

EMPLOYEE DASHBOARD USER GUIDE

Overview

The Employee Dashboard provides a central place for employees to access personal information, documents, and notifications.

Getting Started

1. Login to the HRIS: Use your credentials to access the dashboard.
2. Navigate to Employee Dashboard: Click on the "Dashboard" tab.

Accessing Personal Information

1. Personal Info: View and update personal information such as contact details and emergency contacts.

Managing Documents

1. Upload Documents: Upload personal and professional documents.
2. Access Documents: View and download documents such as payslips and contracts.

Notifications and Alerts

1. Notifications: Receive notifications for important updates, approvals, and reminders.
2. Alerts: Set and manage alerts for tasks and deadlines.