Human Resource Management Information System (HRMIS)

The HRMIS will cover the following functions:
- Employee management
- Attendance and Leave management
- Payroll management
- Travel and Expense Management
- Recruitment and onboarding
- Performance evaluation
- Reporting and analytics
- User roles and permissions
- Security and data privacy

Overall Description
Product Perspective
HRMIS is a standalone software application that can be integrated with other enterprise systems like finance, accounting, and performance management tools. It is a web-based application accessible through any browser and mobile app.

Product Functions: The system will support the following high-level functionalities:

- Employee Management: Store and manage employee details such as personal data, employment history, and contact information.
- Attendance and Leave Management: Track employee attendance, time-in/out, late arrivals, and absenteeism. Automate leave requests, approvals, and track leave balances (sick leave, vacation, etc.).
- Travel and Expense Management: Manage Travel and expense reports of all staff
- Payroll: Calculate wages and deductions based on employee working hours, tax brackets, bonuses, and allowances.
- Recruitment and Onboarding: Manage job postings, applications, interview scheduling, and candidate selection.
- Performance Management: Set performance goals, appraisals, and feedback management.
- Exit Management: Manages employee exits, Full and Final settlement and handing overs.
- Reporting and Analytics: Generate various reports related to employee attendance, payroll, and performance.

User Classes and Characteristics
HR Admin: The primary user, responsible for managing all HR operations such as employee data management, payroll, leave approval, etc.
Employees: The staff who can view their personal data, apply for leave, track their attendance, and view payroll information, Report on their travel and expenses
Managers: Responsible for approving leaves, evaluating employee performance, approvals on travel and expenses and handling other managerial tasks related to HR.

Operating Environment
Software: Web browser (Chrome, Firefox, Safari), iOS and Android mobile applications.
Hardware: Web server, database server, and client systems with internet connectivity.

Assumptions and Dependencies
HRMIS will integrate with existing payroll and accounting sheets.

Users will have access to devices (Computers and Mobiles) with internet connectivity. Security measures such as encryption and access control will be in place.

System Features (Modules)

1. Employee Management

Description: This feature allows the HR Admin to create and manage employee records and employee can view their details

Functional Requirements:

- HR Admin can Add, edit, search, and delete employee records.

- Import and export employee details/reports

- Upload bulk employee details from excel

- Upload employee documents such as employee contracts, IDs, and certificates.

- Upload Employees KYC document such as Aadhar Card, PAN Card, Driving License, Election Card, Passport

- PAN No Sequence validation & alert duplicate PAN entry

- Employee's bank detail (bank account for salary and reimbursement)

- Employee eligible for PF/ ESIC/ EPS/ NPS deduction or not

- Employee Code generation facility

- Profile Picture upload facility

- Filled in Positions display in a Tree Structure for projects and location wise

- Option to enter date of Joining in the organization

- Option to enter the Details of organization Assets issued such as Laptop, mobile with accessories

- Option to enter Gratuity start date, PF start date

- Maintain Employee Profile data including Email ID & Mobile Number, Employee Attributes like Department, Designation, Branch, Location, Grade, Address Detail (Local & Permanent), Family Detail, Emergency Contact details, Education Qualification, Languages Known, Past Employment Details

- Option to enter Notice Period (From Employer & From Employee)

- Alert for probation review, appraisal, notice period and any gap in documentation

- Employee Master changes should go for Approval and post approval it should store in system

- Option to replace Manager (Approving Manager & Reporting Manager)

- Employee master creation through Pre On Boarding Process or from Recruitment module

- Asset Assignment to the Employees & in case if they have lost then Amount need to be recovered from their full and final statements (FNF).

- Assign certain Staff members as authorized signatory and registration on DSC and Reminder on Document Expiry

- Employee can

- Upload Profile Picture

- View their personal and employment details.

- Compensatory off Configuration at employee level if required

- View and download their pay slips online.

- Employees can update travel plan and request for approvals on travel, advances and reports

- Employee can submit the self-review from his own employee self-service portal

2. Attendance and Leave Management

Description: This feature enables employees to apply for leaves, and HR Admins or Managers or Directors can approve or reject leave requests.

Functional Requirements:

- HR admin can Multiple attendance as per project allocation configuration option

- Option to define the Multiple Attendance policy based on the Designation, Grade,

Location, Unit, Level etc

- Automated alerts for absenteeism, tardiness, or overtime.
- View leave balance, and track leave status different leave types (Medical leave, Casual Leave, Privilege leave, Compensatory Leave, Maternity Leave, Paternity Leave)
- Provision to define separate week-off, holidays calendar for each Unit, Location
- Define Rule for the Late Coming and Early going based on the Designation, Grade, Location, Unit, Level etc.
- Convert extra days of working into Comp Off Leave based on policy
- Mobile App with option to restrict punches from the Office location only
- Option of Geo-fencing
- Raw attendance data pulling from the Attendance machine / Server on daily basis
- Attendance from remote location through selfie
- Push compiled attendance data on a single click for Payroll processing.
- Manage employee attendance by Admin
- Option to generate Leave balance report Branch wise, Unit Wise, Level wise.
- Attendance/Leave Analytics Dashboard
- Incorporate Maternity/paternity leave rules
- Leave combining restrictions with other types of leave
- Leave sandwich with week-offs and Holidays
- Auto unapproved leave cancellation after defined number of days
- Employ can
- Attendance - Manual as well as biometric integration
- System tracks time-in and time-out using biometrics, or web-based clock-ins.
- Leave Application from the Self- service portal (Mobile App & Web Portal)
- Request leave, view leave balance, and track leave status.
- Employee should be able to apply for leave as per the balance available in his account.
- Prepare individual timesheets and daily logs
- Notification in case of Mis Punch, Absent to the employee
- Leave cancelation or change option with employees
- Managers can
- Review attendance logs.
- Automated alerts for absenteeism, tardiness, or overtime.
- Approve/ reject leave, view leave balance, and track leave status.
- Integrate travel plans

3. Payroll Management

Description: This feature managed by HR Admin automates the calculation of employee salaries, tax deductions, allowances, advances and other financial aspects.

Functional Requirements:

- HR admin can System calculates gross and net salary based on attendance, leave records, and allowances.

- Admins can generate reports for salary disbursement and tax deductions.

- Monthly payroll payable

- Salary computation based on daily/hourly/monthly rate input

- Multiple salary structure (formula based, manual input)

- Able to process multiple salary configuration at a time

- Multiple attendance and payroll cycle

- Arrears, ad-hoc payments, deductions, advances

- Payroll statutory compliance like PF, Income Tax, Professional Tax, Gratuity, Statutory Bonus LWF etc.

- salary reconciliation report (detail/summary)

- Bank Payment file generation

- Integration with Bank portal for Salary disbursements

- Stop salary/bank transfer - individual and bulk

- Pay slip formats

- Integration with accounting tool for JV posting like Tally,SAP, xero,QB etc

- Full and final settlement processing

- Bulk email to employee for payslip

- Project Allocation wise salary configuration and summary and report

- Increments calculation

- Option to stop tax deduction in a particular month

- Form16 part TRACES A and B combine

- Form 24Q return filing

- PF ECR utility

- Payroll Analytics Dashboard

- Insurance report - integration with employee record generated

- Employee can

- Investment declaration from mobile or portal with Proof submission option

- Loan and advances and automatic deductions from salary

- View and download pay slips

- View and download Form 16

- Inbuilt income tax calculator for Employee

4. Travel and Expense Management

Description: This feature automates Travel application, advances, expenses and reimbursements.

Functional Requirements:

- Detailed policy configuration option - Configuration may be based on Grade, Designation,

- Location, Travelling City, Base Location or combination of Employee attributes

- Travel Type (Local Travel, Domestic & International) and then consider other Attributes of Employee Master Automated alerts for absenteeism, tardiness, or overtime.

- Travel Fare, Per Diem, Lodging and Other miscellaneous Expense based on Employee attributes

- Option to raise Travel Application with Travel Start date & End Date with Journey start Time & Journey End Time and purpose of travel

- Email alert should go to the respective authority at the time of Travel Application & Travel

- Expense Application

- Approval for travel by Managers

- Option to submit Travel Expense incurred during the Tour

- Option to provide supporting documents - Proof upload facility against each line item of Expense

- Employee claim for Expense Reimbursements

- Option to provide supporting documents - Proof upload facility against each line item of Expense

- Employee should be able to check the status of his/her claim

- Option to allow deviation in Travel or reimbursements

- Option to create Payment Batch to disbursed the Approved claim

- Petty cash management for project offices

5. Recruitment and Onboarding Management

Description: Automates recruitment processes including job postings, application tracking, and candidate management.

Functional Requirements:

- HR Admin and Users with privileges raise manpower requisition

- Show automatically determined approval chain

- Final person approving a requisition

- Store templates for Job Responsibilities for each position and each project

- Propose changes in the org structure at different levels with appropriate approval chain

- Positions display in a Tree Structure for projects and location wise

- Add positions, make changes to positions, or disable positions with immediate effect or from a specific effective date

- Journal of all changes made to positions

- Admin can post job vacancies.

- Publish requirements to social media and job portals Candidates can apply for jobs via the portal.

- Recruitment team members can optionally publish requirements to company's website that are pulled out automatically when a position closes

- CTC total for the org below a position

- Candidates can see the jobs available listed by position, location, posted date, etc. and view the job details, register themselves, and apply

- Employees notified via email about open positions

- To register themselves, candidates drag and drop their resume whose details are automatically

- extracted to a reasonable degree of accuracy

- Candidates once registered can re-login anytime and apply for any number of jobs

- Resumes from all different sources such as emails, vendors, recruitment desktop, social media, job portals, employee referral portal, internal job portal, and candidates' portal, etc. get into one common central resume repository that is accessible and searchable by all concerned stakeholders

- Duplicate resume detection

- Show number of all applicants, candidates in process, candidates rejected, candidates offered, candidates joined against each requirement with graphs and charts

- Prepare CV matrix on excel with key information such as first name, last name, date of birth, present company, qualifications, and years of experience, email addresses, city and mobile number from resumes

- HR Admin can shortlist candidates and schedule interviews.

- Put comments on each candidate and also view comments put by other team members

- View different requirements for which a candidate is tagged with or has also already been

- interviewed in the past along with the previous interview feedbacks.

- Send request for needed documents to a candidate and view all documents already submitted

- Send personalized mass mails and individual mails to candidates for written test or interviews

- Recruitment team members can schedule and generate an Interview scoring sheet for shortlisted candidates specifying the evaluator, type/stage of evaluation, and the feedback template to be used

- All stakeholders except the candidates can view all feedbacks provided by different panel members in one place against a candidate

- Management members get notified at appropriate granularity about the hiring status

- Users with privileges create Fitment/Offer for a candidate based on parameters such as the grade/level/band of the position offered, the location, the candidate details, etc. and the organization's salary grid

- Once approved by all approvers, the Fitment/Offer is generated using the right letter template (there can be multiple fitment/offer letter templates)

- Generated Offer Letters get attached to concerned candidate's record and shared with candidate through the candidates' portal

- Candidate can view the letter and accept/reject and also provide the expected DoJ if accepting upon which the concerned recruiter gets notified accordingly

- Recruiters can monitor the status of all the Fitments/Offers created by them

- Recruiters submit candidates for one or more verifications along with selected candidate documents

- Verifiers upload one or more documents for each verification

- Recruiters can monitor the status of all their submissions

- Recruiters can initiate Onboarding process by requesting the needed documents and the forms to be filled

- Candidates are notified via email about the documents requests with the email containing the link to automatically login to the candidates' portal

- All Forms to be filled are presented as online easy-to-fill as Step by step Wizards. Candidates can complete a section at a time, save, and continue later.

- On the day of joining, onboarding team members can optionally verify the physical documents and mark the uploaded documents as verified

- Upon successful onboarding of a candidate, teams are notified about the new joinee

- Schedule for induction training for new joiners

- Informative numerical and graphical reports with multiple filter criteria provide rich and real-time information about different aspects of the recruitment and onboarding activity.

- Typical reports are Recruiters' Performance, Offers Acceptance and Rejection Trends, Requirements Ageing, Granular Turn-Around-Times, etc. with breakups by divisions, departments, business divisions, etc.

6. Exit Management

Description: Manages employee exits, Full and Final settlement and handing overs.

Functional Requirements:

- Employee can send Resignation letter through the portal to supervisor
- Immediate Supervisor gives Acceptance or non -acceptance to the resignation
- Notice period to be served for different cadres
- Special approvals by Management committee for special requests
- Employee can fill Exit Interview form and check the exit checklist on portal
- Fields for Last working day, notice period to be served
- Handing over and approval for relieving the staff
- Full and Final Settlement - calculation
- Issue No dues certificate to Employees if handing over and dues finalized
- Issue Relieving order and experience certificate
- Handing over Checklist for each cadre
- Alerts and intimation to projects to exclude from groups after completion of exit process

7. Performance Management

Description: Manages employee performance reviews, appraisals, and feedback.

Functional Requirements:

- Admin and managers can set performance goals for employees.
- Separate Goal Sheet for each profile
- Option to HR whether the Employee can change the Goals or not If Yes then Workflow to be
- updated.
- Option to choose the Input against the goal. It can be Target based, Numeric, Yes-No, High-Medium-Low or Star ratings
- Employees can receive feedback and performance appraisals.
- When HR initiate the Review Cycle Employee should be notified via email
- Employee can submit the self-review from his own employee self-service portal
- Option to add multiple layer post Self Review (Manager 1, Manager 2, HR Review & Final Review)
- MIS report to view the Performance of Employee
- System generates performance reports.
- Option to calculate the Variable Pay based on the Performance and it should be link with Salary payout

8. Reporting and Analytics

Description: Generates various reports for HR Admin, including attendance, payroll, and travel, employee performance reports.
Functional Requirements:

- Customizable report generation (attendance, payroll, leave, etc.).

- Export reports to CSV or PDF formats.

- Salary paid to staff as per project list

- Salary allocation - MC/Central team/State directors/National PR

- Attendance list/Timesheet/LOP details updated

- Master /control sheet for salary calculation - formula inputs

- Approval checklist before payment processing

9. General HR Admin Notifications
Description: Generates various notifications by HR Admin or Management
Functional Requirements:

- Wish celebration - Birthday, Marriage & Work Anniversary greetings to the Colleague

- HR and Management Announcements

- Share reports/ photos/ newsletters/ updates to employees or Management

External Interface Requirements
User Interfaces
The system will have a user-friendly web interface for HR Admin and employees, with different dashboards for each user role.
Mobile application for employees to check attendance, apply for leave, and access payroll information.

Hardware Interfaces
HRMIS will interface with biometric attendance devices, if applicable, for time and attendance tracking.
Payroll system integrations with the finance system.

Software Interfaces
HRMIS will integrate with third-party payroll, accounting, and performance management tools.
Email and SMS for notifications regarding leave, payroll, and other alerts.

Communication Interfaces
HRMIS will support protocols for secure data transmission.

System Attributes
Performance: The system must support at least 500 simultaneous users without performance degradation.

Security
Role-based access control will be implemented.

Data encryption for sensitive employee and payroll data.
Regular security audits to ensure compliance with GDPR.

Reliability
The system must have an uptime of at least 99.9%.

Scalability
The system must be scalable to handle future growth of the organization and employee base.

Maintainability
The system will be developed with modular components for easier updates and maintenance.

Usability
The system will have an intuitive, user-friendly interface.
Multi-language support for diverse employees.

Other Non-Functional Requirements
Backup and Recovery: Regular backup of all HRMIS data to prevent data loss, and Disaster recovery plan in place.

Compliance
The system will comply with local labor laws, tax regulations, and data privacy laws.

Documentation
Complete system documentation for users and administrators. Space availability of uploading or storage of documents;

Quality Assurance: Dedicated person availability to take on Questions and troubleshooting