

This is a comprehensive **Functional Requirements Document (FRD)** for a Human Resource Information System (HRIS). This document outlines the system's purpose, user roles, specific functional modules, and non-functional requirements to guide development or vendor selection.

Functional Requirements Document: Human Resource Information System (HRIS)

Version: 1.0

Date: December 19, 2025

Status: Draft

1. Executive Summary

The proposed HRIS aims to centralize employee data, automate routine HR tasks (payroll, leave, performance), and provide strategic insights through analytics. The system will serve as the "Single Source of Truth" for all workforce data, reducing administrative burden and improving data accuracy.

2. System Scope

The system will cover the entire employee lifecycle from "Hire to Retire."

- **In Scope:** Recruitment, Onboarding, Core HR (Database), Payroll, Benefits, Time & Attendance, Performance Management, Offboarding.
- **Out of Scope:** [e.g., International relocation management, contingent worker sourcing - *Adjust based on specific needs*]

3. User Roles & Permissions

The system must support Role-Based Access Control (RBAC) for the following:

- **Super Admin:** Full access to all modules and system configurations.
- **HR Manager:** Access to all employee records, reports, and module settings.
- **Department Manager:** Read/Write access only for their direct reports (approvals, reviews).
- **Employee:** Read-only access to own profile; Write access for requests (leave, updates) and self-assessment.
- **Payroll Admin:** Specialized access to payroll and compensation modules.

4. Functional Requirements by Module

4.1. Core HR & Employee Database

- **REQ-CORE-01:** System must store comprehensive employee profiles (Personal details, Emergency contacts, Job history, Education).
- **REQ-CORE-02:** System must maintain an audit trail of all data changes (who changed what and when).
- **REQ-CORE-03:** System must support document management (upload/store contracts, IDs, tax forms).
- **REQ-CORE-04:** System must generate a dynamic organizational chart based on reporting lines.

4.2. Recruitment & Applicant Tracking (ATS)

- **REQ-ATS-01:** Allow external candidates to apply via a branded career portal.
- **REQ-ATS-02:** Auto-parse resumes (PDF/Word) to populate candidate profiles.
- **REQ-ATS-03:** Enable hiring managers to schedule interviews and record feedback scores.
- **REQ-ATS-04:** Automated workflow for converting a "Candidate" to an "Employee" upon offer acceptance.

4.3. Onboarding & Offboarding

- **REQ-ONB-01:** Automated "Welcome Email" with login credentials triggered 24 hours before start date.
- **REQ-ONB-02:** Digital checklist for new hires (e.g., "Sign Handbook," "Upload Bank Details") with progress tracking.
- **REQ-OFF-01:** Automated exit checklist (e.g., "Return Laptop," "Revoke System Access") triggered upon termination date.

4.4. Time & Attendance

- **REQ-TNA-01:** Employees must be able to clock in/out via web or mobile app (with optional Geofencing).

- **REQ-TNA-02:** System must handle custom leave types (Vacation, Sick, Paternity, Unpaid) with accrual logic.
- **REQ-TNA-03:** Managers must receive email/push notifications for leave requests requiring approval.
- **REQ-TNA-04:** Integration with biometric devices (fingerprint/face ID) for physical office entry.

4.5. Payroll Management

- **REQ-PAY-01:** Auto-calculate gross-to-net salary based on attendance, tax brackets, and deductions.
- **REQ-PAY-02:** Support multi-currency payment processing.
- **REQ-PAY-03:** Generate and email password-protected PDF payslips to employees.
- **REQ-PAY-04:** Generate statutory tax reports (e.g., BIR Form 2316 in PH, W-2 in US).

4.6. Performance Management

- **REQ-PM-01:** Enable setting of KPIs/OKRs at the start of the evaluation cycle.
- **REQ-PM-02:** Support 360-degree feedback (Self, Manager, Peer, Subordinate).
- **REQ-PM-03:** Automated reminders for incomplete performance reviews.
- **REQ-PM-04:** Nine-box grid generation for talent succession planning.

4.7. Employee Self-Service (ESS)

- **REQ-ESS-01:** Employees must be able to update personal info (Address, Phone) subject to HR approval.
- **REQ-ESS-02:** View current leave balance and history.
- **REQ-ESS-03:** Download payslips and tax documents on demand.

5. Non-Functional Requirements

5.1. Security & Compliance

- **REQ-SEC-01:** Data must be encrypted at rest and in transit (AES-256).
- **REQ-SEC-02:** System must be GDPR/Data Privacy Act compliant (handling "Right to be Forgotten").

- **REQ-SEC-03:** Multi-Factor Authentication (MFA) required for all Admin and HR accounts.

5.2. Performance & Availability

- **REQ-PER-01:** System uptime guarantee of 99.9% during business hours.
- **REQ-PER-02:** Page load time must not exceed 2 seconds for standard operations.
- **REQ-PER-03:** Support up to [X] concurrent users without degradation.

5.3. Integration

- **REQ-INT-01:** API connectivity with Accounting Software (e.g., QuickBooks, Xero, SAP).
 - **REQ-INT-02:** Integration with Slack/Microsoft Teams for notifications.
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6. Reporting & Analytics

The system must provide a dashboard with the following real-time widgets:

- **Headcount:** Total employees, split by department/gender.
 - **Attrition Rate:** Monthly/Yearly turnover percentage.
 - **Leave Liability:** Value of unspent leave days.
 - **Time-to-Hire:** Average days to fill a vacant position.
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Teck Stack

frontend

- **nextjs**
- **shadcn**
- **tailwind**
- **zustand**

backend

- **fastapi**
- **supabase db**

tools

- **CMS sanity (optional)**
- **image and documernts storage (supabase/cloudinary)**
- **emailer (emailer)**