

Employee Self-Service

What every employee sees about their own record, pay, leave and requests.

- [Your own dashboard](#)
- [Your KYC details](#)
- [Requests for a document, shift, work type or asset](#)

Your own dashboard

Everything under **My...** in the sidebar is scoped to you: your own attendance, your own leave, your own pay. It looks the same whether you are an individual contributor or a manager. A manager simply has **Approvals** as well, for the people who report to them.

<https://www.youtube-nocookie.com/embed/wy0j3wxBAR4>

[Your own dashboard: what every card means, and switching between Admin and Employee view](#)

Which page you land on

Signing in does not take everyone to the same place. It depends on your role:

You are	You land on
An employee	Your own personal summary, described below.
An HR Head or HR Ops user	The company-wide Control Center , with the full administrator sidebar (Recruitment, Onboarding, Employee, Attendance, Payroll and so on). Your own personal pages are one click away: see the section Admin view and Employee view below.
A manager	Depends on what your user group is allowed to view. A manager whose group holds no organisation-wide view permissions is shown the personal summary; a manager whose group does hold them lands on the Control Center .

The rest of this page describes the personal summary and the **My...** sidebar, which is what an employee or a manager working from their own pages sees.

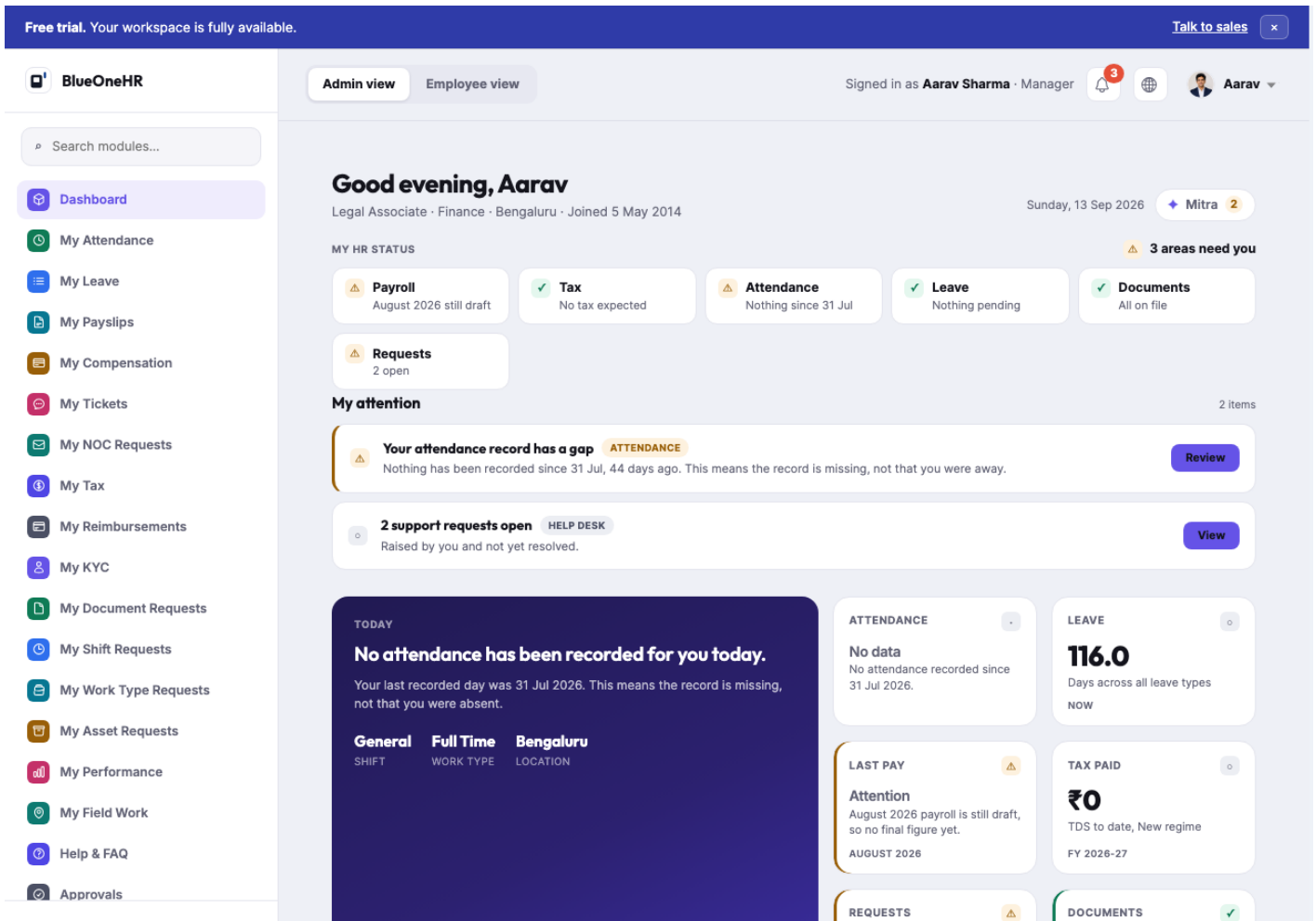
Your dashboard

The personal summary shows:

- **My HR Status** — a row of cards: Payroll, Tax, Attendance, Leave, Documents, and (if you have any open requests) a Requests card. Each carries its own state rather than a single generic "all good" — for example Payroll can show a run still in draft while Attendance

separately shows nothing recorded.

- **My attention** — specific things that need a look, each explaining *why* it is flagged. A gap in your attendance record is shown as **"this means the record is missing, not that you were away"** rather than as a bare warning, which matters: a missing punch and an unapproved absence look identical in a lesser dashboard and are not the same problem.
- A **Today** panel with your shift, work type and location for the day, plus attendance, leave, last pay and tax-paid summaries.



What each screen covers

The sidebar of a manager. Its order is: Dashboard, My Attendance, My Leave, My Payslips, My Compensation, My Tickets, My NOC Requests, My Tax, My Reimbursements, My KYC, My Document Requests, My Shift Requests, My Work Type Requests, My Asset Requests, My Performance, My Field Work, Help & FAQ, Approvals. An employee sees the same list without **Approvals**. The table groups the five request queues together.

Screen	What it shows
Dashboard	The personal summary above.

Screen	What it shows
My Attendance	Your own clock records and corrections — see Checking your attendance .
My Leave	Your leave requests and balance — see Applying for leave .
My Payslips	Every payslip issued to you, with View and PDF actions.
My Compensation	How your pay is structured, beyond the single net-pay figure on a payslip.
My Tickets	The Help Desk Tickets list: support requests you have raised. See Help Desk and FAQs .
My Tax	Opens My Tax Planner : a projection for the financial year that compares the old and new tax regimes. The page states that it is a projection only and does not change your actual payroll.
My Reimbursements	Expense reimbursement requests.
My KYC	Your own identity and statutory details — PAN, Aadhaar, address, and similar. Sensitive by nature; see Your KYC details .
My NOC Requests, My Document Requests, My Shift Requests, My Work Type Requests, My Asset Requests	Each is a request queue for exactly what its name says, with its own approval flow.
My Performance	Your performance records, where the Performance module is in use.
My Field Work	Site visits and field activity, for roles that work away from a fixed location.
Help & FAQ	A separate item from My Tickets : it opens the company's FAQ categories.
Approvals	Present in a manager's sidebar: everything currently waiting on your decision.

Admin view and Employee view

At the top left of every page there is a two-button switch: **Admin view** and **Employee view**. It is real, and it works for the people it is meant for.

Who can use it. The switch is interactive only for a person who has both an administrator-level role (HR Head, HR Ops or Manager, or a superuser) and their own employee record. For everyone else both buttons are greyed out and cannot be selected. Hovering over the greyed-out switch shows a tooltip saying that it reflects your current access level, which means there is nothing to switch between for that account; a plain employee sees this. When the switch is available, its

tooltip reads "Switch between your Admin view and your Employee view."

What it does. Selecting **Employee view** replaces the dashboard and the sidebar with the personal ones. Selecting **Admin view** brings the administrator ones back. For an HR Head:

	Admin view	Employee view
Dashboard	The company-wide Control Center	Your own personal summary ("Good afternoon, Ananya")
Sidebar	Recruitment, Onboarding, Employee KYC, Employee, Attendance, Leave, Assets, Performance, Offboarding, Geo-Fence, Field Ops, Payroll, HR Letters, Project, Help Desk, Integrations, Reports, Settings	Dashboard, then the My... items above, then Help & FAQ; Settings stays at the bottom

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Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Integrations

Settings

Admin viewEmployee view

Signed in as Ananya Iyer · HR Head

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Ananya

Control Center

Data as of 21 Sep 2026, 15:04

TodayThis WeekThis MonthLast MonthThis QuarterYear to Date

Mitra 8

Showing September 2026 for period-scoped metrics. Payroll, compliance and filing figures are labelled with their own run period.

HEADCOUNT

24

Active employees

NOW

ATTENDANCE

No data

No attendance recorded for 21 Sep. Last recorded 06 Sep 2026.

21 SEP 2026

PAYROLL

₹54.73L

+2.1% vs July

Gross, deductions not computed

AUGUST 2026

COMPLIANCE

16

16 past due, unfiled

0 Due ≤7d 16 Obligations

ALL OPEN OBLIGATIONS

RECRUITMENT

2

Open positions · 3 candidates

OPEN NOW

APPROVALS

0

Queue clear

NOW

RECONCILIATION

20

20 of 36 never evaluated

ALL PERIODS

EXECUTIVE BRIEF

Computed from your data

Your organization needs attention today.

August 2026 payroll is ₹54.73L gross across 21 employees (Approved).

16 statutory filings are past their due date and unfiled.

20 incomplete of 36 reconciliation checks are unresolved.

Organization health

8 dimensions

Payroll

August 2026: deductions not c...

Attention

Compliance

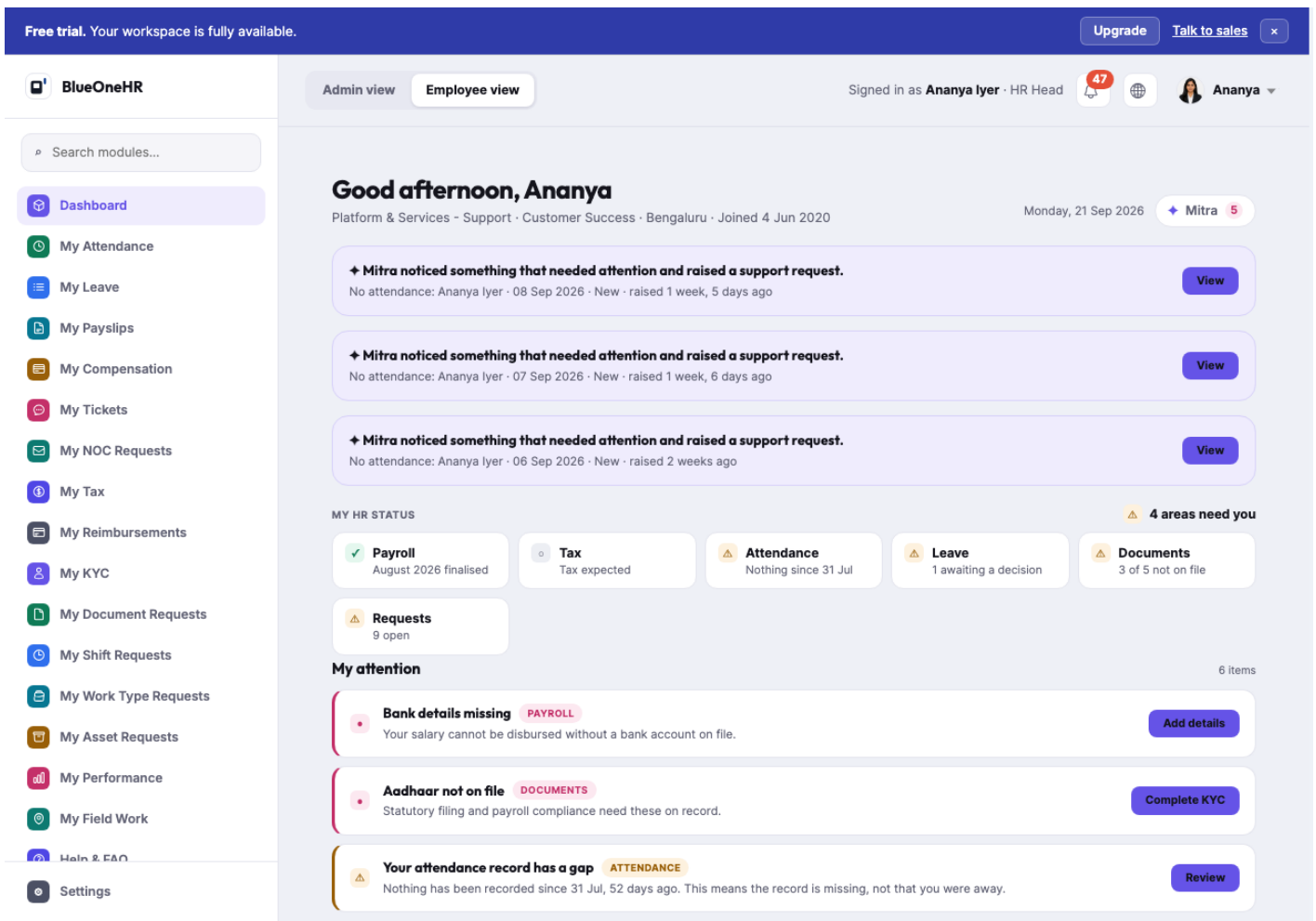
16 of 16 past due

0%

Attendance

No data since 06 Sep 2026

No data



How long it lasts. The choice is kept for your current sign-in session. It is not a setting on your account, and it does not change what you are allowed to do: it changes what is shown to you.

A note on My KYC

A note on My KYC

This screen displays statutory identity information — PAN and a masked Aadhaar number among it. It is real personal data for a real employee, even though the specific numbers seen in a demo environment are synthetic. Treat any screenshot or export from this screen with the same care as a payslip or a bank detail: never share it outside the reason it was requested for. See [Your KYC details](#) for what the screen contains and why every screenshot of it in this documentation is permanently redacted.

Related

- [How attendance works](#)
- [How leave works](#)
- [How payroll works](#)

Your KYC details

My KYC is the **My KYC** entry in the sidebar (the page sits under **Employee KYC** in the breadcrumb). It holds your identity and statutory details. Re-checked against the live screen on 2026-09-26.

“ Every screenshot on this page has its sensitive fields redacted (solid black boxes). This is a deliberate, permanent editorial choice for this screen, not a placeholder waiting to be replaced — see "Why this screen is redacted, always" below.

https://www.youtube-nocookie.com/embed/liQ_vNVBOn0

[Your KYC details: a tour of My KYC](#)

The sections

Section	Carries
Identity	PAN and Aadhaar.
Permanent Address	Address, City, State, PIN Code.
Health	Blood Group, Health Details, Insurance Provider, Insurance Number, Validity.
Statutory & Other	UAN (PF), ESI Number, Nominee, Driving License, Passport.

Edit my KYC (top right) opens a form with a field for each detail. The form has **Cancel** and **Save KYC** buttons at the bottom; **Cancel** returns you to My KYC without saving. **UAN** and **ESI Number** appear on the form as read-only text, not as inputs. A footer note on My KYC states: "AADHAR is encrypted at rest. Only the last 4 digits are shown here for verification."

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Search modules...

Dashboard

My Attendance

My Leave

My Payslips

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My KYC

My Document Requests

My Shift Requests

My Work Type Requests

My Asset Requests

My Performance

My Field Work

Help & FAQ

Approvals

Admin viewEmployee view

Signed in as Aarav Sharma · Manager

3

Aarav

Dashboard / Employee KYC / My KYC

My KYC

Aarav Sharma (BOHR0001) · BOHR0001

Edit my KYC

My KYC

Identity

PAN

AADHAR

Permanent Address

Address

City

State

PIN Code

Not provided

Mumbai

maharashtra

Not provided

Health

Blood Group

Health Details

Insurance Provider

Insurance Number

Validity

Not provided

Not provided

Not provided

Not provided

Not provided

Statutory & Other

UAN (PF)

ESI Number

Nominee

Driving License

Passport

Not provided

Not provided

Not provided

AADHAR is encrypted at rest. Only the last 4 digits are shown here for verification. Last updated: Aug 19, 2026 22:52.

What was actually filled in, on the test account

On the account used for the check, PAN, City, State, UAN (PF) and ESI Number had values; Aadhaar showed a dash, and every other field (Address, PIN Code, all of Health, Nominee, Driving License, Passport) showed **Not provided**. Do not assume every field is populated for every employee; a sparse KYC record like this one appears to be normal, not broken.

Why this screen is redacted, always

PAN and Aadhaar are government-issued identity numbers. Even though the values on the sample account are synthetic, they are in the **real format** those identifiers take, and this documentation treats any screen holding them the same way it would a real employee's — never published unredacted, regardless of whether the underlying data happens to be synthetic. This capture additionally redacts **UAN (PF)** and **ESI Number** for the same reason: both are real-format statutory identifiers, not ordinary configuration data. Do not add an unredacted version of this screenshot to the corpus later, even if a future capture uses different sample data.

Not confirmed

- Whether changes saved with **Save KYC** show up straight away, and any approval step: nothing was saved while checking.
- What the page shows for a full Aadhaar number (the checked account had none on file).
- Any bank details: the My KYC page and its edit form have no bank field.

Related

- [Your own dashboard](#) — where My KYC sits among the rest of the **My...** sidebar.

Requests for a document, shift, work type or asset

Four entries in an employee's sidebar are request queues: **My Document Requests**, **My Shift Requests**, **My Work Type Requests** and **My Asset Requests**. Each lists what you have asked for and the state of each request. This page describes what each one shows and what its create screen offers to an employee account. It was checked against the live screens on 2026-09-26 by opening the lists and the create screens and leaving every form unsaved. Nothing was submitted.

For the other entries in the same sidebar see [Your own dashboard](#).

What each queue shows

Sidebar entry	List	Create button
My Document Requests	Document Requests: Employee, Document, Status, Issue Date, Expiry, Actions. Filters: status (Requested, Approved, Rejected) and Group by.	+ Create
My Shift Requests	Shift Requests: Employee, Previous Shift, Requested Shift, From, Till, Actions. Below it a second list, Allocated Shift Requests: Employee, Reallocate To, Requested Shift, Status.	+ Create
My Work Type Requests	Work Type Requests: Employee, Previous Work Type, Requested Work Type, From, Till, Actions.	+ Create
My Asset Requests	My Assets (the assets assigned to you, each with a Request Return button), then Asset Requests: Employee, Category, Requested, Description, Status, Actions, then Asset Allocations .	Request an Asset

An empty list says so: for example "No documents yet", "No Shift request has been created." or "No asset requests yet".

The first three pages share a row of tabs under the title (Employees, Document Requests, Shift Requests, Work Type Requests, Disciplinary Actions, Policies, Organization Chart), so you can move between them from any one of them.

Requesting a shift or a work type

+ **Create** on **My Shift Requests** opens **Create Shift Request**, and + **Create** on **My Work Type Requests** opens the matching form. Both have the same shape:

Field	Notes
Employee *	Offers your own name.
Requesting Shift * (or Requesting Work Type *)	A list of the shifts (or work types) the workspace has set up. The recorded workspace offered General as a shift, and Full Time and Part Time as work types.
Requested Date *	A date picker, starting on today's date.
Requested Till	A date picker.
Description *	Free text: say why you are asking.
Permanent Request	A checkbox.

Fields marked with an asterisk are required. The form ends with **Create Shift Request** (or the work type equivalent). Who approves the request, and what they are notified, is set up by your administrator and is not visible on these screens.

Requesting a document or an asset

These two did not let an employee account start a request when checked:

- + **Create** on **My Document Requests** opened an **Access denied** page ("You don't have permission to view this page. If you believe this is a mistake, contact your HR administrator.").
- **Request an Asset** opened the **Request an Asset** form, but its **Requesting User** list, which is a required field, had no options to choose from, so the form cannot be completed.

If you need either, ask your HR administrator. For a letter such as a no-objection certificate, use **My NOC Requests** in the same sidebar; it has its own list of your requests with a status filter (Pending HR Approval, Approved, Rejected, Cancelled by Employee).

Not confirmed

- What happens after you submit a shift, work type or asset request: nothing was submitted, so the status a new request shows, who is notified and how a request is withdrawn were not checked.
- Whether a person who holds the right permission can create a document request from the same button.
- What **Request Return** on an assigned asset does; it was not pressed.