,
   2. Footer will have copy right information
   3. Left menu will have menus list based on the role of the logged in user.
   4. Body part will be dynamically loaded based on the logged in user and role.
      1. If Employee logs in then,
         1. Employee ID, Email Id, EMP Name, Profile pic (If required)
         2. Display current week data with last 30 days' data for pagination.
         3. Search option with date fields in order to display the related data.

   Mock screen is as follows:

MyTime Logo

My Time

Employee Login Hours

This represents the week start date and end date w.r.t data populated in below grid

Employee ID: 11111   Name: Dummy   Email: dummy@dummy.com

Left Menu

For Employee login this will be blank, we can add anything in future

Week: FromDate - ToDate   From Date: 12 May   To Date: 12 May

User can select the from date and to date and can search the data based on the criteria

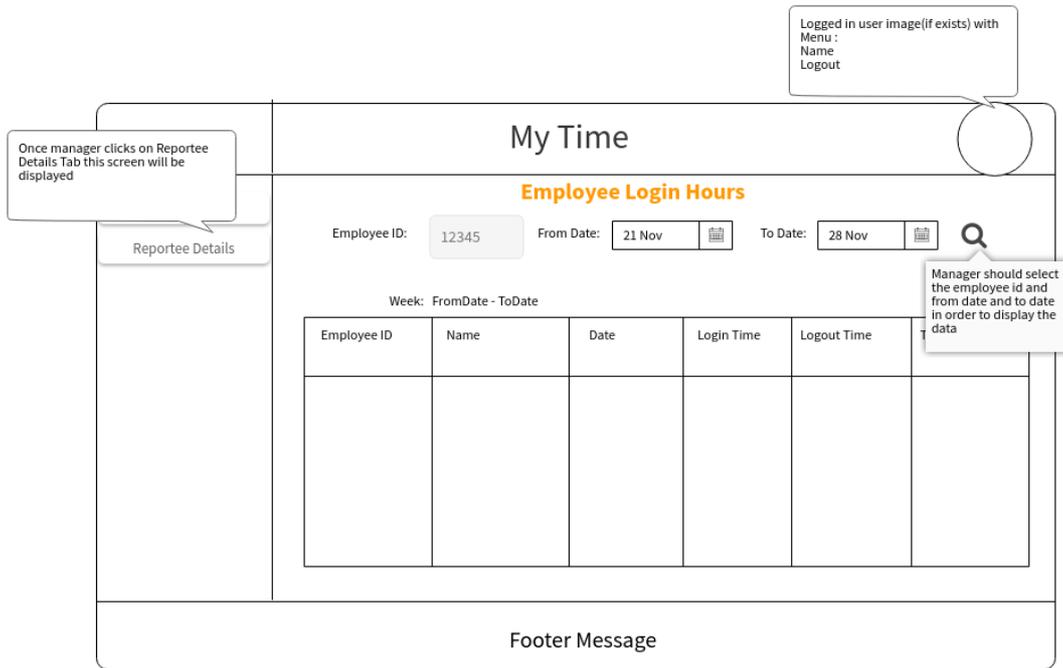| Date	Login Time	Logout Time	Total hrs

Footer Message

2. If Manager logs in then,
      1. Manager ID, Email Id, Name
      2. Left side menu with tabs (My Details, Reportee Details)
      3. As soon as the Manager logs in by default My Details tab will be activated with logged in manager login hours' screen
Mock screen is as follows:

My Time

As soon as the manager logs into the app, My Details tab will be activated and his details will be displayed by default

My Details

Reportee Details

Manager Login Hours

Employee ID: 11111   Name: Dummy   Email: dummy@dummy.com

Week: FromDate - ToDate   From Date: 21 Nov   To Date: 28 Nov

Date	Login Time	Logout Time	Total hrs

Footer Message

4. On click of Reportee's tab, the search based screen will be displayed with options to search by Employee ID, From Date and To Date.

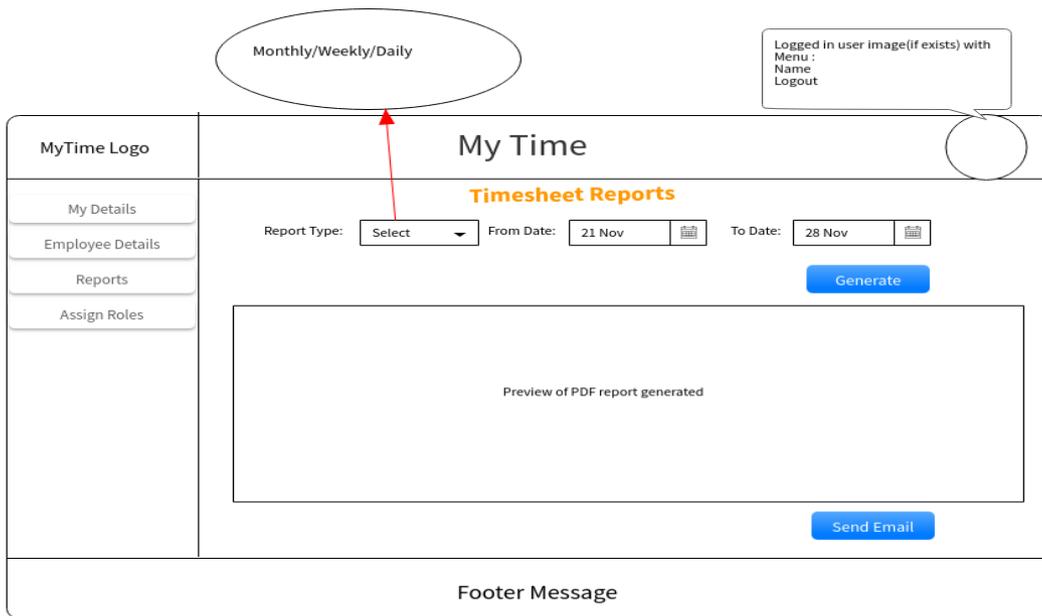Mock screen is as follows:

Logged in user image(if exists) with Menu :
Name
Logout

Once manager clicks on Reportee Details Tab this screen will be displayed

My Time

Employee Login Hours

Reportee Details

| Employee ID: | 12345 | From Date: | 21 Nov | 📅 | To Date: | 28 Nov | 📅 | 🔍 |

Manager should select the employee id and from date and to date in order to display the data

Week: FromDate - ToDate

Employee ID	Name	Date	Login Time	Logout Time	T

Footer Message

3. If HR logs in then,
    1. HR ID, Email Id, Name
    2. Left side menu with tabs (My Details, Employee Details, Reports, Assign Roles)
    3. As soon as the HR logs in by default My Details tab will be activated with logged in HR login hours' screen
    4. On click of Employee Details tab, the search based screen will be displayed with options to search by Employee ID, From Date and To Date.
    5. On click of Reports tab, a search based screen will be displayed with options to select to report type (Monthly / Weekly / Daily), From Date and To Date and generate the report. He can also email the generated report if wish to do so.

Mock screen is as follows:

Monthly/Weekly/Daily

Logged in user image(if exists) with
Menu :
Name
Logout

MyTime Logo

My Time

My Details
Employee Details
Reports
Assign Roles

Timesheet Reports

Report Type: Select   From Date: 21 Nov   To Date: 28 Nov

Generate

Preview of PDF report generated

Send Email

Footer Message

Note: The home screen for HR will be same as manager but with additional two tabs (Reports & Assign Roles). Assign Roles screen is not yet decided as we are thinking to take it up as enhancement

Note:

Roles screen for HR login, is not yet decided.