

We need a HRMS system that helps keep track of different types of employees :

1. Internal employees in India :
2. Internal employees in USA
3. IT employees in USA
4. Healthcare employees in USA

For all employee types, we should be able to store the following details :

1. First Name, Last Name, Start Date, Date of Birth,
2. Documents based on a checklist that can be created/customized for different types of employees.
3. Complete Address with respect to time : Different addresses for different time periods

We should be able to create a checklist for each type of employee. For example, for IT employee - checklist may contain just i9, w4, h1b copy. Healthcare employee checklist can contain BLS license, Nursing license, Physical fit test, NH Police Report, Background check, dementia training certificate, etc. Each checklist can contain multiple groups of checklist items like educational documents that may contain higher education documents (group1) bachelors degree and masters degree certificates and secondary education docs(group2) that may contain 10th and intermediate documents. Each checklist item should have name, description, start date, expiry date, file attachment, compliance\_tracking\_flag(Y/N), visible\_to\_employee\_flag(Y/N) and can handle multiple versions of documents (for example old passport that expired and new passport, old h1b and new h1b). Checklist items are optional (some may have bachelors degree and some may have Masters degree, so all checklist items are not applicable for all). Only checklist item name is optional. Even if the start date and end date are not populated, let AI parse the uploaded document using open router Claude latest AI model and populate start and end date. All checklist item records with a populated not null expiry date or compliance\_tracking\_flag = 'Y' for each employee should be tracked in compliance manager and reminder should be sent to employee as well as HRMS administrators to keep checking for compliance.

Everything in the HRMS should be linked with Tenant/Business ID. All new HRMS tables should start with prefix of hrms\_

An employee will/can have :

1. First Name, last name, email address, original date of birth, date of birth as per record, start date with the company, job title, SSN(Not visible to all), end date (will be blank for current employees)
2. Multiple physical addresses but only 1 present/current address
3. Multiple projects but only 1 LCA project if candidate is on visa. If candidate is not on a visa, they can have multiple projects without any LCA project.
4. Multiple visa statuses, with only 1 active at present time.

5. Multiple resumes for different technologies and also multiple resumes for multiple time periods.
7. Green card related documents.
8. Multiple passport copies with only 1 present passport.
9. Multiple visa copies with only 1 present visa.
10. Background check details filled with different companies for verification.
11. Multiple Offer letter and employment agreement copies.
12. Employee Manual
13. Performance reports for the previous years.
14. Multiple H1B or visa details - Receipt no, start date, end date
15. Multiple dependents and their details
16. Multiple i9, Everify and W4 forms with only 1 active at that time.

**Project :**

1. A project can be defined as An employee working with an end client through multiple vendors in between up to 10.

Ex : Intuites LLC (employee) -> Infosol (Vendor 4) - ATVS (Vendor 3) -> Natsoft (Vendor 2) -> Tech Mahindra (Vendor 1) -> UPS (End Client)

We should be able to see the chain of vendors like above in Project Chain of Vendors

2. A project will have actual client bill rate, informed rate to candidate, candidate % (80%, 70%, etc), end client physical location for onsite/hybrid positions and no position for remote work option, LCA rate, Rate paid to candidate, VMS Charges, current applicable tenure discount, Tenure discount (1,2,3,4,5), Tenure discount time periods(1,2,3,4,5), current applicable volume discount, Volume discounts (1,2,3), volume discounts time periods (1,2,3).

3. An employee project can also have timesheets (daily, weekly, monthly) that includes hours worked by the candidate.

4. Public Access Folder associated with LCA project if applicable.

5. Project will have MSA/PO and POs will have start and end date.

6. Project will have updated COI

7. Contact details for all vendors in between - Vendor CEO contact, HR contact, Finance team contact, invoicing contact linked with Vendor details

8. Client manager details - email, phone no, linkedin linked with end client details.

**Reminders for compliance :**

**Only for active employees :**

1. New project added on employee of visa - should trigger Amendment process required.
2. PO end date nearing - requesting for extension
3. i9 and everify every time a new visa copy is uploaded.
4. H1B Due for extension.
5. Candidate Passport is expiring.

Menu :

1. HRMS Dashboard
2. Employee Management
3. Employee Project
4. Compliance Dashboard
5. Compliance Manager
6. Data Administration
7. Notifications
8. Email Templates
9. Newsletter
10. Suggestions/Ideas ?
11. Report an Issue