

Employee Web Portal

Explore the complete capabilities of the **TankhaPay Employee Web Portal** a centralized platform designed to simplify employee self-service, attendance, payroll, approvals, and performance management.

In this walkthrough, learn how employees can securely log in using OTP authentication and access a powerful dashboard with real-time updates on attendance, approvals, leave requests, and daily activities. The portal provides easy access to employee profiles, document uploads, payroll details, investment declarations, attendance tracking, and leave management. The video also covers advanced features such as:

1. Attendance reports and missed punch correction
2. Work From Home, On Duty, and Comp-Off requests
3. Performance Management System (PMS) and KRAs
4. Travel requests and reimbursement claims
5. Approval workflows and employee applications
6. Reports, notifications, FAQs, and Help & Support tickets
7. Income tax calculator and HR policy access

With all HR operations integrated into one platform, TankhaPay ensures transparency, faster approvals, accurate payroll processing, and a seamless employee experience. Whether it's attendance, payroll, tax declarations, performance tracking, or employee support, TankhaPay empowers organizations with a modern and efficient workforce management solution.

- [Employee Web Portal](#)

Employee Web Portal

<https://www.youtube.com/embed/9U4ZtxiyCTw>

Step-by-Step Tutorial Guide

Overview

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

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

Step 1: Open the Employee Web Portal

1. Open the TankhaPay Employee Web Portal in your browser.
2. Enter your registered login credentials.
3. Click on **Login**.
4. After successful login, the employee dashboard opens.

The employee portal provides centralized access to personal HR and payroll information.

Step 2: Review the Employee Dashboard

1. On the dashboard, review the available widgets and summary cards.
2. The dashboard may display:
 - Attendance Summary
 - Leave Balance
 - Upcoming Holidays
 - Payroll Information
 - Pending Approvals
 - Announcements
3. Use the dashboard for quick access to daily employee activities.

This helps employees easily track important HR updates and records.

Step 3: View and Manage Attendance

1. Open the **Attendance** section.
2. Review:
 - Daily Attendance Status
 - Punch-In/Punch-Out Time
 - Working Hours
 - Attendance History
3. Employees can monitor attendance records and track work hours.

This section helps employees maintain accurate attendance visibility.

Step 4: Apply for Leave

1. Navigate to the **Leave Management** section.
2. Click on **Apply Leave**.
3. Enter leave details such as:

- Leave Type
 - Start Date
 - End Date
 - Reason for Leave
4. Submit the leave request.

Employees can track leave balances and request approval directly from the portal.

Step 5: Review Leave Status and Balance

1. Open the leave history or leave balance section.
2. Review:
 - Available Leave Balance
 - Applied Leaves
 - Approved Requests
 - Pending Requests
3. Track leave request status in real time.

This helps employees manage leave planning efficiently.

Step 6: Access Payroll Information

1. Open the **Payroll** or **Salary** section.
2. Review payroll-related details such as:
 - Salary Summary
 - Payslips
 - Salary Components
 - Deductions
 - Net Pay
3. Download payslips when required.

Employees can access salary records anytime through the portal.

Step 7: Download Employee Documents

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

This section helps employees maintain easy access to important HR documents.

Step 8: Manage Profile Information

1. Open the **Profile** section.
2. Review and update personal details.
3. Information may include:
 - Contact Information
 - Address Details
 - Bank Information
 - Emergency Contact
4. Save updated information.

Maintaining updated employee information helps ensure accurate HR records.

Step 9: Track Approvals and Requests

1. Navigate to the approvals or requests section.
2. Review the status of:
 - Leave Requests
 - Attendance Regularization
 - Expense Claims
 - HR Requests
3. Monitor approval updates and comments.

Employees can track all submitted requests from a centralized location.

Step 10: Access Announcements and Notifications

1. Open the announcements or notifications section.
2. Review:
 - Company Updates
 - Broadcast Messages
 - Policy Notifications
 - Event Announcements
3. Stay updated with organizational communication.

This feature improves employee communication and engagement.

Step 11: Use Self-Service HR Features

1. Access available employee self-service options.
2. Employees may be able to:
 - Update Profile Information
 - Raise Support Tickets
 - Download Reports
 - Submit Requests

- Access Training Programs
3. Complete HR-related activities directly from the portal.

Self-service features help reduce manual HR dependency.

Key Benefits of the Employee Web Portal

- Easy access to HR and payroll information
- Self-service attendance and leave management
- Quick payslip and document downloads
- Real-time request and approval tracking
- Centralized employee communication
- Improved employee transparency and engagement
- Simplified workforce self-service operations

End of Tutorial

You have now completed the walkthrough of the TankhaPay Employee Web Portal.

The Employee Web Portal helps employees efficiently manage attendance, leave, payroll, approvals, documents, and self-service HR activities through a centralized and user-friendly platform.