

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.

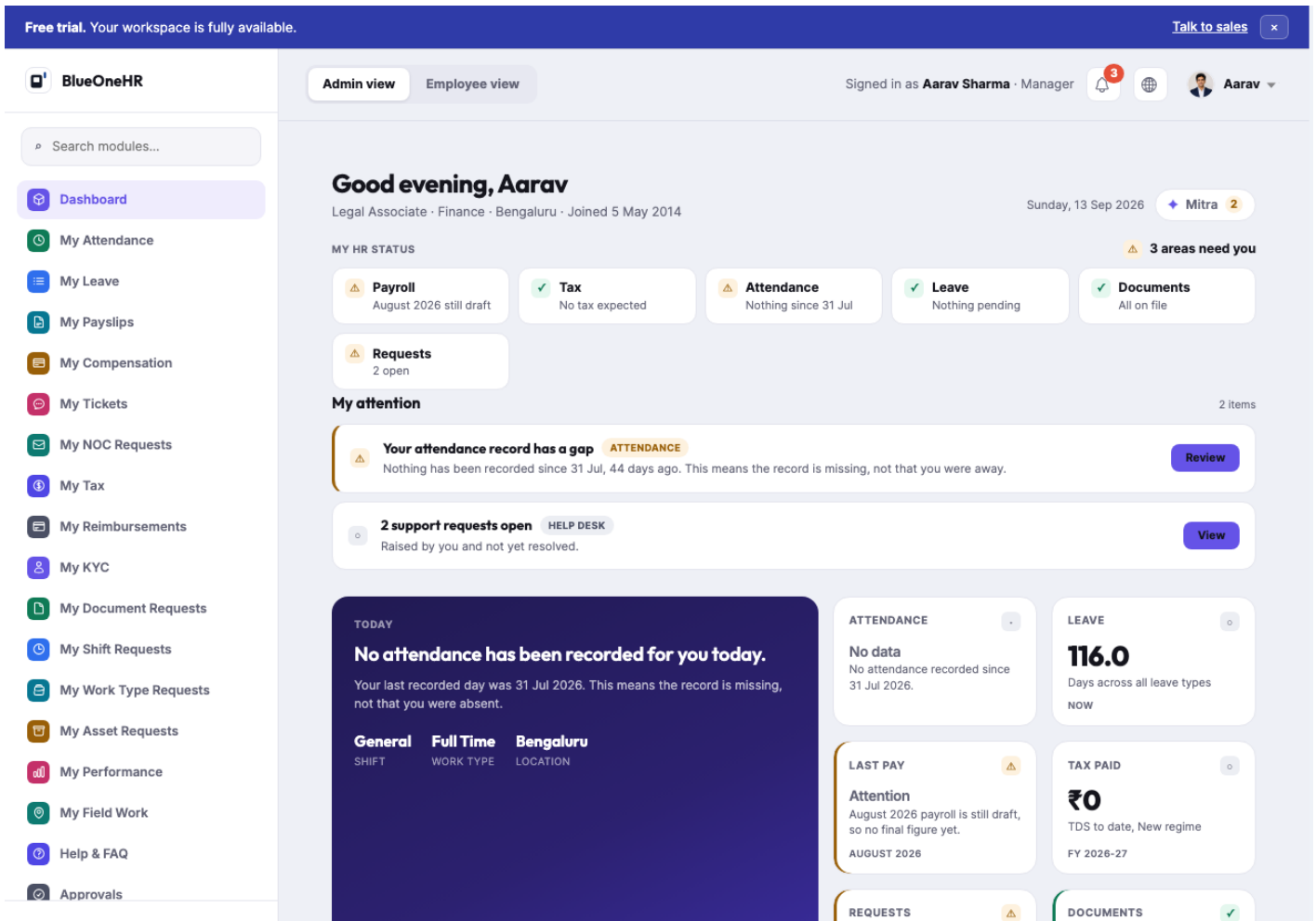
Your dashboard

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

Free trial. Your workspace is fully available.

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Search modules...

Dashboard

Recruitment

Onboarding

Employee KYC

Employee

Attendance

Leave

Assets

Performance

Offboarding

Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Integrations

Settings

Admin viewEmployee view

Signed in as Ananya Iyer · HR Head

47

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, unfilled

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 unfilled.

20 incomplete of 36 reconciliation checks are unresolved.

Organization health

8 dimensions

Payroll

August 2026: deductions not c...

Attention

Compliance

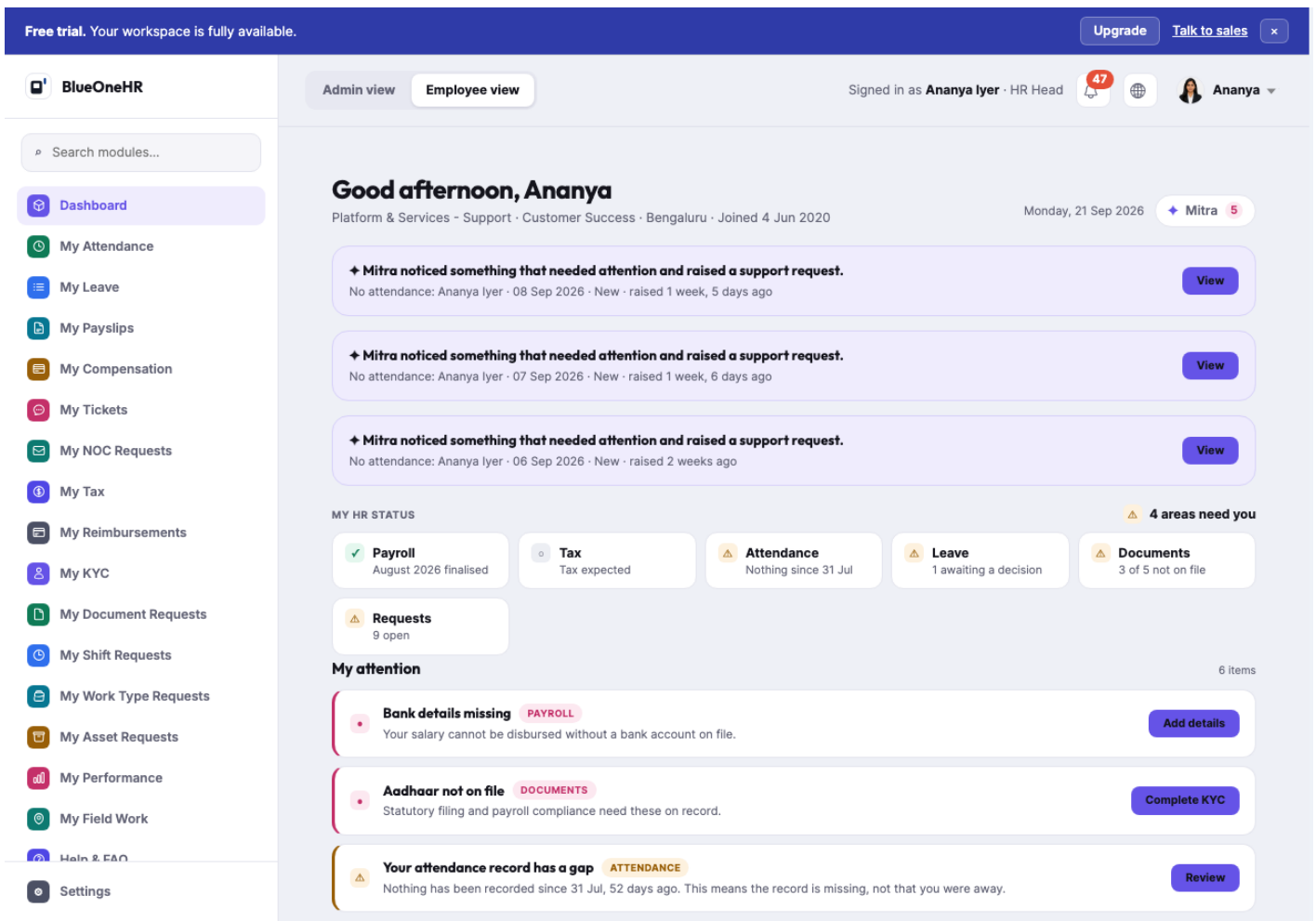
16 of 16 past due

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](#)

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