**HR Management Documentation**

**Functional requirements**

**1. Employee Attendance Tracking (Door Device Instance)**

* **Access:**
  + Employees enter their unique ID and authenticate with their fingerprint to record attendance.
* **Logging:**
  + The system logs the date, time, and biometric confirmation for each attendance event.

**2. HR Management Portal**

* **Employee Data Management:**
  + **View:** HR managers can access complete employee profiles, attendance records, and uploaded documents (e.g., CVs).
  + **Add:** HR managers can create new employee records with personal details, salary, and CV uploads.
  + **Update:** HR managers can modify employee information including salary adjustments and other details.
  + **Delete:** HR managers can remove employee records when necessary.
* **Salary Management:**
  + **Manual Deduction:** HR managers can manually deduct an employee’s salary with a provided reason.
  + **Automatic Deduction:** The system automatically deducts salary if an employee is late, based on predefined rules.
  + **Reset Salary:** HR managers reset salary records at the start of each new month.
* **PDF Report Generation:**
  + **Individual Reports:** Generate a PDF for each employee detailing base salary, actual salary (after deductions), and deduction reasons.
  + **Aggregate Reports:** Generate a comprehensive PDF report for all employees showing salary details, deduction amounts, and total payroll expenditure.
* **Vacation & Complaint Management:**
  + **Vacation Requests:** Process vacation requests submitted by employees.
  + **Complaint Handling:** Review and address employee complaints.

**3. Employee Self-Service Portal**

* **Secure Access:**
  + Employees log in using their unique ID and a password on their personal devices.
* **Attendance Viewing:**
  + Employees can view their recorded attendance history.
* **Profile & Salary Information:**
  + Employees can access their personal profile, view current salary details, and see their most recent PDF report.
* **Vacation & Complaint Submission:**
  + Employees can submit vacation requests and complaints, which are routed to HR for approval or review.
* **Employees suggestion box:**
* Let employee submit ideas for company improvement.

**4. Manager Viewing Portal**

* **Read-Only Data Access:**
  + Managers log in with a dedicated role that provides access to all employee data, including profiles, attendance records, salary details, and generated PDF reports in a non-editable mode.
* **Data Monitoring:**
  + Managers can track overall employee performance, attendance, and payroll status.
* **Monthly Report Viewing:**
  + Managers can view generated monthly reports (both individual and aggregate), ensuring they are up-to-date with employee performance and salary adjustments.
* **Broadcast Messaging:**
  + Managers can send broadcast messages to all employees to communicate important company-wide announcements.
* **Vacation Approval:**
  + Managers have the option to approve or reject vacation requests directly from their portal.
* **Complaint & Suggestion Review:**
  + Managers can review all submitted employee complaints and suggestions, ensuring that concerns are addressed and good ideas are noted for further company improvements.

**Non-functional requirements**

 **Performance:**

* All system functions, including attendance logging, data viewing, and PDF generation, must operate with minimal delay (e.g., under 2 seconds for standard tasks).

 **Security:**

* All data, including biometric, salary, and personal records, must be encrypted and stored securely.
* Role-based access control must ensure that HR personnel, managers, and employees only access functions appropriate to their roles.

 **Usability:**

* All interfaces (door device, HR portal, employee portal, and manager portal) should be intuitive and user-friendly.
* The manager viewing portal should offer clear dashboards and reporting interfaces for easy data tracking.

 **Reliability & Availability:**

* The system must maintain high availability (e.g., 99% uptime) across all instances.
* Robust backup and recovery mechanisms should be in place for both employee data and generated reports.

 **Scalability:**

* The system should scale efficiently to accommodate growth in employee numbers and increased data volume.

 **Maintainability:**

* The architecture should support easy updates and maintenance, including adjustments to user roles and report templates, with minimal disruption.

**User stories**

**For HR Managers (HR Portal)**

1. **Employee Attendance Oversight:**
   * *As an HR manager, I want to view all employee attendance records so that I can monitor punctuality and overall performance.*
2. **Employee Record Management:**
   * *As an HR manager, I want to add, update, or delete employee records so that the system data remains accurate and current.*
3. **Salary Adjustments:**
   * *As an HR manager, I want to manually deduct salary with reasons and have automatic deductions for lateness to ensure payroll is processed fairly.*
4. **Salary Reset:**
   * *As an HR manager, I want to reset salary records at the start of each month after payroll is processed, preparing for the next cycle.*
5. **PDF Report Generation:**
   * *As an HR manager, I want to generate both individual and aggregate PDF reports detailing salary information and deductions for accurate record-keeping.*
6. **Vacation & Complaint Processing:**
   * *As an HR manager, I want to review vacation requests and complaints from employees so that I can make informed decisions on approvals and resolve issues.*

7**.salary increase for all employees:**

* As a HR , I want to increase the salaries of employees in a specific month, for example, when the company’s sales percentage increases.

**For Employees (Employee Self-Service Portal)**

1. **Attendance Record Access:**
   * *As an employee, I want to view my attendance history so that I know my presence has been recorded correctly.*
2. **Profile and Salary Information:**
   * *As an employee, I want to access my profile, view salary details, and check my most recent PDF report for transparency on my payroll status.*
3. **Vacation Request Submission:**
   * *As an employee, I want to submit a vacation request through the application so that HR can review and approve it.*
4. **Complaint Submission:**
   * *As an employee, I want to submit complaints through the application so that HR is informed and can address my concerns.*

**For Managers (Manager Viewing Portal)**

1. **Data Monitoring:**  
   As a manager, I want to view all employee records, attendance, and salary details in a read-only mode so that I can monitor team performance without altering data.
2. **Monthly Report Viewing and Approval:**  
   As a manager, I want to view the generated monthly reports and have the option to post announcements based on these reports.
3. **Broadcast Messaging:**  
   As a manager, I want to send a broadcast message to all employees to communicate important company-wide updates or notices.
4. **Vacation Approval:**  
   As a manager, I want to review and approve vacation requests submitted by employees.
5. **Complaint and Suggestion Review:**  
   As a manager, I want to view all employee complaints and suggestions, ensuring that concerns are addressed and potential improvements are captured.