

STATEMENT OF WORK

- **Build a website for employee management and monitoring**

Date:07/02/25

Prepared by:TEAM X

Team Members

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Roles

Frontend(UI and UX): Vamshi

Backend(Includes APIs): Lithin, Devisree, Meghana, Aashrith, Aashritha,

Frontend-Backend integration: Vamshi, Chakrika.

Database creation : Lithin

Backend and database integration : Litin, Aashritha, Aashrith

Project Overview

- FOR** (target customer): Organizations, HR teams, and managers who need a streamlined system to manage employees efficiently.
- WHO**: Struggle with tracking employee attendance, performance, productivity, and communication within an organization.
- THE**: EmpTrack - Your Smart Employee Management Hub! is a user-friendly web application designed specifically to help organizations monitor and manage employees seamlessly.
- THAT**: Provides an all-in-one solution for attendance tracking, task management, performance evaluation, and employee analytics.
- UNLIKE**: Generic HR software that is either too complex or lacks real-time monitoring features.
- OUR PRODUCT**: Offers an easy-to-navigate interface, real-time employee tracking, performance insights, and automated reporting, ensuring efficient workforce management with minimal effort.

Key Features

1. Employee Attendance & Time Tracking

Employees can check in/out using web-based or biometric authentication.

Real-time tracking of working hours and overtime.

Manual alerts for late check-ins or early check-outs.

Integration with payroll for salary calculations based on attendance.

2.Task & Project Management

Assign and track tasks with deadlines and priorities.

Monitor task progress with status updates (Pending, In Progress, Completed).

3.Manual time tracking for individual tasks to measure productivity.

Reminders for upcoming deadlines set by employees.

Employee Performance & Productivity Monitoring

4.Basic performance analysis based on work hours, task completion, and efficiency.

Customizable KPIs for tracking employee performance.

Manual performance review reports for managers.

Alerts for frequent absences or low task completion rates.

Payroll & Leave Management

5.Salary processing based on attendance and overtime.

Employees can apply for leave and track approval status.

Leave balance tracking with categories (sick, casual, unpaid).

Payslip generation and manual tax deductions calculation.

Internal Communication & Collaboration

6. Secure chat system for employee communication.

Announcement board for company-wide updates.

File sharing and document management for easy collaboration.

Calendar integration for scheduling meetings and reminders.

Security & Access Control

7. Role-based access control to restrict data visibility.

Secure authentication (passwords and basic security measures).

Activity logs to track user actions within the system.

Data encryption to ensure confidentiality and compliance.

Admin Dashboard & Reporting

8. Real-time dashboard displaying attendance, performance, and task completion data.

Customizable reports for HR and management, manually generated.

Alerts for critical events (e.g., frequent absences, low productivity).

Employee database management with search and filtering options.