HRM Project

**Users :**

* HR officer : manage employee records / manage leave requests / Generates Reports
* Employee : Manage personal information / Send leave requests
* Accountant : payroll management
* Recruiter : Manage interviews / Evaluate candidate / contact condidates
* Candidates : Apply for the job / fill forms

**Functional Requirements** (What the system should do)

**1.1 HR Officer Features**

**Employee Management**

* Add, update, delete, and view employee records.

**Leave Management**

* Approve, or reject leave requests.
* Track employee leave balances.

**Report Generation**

* Export reports in PDF or Excel formats.

**1.2 Accountant Features**

**Payroll Management**

* Calculate salaries based on attendance, bonuses, and deductions.
* Generate and distribute payslips.
* Maintain salary records and tax deductions.

**1.3 Employee Features**

**Personal Information Management**

* View and update personal details (name, contact, address, etc.).

**Leave Requests**

* Requests leave listing the duration and date

**1.3 Recruiter Features**

**Candidate Management**

* View job applications
* Evaluate candidates based on qualifications and experience.

**Interview Management**

* Set interview dates and notify candidates.
* Manage interview results and pass/fail status.

**Candidate Communication**

* Send emails or messages to candidates.

**1.4 Candidate Features**

**Job Application**

* Browse available job openings.
* Submit job applications and upload resumes.

**Application Tracking**

* View application status (Under Review, Rejected, Interview Scheduled, etc.).

**Form Submission**

* Fill out required forms for recruitment.

**2. Non-Functional Requirements (How the system should perform)**

**2.1 Performance & Scalability**

System should support **multiple users simultaneously** without lag.  
 Fast response time for HR processes (payroll, leave approvals).  
 Ability to scale for **large enterprises with thousands of employees**.

**2.2 Security**

**Role-Based Access Control** (HR officer, Employee, Recruiter, Candidate).  
 **Data encryption** for sensitive information (payroll, personal details).  
 **Secure authentication** (password hashing, multi-factor authentication).  
 **Regular backups** to prevent data loss.

**2.3 Usability & Accessibility**

**User-friendly interface** for all roles.  
 **Responsive design** (accessible on desktop, mobile, tablet).  
 **Multi-language support** (if needed for international users).

**2.4 Reliability & Availability**

**99.9% uptime** to ensure HR operations are not interrupted.  
 **System should function efficiently under high load** (e.g., salary processing for many employees).  
 **Error logging and tracking** for troubleshooting issues.

**2.5 Maintainability & Extensibility**

**Modular design** to allow adding new HRM features in the future.  
 **APIs available** for integration with other enterprise tools (payroll software, time tracking tools).  
 **Detailed documentation** for easy system updates and maintenance.

**Sprints:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sprints | Actors | User Stories | Importance |
| Sprint 0 | HR officer | Create account  Add new employee  Remove an existing employee  Update information of an employee  Accept or reject leave requests  Generate reports (export file in PDF or excel format) | + |
| Sprint 1 | employee | Create account  Update personal information (name, password, phone-Number, email, address,)  Requesting leave providing description + date of leave + duration | + |
| Sprint 2 | Recruiter | View all job applications  Filter job applications (accept/reject)  Set interview  Notify candidates with results via email  Create account | + |
| Sprint 3 | Candidate | Sign up  Surfing job application page  Filling forms  Upload CV/portfolio/Resume | + |