



HRDesk

User guide

Updated 16 October 2026

Contents

GETTING STARTED

1. Getting started

OWNER & SETUP

2. Owner setup
3. Licence, payments & AI

EMPLOYEES

4. Managing employees
5. Separation & final settlement

ATTENDANCE & LEAVE

6. Attendance, shifts & overtime
7. Leave

PAYROLL

8. Salary sheets, payslips & festival bonus
9. Loans, income tax, provident fund & expense claims

RECRUITMENT & PERFORMANCE

10. Recruitment
11. Performance, training & assets

FOR EMPLOYEES & MANAGERS

12. For line managers
13. For employees: My desk (self-service)

NOTICES & REPORTS

14. Notice board, SMS & WhatsApp
15. Reports & audit log

HELP

16. Troubleshooting
17. Glossary

Getting started

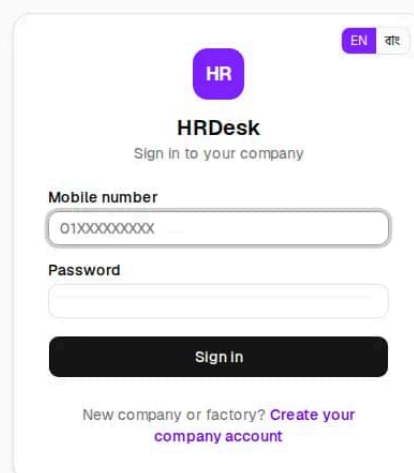
What HRDesk is, signing in, what is where on the screen, the dashboard, switching language and office, your password, which menus each role sees and starting a free trial

HRDesk runs all the HR and payroll work of a company or factory in one place: employee records, daily attendance and shifts, leave, the monthly salary sheet and payslips, festival bonus, loans, income tax, provident fund, recruitment, appraisals and notices. Employees can check in, apply for leave and see their payslips from their own phone. This chapter covers the first-day basics so everyone can start with confidence.

The guide uses the demo company **Padma Textiles & Apparels Ltd.** as its example: a head office in Banani, a factory in Gazipur and about 120 employees.

Signing in

HRDesk runs in a web browser, on a computer or a phone. Chrome or Edge work best. You sign in with your **Mobile number** and **Password**.



Sign-in page

1. Open your company's HRDesk address in the browser. The page says "Sign in to your company".

2. Type your 11-digit number in **Mobile number** (for example 01XXXXXXXXX).

3. Type your **Password**.

4. Press **Sign in**.

There are two kinds of login:

- **Staff logins** (owner, HR, payroll/accounts, line managers) are created by the owner or HR manager on the **Users & roles** page (see Owner setup).
- **Employee self-service logins** are created by HR from the employee's record with **Create login**.
The employee's mobile number is the login; a 6-digit password goes out by SMS, or HR hands it over if SMS is not set up.

After signing in, each person lands on the page for their main job:

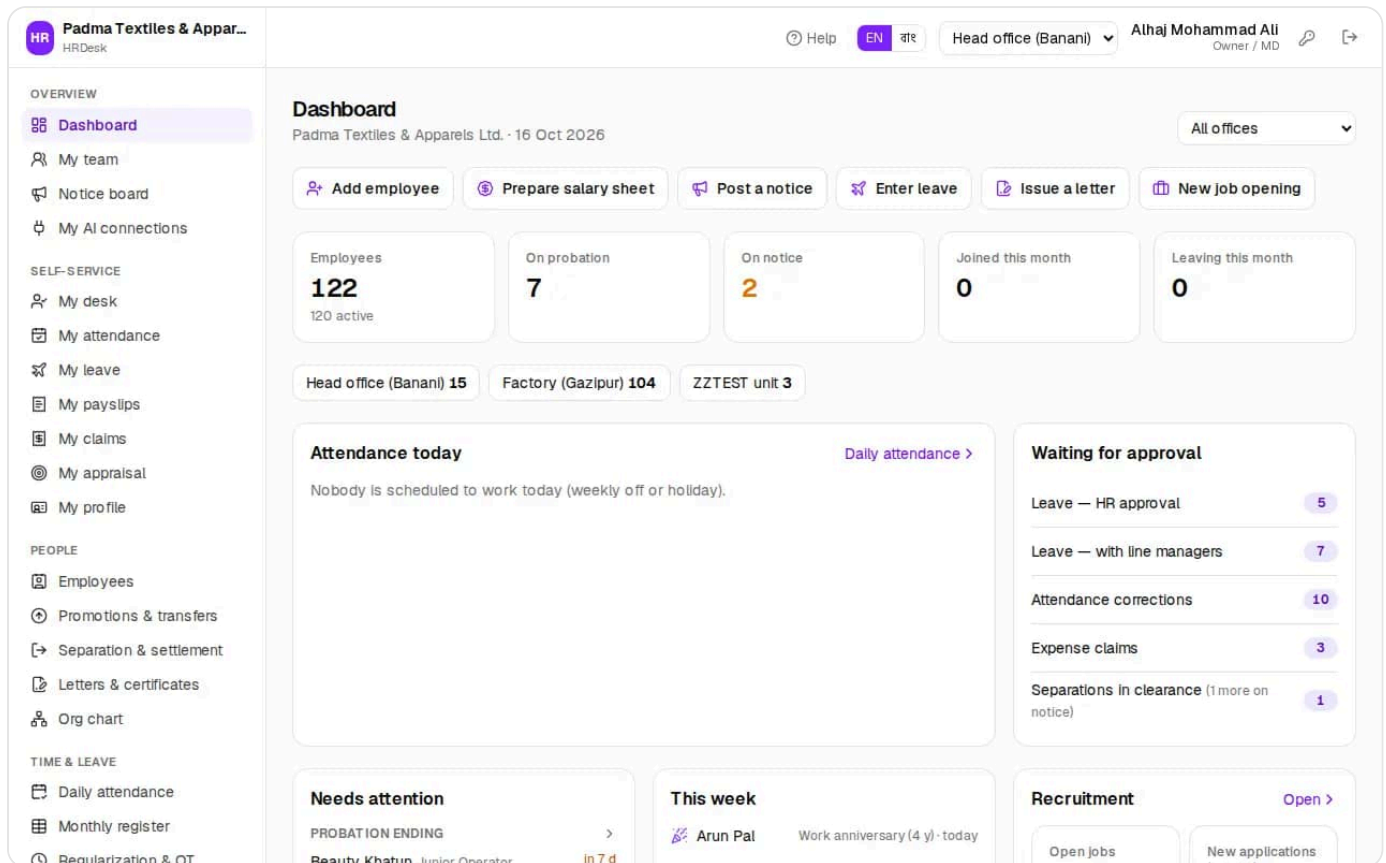
Role	Page that opens after sign-in
Owner / MD, HR manager, HR officer	Dashboard
Payroll / accounts	Salary sheets
Line manager	My team
Employee (for example sewing operator Rupa Akter)	My desk

Note

A wrong number or password shows "Wrong phone number or password". After 10 wrong tries in 15 minutes you see "Too many attempts. Wait 15 minutes and try again." "This account is disabled. Contact your company's owner or HR manager." means your login has been deactivated; ask HR.

The sign-in page has an **EN | বাংলা** switch in the top right corner, so you can pick the language before signing in.

The screen layout



Dashboard

Left menu (sidebar): the company name at the top, then the menu in sections — **Overview**, **Self-service**, **People**, **Time & leave**, **Payroll**, **Talent** (recruitment, performance, training, assets) and **Admin**. The page you are on is highlighted in violet. Menus your role may not use are not shown at all, and modules that are not in the company's licence are hidden too.

Top bar (header), from left to right:

- **Help** (the question-mark icon) — opens the guide chapter for the page you are on, in a new tab, so half-done work is not lost.
- **EN | বাংলা** — the language switch.
- The office / factory name, or a drop-down if you work in more than one.
- Your name and role (for example "HR manager").
- The key icon — change your own password.
- The door-shaped icon — sign out. Always use it before you leave a shared computer.

Yellow banner at the top: when the licence has ended but is still in its grace days, every page shows "Your licence has expired. HRDesk keeps working until (date); please renew." with a **Details** link. What to do is in Licence, payments & AI.

Reading the dashboard

Under the **Dashboard** title you see the company name and today's date. Below it are shortcut buttons for your role: **Add employee, Prepare salary sheet, Post a notice, Enter leave, Issue a letter, New job opening**. Each person only sees the buttons their role allows.

HR part (owner, HR manager, HR officer):

- Tiles at the top: **Employees, On probation, On notice, Joined this month, Leaving this month**. With more than one office, the headcount of each office follows; click one to open that office's employee list.
- **Attendance today: Present, Late, Absent, On leave, Not yet in**. Click a box to open that list on **Daily attendance**.
- **Waiting for approval**: leave waiting for HR, leave still with line managers, **Attendance corrections**, expense claims and separations in clearance.
- **Needs attention**: probation and contracts ending, and documents expiring, in the next 30 days.
- **This week** (birthdays and work anniversaries), **Recruitment, Upcoming holidays** and **Latest notices**.

Payroll part (owner, HR manager, payroll/accounts): last month's payroll cost compared with the month before, **Loans & advances outstanding, Approved claims to pay**, TDS deducted this income year, the status of each office's salary sheets, and the next Eid or Puja under **Festival bonus**. A yellow warning appears if no bonus run exists yet before the festival.

Line managers see **My team today**: how many of their team are in, late, absent or on leave, and how many requests are **Waiting for me**.

People who are not tied to one office get a drop-down at the top right of the dashboard: **All offices** shows the whole company, or pick one office.

Switching language

1. Find the **EN | বাংলা** switch in the header.
2. Press **বাংলা** for Bangla or **EN** for English.

The whole app changes at once, and your choice is saved on your account. People who have never picked a language see the company's **Default language (Settings > Language)**. A few texts have no Bangla translation yet and still show in English.

Switching office / factory

Each office or factory has its own employees, attendance and salary sheet. Departments, grades and policies are shared.

1. Open the office drop-down in the header (for example **Head office (Banani)** or **Factory (Gazipur)**).
2. Pick the office you are working on. The page reloads.

If you see just an office name and no drop-down, your login is limited to that one office — in the demo, HR officer Shahidul Islam sees only the Gazipur factory.

Changing your password

Everyone can change their own password. Employees should change the password they first received by SMS.

The screenshot shows the HRDesk web application interface. The header includes the company name 'Padma Textiles & Appar...' and 'HRDesk', a help icon, language options 'EN' and 'বাং', a dropdown menu for 'Head office (Banani)', and the user's name 'Tanvir Hasan' with the role 'HR officer'. The left sidebar contains a navigation menu with sections: OVERVIEW (Dashboard, My team, Notice board, My AI connections), SELF-SERVICE (My desk, My attendance, My leave, My payslips, My claims, My appraisal, My profile), PEOPLE (Employees, Letters & certificates, Org chart), and TIME & LEAVE (Daily attendance, Monthly register, Regularization & OT, Shift roster, Devices & Import). The main content area is titled 'Change my password' and includes a warning: 'Tanvir Hasan · 01600000003. Other devices will be signed out.' Below this is a form with three input fields: 'Current password', 'New password', and 'Repeat new password'. A note 'At least 6 characters.' is positioned between the 'New password' and 'Repeat new password' fields. A 'Change password' button is located at the bottom of the form.

Change password

1. Press the key icon in the header (owners and HR managers can also use the **My password** button on **Settings**).
2. Type your **Current password**.
3. Type a **New password** — at least 6 characters.

4. Type it again in **Repeat new password**.

5. Press **Change password**. "Password changed" means it worked.

You stay signed in on this device; every other device is signed out.

Note

"The new passwords don't match" means the last two boxes differ. Forgot your old password? Staff ask the owner or HR manager (they set a new one in **Users & roles**); employees ask HR (**Reset password** on the **Login** tab of their employee record).

What each role sees

Every user has exactly one role. The role decides which menus appear and which buttons work.

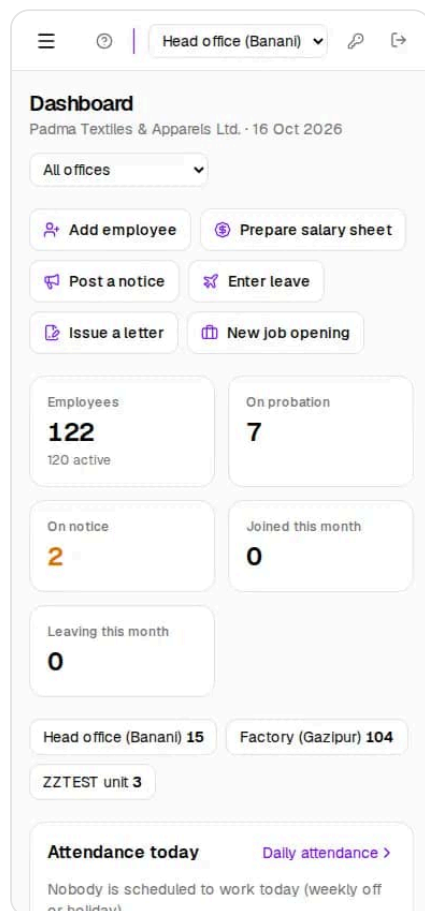
Role	Main work	In the sidebar
Owner / MD	Everything	Every menu, including Integrations and Online payments
HR manager	All of HR: employees, promotions, separations, final leave approval, approving salary sheets, settings, users	Everything except Integrations and Online payments
HR officer	Adding and editing employees, attendance, rosters, devices, leave, letters, recruitment, training, assets, notices, SMS	People, Time & leave , most of Talent, Reports, SMS & WhatsApp ; no payroll menus
Payroll / accounts	Preparing and paying salary sheets, festival bonus, loans, income tax, provident fund, expense claims	Employees, Daily attendance, Monthly register , the whole Payroll section, Reports
Line manager	Their own team only: attendance, first-step leave and overtime approval, claims, appraisals	My team , their team's Employees and attendance, Leave requests, Expense claims, Recruitment, Performance
Employee	Own attendance, leave, payslips, claims, appraisal, profile	Only Notice board and Self-service

All staff roles also see the **Self-service** section (**My desk, My attendance, My leave, My payslips ...**) because they are employees too. The employee role has no dashboard.

If a page shows **No access**, it is not meant for your role; ask the owner or HR manager to change your role if you really need it. The full permission list is under **What each role can do** at the bottom of **Users & roles**.

Using HRDesk on a phone

There is no separate app to install; HRDesk works in the phone's browser.

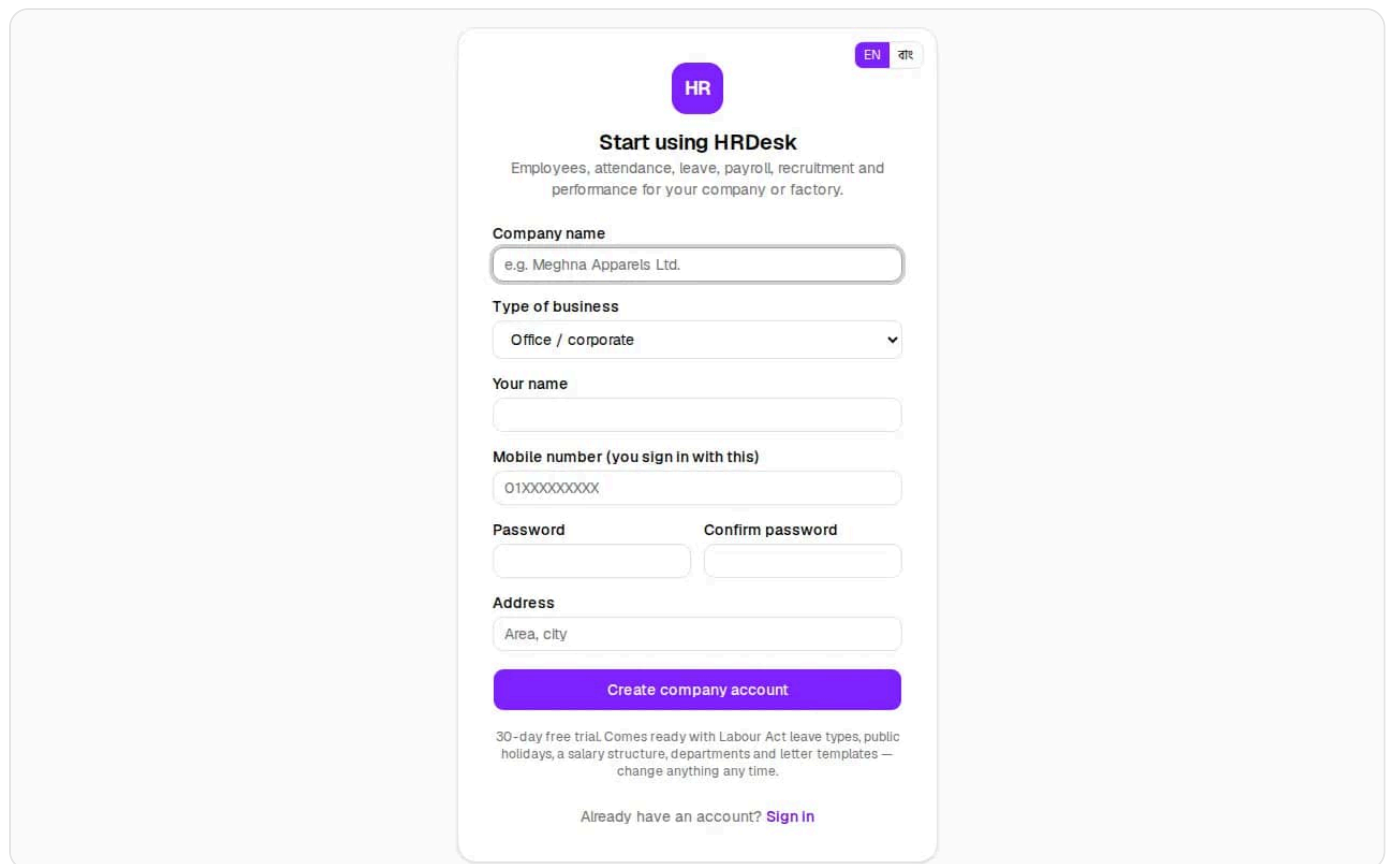


Dashboard on a phone

- The sidebar is hidden. Tap the three-line (≡) button at the top left to open the menu; it closes by itself when you pick a page.
- To save space, **Help** shows only as the question-mark icon, and your name and role are hidden.
- Swipe wide tables (such as a salary sheet) left and right.
- Employees can check in from their phone if the company keeps **Phone check-in** on — see Employee self-service.

Starting a free trial

A new company can start HRDesk on its own. On the sign-in page press **Create your company account**.



EN

HR

Start using HRDesk

Employees, attendance, leave, payroll, recruitment and performance for your company or factory.

Company name

e.g. Meghna Apparels Ltd.

Type of business

Office / corporate

Your name

Mobile number (you sign in with this)

01XXXXXXXX

Password

Confirm password

Address

Area, city

Create company account

30-day free trial. Comes ready with Labour Act leave types, public holidays, a salary structure, departments and letter templates — change anything any time.

Already have an account? [Sign In](#)

Create a company account

1. Type the **Company name**.
2. Choose the **Type of business**, for example **Garments / factory** or **Office / corporate**. The starter setup depends on it (see below).
3. Enter **Your name** and **Mobile number (you sign in with this)**.
4. Enter **Password** and **Confirm password** (at least 6 characters). **Address** is optional.
5. Press **Create company account**. After a few seconds you are signed in as the owner, on the dashboard.

A 30-day free trial starts. HRDesk comes ready with:

What	Garments / factory	Every other type
First office	"Factory" (code FAC)	"Head office" (code HO)

What	Garments / factory	Every other type
Salary structure	The Dec 2023 garments minimum-wage structure (medical ₹750, transport ₹450, food ₹1,250, house rent 50% of basic)	Basic 60% of gross, plus house rent, medical and conveyance
Shifts	General (8–5) and Night (20–05)	General (9–6)
Grades	Worker Grade 1–4 and Staff — Officer	M1, M2, E1, E2, S1
Departments and designations	Cutting, Sewing, Finishing, Quality ... / Sewing Operator, Helper, Line Chief ...	Management, HR, Finance, Sales ... / Manager, Executive ...
Policy	Attendance bonus ₹450; every 3 late days deduct one day's basic	Standard defaults

Both get the Labour Act leave types (casual 10 days, sick 14 days, earned leave 1 day per 18 days worked, maternity 112 days, leave without pay), this year's public holidays and letter templates (appointment, confirmation, promotion, experience certificate and more). You can change all of it later.

Tip

Right after the trial starts, work through the checklist in Owner setup. Eid and Puja dates move every year, so check them on the **Holidays** page.

Where to go next

- Owners and HR managers: Owner setup, then Employees.
- Attendance and leave: Attendance and Leave.
- Payroll / accounts: Payroll and Loans, tax & PF.
- Line managers: For line managers.
- Employees: Employee self-service.
- When something goes wrong: Troubleshooting. Unfamiliar words: Glossary.

Owner setup

Company profile, HR policy (weekly off, overtime, payroll, festival bonus, provident fund, tax, gratuity), offices and factories, departments, designations, grades, holidays, and users and roles

Before the first salary sheet a few things are set up once: the company's name and address, offices and factories, departments and designations, holidays, the HR policy and staff logins. This chapter walks through each of them. The licence, online payments, the SMS gateway and AI assistants are in Licence, payments & AI.

Who can do what:

Page	Owner	HR manager
Settings, Offices & factories	✓	✓
Organisation setup (departments, designations, grades, holidays ...)	✓	✓
Users & roles	✓	✓, but cannot make anyone an owner or change an owner's account
Integrations, Online payments	✓	—

First-day checklist

1. In **Settings**, fill in the company profile and the HR policy (below).
2. Add every office, factory and warehouse in **Offices & factories**; set a location if you want phone check-in (below).
3. Check departments, designations and grades in **Organisation setup** (below).
4. Fix this year's Eid and Puja dates on **Holidays** (below).
5. Look over shifts, leave types and the salary structure (where the other rules live).
6. Add your employees (Employees), then give staff their logins (below).

Company profile

Open **Admin > Settings** in the sidebar.

HR

Padma Textiles & Appar...

HRDesk

Help

EN

Head office (Banani)

Alhaj Mohammad Ali

Owner / MD

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Settings

Company profile and the HR policy used for attendance, overtime, payroll, bonuses and benefits.

Offices & factories

AI assistants (MCP)

Users & roles

Organisation setup

Integrations

Online payments

My password

SUBSCRIPTION

Pro plan

Active

Renews / expires 12 Oct 2027 (361 days left) · 3 offices / factories · 9 active users

To upgrade or renew, contact support.

Licence & features

What your JonakiSoft licence includes. It is checked once a day and updated at once when JonakiSoft changes it.

Licence status

Licence server not connected (all standard features)

TIME & LEAVE

Leave management

Shift roster

Phone check-in (GPS)

PAYROLL

Payroll & salary sheets

Loans & advances

Provident fund ledger

EMPLOYEES

Separation & final settlement

Notice board

TALENT

Recruitment

Performance appraisal

Regularization & overtime requests

Attendance devices & import (ZKTeco)

Festival bonus

Income tax (declarations & certificates)

Expense claims

Letters & certificates

Public careers page & online applications

Training

Settings page

The buttons at the top open **Offices & factories**, **AI assistants (MCP)**, **Users & roles**, **Organisation setup** and **My password** (the owner also sees **Integrations** and **Online payments**). Below them the **Subscription** box shows the plan, expiry, number of offices and active users, followed by **Licence & features** (see Licence, payments & AI).

The **Company profile** is printed on payslips, letters, ID cards and the careers page.

1. Fill in **Company name** (required) and, if you like, **Company name in Bangla**.
2. **Type of business, Phone, Email, Website, Address**.
3. **Trade licence no., Company e-TIN** (printed on salary TDS certificates) and **VAT registration (BIN)**.
4. Press **Save profile**.

Warning

The profile and the policy are two separate forms. The profile has **Save profile**; the policy below has the floating **Save settings** button at the bottom right. Pressing one does not save changes made in the other.

HRDesk

13 / 155

HR policy

The sections below the profile decide how attendance, overtime and pay are calculated. Each field names the Labour Act section it follows. Press **Save settings** when done.

Work week & attendance

- **Weekly off days** — for example just **Fri**. An employee's own off day, set on their record, overrides this.
- **Late days per one day's deduction** — 3 means every 3 late days deduct one day's basic. 0 = never deduct.
- **Phone check-in** — employees may clock in and out from their phone.
- **Only at the office (geofence)** — when on, a phone check-in needs location turned on and must be inside the office's radius.

Overtime: Pay overtime, Rate (% of hourly basic) (200 = double), **Hourly rate divisor** (usually 208) and **Most overtime counted a day (hours)**. Only employees marked "overtime eligible" on their record get it.

Payroll: Salary month starts on day (1 = calendar month, 21 = 21st to 20th), **One absent day deducts (A day's basic or A day's gross)**, **Attendance bonus (b)** and **Payslip footer**.

Festival bonus: Each bonus (% of basic), **Service needed (months)** and **Pro-rata bonus for newer employees**.

Provident fund: Company has a provident fund, Employee share and **Company share (% of basic)**, **Eligible after (months)**. Who is a member is set on each employee's record.

Income tax: Deduct monthly tax from salary. Each employee's investment declaration reduces the tax (Loans, tax & PF).

Gratuity: Pay gratuity on separation, Days' basic per year of service, Minimum years of service.

Probation & notice: the default **Probation (months)** for new joiners and **Resignation notice (days)**.

Careers page: with **Show the careers page** on, open jobs are listed on a public page (Recruitment).

Language: everyone's **Default language**. Each person can still pick their own.

The demo company Padma Textiles uses: Friday off, one day's basic deducted per 3 late days, overtime at double rate capped at 2 hours a day, ₹450 attendance bonus, festival bonus 100% of basic, provident fund 10% + 10%.

Note

Policy changes apply to salary sheets prepared or recalculated afterwards; approved and locked sheets do not change. Switching a module off in the licence never changes the overtime, tax, PF or gratuity maths.

Offices & factories

Open **Admin > Offices & factories**. Each office has its own employees, attendance and salary sheet; departments, grades and policies are shared.

HR Padma Textiles & Appar...
HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help EN বাংলা

Head office (Banani)

Alhaj Mohammad Ali
Owner / MD

Offices & factories

Each office or factory has its own employees, attendance and salary sheet. Departments, grades and policies are shared.

+ Add office / factory

Name	Kind	Phone	Geofence	Employees	Users only here
Head office (Banani) HQ House 42, Road 11, Banani, Dhaka 1213	Office	01600000000	150 m radius	15	1
Factory (Gazipur) FAC Plot 7, BSCIC Industrial Area, Konabari, Gazipur	Factory	01600000010	300 m radius	104	2
ZZTEST unit ZZT	Factory		200 m radius	3	0

Users not tied to an office (6) can switch between all offices and factories.

Offices & factories

1. Press **Add office / factory**.
2. Enter the **Name** (for example *Factory (Gazipur)*) and a **Code** of 2–6 letters or digits (for example **GZP**).
3. Pick the **Kind** — **Office, Factory, Warehouse, Project site** or **Outlet / shop** — then **Phone** and **Address**.
4. **Phone check-in area (geofence)**: stand at the office gate and press **Use my current location**, or paste the **Latitude** and **Longitude** from Google Maps. **Radius (m)** is 20 to 5000; the default is 200. Leave blank for no geofence.
5. Press **Save**.

The list shows each office's employees, its **Geofence** (click to open Google Maps) and **Users only here**. Use the pencil icon to edit.

Warning

If the geofence is required but an office has no location yet, a yellow warning appears under the list. Employees of that office are not distance-checked; their phone only needs location turned on.

To close an office, edit it and untick **Active**. HRDesk refuses until every employee has been transferred out and the users tied only to that office have been moved; at least one office must stay active.

Organisation setup

Admin > Organisation setup is a hub. Each card shows how many entries it has: **Departments**, **Designations**, **Grades**, **Salary structure**, **Shifts**, **Leave types**, **Holidays**, **Letter templates** and the **Org chart**. The **HR policy settings** link at the top goes to Settings.

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

Organisation setup

The building blocks every employee, attendance day and payslip uses. Change them any time; rows in use are deactivated, not deleted.

HR policy settings

Departments

13

Departments, sections and lines with their heads.

Designations

23

Job titles, each linked to a pay grade.

Grades

5

Pay grades with a salary band (minimum and maximum gross).

Salary structure

5

How a gross salary splits into basic, house rent, medical, conveyance ...

Shifts

3

Working hours, grace time, half day and overtime rules. Night shifts allowed.

Leave types

5

Casual, sick, earned, maternity ... as per the Labour Act or better.

Holidays

19

Public, festival and company holidays for 2026.

Letter templates

11

Appointment, confirmation, increment, experience and other letters.

Org chart

Who reports to whom.

Organisation setup

One rule for all these lists: pressing **Remove** on a department, designation or grade that an employee uses deactivates it instead of deleting it ("... is in use, so it will be deactivated"). Inactive entries are hidden from new selections but stay on old records.

HRDesk

16 / 155

Departments

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

Departments

Departments, sections and lines. Employees, notices and job openings are linked to them.

+ Add department

Organisation setup

Departments

Designations

Grades

Salary structure

Shifts

Leave types

Holidays

Letter templates

Department	Code	Head	Employees		
Admin & Security		Babul Khan	10		
Cutting		Shapla Rahman	11		
Finance & Accounts		Mizanur Rahman	2		
Finishing		Selim Molla	13		
Human Resources & Compliance		Farzana Haque	3		
IT		Masud Uddin	1		
Maintenance		Beauty Khatun	5		
Management		Alhaj Mohammad Ali	1		
Merchandising		Sabrina Chowdhury	5		
Quality		Ratan Saha	9		
Sales & Marketing		Taslima Akter	1		
Sewing		Abdul Kader Bhuiyan	54		

Departments

1. Open **Departments** and press **Add department**.

2. Enter the **Department name**, **Code** and **Name in Bangla**.

3. For a section or production line, choose **Under (parent department)** — for example *Line 3* under Sewing.

4. **Head of department**: search for and pick the employee. They approve leave for employees in this department who have no reporting manager.

5. Press **Save**.

Designations and grades

In **Grades**, each grade has a **Minimum gross (৳)** and **Maximum gross (৳)** (0 or blank = no ceiling). For garments, the minimum is the grade's minimum wage — *Worker Grade 4* is ৳12,500. **Order** sets the sort order.

HRDesk

17 / 155

HR Padma Textiles & Appar...
HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

HelpENবাংলা

Head office (Banani)

Farzana Haque
HR manager

Grades

Pay grades with a salary band (minimum and maximum monthly gross).

+ Add grade

Organisation setupDepartmentsDesignationsGradesSalary structureShiftsLeave typesHolidaysLetter templates

Grade	Minimum gross	Maximum gross	Designations	Employees	
Staff — Officer	৳25,000	No ceiling	13	22	
Worker Grade 1	৳14,750	No ceiling	1	10	
Worker Grade 2	৳13,550	No ceiling	4	35	
Worker Grade 3	৳13,025	No ceiling	2	16	
Worker Grade 4	৳12,500	No ceiling	3	36	

Grades

In **Designations**, press **Add designation**, enter the name (for example *Sewing Operator*), **Name in Bangla** and **Grade**. New employees with this designation start in that grade. Designations are printed on employee records, ID cards and letters.

Holidays

Organisation setup > Holidays lists the paid holidays. Attendance marks these days as holidays, and work on them counts as holiday duty.

HRDesk

18 / 155

HR

Padma Textiles & Appar...

HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Holidays

Paid holidays. Attendance marks these days as holidays, and work on them counts as holiday duty.

Add 2026's public holidays

+ Add holiday

Organisation setup

Departments

Designations

Grades

Salary structure

Shifts

Leave types

Holidays

Letter templates

< 2026 >

Holidays listed

19

Festival days

11 / 11

Meets the 11 festival days the law requires

Eid, Puja and other lunar holidays move every year. Check the dates against the government gazette and adjust them here.

Date	Holiday	Kind	Applies to
21 Feb 2026 Sat	Shaheed Day & International Mother Language Day	Public holiday	All
19 Mar 2026 Thu	Eid-ul-Fitr	Festival holiday	All
20 Mar 2026 Fri	Eid-ul-Fitr	Festival holiday	All
21 Mar 2026 Sat	Eid-ul-Fitr	Festival holiday	All
26 Mar 2026 Thu	Independence Day	Public holiday	All
14 Apr 2026 Tue	Pohela Boishakh (Bangla New Year)	Festival holiday	All
01 May 2026 Fri	May Day	Public holiday	All

Holidays

1. Choose the year with the arrows.
2. At the start of the year press the **Add 2027's public holidays** button (it names the year you are looking at). Holidays already listed are skipped.
3. Add the rest with **Add holiday: Date, Kind (Public holiday, Festival holiday, Company holiday), Holiday** (the name) and **Applies to** (all offices, or just one).
4. For a holiday of several days (such as 3 days of Eid), add one row per day.

The **Festival days** tile shows how many of the 11 festival days the Labour Act requires (s.118) you give; it turns yellow when short. The dashboard's **Festival bonus** panel uses these festival days too.

Warning

Eid, Puja and other lunar holidays move every year. When the government gazette comes out, check the dates and fix them with the pencil icon. Deleting a holiday (the bin icon) happens at once.

Users & roles

Admin > Users & roles lists everyone who can sign in: mobile, role, office, linked **Employee record**, language and **Last sign-in**.

HR

Padma Textiles & Appar...
HRDesk

Help

EN

Head office (Banani)

Alhaj Mohammad Ali
Owner / MD

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Users & roles

Everyone who can sign in. Each user has one role and may be limited to one office or factory. Employees get their self-service login from their employee record.

+ Add user

Name	Mobile	Role	Office / factory	Employee record	Language
Alhaj Mohammad Ali Managing Director	01600000001	Owner / MD	All	EMP-0001 · Alhaj Mohammad Ali Unlink	Compan
Farzana Haque HR Manager	01600000002	HR manager	All	EMP-0002 · Farzana Haque Unlink	Compan
Shahidul Islam HR & Compliance Officer	01600000009	HR officer	Factory (Gazipur)	EMP-0009 · Shahidul Islam Unlink	Compan
Tanvir Hasan HR Executive	01600000003	HR officer	All	EMP-0003 · Tanvir Hasan Unlink	Compan
Mizanur Rahman Accounts Manager	01600000004	Payroll / accounts	All	EMP-0004 · Mizanur Rahman Unlink	Compan
Abdul Kader Bhuiyan Production Manager	01600000005	Line manager	All	EMP-0005 · Abdul Kader Bhuiyan Unlink	Compan
Sabrina Chowdhury Senior Merchandiser	01600000006	Line manager	All	EMP-0006 · Sabrina Chowdhury Unlink	Compan
Nusrat Jahan Merchandiser	01600000007	Employee (self-service)	Head office (Banani)	EMP-0007 · Nusrat Jahan Unlink	Compan
Rupa Akter Sewing Operator	01600000008	Employee (self-service)	Factory (Gazipur)	EMP-0008 · Rupa Akter Unlink	Compan

To change your own password use [My password](#).

Users & roles

A new staff login:

1. Press **Add user**.
2. Enter **Full name**, **Mobile (login)** and optionally **Email**.
3. Choose the **Role**, for example **HR officer** or **Payroll / accounts**.
4. **Office / factory**: leave blank for all offices, or pick one to restrict the user to it.
5. **Language**: blank = the company default.
6. **Designation / signature lines**: printed under the signature on letters and certificates (one line each).
7. Enter a **Password** (at least 6 characters) and press **Save**. Share the password with the user privately.

On each row: the pencil (edit; a role or office change applies from their next click), the key (type a **New password** and press **Set password**; the user is signed out everywhere) and **Deactivate / Activate**. Your own password is not changed here — see Changing your password.

Linking a staff login to an employee record

Staff are employees too, with attendance, leave and payslips. Link their login to their employee record — from either side (owner or HR manager):

- In **Users & roles**, press **Link to employee** in the **Employee record** column, pick the employee and press **Link**. **Unlink** removes the link; the login stays.
- Or on the employee's **Login** tab, press **Link existing login** and pick the login.

The person keeps their role (for example **Line manager**) and also gets self-service. An employee who already has a login, or a login already linked to someone else, is refused — unlink it first.

Tip

For a new person you can also add them as an employee first and press **Create login** on their **Login** tab, then change the **Role** in **Users & roles**.

Rules and limits:

- An HR manager cannot make anyone **Owner / MD**, and cannot edit, reset the password of or deactivate an owner.
- The company needs at least one active owner; you cannot remove your own owner role or deactivate yourself.
- One mobile number = one account.
- Open **What each role can do** at the bottom of the page for the full permission grid.

Where the other rules live

Some rules are not on Settings but on their own pages:

What	Where	Chapter
Leave types: days a year, carry forward, encashment, documents	Organisation setup > Leave types	Leave
Shifts: working hours, grace minutes, half day, night shifts	Organisation setup > Shifts	Attendance
How gross splits into basic, house rent, medical ...	Organisation setup > Salary structure	Payroll
Text of appointment letters, experience certificates ...	Organisation setup > Letter templates	Employees
Who gets overtime, who is a PF member, personal weekly off	Each employee's record	Employees

What	Where	Chapter
SMS / WhatsApp gateway and automatic messages	Integrations (owner only)	Licence, payments & AI

Licence, payments & AI

Your JonakiSoft licence and features, the expiry banner and lock page, online payment accounts, the SMS and WhatsApp gateway, and connecting AI assistants such as Claude or ChatGPT

HRDesk is licensed by JonakiSoft. The licence decides which modules your company can use and for how long. This chapter covers where to see the licence, what happens when it ends, your own payment gateways, the SMS/WhatsApp gateway and AI assistants.

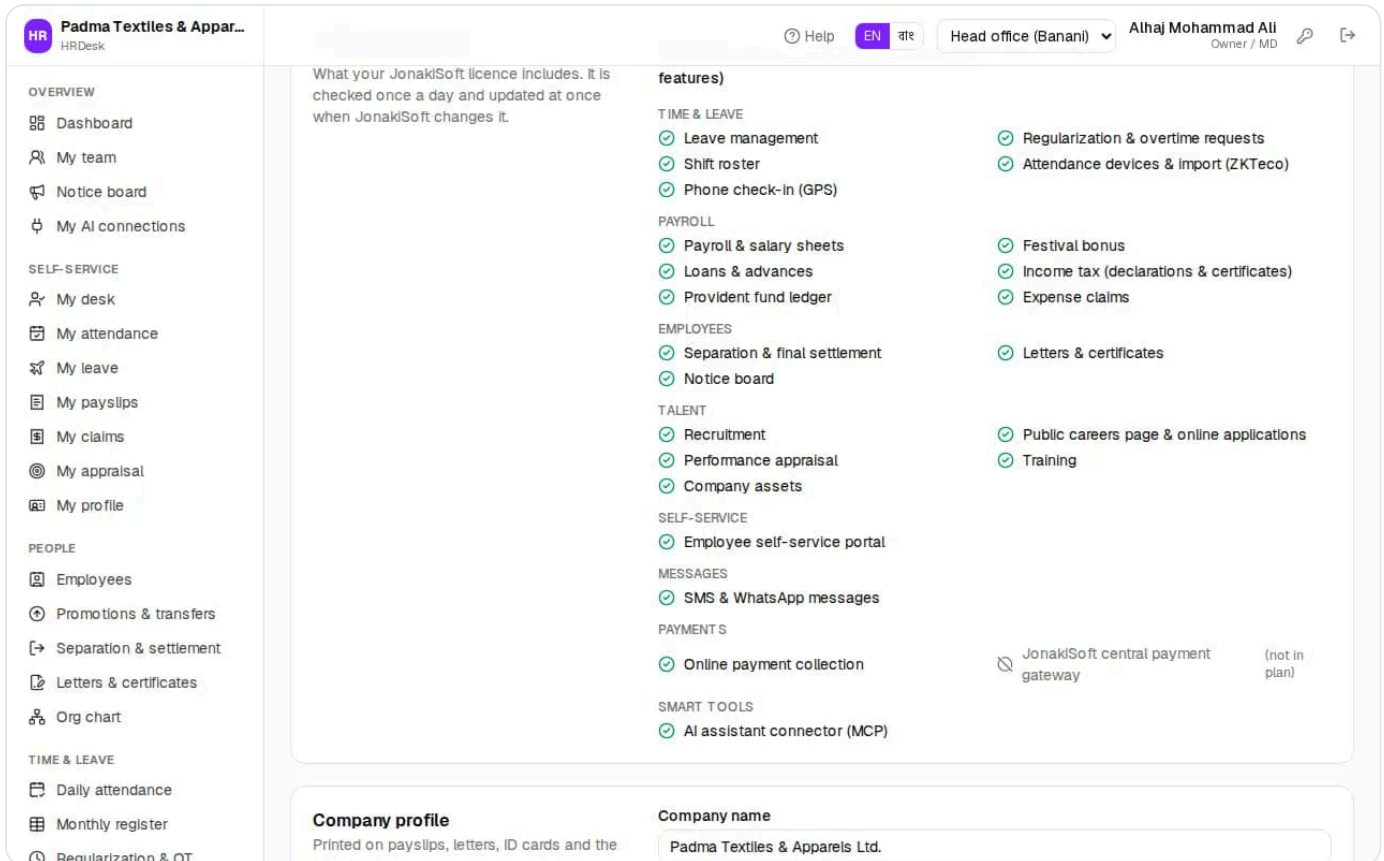
Who can do what:

Page	Owner	HR manager	Other staff
Licence & features on Settings	✓	✓	—
AI assistants (MCP)	✓	✓	—
Integrations (SMS & WhatsApp)	✓	—	—
Online payments	✓	—	—
My AI connections	✓	✓	✓ (HR officer, payroll / accounts, line manager)

Employee (self-service) logins see none of these pages.

Licence & features

Open **Admin > Settings** and scroll down a little to the **Licence & features** box.



Licence & features

- **Licence status:** the state JonakiSoft reports — for example a green **Active**, or a yellow **Grace period** during the grace days. Without a connection to JonakiSoft's server it reads "Licence server not connected (all standard features)"; on the demo company, "Demo company (all standard features)".
- **Plan, Valid until** (plus "grace until ..." when there are grace days) and **Last synced**.
- Below, the modules in groups: **Time & leave, Payroll, Employees, Talent, Self-service, Messages, Payments, Smart tools**. A green tick means on; a grey one says "(not in plan)".

The licence is checked once a day and updated at once when JonakiSoft changes it. To check right now, press **Sync licence now** — the button appears only when your server is connected to the licence server.

Note

The **Subscription** box higher up on the same page shows the plan and expiry date. To upgrade or renew, contact JonakiSoft support; plans cannot be bought from inside HRDesk.

When the licence ends

Grace days: after the licence ends, everything keeps working for a few days. Every page shows a yellow banner: "Your licence has expired. HRDesk keeps working until (date); please renew." **Details** opens a

page with JonakiSoft's phone, WhatsApp and email; **Continue** takes you back to work.

Locked: when the licence is expired, suspended or revoked, signing in shows a lock page such as "Your licence has expired" or "Your licence is suspended". Then:

- No data is deleted. Employees, attendance, leave and payroll are all kept and open again as soon as the licence is active.
- Employee self-service and the public careers page are paused too.
- The owner sees "To renew or reactivate the licence, contact JonakiSoft:"; everyone else sees "Ask your company's owner to renew, or contact JonakiSoft:". The page has only a **Sign out** button.

Warning

Renew as soon as the yellow banner appears, so the month-end salary sheet is not blocked.

Modules switched on and off

JonakiSoft switches modules on or off according to your plan — for example **Leave management**, **Festival bonus**, **Recruitment**, **SMS & WhatsApp messages**, **Phone check-in (GPS)**.

- A switched-off module disappears from the sidebar and from the dashboard shortcuts.
- Opening an old link shows "(module name) is not part of your plan". Everything else keeps working.
- Employees, daily attendance, the monthly register, organisation setup, reports, settings, users and the audit log are in every plan.
- Switching a module off never changes pay maths (overtime, tax, provident fund, gratuity); those follow the policy on **Settings**.

Online payments

Admin > Online payments (owner only) stores the company's own SSLCommerz, bKash and Nagad merchant accounts. HRDesk does not take any money online yet; when it does, the money goes to these accounts.

HR Padma Textiles & Appar...
HRDesk

Help EN **Head office (Banani)** Alhaj Mohammad Ali
Owner / MD

OVERVIEW

- Dashboard
- My team
- Notice board
- My AI connections

SELF-SERVICE

- My desk
- My attendance
- My leave
- My payslips
- My claims
- My appraisal
- My profile

PEOPLE

- Employees
- Promotions & transfers
- Separation & settlement
- Letters & certificates
- Org chart

TIME & LEAVE

- Daily attendance
- Monthly register
- Regularization & OT

Online payments

Your own SSLCommerz, bKash and Nagad merchant accounts. HRDesk does not take payments online yet; when it does, these accounts receive the money.

Which account takes the money

When you set up your own account for a gateway, payments go straight to you. Without one, JonakiSoft's central account may be used if your licence allows it; JonakiSoft then pays the money to you.

SSLCommerz Not available bKash Not available Nagad Not available

Saved passwords and keys are encrypted and never shown again; leave a box empty to keep the saved one. Refunds are made from the gateway's merchant panel.

SSLCommerz — cards, internet banking, mobile wallets Off

☐ Use SSLCommerz ☒ **Sandbox (test mode)**
Turn off when SSLCommerz gives you live credentials.

Store ID Store password

bKash online payment (tokenized checkout) Off Test connection

☐ Use bKash online payment ☒ **Sandbox (test mode)**
Turn off when bKash gives you live credentials.

App key App secret

Username Password

Online payments

The **Which account takes the money** box shows, for each gateway, **Your account**, **JonakiSoft central** (if your licence allows it, payments go to JonakiSoft's account and JonakiSoft pays you) or **Not available**.

1. Tick the gateway you will use: **Use SSLCommerz**, **Use bKash online payment** or **Use Nagad online payment**.
2. Enter what the gateway gave you: SSLCommerz **Store ID** and **Store password**; bKash **App key**, **App secret**, **Username**, **Password**; Nagad **Merchant ID**, **Merchant number**, **Merchant private key**, **Nagad public key**.
3. Keep **Sandbox (test mode)** ticked for test accounts; untick it when you get live credentials.
4. Press **Save payment settings**. For bKash and Nagad, **Test connection** checks the details.

Each box shows its state: **Off**, **Credentials missing**, **On - sandbox** or **Live**. Saved passwords and keys are encrypted and never shown again; leave a box empty to keep the saved one. Refunds are made from the gateway's own merchant panel.

Payments collected by JonakiSoft at the bottom lists money taken through the central account and JonakiSoft's settlement summary (collected, gateway fees, settled, payable). If online payments are not in your plan, a yellow message appears at the top.

SMS & WhatsApp gateway

Only the owner can open **Admin > Integrations**. An HR manager sees "Only the owner can change the SMS gateway." on **Settings**. Without a gateway, messages are still logged and staff can forward them with WhatsApp click-to-chat.

Integrations

SMS gateway:

1. Choose the **Provider: SSL Wireless (SMS Plus), BulkSMSBD or Other (HTTP GET URL)**. **None (log only)** sends no SMS.
2. Enter the **Sender ID / SID** and **API key / token**, plus **API user (if required)**.
3. **API URL** is needed only for "Other"; leave it blank for SSL Wireless or BulkSMSBD.

Automatic messages: tick which events send a message to the employee or candidate: **Salary paid, Leave decisions, Absence alerts, Recruitment**. With Bangla as the **Message language**, one SMS holds only 70 characters, so messages may cost more.

WhatsApp: click-to-chat links always work. To send automatically, choose **WhatsApp Cloud API (Meta)** under **WhatsApp API** and enter the **Phone number ID** and **Permanent access token**. Meta delivers free text only within 24 hours of the person's last message; failures show in the log.

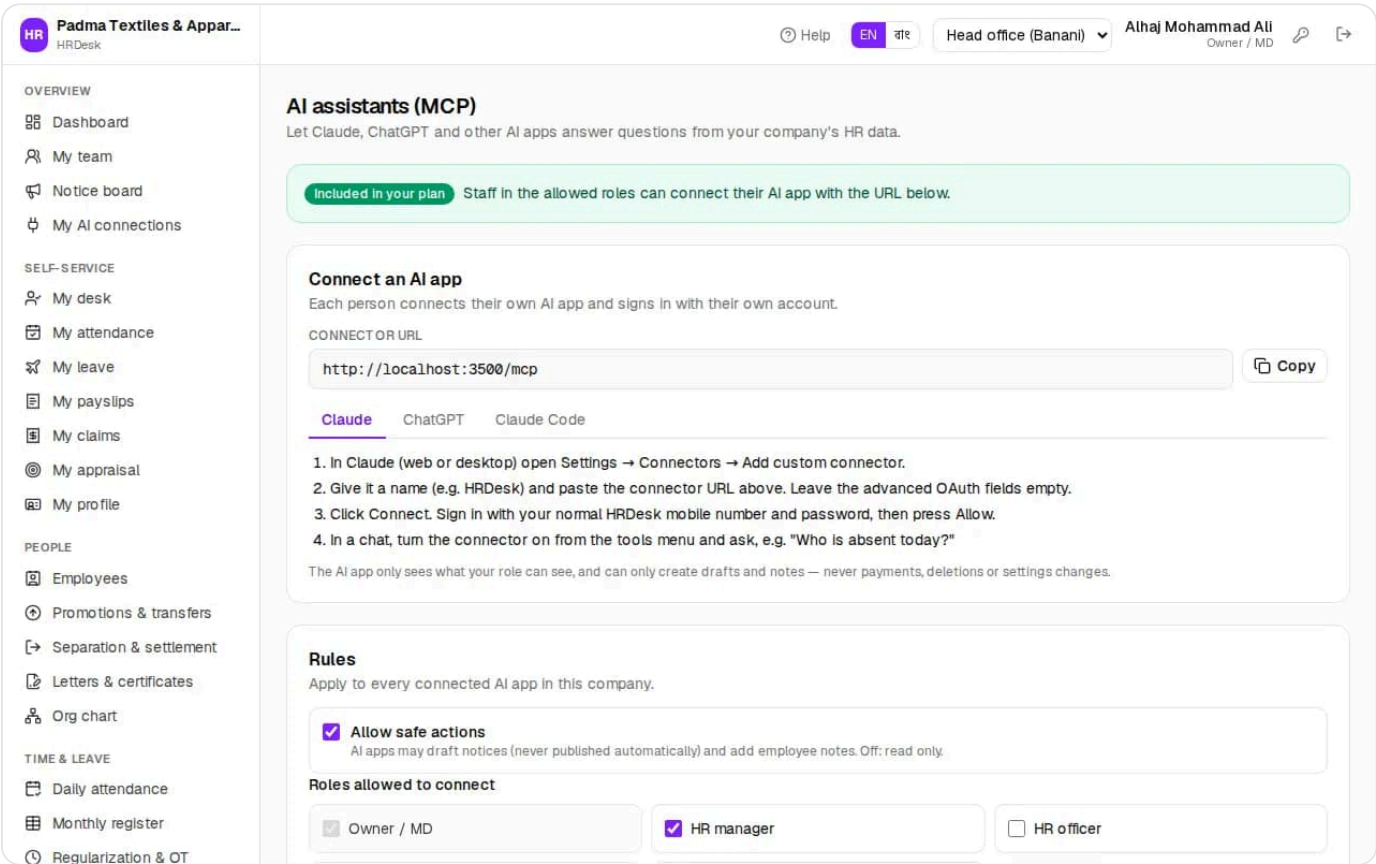
Press **Save messaging settings**. Then in **Send a test** type your own number and press **Send test SMS**; the provider's answer is shown. The test uses the saved settings. The **Message log** button at the top lists every message sent (Notices & SMS).

Tip

With an SMS gateway, employees' self-service passwords are sent by SMS too. Without one, HR has to hand over every password in person.

AI assistants (MCP)

This lets AI apps such as Claude or ChatGPT answer questions from your company's HR data — for example "Who is absent today?". It is sold separately; if it is not in your plan the page shows **Not in your plan**.



AI assistants

The owner or HR manager opens **Admin > AI assistants (MCP)** and sets the **Rules**:

- 1. **Allow safe actions**: when on, AI apps may draft notices (never published automatically) and add employee notes. Off: read only.

2. **Roles allowed to connect:** the owner always can; tick HR manager, HR officer, Payroll / accounts and Line manager as needed. At the start only the owner and HR manager are ticked.
3. Press **Save**.

Connected apps lists which user connected which app, with **Read only** or **Read + safe actions**, and when it was last used; **Revoke** cuts any connection. **Recent activity** shows the last 50 requests from AI apps (kept for 180 days).

Note

An AI app sees only what that user's role can see — line managers only their own team, salary amounts only for payroll roles. It can never pay salaries, approve leave, delete anything or change settings. Employee self-service logins can never connect.

Connecting your own AI app

Each person connects their own AI app to their own account. Open **Overview > My AI connections** in the sidebar (the menu is hidden when AI is not in the plan).

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help

EN

Head office (Banani)

Farzana Haque

HR manager

My AI connections

AI apps (Claude, ChatGPT ...) you have connected to your account.

CONNECTOR URL

http://localhost:3500/mcp

Copy

Claude

ChatGPT

Claude Code

1. In Claude (web or desktop) open Settings → Connectors → Add custom connector.

2. Give it a name (e.g. HRDesk) and paste the connector URL above. Leave the advanced OAuth fields empty.

3. Click Connect. Sign in with your normal HRDesk mobile number and password, then press Allow.

4. In a chat, turn the connector on from the tools menu and ask, e.g. "Who is absent today?"

The AI app only sees what your role can see, and can only create drafts and notes — never payments, deletions or settings changes.

Connected apps

No AI apps connected yet.

Recent activity

No activity yet.

My AI connections

1. Press **Copy** next to the **Connector URL**.

2. On the **Claude** tab: in Claude (web or desktop) open Settings → Connectors → Add custom connector, give it a name (for example HRDesk) and paste the URL. For ChatGPT or Claude Code, follow the steps on their tabs.
3. Press Connect; an HRDesk page opens. Sign in with your own mobile number and password.
4. Read what access is asked for and press **Allow** (or **Deny**).
5. In a chat, turn the connector on and ask your question.

Your connections are listed under **Connected apps** on the same page; **Revoke** disconnects one (the app must sign in again). If you see "The owner has not allowed the ... role to connect AI assistants", ask the owner or HR manager to tick your role under **Rules**.

Managing employees

Adding employees, bulk import, the employee profile and documents, self-service logins, promotions, transfers and increments, letters and certificates, ID cards and the org chart

Every person in the company has one record: personal details, job details, pay, documents and the full career history. Attendance, leave and the salary sheet all run from this record, so put a new worker into HRDesk on their joining day.

Who can do what:

Task	Who
View the employee list, profiles and org chart, write notes	Owner, HR manager, HR officer, Payroll / accounts, Line manager (own team only)
Add, edit, import, documents, logins, ID cards	Owner, HR manager, HR officer
See and set salaries	Owner, HR manager (Payroll / accounts can only see them)
Promotions, transfers, increments, disciplinary actions	Owner, HR manager
Issue letters and certificates	Owner, HR manager, HR officer
Edit letter templates	Owner, HR manager

The employee list

Open **Employees** in the sidebar. The top shows how many match (e.g. "119 employees match").

HR

Padma Textiles & Appar...
HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque
HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Employees

122 employees match

Download CSV

Import

Add employee

Q

Name, ID, card no., phone or NID

All offices

All departments

All designations

Current employees

All employment types

Any probation

☐	ID	Name	Department	Office / factory	Joined	Status	Gross
☐	EMP-0001	Alhaj Mohammad Ali Managing Director	Management	Head office (Banani)	10 Sept 2017	Active	৳3,50,000
☐	EMP-0002	Farzana Haque HR Manager	Human Resources & Compliance	Head office (Banani)	14 Sept 2020	Active	৳1,10,000
☐	EMP-0003	Tanvir Hasan HR Executive	Human Resources & Compliance	Head office (Banani)	29 Jul 2023	Active	৳42,000
☐	EMP-0004	Mizanur Rahman Accounts Manager	Finance & Accounts	Head office (Banani)	09 Aug 2019	Active	৳85,000
☐	EMP-0005	Abdul Kader Bhuiyan Production Manager	Sewing	Factory (Gazipur)	19 Sept 2018	Active	৳1,20,000
☐	EMP-0006	Sabrina Chowdhury Senior Merchandiser	Merchandising	Head office (Banani)	04 Aug 2021	Active	৳95,000
☐	EMP-0007	Nusrat Jahan Merchandiser	Merchandising	Head office (Banani)	16 Jul 2024	Active	৳48,000
☐	EMP-0008	Rupa Akter Sewing Operator	Sewing	Factory (Gazipur)	16 Jun 2023	Active	৳13,550
☐	EMP-0009	Shahidul Islam HR & Compliance Officer	Human Resources & Compliance	Factory (Gazipur)	20 Jul 2022	Active	৳38,000
☐	EMP-0010	Habib Khan Accounts Officer	Finance & Accounts	Head office (Banani)	18 Aug 2023	Active	৳36,000

- Type a name, ID, card no., phone or NID in the search box.
- Filters: office (e.g. *Factory (Gazipur)*), department, designation, status, employment type and **Probation ending in 30 days**.
- By default you see **Current employees** — to see people who have left, choose **All, incl. separated** in the status filter.
- **CSV** downloads the filtered list for Excel.
- The **Gross** column only shows if you may see salaries.

Adding a new employee

4. Job:

- Leave **Employee ID** empty for the next number (EMP-0121 ...), or type the company's own ID.
- **Card no. (attendance device)** — the number on the fingerprint/card machine.
- **Reports to** — search and pick the line manager (e.g. *Abdul Kader Bhuiyan*). Leave approval and the org chart follow this.
- **Office / factory, Department** (e.g. *Sewing*), **Designation** (picking one fills its grade), **Grade**, **Employment type**, **Joining date**.
- For **Probation**, **Probation ends** fills itself (joining date + 6 months); for **Contract**, **Casual** or **Intern** enter **Contract ends**.
- Leave **Shift** empty for the company default shift. **Weekly off (override)** — tick days only if this person has a different weekly off; otherwise leave all unticked.
- **Overtime eligible** — workers usually yes, officers no. Without the tick no overtime reaches the salary sheet.

5. **Salary**: type the **Gross salary (₹ / month)** and the split into basic, house rent, medical and so on appears below, following the company's salary structure.

6. **Salary payment: Payment method** — **Cash, Bank transfer, bKash, Nagad, Rocket** or **Cheque**.

- Bank/cheque: fill **Bank, Bank branch, Account no., Routing no.**
- bKash/Nagad/Rocket: **Wallet number** — leave empty to use the employee's mobile.

7. **Provident fund & tax**: tick **Provident fund member** and give the **PF joining date**. Enter the **e-TIN**; tick **Exempt from salary tax deduction** for someone whose tax is handled manually.

8. Press **Save employee**. The profile opens — the joining record and first salary are created with the employee.

HR Padma Textiles & Appar...
HRDesk

Help EN বাংলা
Head office (Banani)
Farzana Haque
HR manager

OVERVIEW
Dashboard
My team
Notice board
My AI connections
SELF-SERVICE
My desk
My attendance
My leave
My payslips
My claims
My appraisal
My profile
PEOPLE
Employees
Promotions & transfers
Separation & settlement
Letters & certificates
Org chart
TIME & LEAVE
Daily attendance
Monthly register
Regularization & OT

Add employee

The joining record and first salary are created with the employee.

Personal

Full name

Name (Bangla)

Father's name

Mother's name

Spouse's name

Gender

Date of birth

Blood group

Religion

Marital status

National ID (NID)

Birth registration no.

Passport no.

Contact & address

Mobile

Email

Present address

Permanent address

Cancel

Save employee

New employee form

Note

Only the HR manager and owner see the **Salary** section. When an HR officer adds someone, the salary stays empty — the HR manager then sets the gross from **Edit**. Without a salary the employee gets zero on the salary sheet. Exception: when an HR officer completes a **Hire** from recruitment, the gross offered to the candidate is saved as the starting salary (Recruitment).

Importing many employees at once

To bring everyone in from an old register or spreadsheet, press **Import** above the list.

1. Press **Download template**. Fill one row per employee and save it from Excel as *CSV UTF-8*.
2. Department, designation and grade names must match the names in **Organisation setup** exactly; `branch_code` is the office's code and `manager_code` the manager's employee ID.
3. Leave `code` empty for automatic IDs. Dates as YYYY-MM-DD or DD/MM/YYYY; `gross` in Taka.
4. **Choose CSV file** — every row is checked before anything is saved. Rows with problems show the reason in red; good rows show **OK**.
5. The top shows how many rows are ready (e.g. "38 of 40 rows are ready to import."). Press **Import 38 employees**. Bad rows are skipped — fix them in the file and import just those again.

HRDesk

34 / 155

HR Padma Textiles & Appar...
HRDesk

Help
EN
বাং
Head office (Banani)
Farzana Haque
HR manager

OVERVIEW
Dashboard
My team
Notice board
My AI connections
SELF-SERVICE
My desk
My attendance
My leave
My payslips
My claims
My appraisal
My profile
PEOPLE
Employees
Promotions & transfers
Separation & settlement
Letters & certificates
Org chart
TIME & LEAVE
Daily attendance
Monthly register
Regularization & OT

Import employees

Bring existing staff in from a spreadsheet. Every row is checked before anything is saved.

- Download the template and fill one row per employee (Excel: save as CSV UTF-8).
- Department, designation and grade must match the names in Organisation setup; branch_code is the office's code.
- Leave code empty for automatic IDs. Dates as YYYY-MM-DD or DD/MM/YYYY; gross in Taka.

Download template
Choose CSV file

Import employees

Tip

If the **gross** column has salaries, let the HR manager run the import — rows with a salary are refused for users who may not set pay.

The employee profile

Click a name in the list. The top shows the photo (click it to change), ID, designation, department, joining date and length of service, and who they report to. Notice period or probation is shown too.

HR

Padma Textiles & Appar...

HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Photo

Rupa Akter

Active

EMP-0008 · Card 1008 · Sewing Operator · Sewing · Factory (Gazipur)

Joined 16 Jun 2023 · Service 3y 4m · Reports to [Nasrin Islam](#)

Edit

Action

Issue letter

Print

ID card

Attendance

Leave

Payslips

Overview

Salary

Career history

Documents

Education

Experience

Nominees

Letters

Login

Personal

Father's name

Jamal Uddin

Mother's name

Rehana Begum

Spouse's name

—

Gender

Female

Date of birth

10 Dec 1999

Blood group

AB+

Religion

Islam

Marital status

Single

National ID (NID)

3845819473

Birth registration no.

—

Passport no.

—

e-TIN

—

Contact & address

Mobile

01600000008

Email

—

Present address

Konabari, Gazipur

Permanent address

Village Hatganj, Rangpur

Emergency contact

Mamun Hossain · Mother

Emergency contact phone

01787893830

Job

Office / factory

Factory (Gazipur)

Department

Sewing

Designation

—

Grade

—

Salary payment

Gross salary

৳13,550

Payment method

Cash

Provident fund member

—

Salary tax

—

Employee profile

Buttons: **Edit**, **Action**, **Issue letter**, **Print** (the employee personal record), **ID card**. The small links below open that person's **Attendance**, **Leave** and **Payslips**.

The tabs:

- **Overview** — personal, contact, job and salary payment details; below them **Notes** (dated; press **Add note** — line managers can add notes for their own team too).
- **Salary** — the **Current salary** split and the **Salary history** (joining, increments, promotions ...). Only for users who may see pay.
- **Career history** — every action since joining, what changed from what to what, and the letter number.
- **Documents**, **Education**, **Experience**, **Nominees** — see below.
- **Letters** — every letter given to this person; click the number to print.
- **Login** — the self-service login (for HR).

Edit changes personal, contact, shift, manager, card no. and salary payment details at any time.

Warning

After the first career action (confirmation, increment ...) office, department, designation, grade, employment type, joining date and pay can no longer be changed with **Edit** — the fields are shown read-only. Change them through Promotions & transfers so the history stays right.

Documents, education, experience and nominees

On the **Documents** tab press **Upload document**:

1. Choose the **Type** — **National ID, Photo, CV / resume, Certificate, Appointment letter, Contract, Medical fitness, Police verification, Passport, Work permit** or **Other**.
2. Type a **Title** (e.g. *NID copy*); empty uses the file name.
3. Choose the **File** — PDF, Word or image, up to 5 MB.
4. For passports, work permits and medical certificates set **Expires on**, then press **Upload**.

When expiry is within 60 days the date turns amber; once passed it turns red and says **Expired**.

On **Education** and **Experience** use **Add education** / **Add experience** to keep SSC, HSC or previous job details.

On **Nominees** press **Add nominee** and enter name, relation, NID, mobile and share (%). Nominees receive provident fund, gratuity and other dues in case of death (Labour Act s.19). **Save nominees** stays disabled until the shares add up to 100%.

Self-service logins

With a login, employees sign in with their mobile number to see their own payslips, leave and attendance — see Employee self-service.

- **One person:** on the profile's **Login** tab press **Create login**. A mobile number is needed first.
- **Many people:** tick them in the list and press **Create self-service logins**. Anyone without a mobile, with a login already, or whose number is used by another account is skipped.

Each person gets a 6-digit password by SMS. If SMS is not set up, the password is shown on screen once — give it to the employee yourself. **Reset password** and **Disable login** are on the same tab.

Someone who already signs in (for example a manager added under **Users & roles**): the owner or HR manager presses **Link existing login** on the **Login** tab and picks the login. The person keeps their role and also gets self-service. **Unlink login** removes the link (the login itself stays). A login linked to another employee cannot be picked.

Promotions, transfers and increments

Open **Promotions & transfers** in the sidebar. All career actions live here — every change is kept in the employee's history.

HR

Padma Textiles & Appar...

HRDesk

Help

EN

Head office (Banani)

Farzana Haque

HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Promotions & transfers

Confirmation, transfer, promotion, increment and disciplinary actions — every change is kept in the employee's history.

Bulk increment

New action

Probation ending (next 30 days)

Employee	Department	Joined	Probation ends	
Beauty Khatun EMP-0045 - Junior Operator	Sewing	24 Apr 2026	23 Oct 2026 in 7 days	Confirm / extend
Bimal Saha EMP-0099 - Helper	Finishing	15 May 2026	13 Nov 2026 in 28 days	Confirm / extend

Recent actions

Q Employee name or ID

All actions

mm/dd/yyyy

–

mm/dd/yyyy

Effective	Employee	Action	Change	Letter
06 Nov 2026	Bimal Das EMP-0015	Separation	Status: ACTIVE → SEPARATED Moving to Chattogram for family reasons	
01 Nov 2026	Fatema Islam EMP-0018	Separation	Status: ACTIVE → SEPARATED Post abolished after the office move (s26, notice + pay in lieu)	
27 Sept 2026	Morlom Parvin EMP-0011	Separation	Status: ACTIVE → SEPARATED Joined a bank as a senior officer	
26 Sept 2026	Imran Rahman EMP-0111	Confirmation		
17 Sept 2026	Habib Talukder EMP-0093	Confirmation		
04 Sept 2026	Mitu Begum	Confirmation		

Promotions & transfers

An action for one employee:

1. Press **New action** (or **Action** on the profile). Search and pick the employee.
2. Choose the **Action: Confirmation, Probation extension, Transfer, Promotion, Increment, Demotion, Re-designation, Contract renewal, Warning, Show cause, Suspension or Reinstatement**.
3. Set the **Effective date**.
4. Fields appear for the action — a transfer asks **New office / factory, New department, New reporting manager**; a promotion **New designation, New grade**. Leave empty whatever does not change.
5. **Salary change** — pick **Increase %**, **Increase b** or **New gross b** and type the figure; the new gross shows at once. Required for an increment, optional for a promotion.
6. Write **Remarks**. Warning, show cause, suspension and demotion need **Reason / details**.
7. To give the letter with it tick **Issue the letter now**, then press **Save action**.

If the effective date is in the future the action stays **upcoming** and applies itself on that date — the salary sheet uses the new pay from then on.

The **Probation ending (next 30 days)** list has **Confirm / extend** next to each person — confirm or extend probation in one go.

Annual increment for many: press **Bulk increment**. Set **Increase by (Percent of gross or Fixed amount (b))**, the figure and the **Effective date** (default: the 1st of the month). Pick a department and tick the employees — each new gross and the **Extra cost** per month are shown. Then press **Apply increment**.

Note

An increment cannot lower pay — use **Demotion** for that. Pay can only be changed by users allowed to set salaries (HR manager, owner).

Letters and certificates

Letters & certificates in the sidebar: appointment, confirmation, experience, salary certificate, NOC and more, rendered from your templates and kept on record.

HR Padma Textiles & Appar...
HRDesk

OVERVIEW

- Dashboard
- My team
- Notice board
- My AI connections

SELF-SERVICE

- My desk
- My attendance
- My leave
- My payslips
- My claims
- My appraisal
- My profile

PEOPLE

- Employees
- Promotions & transfers
- Separation & settlement
- Letters & certificates
- Org chart

TIME & LEAVE

- Daily attendance
- Monthly register
- Regularization & OT

Help EN বাংলা Head office (Banani) Farzana Haque
HR manager

Letters & certificates

Appointment, confirmation, experience, salary certificate, NOC and more — rendered from your templates and kept on record.

Employee

Rupa Akter
EMP-0008 · Sewing Operator · Sewing

Letter

Appointment letter

Purpose

Effective date

mm/dd/yyyy

Reason / details

Preview

Issued letters

Letter no., subject or text All letters

No.	Issued	To	Letter	By
LTR-000003	12 Oct 2026	Candidate	Offer of employment Offer letter	Farzana Haque
LTR-000002	12 Oct 2026	Moriom Parvin EMP-0011	To whom it may concern Experience certificate	Farzana Haque
LTR-000001	12 Oct 2026	Moriom Parvin EMP-0011	Release letter Release letter	Farzana Haque

Letters & certificates

HRDesk

39 / 155

1. Search and pick the **Employee** (pressing **Issue letter** on a profile picks them already).
2. Choose a template under **Letter**. Where you have no template of your own, a "(built-in)" one is offered.
3. If needed, fill **Purpose** (e.g. *visa application*), **Effective date** and **Reason / details**.
4. Press **Preview**. You can freely edit the **Subject** and **Letter text**. If some data is missing, a "Not filled: ..." warning appears.
5. Press **Issue letter**. It gets a letter number (LTR-000004 ...); press **Print LTR-...** to print it on the letterhead.

Below is **Issued letters** — search by letter no., subject or text and filter by kind.

Note

Once issued, the text of a letter is frozen. If it is wrong, issue a new one.

Templates (HR manager): under **Organisation setup > Letter templates** press **Add template** — **Template name**, **Letter kind**, **Language** (English / বাংলা), **Subject** and **Letter text**. Words in curly braces — `{name}`, `{designation}`, `{joinDate}`, `{gross}` ... — are filled from the employee's record; the full list is under **Placeholders you can use**. Letterhead, date, reference number and signature are added when printing. If the templates get lost, press **Restore starter templates**.

ID cards

- One person: **ID card** on the profile.
- Many: tick them in the list and press **Print ID cards**.

The front has the company name and logo, photo, name, designation, department, ID and blood group; the back has the emergency contact and a return address. Five card pairs fit on one A4 page — press **Print**, print at 100% (actual size) and cut along the borders. People who have left are not included.

Tip

Upload the photo on the profile first so it appears on the card.

Org chart

Org chart in the sidebar draws the reporting tree from each employee's **Reports to** field.

HR Padma Textiles & Appar...
HRDesk

Help EN বাংলা

Head office (Banani)

Farzana Haque
HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Org chart

Reporting lines from each employee's manager. Set managers on the employee form or with a transfer.

Search name, ID or designation

All departments

Expand all

Collapse all

122 people · badge = direct / total reports

Alhaj Mohammad Ali

Managing Director · Management · EMP-0001

6 / 119

Abdul Kader Bhuiyan

Production Manager · Sewing · EMP-0005

8 / 96

Farzana Haque

HR Manager · Human Resources & Compliance · EMP-0002

2 / 12

Masud Uddin

IT Officer · IT · EMP-0012

Mizanur Rahman

Accounts Manager · Finance & Accounts · EMP-0004

1 / 1

Sabrina Chowdhury

Senior Merchandiser · Merchandising · EMP-0006

4 / 4

Taslima Akter

Senior Merchandiser · Sales & Marketing · EMP-0016

No reporting manager set (2)

Org chart

- Search by name, ID or designation, filter by department; **Expand all** / **Collapse all**.
- The badge next to a name = direct / total reports.
- At the bottom, **No reporting manager set** lists people without a manager — set one, or their leave requests reach no line manager.

To change a manager use the employee's **Edit** form or a **Transfer** action. When someone leaves, see Separation & final settlement.

HRDesk

41 / 155

Separation & final settlement

Resignation, termination, retirement and other exits — notice period, clearance, the final settlement (gratuity, leave encashment, dues), payment, the settlement statement and what happens to the employee and login afterwards

When someone leaves — they resign, the company terminates the job, or they retire — the whole process runs in **Separation & settlement**: notice, clearance, the final dues worked out under the Labour Act, payment and the release letter.

Only the **Owner** and **HR manager** see this area. There is no separate approval step — the HR manager handles it end to end; the printed settlement statement has signature boxes for the preparer, accounts, HR manager and approver.

Every separation goes through these states:

Status	Meaning
On notice	The separation has started; the employee works until the last working day
In clearance	Departments are clearing the employee
Settled	The final dues are paid — the case is closed
Cancelled	Resignation withdrawn etc. — the employee is active again

The list and summary

Open **Separation & settlement** in the sidebar.

HR Padma Textiles & Appar...
HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque
HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Seperation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Seperation & settlement

Resignations, terminations and other exits: notice, clearance and final settlement.

New separation

On notice

1

In clearance

1

Open settlements

৳57,252

2 open separations

Leaving in the next 30 days

2

Upcoming last working days

Fatema Islam EMP-0018 · 01 Nov 2026 · 16 days

Bimal Das EMP-0015 · 06 Nov 2026 · 21 days

Open (on notice + clearance)

All types

All offices

Search name or ID

Employee	Type	Notice date	Last working day	Notice	Status	Net payable
Bimal Das SEP-000002 · EMP-0015 · Merchandising	Resignation	22 Sept 2026	06 Nov 2026	45 of 60 days Short notice: 15 days	On notice	Not calculated
Fatema Islam SEP-000003 · EMP-0018 · Admin & Security	Termination (s.26)	02 Oct 2026	01 Nov 2026	30 of 120 days Short notice: 90 days	In clearance 2 of 5 cleared	৳57,252

Seperation & settlement

The cards at the top show **On notice**, **In clearance**, **Open settlements** (the total still to pay) and **Leaving in the next 30 days**. Below them, **Upcoming last working days** — click a name to open that separation.

The list shows **Open (on notice + clearance)** by default; filter by status, type and office, or search by name/ID. Each row shows how much of the notice was served, how many clearance items are done and the **Net payable**.

Starting a separation

1. Press **New separation**.
2. Search and pick the **Employee**.

3. Choose the **Type of separation** — a short explanation of each appears below:

- **Resignation** — permanent workers give 60 days' notice, others 30 (s.27).
- **Termination (s.26)** — the company gives notice (120 days for permanent, 30 for others) or pays basic in lieu, plus 30 days' basic per year of service.
- **Dismissal for misconduct (s.23)** — after an inquiry; no notice pay or benefit, but earned dues are still paid.
- **Discharge — ill-health (s.22), Retirement (s.28), Death in service (s.19), End of contract, Abandonment of job (s.27(3A)).**

4. Set the **Notice date** (for a death, **Date of death**) and the **Last working day**.

5. The box below works it out: "Required notice: 60 days · Notice given: 30 days". Short notice shows an amber warning.

6. Write the **Reason / remarks** (e.g. *Better opportunity*) and press **Start separation**.

HR Padma Textiles & Appar... HRDesk

Help EN বাংলা Head office (Banani) Farzana Haque HR manager

OVERVIEW

- Dashboard
- My team
- Notice board
- My AI connections

SELF-SERVICE

- My desk
- My attendance
- My leave
- My payslips
- My claims
- My appraisal
- My profile

PEOPLE

- Employees
- Promotions & transfers
- [-> Separation & settlement**
- Letters & certificates
- Org chart

TIME & LEAVE

- Daily attendance
- Monthly register
- Regularization & OT

New separation

Record a resignation, termination or other exit. The employee goes on notice until the last working day.

Employee

Search employee: ID, card no., name or phone

Type of separation

Resignation

The employee resigns. Permanent workers give 60 days' notice, others 30 (s.27); basic is recovered for short days.

Notice date 10/16/2026 **Last working day** 12/15/2026

Reason / remarks

e.g. Better opportunity, relocation, misconduct case no. ...

Cancel Start separation

New separation

The separation gets a number (SEP-...), the employee goes **On notice**, and an entry is added to their career history.

Note

On a resignation with short notice, basic for the missing days is recovered from the settlement (you can waive it). On a termination with short notice, basic for those days is added as **Pay in lieu of notice**.

If the dates are wrong or the employee stays longer, press **Change dates** on the separation page — the notice figures update themselves.

Clearance and exit interview

Next to the summary on the separation page is the **Timeline** — who did what and when.

The screenshot shows the HRDesk interface for a separation process. The left sidebar contains navigation menus for OVERVIEW, SELF-SERVICE, PEOPLE, and TIME & LEAVE. The main content area is titled 'Fatema Islam' and 'SEP-000003 - Termination (s.26)'. It includes a summary of the employee's role (EMP-0018 - Office Assistant), notice date (02 Oct 2026), last working day (01 Nov 2026), and notice period (30 of 120 days). A yellow banner indicates 'Short notice: 90 days'. Below this, a 'Reason' field states 'Post abolished after the office move (s.26, notice + pay in lieu)'. Action buttons include 'Change dates', 'Mark settled', and 'Cancel separation'. To the right, a 'Timeline' section lists events: 'Separation started', 'Clearance item ticked - IT', 'Clearance item ticked - ADMIN', and 'Final settlement saved'. At the bottom, a 'Clearance' section shows a checklist of items to be cleared, including IT, Admin, Accounts, and Assets, with a '2 of 5 cleared' status.

HR Padma Textiles & Appar...
HRDesk

Help EN हि हि Head office (Banani) Farzana Haque
HR manager

OVERVIEW

- Dashboard
- My team
- Notice board
- My AI connections

SELF-SERVICE

- My desk
- My attendance
- My leave
- My payslips
- My claims
- My appraisal
- My profile

PEOPLE

- Employees
- Promotions & transfers
- [> Separation & settlement**
- Letters & certificates
- Org chart

TIME & LEAVE

- Daily attendance
- Monthly register
- Regularization & OT

Fatema Islam
SEP-000003 - Termination (s.26)

← All separations Settlement statement

EMP-0018 - Office Assistant In clearance
Admin & Security - Head office (Banani)
Joined 10 Apr 2023 - Service 3y 6m - PERMANENT

Notice date	Last working day	Notice	Employee status
02 Oct 2026	01 Nov 2026	30 of 120 days	On notice

Short notice: 90 days

Reason: Post abolished after the office move (s.26, notice + pay in lieu)

Change dates Mark settled Cancel separation

Timeline

- Separation started
12 Oct 2026, 02:17 - Farzana Haque
- Clearance item ticked — IT
12 Oct 2026, 02:17 - Farzana Haque
- Clearance item ticked — ADMIN
12 Oct 2026, 02:17 - Farzana Haque
- Final settlement saved
12 Oct 2026, 02:17 - Farzana Haque

Clearance 2 of 5 cleared

- ☒ **IT**
Email, system and software accounts closed
Cleared by Farzana Haque - 12 Oct 2026, 02:17
- ☒ **Admin**
ID card, keys and access card returned
Cleared by Farzana Haque - 12 Oct 2026, 02:17
- ☐ **Accounts**
Loans, advances and dues checked
No outstanding loans or advances. Note (optional)
- ☐ **Assets**
Company assets returned
No company assets on record with this employee. Note (optional)

Separation page

1. Press **Start clearance** (or simply tick the first item — that also moves the case to **In clearance**).

2. The **Clearance** list has five items:

- **IT** — email, system and software accounts closed
- **Admin** — ID card, keys and access card returned
- **Accounts** — loans, advances and dues checked (outstanding loans are listed under it)
- **Assets** — company assets returned (laptops, phones etc. held by the employee are listed under it)
- **HR** — personal file, handover and exit interview done

3. Optionally type a **Note (optional)** next to an item, then click the square button on the left — a green tick and "Cleared by ..." appear. Click again to untick a mistake.

4. In **Exit interview** write why the employee is leaving, what went well and what could be better, and press **Save notes**.

Working out the final settlement

In the **Final settlement** part of the page HRDesk calculates under the Labour Act by itself — it reads the gross and basic on the last day, earned leave, provident fund and outstanding loans from the database.

Earnings:

- The final month's salary (e.g. **Salary for 2026-11**) — the days worked in that month. A month already in a payroll run is left out, so nobody is paid twice.
- **Earned leave encashment** — remaining earned-leave days $\times$ wages $\div$ 30.
- **Gratuity** — completed years $\times$ days of basic (Padma's policy: 30 days a year once service reaches 5 years).
- **Service benefit** — the Act's benefit on termination, resignation (after 5 years), discharge, death and retirement.
- **Pay in lieu of notice**, or **Short-notice recovery** for short notice.
- **Provident fund** — own part + employer part (once vested).
- **Other pay** — enter by hand, with what it is for (e.g. *festival bonus due*).

Deductions: Loan / advance recovery, Other deductions (e.g. *unreturned laptop*), **Income tax (TDS)**.

Changing the options at the top recalculates at once:

- **Leave encashment on** — **Gross wages $\div$ 30** or **Basic $\div$ 30**; the **Earned leave days** can be changed by hand.
- **Gratuity rule** — company policy, or **Labour Act s.2(10): 30 days a year, 45 after 10 years**.

- **Benefit & notice pay on.**
- **Pay the higher of service benefit and gratuity (not both)** — ticked by default, as the Act says.
- **Pay out provident fund with this settlement;** for a resignation **Waive recovery for short notice;** for a death **Died on duty / of a work accident (45 days a year).**

If you disagree with any line, type your own figure in the **Override (b)** box on the right. The bottom shows total earnings, total deductions and the **Net payable to the employee**. Press **Save settlement** when done.

Note

A negative net means the employee owes the company (e.g. a large loan outstanding). Dismissal for misconduct gets no gratuity, but salary, leave and the employee's own provident fund must still be paid.

Paying and the settlement statement

1. Make sure all five clearance items are done and the settlement is saved — otherwise it cannot be paid.
2. Press **Mark settled**.
3. Choose **Paid by** (defaults to the employee's salary method — cash, bank, bKash ...), the **Payment date** and the **Reference (cheque / transaction no.)**.
4. Press **Mark settled** again.

This pays out the provident fund (an unvested employer part is forfeited) and closes outstanding loans with a final repayment. The status becomes **Settled** — nothing can be changed after that.

Settlement statement (or **Final settlement statement**) opens the print page — employee details, earnings and deductions, the net amount in words, the employee's acknowledgement and signature boxes. Print two copies and get the employee's (or, after a death, the nominee's) signature.

Padma Textiles & Apparels Ltd.

House 42, Road 11, Banani, Dhaka 1213

FINAL SETTLEMENT STATEMENT

SEP-000001 · Date: 07 Oct 2026

Name	Morim Parvin	Employee ID	EMP-0011
Designation	Accounts Officer	Department	Finance & Accounts
Joining date	01 Feb 2022	Last working day	27 Sept 2026
Length of service	4y 7m	Type of separation	Resignation
Gross salary	৳32,000	Basic salary	৳19,700
Notice	Notice 60 of 60 days - short 0		

Earnings	Amount	Deductions	Amount
Salary for 2026-09 27 days	৳28,800	Loan / advance recovery	৳0
Earned leave encashment 29 days	৳30,933	Other deductions Mobile SIM bill over limit	৳500
Gratuity	৳0		
Provident fund Own ৳0 + employer ৳0	৳0	Income tax (TDS)	৳0
Total earnings	৳59,733	Total deductions	৳500

Net payable to the employee**৳59,233**

In words: Fifty Nine Thousand Two Hundred Thirty Three Taka Only
Paid on 07 Oct 2026 by Bank transfer · EFT-2045871

I acknowledge receipt of the above amount in full and final settlement of all my dues — salary, leave, gratuity, provident fund and any other claim — from the company, and I have no further claim against it.

Final settlement statement

Release letter and experience certificate

In the **Documents** part at the bottom of the page:

- **Issue release letter**
- **Issue experience certificate**

Confirm, and the letter is issued with a number and listed there — click the number to print. The text comes from your templates; see Managing employees — letters and certificates.

What happens after the employee leaves

- **Until the last working day** the employee is **On notice** — they appear in attendance and on the salary sheet as before, and the profile says "Serving notice — last working day ...".
- **Once the last working day has passed** the status becomes **Separated** by itself (a nightly job checks every company, so nobody has to open a page for it). The final month's salary sheet pays only up to the last day; from the next month they no longer appear in attendance, rosters or the salary sheet.

- At the same time their login is switched off (an owner's login is never touched). If needed (e.g. to download payslips) HR can press **Enable login** on the **Login** tab of the employee's profile — it stays enabled; the nightly job switches a login off only once. Cancelling the separation turns the login back on.
- They drop off the employee list by default — choose **All, incl. separated** to see them. Their old attendance, pay and letters stay on record.

Note

If you start a separation with a last working day of today or earlier, the employee is **Separated** at once and the login is switched off at the same moment.

Cancelling: if the employee withdraws the resignation, press **Cancel separation** any time before settlement and give a reason (e.g. *Resignation withdrawn*). The employee goes back to active and the separation entry is removed from the job history. **A settled separation cannot be cancelled.**

How the final month reaches the salary sheet is in Payroll; provident fund and loans are in Loans, tax & provident fund.

Attendance, shifts & overtime

Shifts and the roster, connecting ZKTeco machines and importing punches, daily attendance, the monthly register, job cards, corrections and overtime approval — and how all of it reaches payroll

All attendance work lives in the **Time & leave** section of the sidebar. Punches arrive from the machines (or from phone check-in), and HRDesk works out each day by itself from the shift — **Present, Late, Half day, Absent, On leave** — and at month end the same numbers go into the salary sheet.

Who can do what:

Task	Who
View Daily attendance , the Monthly register and job cards	Owner, HR manager, HR officer, Payroll / accounts, Line manager (own team only)
Edit days, Bulk mark, Reprocess, Shift roster, Devices & import	Owner, HR manager, HR officer
Approve Regularization & OT	Owner, HR manager, HR officer, Line manager (own team only)
Create and change shifts (Organisation setup > Shifts)	Owner, HR manager

Setting up shifts

If the shifts are wrong, late, half day and overtime are wrong too — so start here. Open **Admin > Organisation setup** and pick **Shifts** in the tabs at the top.

HR Padma Textiles & Appar...
HRDesk

Help EN

Head office (Banani)

Farzana Haque
HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Shifts

Working hours used to mark late, half day and overtime. Labour Act: normally 8 hours a day, up to 10 with overtime (s.100, s.108).

Organisation setup

Departments

Designations

Grades

Salary structure

Shifts

Leave types

Holidays

Letter templates

Shift

Time

Work hours

Grace

Half day below

OT after

Employees

General (8-5)	08:00 – 17:00	8:00	5 min	4:00	0 min	100
Night (20-05)	20:00 – 05:00  next day	8:00	5 min	4:00	0 min	7
Office (9-6)	09:00 – 18:00	8:00	15 min	4:00	0 min	15

Shift list

1. Press **Add shift**.
2. Enter the **Shift name** (e.g. *General (8-5)*), then **Starts** and **Ends**. An end before the start (e.g. *Night (20-05)*) means the shift ends the next day — the list shows a moon sign.
3. **Grace time (minutes)** — lateness up to this many minutes after the start is not counted. Padma Textiles uses 5 minutes on factory shifts and 15 in the office.
4. **Break (minutes)** — lunch / prayer break, not counted as work.
5. **Half day below (minutes)** — worked less than this = half day.
6. **Overtime after (minutes)** — overtime counts from the shift end plus this.
7. Tick **Default shift** on the shift used for employees without one of their own, then save.

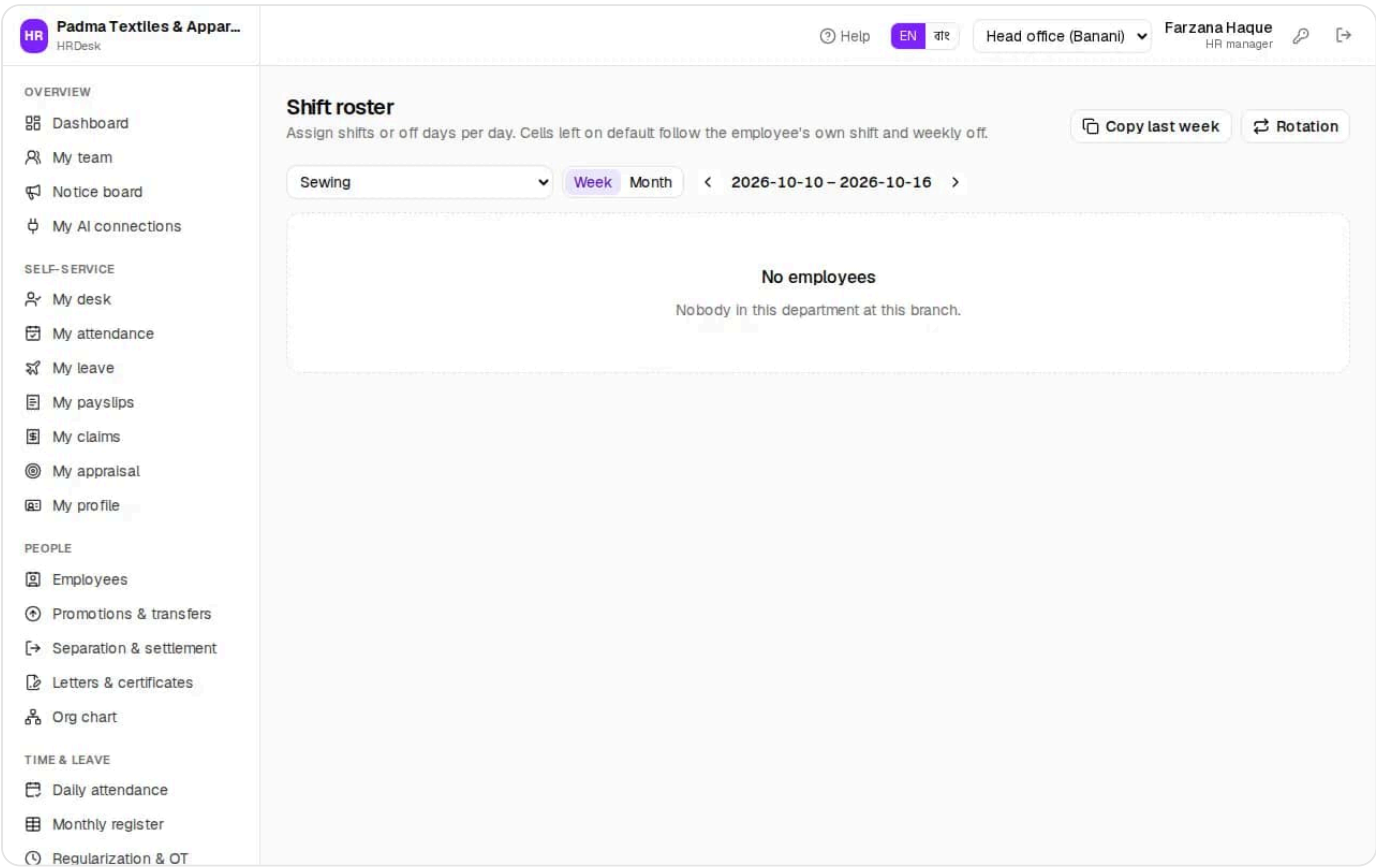
Which shift a person works is set on their employee profile in **Shift** (empty = the company default shift). Removing a shift that is in use only deactivates it.

Note

Overtime is counted only for employees with **Overtime eligible** ticked on their profile, and only when overtime is switched on under **Settings > Overtime**. It is counted in whole 15-minute blocks; on a weekly off day or holiday every worked minute is overtime.

Shift roster

For people whose shift changes week to week (day / night), use **Time & leave > Shift roster**. The roster is planned one department at a time; weeks start on Saturday.



Shift roster — Sewing department

- 1. Pick the department in **Choose a department** (e.g. *Sewing*). Choose the **Week** or **Month** view and move with the arrows.
- 2. In each cell choose a shift or **Off**. A dashed cell means **Default (no roster)** — the person's own shift and weekly off apply.
- 3. To change a whole row at once, use **Fill row...** under the name.
- 4. Changed cells get a violet ring and the top shows how many changes are unsaved. Press **Save roster**.

If every week is the same, press **Copy last week**. To alternate two shifts, press **Rotation** — set **First week starts**, the number of **Weeks**, the **Week 1 shift** and **Week 2 shift**; tick **Split the team** so every second person starts on the other shift and both shifts are always staffed.

Connecting a ZKTeco machine (ADMS)

Add fingerprint / face / card machines under **Time & leave > Devices & import**. The machine pushes punches over the internet by itself (ADMS push) — no PC or extra software needed.

HR Padma Textiles & Appar... HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help EN বাংলা

Head office (Banani)

Farzana Haque HR manager

Devices & import

Fingerprint / face / card machines that push punches, and punch-file import.

+ Add device

Device	Serial number	Branch	Last seen	Punches today
Factory main gate ZKTeco K40	CQZ7232460001	Factory (Gazipur)	Never	0
Head office reception ZKTeco MB20	CQZ7232460002	Head office (Banani)	Never	0
ZZTEST gate	ZZTEST0001	ZZTEST unit	16 Oct 2026, 04:47	0

Connect a ZKTeco device (ADMS push)

1. Register the device above with its exact serial number.

2. On the device open Menu → COMM → Cloud Server Setting (called ADMS on some models).

3. Server address: localhost · Server port: 3500 · HTTPS: off · Proxy: off.

4. Set the device date and time to Bangladesh time (UTC+6).

5. Enrol each person on the device with User ID = the employee's card no. in HRDesk.

6. Restart the device. Within a minute "Last seen" turns green here and punches arrive in real time.

The device talks to http://localhost:3500/clock/cdata — no login needed; unknown or inactive serial numbers are refused.

Import punches from a file

For devices without push: export the attendance log (USB → attlog) or a CSV, then upload it. Days are recalculated after the import.

Choose a punch file

ZKTeco attlog (.dat / .txt) or CSV with card number and date-time

Devices & import

Register the machine in HRDesk:

1. Press **Add device**.
2. Enter a **Name** (e.g. *Factory main gate*).
3. Type the **Serial number** exactly — on the machine it is under Menu → System info → Device info → Serial number (e.g. *CQZ7232460001*).
4. Choose the office / factory it stands in and, if you like, the **Model** (e.g. *ZKTeco K40*). Save.

Set up the machine (the **Connect a ZKTeco device (ADMS push)** box lower on the page shows your server's exact address):

1. On the machine open Menu → COMM. → Cloud Server Setting (called ADMS on some models).
2. Type the server address and server port exactly as the box shows them. Set HTTPS as the box says and keep the proxy off.
3. Set the machine's date and time to Bangladesh time (UTC+6).

4. When enrolling each person on the machine, use User ID = their **Card no. (attendance device)** in HRDesk. Rupa Akter (EMP-0008) has card no. *1008*, so her User ID on the machine is *1008*.
5. Restart the machine. Within a minute a green dot appears next to **Last seen** and **Punches today** starts counting.

The machine talks to `/iclock/cdata` on your server; no login is needed, but unknown or inactive serial numbers are refused. Punches whose card number matches nobody are skipped.

Tip

If the licence is locked or your plan does not include device push, the server refuses the punches — but the machine keeps them and sends them again later, so nothing is lost.

Importing punches from a file

For machines that can't push, use the **Import punches from a file** box on the same page.

1. Export the attendance log from the machine to USB (attlog .dat / .txt) or a CSV with the card number and date-time.
2. Press **Choose a punch file** and pick the file. A preview appears first — **Punches in file, Matched, Already stored** and **Employees**.
3. The yellow box lists card numbers that matched nobody — put them on the right employee profiles as the card no. and choose the file again.
4. When it looks right press the import button (e.g. **Import 850 punches** — the number of new matched punches). The same punch is never stored twice, and the days are recalculated after the import.

Employees can also clock in and out from their phone when **Phone check-in** is on under **Settings > Work week & attendance**. With **Only at the office (geofence)** ticked, check-in only works within the radius of their office / factory (set on the **Offices & factories** page). The employee side is in Self-service.

Daily attendance

Time & leave > Daily attendance shows today (or any earlier day) at a glance.

HR Padma Textiles & Appar... HRDesk

Help EN বাংলা

Head office (Banani)

Farzana Haque HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Daily attendance

Head office (Banani) · 2026-10-15

Monthly register

Bulk mark

Reprocess

SMS absentees

10/15/2026

All departments

All statuses

Q Name, code or card no.

Present 0 of 15

Late 0

Absent 15

On leave 0

Off / holiday 0

Not yet in 0

Employee	Shift	In	Out	Late	Worked	OT	Status	Source
Arif Sarker EMP-0017 · Office Assistant · Admin & Security	Office (9-6) 09:00-18:00						Absent	Device / app
Fatema Islam EMP-0018 · Office Assistant · Admin & Security	Office (9-6) 09:00-18:00						Absent	Device / app
Fatema Parvin EMP-0019 · Driver · Admin & Security	Office (9-6) 09:00-18:00						Absent	Device / app
Mizanur Rahman EMP-0004 · Accounts Manager · Finance & Accounts	Office (9-6) 09:00-18:00						Absent	Device / app
Habib Khan EMP-0010 · Accounts Officer · Finance & Accounts	Office (9-6) 09:00-18:00						Absent	Device / app
Farzana Haque EMP-0002 · HR Manager · Human Resources & Compliance	Office (9-6) 09:00-18:00						Absent	Device / app
Tanvir Hasan EMP-0003 · HR Executive · Human Resources & Compliance	Office (9-6) 09:00-18:00						Absent	Device / app
Masud Uddin EMP-0012 · IT Officer · IT	Office (9-6) 09:00-18:00						Absent	Device / app
Abul Mohammed Ali EMP-0001 · Office Assistant · Admin & Security	Office (9-6) 09:00-18:00						Absent	Device / app

Daily attendance

The cards at the top count **Present**, **Late**, **Absent**, **On leave**, **Off / holiday** and **Not yet in**. Filter by date, department and status, or search by name, code or card no. Each row shows the shift, **In**, **Out**, minutes late, **Worked**, **OT**, **Status** and **Source** (**Device / app**, **Edited by HR** or **Regularized**).

How the status is worked out:

- First punch = in, last punch = out. After shift start + grace time the day is **Late**.
- Worked less than the half-day limit = **Half day**. With only one punch, the empty In or Out shows a red "missing".
- A working day without punches becomes **Absent**; days of approved leave become **On leave** by themselves.

Correcting one person's day:

1. Press the pencil at the end of the row.
2. Change the **Status**, or type the **In / Out** times. Optionally set **Approved OT (minutes)** (empty = the computed overtime).
3. Write the reason in **Note** and save. To go back to the punches, choose **Automatic (from punches)**.

Many people at once: press **Bulk mark**, choose the department and **Mark as** (**Present**, **Absent**, **Holiday** or **Weekly off**) and write the **Reason** (e.g. power cut — machines were down). With **Only**

people without punches ticked, those who punched keep their times; approved leave is never changed.

If shifts, rosters or leave changed afterwards, press **Reprocess** and give the date range — the days are recalculated. Days edited by HR, regularized or locked by payroll are kept. To text the absentees press **SMS absentees** (absence SMS must be switched on in the integration settings).

Monthly register and job cards

Time & leave > Monthly register shows a code for every day of the month: P (present), L (late), HD (half day), A (absent), LV (on leave), H (holiday), OFF (weekly off), with totals and overtime hours on the right. An asterisk (*) means the day was edited by HR or regularized.

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

Monthly attendance register

Head office (Banani) · 2026-09

Print

September 2026

All departments

Q Name or code

P Present

L Late

HD Half day

A Absent

LV On leave

H Holiday

OFF Weekly off

Employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Arif Sarker EMP-0017 - Admin & Security	P	P	P	H	P	P	P	P	L	P	OFF	P	P	P	L	L	L	OFF	P	L	P	L	P	L	OFF	P	P	P	P	
Fatema Islam EMP-0018 - Admin & Security	P	P	P	H	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	
Fatema Parvin EMP-0019 - Admin & Security	P	L	P	H	P	P	P	P	P	L	OFF	P	P	L	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	A	A	
Mizanur Rahman EMP-0004 - Finance & Accounts	P	P	P	H	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	
Habib Khan EMP-0010 - Finance & Accounts	P	P	P	H	P	P	P	P	P	P	OFF	LV	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	
Morlom Parvin EMP-0011 - Finance & Accounts	P	P	P	H	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P			
Farzana Haque EMP-0002 - Human Resources & Compliance	P	P	P	H	A	P	P	P	P	P	OFF	P	L	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	A	P	
Tanvir Hasan EMP-0003 - Human Resources & Compliance	P	P	P	H	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	LV	P	OFF	P	P	P	P	
Masud Uddin EMP-0012 - IT	P	P	P	H	L	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	L	P	P	P	P	P	OFF	P	A	P	P	
Alhaj Mohammad Ali EMP-0001 - Management	P	P	LV	H	LV	P	P	P	P	*	P	OFF	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	
Sabrina Chowdhury EMP-0006 - Merchandising	P	P	P	H	P	P	P	P	P	A	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	L	
Nusrat Jahan EMP-0007 - Merchandising	P	P	A	H	P	P	P	L	P	P	OFF	P	P	A	P	P	P	OFF	P	P	P	L	P	OFF	P	P	P	P	P	
Rehana Sarker EMP-0013 - Merchandising	P	P	P	H	P	P	P	LV	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	

Monthly attendance register

- 1. Choose the **Month** and department. **Print** prints the register for the notice board or the file.
- 2. One person's job card: press the document icon at the end of their row — a one-page job card opens in a new tab.
- 3. A whole department's job cards: once a department is chosen, a **Job cards** button appears at the top — one A4 page per person.

HRDesk

56 / 155

Padma Textiles & Apparels Ltd.

Factory (Gazipur) — Plot 7, BSCIC Industrial Area, Konabari, Gazipur

Job card — 2026-09

Name: **Rupa Akter**
 Designation: Sewing Operator
 Shift: General (8-5) (08:00–17:00)

ID: **EMP-0008** - Card 1008
 Department: Sewing

Joined: 16 Jun 2023
 Grade: Worker Grade 2

Date	Day	In	Out	Late	Worked	OT hours	Status	Remarks
01/09	Tue						On leave (CL)	
02/09	Wed	07:45	18:48		10:02	1.75	Present	
03/09	Thu	07:45	17:13		8:27		Present	
04/09	Fri						Holiday	
05/09	Sat	07:48	18:20		9:31	1.25	Present	Regularized (missed punch): Forgo...
06/09	Sun	07:53	18:06		9:12	1	Present	
07/09	Mon	08:00	18:55		9:54	1.75	Present	
08/09	Tue	07:52	17:30		8:37	0.5	Present	
09/09	Wed	07:56	18:18		9:22	1.25	Present	
10/09	Thu	07:57	17:33		8:36	0.5	Present	
11/09	Fri						Weekly off	
12/09	Sat	07:45	18:32		9:47	1.5	Present	
13/09	Sun	07:56	17:01		8:04		Present	
14/09	Mon	07:55	18:20		9:25	1.25	Present	
15/09	Tue	07:50	17:29		8:39	0.25	Present	
16/09	Wed	08:00	17:28		8:27	0.25	Present	
17/09	Thu	07:45	18:55		10:09	1.75	Present	
18/09	Fri						Weekly off	
19/09	Sat	07:57	18:59		10:02	1.75	Present	
20/09	Sun	07:59	18:06		9:07	1	Present	
21/09	Mon	07:58	18:20		9:22	1.25	Present	
22/09	Tue	07:55	17:25		8:30	0.25	Present	
23/09	Wed	07:49	17:39		8:50	0.5	Present	
24/09	Thu	07:54	18:09		9:15	1	Present	
25/09	Fri	07:55	13:51		4:56	4.75	Weekly off	
26/09	Sat	07:54	17:24		8:30	0.25	Present	
27/09	Sun	07:58	18:20		9:22	1.25	Present	
28/09	Mon	07:54	17:57		9:03	0.75	Present	
29/09	Tue						On leave (CL)	
30/09	Wed	07:48	18:59		10:10	1.75	Present	
Total					225:19	27.5		

Job card

The job card lists each day's in, out, late, worked time, overtime and remarks with the month's totals — this is what labour inspectors and buyer audits ask for.

Corrections and overtime approval

When an employee forgot to punch, was on outdoor duty or worked extra, they send a **Request correction** from **My attendance**. Requests arrive under **Time & leave > Regularization & OT**. A line manager sees only their own team, HR sees everyone; one approval is enough.

HR Padma Textiles & Appar...
HRDesk

Help
EN
বাং
Head office (Banani)
Farzana Haque
HR manager

OVERVIEW
Dashboard
My team
Notice board
My AI connections

SELF-SERVICE
My desk
My attendance
My leave
My payslips
My claims
My appraisal
My profile

PEOPLE
Employees
Promotions & transfers
Separation & settlement
Letters & certificates
Org chart

TIME & LEAVE
Daily attendance
Monthly register
Regularization & OT

Regularization & OT

Missed punches, outdoor duty, work from home and overtime — managers see their team, HR everyone.

Requests
Overtime approval

Pending

Nusrat Jahan

EMP-0007 · Merchandising

Outdoor duty 11 Oct 2026 09:00 → 17:30

Buyer visit at the Gazipur factory (H&M inspection)

Recorded: Present · 08:53 → 18:15 · Shift 09:00–18:00

Approve
Reject

Shamima Sarker

EMP-0031 · Sewing

Overtime claim 10 Oct 2026 → 20:00 ≈ 3:00 OT

Stayed for shipment loading (buyer inspection)

Recorded: Absent · → → · Shift 08:00–17:00

Approve
Reject

Halima Rahman

EMP-0030 · Sewing

Overtime claim 10 Oct 2026 → 20:00 ≈ 3:00 OT

Stayed for shipment loading (buyer inspection)

Recorded: On leave · → → · Shift 08:00–17:00

Approve
Reject

Morlom Parvin

EMP-0011 · Finance & Accounts

Missed punch 08 Oct 2026 → 19:21

Forgot to punch out at the gate

Recorded: Present · 08:46 → → · Shift 09:00–18:00

Approve
Reject

Delwar Molla

EMP-0044 · Sewing

Missed punch 07 Oct 2026 → 17:27

Forgot to punch out — line meeting ran late

Recorded: Present · 07:51 → → · Shift 08:00–17:00

Approve
Reject

Hasina Chowdhury

EMP-0070 · Sewing

Missed punch 06 Oct 2026 → 17:10

Forgot to punch out — line meeting ran late

Recorded: Present · 07:53 → → · Shift 08:00–17:00

Approve
Reject

Correction requests

On the **Requests** tab each card shows the kind (**Missed punch**, **Outdoor duty**, **Work from home** or **Overtime claim**), the date, the times asked for, the reason and what the machine recorded.

1. Press **Approve**. For an overtime claim you can change the **Approved OT (minutes)**. Add a **Note (optional)** and confirm — the day is updated at once and its source becomes **Regularized**.
2. Otherwise press **Reject** and give the **Reason**.

The **Overtime approval** tab lists everyone who worked past their shift end in the date range, with the **Computed** overtime.

HR Padma Textiles & Appar...
HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque
HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Regularization & OT

Missed punches, outdoor duty, work from home and overtime — managers see their team, HR everyone.

Requests

Overtime approval

10/10/2026

–

10/16/2026

All departments

Not yet approved

Computed overtime counts for pay unless you approve a different number of minutes. The daily cap from settings still applies.

Select all

Approve 117 day(s) · 115 h

Date	Employee	In – out	Computed	Approved (minutes)
2026-10-11	Rupa Akter EMP-0008 · Sewing	07:58 – 18:50	1:45	105
2026-10-11	Fatema Parvin EMP-0019 · Admin & Security	09:04 – 19:06	1:00	60
2026-10-11	Mitali Das EMP-0028 · Sewing	08:02 – 17:39	0:30	30
2026-10-11	Kamal Mia EMP-0029 · Sewing	07:52 – 17:18	0:15	15
2026-10-11	Shamima Sarker EMP-0031 · Sewing	07:53 – 17:56	0:45	45
2026-10-11	Babul Khan EMP-0032 · Sewing	07:57 – 18:53	1:45	105
2026-10-11	Rehana Sultana EMP-0033 · Sewing	08:09 – 17:17	0:15	15
2026-10-11	Parvin Akter EMP-0035 · Sewing	08:03 – 17:25	0:15	15
2026-10-11	Halima Begum EMP-0037 · Sewing	07:53 – 18:07	1:00	60

Overtime approval

1. Change the minutes in **Approved (minutes)** where needed.
2. Tick the rows (or **Select all**) and press the approve button — it shows the days and total hours (e.g. **Approve 12 day(s) · 18 h**).

Computed overtime counts for pay even without a separate approval; the daily cap (**Most overtime counted a day (hours)**, 2 hours under the Act) always applies.

How attendance reaches payroll

When a salary sheet is prepared or recalculated, the month's attendance supplies:

- **Absent** days and unpaid leave → the absence deduction. A half day = ½ present + ½ absent.
- **Late** days — per **Late days per one day's deduction** in Settings (Padma Textiles deducts one day's basic for every 3 late days).
- **Overtime** — approved minutes (computed if not approved), up to the daily cap.
- **Attendance bonus** — for a full month without a single absent or late day.

Warning

When a salary sheet is approved, that month's attendance is **Locked** — the pencil disappears and reprocessing no longer changes it. Check absences, missed punches and overtime before preparing the sheet. More in Payroll

Leave

Labour Act leave types and rules, applying on an employee's behalf, two-step approval (line manager → HR), leave balances, carry forward and encashment — and how leave reaches attendance and payroll

Employees apply from their phone under **My leave** (see Self-service). An application goes to the line manager first, then to HR for the final approval. Approved leave marks attendance **On leave** by itself and comes off the balance.

Who can do what:

Task	Who
View Leave requests , approve / reject	Owner, HR manager, HR officer (final step); Line manager (first step, own team only)
Apply on behalf , cancel approved leave, Leave balances , adjust, encash, carry forward	Owner, HR manager, HR officer
Leave types and rules (Organisation setup › Leave types)	Owner, HR manager

Leave types and rules

Open **Admin** › **Organisation setup** and pick **Leave types** in the tabs at the top. A new company already has the Bangladesh Labour Act 2006 leave types; if one was removed, press **Add missing Labour Act types**.

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

HelpENবাং

Head office (Banani)

Farzana Haque

HR manager

Leave types

Bangladesh Labour Act 2006: casual 10 days, sick 14 days, eamed 1 day per 18 days worked, maternity 16 weeks. You may give more, not less.

Add missing Labour Act types

Add leave type

Organisation setupDepartmentsDesignationsGradesSalary structureShiftsLeave typesHolidaysLetter templates

Leave type	Entitlement	Rules	Applications
CL Casual leave নেমিডিক ছুটি	10 days a year Full year on 1 January	Paid leaveMax 3 at a time	79
SL Sick leave অসুস্থতা ছুটি	14 days a year Full year on 1 January	Paid leaveCertificate above 2 days	21
EL Earned leave অর্জিত ছুটি	1 day per 18 days worked Earned by days worked	Paid leaveCarry forward 40Encashable After 12 monthsSandwich rule	11
ML Maternity leave মাতৃদুর্কালীন ছুটি	112 days when needed No balance (unpaid / special)	Paid leaveAfter 6 monthsWomenSandwich rule Full days only	1
LWP Leave without pay বিনা বেতনে ছুটি	No balance No balance (unpaid / special)	Unpaid leave	0

Leave types

Leave	Default rule
CL — Casual leave	10 days a year, at most 3 days in one application
SL — Sick leave	14 days a year, medical certificate above 2 days
EL — Eamed leave	1 day per 18 days worked, after 12 months' service; up to 40 days carry forward; encashable
ML — Maternity leave	112 days (16 weeks), women only, after 6 months' service, full days only
LWP — Leave without pay	no balance, salary is cut

Press the pencil to change a type, or **Add leave type** for a new one. The main fields:

- **How the balance builds up** — **Full year on 1 January** (joiners get a pro-rata share), **Monthly (1/12 each month)**, **Earned by days worked** or **No balance (unpaid / special)**.
- **Days per year, 1 day per ... days worked, Carry forward up to (days)** (0 = lapses at year end).
- **Most days in one application, Medical certificate above (days), Service needed (months), Only for.**

- Ticks: **Paid leave** (unticked = salary is cut), **Half day allowed**, **Encashable**, **Holidays inside count as leave** (sandwich rule).

Warning

A type set below the Act shows a red "Below the Labour Act minimum" in the list. You may give more, never less. A type that has applications is deactivated, not deleted.

Viewing and approving leave

Time & leave > Leave requests has three tabs: **Pending my approval**, **All requests** and **Calendar**.

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

Leave requests

Two-step approval: the line manager first, then HR.

Leave balances

Apply on behalf

Pending my approval

All requests

Calendar

Waiting for HR (5)

Employee	Type	Dates	Days	Reason	Status
Bimal Saha EMP-0099 · Helper · Finishing	Sick leave	14 Oct 2026 – 15 Oct 2026	2	Viral fever	Waiting for HR
Nusrat Jahan EMP-0007 · Merchandiser · Merchandising	Eamed leave	15 Oct 2026 – 18 Oct 2026	4	Hajj / Umrah preparation	Waiting for HR
Lipi Khatun EMP-0096 · Helper · Finishing	Casual leave	15 Oct 2026 – 18 Oct 2026	3	Going to village for family matter	Waiting for HR
Mitu Sarker EMP-0080 · Helper · Cutting	Casual leave	24 Oct 2026 – 25 Oct 2026	2	Bank and land office work	Waiting for HR
Mitu Rahman EMP-0071 · Junior Operator · Sewing	Casual leave	25 Oct 2026 · First half	0.5	Bank and land office work	Waiting for HR

Waiting for line manager (7)

HR can approve these directly, skipping the manager step.

Employee	Type	Dates	Days	Reason	Status
Mitu Parvin EMP-0058 · Sewing Operator · Sewing	Casual leave	15 Oct 2026	1	Sister's wedding	Waiting for manager
Sompa Roy EMP-0117 · Security Guard · Admin & Security	Sick leave	15 Oct 2026 – 17 Oct 2026	2	Back pain	Waiting for manager
Monir Mia	Casual leave	15 Oct 2026 – 17 Oct 2026	2	Bank and land office work	Waiting for manager

Leave waiting for approval

Approval has two steps:

1. **Line manager** — the person in **Reports to** on the employee's profile (or the department head if empty). Pressing **Approve (to HR)** sends the request on to HR; a rejection ends it. Without any manager the request goes straight to HR. The manager's side: Line managers.
2. **HR** — final **Approve** or **Reject** under **Waiting for HR**. HR can also approve requests still **Waiting for line manager** directly — the manager step is skipped.

HRDesk

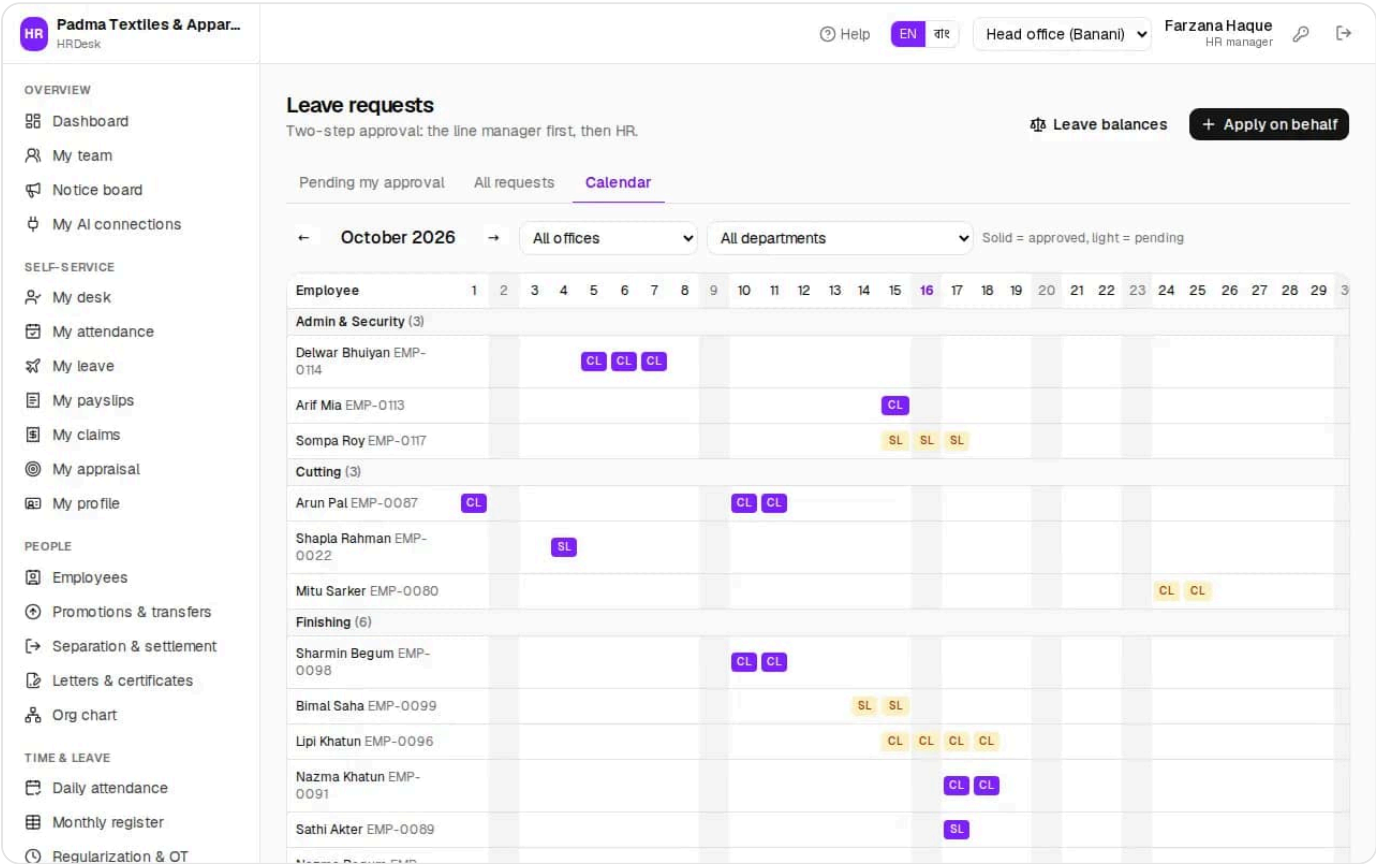
63 / 155

Each button opens a small box — a note is optional when approving; give the reason when rejecting. Nobody can decide their own leave.

Note

The balance is checked again at the final approval. If it has run out in the meantime, the approval is refused with "Only ... days of ... left". Reject it and ask the employee to apply for leave without pay, or adjust the balance.

All requests filters by status, leave type, office, department and dates. **Calendar** shows who is away on which day of the month, by department — solid = approved, light = pending. Check here before Eid whether too many people from one line are off together.



Leave calendar

Applying on an employee's behalf

When someone hands in a paper application or calls in, HR can enter the leave.

- 1. On **Leave requests** press **Apply on behalf**.
- 2. Search and pick the **Employee** (e.g. *Rupa Akter*).

- 3. Choose the **Leave type**, **From** and **To**. For a single day (if the type allows it) choose **Full day**, **First half** or **Second half**.
- 4. The grey box shows at once how many **Days** count and how many are **Available**. If a rule is broken (no balance, overlaps another leave, not eligible yet) a red line appears and the button stays off.
- 5. Write the **Reason**. Sick leave above 2 days needs a **Medical certificate (required)** — attach a photo or PDF.
- 6. If it was already approved on paper, tick **Approve now** — the manager step is skipped.
- 7. Press **Save leave**.

Weekly off days and holidays inside the dates are not counted — except for types with the sandwich rule (earned and maternity). Balances run per calendar year, so split a leave running from December into January into two applications.

Request detail and cancelling

Click the employee's name in a list to open the request.

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

← Leave requests

Lipi Khatun · Casual leave

EMP-0096 · Helper · Finishing

Waiting for HR

Dates

15 Oct 2026 – 18 Oct 2026

Days

3

Paid

Yes

Reason

Going to village for family matter

Line manager

Abdul Kader Bhulyan (EMP-0005)

Applied by

Farzana Haque · 12 Oct 2026, 02:16

Applied

Farzana Haque · 12 Oct 2026, 02:16

Approved by line manager

Abdul Kader Bhulyan · 12 Oct 2026, 02:16

✓ Approve

✗ Reject

Cancel leave

All leave of this employee

Leave request detail

On the left: dates, days, half day, whether it is paid, reason, **Line manager**, **Applied by**, **Decided by**, **Decision note** and the attached **Certificate**. On the right, the **History** — who applied, approved or rejected and when. Below are the decision buttons and **All leave of this employee**.

To cancel an approved leave (e.g. the employee came back early) press **Cancel leave** and give the reason. The balance is restored and attendance for those days is recalculated. Employees can only cancel their own pending requests; approved leave can only be cancelled by HR.

Leave balances

Time & leave > Leave balances shows a cell per employee and leave type: **available / entitled this year**, with the days used below. Hover for the full sum — opening + accrued + adjusted – used – encashed; days in pending requests are held back from the available balance.

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

Leave balances

Opening (carried forward) + accrued + adjusted – used – encashed. Pending requests are held back from the available balance.

Export CSV

Year-end carry forward

2026

Employee name or ID

All offices

All departments

Balance statement report

Employee	CL	SL	EL		
Athaj Mohammad Ali EMP-0001 - Management	8 / 10 used 2	14 / 14	29 / 29	Adjust	Encash
Farzana Haque EMP-0002 - Human Resources & Compliance	10 / 10	14 / 14	29 / 29	Adjust	Encash
Tanvir Hasan EMP-0003 - Human Resources & Compliance	8 / 10 used 2	14 / 14	29 / 29	Adjust	Encash
Mizanur Rahman EMP-0004 - Finance & Accounts	10 / 10	11 / 14 used 3	28 / 28	Adjust	Encash
Abdul Kader Bhuiyan EMP-0005 - Sewing	7 / 10 used 3	14 / 14	29 / 29	Adjust	Encash
Sabrina Chowdhury EMP-0006 - Merchandising	10 / 10	14 / 14	21 / 28 used 7	Adjust	Encash
Nusrat Jahan EMP-0007 - Merchandising	10 / 10	14 / 14	25 / 29	Adjust	Encash
Rupa Akter EMP-0008 - Sewing	8.5 / 10 used 15	14 / 14	29 / 29	Adjust	Encash
Shahidul Islam EMP-0009 - Human Resources & Compliance	10 / 10	14 / 14	29 / 29	Adjust	Encash

Leave balances

- **Adjust** — choose the leave type, **Days (+ add, – deduct)** and the **Reason**. Useful to bring in balances from before HRDesk or to grant special leave.
- **Encash** — records days of an encashable type (earned leave) paid out instead of taken, and takes them off the balance. Choose **Pay with the salary of** (the salary month). The amount is days × gross ÷ 30; payroll adds it to that month's salary sheet as a **Leave encashment** earning (taxable) — or to the next sheet if that month's sheet was already approved — and marks it paid when the sheet is approved (Payroll). Unused earned leave of someone who leaves is paid in the final settlement (Separation).

HRDesk

66 / 155

- **Leave encashments** (below the table) — each encashment of the year with its days, salary month and status (**Waiting for payroll** / **Paid with salary** / **Cancelled**); the amount is shown to those who may see salaries. **Cancel** an unpaid one to give the days back.
- **Export CSV** — the whole list for Excel. For a detailed statement use **Balance statement report**.

Year-end carry forward (early January):

1. Press **Year-end carry forward** and set **From year** (e.g. 2026 → 2027).
2. Press **Preview** — everyone's closing balance, what carries over and the current opening.
3. Press **Run carry forward** and confirm. Running it again sets the same numbers afresh; nothing is doubled.

How leave reaches attendance and payroll

- As soon as leave is finally approved, those days become **On leave** in attendance — never absent. Cancelling recalculates the days from the punches again.
- Paid leave days are not deducted. Leave without pay (LWP) is deducted like an absence.
- If the employee has a phone number and leave SMS is on, they get an SMS with the final decision.

Warning

Once a salary sheet is approved, that month's attendance is locked. Decide the month's leave requests before that. More in Attendance and Payroll.

Salary sheets, payslips & festival bonus

Salary structure, preparing, checking, approving and paying the monthly salary sheet, printing payslips, bank advice and bKash/Nagad files, and Eid/Puja festival bonuses

The **Payroll** part of the sidebar holds all the month-end work — **Salary sheets, Festival bonus, Loans & advances, Income tax, Provident fund** and **Expense claims**. This chapter covers salary sheets and festival bonuses; loans, tax, provident fund and expense claims are in Loans, tax & provident fund.

A salary sheet goes through three steps, and each step belongs to a different person — so nobody can prepare a salary and release it alone:

Task	Who
Set the Salary structure (salary heads)	HR manager, Owner
Set an employee's gross salary (Payroll / accounts can see it)	HR manager, Owner
Prepare salary and bonus sheets, Recalculate , edit, hold, delete a draft	Payroll / accounts, Owner
Approve and Reopen a sheet	HR manager, Owner
Mark salaries and bonuses paid	Payroll / accounts, Owner
View sheets, print, download CSV files	HR manager, Payroll / accounts, Owner

In the demo, Mizanur Rahman (Payroll / accounts) prepares and pays, and Farzana Haque (HR manager) approves.

Salary structure: basic, house rent and allowances

For each employee you enter only the **monthly gross**; it is split into basic, house rent, medical, transport, food allowance and so on by the company's **Salary structure**. Open **Organisation setup > Salary structure** to see it.

HR Padma Textiles & Appar... HRDesk

Help EN বাংলা
Head office (Banani) Farzana Haque HR manager

OVERVIEW
Dashboard
My team
Notice board
My AI connections

SELF-SERVICE
My desk
My attendance
My leave
My payslips
My claims
My appraisal
My profile

PEOPLE
Employees
Promotions & transfers
Separation & settlement
Letters & certificates
Org chart

TIME & LEAVE
Daily attendance
Monthly register
Regularization & OT

Salary structure

The salary heads and how a monthly gross is split into them. Payslips, salary certificates and the bank advice show these parts.

Organisation setup
Departments
Designations
Grades
Salary structure
Shifts
Leave types
Holidays
Letter templates

Code	Name	Name in Bangla	Calculated as
BASIC	Basic salary	মূল বেতন	Rest of gross (ga
Value	Tax-exempt per year (৳)		
auto	0	☒ Active	↑ ↓

Code	Name	Name in Bangla	Calculated as
HOUSE_REI	House rent	বাড়ি ভাড়া	% of basic
Percent (%)	Tax-exempt per year (৳)		
50	0	☒ Active	↑ ↓

Code	Name	Name in Bangla	Calculated as
MEDICAL	Medical allowance	চিকিৎসা ভাতা	Fixed amount (৳)
Amount (৳)	Tax-exempt per year (৳)		
750	0	☒ Active	↑ ↓

Code	Name	Name in Bangla	Calculated as
CONVEYAN	Transport allowance	যাচায়াত ভাতা	Fixed amount (৳)
Amount (৳)	Tax-exempt per year (৳)		
450	0	☒ Active	↑ ↓

Preview

Sample monthly gross (৳)

12500

Basic salary	৳6,700
House rent	৳3,350
Medical allowance	৳750
Transport allowance	৳450
Food allowance	৳1,250
Gross	৳12,500

The components add up to the gross.

Each part is rounded to whole Taka; the rounding goes to the last allowance so the parts always equal the gross.

Salary structure

The garments structure (December 2023 minimum-wage gazette) is built in: medical ৳750, transport ৳450 and food ৳1,250 fixed; basic = (gross – these three) ÷ 1.5; house rent 50% of basic. For example a grade 4 sewing operator on a gross of ৳12,500 gets basic ৳6,700 and house rent ৳3,350.

Each component row has a **Code**, **Name**, **Name in Bangla**, **Calculated as** and its value:

- **Fixed amount (৳)** — the same Taka every month (e.g. food allowance).
- **% of gross or % of basic** — a percentage.
- **Rest of gross (garments formula)** — BASIC only; whatever is left after the other parts is the basic.
- **Tax-exempt per year (৳)** — how much of this head is free of income tax.

To change the structure:

1. Edit the row fields, or press **Add component**. Use the up/down arrows to change the order.
2. In the **Preview** on the right, type a **Sample monthly gross (৳)** and check the split. Yellow or red warnings appear when the parts don't add up.
3. Press **Save structure**. The button stays disabled while a red error remains.

To start over, use **Garments minimum-wage structure** or **Office structure** under **Start from a standard structure**.

Note

Saved components are never deleted (old salaries refer to them) — untick **Active** instead. Changing the structure does not re-split current salaries; the new split applies to salaries set from now on and at the next increment.

An employee's pay and payment details

On the employee record (**Employees** › name › **Edit**) the payroll needs:

- In **Salary**, the **Gross salary (b / month)** — the split by head shows right below. After the first time, pay changes go through an **Action** (increment / promotion) so the **Salary history** stays right — see Employees.
- **Overtime eligible** — usually yes for workers, no for officers.
- In **Salary payment**, the **Payment method** (Bank, bKash, Nagad, Rocket, Cash, Cheque); for a bank the **Bank**, **Bank branch**, **Account no.** and **Routing no.**; for a mobile wallet the **Wallet number** (empty = the employee's mobile).
- **Provident fund member**, **e-TIN** and **Exempt from salary tax deduction** — see Loans, tax & provident fund.

The overtime rate, absence deduction, late rule, attendance bonus and the day the salary month starts are in **Settings** under **Payroll** and **Overtime** — see Owner & company setup.

Preparing the month's salary sheet

Before you start, make sure the month's attendance, overtime approvals and leave are complete (Attendance, Leave).

HR Padma Textiles & Appar...
HRDesk

Help
EN
Head office (Banani)
Mizanur Rahman
Payroll / accounts

OVERVIEW
Dashboard
Notice board
My AI connections

SELF-SERVICE
My desk
My attendance
My leave
My payslips
My claims
My appraisal
My profile

PEOPLE
Employees
Org chart

TIME & LEAVE
Daily attendance
Monthly register

PAYROLL
Salary sheets
Festival bonus
Loans & advances
Income tax

Salary sheets
Prepare, approve and pay the monthly salary sheet of each office or factory.
+ Prepare salary sheet

Salary sheets
Festival bonus
Loans & advances
Income tax
Provident fund

Latest sheet
September 2026
Paid

Employees
104

Gross earnings
₹18,62,974

Net pay
₹17,83,969

All years

Month	Office / factory	Period	Employees	Gross earnings	Deductions	Net pay	Status
September 2026	Factory (Gazipur)	01 Sept 2026 – 30 Sept 2026	104	₹18,62,974	₹79,005	₹17,83,969	Paid
September 2026	Head office (Banani)	01 Sept 2026 – 30 Sept 2026	15	₹10,67,295	₹1,77,289	₹8,90,006	Paid

Salary sheets

1. Open **Payroll > Salary sheets**. The cards show the latest sheet's month, headcount, **Gross earnings** and **Net pay**.
2. Press **Prepare salary sheet**.
3. Pick the **Salary month** (last month by default). The pay period is shown below it — usually the calendar month, or the 21st to the 20th if Settings says so.
4. **Office / factory** — one sheet for **All offices & factories**, or one per office / factory (e.g. *Factory (Gazipur)* and *Head office (Banani)*). You can't mix both for the same month.
5. Press **Prepare**. The sheet opens as a **Draft** with one payslip (number SAL-...) for every eligible employee.

If the sheet for that month and office already exists, a new one is refused — open the existing one and press **Recalculate**.

Warning

If there are no attendance records at all for the period, HRDesk counts every working day as present and shows a yellow note at the top of the sheet. Preparing the sheet before attendance is in means no absence is deducted.

What goes into each payslip

On prepare or recalculate, HRDesk pulls in for each employee:

Column	Where it comes from
Pres., Abs., Leave, Late	The month's attendance: present, absent (incl. unpaid leave), paid leave and late days
Basic, house rent, allowances	The salary history; pro-rated by days for joiners, leavers and mid-month increments
OT hrs, OT pay	Overtime hours from attendance $\times$ basic $\div$ 208 $\times$ 200% (demo settings); only for "overtime eligible" employees
Att. bonus	A month with no absence, late day or unpaid leave (b450 in the demo)
Absent ded.	Absent days $\times$ basic $\div$ days in the period (Labour Act s.126)
Late ded.	One day's basic for every 3 late days (demo settings)
Tax	Monthly tax deducted at source (TDS), from the yearly projection
PF	10% of basic for provident fund members (demo settings)
Loan	This month's instalment of active loans and advances
Other earn.	Lines you add by hand, plus approved expense claims paid <i>with salary</i> and leave encashments for this month (or earlier, unpaid)
Other ded.	Lines you add by hand — revenue stamp, canteen, fines and so on

The exact formulas for your company are printed in one line under the sheet. Net pay = total earnings – total deductions; every amount is in whole Taka.

Checking and correcting the sheet

HR

Padma Textiles & Appar...

HRDesk

Help

EN

Head office (Banani)

Mizanur Rahman

Payroll / accounts

OVERVIEW

Dashboard

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Org chart

TIME & LEAVE

Daily attendance

Monthly register

PAYROLL

Salary sheets

Festival bonus

Loans & advances

Income tax

Salary sheet — September 2026

Factory (Gazipur) · 01 Sept 2026 – 30 Sept 2026

← Salary sheets

Paid

Approved by Farzana Haque on 12 Oct 2026, 02:17 — numbers and the period's attendance are locked.

Employees

104

Gross earnings

₹18,62,974

Deductions

₹79,005

Net pay

₹17,83,969

104 of 104 paid

Print & download:

Salary sheet

All payslips

Department summary

Bank advice

Bank CSV

bKash CSV

Nagad CSV

Cash pay register

Bank: ₹3,75,473 · 10 · paid ₹375,473

bKash: ₹6,87,621 · 46 · paid ₹6,87,621

Nagad: ₹4,24,654 · 28 · paid ₹4,24,654

Cash: ₹2,96,221 · 20 · paid ₹2,96,221

All departments

All statuses

104 payslips

Employee	Pres.	Abs.	Leave	Late	Gross	Basic salary	House rent	Medical allowance	Transport allowance	Food allowance	OT hrs	OT pay	Att. bonus
Babul Khan EMP-0027 · Supervisor	24	0	2	0	26,000	15,700	7,850	750	450	1,250			450
Gopal Roy EMP-0112 · Security Guard	25	1	0	9	13,414	7,309	3,655	750	450	1,250	14.75	1,037	
Arif Mia EMP-0113 · Security Guard	26	0	0	1	12,592	6,761	3,381	750	450	1,250	18.25	1,186	
Delwar Bhuiyan EMP-0114 · Security Guard	25	0.5	0.5	1	12,579	6,753	3,377	750	450	1,249	23	1,493	
Sabbir Bhuiyan EMP-0115 · Security Guard	21	1	4	1	13,353	7,269	3,635	750	450	1,249	12.5	874	
Karim Talukder													

Salary sheet

Each employee is one row; use the **All departments** and **All statuses** filters to see, say, only the *Sewing* department. Click a payment-method chip (Bank, bKash, Nagad ...) to show only that method.

To add arrears, a production incentive or a revenue stamp for someone:

- 1. Press the pencil (**Edit other earnings & deductions**) at the end of the row.
- 2. Under **Other earnings** press **Add**, then type a **Description** and the amount. Untick **Taxable** if it is not taxable income.
- 3. Add lines under **Other deductions** the same way; **Revenue stamp ₹10** adds the stamp in one click.
- 4. Type a **Note** if needed — it is printed on the payslip. Then press **Save & recalculate**.

To hold someone's salary (papers missing, say), press the pause icon (**Hold**); press play (**Release**) to free it. Held payslips are shaded yellow and skipped when paying.

If attendance, leave or loans change later, press **Recalculate** — the numbers are rebuilt while your manual lines, notes and holds are kept. A sheet made for the wrong month can be removed with **Delete** (drafts only).

Approving and reopening

When the checks are done, the HR manager opens the sheet and presses **Approve**. Then:

- The sheet and its payslips become **Approved**; no more edits or recalculation.
- The period's attendance is **locked**, so nobody can change it after salaries are paid.
- A violet line at the top shows who approved it and when.
- Leave encashments on the sheet are marked **paid** (Leave).

If a mistake turns up, the HR manager can press **Reopen** as long as nobody has been paid yet — the sheet goes back to **Draft**, attendance is unlocked and its leave encashments are unpaid again (a recalculation picks them up once more).

Warning

Once even one salary is marked paid, the sheet can no longer be reopened. Check carefully before paying.

Paying salaries

Once the sheet is **Approved**, payroll / accounts send the money and mark it paid in HRDesk:

1. Press **Pay salaries**.
2. Choose the **Pay method** — **Every method**, or one at a time (bKash today, bank tomorrow). The brackets show how many are left.
3. Optionally pick a **Department**, and set the **Payment date**.
4. Press **Mark paid**.

To pay a single person, press the wallet icon (**Mark paid**) on their row.

Marking paid also books the loan instalments as recovered, posts the provident fund contributions to the ledger, marks the expense claims paid, and sends the salary SMS when it is switched on. When everyone is paid the sheet turns **Paid** by itself.

Printing payslips, the sheet and summaries

In the **Print & download** row of the sheet:

- **Salary sheet** — the whole sheet on A3 or A4, with or without a signature column (**Show signature column**).

- **All payslips** — two payslips per A4 page; choose English / বাংলা at the top. If a department filter is on, only that department.
- **Department summary** — per department: headcount, earnings, overtime, deductions, net pay and employer PF.

One payslip: the printer icon (**Print payslip**) on the row. Pick A5 or A4 and English or Bangla. Draft and held payslips carry a faint "DRAFT" / "HELD" watermark.

A5
A4
English
বাংলা
Close
Print

Padma Textiles & Apparels Ltd.
Plot 7, BSCIC Industrial Area, Konabari, Gazipur - 01600000010

PAYS LIP								No. SAL-000074 Paid on 12 Oct 2026	
September 2026									
Name: Rupa Akter				ID: EMP-0008					
Designation: Sewing Operator				Department: Sewing					
Joined: 16 Jun 2023				Grade: Worker Grade 2					
Pay method: Cash				Monthly gross: ৳13,550					
Days	Working	Present	Leave	Absent	Late	Holidays	Off days		
30	26	24	1.5	0.5	0	1	3		
Overtime: 275 hrs									
Earnings				Deductions					
Amount				Amount					
Basic salary				Absence (05 days)					
৳7,400				৳123					
House rent				Loan / advance recovery					
৳3,700				৳2,000					
Medical allowance				Revenue stamp					
৳750				৳10					
Transport allowance									
৳450									
Food allowance									
৳1,250									
Overtime (275 hrs)									
৳1,957									
Totalearnings				Totaldeductions					
৳15,507				৳2,133					
Netpay								৳13,374	
In words: Thirteen Thousand and Three Hundred Seventy Four Taka Only									
Employee's signature					Authorised signature				
This is a computer-generated payslip.									

Payslip

Employees can see and print their own approved and paid payslips under **My payslips** — see Employee self-service.

Bank advice and bKash / Nagad files

Only the buttons for methods that at least one employee uses are shown:

- **Bank advice** — a letter to the bank manager with the total in words, each employee's account no., branch, routing no., and signature lines.
- **Bank CSV** — the usual BEFTN bulk-upload layout.
- **bKash CSV, Nagad CSV, Rocket CSV** — wallet no., amount, name; upload it to that provider's bulk-disbursement portal.

- **Cash pay register** — names, amounts and a signature box for those paid in cash.

Close Print

Padma Textiles & Apparels Ltd.
Plot 7, BSCIC Industrial Area, Konabari, Gazipur - 01600000010

BANK ADVICE
Salary September 2026 - Ref: SALARY-2026-09

Date: 16 Oct 2026

To
The Manager
(our bank)

Subject: Transfer of salary to the accounts of our employees

Please debit our account no. _____ by ₳3,75,473 (Three Lakh Seventy Five Thousand Four Hundred Seventy Three Taka Only) and credit the accounts of the 10 employees listed below through BEFTN / Internal transfer.

#	ID	Name	Account no.	Bank / branch	Routing no.	Amount
1	EMP-0027	Babul Khan Admin & Security	1161765095382	BRAC Bank, Gazipur		₳24,880
2	EMP-0022	Shapla Rahman Cutting	8240852834789	BRAC Bank, Gazipur		₳29,373
3	EMP-0023	Selim Molla Finishing	8224343293515	Eastern Bank, Gulshan		₳27,828
4	EMP-0009	Shahidul Islam Human Resources & Compliance	7444440601190	Dutch-Bangla Bank, Gulshan		₳33,418
5	EMP-0025	Beauty Khatun Maintenance	2912260537892	BRAC Bank, Gazipur		₳28,613
6	EMP-0024	Ratan Saha Quality	9260102182786	BRAC Bank, Banani		₳33,280
7	EMP-0005	Abdul Kader Bhuiyan Sewing	6762274385167	BRAC Bank, Gazipur		₳98,526
8	EMP-0020	Nasrin Islam Sewing	3711144687120	Dutch-Bangla Bank, Gazipur		₳36,902
9	EMP-0021	Shefali Das Sewing	7668664697437	Eastern Bank, Banani		₳37,947
10	EMP-0026	Nasir Ahmed Store	3710618975847	City Bank, Gazipur		₳24,706
Total (10)						₳3,75,473

In words: **Three Lakh Seventy Five Thousand Four Hundred Seventy Three Taka Only**
Company e-TIN: 123456789012

Bank advice

Tip

Employees with no account or wallet number are listed at the top of the advice. Fill the number in on their record before sending the file to the bank.

Festival bonus (Eid, Puja)

The Labour Rules 2015 give two festival bonuses a year, each up to one month's basic, after a year of service. HRDesk builds the list from the rate and service period in Settings.

HR Padma Textiles & Appar...
HRDesk

Help EN

Head office (Banani)

Mizanur Rahman
Payroll / accounts

OVERVIEW

Dashboard

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Org chart

TIME & LEAVE

Daily attendance

Monthly register

PAYROLL

Salary sheets

Festival bonus

Loans & advances

Income tax

Eid-ul-Adha 2026

Eid-ul-Adha · Pay date 20 May 2026 · Cut-off date 15 May 2026 · 100% of basic

Paid

Salary sheets Festival bonus Loans & advances Income tax Provident fund

Employees

100

Bonus total

৳15,12,214

Tax

৳0

Net payable

৳15,12,214

All departments

Bonus sheet

Bonus slips

Bank advice

Cash sheet

Bank CSV

bKash CSV

Nagad CSV

ID	Employee	Department	Joined	Service (months)	Basic	Bonus	Tax
EMP-0017	Arif Sarker Office Assistant	Admin & Security	24 Apr 2021	60	৳7,700	৳7,700	৳0
EMP-0018	Fatema Islam Office Assistant	Admin & Security	10 Apr 2023	37	৳7,367	৳7,367	৳0
EMP-0019	Fatema Parvin Driver	Admin & Security	31 Jan 2025	15	৳10,367	৳10,367	৳0
EMP-0027	Babul Khan Supervisor	Admin & Security	27 Jul 2020	69	৳15,700	৳15,700	৳0
EMP-0112	Gopal Roy Security Guard	Admin & Security	02 Apr 2024	25	৳7,309	৳7,309	৳0
EMP-0113	Arif Mia Security Guard	Admin & Security	12 Dec 2020	65	৳6,761	৳6,761	৳0
EMP-0114	Delwar Bhuiyan Security Guard	Admin & Security	30 Jun 2021	58	৳6,753	৳6,753	৳0

Festival bonus

1. Open **Payroll > Festival bonus** and press **New festival bonus**.
2. Enter the **Name** (e.g. *Eid-ul-Adha 2026*), **Festival**, **Bonus % of basic**, **Pay date** and **Cut-off date** — service is counted until the cut-off.
3. Leave **Religion** on **Everyone**, or limit it to one religion. Leave **Office / factory** empty for all.
4. Press **Prepare bonus sheet**. Eligible employees are filled in — those with less service get a pro-rata share or are left out, as Settings say.

While it is a draft, use the pencil to change someone's **Bonus**, **Tax** or **Note**, the bin to remove them, and **Add employee** to add one by hand. **Regenerate** rebuilds every line — manual changes are lost.

After that it works like the salary sheet: the HR manager presses **Approve** (or **Reopen**), then payroll / accounts press **Mark paid**, which marks the whole bonus paid at once. **Bonus sheet**, **Bonus slips**, **Bank advice**, **Cash sheet** and the bank / bKash / Nagad CSV files are in the same place.

Note

Tax on a bonus is not filled in automatically (it stays 0); type it in the line's **Tax** if you deduct tax from someone's bonus. Approved bonuses are added to the yearly income-tax projection.

Loans, income tax, provident fund & expense claims

Salary advances and loans (approve, pay out, instalments), monthly income tax on salary and tax certificates, provident fund contributions, interest and statements, and approving employees' expense claims

Everything in this chapter ends up on the monthly salary sheet — loan instalments, income tax and provident fund contributions are deducted on the payslip, and approved expense claims can be added to the salary. How the sheet itself is prepared and paid is in Salary sheets, payslips & festival bonus.

Task	Who
Enter a loan / advance, pay it out, change the instalment, cash repayment, close	Payroll / accounts, Owner
Approve or reject a loan / advance	HR manager, Owner
Tax declarations, PF interest and entries	Payroll / accounts, Owner
View income tax and provident fund, print certificates and statements	HR manager, Payroll / accounts, Owner
First approval of expense claims (own team)	Line manager
Final approval and payment of expense claims	HR manager, Payroll / accounts, Owner

Salary advances and loans

Payroll › Loans & advances holds salary advances and loans, recovered in monthly instalments from the payslip. Employees can't request a loan in the app — when a written request comes in, payroll / accounts enter it here.

HR Padma Textiles & Appar...
HRDesk

Help

EN

৳

Head office (Banani)

Mizanur Rahman
Payroll / accounts

OVERVIEW

Dashboard

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Org chart

TIME & LEAVE

Daily attendance

Monthly register

PAYROLL

Salary sheets

Festival bonus

Loans & advances

Income tax

Loans & advances

Salary advances and loans recovered in monthly installments from the payslip.

+ New loan / advance

Salary sheets Festival bonus Loans & advances Income tax Provident fund

Active loans

3

Outstanding

৳48,500

Pending approval

1

Outstanding

Pending approval

Closed

Rejected

All

All types

Q Search name or ID

Loan no.	Employee	Type	Amount	Installment	From month	Recovered	Balance	Statu
LN-000003	Farzana Haque EMP-0002 - Human Resources & Compliance	Loan	৳60,000	৳5,000	July 2026	৳15,000	৳45,000	Activ
LN-000002	Arif Sarker EMP-0017 - Admin & Security	Salary advance	৳3,000	৳1,500	September 2026	৳1,500	৳1,500	Activ
LN-000001	Rupa Akter EMP-0008 - Sewing	Salary advance	৳6,000	৳2,000	August 2026	৳4,000	৳2,000	Activ

Loans & advances

To enter an advance or loan:

1. Press **New loan / advance**.
2. Choose the **Employee** (search by name or ID).
3. **Type** — **Salary advance, Loan** or **PF loan**.
4. Enter the **Amount, Monthly installment** and **First deduction month** (next month by default). The instalment can't be more than the amount.
5. Choose **Paid out by** (Cash, bKash, Bank ...), write the **Reason** and save.

The loan starts as **Pending approval**. The HR manager opens it and presses **Approve** or **Reject**. Once approved its status is **Active** and it shows under the **Outstanding** tab.

The cards at the top show **Active loans**, the total **Outstanding** and how many are **Pending approval**. Use the tabs — **Outstanding, Pending approval, Closed, Rejected, All** — and the **All types** filter to find one.

Paying out, recovery and early settlement

Click a loan number (e.g. *LN-000001*, the ৳6,000 advance of sewing operator Rupa Akter) to see its details, the **Repayments** made and the **Schedule** of instalments still to come.

HR

Padma Textiles & Appar...

HRDesk

Help

EN

af

Head office (Banani)

Mizanur Rahman

Payroll / accounts

OVERVIEW

Dashboard

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Org chart

TIME & LEAVE

Daily attendance

Monthly register

PAYROLL

Salary sheets

Festival bonus

Loans & advances

Income tax

LN-000001 · Rupa Akter

Salary advance · EMP-0008 · Sewing Operator · Sewing

Active

Change installment

Cash repayment

Close

Salary sheets

Festival bonus

Loans & advances

Income tax

Provident fund

Amount

₹6,000

Recovered

₹4,000

Balance

₹2,000

Installment

₹2,000

from August 2026

Details

Type

Salary advance

Paid out by

Cash

Paid out on

25 Jul 2026

Reason

Demo: medical treatment of mother

Created

12 Oct 2026, 02:17 · Mizanur Rahman

Approved by

Farzana Haque

Repayments

Month	From	Recorded	Amount
August 2026	Cash	12 Oct 2026	₹2,000
September 2026	Payslip SAL-000074	12 Oct 2026	₹2,000

Schedule

Deducted from the payslip of each month until the balance is cleared.

Month	Installment	Balance after
October 2026	₹2,000	₹0

Loan details

- **Pay out** — when the money is handed over, set the **Date** and **Paid out by**. The **Paid out on** date is recorded.
- **Recovery is automatic**: from the **First deduction month**, every month's salary sheet puts the instalment in the **Loan** column (the last one never more than the balance). When the salary is marked paid, the instalment is added to **Recovered** with the payslip number. When the balance reaches zero the loan is **Closed** by itself.
- **Change installment** — enter a new **Monthly installment**. To pause deductions for a few months (an Eid month, say), move the **First deduction month** forward.
- **Cash repayment** — when the employee pays back in cash outside the salary, enter the **Month** and **Amount**. Paying the whole balance at once (early settlement) closes the loan.
- **Close** — closing with a balance left writes it off and stops the deductions; give the reason in **Note**.

Note

Nothing is deducted until **Pay out** has been pressed. Deductions start from the **First deduction month**, or from the month the loan is paid out if that is later — an advance approved but never handed over is never recovered from salary.

Note

When someone leaves, the outstanding balance is deducted in the final settlement — see Separation & final settlement.

Income tax on salary (TDS)

When **Deduct monthly tax from salary** is on in Settings, every salary sheet puts the monthly tax deducted at source (Income Tax Act 2023, section 86) in the **Tax** column of taxable employees. It works over the July–June fiscal year:

- Yearly income = taxable payslip income so far + this month's income × months left + approved festival bonuses + declared other income.
- From that: the salary exemption (one-third or ₳5 lakh, whichever is less), the tax-free threshold, the slab rates, the investment rebate and the minimum tax give the tax for the year.
- Monthly tax = (tax for the year – tax paid elsewhere – deducted so far) ÷ months left.

Payroll > Income tax shows for each employee the **Salary so far**, **Projected rest**, **Bonus**, **Taxable income**, **Tax for the year**, **Deducted** and **Remaining**. Press **Details** to open the full slab-by-slab calculation.

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Org chart

TIME & LEAVE

Daily attendance

Monthly register

PAYROLL

Salary sheets

Festival bonus

Loans & advances

Income tax

Help

EN

বাংলা

Head office (Banani)

Mizanur Rahman

Payroll / accounts

Income tax

Yearly tax projection, monthly TDS on salary, declarations and certificates (fiscal year July–June).

Yearly summary CSV

Salary sheets

Festival bonus

Loans & advances

Income tax

Provident fund

Rates from the built-in table for FY 2025-26 / 2026-27: tax-free ₳375,000 (women & 65+ ₳425,000, disabled ₳500,000, freedom fighters ₳525,000), then 10%, 15%, 20%, 25%, 30%; salary exemption the lesser of one-third or ₳5,00,000; investment rebate the lowest of 3% of taxable income, 15% of investment or ₳10,00,000; minimum tax ₳5,000 / ₳4,000 / ₳3,000 by zone. HR must verify these against the current Finance Act.

Employees with tax

7

Projected tax for the year

₳9,62,342

Deducted so far

₳94,411

Remaining

₳8,67,931

FY 2027-28

FY 2026-27

FY 2025-26

FY 2024-25

Show everyone

Q Search name or ID

Employee	e-TIN	Category	Salary so far	Projected rest	Bonus	Taxable income	Tax
Alhaj Mohammad Ali EMP-0001 · Managing Director	341178682446	General Dhaka / Chattogram city corporation	₳3,50,450 1 months	₳38,50,000	₳0	₳37,60,450	
Farzana Haque EMP-0002 · HR Manager	405389666557	Woman / 65 or older Dhaka / Chattogram city corporation	₳1,05,220 1 months	₳12,10,000	₳0	₳8,76,813.34	
Mizanur Rahman EMP-0004 · Accounts Manager	822159832715	General Dhaka / Chattogram city corporation	₳85,450 1 months	₳9,35,000	₳0	₳6,80,300	
Abdul Kader Bhuiyan EMP-0005 · Production Manager	430625498294	General Other city corporation	₳1,12,164 1 months	₳13,20,000	₳0	₳9,54,776	
Sabrina Chowdhury EMP-0006 · Senior Merchandiser	689786541461	Woman / 65 or older Dhaka / Chattogram city corporation	₳92,943 1 months	₳10,45,000	₳0	₳8,18,628.67	
Rehana Sarker EMP-0013 · Merchandiser	350961208343	Woman / 65 or older Dhaka / Chattogram city corporation	₳52,450 1 months	₳5,72,000	₳0	₳4,76,300	

Income tax

HRDesk

81 / 155

Pick the fiscal year at the top. By default only taxable employees are listed; press **Show everyone** for all. The violet box at the top states the built-in rates — HR must check them against the current Finance Act.

Note

If someone's tax should not be deducted from salary (they pay through their own return), tick **Exempt from salary tax deduction** on their employee record.

Investment declaration

Investments in savings certificates, DPS or life insurance reduce the tax. When the employee hands in the papers:

1. On **Income tax**, press **Declaration** on the employee's row.
2. Enter **Eligible investment (b)**, **Other income (b)** and **Tax paid elsewhere / deducted before HRDesk (b)** — if you started HRDesk in the middle of the year, put the earlier months' tax here.
3. Pick the **Zone (minimum tax)** — Dhaka / Chattogram city corporation, another city corporation, or elsewhere.
4. Leave **Woman or 65 years and older** on **Automatic (from sex and date of birth)**. Tick **Person with disability** or **Gazetted freedom fighter** where it applies — these raise the tax-free threshold.
5. Save.

A declaration is per fiscal year. The new monthly tax applies when the next salary sheet is recalculated.

Tax certificate and yearly summary

- **Certificate** — on each row: the certificate of tax deducted at source (section 86) with month-by-month salary, tax deducted, and the employer's and employee's e-TIN. Employees need it for their return, and can print their own from **My payslips**.
- **Yearly summary CSV** — at the top of the page: every employee's income, exemption, tax, rebate, deducted and remaining, for the employer's withholding return.

Tip

The company e-TIN on the certificate comes from **Settings > Company profile > Company e-TIN** — fill it in first.

Provident fund: members and contributions

In Settings, under **Provident fund**, switch on **Company has a provident fund** and set the **Employee share (% of basic)**, **Company share (% of basic)** and **Eligible after (months)**. The demo uses 10% + 10% after 12 months of service.

To make someone a member, tick **Provident fund member** on their employee record, and optionally set the **PF joining date** — without it deductions start once the eligibility months are complete.

From then on it is automatic: each salary sheet deducts the employee's share in the **PF** column (on basic, after any absence deduction), and when the salary is marked paid both the employee's and the company's shares are posted to the fund ledger. The payslip shows the company's share separately (not deducted).

HR Padma Textiles & Appar...
HRDesk

OVERVIEW

- Dashboard
- Notice board
- My AI connections

SELF-SERVICE

- My desk
- My attendance
- My leave
- My payslips
- My claims
- My appraisal
- My profile

PEOPLE

- Employees
- Org chart

TIME & LEAVE

- Daily attendance
- Monthly register

PAYROLL

- Salary sheets
- Festival bonus
- Loans & advances
- Income tax

Help EN বাংলা Head office (Banani) Mizanur Rahman Payroll / accounts

Provident fund
Members, contributions, interest and balances of the employees' provident fund.
Salary sheets Festival bonus Loans & advances Income tax **Provident fund**

Members
23

Own contribution
₹30,91,996

Employer contribution
₹30,91,996

Fund balance
₹61,83,992

Employee	Department	PF since	Own	Employer	Balance	PF loan outstanding
Alhaj Mohammad Ali EMP-0001	Management	11 Mar 2018	₹8,57,290	₹8,57,290	₹17,14,580	—
Farzana Haque EMP-0002	Human Resources & Compliance	15 Mar 2021	₹2,64,812	₹2,64,812	₹5,29,624	—
Tanvir Hasan EMP-0003	Human Resources & Compliance	27 Jan 2024	₹81,738	₹81,738	₹1,63,476	—
Mizanur Rahman EMP-0004	Finance & Accounts	07 Feb 2020	₹2,03,622	₹2,03,622	₹4,07,244	—
Abdul Kader Bhuiyan EMP-0005	Sewing	20 Mar 2019	₹2,89,435	₹2,89,435	₹5,78,870	—
Sabrina Chowdhury EMP-0006	Merchandising	02 Feb 2022	₹2,28,084	₹2,28,084	₹4,56,168	—
Nusrat Jahan EMP-0007	Merchandising	14 Jan 2025	₹57,495	₹57,495	₹1,14,990	—
Shahidul Islam EMP-0009	Human Resources & Compliance	18 Jan 2023	₹87,532	₹87,532	₹1,75,064	—

Provident fund

Payroll > Provident fund shows the **Members**, **Own contribution**, **Employer contribution** and total **Fund balance**, with each member's account below.

Ledger, interest and statements

Click a member's name for their **PF ledger** — every contribution, interest, loan and settlement, with the running balance. **Print statement** gives a statement to sign, with nominees.

HR Padma Textiles & Appar...
HRDesk

Help EN

Head office (Banani)

Mizanur Rahman
Payroll / accounts

OVERVIEW

Dashboard

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Org chart

TIME & LEAVE

Daily attendance

Monthly register

PAYROLL

Salary sheets

Festival bonus

Loans & advances

Income tax

PF ledger — Farzana Haque

EMP-0002 · HR Manager · Human Resources & Compliance

← Back

Print statement

Salary sheets

Festival bonus

Loans & advances

Income tax

Provident fund

Own contribution

₹2,64,812

Employer contribution

₹2,64,812

Balance

₹5,29,624

PF since

15 Mar 2021

Member

Date	Type	Note	Own	Employer	Balance
01 Aug 2026	Opening balance	Opening balance	₹2,58,120	₹2,58,120	₹5,16,240
07 Oct 2026	Contribution	Salary 2026-09	₹6,692	₹6,692	₹5,29,624

PF ledger

The buttons at the top of the fund page (for payroll / accounts):

- **Post interest** — when the trustees fix the year's rate, enter the **Posting date**, **Balance as of**, **Rate (% per year)** and **Months**. Interest is added on each member's balance on that day. The same date can't be posted twice.
- **Opening balances** — when moving from old books, one member per line:

employee code, own balance, employer balance (optional date).
- **Manual entry** — a single entry: **Type** (PF loan, PF loan repayment, Settlement, Interest, Opening balance, Contribution), **Own part (₹)**, **Employer part (₹)**. Use a minus sign for money paid out of the fund.

Note

A loan of type **PF loan** under **Loans & advances** posts to the fund ledger by itself: **Pay out** adds a minus "PF loan" entry to the member's own part, and every instalment recovered from salary (or paid back in cash, or recovered in the final settlement) adds a "PF loan repayment". The member list shows the **PF loan outstanding**. Don't enter these again by hand.

Approving and paying expense claims

Employees submit travel, food, mobile and other expenses with receipts from **My claims** — see Employee self-service. The claims then arrive under **Payroll > Expense claims**.

HR Padma Textiles & Appar...
HRDesk

OVERVIEW

- Dashboard
- My team
- Notice board
- My AI connections

SELF-SERVICE

- My desk
- My attendance
- My leave
- My payslips
- My claims
- My appraisal
- My profile

PEOPLE

- Employees
- Promotions & transfers
- Separation & settlement
- Letters & certificates
- Org chart

TIME & LEAVE

- Daily attendance
- Monthly register
- Regularization & OT

Help EN বাংলা Head office (Banani) Farzana Haque
HR manager

Expense claims

Approve, reject and pay employees' expense claims.

Waiting for manager
2

Waiting for final approval
3

Approved, not paid
3
৳12,870

In this list
3
৳5,770

To approve

Waiting for manager

To pay

All claims

Claim	Employee	Title	Submitted	Status	Amount
CLM-000005	Rehana Sarker EMP-0013 · Merchandising	Mobile bill — September 1 item · receipt missing	02 Oct 2026	Manager approved	৳850
CLM-000004	Rasel Islam EMP-0014 · Merchandising	Fabric market survey — Islampur 2 items · receipt missing	06 Oct 2026	Manager approved	৳920
CLM-000003	Fatema Parvin EMP-0019 · Admin & Security	Fuel for MD's car — October week 1 2 items · receipt missing	09 Oct 2026	Pending	৳4,000

Expense claims

The steps: **Pending** → (line manager) **Manager approved** → (HR / accounts / owner) **Approved** → **Paid**; or **Rejected**. If the employee's manager does not log in with the line-manager role, the claim goes straight to final approval.

As a line manager: the **To approve** tab shows only your team's claims. Open a claim, look at the receipts, and press **Approve (manager)** or **Reject**.

As HR manager or payroll / accounts: the tabs are **To approve**, **Waiting for manager**, **To pay** and **All claims**.

HR

Padma Textiles & Appar...

HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

CLM-000004 · Fabric market survey — Islampur

Rasel Islam · EMP-0014 · Merchandiser

← Expense claims

Manager approved

Submitted

06 Oct 2026, 10:30

Department

Merchandising

Manager step

Sabrina Chowdhury · 07 Oct 2026, 12:30

Approve

Reject

Rickshaw and CNG

05 Oct 2026 · Travel

No receipt

₳620

Lunch

05 Oct 2026 · Food

No receipt

₳300

Total

₳920

Claim details

1. Open the claim. Check each item's date, category, description, amount and **Receipt**; **No receipt** shows where one is missing.
2. Press **Approve** and choose **Pay via — With salary (payroll)**, **Cash**, **Bank transfer** or **bKash** — with a **Note (optional)**.
3. To turn it down press **Reject**; the **Reason** is required and the employee sees it.

Final approvers may approve directly without waiting for the manager step. Nobody can approve their own claim.

Paying:

- **With salary (payroll)** — the claim is added as a non-taxable line under other earnings on the salary sheet of the month it was approved, and turns **Paid** when that salary is paid. The claim says **Will be paid with the next salary.**; to pay sooner press **Pay now instead**.
- Cash, bank or bKash — open the claim from the **To pay** tab, hand over the money and press **Mark paid**.

The **CSV** button at the top downloads the current list.

Warning

A claim approved "with salary" after the salary sheet was prepared only appears on it after you press **Recalculate** on the draft sheet.

Recruitment

Opening jobs and publishing them on your careers page, online applications, moving candidates through the stages, interviews, job offers, and creating the employee record after hiring

The **Recruitment** part of the sidebar runs the whole hiring process: opening a job, advertising it on the company's own careers page, online applications, screening, interviews, the offer — and finally the new employee's record in one step.

Task	Who
Open jobs, screen candidates, schedule interviews, offer and hire	Owner, HR manager, HR officer
See the interviews they sit on, record score and feedback, add notes	Line manager
Apply on the careers page	Anyone — no login needed

Opening a job

Open **Recruitment**. The top shows **Open jobs** (with the number of vacancies), **Applications this month**, **Upcoming interviews** and **Hired this year**. Below, each job card shows how many candidates are at each stage.

HR

Padma Textiles & Appar...

HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Recruitment

Job openings, applications, interviews and offers.

Careers page

Interviews

Reports

New Job

Open jobs

3

13 vacancies

Applications this month

26

Upcoming Interviews

3

Hired this year

1

Search Job title or code

Active (draft, open, on hold)

Merchandiser

JOB-000003 · Merchandising · Head o...

2

1

2

0

0

Applied Shortlist... Interview Offered Hired

0 of 2 hired · 8 applications

Deadline 06 Nov 2026

HR Executive

JOB-000002 · Human Resources & Co...

3

2

2

0

0

Applied Shortlist... Interview Offered Hired

0 of 1 hired · 9 applications

Deadline 24 Oct 2026

Sewing Operator

JOB-000001 · Sewing · Factory (Gazip...

7

6

4

1

0

Applied Shortlist... Interview Offered Hired

0 of 10 hired · 24 applications

Deadline 01 Nov 2026

Recruitment

1. Press **New job**.
2. Fill **Job title** (e.g. *Sewing Operator*), **Department**, **Designation**, **Office / factory**.
3. **Location shown to applicants** (e.g. *Gazipur*), **Vacancies** (how many people you need), **Job type**.
4. **Salary from (b a month)** and **Salary up to (b a month)**. To show the figures on the careers page tick **Show the salary range on the careers page** — otherwise applicants see "Negotiable".
5. Write the **Job responsibilities** (required) and **Requirements** (education, experience, skills).
6. Set the **Application deadline** (empty means "Open until filled").
7. **Status** — keep **Draft** to open it later; choose **Open** to take applications.
8. Keep **Publish on the careers page** ticked (untick for internal or agency-only hiring), then press **Save job**.

HRDesk

89 / 155

HR

Padma Textiles & Appar...

HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

New job

Open jobs that are public appear on your careers page right away.

Job title

e.g. Sewing Operator

Department

—

Designation

—

Office / factory

—

Location shown to applicants

e.g. Gazipur

Vacancies

1

Job type

Permanent

Salary from (b a month)

Salary up to (b a month)

☐

Show the salary range on the careers page

Otherwise applicants see "Negotiable".

Job responsibilities

Requirements

Education, experience, skills

New job

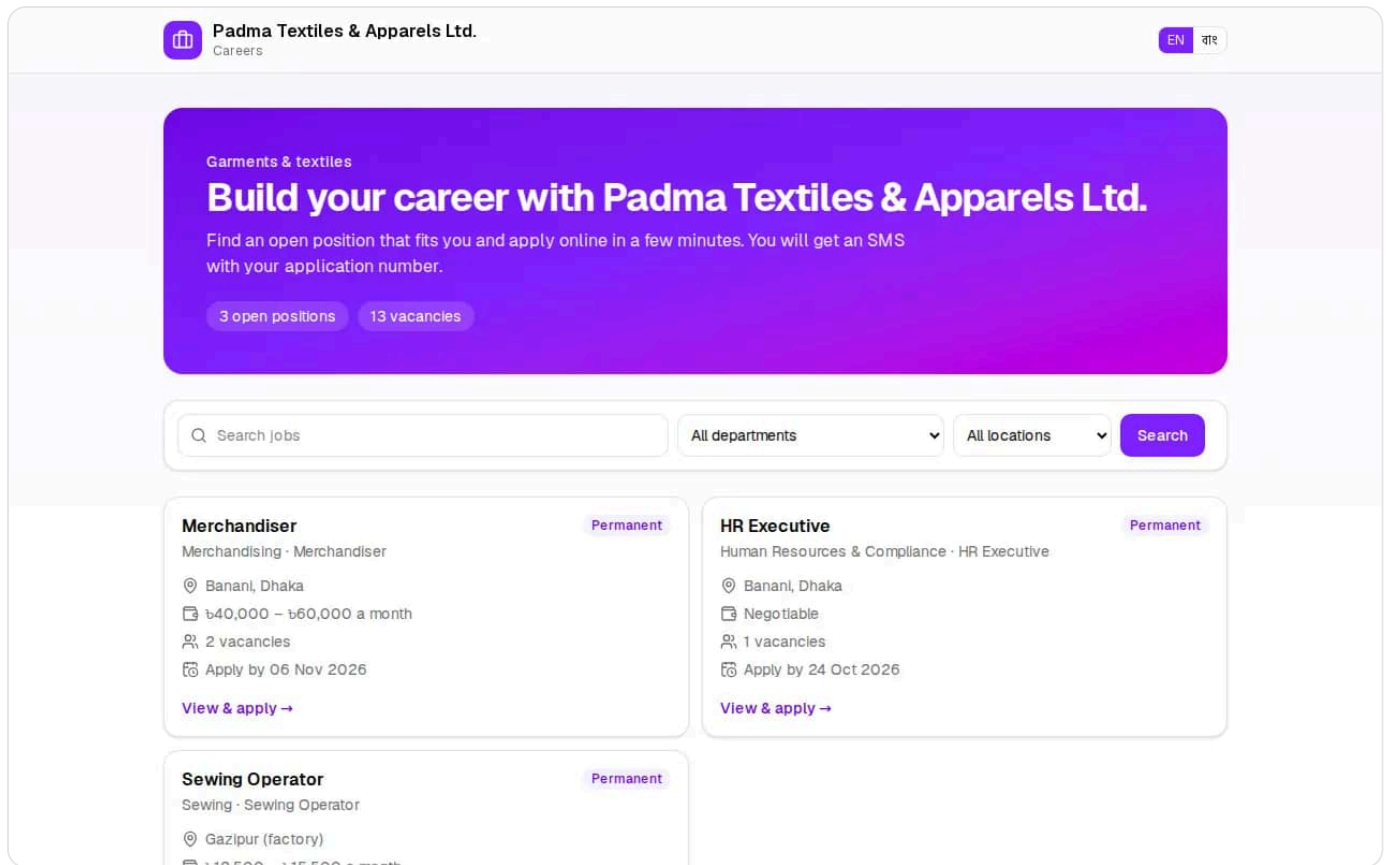
On the job page the dropdown at the top changes the status at any time — **Open**, **On hold**, **Closed**, **Filled**. Once as many people are hired as there are vacancies, the job turns **Filled** by itself.

Note

A job shows on the careers page only when its status is **Open**, **Publish on the careers page** is ticked and the deadline has not passed.

The careers page and online applications

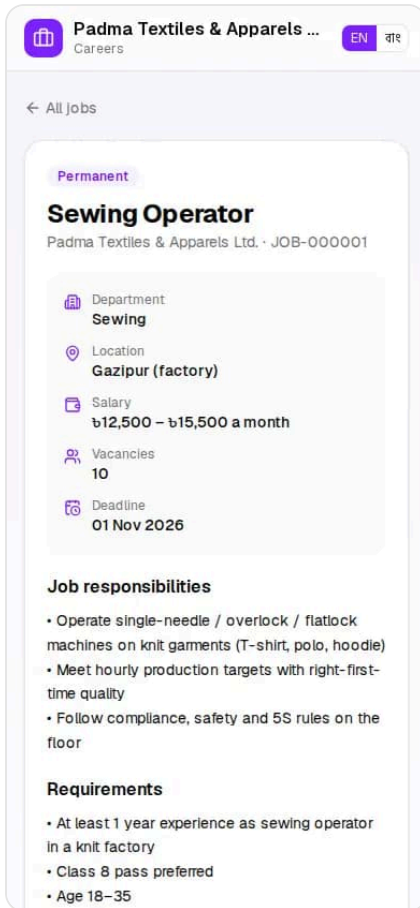
Every company has its own careers page — for Padma Textiles it is `/careers/padma`. The **Careers page** button at the top of **Recruitment** opens it; share the link on your Facebook page, a Bdjobs ad or the notice board.



Careers page

What an applicant sees and does:

1. The company name, the number of open positions and a search box (filter by department, job type, location). A Bangla/English switch is at the top.
2. **View & apply** on a job card shows the responsibilities, requirements, salary, deadline and the application form.
3. The form: **Full name** and **Mobile number** (required), email, sex, date of birth, address, education, experience (years), notice period, current company, current and expected salary, **CV / résumé** (PDF or Word, max 5 MB) and a cover letter.
4. They tick that the information is true and press **Submit application**. The "Thank you for applying!" page shows the application number (APP-000046 ...), which is also sent by SMS.



Careers page on a phone

The page works well on phones — most workers apply from their mobile. The footer says "We never ask for money to apply or to get a job."

Note

The same mobile number cannot apply twice for the same job. Many applications from one network or number in a short time are held back for a while.

Screening candidates — the pipeline

Click a job card to open its pipeline. Candidates move through the stages:

Applied → Shortlisted → Interview → Offered → Hired; beside them **Rejected / withdrawn**.

HR Padma Textiles & Appar...
HRDesk

Help EN বাংলা Head office (Banani) Farzana Haque HR manager

Overview
Dashboard
My team
Notice board
My AI connections

SELF-SERVICE
My desk
My attendance
My leave
My payslips
My claims
My appraisal
My profile

PEOPLE
Employees
Promotions & transfers
Separation & settlement
Letters & certificates
Org chart

TIME & LEAVE
Daily attendance
Monthly register
Regularization & OT

Sewing Operator
JOB-000001 · Sewing · Sewing Operator · Factory (Gazipur) · Permanent

Open 0 of 10 hired ₳12,500 – ₳15,500 Deadline 01 Nov 2026 Public

Board List Q Name, phone or APP no. Any rating All sources Any experience

Max expected b

Applied (7)	Shortlisted (6)	Interview (4)	Offered
Nasrin Jahan X. APP-000024 · Bdjobs 3.5 yrs exp. ₳15,500 Move to...	Sumi Akter APP-000010 · Walk-in ★★★★☆ 4 yrs exp. ₳15,500 Move to...	Shakil Ahmed APP-000003 · Walk-in ★★★★★ 3 yrs exp. ₳12,500 Move to...	Rina Das APP-000002 · Careers pa ★★★★★ 5 yrs exp. ₳14,000 Move to...
Jesmin Ara V. APP-000022 · Walk-in 5 yrs exp. ₳16,000 Move to...	Rafiqul Islam APP-000009 · Careers page ★★★★☆ 0.5 yrs exp. ₳14,000 Move to...	Sumi Akter APP-000005 · Careers page 5 yrs exp. ₳12,500 17 Oct 2026, 11:00 Move to...	
Jahangir Alam W. APP-000023 · Careers page 3.5 yrs exp. ₳15,500 Move to...	Taslima Begum APP-000008 · LinkedIn ★★★★☆ 4.5 yrs exp. ₳14,000 Move to...	Sharmin Sultana APP-000006 · Careers page 6 yrs exp. ₳14,000 18 Oct 2026, 14:30 Move to...	
Mitu Rani APP-000001 · Referral 4 yrs exp. ₳14,500 Move to...	Masud Parvez APP-000013 · Walk-in 5 yrs exp. ₳12,500 Move to...	Farhana Yasmin APP-000007 · Walk-in 3.5 yrs exp. ₳14,500 Move to...	

Pipeline board

- In the **Board** view drag a card to another column, or pick a stage from the **Move to...** list at the bottom of the card (easier on a phone).
- In the **List** view tick several and press **Shortlist** or **Reject** together; tick **Send SMS to the candidates** to text them all.
- Search by name, phone or APP no.; filter by rating, source, experience and maximum expected salary.

Adding a candidate yourself: for walk-ins, referrals or Bdjobs applicants press **Add candidate**. Enter name, mobile and **Source** (Careers page, Referral, Bdjobs, LinkedIn, Walk-in, Other); for a referral pick the employee under **Referred by**. You can upload the CV too.

The candidate page

Click a candidate's name to see all their details, the CV (a PDF opens right on the page), interviews, and on the right:

- **Rating** — 1 to 5 stars.
- **Move to another stage** — pick the stage and press **Move**. When rejecting, write the **Reason (internal)**; for shortlisting or rejecting you can tick **Send SMS to the candidate**.
- **Notes & history** — every stage change and the team's notes, with who and when. Write one with **Add note**.

HR Padma Textiles & Appar...
HRDesk

Help EN বাংলা
Head office (Banani)
Farzana Haque
HR manager

OVERVIEW
Dashboard
My team
Notice board
My AI connections
SELF-SERVICE
My desk
My attendance
My leave
My payslips
My claims
My appraisal
My profile
PEOPLE
Employees
Promotions & transfers
Separation & settlement
Letters & certificates
Org chart
TIME & LEAVE
Daily attendance
Monthly register
Regularization & OT

← JOB-000001 · Sewing Operator
Rina Das
APP-000002 · Sewing Operator **Offered**
Edit Schedule interview Revise offer Hire

Mobile: 8801711015838
Sex: Female
Education: JSC
Experience: 5 years
Current company: Square Fashions
Current salary: ₳11,900
Expected salary: ₳14,000
Notice period: 1 month
Address: Mohakhali, Dhaka
Source: Careers page
Applied on: 30 Sept 2026, 02:17

Rating: ★★★★★
Move to another stage: Choose stage... Move
Offer: Gross salary: ₳14,200, Joining date: 19 Oct 2026, Offer letter: LTR-000003
Notes & history: Moved from Applied to Shortlisted, Moved from Shortlisted to Interview, Moved from Interview to Offered

CV: No CV attached.
Interviews: Practical test · 09 Oct 2026, 14:30 · In person · Factory training room, Konabari. Edit result. Panel: Abdul Kader Bhuiyan. Done Pass Score 93/100. Good attitude and skills; can join soon.

Candidate page

Note

Offered and **Hired** cannot be reached by dragging on the board — the candidate page opens instead; use **Make offer** / **Hire** there.

Interviews

1. On the candidate page press **Schedule interview**.
2. Fill the **Round** (e.g. *Written test*, *Practical test*), **Date**, **Time**, **Mode** (In person, Phone, Video call) and **Place** or meeting link.
3. Add employees to the **Interview panel** (e.g. the section's line manager).
4. Keep **Send the interview invitation by SMS** ticked and press **Save**.

A candidate at Applied or Shortlisted moves to **Interview** by itself. To change the time press **Reschedule**.

After the interview press **Record result: Status** (Done, Cancelled, No-show), **Score** (0–100), **Result** (Pass, Fail, On hold) and **Feedback**.

HRDesk

94 / 155

The **Interviews** page (button at the top of Recruitment) lists every scheduled interview — **Upcoming / Past & done, Everyone's / Mine**.

The screenshot displays the HRDesk interface for the 'Interviews' section. The sidebar on the left contains navigation links under categories: OVERVIEW (Dashboard, My team, Notice board, My AI connections), SELF-SERVICE (My desk, My attendance, My leave, My payslips, My claims, My appraisal, My profile), PEOPLE (Employees, Promotions & transfers, Separation & settlement, Letters & certificates, Org chart), and TIME & LEAVE (Daily attendance, Monthly register, Regularization & OT). The main content area is titled 'Interviews' with the subtitle 'Every scheduled interview, or only the ones you sit on.' Below this are four filter buttons: 'Upcoming' (active), 'Past & done', 'Everyone's', and 'Mine'. Three interview cards are shown, each for a candidate: Sumi Akter (APP-000005, Sewing Operator) on 17 Oct 2026 at 11:00, Sharmin Sultana (APP-000006, Sewing Operator) on 18 Oct 2026 at 14:30, and Farhana Yasmin (APP-000007, Sewing Operator) on 19 Oct 2026 at 14:30. All interviews are 'Scheduled' and take place in the 'Factory training room, Konabari' with 'Abdul Kader Bhuiyan' as the interviewer. Each card has a 'Record result' button.

Interviews

For line managers: Recruitment in the sidebar opens **My interviews** directly — the interviews where you are on the panel. Click the candidate's name to see the CV, use **Record result** after the interview for your score and feedback, and add notes if needed.

The job offer

1. On the candidate page press **Make offer**.
2. Enter the **Gross salary (b a month)**, **Joining date** and **Designation in the letter**.
3. **Issue the offer letter** and **Send SMS to the candidate** are both ticked by default.
4. Press **Save offer**.

The candidate moves to **Offered**; the **Offer** box on the right shows the salary, joining date and offer letter number — click the number to print. To change it after negotiation press **Revise offer**.

Hiring and creating the employee record

When the candidate accepts:

1. Press the green **Hire** button on the candidate page and confirm.
2. The **Add employee** form opens, saying "Prefilled from application APP-000002 (Sewing Operator)." Name, mobile, address, department, designation, joining date and the offered salary are already filled.
3. Complete the rest (NID, card no., reports to ...) and press **Save employee** — details in Managing employees.

The candidate page then shows "Employee record created" with an **Open record** button. If you leave the form without saving it shows "Hired — the employee record has not been created yet." — press **Create employee record** to start again. When every vacancy of the job is filled, the job turns **Filled** by itself.

Note

When an HR officer hires, the form has no salary section — instead it says "Salary: the gross salary offered to this candidate is saved with the employee." The offered gross becomes the starting salary, with its joining record. Later changes go through an increment.

Recruitment reports (applications by source, time to hire) are in Reports.

Performance, training & assets

Appraisal cycles (goals, self review, manager review, final rating and increment recommendations), scheduling training and recording attendance, and which company assets are with whom.

The **Talent** part of the sidebar has three jobs: **Performance** (the yearly appraisal), **Training** and **Assets** (who has which laptop, phone, SIM or ID card).

Task	Who can do it
Create an appraisal cycle, add participants, change its stage, finalise	HR manager, owner
Set an employee's goals	HR manager, owner; a line manager for their own team only
Manager review	Line manager (own team), HR manager, owner
Your own self review	Every employee in the cycle — see My desk
Training and Assets	HR manager, HR officer, owner

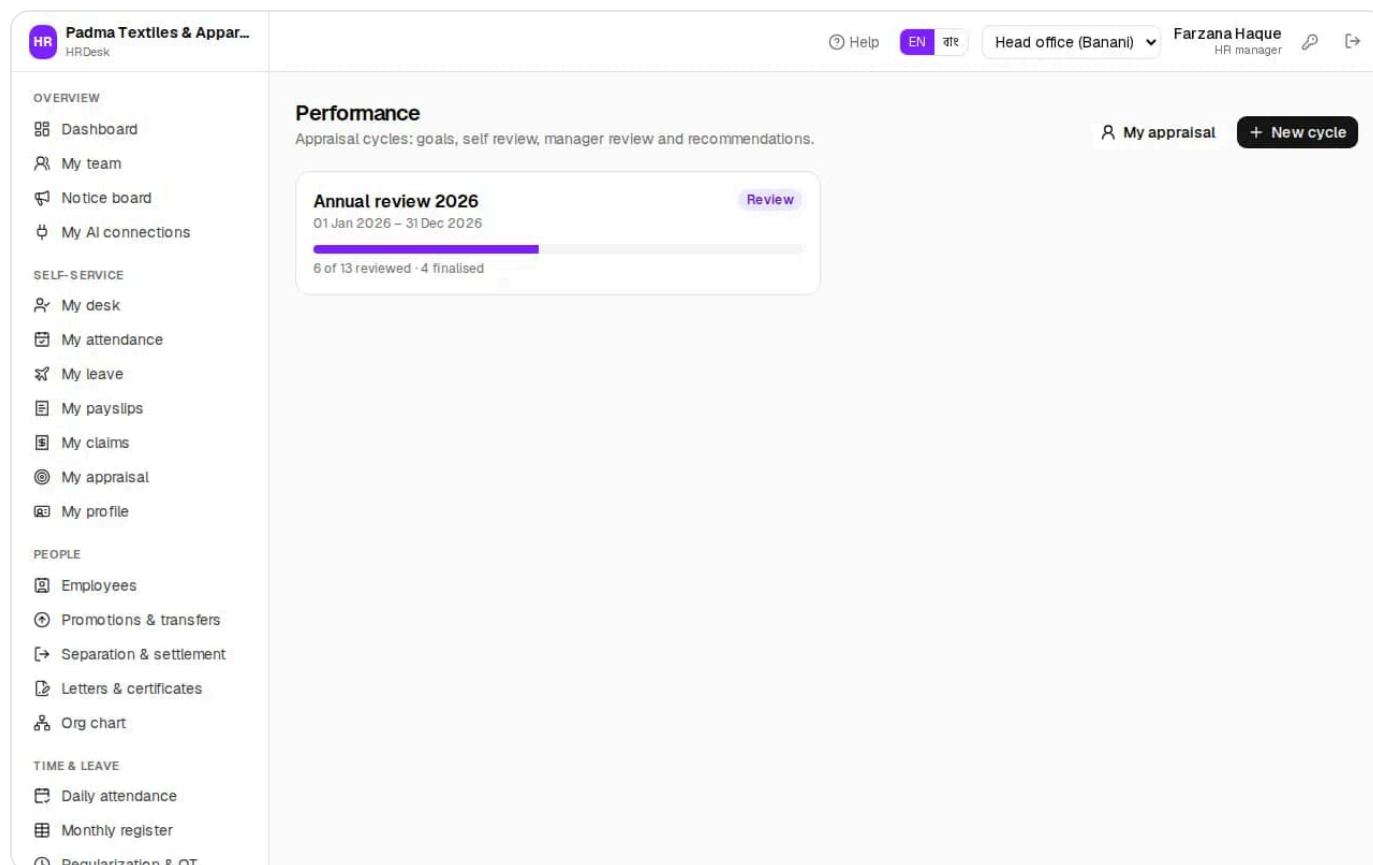
How an appraisal cycle runs

A cycle goes through four stages. HR moves it with the **Move to ...** buttons at the top of the cycle page.

Stage	What happens
Draft	Create the cycle, add participants, write goals. Employees don't see it yet
Goal setting	Goals are finalised; employees see their goals under My appraisal
Review	Employees self-review, managers score, HR finalises. Goals can no longer change
Closed	The cycle is over; no more edits or new participants

You can also go back one stage (e.g. from **Review** to **Goal setting**). A cycle can't move to **Goal setting** without participants.

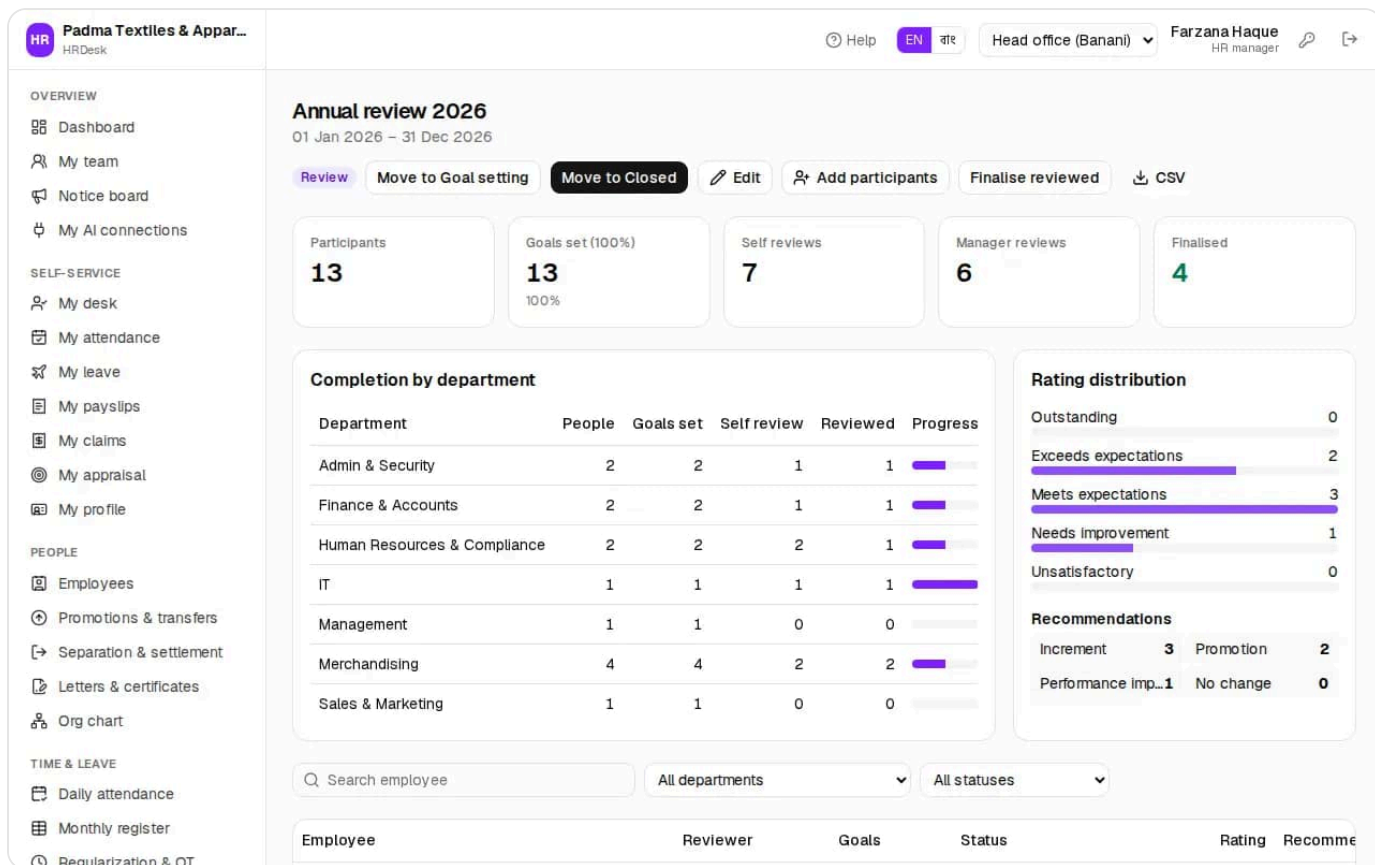
Creating a cycle and adding participants



Performance

1. Open **Talent > Performance** and click **New cycle**.
2. Enter the **Name** (e.g. *Annual review 2026*), **Period from** and **Period to**.
3. Should employees score themselves first? Keep or clear **Employees review themselves first**.
4. Save. The cycle appears as a card; click it to open the cycle page.
5. Click **Add participants**. Optionally choose a **Department** (e.g. *Sewing*) and an **Office / factory**, then **Add**.

Every active, confirmed employee not yet in the cycle is added — employees on probation are left out. Each person's **Reviewer** is their line manager, or the department head if they have no manager. Open someone's appraisal to **Change reviewer**, or **Remove from cycle** (their goals are deleted too).



An appraisal cycle

The cycle page shows counts for **Participants**, **Goals set (100%)**, **Self reviews**, **Manager reviews** and **Finalised**, then **Completion by department**, **Rating distribution** and **Recommendations**. Filter the list by employee, department or status; **CSV** downloads the whole list.

Setting goals

Goals can only be changed in the **Draft** and **Goal setting** stages.

1. Click the employee's name in the cycle list (e.g. *Rupa Akter*).
2. In **Goals & KPIs**, each row has the goal (e.g. *120 pieces sewn per hour*), **Measure / target** and **Weight (%)**.
3. **Add goal** for more (up to 20).
4. **Total weight** turns green at exactly 100%; then click **Save goals**.

When many people do the same job (e.g. all sewing operators), write one person's goals and click **Copy to department**, then pick the **Department**. Tick **Replace goals people already have** to overwrite existing goals too.

Common mistake

Weights adding up to 95 or 110 won't save. Each weight must be a whole number from 1 to 100.

Self review and manager review

When the cycle is in **Review**, employees score each goal 1–5 from their phone and submit a self review (see My appraisal).

What the manager (or HR) does:

1. Open **Performance** and the cycle. A line manager sees only their own team.
2. Click the employee. Read **Employee's self review** first if there is one; each goal shows **Self: ...** with the employee's own score.
3. In **Manager review**, click 1–5 for each goal, with an optional **Comment (optional)**.
4. Under **Competencies**, score five areas 1–5: **Job knowledge, Quality of work, Teamwork, Attendance & punctuality, Initiative**.
5. Write **Overall comments**.
6. Choose a **Recommendation — Increment, Promotion, Performance improvement plan or No change**. For an increment or promotion, enter **Recommended increment (%)**.
7. The purple line at the bottom shows the live result (goals · competencies · final). With every score filled in, click **Submit review**.

The screenshot shows the HRDesk interface for an employee appraisal. The sidebar on the left contains navigation links under 'OVERVIEW', 'SELF-SERVICE', and 'PEOPLE'. The main content area is titled 'Annual review 2026' and shows details for 'Nusrat Jahan'. It includes a 'Review' button, a 'Manager review done' status, and a 'Reviewer: Sabrina Chowdhury (EMP-0006)'. Key metrics displayed are: Goal score 3.80, Final rating 3.80 (Exceeds expectations), Recommendation Increment, and Increment 10% (12 Oct 2026, 02:17). Below these are sections for 'Goals & KPIs', 'Employee's self review' (Met most of my targets this year; shipment delays in Q2 were due to fabric.), and 'Edit manager review'. The 'Edit manager review' section shows two goals: 'On-time shipment (40%)' with a self-rating of 4 and 'Order booking (30%)' with a self-rating of 3. Each goal has a 1-5 rating scale and a comment field.

One employee's appraisal

How the rating works: the goal score is each goal's score weighted by its weight. Final rating = 70% goals + 30% competencies. 4.50 or more is **Outstanding**, 3.75+ **Exceeds expectations**, 3.00+ **Meets expectations**, 2.00+ **Needs improvement**, below that **Unsatisfactory**.

Note

Nobody can review their own appraisal — they see "This is your own appraisal — your reviewer completes it." Once the manager has submitted, the employee can no longer change the self review.

Finalising and increments

After the manager submits, the status is **Manager review done**. Now the HR manager:

1. Opens the appraisal and, in the **Finalise** box at the bottom, adjusts **Final rating (1–5)**, **Recommendation** or **Increment (%)** if needed.
2. Clicks **Finalise**. The employee sees the final rating under **My appraisal**.

All at once: on the cycle page, **Finalise reviewed** finalises everyone with a manager review, keeping the manager's ratings. If something was wrong, open the appraisal and click **Re-open** to send it back for another manager review.

Warning

The increment here is only a recommendation — salaries don't change by themselves. HR applies increments and promotions from **Promotions & transfers** (see Employees). Download the **CSV** to keep the list of recommendations at hand.

Scheduling training

Talent > Training lists the year's training — fire safety drills, first aid, buyer code of conduct and so on. At the top: **Trainings in 2026**, **Attendances**, **Training hours** and **Cost**.

HR Padma Textiles & Appar... HRDesk

Help EN বাংলা Head office (Banani) Farzana Haque HR manager

Training
Training programmes, attendance and each employee's training record.

Employee history + New training

Trainings in 2026: 4
Attendances: 104
Training hours: 286 (hours × people who attended)
Cost: ₳48,000

Search title or trainer All types 2026

Training	Type	Dates	Hours	Attended	Cost
Buyer code of conduct & anti-harassment HR & Compliance team · Head office & factory	Compliance	17 Oct 2026	1.5	0 / 13	—
Advanced Excel for HR & payroll BIM (Bangladesh Institute of Management) · BIM, Dhaka	External	30 Sept 2026 – 02 Oct 2026	12	3 / 3	₳18,000
First aid basics Bangladesh Red Crescent Society · Factory training room	Compliance	17 Sept 2026 – 18 Sept 2026	8	8 / 8	₳30,000
Fire safety & evacuation drill Fire Service & Civil Defence, Gazipur · Factory ground	Compliance	02 Sept 2026	2	93 / 104	—

Training

1. Click **New training**.
2. Enter the **Title** (e.g. *Fire safety & evacuation drill*) and **Type** — **In-house**, **External**, **Online** or **Compliance**.
3. Fill in **Trainer**, **Start date**, **End date** (leave it empty for a one-day session), **Hours**, **Cost (₳)**, **Venue**, **Description**.
4. Save. Click the title in the list to open the training.

Compliance training (what buyer audits ask to see) is highlighted in yellow. Search by title or trainer, and filter by type and year.

Attendees and attendance

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

← Training

Fire safety & evacuation drill

Compliance · 02 Sept 2026 · 2 hours · Fire Service & Civil Defence, Gazipur · Factory ground

Quarterly fire drill: alarm, evacuation routes, extinguisher use (Bangladesh Labour Rules 2015, rule 59).

Add attendees

Edit

Attendees · 93 of 104 attended

Everyone attended

Save attendance

☒	Abdul Kader Bhuiyan EMP-0005 · Production Manager · Sewing	Score	Feedback	
☒	Rupa Akter EMP-0008 · Sewing Operator · Sewing	Score	Feedback	
☒	Shahidul Islam EMP-0009 · HR & Compliance Officer · Human Resources & Complian...	Score	Feedback	
☐	Nasrin Islam EMP-0020 · Line Chief · Sewing	Score	Feedback	
☒	Shefail Das EMP-0021 · Line Chief · Sewing	Score	Feedback	
☒	Shapla Rahman EMP-0022 · Supervisor · Cutting	Score	Feedback	
☒	Selim Molla EMP-0023 · Supervisor · Finishing	Score	Feedback	
☒	Ratan Saha EMP-0024 · Supervisor · Quality	Score	Feedback	
☒	Beauty Khatun	Score	Feedback	

Training attendees

1. On the training page, click **Add attendees**.
2. Pick people one by one under **Employees** (type a name or code), **and / or** choose **Everyone in a department**. Setting **Only at** to an office or factory limits it to people there (with no department, it adds everyone at that place).
3. Click **Add**.
4. On the day, tick everyone who came. If all came, tick **Everyone attended**.
5. Optionally enter a **Score** (0–100) and **Feedback**.
6. Click **Save attendance**.

Once attendance is recorded the training can no longer be deleted; before that there is a **Delete** button.

Employee history: the **Employee history** button on **Training** shows, for one chosen employee, every training with hours, score and feedback. Employees see their own training under **My profile**.

Company assets

Talent > Assets tracks the company's laptops, desktops, mobile phones, SIM cards, vehicles, ID cards and furniture — and who has each one. At the top: total **Assets**, **Issued**, **Damaged or lost** and **Purchase value**.

HR Padma Textiles & Appar...
HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help EN বাংলা

Head office (Banani)

Farzana Haque
HR manager

Assets

Company laptops, phones, SIMs, ID cards and more — who has what.

Who holds what + New asset

Assets
30

Issued
23

Damaged or lost
2

Purchase value
৳50,81,400

Q Tag, name, serial or holder

All categories

Issued or in store

Any condition

Tag	Asset	Category	Condition	Held by	
DT-0001	Walton desktop (Core i5)	Desktop	New	In store	৳5
DT-0002	Walton desktop (Core i5)	Desktop	New	In store	৳5
DT-0003	Walton desktop (Core i5)	Desktop	New	In store	৳5
ID-0001	RFID ID card	ID card	New	Taslima Akter (EMP-0016) · 14 Jul 2026	
ID-0002	RFID ID card	ID card	New	Arif Sarker (EMP-0017) · 14 Jul 2026	
ID-0003	RFID ID card	ID card	New	Fatema Parvin (EMP-0019) · 14 Jul 2026	
ID-0004	RFID ID card	ID card	New	Mizanur Rahman (EMP-0004) · 14 Jul 2026	
LT-0001	Dell Latitude 5440 5CG3400X	Laptop	New	Alhaj Mohammad Ali (EMP-0001) · 05 Jan 2026	৳9
LT-0002	Dell Latitude 5440 5CG3417X	Laptop	New	Farzana Haque (EMP-0002) · 15 Jan 2026	৳9
LT-0003	Dell Latitude 5440 5CG3434X	Laptop	New	Tanvir Hasan (EMP-0003) · 25 Jan 2026	৳9
LT-0004	Dell Latitude 5440	Laptop	New	Mizanur Rahman (EMP-0004) · 04 Feb 2026	৳9

Assets

Registering an asset:

1. Click **New asset**.

2. Enter the **Asset tag** (e.g. *LT-0012* — the number on the sticker), **Category** and **Name / model** (e.g. *Dell Latitude 5440*).

3. Add **Serial no.**, **Condition**, **Purchase cost (৳)**, **Purchase date** and **Note**, then save.

Two assets can't share a tag.

Issuing to an employee: on the asset's page click **Issue**, choose the **Employee**, set the **Issue date** and a **Note** (e.g. *with charger and bag*). A lost or disposed asset, or an employee who has left, can't be chosen. An asset is with one person at a time — take it back first.

Taking it back: click **Take back**, set the **Return date** and **Condition on return** (good, fair, damaged, lost ...), then **Save**. The **History** at the bottom shows who had it, when, and in what condition it came back.

HR

Padma Textiles & Appar...

HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Assets

Who holds what

Assets with each employee right now.

Search employee

Alhaj Mohammad Ali

EMP-0001 · Management

LT-0001 Dell Latitude 5... Laptop · 05 Jan 2026

PH-0001 Samsung... Mobile phone · 05 Apr 2026

SIM-0001 Grameenph... SIM card · 05 Apr 2026

3 items · b1,37,300

Farzana Haque

EMP-0002 · Human Resources & Compliance

LT-0002 Dell Latitude 5... Laptop · 15 Jan 2026

SIM-0002 Grameenph... SIM card · 05 Apr 2026

PH-0002 Samsung... Mobile phone · 05 Apr 2026

3 items · b1,37,300

Tanvir Hasan

EMP-0003 · Human Resources & Compliance

LT-0003 Dell Latitude 5... Laptop · 25 Jan 2026

SIM-0003 Grameenph... SIM card · 05 Apr 2026

PH-0003 Samsung... Mobile phone · 05 Apr 2026

3 items · b1,37,300

Mizanur Rahman

EMP-0004 · Finance & Accounts

LT-0004 Dell Latitude 5... Laptop · 04 Feb 2026

PH-0004 Xiaomi R... Mobile phone · 05 Apr 2026

SIM-0004 Grameenph... SIM card · 05 Apr 2026

ID-0004 RFID ID card ID card · 14 Jul 2026

4 items · b1,24,450

Abdul Kader Bhuiyan

EMP-0005 · Sewing

PH-0005 Xiaomi R... Mobile phone · 05 Apr 2026

SIM-0005 Grameenph... SIM card · 05 Apr 2026

2 items · b26,300

Sabrina Chowdhury

EMP-0006 · Merchandising

LT-0005 Dell Latitude 5... Laptop · 14 Feb 2026

PH-0006 Xiaomi R... Mobile phone · 05 Apr 2026

2 items · b24,000

Nusrat Jahan

EMP-0007 · Merchandising

LT-0006 Dell Latitude 5... Laptop · 24 Feb 2026

1 item · b98,000

Habib Khan

EMP-0010 · Finance & Accounts

LT-0007 HP ProBook 4... Laptop · 06 Mar 2026

1 item · b85,000

Rehana Sarker

EMP-0013 · Merchandising

LT-0009 HP ProBook 4... Laptop · 26 Mar 2026

1 item · b85,000

Who holds what

Who holds what lists the assets each employee has right now, with their total value. People on notice or who have left get a yellow tag — collect the items from them.

Tip

When someone leaves, the assets they hold appear automatically in the separation clearance. See [Separation & settlement](#).

For line managers

The My team page — who is in today, leave, attendance corrections and expense claims waiting for your decision, leave in the next two weeks, your team's appraisals and your own self-service

Production managers, line chiefs, section in-charges — anyone with people working under them is a **Line manager** in HRDesk. After signing in, the **My team** page opens first: your team's attendance today and everything waiting for your decision, in one place. The page is made for the phone — you can approve standing on the floor.

In the demo, Padma Textiles' production manager Abdul Kader Bhuiyan (login 01600000005) is a line manager; the Sewing operators are in his team.

Who is in your team

Your team is everyone whose profile has your name in **Reports to** — and the people under them too (shown as "indirect"). HR sets this field; if someone is missing from your team or should not be in it, tell HR.

You only see your own team's data and can only decide their requests — employees of other departments, salaries and other people's personal accounts are not shown to you.

The page says	What to do
"Your login is not linked to an employee record"	Ask HR to link your login to your employee profile
"Nobody reports to you yet"	Ask HR to put you in Reports to on your team members' profiles

The My team page

My team in the sidebar (it is also your home page after sign-in).

HR

Padma Textiles & Appar...

HRDesk

Help

EN

Head office (Banani)

Abdul Kader Bhuiyan

Line manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Leave requests

PAYROLL

Expense claims

My team

96 people · 16 Oct 2026

In

Late

Absent

On leave

Not yet in

Waiting for me 12

LEAVE

Mitu Parvin · Casual leave

15 Oct 2026 · 1 days · Sister's wedding

✓ Approve (to HR)

✗ Reject

Monir Mia · Casual leave

15 Oct 2026 – 17 Oct 2026 · 2 days · Bank and land office work

✓ Approve (to HR)

✗ Reject

Anjali Pal · Casual leave

17 Oct 2026 · 1 days · Going to village for family matter

✓ Approve (to HR)

✗ Reject

Gopal Pal · Sick leave

21 Oct 2026 – 24 Oct 2026 · 3 days · Stomach upset

✓ Approve (to HR)

✗ Reject

Popy Parvin · Casual leave

22 Oct 2026 · 1 days · Family program

✓ Approve (to HR)

✗ Reject

ATTENDANCE CORRECTIONS & OVERTIME

Shamima Sarker · Overtime claim

10 Oct 2026 · 20:00 · Stayed for shipment loading (buyer inspection)

✓ Approve

✗ Reject

Halima Rahman · Overtime claim

10 Oct 2026 · 20:00 · Stayed for shipment loading (buyer inspection)

✓ Approve

✗ Reject

Delwar Molla · Missed punch

07 Oct 2026 · 17:27 · Forgot to punch out — line meeting ran late

✓ Approve

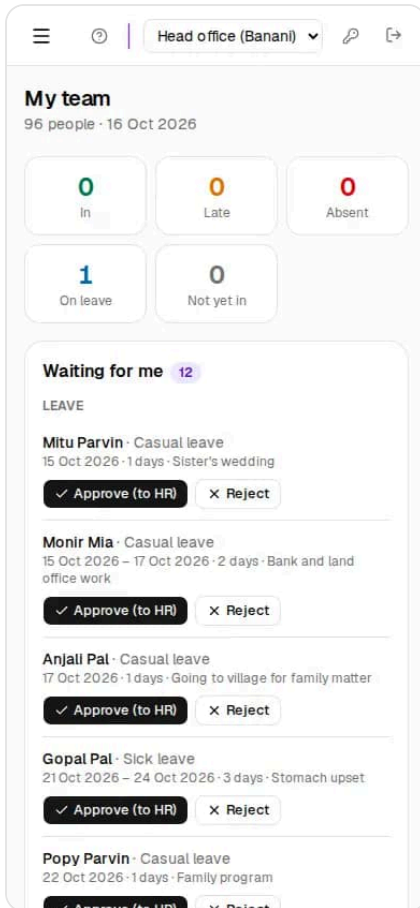
✗ Reject

My team

From top to bottom:

- Heading** — how many people are in the team and today's date.
- Count cards** — In, Late, Absent, On leave and Not yet in.
- Waiting for me** — leave, attendance corrections & overtime and expense claims that need your decision. When there is nothing it says "Nothing waiting — all caught up."
- Today** — each person's status today with in and out times. Absent people come first, then those not yet in, then the late ones. **Attendance** opens the full list.
- Away in the next 14 days** — who is off on which day, with the leave code (CL, SL ...). Blue = approved, yellow = pending. Handy when planning the line.
- My interviews** and **Appraisals to review** — only shown when there are any.
- Team members** — tap a name for the profile, the phone icon to call straight away.

At the very bottom are links to **Leave requests**, **Regularization & OT**, **Expense claims** and **Performance**.



My team on a phone

Approving leave

When someone in your team applies for leave it comes to you first, then to HR.

1. Look at the request under **Waiting for me > Leave** — name, leave type, dates, days and reason. Tap the name for the full detail (certificate, history).
2. If you agree, press **Approve (to HR)**, add a note if you like and press **Approve**. You'll see "Approved — sent to HR".
3. If not, press **Reject**, write the **Reason for rejection** and confirm. The request ends there.

Even after your approval, the leave is final only when HR approves it — that's when the employee gets the SMS and attendance shows **On leave**. The **Time & leave > Leave requests** page lists all your team's requests and has a month **Calendar**. The full rules: Leave.

Note

If you are away, HR can approve directly and skip your step, so urgent leave is never stuck.

Attendance corrections and overtime

When someone forgot to punch, was out on duty or worked extra, they send a correction request from their phone. It arrives under **Waiting for me > Attendance corrections & overtime** with the kind (**Missed punch, Outdoor duty, Work from home, Overtime claim**), date, times and reason.

1. If it is right, press **Approve**, add a note if you like and confirm. Attendance is corrected at once — there is no separate HR step here.
2. If it is wrong, press **Reject** and give the reason.

To change the minutes of an overtime claim, or approve several days of your team's overtime at once, go to **Time & leave > Regularization & OT** — it has an **Overtime approval** tab. You can also view your team's **Daily attendance, Monthly register** and job cards, but editing days is HR's job. More in Attendance.

Expense claims

Travel and other expense claims from your team arrive under **Waiting for me > Expense claims** — number, title and total. **Approve (to HR)** passes the claim on to HR / accounts for final approval and payment. A reason is required to reject. More in Loans, tax, PF & expense claims.

Appraisals and interviews

During an appraisal cycle, **Appraisals to review** lists each team member, with **Self review done** or **Waiting for self review** next to the name. Tap a name to open the appraisal; how to score it is in Performance & training.

If you are on an interview panel, **My interviews** shows the candidate, job, round, time and place (Recruitment).

Your own attendance, leave and payslips

A line manager is an employee too. The **Self-service** part of the sidebar has **My desk, My attendance, My leave, My payslips** and **My appraisal** — use them like every other employee (Self-service).

Note

You can't approve your own leave or attendance corrections. Your requests go to your own manager (or straight to HR if you have none).

For employees: My desk (self-service)

Signing in on a phone, check-in/check-out, your attendance, applying for leave, payslips, expense claims, your appraisal, your profile and acknowledging notices.

This chapter is for every employee. From a machine operator to office staff, everyone can open HRDesk on their own phone to see their attendance, leave and salary. There is no app to install; it works in the phone's browser.

What you can do here:

Task	Where
Today's attendance, leave left and the last payslip at a glance	My desk
Check in / check out on the phone, the month's attendance	My attendance
Apply for leave and follow it	My leave
View and print payslips	My payslips
Claim back work expenses	My claims
Your own appraisal (self review)	My appraisal
See your own record	My profile

Signing in on a phone

1. Open Chrome on the phone and type your company's HRDesk address. HR gives you the address.
2. Type your 11-digit number in **Mobile number**.
3. Type your **Password**. HR sends the first password by SMS or hands it to you.
4. Tap **Sign in. My desk** opens straight away.

Tap **EN | বাংলা** at the top to change the language. After the first sign-in, tap the key icon and **Change password** (at least 6 characters).

Tip

Forgot the password? Ask HR. HR can send a new one by SMS from your employee profile.

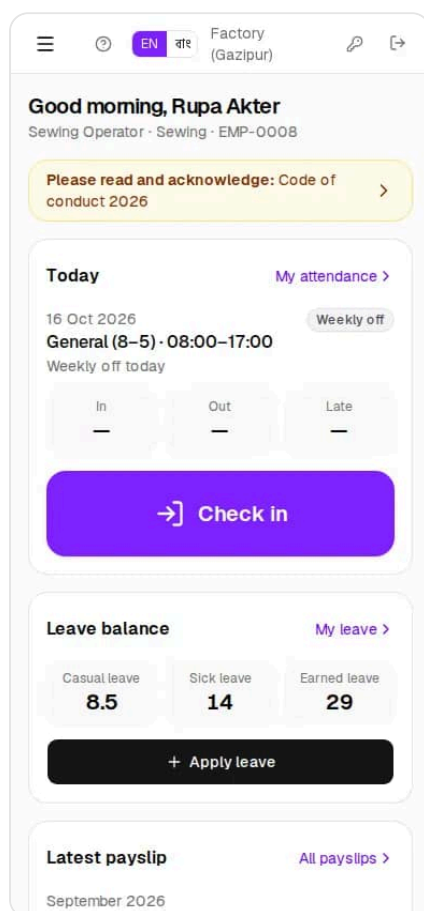
Note

If you see "Your login is not linked to an employee record", ask HR to link your login to your employee record. Until then attendance, leave and payslips can't be shown.

More about signing in: Getting started.

My desk

My desk is the first page after sign-in. At the top: your name, designation, department and employee code (e.g. *Rupa Akter · Sewing Operator · Sewing · EMP-0008*).



My desk on a phone

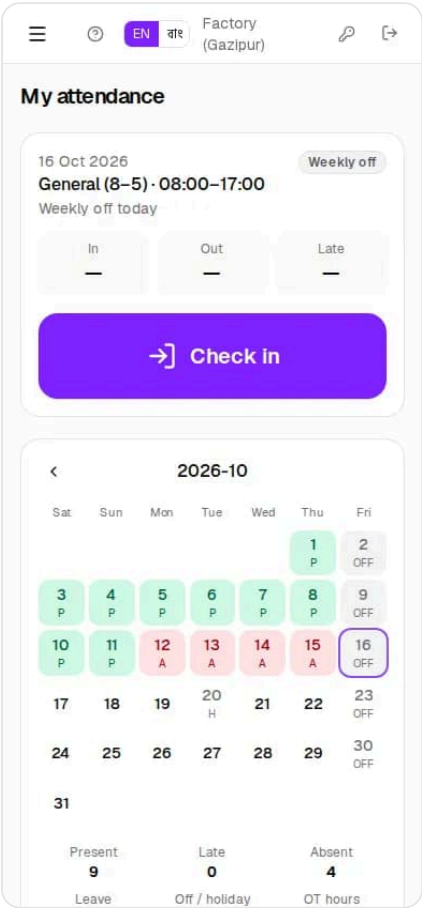
Below it, one card after another:

- **Today** — today's shift, **In**, **Out**, **Late** and the check-in button.
- **Leave balance** — how many days of each leave are left, with an **Apply leave** button.
- **Latest payslip** — last month's net pay, with **Print**.
- **My pending requests** — leave, claims or corrections not decided yet.
- **Upcoming holidays** and **Notices**.

At the bottom, big buttons link to every page. A yellow box saying **Please read and acknowledge** means you should open that notice and read it (see Acknowledging notices below).

Checking in and out on the phone

When the company allows phone attendance, the **Today** card has a big purple **Check in** button.



My attendance on a phone

1. When you arrive, tap **Check in**.
2. If the phone asks for your location, tap **Allow**.
3. "Checked in" appears and the time shows under **In**.
4. When you leave, tap the green **Check out** button in the same place.

Some companies require the location. Then the button says "Your location is checked against the office". Outside the set distance of the factory or office (e.g. 300 m) the check-in is refused.

Message	What to do
Turn on location to check in — your company requires it	Switch on Location, allow the browser, tap again

Message	What to do
You are about ... from ...	Come inside the gate and tap again
Already recorded a minute ago	You tapped twice — nothing to do

Note

If you see "Use the attendance machine at the gate to punch in and out." instead of a button, phone attendance is off at your company. Punch at the gate machine.

My attendance

My attendance shows the whole month as a calendar. Each day has a colour and a code: **P** present, **L** late, **A** absent, **HD** half day, **LV** leave, **H** holiday, **OFF** weekly off. Use the arrows to see earlier months.

Below are the month's totals: **Present, Late, Absent, Leave, Off / holiday, OT hours**.

Forgot to punch?

1. In **My requests**, tap **Request correction**.
2. Pick the **Date** (within the last 60 days).
3. Choose **What happened?** — **Missed punch, Outdoor duty, Work from home** or **Overtime claim**.
4. Enter **In time / Out time** and the **Reason**.
5. Tap **Send request**. It goes to your manager.

Until it is decided you can cancel it with the ✕ next to it.

Applying for leave

At the top of **My leave** there is a box for each leave type: days left, the total and how many you used (e.g. "of 10 · used 2").

My leave
Balances for 2026, apply and track your requests.

Casual leave
8.5
of 10 · used 1.5

Sick leave
14
of 14 · used 0

Earned leave
29
of 29 · used 0

Maternity leave
Up to 112 days per request

Leave without pay
No balance limit unpaid

Apply for leave

Leave type
Casual leave

From To
10/16/2026 10/16/2026

Full day First half Second half

Days: 0 Available: 8.5
Those dates are all weekly off days or holidays

Reason

My leave on a phone

1. In **Apply for leave**, choose the **Leave type**.
2. Set **From** and **To**. For a single day you can pick **Full day**, **First half** or **Second half** (for leave types that allow half days).
3. The grey box shows the **Days** needed and how many are **Available**. Red text must be fixed first — the button stays off until then.
4. Write a **Reason** (optional).
5. For sick leave, if "Medical certificate (required)" appears, add a photo of the doctor's paper.
6. Tap **Apply for leave**.

The **My requests** list below shows each request's status:

Status	Meaning
Waiting for manager	Your line manager hasn't decided yet
Waiting for HR	Your manager agreed; HR gives the final yes
Approved	Leave granted — attendance is marked "leave" automatically
Rejected / Cancelled	Not granted, or you withdrew it; see the Note

A pending request can be withdrawn with **Cancel leave**. Leave rules in detail: Leave.

Payslips: view and print

My payslips shows the year's total **Earnings**, **Deductions**, **Net pay** and **Tax / PF**. Switch the year at the top.

My payslips
Your salary, loans, provident fund and tax.

YEAR 2026

Earnings	Deductions
৳15,507	৳2,133
Net pay	Tax / PF
৳13,374	৳0 / ৳0

PAYSLIPS

September 2026 ৳13,374 >
Paid Cash SAL-000074 View / print

MY LOANS & ADVANCES

Salary advance	Balance
LN-000001-৳2,000 per month	৳2,000

PROVIDENT FUND

Own	Employer	Total
৳0	৳0	৳0

PF statement

INCOME TAX — FY 2026-27

Tax deducted this fiscal year
৳0

My payslips on a phone

1. In **Payslips**, tap the month (it says **View / print** on the right).
2. The payslip opens in a new tab. Choose **A5 / A4** and **English / বাংলা** at the top.
3. Tap **Print** for paper; on a phone you can pick "Save as PDF" to keep it.

A payslip appears only after the month's salary sheet is approved. **Approved — payment pending** means the money has not been paid yet; once paid it shows **Paid**.

The same page shows **My loans & advances** (balance, monthly cut), **Provident fund** (own + employer, **PF statement**) and **Income tax** (Tax certificate).

Expense claims

Spent your own money on travel, food, mobile bills and the like for work? Claim it back from **My claims**.

New claim
Add each expense with its receipt photo, then submit for approval.

Title
e.g. Chattogram visit — buyer meeting

Expense 1
Date: 10/16/2026
Category: Travel
Description: e.g. Bus fare Dhaka → Chattogram
Amount (৳): 0
Receipt photo / PDF

+ Add another expense

Total ৳0 **Submit claim**

New claim on a phone

1. Tap **New claim**.
2. Give it a **Title** (e.g. *Gazipur to Banani office — submitting papers*).
3. For each expense: **Date**, **Category** (**Travel**, **Food**, **Lodging**, **Mobile**, **Fuel**, **Other**), **Description**, **Amount (৳)**.
4. Tap **Receipt photo / PDF** and photograph the receipt.
5. More expenses? Tap **Add another expense**.
6. Check the **Total** at the bottom and tap **Submit claim**.

A claim is usually approved first by your line manager, then by HR or accounts. Status: **Pending** → **Manager approved** → **Approved** → **Paid**. The money may come in cash, by bank, bKash or **With salary (payroll)** — open the claim to see **Paid via**. Only a pending claim can be withdrawn with **Cancel claim**.

Tip

Keep your receipts. A claim without a receipt may be sent back.

My appraisal (self review)

Once a year (or as your company decides) HR starts an appraisal cycle. If you are in it, it shows on **My appraisal**, and **My desk** says "Your self review is due".

Self review on a phone

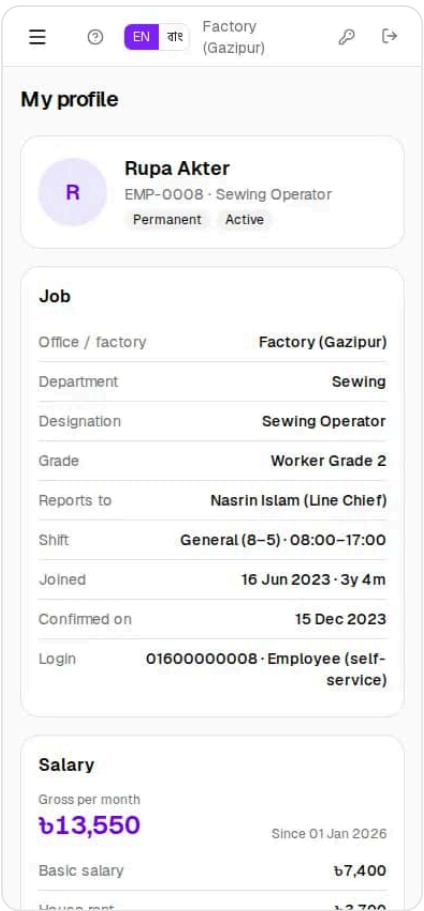
1. Tap the cycle name (e.g. *Annual review 2026*).
2. Under each goal there are buttons 1 to 5: 1 = poor, 3 = met the target, 5 = outstanding. Pick one honestly.
3. In **Your achievements and comments**, write what you did well
4. When every goal has a score, tap **Submit self review**.

Until your manager reviews you, you can change it and submit again. When HR finalises it, the **Final rating** and your manager's comment appear here.

"Self review opens when HR moves the cycle to review." means it is not time yet — read your goals meanwhile. The full process: Performance, training & assets.

My profile

My profile shows your whole record, read-only:



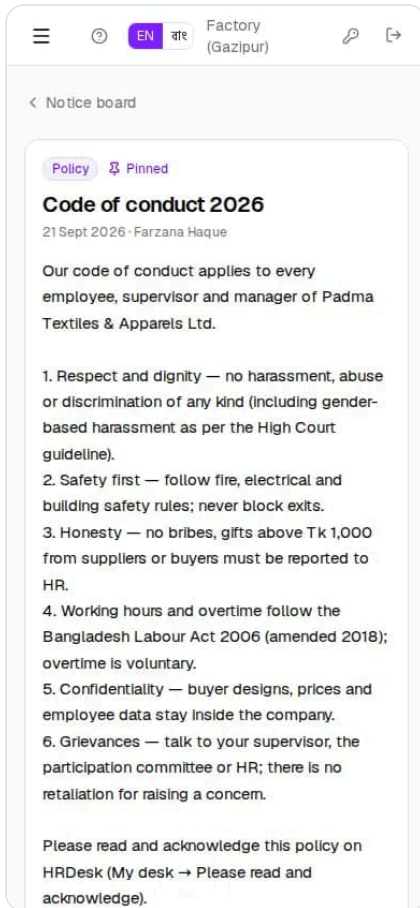
My profile on a phone

- **Job** — office / factory, department, designation, grade, who you **Reports to**, shift, joining date.
- **Salary** — **Gross per month** and its parts, how you are paid.
- **Personal, Nominees, Education.**
- **My documents** (download), **Letters issued to me** (print), **Training, Company assets with me.**

Nothing can be changed here. To change your address, mobile, bank account or nominee, tap an HR number under **Something wrong or changed?** to call them.

Acknowledging notices

The **Notice board** has company notices, policies and events. You only see notices meant for your office or department.



Acknowledging a policy on a phone

A policy (e.g. *Code of conduct 2026*) must be acknowledged:

1. Open it and read it all. Open the attachment too, if there is one.
2. Tick **I have read and agree to this policy** at the bottom.
3. Tap **Acknowledge**.

A green box then says "You acknowledged this policy on ...". HR can see who has acknowledged. Running the notice board: Notices & SMS.

Notice board, SMS & WhatsApp

Posting notices, policies and events, choosing who sees them, pinning, tracking acknowledgements, and sending SMS/WhatsApp to employees with the message log.

Instead of pinning paper on the factory wall, post it on HRDesk's **Notice board** — everyone sees it on **My desk** on their own phone. When it is urgent, an SMS goes out too. The **SMS & WhatsApp** page keeps a record of every message the company sends.

Task	Who can do it
Read the notice board, acknowledge policies	Everyone
Post, edit, pin, take down and delete notices, see who acknowledged	HR manager, HR officer, owner
See the SMS & WhatsApp log and send messages	HR manager, HR officer, owner
Set up the SMS gateway, WhatsApp API and automatic messages	Owner only

Reading the notice board

Open **Overview › Notice board** in the sidebar. The tabs at the top are **All**, **Notices**, **Policies** and **Events**. Pinned notices stay on top.

HR

Padma Textiles & Appar...

HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Notice board

Company notices, policies and events.

+ New notice

Policies waiting for your acknowledgement: 2

All

Notices

Policies

Events

On the board now

Search notices

Holiday: Durga Puja (Bijoya Dashami)

Notice

The head office and the factory will remain closed on Tuesday, 20 October 2026 for Durga Puja (Bijoya Dashami). The factory will make up the production day on the following Saturday; the shift...

10 Oct 2026 Until 20 Oct 2026

Code of conduct 2026

Policy

Our code of conduct applies to every employee, supervisor and manager of Padma Textiles & Apparels Ltd. 1. Respect and dignity — no harassment, abuse or discrimination of any kind (including gender-...

21 Sept 2026 69 of 122 acknowledged Please read and acknowledge

Leave policy update: earned leave encashment

Policy

From January, unused earned leave above 40 days will be encashed with the December salary at the rate of one day's basic per day (Labour Act s.117). Earned leave up to 40 days is carried forward. Appl...

09 Oct 2026 20 of 122 acknowledged Please read and acknowledge

Fire drill on Thursday at 10:30

Event

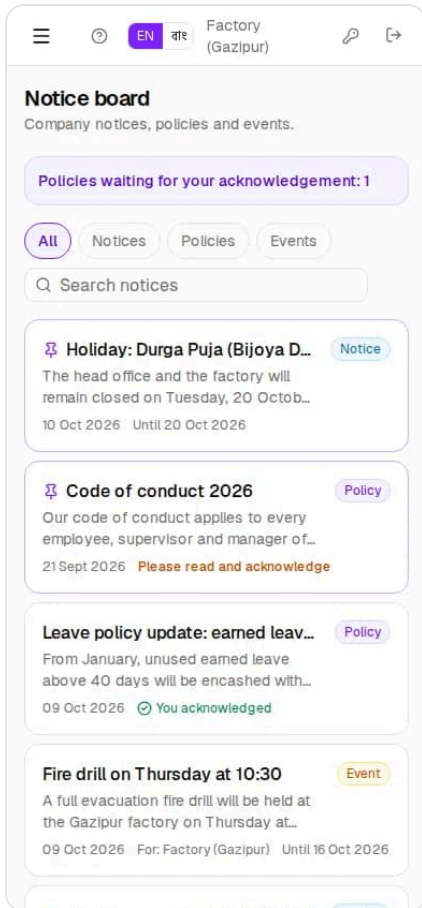
A full evacuation fire drill will be held at the Gazipur factory on Thursday at 10:30. When the alarm sounds: stop your machine, leave your bag, follow your floor fire marshal to the nearest exit and gath...

09 Oct 2026 For: Factory (Gazipur) Until 16 Oct 2026

Notice board

Each notice shows its date, who it is for (e.g. *Factory (Gazipur)*), how long it stays up and, for a policy, the acknowledgement status. People only see notices for their own office and department — *New line layout in the sewing section*, for example, is seen only by the Sewing department.

How an employee reads and acknowledges a policy is in the My desk chapter.



Notice board on a phone

Posting a new notice

1. On **Notice board**, click **New notice**.
2. Enter the **Title** (e.g. *Holiday: Durga Puja (Bijoya Dashami)*).
3. Write the **Notice text** — in Bangla or English, whatever everyone understands.
4. Choose the **Kind** — **Notice**, **Policy** or **Event**. A policy asks every reader to confirm they have read it.
5. **Show until** — the last day. Leave it empty to keep it on the board.
6. Who it is for: **Office / factory** (empty = **Everyone (all offices)**) and **Department** (empty = **All departments**).
7. Add an **Attachment** if needed — PDF, Word or image, up to 5 MB.
8. Tick **Pin to the top of the board** for something urgent.
9. Tick **Also send an SMS to the employees it is meant for** to reach everyone's phone.
10. Click **Publish notice**. It goes on the board and onto everyone's **My desk** straight away.

HR

Padma Textiles & Appar...
HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque
HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

New notice

Everyone sees it on the notice board and on their desk.

Title

e.g. Office closed on Victory Day

Notice text

Kind

Notice

Show until

mm/dd/yyyy

A policy asks every reader to confirm they have read it.

Leave empty to keep it on the board.

Office / factory

Everyone (all offices)

Department

All departments

Attachment

Choose File No file chosen

PDF, Word or Image, up to 5 MB.

☐

Pin to the top of the board

☐

Also send an SMS to the employees it is meant for

No SMS gateway is set up yet — messages will be logged but not sent.

Cancel

Publish notice

New notice

Note

An HR officer tied to one office can only post notices for that office. Company-wide notices are posted by the HR manager or the owner.

Warning

The SMS goes out only once per notice. Editing it later doesn't send it again — the form says "An SMS was already sent for this notice." Without a gateway the messages are only logged and reach nobody's phone.

Editing, pinning and taking down

Open a notice to see HR's buttons at the bottom:

- **Edit** — change the text, kind, date, office/department or attachment, then **Save changes**.
- **Pin / Unpin** — keep it on top of the board, or not.
- **Take down** — removes it from the board now (it expires) but keeps the record.
- **Delete** — removes the notice and all its acknowledgements for good.

Use the board's filter — **On the board now**, **Expired**, **Drafts (not published)** and **All, including expired** — to find older notices.

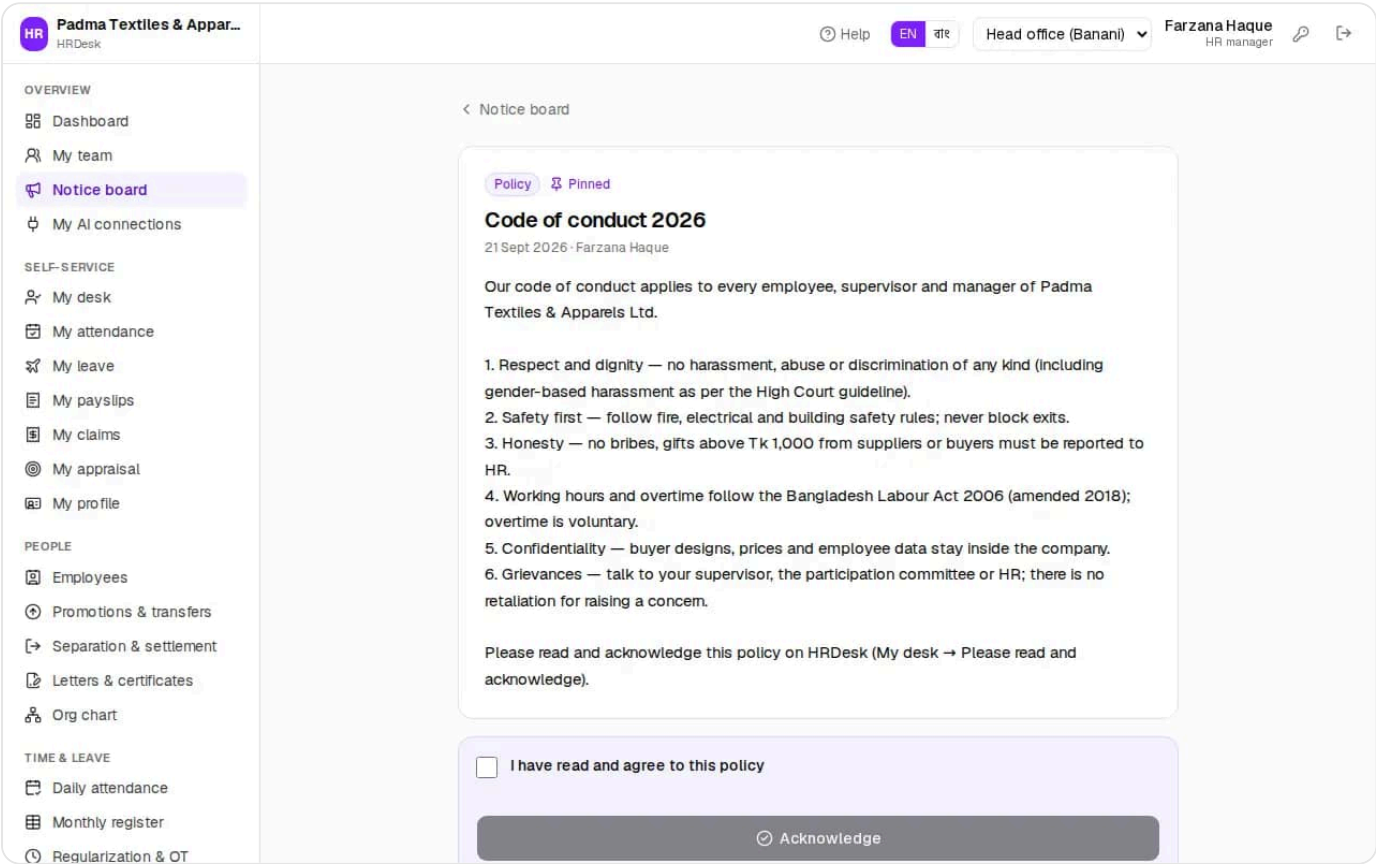
Draft notices come from the AI assistant — nobody sees a draft until HR opens it and clicks **Publish**.

Tip

Policy acknowledgements are useful evidence in audits. Use **Take down** rather than deleting a policy.

Tracking acknowledgements

For a policy (e.g. *Code of conduct 2026*) you can see who has read it and who hasn't.



Policy acknowledgements

1. On the board, a policy shows a count such as "85 of 120 acknowledged".
2. Open the policy: the **Acknowledgements** section has a progress bar and two tabs, **Not yet** and **Acknowledged**.
3. **Not yet** lists each person's name, code, department and mobile number. Ask the line supervisor to remind them, or give them a call.
4. **Acknowledged** shows the date and time each person acknowledged.

Until someone acknowledges, a yellow "Please read and acknowledge" box stays on their **My desk**.

The SMS & WhatsApp log

Admin > SMS & WhatsApp lists every message the company sends — salary, leave decisions, absences, recruitment, notices and messages typed by hand.

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help

EN

Head office (Banani)

Farzana Haque

HR manager

SMS & WhatsApp

Every message the company sends — salary, leave, absence, recruitment, notices and manual messages.

New message

No SMS gateway is set up, so messages are logged but not sent. You can still send any of them through WhatsApp with the link.

This month

149

0 via WhatsApp

Sent

0

0 waiting

Failed to send

0

149 not sent (no gateway)

SMS parts used

0

Billed per part by most gateways

Q Phone or text

Any status

Any purpose

SMS + WhatsApp

09/16/2026

10/16/2026

When	Sent to	Message	Status
16 Oct 2026, 04:47 Leave decision	01699-990001 SMS · 1 part(s)	Dear ZZTEST Leave Asha, your Leave without pay request for 16 Nov 2026 (0.5 days) is approved. - Padma Textiles & Apparels Ltd.	Not sent (no gateway) No SMS gateway configured (Settings → Integrations)
16 Oct 2026, 04:47 Leave decision	01699-990001 SMS · 1 part(s)	Dear ZZTEST Leave Asha, your Casual leave request for 2 Nov 2026 to 3 Nov 2026 (2 days) is approved. - Padma Textiles & Apparels Ltd.	Not sent (no gateway) No SMS gateway configured (Settings → Integrations)
16 Oct 2026, 04:47 Manual	01788-880001 SMS · 1 part(s) · employee	Padma Textiles & Apparels Ltd.: your self-service password was reset. New password: 298036	Not sent (no gateway) No SMS gateway configured (Settings → Integrations)
16 Oct 2026, 04:47 Manual	01788-880002 SMS · 1 part(s) · employee	Padma Textiles & Apparels Ltd.: your self-service login is ready. Mobile: 01788880002, password: 538651. Please change it after signing in.	Not sent (no gateway) No SMS gateway configured (Settings → Integrations)
16 Oct 2026, 04:47	01788-880001	Padma Textiles & Apparels Ltd.: your self-service login is ready. Mobile: 01788880001, password: 872735. Please	Not sent (no gateway) No SMS gateway configured

SMS & WhatsApp

At the top are this month's figures: **This month** (total), **Sent**, **Failed to send** and **SMS parts used**. The list shows **When**, **Sent to**, **Message** and **Status**:

Status	Meaning
Queued / Sending	Goes out shortly
Sent	Accepted by the gateway
Failed to send	Gateway error — the reason is in red; it is retried automatically a few times
Not sent (no gateway)	No SMS gateway is set up, so it is only logged

Search by phone number or text; filter by status, purpose (e.g. **Leave decision, Recruitment, Notice**), channel and date. Each row has a green WhatsApp icon on the right — it opens WhatsApp on your phone or computer with the text filled in, for you to send. Next to a failed message, the circular arrow (**Retry now**) sends it again at once.

Sending a message to one person

1. Click **New message**.
2. Choose **Employee** and type a name or code — the **Mobile number** fills in by itself. For someone outside, choose **Any number**.
3. Write the **Message** (English or Bangla). Below it you see how many characters and SMS parts it takes.
4. If the WhatsApp API is on, choose **SMS** or **WhatsApp (API)**.
5. Click **Send**. Or click **Open in WhatsApp** to send it from your own WhatsApp — no gateway needed.

Understanding the cost: most gateways charge per SMS part. In English one part holds 160 characters (153 per part when longer). In Bangla one part holds only 70 (67 when longer) — so keep Bangla messages short. The **SMS parts used** card gives a rough idea of the month's bill.

Automatic messages and the gateway (owner)

Which events send a message automatically — **Salary paid, Leave decisions, Absence alerts, Recruitment** — and the **Message language** (English or Bangla) are set by the owner on the **Integrations** page. The message texts are built into HRDesk; names, months and amounts are filled in automatically.

Connecting an SMS gateway (SSL Wireless, BulkSMSBD or another) and the WhatsApp API is also owner-only. Without a gateway, a yellow box at the top of the log explains that messages are logged but not sent. Setup steps: Licence, payments & AI.

Reports & audit log

Every report on headcount, attendance, leave, payroll, tax and provident fund, recruitment and assets — filters, CSV export and printing — plus the audit log of who did what and when.

Admin > Reports in the sidebar holds all of HRDesk's reports in one place. Each report is a card — open it to get filters at the top, a table with totals below. Reconciling the month's salary, showing papers to a labour inspector or a buyer's auditor, or pulling numbers for a management meeting all start here.

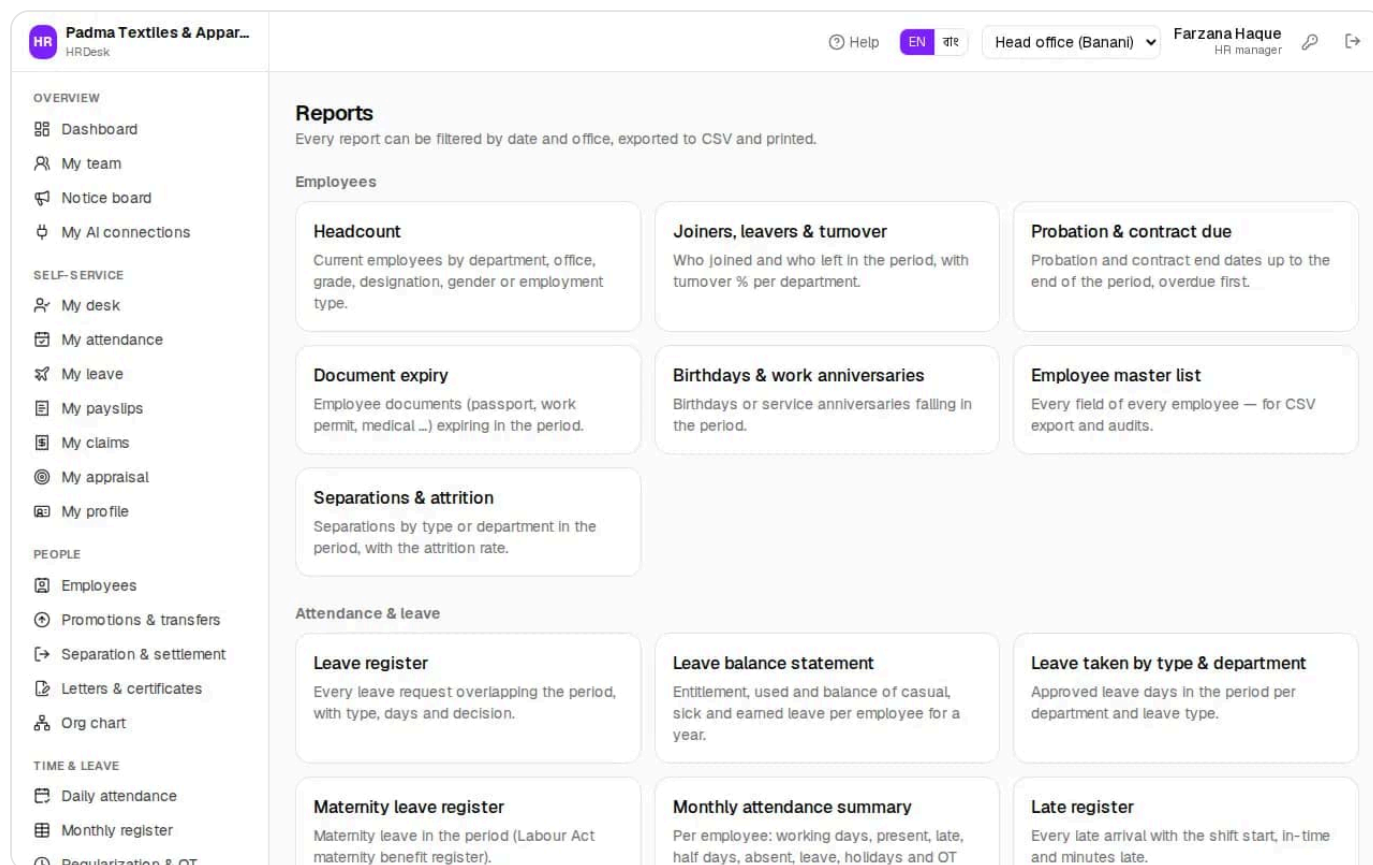
Who sees what:

Task	Who
Open Reports , filter, CSV and print	Owner, HR manager, HR officer, Payroll / accounts
Audit log	Owner, HR manager
Line managers and employees	No reports (managers see their team on the /team page)

Note

Anyone who can open Reports can open every report — an HR officer also sees the payroll reports. Keep that in mind when you hand out roles (Owner & setup).

Opening a report and filtering



The list of reports

1. Press **Reports** in the sidebar. The cards are grouped: **Employees**, **Attendance & leave**, **Payroll**, **Compliance**, **Recruitment & talent** and **Audit**.
2. Press the card of the report you need.
3. Set the filters at the top:
 - **Dates** — two date boxes (from – to). By default the 1st of this month to today. Reports that show today's position (like **Headcount**) have no dates.
 - **Office / factory** — with several offices a select box appears. Users not tied to one office can also pick **All offices**. It starts on the office chosen in the header.
 - One or two report-specific choices, such as **Group by** (Department, Office / factory, Grade ...), **Status**, **Year** or **Show**.
4. The table updates as soon as you change a filter — there is no separate button.

When nothing matches you see **Nothing to show**. Many reports have summary tiles above and a totals row below the table; a short note at the bottom explains the rule used (for example how turnover is worked out).

Tip

The filters live in the page address (URL). If you need the same report every month, bookmark it.

CSV export and printing

Two buttons sit at the top right of every report:

- **CSV** — downloads the table (with the totals row) as a CSV file for Excel or Google Sheets. Money is in Taka with two decimals and no ₳ sign, so you can add it up straight away. Bangla names come through correctly. The button is disabled when the table is empty.
- **Print** — opens the browser's print dialog. The paper carries the company name, report name, office, date range and the chosen options, plus who printed it and when. Filters and the sidebar are left off. For a PDF, choose **Save as PDF** instead of a printer.

Note

The summary tiles are not part of the CSV, only the table.

Employee reports

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

< Reports

Headcount

Current employees by department, office, grade, designation, gender or employment type.

All offices

Group by

Department

Headcount

122

Female

54.92%

Department	Headcount	Share	Male	Female	Active	On probation
Sewing	54	44.26%	12	42	54	2
Finishing	13	10.66%	4	9	13	2
Cutting	11	9.02%	7	4	11	0
Admin & Security	10	8.2%	7	3	9	0
Quality	9	7.38%	7	2	9	0
Maintenance	5	4.1%	3	2	5	0
Merchandising	5	4.1%	2	3	4	0
Store	4	3.28%	4	0	4	0
No department	3	2.46%	0	0	3	3
Human Resources & Compliance	3	2.46%	2	1	3	0
Finance & Accounts	2	1.64%	2	0	2	0
Sales & Marketing	1	0.82%	0	1	1	0

Headcount report

Report	What it shows	Extra filter
Headcount	Current employees	Group by: Department, Office / factory, Grade, Designation, Gender, Employment type
Joiners, leavers & turnover	Who joined and who left; turnover % per department	Show: By department / Every entry
Probation & contract due	Probation and contract end dates up to the end of the period, overdue first	—
Document expiry	Passports, work permits, medicals ... expiring	Already expired: Only in the period / Include expired
Birthdays & work anniversaries	Birthdays or service anniversaries in the period	Show: Birthdays / Work anniversaries

Report	What it shows	Extra filter
Employee master list	Every field of every employee — for CSV export	Employees: Current / Separated / All
Separations & attrition	Separations by type or department, with the attrition rate	Group by: Type / Department / Every entry

Turnover = leavers ÷ the average of opening and closing headcount. Cancelled separations are left out of attrition.

Attendance and leave reports

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Shift roster

Devices & import

Help

EN

বাংলা

Head office (Banani)

Tanvir Hasan

HR officer

< Reports

Monthly attendance summary

Per employee: working days, present, late, half days, absent, leave, holidays and OT hours.

09/01/2026

–

09/30/2026

Head office (Banani)

CSV

Print

Code	Name	Department	Working days	Present	Late	Half days	Absent	Paid leave	Unpaid le
EMP-0017	Arif Sarker	Admin & Security	26	26	7	0	0	0	
EMP-0018	Fatema Islam	Admin & Security	26	26	0	0	0	0	
EMP-0019	Fatema Parvin	Admin & Security	26	24	3	0	2	0	
EMP-0004	Mizanur Rahman	Finance & Accounts	26	26	0	0	0	0	
EMP-0010	Habib Khan	Finance & Accounts	26	25	0	0	0	1	
EMP-0011	Moriom Parvin	Finance & Accounts	23	23	0	0	0	0	
EMP-0002	Farzana Haque	Human Resources & Compliance	26	24	1	0	2	0	
EMP-0003	Tanvir Hasan	Human Resources & Compliance	26	25	0	0	0	1	
EMP-0012	Masud Uddin	IT	26	25	2	0	1	0	
EMP-0001	Alhaj Mohammad Ali	Management	26	24	0	0	0	2	
EMP-0006	Sabrina Chowdhury	Merchandising	26	25	1	0	1	0	
EMP-0007	Nusrat Jahan	Merchandising	26	24	2	0	2	0	
EMP-0013	Rehana Sarker	Merchandising	26	25	0	0	0	1	
EMP-0014	Rasel Islam	Merchandising	26	22	4	0	0	4	
EMP-0015	Rashed Sa	Merchandising	26	26	0	0	0	0	

Monthly attendance summary

Report	What it shows
Monthly attendance summary	Per employee: working days, present, late, half days, absent, leave, holidays and OT hours. Half day = ½ present + ½ absent
Late register	Every late arrival — shift start, in-time, minutes late

HRDesk

131 / 155

Report	What it shows
Overtime register	OT hours × hourly OT rate (basic ÷ divisor × rate)
Absent list	Everyone absent without leave, with phone numbers — handy for follow-up calls
Daily headcount by department	Per day and department: on roll, present, late, absent, on leave, off (at most 62 days at a time)
Leave register	Every leave request overlapping the period; pick Status : Approved / Pending / Rejected / Cancelled / All
Leave balance statement	Entitlement, used and balance of casual, sick and earned leave for a year; pick the Year (this year and the two before)
Leave taken by type & department	Approved leave days, department × leave type
Maternity leave register	The Labour Act maternity benefit register

OT hours are the approved minutes (or the computed minutes when none were approved), capped per day by the company setting. The attendance rules are in the Attendance chapter.

Warning

In Bangla the **Leave register** status list shows **বাতিল** twice. The first is Rejected (turned down by HR or the manager), the second is Cancelled (withdrawn).

Payroll reports

HR

Padma Textiles & Appar...

HRDesk

OVERVIEW

Dashboard

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Org chart

TIME & LEAVE

Daily attendance

Monthly register

PAYROLL

Salary sheets

Festival bonus

Loans & advances

Income tax

Help

EN

Head office (Banani)

Mizanur Rahman

Payroll / accounts

< Reports

Payroll cost

Salary cost of the months in the period by department or office: earnings, OT, deductions, net, employer PF.

09/01/2026

09/30/2026

All offices

Group by

Department

Payslips

119

Total cost

₹30,20,207

Department	Employees	Earnings	Overtime	Attendance bonus	Deductions	Tax (TDS)	Net pay	Employer PF
Sewing	54	₹9,83,578	₹71,107	₹7,200	₹48,390	₹6,324	₹9,35,188	₹12,27
Management	1	₹3,50,450	₹0	₹450	₹97,819	₹74,649	₹2,52,631	₹23,17
Merchandising	5	₹2,79,900	₹0	₹900	₹27,097	₹4,719	₹2,52,803	₹17,37
Finishing	13	₹2,15,567	₹18,299	₹2,250	₹5,878	₹0	₹2,09,689	₹1,90
Human Resources & Compliance	3	₹1,90,450	₹0	₹450	₹28,433	₹4,742	₹1,62,017	₹11,54
Cutting	11	₹1,79,794	₹14,007	₹900	₹6,722	₹0	₹1,73,072	₹1,97
Quality	9	₹1,70,445	₹14,246	₹1,800	₹4,428	₹0	₹1,66,017	₹2,17
Admin & Security	10	₹1,60,277	₹9,001	₹1,800	₹5,970	₹0	₹1,54,307	₹1,57
Finance & Accounts	2	₹1,21,900	₹0	₹900	₹10,854	₹3,114	₹1,11,046	₹7,74
Maintenance	5	₹91,318	₹5,694	₹1,350	₹2,575	₹0	₹88,743	₹1,83
Sales & Marketing	1	₹70,000	₹0	₹0	₹10,920	₹863	₹59,080	₹4,05
Store	4	₹71,590	₹4,931	₹450	₹3,520	₹0	₹68,070	₹1,55

Payroll cost report

Payroll reports take every salary month the date range touches. For example 15 September – 10 October gives the September and October salary sheets.

Report	What it shows
Payroll cost	By department or office: earnings, OT, attendance bonus, deductions, tax, net and the employer PF share; total cost = earnings + employer PF
Salary register	Every payslip of those months — gross, earnings, deductions, net, pay method and status
Overtime payments	OT hours and pay per employee from the payslips
Festival bonus register	Bonus lines of the bonuses with a pay date in the period
Loans & advances outstanding	Active loans and salary advances with the balance still to recover (today's position)

HRDesk

133 / 155

Report	What it shows
Payroll variance	Month-over-month headcount and salary cost with the change
Pending final settlements	Open separations with the saved settlement amounts (zero if none saved yet)
Expense claims	Claims submitted in the period by category or department (rejected and cancelled left out)
Unpaid approved claims	Approved claims not yet paid — cash / bank / bKash or with salary

Note

Payroll cost and **Salary register** include draft (not yet approved) salary sheets — check the **Status** column of the register. For final numbers approve the sheet first (Payroll).

Compliance: tax and provident fund

- **Tax deducted at source (TDS)** — salary income and tax deducted per employee, for the yearly withholding return. Only approved and paid payslips count. The income year runs July–June, so for a full year use 1 July to 30 June. The **Employees** choice is **Only with tax deducted** or **Everyone paid**.
- **Provident fund register** — per member: opening balance, employee and company contributions, interest (profit) and closing balance.

How tax and PF are worked out is in Loans, tax & provident fund.

Recruitment, training and assets

Report	What it shows
Recruitment funnel	Applications that reached each stage (shortlisted, interview, offer, hired); Group by: Job / Source. An application rejected later still counts at every stage it reached
Applications by source	Where candidates came from (careers page, referral, bdjobs ...) and where they are now

Report	What it shows
Time to hire	Days from application to hire, per job or every entry
Open positions	Positions open today, candidates in the pipeline and deadlines (the date filter does not apply)
Training hours	Hours of training attended per employee or department
Compliance trainings	Fire safety, first aid and other sessions: invited vs attended — useful for buyer audits
Assets by category	How many assets of each kind are issued, in store, damaged or lost, and their value
Assets by holder	Which employee holds which asset today
Lost & damaged assets	Assets returned damaged, reported lost or marked so in the register

Note

Assets by category and **Lost & damaged assets** cover the whole company. Users tied to one office or factory do not see these two cards.

The audit log: who did what and when

HR

Padma Textiles & Appar...

HRDesk

Help

EN

বাংলা

Head office (Banani)

Farzana Haque

HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

Audit log

Who did what and when: employee changes, salaries, approvals, payroll, settings, users and more.

09/16/2026

10/16/2026

All users

All actions

All records

Q Action starts with... e.g. payroll.approve

When	Who	Action	Record	Branch	Details
16 Oct 2026, 04:48	Farzana Haque	notice.delete	Notice cmva4qny0009j9iplppe5fp3	Head office (Banani)	title: ZZTEST plain ▶ JSON
16 Oct 2026, 04:48	Farzana Haque	notice.delete	Notice cmva4qny0009j9ipmrcqxt1	Head office (Banani)	title: ZZTEST factory p ▶ JSON
16 Oct 2026, 04:48	Farzana Haque	notice.create	Notice cmva4qny0009j9iplppe5fp3	Head office (Banani)	kind: NOTICE · title: ZZ plain · branchid: — · ▶ JSON
16 Oct 2026, 04:48	Farzana Haque	notice.update	Notice cmva4qny0009j9ipmrcqxt1	Head office (Banani)	kind: POLICY · title: ZZ1 factory policy · branchi ▶ JSON
16 Oct 2026, 04:48	Rupa Akter	notice.acknowledge	Notice cmva4qny0009j9ipmrcqxt1	Factory (Gazipur)	employeeid: cmv49joun005xj96gli ▶ JSON
16 Oct 2026, 04:48	Rupa Akter	notice.acknowledge	Notice cmva4qny0009j9ipmrcqxt1	Factory (Gazipur)	employeeid: cmv49joun005xj96gli ▶ JSON
16 Oct 2026, 04:48	Farzana Haque	notice.create	Notice cmva4qny0009j9ipmrcqxt1	Head office (Banani)	kind: POLICY · title: ZZ1 factory policy · branchi ▶ JSON
16 Oct 2026, 04:47	Farzana Haque	attendance.roster.save	Roster	ZZTEST unit	cells: 1 ▶ JSON
					cells: 1

Audit log

Open **Admin > Audit log** in the sidebar (or the card in the **Audit** group at the bottom of Reports). Employee changes, salary changes, approvals, salary sheets, settings, users — every important action is written here. Nothing can be deleted or edited from this page.

1. Pick the dates — by default the last 30 days.

2. Pick one user from **All users** (for example Tanvir Hasan).

3. Pick an area from **All actions** — for example **Employees, Promotions & transfers, Attendance, Payroll, Users, Settings**.

4. Pick a record type from **All records** (for example **Salary sheet**).

5. Or type the start of an action in the search box, such as `payroll.approve`.

The table shows **When, Who, Action, Record, Branch** and **Details** (what changed). Press the id under a **Record** to see all activity on that one record from the very beginning; press **Record ... x clear** to drop that filter. There are 50 rows per page with page buttons below; on a phone each row is a card.

System in the **Who** column means no person did it — it happened automatically.

HRDesk

136 / 155

Tip

"Who raised this person's salary?" — choose **Salary** in **All records**, or press the employee's record id.

Note

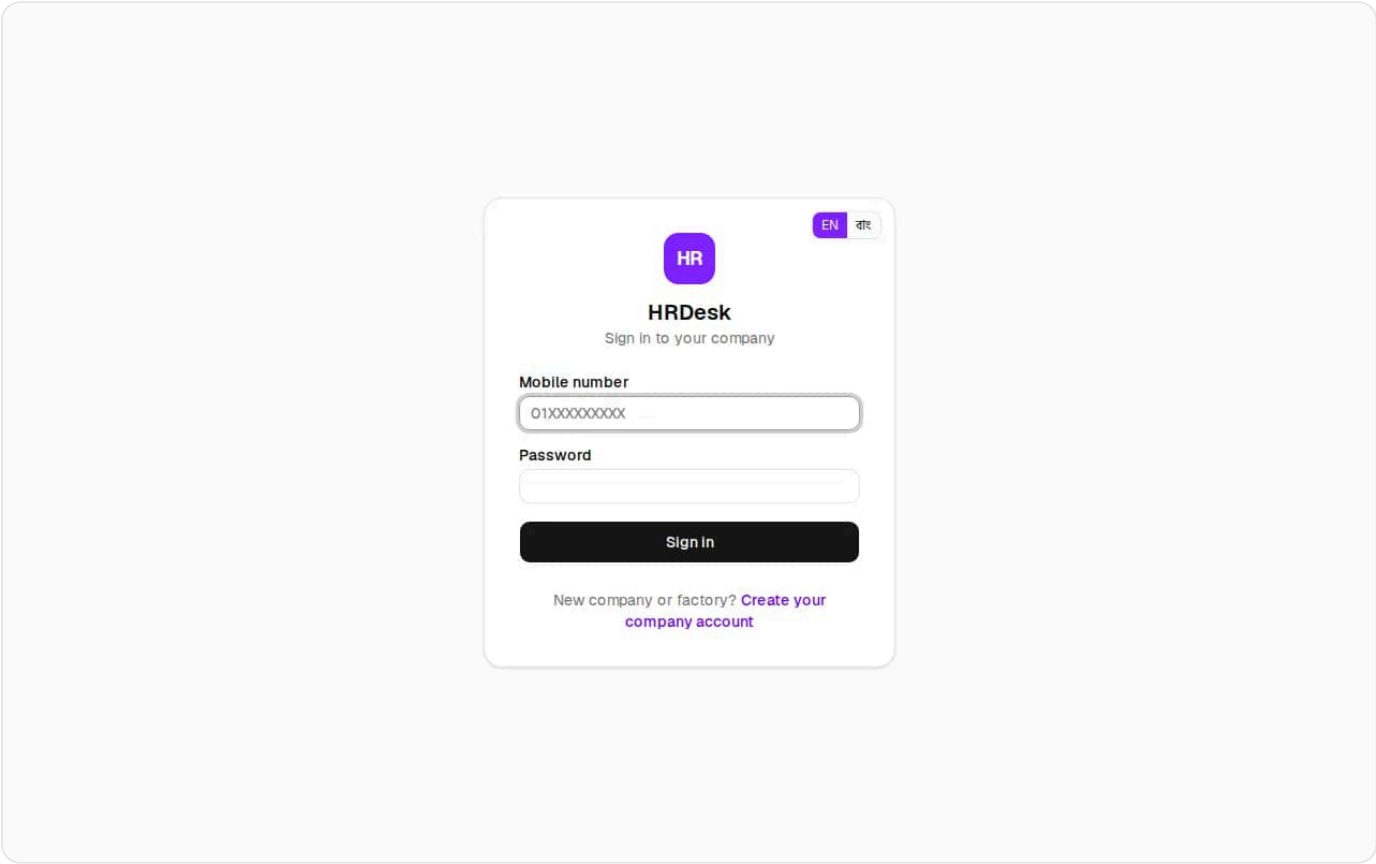
Users tied to one office or factory see only that office's activity in the audit log.

Troubleshooting

Answers to common problems — can't sign in, "No access", a feature switched off, licence locked, device punches not arriving, phone check-in refused, wrong late/absent marks, salary sheet locked, leave balance, SMS, printing, slow internet and language.

When something gets in your way, look here first. Each part says what you see, why it happens and who can fix it. The **Help** button in the header opens the chapter for the page you are on.

Can't sign in / forgot the password



Sign-in page

You sign in to HRDesk with your **Mobile number** (01XXXXXXXXXX) and **Password**.

What you see	Cause and fix
Wrong phone number or password	The number or password is wrong. Check the leading 0 of the number and that Caps Lock is off.
Too many attempts. Wait 15 minutes and try again.	10 wrong tries within 15 minutes. Wait, or have the password reset.

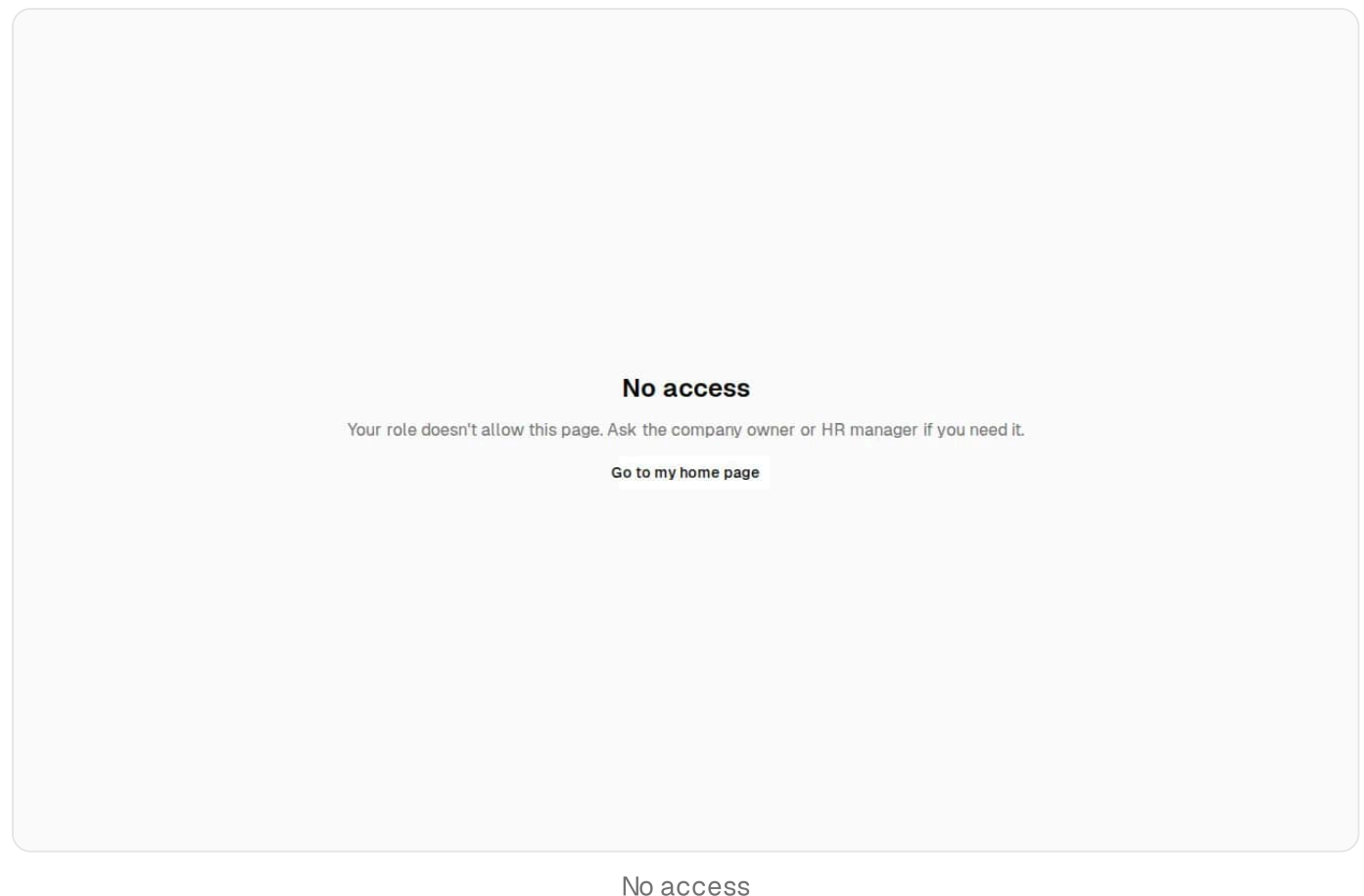
What you see	Cause and fix
"This account is disabled..."	Your login has been deactivated, or the company account is closed. Ask HR or the owner.

Who resets a forgotten password:

Whose password	Who resets it	Where
An employee's self-service login (e.g. Rupa Akter)	HR manager, HR officer, Owner	Employee record › Login tab › Reset password — the new password goes by SMS and is shown once on screen
An office user (HR, payroll, line manager)	HR manager, Owner	Users & roles › key icon next to the user › New password › Set password
An owner	Only another owner	Users & roles ; if the company has no other owner, contact JonakiSoft support

After a reset the old password stops working and that user is signed out on every device. If you know your password you can change it yourself: the key icon in the header › **Change my password** — **Current password**, **New password** (at least 6 characters), **Repeat new password**.

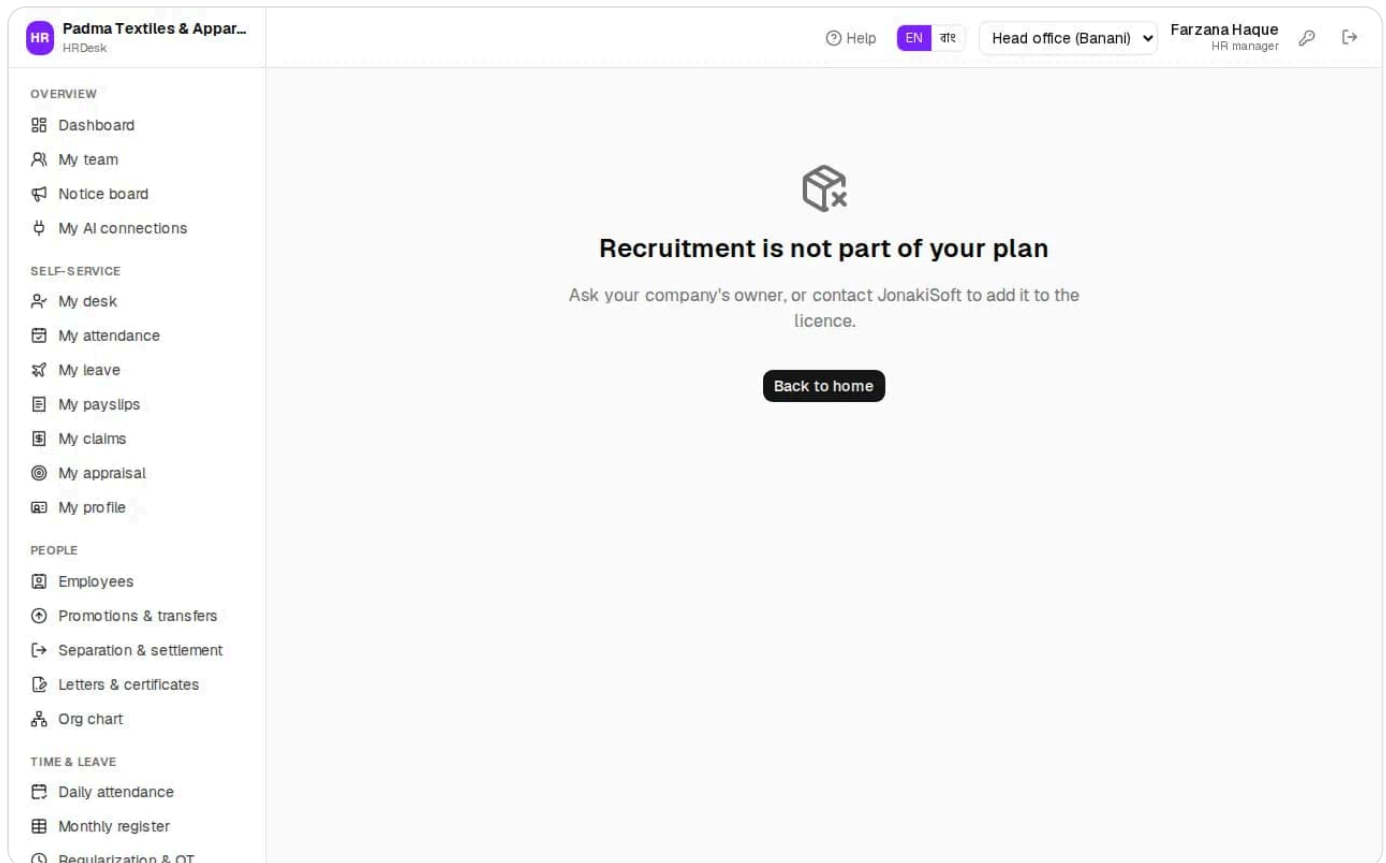
The "No access" page



No access appears when your role isn't allowed on a page — for example an HR officer opening the **Audit log**, or an employee following a link to **Salary sheets**. It is not an error: every role has its own rights (Getting started).

- What you see in the sidebar is your work. If you need more, ask the HR manager or owner — they can change your role in **Users & roles**.
- Line managers see only the employees in their own team; pages of people in other departments don't open.
- The page's **Go to my home page** button takes you to your own start page — the dashboard, **My team** for line managers, **My desk** for employees, **Salary sheets** for payroll / accounts.
- Users tied to one office or factory cannot open a few company-wide reports either.

"... is not part of your plan" — a feature switched off



Feature switched off

JonakiSoft decides which parts of HRDesk your company's licence includes. A part that is switched off disappears from the sidebar, and a direct link shows **{name} is not part of your plan** (for example "Recruitment is not part of your plan").

Parts that can be switched on or off: leave, regularization & overtime requests, shift roster, attendance devices, phone check-in, payroll, festival bonus, loans & advances, income tax, provident fund, expense claims, separation, letters & certificates, notice board, recruitment, careers page, performance appraisal, training, assets, employee self-service, SMS & WhatsApp, and the AI assistant connector (MCP — off by default).

- Owner: contact JonakiSoft by the phone, WhatsApp or email shown on the page to add it to the licence. Everything else keeps working.
- Everyone else: tell the owner.
- Switching a part off never deletes its data and never changes pay maths (overtime, tax, PF, gratuity) — it only hides the screens.

Licence expired / licence locked

Expired, but in grace: a yellow strip on top of every page — "Your licence has expired. HRDesk keeps working until {date}; please renew." Everything works normally meanwhile. **Details** shows the contact information, **Continue** takes you back to work.

Licence locked: after the grace days, or when the licence is suspended or revoked, every page leads to the licence page — **Your licence has expired**, **Your licence is suspended**, **Your licence has been revoked** or **No licence found for this company**.

- All employee, attendance, leave and payroll records are kept. Everything opens again as soon as the licence is active.
- While locked, employee self-service and the careers page are paused. The server refuses attendance-machine punches, but the machine keeps them and sends them again later — nothing is lost.
- The owner renews by contacting JonakiSoft; others **Sign out** and tell the owner. Renewal and online payment are covered in Licence, payments & AI.

Device punches are not arriving

HR Padma Textiles & Appar...
HRDesk

OVERVIEW

- Dashboard
- My team
- Notice board
- My AI connections

SELF-SERVICE

- My desk
- My attendance
- My leave
- My payslips
- My claims
- My appraisal
- My profile

PEOPLE

- Employees
- Promotions & transfers
- Separation & settlement
- Letters & certificates
- Org chart

TIME & LEAVE

- Daily attendance
- Monthly register
- Regularization & OT

Help EN বাংলা Head office (Banani) Farzana Haque
HR manager

Devices & import

Fingerprint / face / card machines that push punches, and punch-file import.

+ Add device

Device	Serial number	Branch	Last seen	Punches today
Factory main gate ZKTeco K40	CQZ7232460001	Factory (Gazipur)	Never	0
Head office reception ZKTeco MB20	CQZ7232460002	Head office (Banani)	Never	0
ZZT EST gate	ZZTEST0001	ZZTEST unit	16 Oct 2026, 04:47	0

Connect a ZKTeco device (ADMS push)

1. Register the device above with its exact serial number.
2. On the device open Menu → COMM → Cloud Server Setting (called ADMS on some models).
3. Server address: localhost · Server port: 3500 · HTTPS: off · Proxy: off.
4. Set the device date and time to Bangladesh time (UTC+6).
5. Enrol each person on the device with User ID = the employee's card no. in HRDesk.
6. Restart the device. Within a minute "Last seen" turns green here and punches arrive in real time.

The device talks to `http://localhost:3500/!clock/cdata` — no login needed; unknown or inactive serial numbers are refused.

Import punches from a file

For devices without push: export the attendance log (USB → attlog) or a CSV, then upload it. Days are recalculated after the import.

Choose a punch file

ZKTeco attlog (.dat / .txt) or CSV with card number and date-time

Devices & import

Open **Attendance > Devices & import** (HR manager, HR officer, Owner) and look at each machine's **Last seen** and **Punches today**.

Last seen says "Never" or is long ago: the machine cannot reach the server.

1. Check the **Serial number** matches the machine exactly (on the machine: Menu → System info → Device info). Unknown serial numbers are refused.
2. Check the machine is not inactive — **Active** must be ticked when you edit it.
3. In the machine's Cloud Server / ADMS settings enter the server address, port and HTTPS exactly as shown under **Connect a ZKTeco device (ADMS push)** at the bottom of the page.
4. Check the machine's network (LAN cable / Wi-Fi), then restart it.
5. A locked licence or a switched-off "attendance devices" feature also makes the server refuse punches (see above).

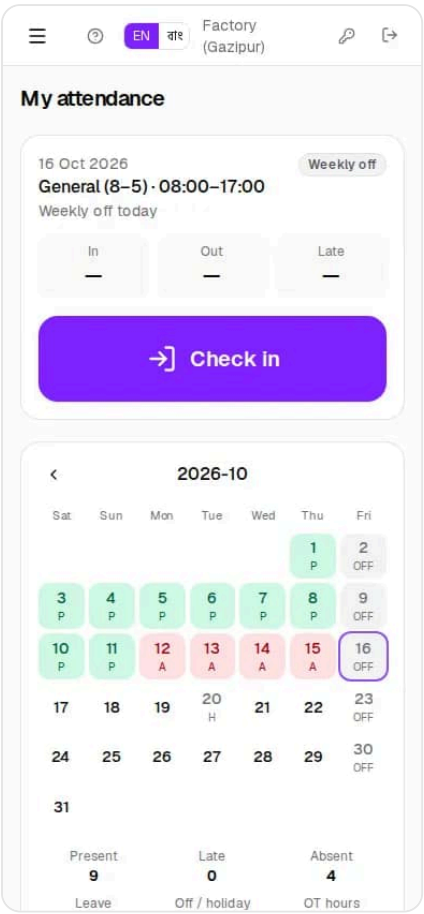
Connected, but one person's punches are missing: the person's User ID on the machine must equal their **Card no.** in HRDesk (for example Rupa Akter's card no. must be her User ID on the machine). Otherwise the punch is skipped.

Times are wrong: set the machine's date and time to Bangladesh time (UTC+6). Punches more than a day in the future are dropped.

Tip

Without internet, export the attlog or a CSV from the machine to a USB stick and upload it with **Import punches from a file** on the same page. Days are recalculated after the import.

Phone check-in refused



Phone check-in

Employees check in with the big **Check in / Check out** button on **My attendance** (or **My desk**).

What you see	Cause and fix
No button, only "Use the attendance machine at the gate to punch in and out."	Phone check-in is off for the company. The HR manager turns it on in Settings > Work week & attendance > Phone check-in (and the "phone check-in" feature must be in the licence).
Turn on location to check in — your company requires it	The phone's location (GPS) is off, or the browser was not allowed to use it. Turn location on in the phone's settings, allow location for the site (lock icon in the address bar), and press again.
You are about ... from {branch}. Check-in works within ... m of the office.	You are outside the office geofence. Come closer to the gate and try again. GPS is weak indoors — step near a window or outside.

What you see	Cause and fix
Already recorded a minute ago	You tapped twice; the first tap was recorded.
Your login is not linked to an employee record	Ask HR to link your login to your employee record.

For HR: the geofence is switched on with **Settings > Only at the office (geofence)**, and each office's location and radius are set under **Offices & factories** (stand at the office gate, press **Use my current location**, then set **Radius (m)**). An office with no location set is not distance-checked — that page also shows a warning. A very small radius (20–30 m) leaves many people "outside" because of GPS error; 100–200 m is safer for a factory.

Wrong late or absent marks

Attendance is worked out automatically from punches, shifts, rosters, holidays and approved leave. A wrong mark usually means one of these is wrong:

- **Wrong shift** — check the employee's shift or roster. After the shift start + **Grace time (minutes)** the day is **Late**; worked less than **Half day below (minutes)** is a **Half day**.
- **Holiday missing** — without the public holiday or the employee's own weekly off day, that day shows **Absent**.
- **One punch missing** — with only an in- or only an out-punch the day shows **Missing punch**.
- **Machine time or card no. wrong** — see the device part above.

How to fix it:

1. The employee: **My attendance > Request correction** — date, **What happened?**, in/out time and the reason. When the line manager or HR approves it on **Regularization & OT**, the day is corrected.
2. HR: on **Daily attendance** press the pencil on the employee's row and change the status and times.
3. After fixing shifts, rosters or holidays, use **Daily attendance > Reprocess** to recalculate those days. Days edited by HR, regularized or locked by payroll are kept.

Warning

Payroll for this month is approved — the day is locked means that month's salary sheet is approved. The HR manager must first **Reopen** the sheet (see below).

The full rules are in the Attendance chapter.

Salary sheet locked / wrong figures

A salary sheet goes Draft → Approved → Paid.

- While **Draft**, Payroll presses **Recalculate** to pick up attendance, salary structure, loans and tax afresh.
- The HR manager or owner **Approves** it. The figures and the month's attendance are then locked; any change shows **This salary sheet is approved — reopen it to recalculate**.
- **Reopen** — HR manager or owner, only while no salary is marked **paid**. Once even one salary is paid the sheet cannot be reopened (**Some salaries are already paid — this sheet cannot be reopened**).

When a figure looks wrong, check: the employee's **Salary** tab (gross and its parts); the month's absences and late days (**Absent ded.**, **Late ded.** columns); whether the employee is **Overtime eligible** and **Pay overtime** is on in **Settings**; running loan installments; tax and PF. Fix it and press **Recalculate** on the draft. Details in the Payroll chapter.

Leave balance looks wrong

Open **Leave › Leave balances** (HR manager, HR officer). Balance = opening (carried forward) + accrued + adjusted – used – encashed. Days of pending requests are held back from the available balance.

Usual causes:

- **Little earned leave** — under the Labour Act 1 day per 18 days worked, normally after one year of service. Absent days don't count.
- **A new joiner has less casual leave** — joining mid-year gives a share for the remaining months.
- **Too few or too many days taken** — most leave skips weekly offs and holidays inside the dates; earned and maternity leave count every calendar day.
- **Last year's balance didn't come across** — run **Year-end carry forward** at the end of the year.

For a manual correction press **Adjust** on the employee's row (with a reason). Only HR can cancel approved leave. Details in the Leave chapter.

SMS not sent

HR

Padma Textiles & Appar...

HRDesk

Help

EN

Head office (Banani)

Farzana Haque

HR manager

OVERVIEW

Dashboard

My team

Notice board

My AI connections

SELF-SERVICE

My desk

My attendance

My leave

My payslips

My claims

My appraisal

My profile

PEOPLE

Employees

Promotions & transfers

Separation & settlement

Letters & certificates

Org chart

TIME & LEAVE

Daily attendance

Monthly register

Regularization & OT

SMS & WhatsApp

Every message the company sends — salary, leave, absence, recruitment, notices and manual messages.

New message

No SMS gateway is set up, so messages are logged but not sent. You can still send any of them through WhatsApp with the link.

This month

149

0 via WhatsApp

Sent

0

0 waiting

Failed to send

0

149 not sent (no gateway)

SMS parts used

0

Billed per part by most gateways

Q Phone or text

Any status

Any purpose

SMS + WhatsApp

09/16/2026

10/16/2026

When	Sent to	Message	Status
16 Oct 2026, 04:47 Leave decision	01699-990001 SMS · 1 part(s)	Dear ZZTEST Leave Asha, your Leave without pay request for 16 Nov 2026 (0.5 days) is approved. - Padma Textiles & Apparels Ltd.	Not sent (no gateway) No SMS gateway configured (Settings → Integrations)
16 Oct 2026, 04:47 Leave decision	01699-990001 SMS · 1 part(s)	Dear ZZTEST Leave Asha, your Casual leave request for 2 Nov 2026 to 3 Nov 2026 (2 days) is approved. - Padma Textiles & Apparels Ltd.	Not sent (no gateway) No SMS gateway configured (Settings → Integrations)
16 Oct 2026, 04:47 Manual	01788-880001 SMS · 1 part(s) · employee	Padma Textiles & Apparels Ltd.: your self-service password was reset. New password: 298036	Not sent (no gateway) No SMS gateway configured (Settings → Integrations)
16 Oct 2026, 04:47 Manual	01788-880002 SMS · 1 part(s) · employee	Padma Textiles & Apparels Ltd.: your self-service login is ready. Mobile: 01788880002, password: 538651. Please change it after signing in.	Not sent (no gateway) No SMS gateway configured (Settings → Integrations)
16 Oct 2026, 04:47	01788-880001	Padma Textiles & Apparels Ltd.: your self-service login is ready. Mobile: 01788880001, password: 872735. Please	Not sent (no gateway)

SMS & WhatsApp log

Open **Admin > SMS & WhatsApp** (HR manager, HR officer, Owner) and look at each message's **Status**:

Status	Meaning and fix
Not sent (no gateway)	No SMS gateway is set up — the message is only logged. The owner sets one up in Settings > Integrations . Until then you can press the WhatsApp icon on a row and send it from your own phone.
Failed to send	The gateway refused or did not answer — the reason shows in red (e.g. wrong API key, no balance). It is retried automatically twice more, about 5 minutes apart; Retry now sends it at once.
Queued	It is about to be sent.

Also check:

- **No messages are created at all** — under **Settings > Integrations > Automatic messages** tick **Salary paid, Leave decisions, Absence alerts** and so on.

- **The employee's mobile number is missing or wrong** — it must be a Bangladeshi number, 01XXXXXXXXXX.
- **Bangla SMS cost more** — a Bangla SMS holds 70 characters. Setting **Message language** to English uses fewer parts.
- To test the gateway use **Settings › Integrations › Send a test**. Only the owner can change the gateway.

Printing and PDF

- Payslips, salary sheets, bank advice, job cards and the like open on their own print page and the print dialog appears by itself. **Print** and **Close** buttons sit at the top.
- Payslips offer **A5 / A4** and **English / বাংলা**; salary sheets **A3 / A4** — choose before printing.
- For a **PDF**, choose **Save as PDF** (or "Microsoft Print to PDF") instead of a printer in the print dialog.
- For wide papers like the salary sheet choose Landscape in the print dialog and switch "Headers and footers" off.
- Printing reports is covered in Reports. For the whole user guide as a PDF, press **Download PDF** on the guide page.

Slow internet

HRDesk runs in the browser, so every action needs the internet.

- After you press a button its text changes (e.g. "Signing in...") and it is disabled — don't press again, wait.
- If a page hangs, refresh it; saved data is never lost, only an unsaved form may need filling in again.
- Keep the date range of big reports short and pick one office.
- Phone check-in also needs the internet. Attendance machines, however, store punches while offline and send them when the connection is back.

Switching the language

- Press **EN | বাংলা** in the header — the language changes at once and is remembered on your account, so it stays after you sign in again. The sign-in page has the same switch.
- The HR manager sets the starting language for everyone in **Settings › Language › Default language**. For one user: **Users & roles › edit › Language**.
- SMS language is separate: **Settings › Integrations › Message language**. Payslip print language can also be chosen on the print page.

- Names of employees and departments show as they were typed — switching language does not translate them.

Glossary

Plain meanings of the HR, attendance, leave, payroll, tax and software words used in HRDesk.

The words that keep coming up in HRDesk, in plain language. The Bangla word the screen shows in Bangla mode is given in brackets. Legal references are to the Bangladesh Labour Act 2006 (amended 2018); your company's own rules in **Settings** may differ.

Pay and allowances

Word	Meaning
Gross (মোট বেতন / গ্রস)	The full monthly salary — basic plus all allowances, before deductions. For example a garments Worker Grade 4 has a gross of ₳12,500.
Basic (মূল বেতন)	The core part of the salary. Most calculations use it: overtime, festival bonus, PF, gratuity, absence deduction. In garments, basic = (gross – fixed allowances) ÷ 1.5.
House rent (বাড়িভাড়া)	Housing allowance, usually 50% of basic.
Medical, Conveyance, Food allowance (চিকিৎসা, যাতায়াত, খাদ্য ভাতা)	Fixed allowances. In garments ₳750, ₳450 and ₳1,250.
Salary structure (বেতন কাঠামো)	The rule that splits gross into basic and allowances. Set in Organisation setup .
Deductions (কর্তন)	What is kept back from pay — absence, late days, tax, PF, loan installments, advances.
Net pay (নিট বেতন)	What the employee actually receives = total earnings – deductions.
Overtime, OT (ওভারটাইম)	Work after the shift's hours. By law twice the hourly basic; hourly basic = basic ÷ 208. Counted in whole 15-minute blocks. Only Overtime eligible employees get it (usually workers, not officers).
Attendance bonus (হাজিরা বোনাস)	A fixed amount paid for a month with no absence, late day or unpaid leave.

Word	Meaning
Festival bonus (উৎসব ভাতা)	Two festival bonuses a year (e.g. the two Eids), each usually up to one month's basic, after one year of service.
Salary month (বেতন মাস)	Which dates a month's salary covers. 1 = calendar month; 21 = the 21st to the 20th of the next month.
Salary sheet (বেতনশিট)	The salary list of everyone in one office for one month. Draft → Approved (locked) → Paid.
Payslip (পে-স্লিপ)	One employee's salary for one month — earnings, deductions, net.
Held (স্থগিত)	A payslip kept back for some reason; it is skipped when salaries are paid.
Loan, Salary advance (ঋণ, বেতন অগ্রিম)	Money borrowed from the company, recovered from salary in monthly installments.
Expense claim (খরচের দাবি)	A request to be paid back for money spent on company work (transport, food ...).

Attendance

Word	Meaning
Shift (শিফট)	Working hours, e.g. 8 am – 5 pm. A night shift can end the next morning.
Grace time (গ্রেস টাইম)	How many minutes after the shift start someone may arrive without being Late , e.g. 10 minutes.
Roster (রোস্টার)	The weekly plan of who works which shift on which day.
Weekly off (সাপ্তাহিক ছুটি)	The weekly day off, e.g. Friday. An employee can have their own day.
Punch (পাঞ্চ)	A finger / card / face on the attendance machine, or a phone check-in. The day's first punch = in, the last = out.
Late (বিলম্ব)	Arriving after shift start + grace time. Several late days can cost one day's basic (Late days per one day's deduction).

Word	Meaning
Half day (অর্ধদিবস)	Came, but worked much less than the shift. Counts as ½ present + ½ absent.
Absent (অনুপস্থিত)	No punch and no leave on a working day. Marked only once the shift is over.
Missing punch (পাঞ্চ নেই)	Only an in- or only an out-punch.
Regularization (হাজিরা সংশোধন)	A request to correct a day — forgot to punch, outdoor duty, work from home; approved by the manager or HR.
Job card (জব কার্ড)	One employee's daily attendance for a month — in, out, late, OT. Asked for by inspectors and buyer audits.
Monthly register (মাসিক রেজিস্টার)	Everyone's attendance for a month on one grid, one code per day (P, L, A, HD, LV, H, OFF).
ADMS / ZKTeco	The "push" mode of ZKTeco attendance machines — the machine sends punches to HRDesk over the internet by itself.
Card no. (কার্ড নং)	The employee's User ID on the machine; it must match the card no. in HRDesk.
Geo-fence (জিওফেন্স)	A circle around an office (e.g. 150 m). When on, phone check-in from outside it is refused.

Leave

Word	Meaning
Casual leave, CL (নৈমিত্তিক ছুটি)	Leave for sudden needs — 10 days a year, pro-rata for mid-year joiners.
Sick leave, SL (অসুস্থতা ছুটি)	Leave for illness — 14 days a year.
Earned leave, EL (অর্জিত ছুটি)	Leave earned by working — 1 day per 18 days worked, after one year of service; up to 40 days can be saved.
Maternity leave (মাতৃত্বকালীন ছুটি)	16 weeks (8 before and 8 after delivery), paid, after at least 6 months' service.

Word	Meaning
Leave without pay, LWP (বিনা বেতনে ছুটি)	Leave taken when paid leave has run out; those days are deducted from salary.
Carry forward (ক্যারি ফরওয়ার্ড)	Moving unused leave into the next year.
Encashment (নগদায়ন)	Taking money instead of unused earned leave.
Sandwich rule	Weekly offs and holidays inside a leave also count as leave days. Applies to earned and maternity leave.

Employees and jobs

Word	Meaning
Designation (পদবি)	The job title, e.g. Sewing Operator, HR Manager.
Grade (গ্রেড)	A pay step. In garments the wage-board Worker Grades 1–4; offices have their own grades.
Department (বিভাগ)	The employee's department, e.g. Sewing, Human Resources & Compliance.
Office / factory (অফিস / কারখানা)	A separate location of the company, e.g. Head office (Banani) and Factory (Gazipur).
Employee code	Each employee's own number, e.g. EMP-0001.
Probation (শিক্ষাবিশিষ্ট)	The trial period after joining — usually 3 months, 6 for skilled work.
Confirmation (স্থায়ীকরণ)	Making the employee permanent after probation.
Increment (ইনক্রিমেন্ট)	A salary rise.
Promotion, Transfer (পদোন্নতি ও বদলি)	Moving to a higher post / to another department or office.
Nominee	The person who receives the employee's dues if the employee dies.
Line manager (লাইন ম্যানেজার)	The person the employee reports to; sees leave and attendance corrections first.

Word	Meaning
Separation (অব্যাহতি)	The end of employment — resignation, termination, dismissal, discharge, retirement, death, contract end or loss of job through absence.
Notice period	How long someone must keep working after resigning — 60 days for a permanent worker.
Final settlement (চূড়ান্ত নিষ্পত্তি)	The account of everything owed both ways when someone leaves — last salary, unused earned leave, gratuity, PF, notice pay, loan balance and so on.
Appraisal cycle (মূল্যায়ন চক্র)	One round of performance review for a period (e.g. 2026) — goals, self-review, manager review, final rating.
Self-service (সেলফ-সার্ভিস)	Employees see and do their own attendance, leave, payslips and claims on their phone — My desk .

Tax and benefits

Word	Meaning
Provident fund, PF (ভবিষ্য তহবিল)	Each month a share of the employee's basic plus a company share is saved; it is paid back with profit when employment ends.
Gratuity (গ্র্যাচুইটি)	A reward for long service — at least 30 days' basic for every completed year, paid once at the end.
TDS (উৎসে কর কর্তন)	Tax deducted at source: the company deducts the employee's income tax from salary every month and pays it to the government.
Income year	The tax year — 1 July to 30 June.
Investment declaration	Savings certificates, DPS, life insurance and other investments that earn a tax rebate and lower the monthly tax.
Tax certificate (কর সনদ)	A certificate of a year's salary and tax deducted — the employee attaches it to their own return.
e-TIN	Taxpayer identification number.

Software and licence

Word	Meaning
Role	A user's job in HRDesk — Owner, HR manager, HR officer, Payroll / accounts, Line manager, Employee. The role decides which pages someone sees.
Licence (লাইসেন্স)	Permission to use HRDesk, given by JonakiSoft. After expiry there are a few grace days, then it locks — no data is deleted.
Feature, Plan	Which parts (recruitment, SMS, phone check-in ...) the licence includes. Parts that are off don't show in the sidebar.
Audit log (অডিট লগ)	The permanent record of who changed what and when.
SMS gateway	The company that delivers SMS (e.g. SSL Wireless, BulkSMSBD); without an account with one, messages are only logged.
MCP / AI assistant connector	Lets an AI assistant such as Claude or ChatGPT read HRDesk data, with your permission, and answer questions. The owner decides which roles may connect; employee self-service logins never can. It must be switched on in the licence.
CSV	A plain table file that opens in Excel or Google Sheets. Reports and the employee list can be downloaded this way.