



PLACEMENT PLAZA

ALIGN HR



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HRMS Project Documentation

1. Overview

This document outlines the architecture, functionality, and design of the Human Resource Management System (HRMS). The HRMS is designed to streamline and automate various HR processes, providing a comprehensive solution for managing employee data, payroll, performance, and more. This system is intended to enhance operational efficiency, improve employee engagement, and ensure compliance with organizational policies.

2. System Architecture

2.1. Application Layers

- **Presentation Layer:** User interface for HR administrators, employees, and management. Designed to be intuitive, responsive, and accessible via web browsers and mobile devices.
- **Business Logic Layer:** Contains all the business rules and logic that govern the HRMS functionalities, ensuring data integrity and process automation.
- **Data Access Layer:** Manages communication between the business logic and the database, handling data storage, retrieval, and updates.

2.2. Technology Stack

- **Frontend:** React.js/Angular.js for building dynamic and responsive user interfaces.
- **Backend:** Node.js/Express.js for handling server-side logic and API integration.
- **Database:** MySQL for relational data management; MongoDB for handling unstructured data.
- **Authentication:** OAuth 2.0/JWT for secure user authentication and session management.
- **Hosting:** AWS/GCP/Azure for scalable cloud hosting, leveraging services like EC2, S3, and RDS.

2.3. Integration Points

- **Third-Party APIs:** Integration with payroll services, tax filing systems, and banking APIs for seamless data exchange.
- **Single Sign-On (SSO):** Integration with SSO providers like Okta or Azure AD for unified authentication across enterprise applications.
- **Webhooks:** Real-time data synchronization between HRMS and other enterprise systems like CRM or ERP.

3. Module Breakdown

3.1. Home

- **Dashboard:**
 - **Purpose:** Provides a real-time overview of key HR metrics and KPIs.
 - **Features:** Customizable widgets, data visualizations, alerts, and notifications.

3.2. Engage

- **Social Wall:**
 - **Purpose:** Facilitates employee interaction and engagement within the organization.
 - **Features:** Post updates, share announcements, like/comment functionality, and content moderation tools.

3.3. Task Management

- **Task Dashboard:**
 - **Purpose:** Centralizes task management, allowing employees to track, manage, and prioritize tasks.
 - **Features:** Task assignment, deadline tracking, progress indicators, and team collaboration tools.

3.4. Performance Management

- **Performance Dashboard:**
 - **Purpose:** Tracks and manages employee performance, aligning individual goals with organizational objectives.
 - **Features:** Performance reviews, goal setting, continuous feedback, and performance analytics.

3.5. Core HR

A. Main

- **Organizational Structure:**
 - **Purpose:** Visual representation of the company's hierarchy and reporting lines.
 - **Features:** Departmental views, team structures, role definitions, and hierarchy management.

B. Information

- **i. Employee Profile:**
 - **Purpose:** Central repository for employee data management.
 - **Features:** Data fields include Emp ID, Name, Contact Information, Current and Previous Designations, and a user-friendly interface for adding new employees.
- **ii. Bank/PF/ESI:**
 - **Purpose:** Manages statutory and banking details for compliance and payroll processing.
 - **Features:** Employee banking details, PF numbers, ESI details, with the ability to add or update records.
- **iii. Assets Management:**
 - **Purpose:** Tracks assets assigned to employees, ensuring accountability and asset lifecycle management.
 - **Features:** Detailed asset assignment records, view/edit options, and audit trails.
- **iv. Previous Employment:**
 - **Purpose:** Captures historical employment data for background checks and verification.
 - **Features:** Searchable records with columns for Emp ID, Name, Last Company Name, and Designation.
- **v. Separation Management:**
 - **Purpose:** Facilitates the employee exit process, ensuring compliance and proper documentation.
 - **Features:** Exit reason documentation, approval workflows, and integration with final settlement.
- **vi. Employee Documents:**
 - **Purpose:** Centralized storage of employee-related documents, ensuring data security and accessibility.
 - **Features:** Document management interface with fields for Aadhar, PAN, and other essential records.

C. Admin

- **i. Generate Letters:**
 - **Purpose:** Automates the creation of HR letters, such as offer and appointment letters.
 - **Features:** Letter generation interface, with search functionality, status tracking, and approval workflows.

D. Letter Templates

- **Purpose:** Repository of standardized document templates for HR communications.
- **Features:** Predefined templates for Offer Letters, Experience Certificates, and Recommendation Letters, with customization options.

3.6. Payroll Management

A. Information

- **i. Salary Revision History:**
 - **Purpose:** Tracks and manages salary revisions, ensuring transparency and compliance.
 - **Features:** Detailed revision history with fields for Emp ID, Current and Previous Salaries.

B. Payroll Inputs

- **i. Salary Management:**
 - **Purpose:** Centralized payroll processing, ensuring accurate and timely salary disbursements.
 - **Features:** Detailed salary records, integration with attendance and leave management.
- **ii. Employee LOP Days:**
 - **Purpose:** Tracks Loss of Pay (LOP) days, directly impacting payroll calculations.
 - **Features:** Records for LOP days with columns for Emp ID, Join Date, Work Days, and Remarks.
- **iii. Final Settlement:**
 - **Purpose:** Manages the final settlement process for exiting employees, ensuring compliance with company policies.
 - **Features:** Detailed settlement forms, payout records, and status tracking (Locked/Unlocked).

C. Payout

- **i. Payslip Generation:**
 - **Purpose:** Automates the creation and distribution of employee payslips.
 - **Features:** Payslip generation with detailed breakdowns, email distribution, and record-keeping.

D. Admin

- **i. Form 16:**
 - **Purpose:** Manages the creation and issuance of Form 16 for tax purposes.
 - **Features:** Form creation, template management, and secure distribution.
- **ii. Form 24Q:**
 - **Purpose:** Handles quarterly TDS filings and related documentation.
 - **Features:** Form management, auto-filing capabilities, and audit trails.
- **iii. Employee IT Declaration:**
 - **Purpose:** Manages employee income tax declarations, ensuring compliance with tax regulations.
 - **Features:** Declaration forms, approval workflows, and integration with payroll.

3.7. Leave & Attendance

A. Main

- **Attendance Overview:**
 - **Purpose:** Provides a comprehensive overview of employee attendance, aiding in payroll and performance management.
 - **Features:** Month-wise attendance tracking, summary reports, and exception handling.

B. Information

- **Employee Leave Management:**
 - **Purpose:** Centralizes leave records, ensuring accurate leave balances and compliance.
 - **Features:** Leave application interface, approval workflows, and real-time balance tracking.

C. Setup

- **Holiday List:**
 - **Purpose:** Maintains an official list of company holidays, accessible to all employees.
 - **Features:** Interactive holiday calendar, integration with leave management, and notifications.

4. Security & Compliance

4.1. Data Security

- **Encryption:** All sensitive data (e.g., employee records, financial information) is encrypted both at rest and in transit.
- **Access Control:** Role-based access control (RBAC) to ensure that only authorized personnel have access to specific data and functionalities.

4.2. Compliance

- **Regulatory Compliance:** Ensures adherence to labor laws, tax regulations, and data protection standards like GDPR.
- **Audit Trails:** Comprehensive logging of all user activities for compliance and security auditing.

5. Implementation Plan

5.1. Phases

- **Phase 1:** Requirement Analysis and System Design.
- **Phase 2:** Module Development (Core HR, Payroll, etc.).
- **Phase 3:** Integration and Testing (APIs, third-party systems).
- **Phase 4:** User Acceptance Testing (UAT) and Feedback.
- **Phase 5:** Deployment and Go-Live.
- **Phase 6:** Post-Deployment Support and Maintenance.

5.2. Timeline

- **Project Duration:** Estimated at 6-8 months, with regular milestones and progress reviews.
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