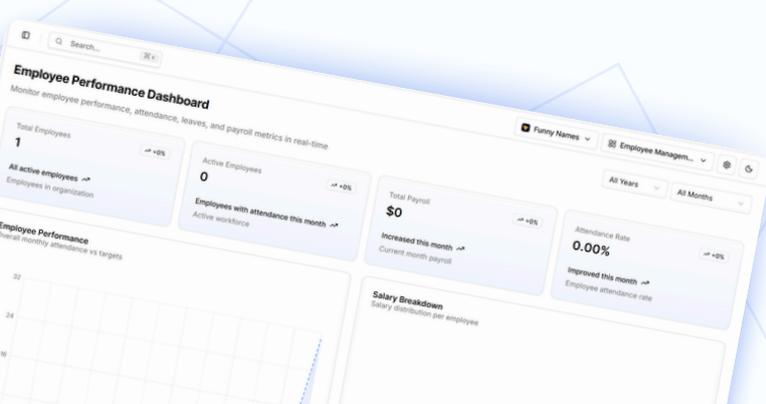# Employee
# Management
## System Overview

Modern SMEs and agencies need more than spreadsheets to manage their teams. They need a systematic, documented, and repeatable approach that scales.

Our Employee Management System provides exactly that — without the enterprise price tag.

# The
# Problem

# Most SMBs manage employees across

- Excel and Google Sheets
- WhatsApp groups
- Paper files
- Emails and shared folders
- Verbal processes
- "Someone remembers how to do it"

# This leads to

Errors

No audit trail

Delays

Missing records

No history

Compliance headaches

No performance tracking

Approval bottlenecks

# The
# Solution

# We replace fragmented tools with an organized, integrated platform covering

- Workforce Data Management
- Attendance & Scheduling
- Leave Management
- Onboarding & Documentation
- Performance Evaluations
- Salary & Compensation Structure
- Permissions & Access Control
- Reports & Analytics

# Everything becomes

- ✔ Documented
- ✔ Repeatable
- ✔ Standardized
- ✔ Traceable
- ✔ Machine-readable

# Admin
# Features
# (EMS)

## 1. Employee Management
Manage records, roles, statuses, lifecycle events, and history in one place.

## 2. Employee Overview Dashboard
View workforce KPIs, attendance trends, performance cycles, and operational insights.

## 3. Employee History & Timeline
Track onboarding, salary adjustments, promotions, reviews, leaves, and documents.

## 4. Department & Organizational Units
Assign employees to structured departments — critical for SMEs scaling past 15–20 people.

## 5. Permission & Access Management

Role–based permissions ensure the right people see the right data.

## 6. Attendance & Scheduling

Track daily attendance, shift assignments, and schedule calendars.

## 7. Leave Management & Leave Structure

Configure leave policies, accruals, approvals, and balances.

## 8. Salary & Compensation

Set up salary components, allowances, deductions, and payroll structures.

## 9. Onboarding & Shared Components

Build repeatable onboarding flows with checklists, documents, tasks, and shared pages.

## 10. Manager Assignment

Define reporting lines and review chains for transparency.

## 11. Performance Evaluations

Configure templates, run review cycles, and track ratings.

## 12. Reports & Analytics

Get workforce intelligence for decision making.

# Employee Self-Service (ESS)

# Employees get tools to manage
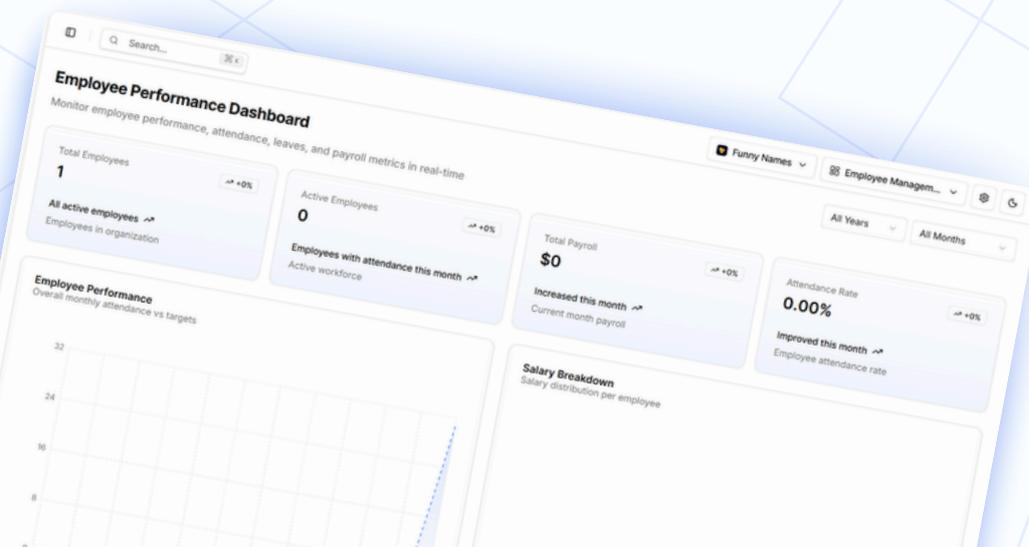
**Profiles & personal info**

**Attendance visibility**

**Shift schedules**

**Leave requests & balances**

**Performance reviews**

**Salary details**

**Onboarding tasks**

Self-service reduces admin workload, increases transparency, and speeds up operations.

## Employee Performance Dashboard
Monitor employee performance, attendance, leaves, and payroll metrics in real-time

Funny Names  Employee Managem...

All Years   All Months

**Total Employees**
1                              ↗ +0%
All active employees ↗
Employees in organization

**Active Employees**
0                              ↗ +0%
Employees with attendance this month ↗
Active workforce

**Total Payroll**
$0                             ↗ +0%
Increased this month ↗
Current month payroll

**Attendance Rate**
0.00%                          ↗ +0%
Improved this month ↗
Employee attendance rate

**Employee Performance**
Overall monthly attendance vs targets

32

24

16

8

**Salary Breakdown**
Salary distribution per employee

# SME & Agency Benefits

## Operational

- ✓ Faster onboarding
- ✓ Reduced admin overhead
- ✓ Documented processes
- ✓ Better team visibility

## Financial

- ✓ Fewer errors → lower cost
- ✓ No extra HR hires required
- ✓ Affordable subscription

## Compliance & Professionalism

- ✓ Clean data + audit trails
- ✓ Standardized procedures
- ✓ Digital documentation

## Scalability

- ✓ Works at 10 to 500 employees
- ✓ Plug-and-play workflows
- ✓ No custom IT required

# Why
## Choose
This System Over Excel

| Criteria | Spreadsheets | EMS |
|---|---|---|
| Employee Records | Manual | Automated |
| Scheduling | Hard | Built-in |
| Leave & Balances | Error-prone | Calculated |
| History | None | Timeline |
| Workflow | None | Systematic |
| Evaluations | Not possible | Integrated |
| Audit Trail | None | Full |
| Permission Control | None | Role-based |
| Compliance | Weak | Strong |

# Who is It For

# This system is designed for

SMEs scaling beyond 10–20 staff

Agencies & outsourcing firms

Distributed workforces

HR-light organizations

Operations-heavy industries

Client service operations

# Check EMS in action

Search... ⌘ K

Inafana ⌄   Employee Managem... ⌄   ⚙ ☾

Overview

Dashboard

Employee Management

Employee Management
Onboarding
My Components
Departments
Employee History

Attendance & Scheduling

Attendance & Shifts
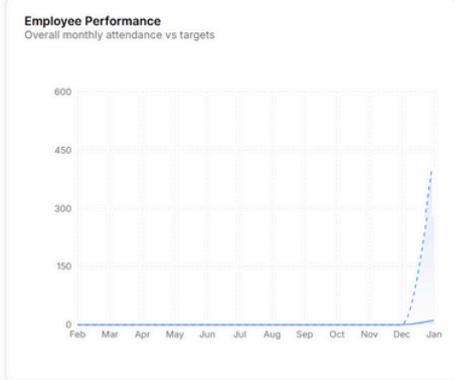
Leave Management

Leave Approvals
Leave Structure

test khan
test@gmail.com

# Employee Performance Dashboard

Monitor employee performance, attendance, leaves, and payroll metrics in real-time

All Years ⌄   All Months ⌄

| Total Employees ↗ +0% | Active Employees ↗ +0% | Total Payroll ↗ +0% | Attendance Rate ↗ +0% |
|---|---|---|---|
| **13** | **12** | **$87,735** | **2.98%** |
| All active employees ↗ | Employees with attendance this month ↗ | Increased this month ↗ | Improved this month ↗ |
| Employees in organization | Active workforce | Current month payroll | Employee attendance rate |

## Employee Performance
Overall monthly attendance vs targets

600
450
300
150
0
Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec  Jan

## Salary Breakdown
Salary distribution per employee

**$10K**
Salary

| | | |
|---|---|---|
| ● John Doe | $10.0K | 15% |
| ● Bob Johnson | $9.4K | 14% |
| ● Alice Brown | $9.0K | 13% |

## Recent Leaves
Latest leave requests

👁 View All

| IW | Ivan White<br>ivan.white@example.com | completed | 2.00 days<br>1/28/2026 |
|---|---|---|---|
| DM | Diana Martinez<br>diana.martinez@example.com | completed | 4.00 days<br>1/28/2026 |
| CW | Charlie Wilson<br>charlie.wilson@example.com | completed | 1.00 days<br>1/28/2026 |
| JS | Jane Smith<br>jane.smith@example.com | pending | 1.00 days<br>1/28/2026 |
| JD | John Doe<br>john.doe@example.com | completed | 5.00 days<br>1/28/2026 |

## Top Performers
Best performing employees this month

👁 View All

| #1 | Jane Smith  employee<br>★ 4.9 · 1 days | $7,200  ↗ +3%<br>Remaining: 30 days |
|---|---|---|
| #2 | Charlie Wilson  employee<br>★ 5.0 · 1 days | $6,350  ↗ +3%<br>Remaining: 30 days |
| #3 | George Thomas  employee<br>★ 4.7 · 1 days | $6,520  ↗ +3%<br>Remaining: 30 days |
| #4 | Bob Johnson  employee<br>★ 4.6 · 1 days | $9,400  ↗ +3%<br>Remaining: 30 days |
| #5 | John Doe  employee<br>★ 4.9 · 1 days | $10,000  ↗ +3%<br>Remaining: 30 days |

## Employee Insights
Performance metrics per employee

| ↗ Growth | 👤 Demographics | 📍 Salary |
|---|---|---|

### Employee Growth Trends

13

8

4

0
Jan   Jan   Jan   Jan   Jan   Jan

### Key Metrics

| 👥 Total Employees |
|---|
| **13** |
| ↑ Active workforce |

| 👥 Retention Rate |
|---|
| **92.3%** |
| ↑ Employee retention |

| ◎ Avg. Salary |
|---|
| **$6749** |
| ↑ Average monthly salary |

## Inafana
Employee Management

**Overview**
- 88 Dashboard

**Employee Management**
- 🧑 Employee Management
- 🧑 Onboarding
- 🗐 My Components
- 🏢 Departments
- 🕐 Employee History

**Attendance & Scheduling**
- 📅 Attendance & Shifts

**Leave Management**
- ☑ Leave Approvals
- ⚙ Leave Structure

test khan
test@gmail.com

### Employee History
View employee timelines and manage employee documents

🕐 Timeline   📄 Documents

Filter by employee name...                                     ⇅ View

| Employee ID ⇅ | Employee ⇅ | Total Activities ⇅ | Last Activity ⇅ | Join Date ⇅ | Actions |
|---|---|---|---|---|---|
| 23 | Julia Harris<br>julia.harris@example.com | 🕐 1 | 1/28/2026 | 1/28/2026 | 👁 View Timeline |
| 22 | Fiona Anderson<br>fiona.anderson@example.com | 🕐 1 | 1/28/2026 | 1/28/2026 | 👁 View Timeline |
| 21 | Helen Jackson<br>helen.jackson@example.com | 🕐 1 | 1/28/2026 | 1/28/2026 | 👁 View Timeline |
| 20 | Diana Martinez<br>diana.martinez@example.com | 🕐 2 | 1/28/2026 | 1/28/2026 | 👁 View Timeline |
| 19 | Alice Brown<br>alice.brown@example.com | 🕐 2 | 1/28/2026 | 1/28/2026 | 👁 View Timeline |
| 18 | Ivan White<br>ivan.white@example.com | 🕐 2 | 1/28/2026 | 1/28/2026 | 👁 View Timeline |
| 17 | Edward Taylor<br>edward.taylor@example.com | 🕐 2 | 1/28/2026 | 1/28/2026 | 👁 View Timeline |
| 16 | Bob Johnson<br>bob.johnson@example.com | 🕐 2 | 1/28/2026 | 1/28/2026 | 👁 View Timeline |
| 15 | George Thomas<br>george.thomas@example.com | 🕐 1 | 1/28/2026 | 1/28/2026 | 👁 View Timeline |
| 14 | Charlie Wilson<br>charlie.wilson@example.com | 🕐 4 | 1/28/2026 | 1/28/2026 | 👁 View Timeline |

0 of 12 row(s) selected.

Rows per page  10 ⌄    Page 1 of 2   « ‹ › »

---

## Inafana
Employee Management

**Overview**
- 88 Dashboard

**Employee Management**
- 🧑 Employee Management
- 🧑 Onboarding
- 🗐 My Components
- 🏢 Departments
- 🕐 Employee History

**Attendance & Scheduling**
- 📅 Attendance & Shifts

**Leave Management**
- ☑ Leave Approvals
- ⚙ Leave Structure

test khan
test@gmail.com

⊘ Employees                                                    13 / 100

### User Management
9 users found

+ Add User

🔍 Search users...          Role: All Roles ⌄   Status: All Status ⌄          Columns ⌄

| Name ⇅ | Email ⇅ | Role ⇅ | Status ⇅ | Created Date ⇅ | Actions |
|---|---|---|---|---|---|
| 🧑 John Doe | ✉ john.doe@example.com | ○ Employee | Active | 📅 1/28/2026 | ↻ ⋮ |
| 🧑 Jane Smith | ✉ jane.smith@example.com | ○ Employee | Active | 📅 1/28/2026 | ↻ ⋮ |
| 🧑 Charlie Wilson | ✉ charlie.wilson@example.com | ○ Employee | Active | 📅 1/28/2026 | ↻ ⋮ |
| 🧑 George Thomas | ✉ george.thomas@example.com | ○ Employee | Active | 📅 1/28/2026 | ↻ ⋮ |
| 🧑 Bob Johnson | ✉ bob.johnson@example.com | ○ Employee | Active | 📅 1/28/2026 | ↻ ⋮ |
| 🧑 Edward Taylor | ✉ edward.taylor@example.com | ○ Employee | Active | 📅 1/28/2026 | ↻ ⋮ |
| 🧑 Ivan White | ✉ ivan.white@example.com | ○ Employee | Active | 📅 1/28/2026 | ↻ ⋮ |
| 🧑 Alice Brown | ✉ alice.brown@example.com | ○ Employee | Active | 📅 1/28/2026 | ↻ ⋮ |
| 🧑 Diana Martinez | ✉ diana.martinez@example.com | ○ Employee | Active | 📅 1/28/2026 | ↻ ⋮ |

Previous   Next

**Screen 1: Employee Onboarding**

Inafana
Employee Management

Overview
- Dashboard

Employee Management
- Employee Management
- Onboarding
- My Components
- Departments
- Employee History

Attendance & Scheduling
- Attendance & Shifts

Leave Management
- Leave Approvals
- Leave Structure

test khan
test@gmail.com

Search... ⌘ K — Inafana ∨ — Employee Managem... ∨

# Employee Onboarding

Manage onboarding processes and track assigned onboarding tasks

Assigned Onboarding | Onboarding CRUD

Filter by onboarding name... | Status | View | Assign Onboarding

| Onboarding Name | Employee | Status | Progress | | Assigned Date | Due Date | Actions |
|---|---|---|---|---|---|---|---|
| Standard Employee Onboarding | Charlie Wilson<br>charlie.wilson@example.com | Pending | | 0% | 1/5/2026 | 1/25/2026 | View  Delete |
| Manager Onboarding | John Doe<br>john.doe@example.com | In Progress | | 75% | 1/3/2026 | 1/25/2026 | View  Delete |
| Standard Employee Onboarding | Jane Smith<br>jane.smith@example.com | In Progress | | 50% | 1/2/2026 | 1/20/2026 | View  Delete |
| Standard Employee Onboarding | Edward Taylor<br>edward.taylor@example.com | Completed | | 100% | 1/1/2026 | 1/15/2026 | View  Delete |

0 of 4 row(s) selected.    Rows per page 10    Page 1 of 1    « ‹ › »

**Screen 2: Attendance & Shift Management**

Inafana
Employee Management

Overview
- Dashboard

Employee Management
- Employee Management
- Onboarding
- My Components
- Departments
- Employee History

Attendance & Scheduling
- Attendance & Shifts

Leave Management
- Leave Approvals
- Leave Structure

test khan
test@gmail.com

Search... ⌘ K — Inafana ∨ — Employee Managem... ∨

# Attendance & Shift Management

Shift Management | Shift Scheduling | Attendance Dashboard | Overtime Reports

Default Shifts | Employee Shifts

## Default Shift Management

+ Create Default Shift

| Name | Working Days | Type | Status | Default | Description |
|---|---|---|---|---|---|
| Night Shift | 5 working days<br>Mon 22:00:00, Tue 22:00:00, Wed 22:00:00, Thu 22:00:00, Fri 22:00:00 | night | Active | - | Night shift for operations team |
| Standard 9-5 | 5 working days<br>Mon 09:00:00, Tue 09:00:00, Wed 09:00:00, Thu 09:00:00, Fri 09:00:00 | morning | Active | Default | Standard business hours Monday to Friday |
| Standard Weekly Schedule | 5 working days<br>Mon 09:00:00, Tue 09:00:00, Wed 09:00:00, Thu 09:00:00, Fri 09:00:00 | flexible | Active | Default | Default 7-day shift schedule for the organiz... |

- Dashboard

- Employee Management
- Onboarding
- My Components
- Departments
- Employee History

- Attendance & Shifts

- Leave Approvals
- Leave Structure

test khan
test@gmail.com

Search...  ⌘K

Inafana ⌄   Employee Managem... ⌄

# Payroll & Salary Structure

Create salary structures and generate, approve, and manage payrolls

Payment Generator    Create Salary Structure

📅 January ⌄    2026 ⌄

Manual Generate    Auto Generate All

Filter employees...    ⊕ Status    ⇄ View

| Employee | Base Salary | Net Salary | Remaining Amount | Paid Amount | Status | Actions |
|----------|-------------|------------|------------------|-------------|--------|---------|
| Alice Brown\nalice.brown@example.com | $7,500.00 | $9,030.00 | $0.00 | $9,030.00 | ⊘ Paid | ⋮ |
| Julia Harris\njulia.harris@example.com | $5,100.00 | $5,635.00 | $0.00 | $5,635.00 | ⊘ Paid | ⋮ |
| Ivan White\nivan.white@example.com | $4,800.00 | $5,320.00 | $0.00 | $5,320.00 | ⊘ Paid | ⋮ |
| Helen Jackson\nhelen.jackson@example.com | $5,200.00 | $5,780.00 | $0.00 | $5,780.00 | ⊘ Paid | ⋮ |
| George Thomas\ngeorge.thomas@example.com | $5,800.00 | $6,520.00 | $0.00 | $6,520.00 | ⊘ Paid | ⋮ |
| Fiona Anderson\nfiona.anderson@example.com | $7,200.00 | $8,400.00 | $0.00 | $8,400.00 | ⊘ Paid | ⋮ |
| Edward Taylor\nedward.taylor@example.com | $5,000.00 | $5,650.00 | $0.00 | $5,650.00 | ⊘ Paid | ⋮ |
| Diana Martinez\ndiana.martinez@example.com | $7,000.00 | $8,450.00 | $0.00 | $8,450.00 | ⊘ Paid | ⋮ |
| Bob Johnson\nbob.johnson@example.com | $7,500.00 | $9,400.00 | $0.00 | $9,400.00 | ⊘ Paid | ⋮ |
| Charlie Wilson\ncharlie.wilson@example.com | $5,500.00 | $6,350.00 | $0.00 | $6,350.00 | ⊘ Paid | ⋮ |

0 of 12 row(s) selected.

Rows per page 10 ⌄    Page 1 of 2    « ‹ › »

---

- Dashboard

- Employee Management
- Onboarding
- My Components
- Departments
- Employee History

- Attendance & Shifts

- Leave Approvals
- Leave Structure

test khan
test@gmail.com

Search...  ⌘K

Inafana ⌄   Employee Managem... ⌄

# 📅 Leave Approval Management

Review and approve/reject employee leave requests

## 🕐 Leave Requests

Review and approve/reject employee leave requests

Status
All Statuses ⌄

Leave Type
All Types ⌄

| Employee | Leave Type | Type | Start Date | End Date | Total Days | Reason | Status | Actions |
|----------|-----------|------|------------|----------|-----------|--------|--------|---------|
| Jane Smith\njane.smith@example.com | Sick Leave | Full Day | Jan 8, 2026 | Jan 8, 2026 | 1 days | Medical appointment | ⏱ Pending | ✓ Approve ⊗ Reject |
| Ivan White\nivan.white@example.com | Sick Leave | Full Day | Jan 15, 2026 | Jan 16, 2026 | 2 days | Flu | ✓ Approved | Approved by: Bob Johnson\nJan 14, 2026 |
| Diana Martinez\ndiana.martinez@example.com | Vacation Leave | Full Day | Jan 25, 2026 | Jan 28, 2026 | 4 days | Long weekend trip | ✓ Approved | Approved by: Alice Brown\nJan 20, 2026 |
| Charlie Wilson\ncharlie.wilson@example.com | Personal Leave | Full Day | Jan 20, 2026 | Jan 20, 2026 | 1 days | Personal emergency | ✓ Approved | Approved by: John Doe\nJan 18, 2026 |
| John Doe\njohn.doe@example.com | Vacation Leave | Full Day | Jan 10, 2026 | Jan 14, 2026 | 5 days | Family vacation | ✓ Approved | Approved by: Alice Brown\nJan 5, 2026 |

# Pricing
# Philosophy

# We keep pricing SME-friendly

- ✓ Affordable subscription
- ✓ No HR headcount needed
- ✓ No infrastructure
- ✓ No IT setup

Move from manual chaos to structured clarity.
Start running your organization like a system, not like an inbox.

# Book a Demo or
# Start Free

Q Search...                                          ⌘ K                    ▣ Funny Names  ⌄    ▣ Employee Manager

## Employee Performance Dashboard
Monitor employee performance, attendance, leaves, and payroll metrics in real-time

All Years  ⌄

| Total Employees | +0% | Active Employees | +0% | Total Payroll | +0% | Attendance Rate |
|---|---|---|---|---|---|---|
| **1** | | **0** | | **$0** | | **0.00%** |
| All active employees | | Employees with attendance this month | | Increased this month | | Improved this month |
| Employees in organization | | Active workforce | | Current month payroll | | Employee attendance rate |

### Employee Performance
Overall monthly attendance vs targets

### Salary Breakdown
Salary distribution per employee

32

24

16

8

0
Feb   Mar   Apr   May   Jun   Jul   Aug   Sep   Oct   Nov   Dec   Jan