

Wings Leave

Feature Overview

Travel Agency Staff Attendance & HR-Lite Software

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1. What This Software Does

Wings Leave is an all-in-one staff attendance and HR system built for a travel agency's day-to-day operations. It replaces spreadsheets and manual sign-in sheets with a single web application covering attendance, leave, payroll, employee records, internal communication, and the security/audit trail a growing company needs — all running from ordinary web hosting, with no special server requirements.

The system recognizes four levels of access — **Staff**, **Manager**, **Admin**, and **Super Admin** — so every employee sees only what's relevant to them, while HR and leadership get the tools to run the company day-to-day. Full detail on each level appears in the separate Super Admin and Staff guides; the table at the end of this document gives a quick side-by-side comparison.

2. Employee & HR Records

- A complete employee directory: personal details, department, designation, office location, joining date, date of birth, mobile number, and emergency contact.
- Departments and office locations are both fully configurable — add as many as your company has.
- Every employee record can be activated, suspended, deactivated, or archived as staff join or leave, with the full change history preserved.
- Employees have their own profile photo, and can keep their own contact details and emergency contact up to date without needing HR to do it for them.

3. Office-Locked Attendance

- Employees clock in and out from a web browser — no separate hardware or app to install.
- Attendance is verified two ways before it's accepted: the device must be one that's been registered and approved for that employee, and the connection must come from an authorized office internet address. This stops someone from clocking in for a colleague from home.
- Late arrivals, early departures, and short working days are calculated automatically against your configured office hours, grace period, and required daily minutes — no manual timesheet math.
- Any day with no clock-in, or a clock-in with no matching clock-out, is automatically flagged for an admin or manager to review and correct, with the full correction history kept.
- A daily scheduled check marks anyone who didn't clock in on a working day as absent, and public holidays and approved leave both correctly appear on the attendance calendar instead of being counted against the employee.

4. Leave Management

- Configure as many leave types as your company offers (Annual, Sick, Unpaid, etc.), each with its own annual day allowance, monthly accrual rate, and who approves it — a direct manager, or an administrator.
- Employee leave balances build up automatically every month; a starting balance can also be entered by hand for an employee joining partway through the system's use.
- Staff submit their own leave requests and can see their balance before applying; the system checks for enough balance and for overlapping dates automatically.
- Requests route to the right approver automatically and can be approved or rejected with a reason.
- An approved leave day shows up on the employee's attendance calendar as "Leave" and correctly blocks clock-in for that day — leave and attendance always stay in sync with each other.
- A company-wide public holiday calendar blocks clock-in and is excluded from every leave day count automatically.

5. Payroll

- Each employee has their own salary structure — basic salary, housing/transport allowances, and any other custom allowance or fixed deduction — with a full history of changes over time, so a past payslip is never silently rewritten by a later raise.
- **Monthly sales commission** can be entered per employee per month, separate from their base salary, for staff whose commission varies month to month.
- **Invoice deductions and salary advance repayments** can also be entered per employee per month, on one simple screen, each with its own optional note (e.g. "Client invoice #123" or "March advance").
- Running payroll for a month automatically works out each employee's pay: unpaid leave and absent days are deducted proportionally, paid leave and public holidays are not, and commission/deductions for that month are folded in automatically.
- A payroll run stays in **Draft** until you finalize it, and can be regenerated as many times as needed while still a draft (for example, after fixing an attendance record) without creating duplicate payslips. A draft generated by mistake can be deleted outright.
- Once **finalized**, a run becomes read-only and every employee's payslip becomes visible to them — a genuine mistake can still be corrected by deliberately reopening the run.
- Every employee can view and print their own finalized payslips at any time — no need to email PDFs around.

6. Reports

- Attendance and leave summary reports, viewable on screen or exported to CSV for further analysis in Excel.
- A manager sees figures for their own direct reports; an administrator sees the whole company.

7. Activities & Celebrations

- A company-wide activity feed, similar to a private social feed: any employee can post a status update (with an optional photo), comment, and like; administrators can additionally publish official company-wide announcements and moderate posts.
- A Celebrations page automatically lists upcoming birthdays and work anniversaries, and posts a congratulatory note to the feed on the day itself — no manual reminders needed.

8. Notifications

- Every important event — a leave request submitted, approved, or rejected; a company announcement; a payslip becoming available — triggers an instant in-app notification (a bell icon with an unread count) as well as an email, so nothing gets missed.
- Each employee can turn email notifications off for themselves if they prefer to just use the in-app bell; in-app notifications can't be turned off, so nothing is ever silently lost.

9. Security & Access Control

- Every screen and action is governed by a permission system, not just a simple "admin vs. everyone else" switch — a Manager can be given exactly the abilities they need (e.g. approving their team's leave) without being handed the keys to payroll or company settings.
- Login attempts are rate-limited and lockable after repeated failures; sessions time out automatically after a configurable period of inactivity.
- Every sensitive action — who was hired, who approved what leave, who changed a salary, who signed in and from where — is written to a permanent, tamper-evident audit log.

10. Settings, Backups & Going Live

- Company details (name, logo, address, currency), security rules (password strength, lockout behaviour, session timeout), attendance rules (office hours, grace period), and email/SMTp settings are all configurable from the app itself — no code changes or server access needed for day-to-day administration.
- The system can back itself up on a schedule and restore from a backup file directly, as a supplement to your web host's own backup tooling.
- Built to run on ordinary, budget-friendly web hosting — no special server software, no monthly infrastructure bill beyond standard PHP/MySQL hosting.

11. Roles at a Glance

Capability	Staff	Manager	Admin	Super Admin
Clock in/out, view own attendance	Yes	Yes	Yes	Yes
Request leave, view own payslips	Yes	Yes	Yes	Yes
Post to the activity feed	Yes	Yes	Yes	Yes
View / approve their team's attendance & leave	—	Yes	Yes	Yes
Manage employees, departments, offices	—	—	Yes	Yes
Run and finalize payroll	—	—	Yes	Yes
Publish company announcements	—	—	Yes	Yes
View the audit log	—	—	Yes	Yes
Configure Access Control (who can do what)	—	—	Yes	Yes
Company / Security / Attendance / Email settings	—	—	—	Yes
Create other Admin or Super Admin accounts	—	—	—	Yes

A Manager's "team" is whoever reports directly to them; an Admin sees and manages the whole company except the settings and account-creation abilities reserved for Super Admin.

See the separate Super Admin User Guide and Staff User Guide for step-by-step instructions, and the Going Live guide for moving from local testing to a real, publicly accessible website.