Project: Digitalization of the Know Your Employee (KYE) Process

Requirements Snapshot – KYE Digitalization

This Requirements Snapshot captures the **business, functional, and non-functional requirements** for the digitalization of the Know Your Employee (KYE) process. It ensures alignment between organizational objectives, system capabilities, and compliance needs.

ID	Requirement Description	Category
BR1	Implement a centralized repository of employee KYE records to support compliance and reduce data fragmentation.	Business
BR2	Minimize errors and incomplete submissions through standardized forms and mandatory data validation.	Business
BR3	Enable rapid retrieval of KYE records to improve responsiveness to compliance and audit requests.	Business
BR4	Reduce administrative workload for HR by automating form submission, review, and filing activities.	Business
BR5	Ensure the solution can scale with workforce growth and extend to additional HR processes in the future.	Business
FR1	Provide employees with access to a secure online KYE submission form.	Functional
FR2	Apply validation rules for mandatory fields and enforce data format checks (e.g., employee ID, email, phone).	Functional
FR3	Route completed submissions to HR for review and approval through a digital workflow.	Functional
FR4	Allow HR to return incomplete or incorrect submissions with comments for resubmission.	Functional
FR5	Automatically update employee records in the HRIS upon approval of submissions.	Functional
FR6	Store approved KYE forms securely in the Document Management System (DMS).	Functional
FR7	Enable search and retrieval of employee KYE data by authorized compliance officers.	Functional
FR8	Generate compliance and status reports on KYE submissions, approvals, and outstanding actions.	Functional
NFR1	All employee data must be encrypted in transit and at rest, with access controlled via role-based permissions.	Non-Functional
NFR2	The KYE submission form must be intuitive, user-friendly, and accessible across desktop and mobile devices.	Non-Functional
NFR3	Audit-related data retrieval should be completed within seconds under normal operating conditions.	Non-Functional
NFR4	The solution must maintain 99.9% up time to ensure continuous availability for employees and HR staff.	Non-Functional
NFR5	The system must support scalability to accommodate workforce growth and integration with additional HR modules.	Non-Functional
NFR6	The solution must comply with applicable data protection, labor, and privacy regulations.	Non-Functional