NOTIFICATION MODULE IN PAYROLL

**Reason of Development:**

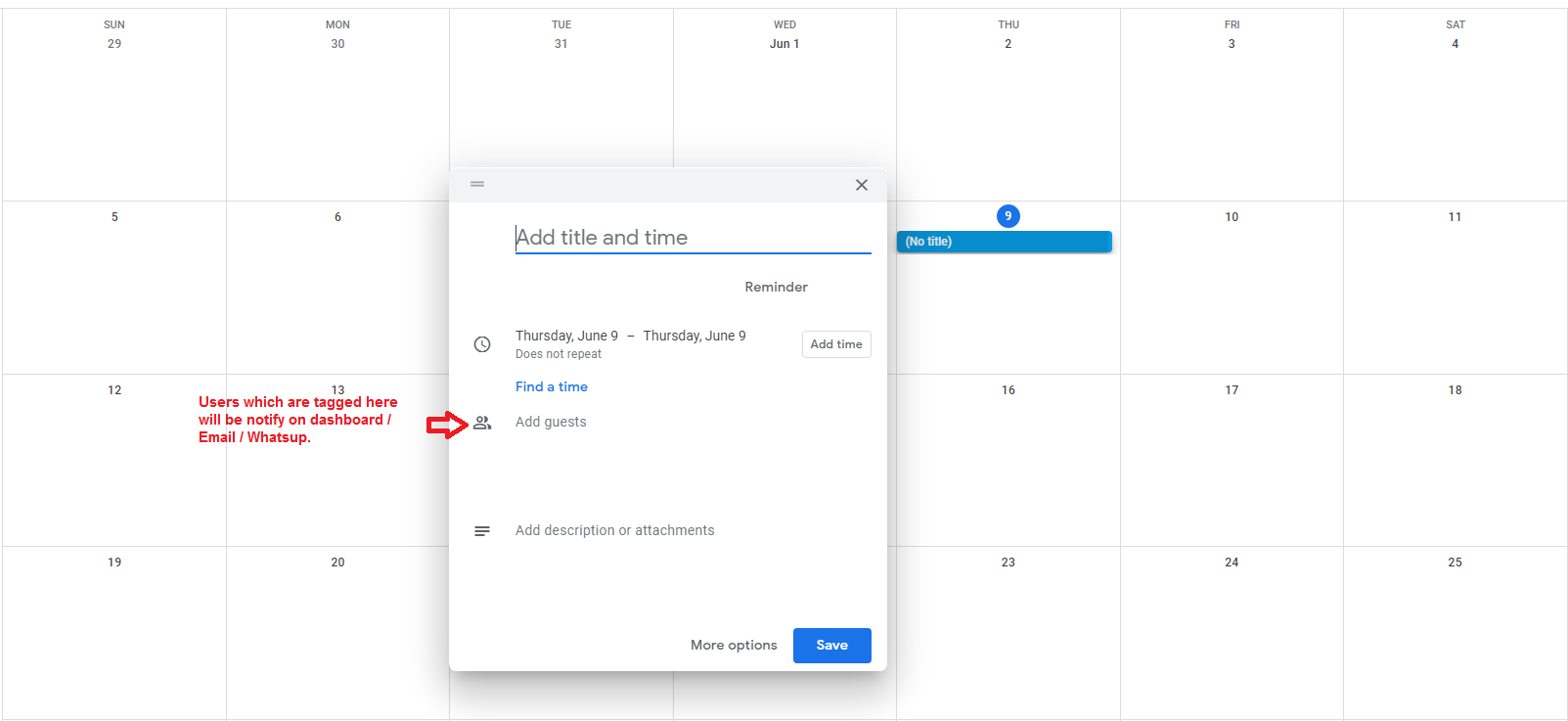
To remind HOD/User if any necessary action to be taken against employees on selected date & time.

**Requirements:**

Need a System / Module / Process, where Login User can Add Task / Notification from their Dashboard for future reference.

**Process:**

HOD/user can input notification on calendar as shown below



**Following functionalities will be there**

* Task/Notification can be viewed in Calendar on Dashboard.
* Attachments formats will be image & pdf
* Following Tagging will be done Company, Users, Employee and Department
* Task / Notification can also be shared to other users for View Only.
* Task will be displayed on Calendar at Notify date for owner of Task and Guest Users defined.
* Print Reminder
* Owner user can able to update / delete / complete the Task.
* HOD / USER will be able to filter notification by Employee, Date Range, Users,
* Notification will not base on Fiscal Year.
* User can only view notifications of company of which he/she have access.

**Any Change in current running project?**

No! there will be change in current running project. This is just a notification module it will not affect any other page on website

**Estimated Hrs:** 26Hours

**Process Flow**

1. Button "Add Notification" will be provided on Dashboard.
2. Clicking on the Button will open modal form.
3. User will enter Notify Date, Title, Guest User and Description.
4. User can add task type (Employee Profile / Registration / Salary) and tag the employee.
5. User can also able to add attachment.
6. Task will be displayed on Calendar at Notify date for owner of Task and Guest Users defined.
7. Calendar needs to be created on Dashboard.
8. On clicking the Task on Calendar, owner can able to update / delete / close the Task.
9. Another detailed screen “Notification List” will be provided like “list view”, which will be used for reporting purpose.
10. On this screen, User can able to filter their own records by date range / task type / status (open / close) on notification list.
11. HOD User will able to filter the records of employees for their department with date range, task type and status on notification list.
12. User / HOD User Can Print the Notifications from Notification List.
13. Sync also needs to be done.

**NOTE:**

1. Attachment will be one sided. Cannot be transfer from one server to another server.
2. Sync can be bi directional. And it will be from where task was created to opposite server.
3. Any update on the Task needs to be done from same server from where it was created.