

# Assignment :- 1

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- \* The sample Business Requirements & Document Template.
- \* Problem :- Companies often find it hard to track employee time and attendance accurately. Using paper sheets or old punch clocks can easily cause mistakes. This might lead to problems like employees claiming more hours than they worked or disagreements about overtime and missed days. These issues can mess up payroll and take up a lot of HR time to fix. This makes it harder for the company to run smoothly, keep employees happy, and follow labor rules.
- \* Executive summary snapshot :-
  - Employees might forget to clock in or out which can lead to mistakes in tracking their hours. This can cause problems with payroll, making it difficult to ensure everyone is paid correctly. Additionally connecting the time system with HR and payroll software can be complicated leading to issues with data accuracy.
  - Staying updated with labor laws is also challenging and if not done properly could result in legal troubles. When employees feel there's a lack of transparency in how their name or time is tracked they might become dissatisfied and resist using the system.

- setting up and maintaining these time and attendance system can be costly, particularly for smaller businesses. Because of these challenges it's important for companies to carefully choose the right system and regularly review their policies to keep everything running smoothly and accurately.
- To solve these problems we create an app that makes time tracking easy and works smoothly with HR and payroll systems.
- It is very costly because there are costs involved in purchasing the system, training employees to use it, and handling ongoing maintenance. Because of these costs are potential difficulties, it's crucial for companies to carefully select the right system that fits their needs and budget. Additionally they should regularly review and update their policies to make sure the system works well and accurately tracks employee hours. This helps keep the business running smoothly and ensures that everything is handled correctly.

### \* Project description :-

- The automated time attendance management system simplifies the process of tracking when employees work and how many hours they work. It uses the latest technology and easy to use interface to ensure that time tracking is accurate and efficient. This reduces the amount of manual paperwork and administrative tasks making it easier for HR department to manage.

- The system lets see you right away who is working and how long. It also makes detailed reports that show attendance patterns, helping you make better decisions. It works well with your existing HR and payroll system, so all the information stays accurate and current. This helps keep everything clear and makes sure employees are accountable.

### - Key Features

- 1) Real time attendance tracing.
- 2) User friendly interface.
- 3) Automated reporting.
- 4) Integration capabilities.

- Objectives :-
  - 1) To save time on tracking attendance and processing payroll.
  - 2) To make sure employee attendance is recorded accurately.
  - 3) To boost employee satisfaction by being clear about attendance management.
  - 4) To help follow labor laws and regulations.
- Design the system :-

The system focuses on being easy for employee to use and making sure it's accessible to everyone. It's also designed to store attendance data and track employees in real-time.
- Deployment :-

Put the application on web servers or in the cloud. Start using it for all employees and make sure it works properly. Offer training and help so users can report problems and get support. Gather feedback from employees on how the application works and makes changes to improve it.
- Doing these things will help you create a good system for tracking time and attendance.

- Time required :-

It will take about 5 to 6 months to make this application. During this time we will analyze design, develop, test and then launch the application.