

Product Requirements Document (PRD) for HRMS Platform

1. Project Overview

The HRMS (Human Resource Management System) platform is a comprehensive solution designed to streamline HR processes. The platform will have a web-based interface for most features and a dedicated mobile app for the **Attendance** feature. The HRMS will cater to organizations of different sizes and will cover key functionalities such as onboarding, attendance tracking, leave management, payroll, and event automation.

2 Goals & Objectives

- **Efficiency:** Automate and simplify HR tasks, minimizing manual intervention.
- **Flexibility:** Offer a mobile app for on-the-go attendance tracking while using a web interface for all other operations.
- **Compliance:** Ensure the system adheres to legal standards regarding employee management, payroll, and leave types.
- **User Experience:** Provide a user-friendly interface across both the mobile and web platforms.

3 Target Users

- **HR Managers:** Responsible for overseeing all HR operations (onboarding, attendance, leave, and payroll).
- **Employees:** For self-service tasks like checking attendance, applying for leave, and viewing payroll details.
- **Executives:** For analyzing data and reporting.

Key Features Overview

Onboarding

Description: Manage the process of bringing new hires into the organization through email invitations, allowing employees to fill in their details, including picture uploads.

Key Components:

Employee Invitation via Email: HR managers can send an on boarding invitation to the employee's email.

Self-service On boarding: Employees will fill in their own personal details, upload a profile picture, and complete other required fields.

Company Creation: Admins create a company profile.

Branch Management: Ability to add multiple branches under a company.

- **Contract Types:** Full-time, part-time, contractual, and other employment types with relevant details (start/end dates, salary, benefits).

Functionalities:

- Automatic email notifications for onboarding.
- Customizable onboarding templates per branch.
- Employees can review and complete their onboarding process autonomously, including uploading a picture.

1.1. Leave Management

Description: Provide employees with a streamlined way to request and manage their leave, categorized by type.

Leave Types:

- **Parental Leave:** For maternity, paternity, or adoption leave.
- **Official Leave:** Paid time off for official reasons.
- **Sick Leave:** Time off for health-related reasons.
- **Appeal for Consensual Leave:** Employees can request special leave, which requires managerial approval through an appeal process.

Key Functionalities:

- Leave approval workflow (multi-level approval).
- Leave balance tracking for each employee.
- Notification system for leave approvals/rejections.
- Leave history records per employee.
- Mobile access: While primarily web-based, leave balance and request status should be viewable in the Attendance mobile app.

1.2. Attendance (Mobile App + Web)

Description: Track employee attendance, with the mobile app dedicated to attendance marking, and detailed analytics available on the web platform.

Key Features:

- **Mobile App Features:**
 - GPS-based attendance marking (defencing for office locations).
 - QR code scanning for attendance logging.
 - Viewable attendance records for employees.
- **Web Features:**
 - Attendance reports (daily, weekly, monthly).

- Manage time-in and time-out data for each employee.
- Attendance-based warnings and alerts for non-compliance.

Mobile-Only Features:

- Offline attendance logging (sync when connected).
- Push notifications for attendance reminders.

1.3. Payroll Management

Description: Comprehensive payroll system to manage employee salary disbursements.

Key Components:

- **Salary Calculation:** Automatically calculate based on contract type (full-time, part-time, etc.), attendance, leave deductions, and overtime.
- **Tax & Deductions:** Automatically apply tax deductions and other deductions (benefits, insurance, etc.).
- **Payment Slips:** Employees can view downloadable salary slips on the web platform.
- **Payroll Reports:** Generate payroll reports for accounting or audit purposes.

Functionalities:

- Integration with attendance to auto-calculate deductions.
- Payroll scheduling (monthly, bi-weekly, etc.).
- Salary advances and deductions management.

1.4. Event Automation

Description: Automate event triggers at specified times (e.g., reminders, payroll scheduling).

Key Features:

- **8 AM Notifications:** Automatically send notifications or trigger events at 8 AM (attendance reminders, payroll processes).
- **Custom Event Automation:** Set custom rules for triggering notifications or events (e.g., weekly reports, employee onboarding progress reminders).

Additional Functionalities:

- Configure notifications (email, SMS, or app push).
- Link automated events to other features (attendance marking reminders, payroll notifications).

1.5. Appraisals

Description: Manage and track employee performance evaluations through a structured appraisal system.

Key Components:

- **Appraisal Cycle Management:** Define and manage appraisal cycles (quarterly, bi-annually, annually).
- **Employee Self-Assessment:** Employees can fill out self-assessment forms highlighting their performance, goals achieved, and areas of improvement.
- **Manager Review:** Managers provide performance feedback, ratings, and comments on employee work.
- **360-Degree Feedback:** Enable optional peer and subordinate reviews for comprehensive performance evaluation.
- **Goal Setting:** Set and track goals for each employee, which will be used as a benchmark during the appraisal process.

Key Functionalities:

- Customizable performance metrics based on job roles.
- Automatic reminders for upcoming appraisal cycles.
- Performance history tracking for each employee.
- Integration with Payroll (for performance-based bonuses or raises).
- Employee appraisal reports accessible to both employees and HR.
- Option to link appraisals to promotions, rewards, or development programs.

2. Technical Requirements

2.1. Platform Structure

- **Mobile App:** Dedicated mobile app for attendance, built with support for offline features and synchronization.
- **Web Platform:** All other features (onboarding, leave, payroll, event automation) will be web-based, with a responsive design for optimal use on all devices.
- **Cloud-based Backend:** Ensures scalability, security, and data redundancy.

2.2. User Authentication & Security

- Multi-factor authentication (MFA).

- Role-based access control for HR Managers, Employees, and Admins.
- End-to-end encryption for sensitive data (payroll, personal details). • GDPR-compliant data handling processes.

2.3. Integrations

- **Payroll Integration:** Ability to integrate with external payroll systems (optional).
- **Notification Systems:** SMS or email API for event automation notifications.
- **HRMS API:** Expose APIs for third-party integrations, such as accounting software.

3. Non-Functional Requirements

- **Performance:** The platform should support up to 100,000 employees per company with minimal latency.
- **Availability:** 99.9% uptime.
- **Scalability:** The backend should support scaling with the addition of branches, employees, and increased usage.

4. Milestones & Roadmap

4.1. Phase 1 - Attendance Mobile App

- Attendance feature rollout for mobile app and web.
- GPS-based attendance and geofencing. • Attendance reports (basic).

4.2. Phase 2 - Web Features

- Onboarding system implementation.
- Leave management module. • Payroll system integration.

4.3. Phase 3 - Event Automation & Final Features

- Event automation (8 AM notifications and custom events).
- Enhanced payroll features.
- Complete feature set rollout.

5. Success Metrics

- **User Adoption:** 80% employee usage of the Attendance mobile app within the first 3 months.
- **Automation:** 70% reduction in manual HR tasks (onboarding, payroll processing).
- **Employee Satisfaction:** Positive feedback from employees on the ease of accessing their attendance and leave records.