**Solution Requirements (Functional & Non-functional)**

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| Date | 24 June 2025 |
| Team ID | LTVIP2025TMID30609 |
| Project Name | Workforce Administration Solution(dev) |
| Maximum Marks | 4 Marks |

**Functional Requirements of the Proposed Workforce Administration Solution**

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| **Functional Requirement** | **Description** |
| Employee Registration and  1  Profile Management | Allow HR to create, update, and manage employee records including personal, job, and contact info. |
| 2 Leave Management System | Enable employees to apply for leave and managers to approve/reject requests via automated workflows. |
| 3 Performance Management | Track employee goals, KPIs, reviews, and feedback within the system. |

Integrate time-in/time-out tracking and generate attendance

1. Attendance and Time Tracking reports.

Provide employees with access to update personal info, view

1. Employee Self-Service Portal

leave balance, and submit service requests.

Task and Workflow Automate routine HR processes like onboarding, offboarding,

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Automation and document approvals.

Trigger email/SMS notifications for approvals, document

1. Notifications and Alerts expiry, birthdays, and compliance alerts.

Store, retrieve, and manage HR documents such as offer

1. Document Management

letters, ID proofs, and contracts.

Monitor document validity, policy acknowledgment, and

1. Compliance and Audit Tracking maintain audit logs.

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| 10 Role-Based Access Control | Ensure users can only access features and data based on their role (HR, Manager, Employee). |
| 11 Dashboard and Reporting | Provide HR and leadership teams with real-time dashboards and exportable reports. |
| Integration with External  12  Systems | Integrate with payroll, ERP, and third-party HR systems using APIs or MuleSoft. |

**Non-Functional Requirements of the Proposed Workforce Administration Solution**

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| **Non-Functional**  **Requirement** | **Description** |
| 1 Performance | The system must handle at least 500 concurrent users without degradation in response time. |
| 2 Scalability | The solution should be scalable to support future workforce expansion and additional modules. |
| 3 Availability | The system should maintain 99.9% uptime to ensure HR operations are uninterrupted. |
| 4 Reliability | The application must reliably perform HR tasks with minimal system crashes or failures. |
| 5 Security | The system must support role-based access control, encryption of sensitive data, and comply with GDPR and local labor laws. |
| 6 Maintainability | The application should be easy to update or modify with minimal downtime or disruption. |
| 7 Usability | The interface should be intuitive and accessible for users with minimal training (HR, managers, employees). |
| 8 Backup and Recovery | The system must perform automated daily backups and support data recovery within 2 hours of failure. |
| 9 Response Time | All user actions (e.g., form submission, dashboard loading) should respond within 2 seconds. |
| 10 Auditability | All user actions and system changes should be logged for audit and compliance purposes. |
| Browser and Device  11  Compatibility | The system must function seamlessly on all modern browsers and be mobile-responsive. |
| Integration 12  Compatibility | The system must support secure integration with third-party systems (payroll, ERP) via APIs. |

**SUMMARY:**

The proposed Workforce Administration Solution will deliver comprehensive HR functionality including employee profile management, leave and attendance tracking, performance evaluations, self-service portals, automated workflows, compliance monitoring, and real-time reporting dashboards. It will support seamless integration with external systems such as payroll and ERP to ensure data consistency across departments. The system must be easy to maintain, offer rolebased access, ensure GDPR compliance, support multi-device and browser access, and include audit trails and automated backups to guarantee data integrity and operational continuity.