

Employee Mobile App

Discover the **TankhaPay Employee Mobile App**, a complete workforce management solution that helps employees manage attendance, salary, leaves, reimbursements, performance, and support services from one easy-to-use platform.

In this video, learn how employees can securely log in using OTP authentication and access a smart dashboard with profile details, holidays, and important updates. The app enables seamless attendance tracking with check-in/check-out, attendance reports, missed-punch requests, and offline sync support for accurate work-hour monitoring.

The video also covers key features such as:

1. Salary tracking and payslip download
2. Leave balance management and digital leave applications
3. Real-time notifications and approval tracking
4. Investment declaration and tax calculation
5. Reimbursement claims with document uploads
6. PMS and KRA performance tracking
7. Access to UAN, ESIC, and employee benefits
8. FAQ, Help & Support ticket management
9. Secure login with Face ID, fingerprint, or PIN lock

From attendance and payroll to performance and employee support, the TankhaPay Employee App simplifies daily HR operations and provides employees with complete transparency, convenience, and flexibility, all just a tap away.

- [Employee Mobile App](#)

Employee Mobile App

<https://www.youtube.com/embed/aTPDaMbzHuo>

Step-by-Step Tutorial Guide

Overview

This tutorial explains how employees can use the TankhaPay Employee Mobile App for daily HR and self-service activities. The walkthrough covers:

- Logging into the mobile application
- Navigating the employee dashboard
- Managing attendance and leave
- Accessing payroll information
- Viewing employee documents
- Tracking approvals and requests
- Using employee self-service features

Step 1: Download and Open the TankhaPay Employee Mobile App

1. Download the TankhaPay Employee Mobile App from:
 - Google Play Store

- Apple App Store
2. Install the application on your mobile device.
 3. Open the app after installation.

The mobile application allows employees to access HR and payroll services anytime and anywhere.

Step 2: Log In to the Employee Mobile App

1. Enter your registered mobile number or login credentials.
2. Verify your login using OTP or password authentication.
3. Tap on **Login**.
4. After successful login, the employee dashboard opens.

The dashboard acts as the central home screen for all employee activities.

Step 3: Review the Employee Dashboard

1. On the home screen, review available widgets and shortcuts.
2. The dashboard may display:
 - Attendance Summary
 - Leave Balance
 - Salary Information
 - Notifications
 - Pending Requests
 - Company Announcements
3. Use the dashboard for quick access to HR functions.

This provides employees with real-time visibility into their daily activities.

Step 4: Mark and Review Attendance

1. Open the **Attendance** section.
2. Mark attendance using available options.
3. Review:
 - Punch-In Time
 - Punch-Out Time
 - Working Hours
 - Attendance Status
4. View attendance history when required.

Employees can easily manage attendance directly from the mobile app.

Step 5: Apply for Leave

1. Navigate to the **Leave** section.
2. Tap on **Apply Leave**.
3. Enter leave details such as:
 - Leave Type
 - From Date
 - To Date
 - Reason for Leave
4. Submit the leave request.

Employees can apply for and manage leave requests through the app.

Step 6: Track Leave Balance and Request Status

1. Open the leave history or leave balance section.
2. Review:
 - Available Leave Balance

- Approved Leaves
 - Pending Requests
 - Rejected Requests
3. Monitor leave approval updates in real time.

This helps employees stay updated on leave availability and approvals.

Step 7: Access Payroll and Salary Information

1. Navigate to the **Payroll** or **Salary** section.
2. Review:
 - Salary Summary
 - Monthly Payslips
 - Salary Components
 - Deductions
 - Net Pay
3. Download payslips if required.

Employees can securely access payroll details through the app.

Step 8: View and Download Employee Documents

1. Open the documents section.
2. Access important employee documents such as:
 - Payslips
 - Offer Letters
 - Tax Documents
 - Salary Certificates
 - HR Letters
3. Download required files.

This helps employees maintain easy access to HR documents.

Step 9: Track Approvals and Requests

1. Open the requests or approvals section.
2. Monitor submitted requests such as:
 - Leave Requests
 - Attendance Regularization
 - Expense Claims
 - HR Support Requests
3. Review approval status and comments.

Employees can track all request updates directly from the app.

Step 10: Access Notifications and Announcements

1. Open the notifications section.
2. Review:
 - Company Announcements
 - Broadcast Messages
 - Policy Updates
 - HR Notifications
3. Stay informed about organizational updates.

This feature improves employee communication and engagement.

Step 11: Manage Employee Profile Information

1. Open the **Profile** section.
2. Review and update personal information.

3. Information may include:
 - Contact Details
 - Address Information
 - Bank Details
 - Emergency Contacts
4. Save updated details.

Maintaining accurate profile information helps improve HR record management.

Step 12: Use Employee Self-Service Features

1. Access additional self-service options.
2. Employees may be able to:
 - Raise Support Tickets
 - Access Training Programs
 - Download Reports
 - Update Profile Information
 - View Attendance Reports
3. Complete HR-related activities independently through the app.

Self-service functionality helps reduce manual HR dependency.

Key Benefits of the Employee Mobile App

- Anytime, anywhere HR access
- Easy attendance and leave management
- Quick salary and payslip access
- Real-time request and approval tracking
- Centralized employee communication
- Mobile self-service convenience
- Improved employee experience and engagement

End of Tutorial

You have now completed the walkthrough of the TankhaPay Employee Mobile App.

The Employee Mobile App helps employees efficiently manage att