**Functional Requirements Document (FRD)**

**Date: 30-09-2024**

**1. Introduction**

**1.1 Purpose**

This document outlines the functional requirements for the HR management system, specifically focusing on the leave management module. It aims to provide a comprehensive understanding of the expected features, functionalities, and interactions of the system.

**1.2 Scope**

The HR management system will support the following functionalities:

* Leave application and approval process
* Leave balance tracking
* Reporting and analytics
* Integration with payroll
* Employee self-service portal

**1.3 Audience**

This document is intended for the HR team, project stakeholders, developers, and other relevant parties involved in the implementation of the HR management system.

**2. Functional Requirements**

**2.1 Leave Management Module**

**2.1.1 Leave Application**

* **FR1**: Employees must be able to apply for leave through an employee self-service portal.
* **FR2**: The system must allow employees to select the type of leave (Sick Leave, Casual Leave, Earned Leave) when submitting their application.
* **FR3**: Employees must enter the start and end date of the leave in the application form.
* **FR4**: The system must validate the leave application against the employee's leave balance before submission.

**2.1.2 Leave Approval Process**

* **FR5**: Immediate Reporting Managers/Heads must receive notifications for leave applications requiring approval.
* **FR6**: Managers/Heads must be able to approve or reject leave applications with optional comments.
* **FR7**: The system must send a notification to the employee regarding the approval or rejection of their leave application.
* **FR8**: The system must allow managers to view their team’s leave balance before making approval decisions. Once leave approved change control mechanism should be with HR department not with the reporting head.

**2.1.3 Leave Balance Tracking**

* **FR9**: The system must maintain an updated record of leave balances for each employee.
* **FR10**: Employees must be able to view their current leave balance (Sick Leave, Casual Leave, Earned Leave) on the self-service portal.
* **FR11**: The system must automatically update leave balances upon approval of leave applications.

**2.2 Attendance Management**

**2.2.1 Attendance Recording**

* **FR12**: Employees must be able to log their attendance through the system.
* **FR13**: The system must allow for clock-in and clock-out functionalities.
* **FR14**: The system must record attendance for each employee on a daily basis.

**2.2.2 Attendance Reports**

* **FR15**: Managers must be able to generate attendance reports for their teams for specified date ranges.
* **FR16**: The system must allow for exporting attendance reports in various formats (e.g., PDF, Excel).

**2.3 Integration with Payroll**

* **FR17**: The leave management system must integrate with the payroll system to ensure accurate salary calculations based on leave taken.
* **FR18**: The system must account for Loss of Pay (LOP) in payroll calculations.

**2.4 Reporting and Analytics**

* **FR19**: The system must provide dashboards for HR to monitor leave trends and usage patterns.
* **FR20**: The system must generate reports on leave utilization by department, team, and individual employees.

**3. Non-Functional Requirements**

**3.1 Performance**

* **NFR1**: The system must handle up to 500 concurrent users without performance degradation.
* **NFR2**: The system should respond to leave application submissions within 2 seconds.

**3.2 Security**

* **NFR3**: The system must implement role-based access control (RBAC) to ensure that only authorized users can approve leave requests and access sensitive data.
* **NFR4**: Employee data must be encrypted both in transit and at rest to ensure confidentiality.

**3.3 Usability**

* **NFR5**: The user interface must be intuitive and user-friendly, requiring minimal training for employees to navigate.
* **NFR6**: The system should provide help documentation and support for users.

**4. Use Cases**

**4.1 Leave Application Process**

1. **Actor**: Employee
2. **Pre-condition**: Employee has access to the HR portal.
3. **Post-condition**: Leave application is submitted and pending approval.
4. **Steps**:
   * Employee logs into the HR portal.
   * Selects “Apply for Leave.”
   * Chooses leave type and enters leave dates.
   * Submits the application.

**4.2 Leave Approval Process**

1. **Actor**: Manager
2. **Pre-condition**: Employee has submitted a leave application.
3. **Post-condition**: Leave application is approved or rejected.
4. **Steps**:
   * Manager receives a notification for pending leave application.
   * Reviews leave details and employee leave balance.
   * Approves or rejects the application and adds comments if necessary.