

# Admin & Employee Dashboard

## MAIN MENU

 **Dashboard**



 Admin Dashboard



 Employee Dashboard

## HRM

 Branch

 Employees



To view the Admin Dashboard or  
Employee Dashboard,  
**Click these Buttons**

# Admin & Employee Dashboard

The screenshot displays the Admin & Employee Dashboard interface. At the top, a header bar includes the title 'Admin & Employee Dashboard', a user welcome message 'Welcome Back, Juan Dela Cruz', and navigation links for 'Dashboard' and 'Admin Dashboard'. On the right, there are buttons for 'Export', '2025', 'Add Employee', 'Add Branches', and a gear icon for settings.

The main content area is divided into several sections:

- Total Employees:** Shows 16 total employees with an active rate of 100.0%.
- Present Today:** Shows 1 employee present today with an attendance rate of 6.3%.
- Late Arrivals:** Shows 1 late arrival with a late rate of 6.3%.
- Employees on Leave:** Shows 0 employees on leave with a leave status of 'On Leave'.

**Birthdays:** A section showing 'Today' and 'Upcoming Birthdays' with no results.

**Attendance:** A central gauge chart titled 'Attendance' showing a total of 3. The chart is divided into three segments: Present (33%), Late (33%), and Absent (33%). Below the chart, a legend defines the colors: green for Present, dark blue for Late, yellow for Official Business, and red for Absent. A note indicates 'No Clock-in Today' with a 'View Details' link.

**Clock-In/Out:** A section showing employee clock-in details. It lists 'Cathy Smith' (Human Resource) clocked in at 10:17 AM and 'Juan Dela Cruz' (Customer Support) clocked in at 5:46 PM with a duration of 8 hr 46 min.

- **Admin Dashboard** – Provides a quick overview of key company metrics, including:
  - Total employees
  - Employees on leave
  - Team birthdays
  - Attendance overview
  - Payroll summary
  - Overtime statistics

# Admin & Employee Dashboard

**Employee Dashboard**

Home / Dashboard / Employee Dashboard

Export 25-11-2025 ⋮

**Juan Dela Cruz**  
Support Lead Customer Support

Employee ID: JDGI-0001  
Phone Number: 09876543210  
Email Address: juandc@gmail.com  
Reporting To: Juan Dela Cruz  
Joined on: July 31, 2025

**Attendance Details**

November 2025

On Time: 0, Late: 1, Undertime: 0, Absent: 0

Total: 1

**Leave Details**

Total Leaves: 25.00 Pending: 3

Approved: 0 Rejected: 0

Worked Days: 1 Absents: 0

Apply New Leave

**Monthly Attendance (2025)**

2025

Month	Attendance
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0
Jul	0
Aug	0
Sep	0
Oct	0
Nov	1
Dec	0

**Team Birthday**

No Birthdays Today

**Next Holiday**  
Bonifacio Day, 30 Nov 2025 View All

**Today**  
Office Shift 09:00:00 - 18:00:00 Tuesday, November 25

**Next Shift**  
Office Shift 09:00:00 - 18:00:00 Wednesday, November 26

- **Employee Dashboard**—Displays employee-specific details such as:
  - Personal information
  - Attendance records
  - Leave credits
  - Monthly attendance summary
  - Team birthdays
  - Upcoming holidays
  - Current and next day shift schedule