

I. "System vision document: Employee Management System"

Problem Description

Organizations struggle to manage HR tasks manually, leading to inefficiency, errors, and poor data visibility. Manual record-keeping for payroll, leave requests, performance tracking, and candidate hiring increases time spent on routine tasks and decreases productivity. A centralized, automated **Employee Management System** is needed to streamline HR processes, improve data accuracy, and enhance user experience across HR admins, recruiters, supervisors, and employees.

System Capabilities

The new Employee Management System will have the following capabilities:

- **Employee Information Management:** Manage employee profiles, including personal details, roles, and history.
- **Payroll Processing:** Automate payroll calculations, including taxes and deductions.
- **Leave and Attendance Management:** Track attendance, manage leave requests, and display leave status.
- **Resignation and Termination Processing:** Enable resignation submissions and document terminations.
- **Holiday and Event Management:** Add, update, or remove holidays/events and notify employees.
- **Onboarding:** Track tasks for new hires (account setup, training) and notify relevant departments.
- **Performance Management:** Conduct reviews, record feedback, and notify employees of results.
- **Recruitment Management:** Post job openings, schedule interviews, and manage candidate progress.
- **User Access Levels:** Differentiate access between HR admins and employees.

Business Benefits

Implementing this Employee Management System will provide several benefits, including:

- **Efficiency:** Automate HR tasks to save time and reduce errors.
- **Data Accuracy:** Minimize errors through automated workflows and centralized data storage.
- **User Experience:** Employees access leave, salary details, and holidays in real-time.
- **Decision-Making:** Real-time data for HR, recruiters, and supervisors to make informed decisions.
- **Cost Savings:** Reduce paper documentation and operational costs.