

# Personal Information

The screenshot shows the 'Employee Personal Information' form in the Konnect Analytics system. The form is for an employee named 'Name 1' with ID '1000003'. The form is divided into two columns. The left column contains fields for Client (Konnect Demo), Employee Name (Name 1), Date of Birth (31/03/1997), Blood Group (A+), Languages Known (Tamil, English), Aadharcard Number (4345477678879768), Driving License, Passport Number, Department (Accounts), Position (Accountant), Employee Source, Payment Type (Bank), and Date of Joining (01/04/2020). The right column contains fields for Organization (Manufacturing Discrete), UAN, Gender (Male), Marital Status (Single), Pancard Number, ESI, PF Number (534488998967), Active checkbox, Contract, Employee Category, Shift, and Date of Relieving (31/12/2030). A dropdown menu for Marital Status is open, showing options: Divorced, Married, Single (highlighted), and Widowed.

## Critical Fields

1. Date of Joining : It is used to maintain the joining date of this particular Employee.

## Critical & onetime setup fields

## Non-Critical Fields

1. Blood Group : Used to mention the Blood Group of the Employee.(Ex : A+,B+,AB+,O-,...)
2. Gender : Used to mention the Gender (Ex : Male,Female,TransGender).
3. Marital Status : Used To mention their marital status(Ex : Single,Married,Divorced,Widowed)
4. Department : Used to maintain the Employee working department.(Ex : Accounts, Refer Department Master)
5. Position : Used to maintain the Employee Position in that particular department (Ex : Accountant, Refer Position Master)
6. Wedding Date : Used To mention their Wedding date (While choosing martial status as Married wedding date popup will appear)

7. Father Name : Used to mention the Fathers's name
8. Mother Name : Used to mention the Mother's Name
9. Spouse Name : Used to mention the Wife or Husband Name.
10. Languages Known : Used to maintain the language known details
11. UAN Number : Used to Maintain the PF UAN Number
12. Aadharcard Number : Used Maintain the Employee Aadharcard Number.
13. PF Number : used to maintain the PF Number
14. ESI : Used to maintain the ESI Number
15. Pancard Number : Used to maintain the Pancard Number to the employee
16. Driving License : Used to maintain the employee driving license number
17. Passport Number : Used to maintain the Passport number
18. Probation Period : This Date field is used to give the probation date
19. Date Of Relieving : Field is used to mention the Relieving Date
20. Date Confirm : Used to maintain the employee confirmation date
21. Complete Plan : Used to maintain the plan completion date.

## **Zoom condition's**

### **Validation**

1. Save : used to save the record.
2. Delete : used to delete the records.

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