

## HROne Features for Employees!

- Home - Feed	- Events	1. Birthday	
		2. Work Anniversary	
- Home - Widgets	- Continous Feedback	1. Schedule 1-on-1	
		2. Create an Initiative	
- Home - Widgets	- Inbox	1. All Request	
		2. Bulk Action	
		3. Filter	3.1 Over Due
			3.2 Due Today
			3.3 Due Tomorrow
			3.4 Missed response from me
			3.5 Archived
- Home - Widgets	-Yesterday's Attendance	1. In-Time	
		2. Out-Time	
		3. Working Hours	
		4. View Monthly Attendance	
- Home - Widgets	- Profile Completion	1. Snapshot	
		2. Personal	
		3. Family	
		4. Professional	
		5. Health Insurance	
		6. Previous Employer Details	
		7. Documents	
- Home - Widgets	- Shortcut	1. How to create shortcut	
- Home - Widgets	- Caldendar	1. Raise Request	1.1 On Duty
			1.2 Attendance Regularization
			1.3 Apply Leave
- Home - Widgets	- Planned Leaves of Team Members		
- Home - Widgets	- Leave Balance	1. Bereavement Leave (BL)	
		2. Casual Leave (CL)	
		3. Compensatory Off (CO)	
		4. Marriage Leave (MRL)	
		5. Maternity leave (ML)	
		6. Paid Leave	
		7. Paternity Leave	
		8. Sick Leave	
- Inbox	1. All Request		
	2. Bulk Action		
	3. Filter	3.1 Over Due	
		3.2 Due Today	
		3.3 Due Tomorrow	
		3.4 Missed response from me	
		3.5 Archived	

- Requests	1. Attendance Regularization	
	2. Confirm Invest	
	3. Expense	
	3. Expense Advance	
	4. Helpdesk Ticket	
	5. Job Opening	
	6. Leave	
	7. Loan	
	8. Mark Attendance	
	9. On Duty	
	10 . Propose Invest	
	11. Reimbursement	
	12. Resignation	
	13. Restricted Holiday	
	14. Short Leave	
-More	1. Attendance	
	2. CTC	
	3. Goal & Initiatives	
	3. Holiday Calendar	
	4. HR Handbook	
	5. Leave Balance	
	6. Letter	
	7. Payslip	
	8. Profile	
	9. Requests	
	10. Logout	