Audience

This document is intended as a SRS for OrangeHRM. This SRS document is specially designed as a reference for non-specialists and specialists. One should know to use OrangeHRM through the elements of the graphical user interface.

Foreword

Since 2006 Orange HRM has been researching and working on a way to produce a cost effective system to re-engineer your HR process. This application should have highly user friendly interface with many features.

The modules should be as given below :

Admin Module

The Admin Module should provide full control to the admin for all settings that affect the action of Orange HRM implementation. Through this Module, Admin user can:

- ✓ Define the company hierarchy, pay grades, projects, memberships, qualifications etc.
- ✓ Add other administrators, and set access levels for each user.
- ✓ Handle security issues.
- ✓ Data importing and exporting.
- ✓ Adding custom fields.

The Admin Module is the backbone of the system and setting it up accurately is important for Smooth operation.

PIM – Personal Information Module

- The PIM module should provide all relevant employee related information and should be available to the admin with full control and to the supervisors with restricted access showing only his subordinates.

Through PIM module, user can :

- Enter all information about an employee and the captured information should be utilized by all other modules

ESS - Employee Self Service

ESS Module should allow users to update vital information like contact details, education, skills, licenses etc. and some fields that are defined by the admin should not be changed e.g. Job and Salary.
ESS module should make information available anywhere, anytime in the entire system. The authorized user should only view the information due to company defined security Policy.

Leave Module

The Leave Module should automate the HR administrative tasks of recording leave and controlling these against leave policies defined in the HR system. The module should provide user :

- To define various types of Leave, including Annual Leave, Sick Leave, Travel leave etc.
- To send notifications to covering officers.
- To record, track leave and view leave history.

Time Module

The Time module should automate the time tracking process. Time module should allow :

- Employee to define and submit their timesheets.
- Supervisors to approve/reject or even modify the timesheet submitted by employees.
- Employee to enter the punch in/out time for attendance monitoring.
- Time module should track time spent on specific projects while project managers can define projects.

Reports Module

Report module should generate reports to meet user needs and it should not allow duplication. User should create reports using various logical data combinations to suit the purpose.

3.0 Login Information

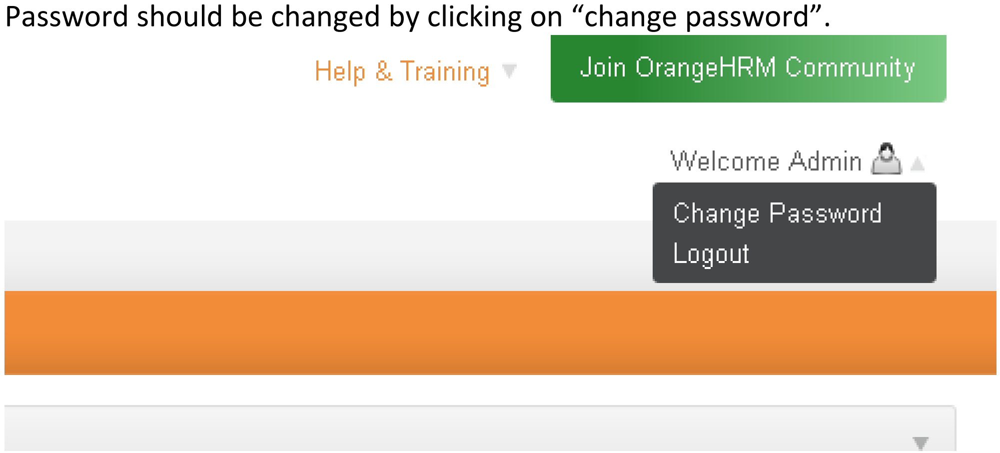
- **Operating Environment:**
  - To start the OrangeHRM, user requires to activate the AMP stack (Apache,MySQL and PHP)
  - This product should be tested with different browsers like Mozilla, Internet Explorer, Netscape Navigator and Opera.
  - Username and password should be provided during installation(Admin login).

- **Logging In**
  - This product is web-based and it should be hosted by a URL e.g. (http://localhost/orangehrm).
  - This feature will give the user a secure and simple login screen.

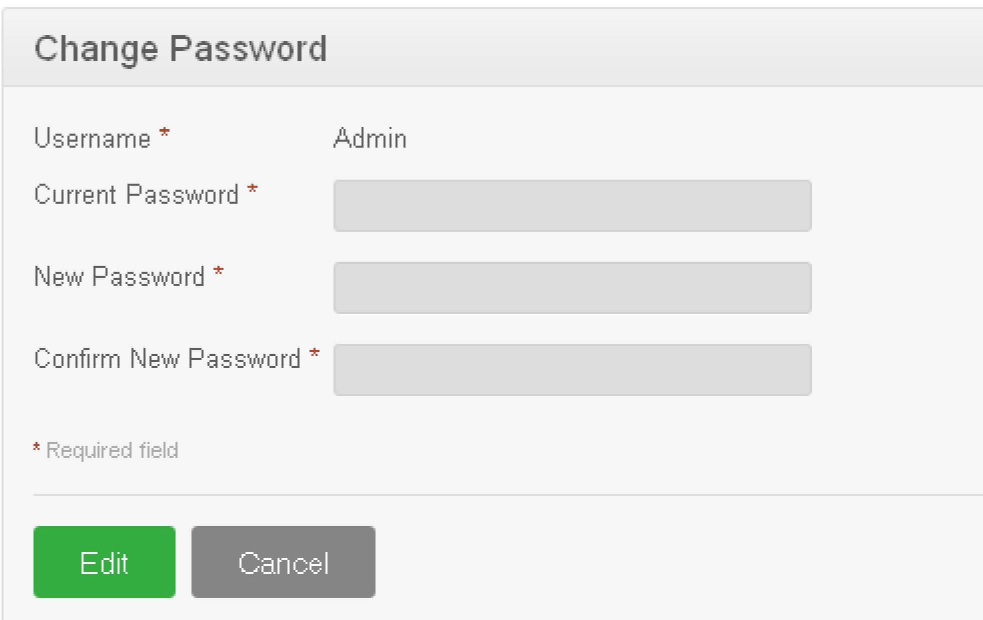
- Should consist of two basic fields, Username and Password. There should be two buttons: Login and Clear. "Login" should allow user to submit entered data for approval followed by access and the "clear" should allow user to clear all the fields.

- **3.3 Changing Password**

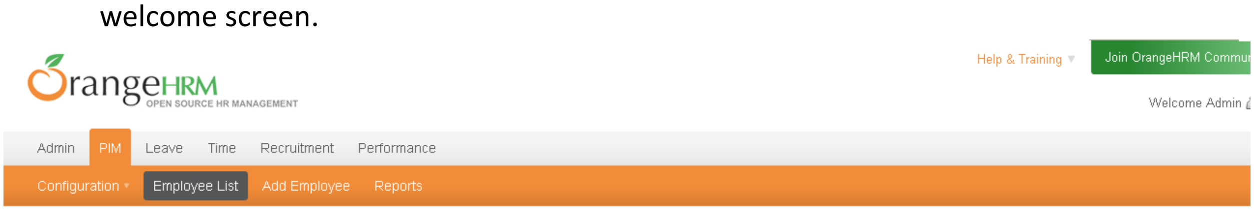
- Password should be changed by clicking on "change password".



- Should consist of three basic fields, Old Password, New Password and Confirm New Password . There are two buttons: Edit and Reset.

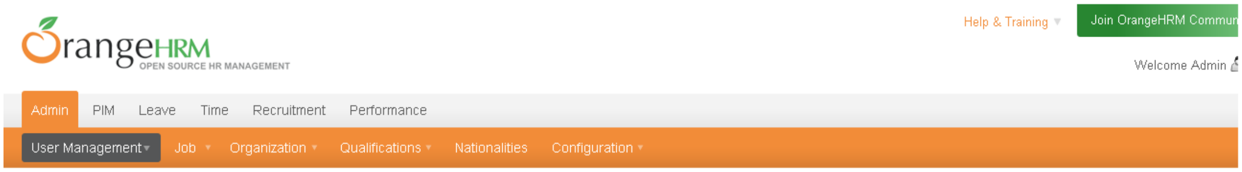


- After login with the changed password user should be able to see the home page or the welcome screen.



4.0 Admin Module

The Admin user should have full control over the system and should handle all administration tasks such as defining company information, job descriptions, qualifications, skills, memberships, nationality and race, users, setting up email notifications, project information, creating custom fields, and setting up the Benefits module.



Admin module should allow admin to Import and Export details on the PIM Module and should give the option of defining user rights. Admin module should be available for administrator only.

ESS-User or ESS-Supervisor should not view the Admin Module unless a new user is created and an employee is assigned to use it. In this case the Admin should give this user full access or choose the privileges the particular user might require.

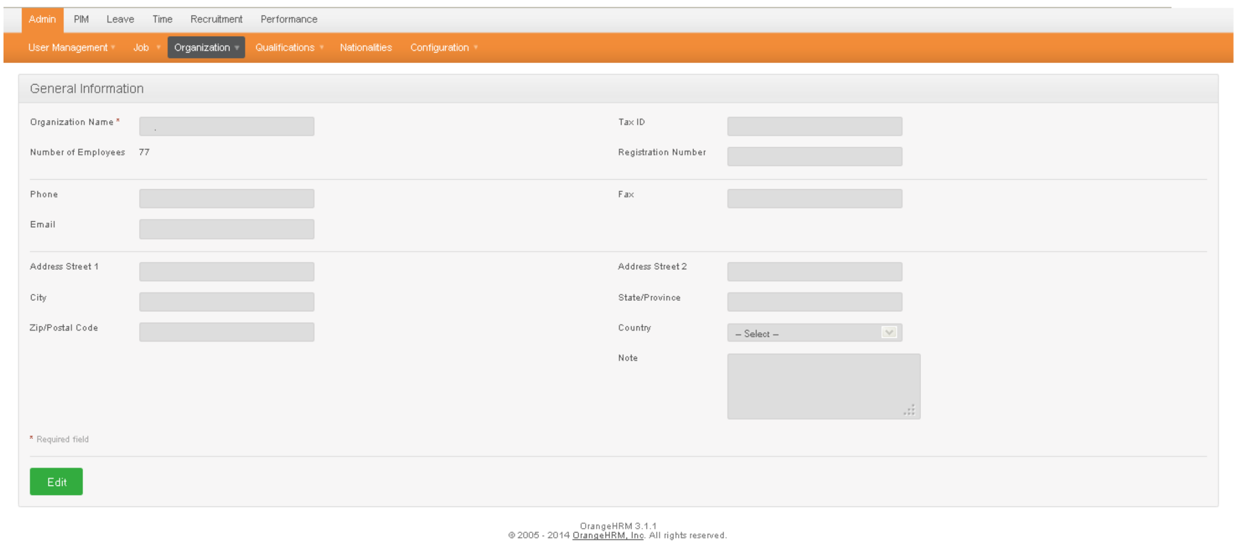
Company Info –Admin should be able to enter/store general company info, structure of the organization, locations of sites and property details.
Job – Admin should be able to define job titles, specifications, pay grades, employment status and EEO job categories.
Qualification – Admin should be able to define various qualifications and license types.
Skills – Admin should be able to define skill sets and languages.
Memberships – Admin should be able to define membership types and memberships.
Nationality & Race – Admin should be able to define nationalities and ethnic races
Users – Admin should be able to add multiple HR Admins who should control the system, create logins for general users through ESS Users and should be able to set access levels for the HR Admins by adding admin user groups.
Email Configuration – Admin should be able to configure all email notifications.
Email Subscription – Admin should be able to create subscribers for Email Notification.
Localization – Admin should be able to localize the project by selecting browser language and Date format.
Project Info – Admin should be able to add customers, projects, project administrators and the activities for projects.
Data Import/Export – Admin should be able to import Employee Information into the PIM Module or csv files.
Custom Fields – Admin should be able to define a custom field for a type of information for the PIM Module.

4.1 Company Info

All information about the company, the company structure, location, and company property should be defined here.

4.1.1 General Information

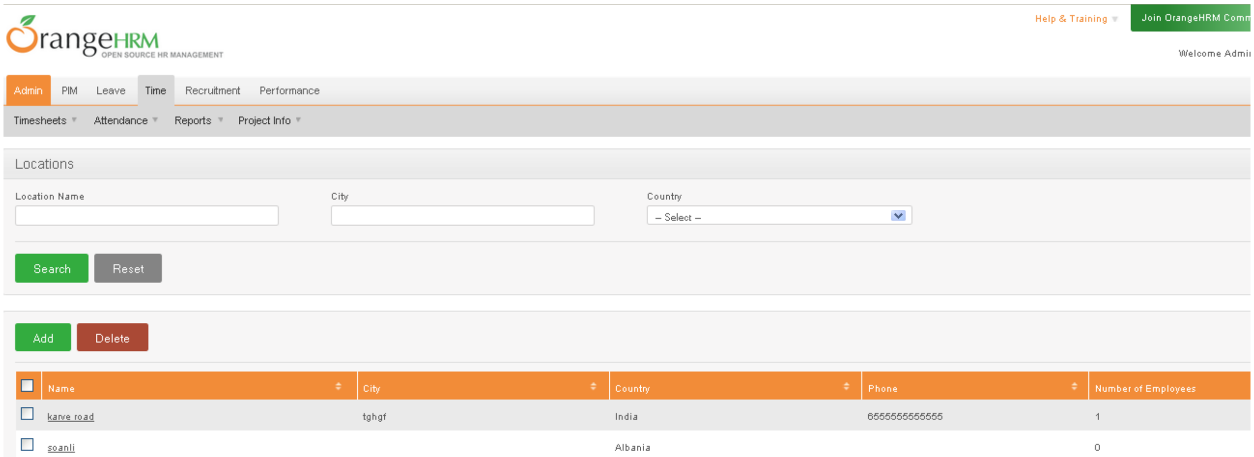
- Admin should enter the basic details of the company here.
- Admin should click on “Edit” to enter the information and reset to “Save”.



4.1.2 Locations

Admin Should be able to

- Store all the details of sites, work stations, and branches of the company.
- Select option from the menu.
- Add one or more locations by clicking “Add” button from the screen.
  After saving the location with the details like Location Id, Location name, or City Name should be listed on the location screen.
- Delete the location by clicking on the check box next to the location Id, it should also be possible to delete multiple entries at the same time.



4.1.3 Company Structure

- This feature should allow admin to define departments, divisions and teams in the hierarchy of the company. Admin should be able to assign individuals with projects and track the location with ease.

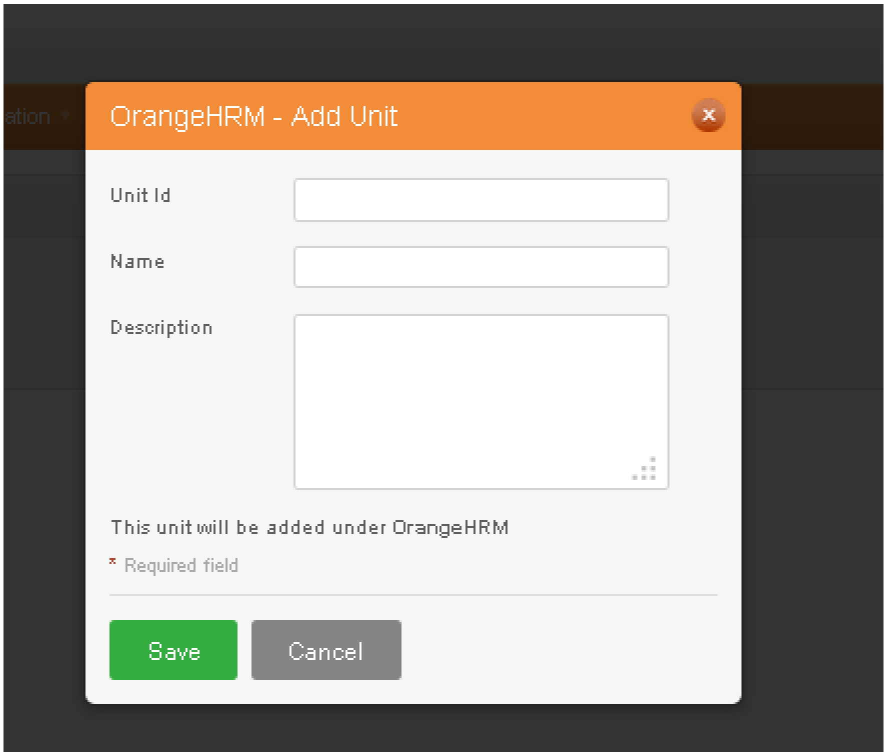
- By selecting the company structure admin should be able to see the company information

  - **Note:** admin need to define the company name of the parent company before creating the company structure.

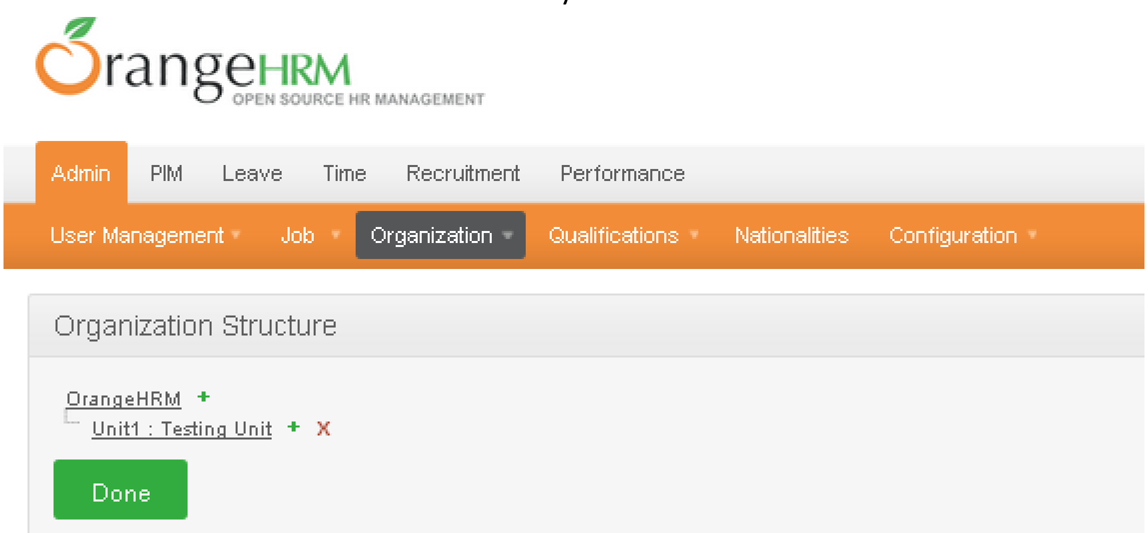
Adding department to the company structure:

- By entering all the fields and saving it, admin should be able to add the department to the company structure.

- Admin should be able to add a sub-Unit by clicking “+Add” option.



- Admin should be allowed to delete an entry.



4.2 Job

All information related to Jobs in the company can be defined. The sub menu consists of the following items:

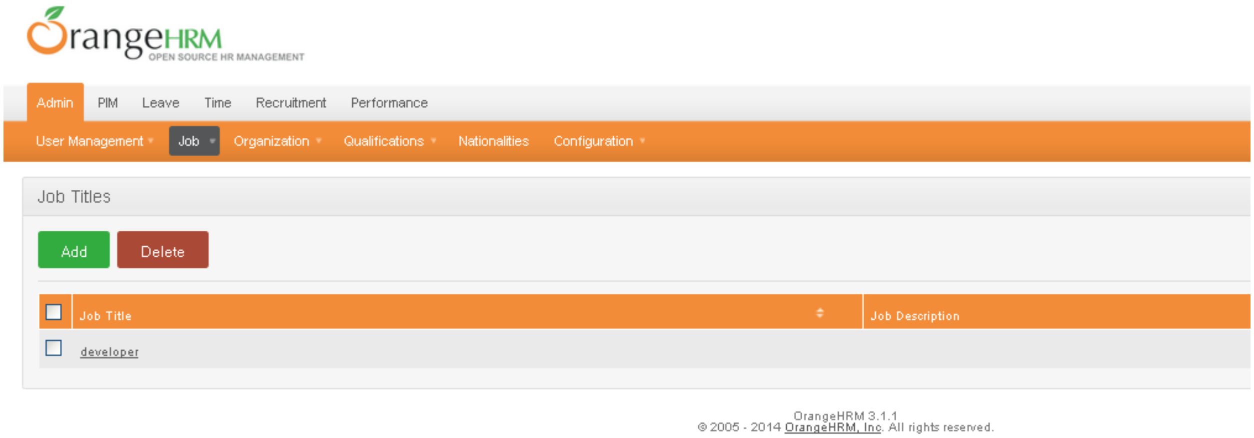
- Job Titles
- Job Specifications
- Pay Grades
- Employment Status

- EEO Job Categories

4.2.1 Job Title

After selecting “Job Title” from the Job menu item, Admin should be able to

- Add job by entering name, description and duties of the relevant job.



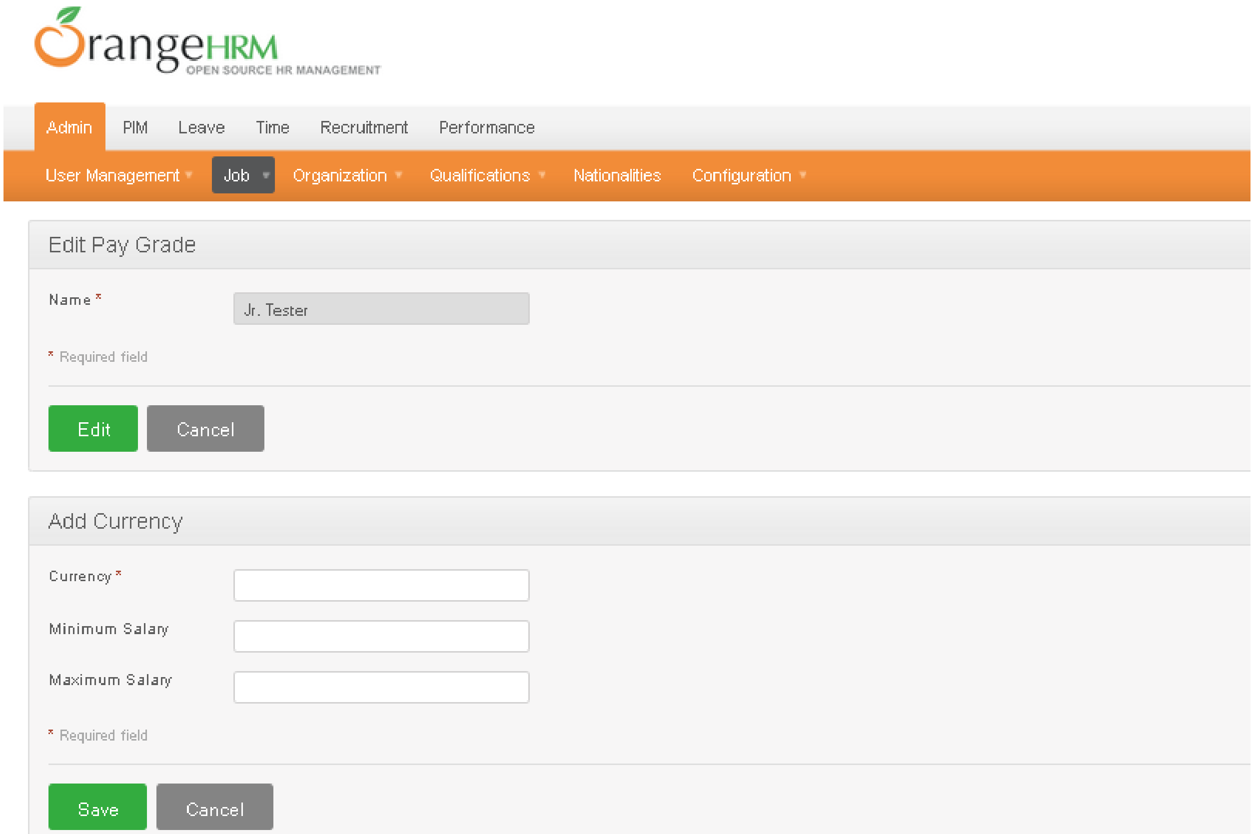
- Save details and all the added specifications should be listed.
- Delete an entry by selecting the particular entry.

4.2.2 Pay Grades

- Admin should define the pay grade by setting a minimum salary, maximum salary, step increase, and the currency to be paid in.

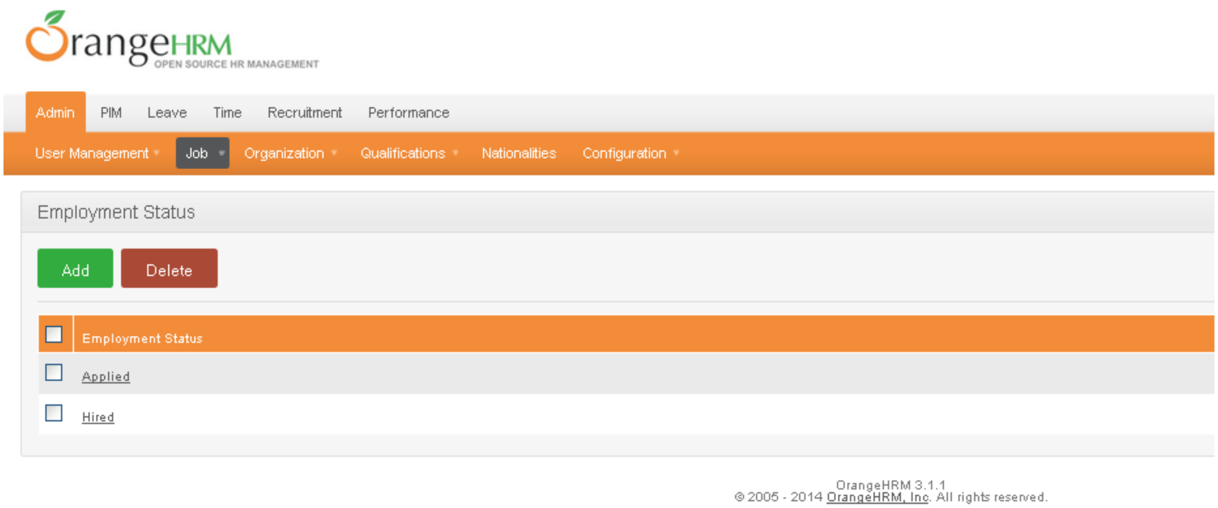
- Admin should select “Pay Grades” from the Job menu to add and define a name for the pay grade and should save it.
- All pay grades added should be listed

- **Assign New Currency**
- Admin should define the pay grade by providing the details under "Assign New Currency".
- Admin should assign multiple currencies here and each currency defined should be listed.
- Admin should edit details of a particular currency by clicking on the particular currency.



4.2.3 Employment Status

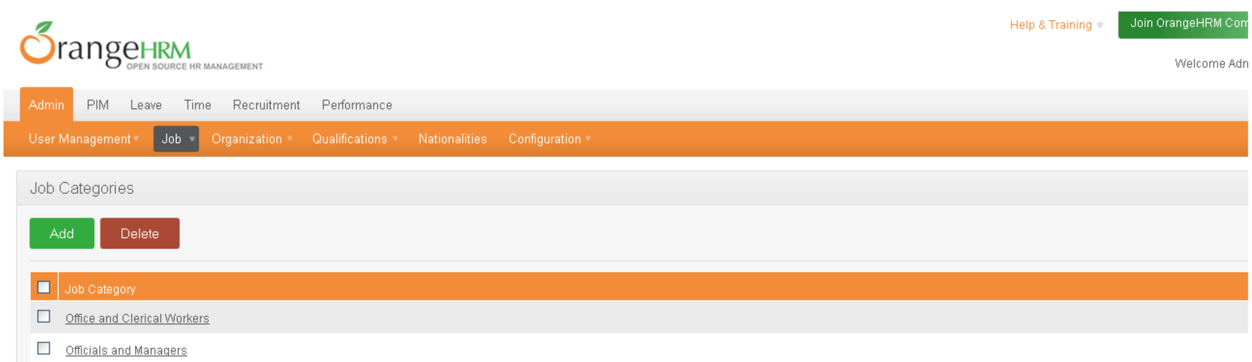
- Admin should be able to add Employment Status.



- Delete multiple Employment Status simultaneously.

4.2.4 Job Categories

Through this feature Admin should add, delete and edit Job Categories. There are already Job Categories pre-defined.

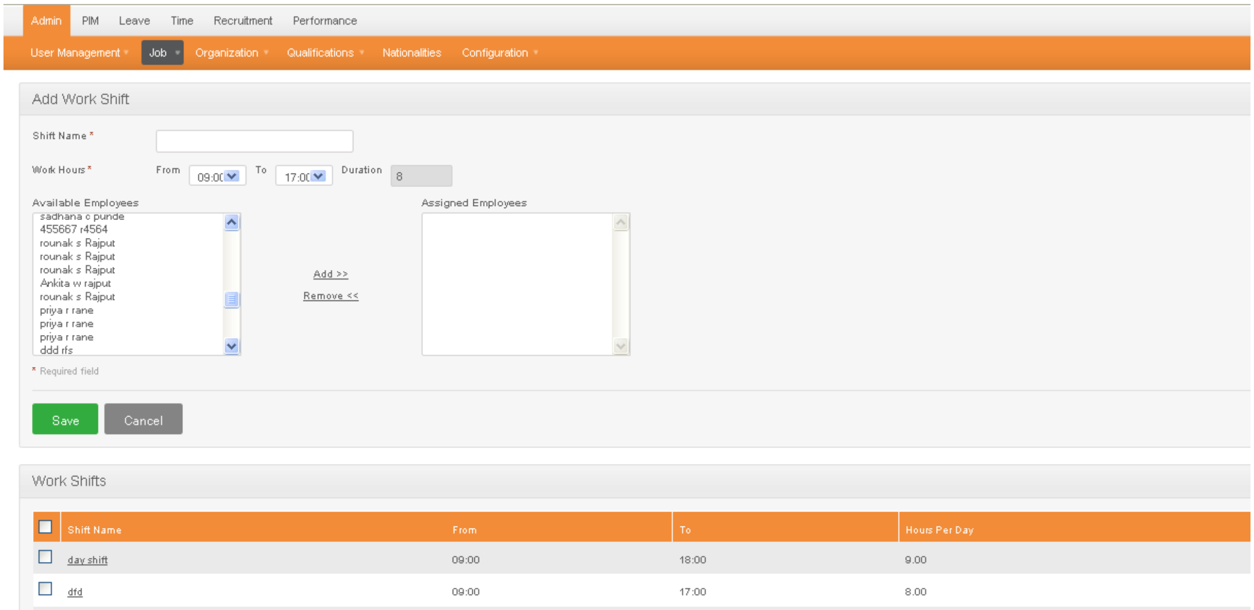


- Admin should add a new category by entering and simply saving it.
- Admin should edit an existing category
- Admin should delete single or multiple selections simultaneously

4.2.5 Work Shifts

This feature should allow Admin to assign, remove to the selected employee.

- Admin should be delete Work Shifts.



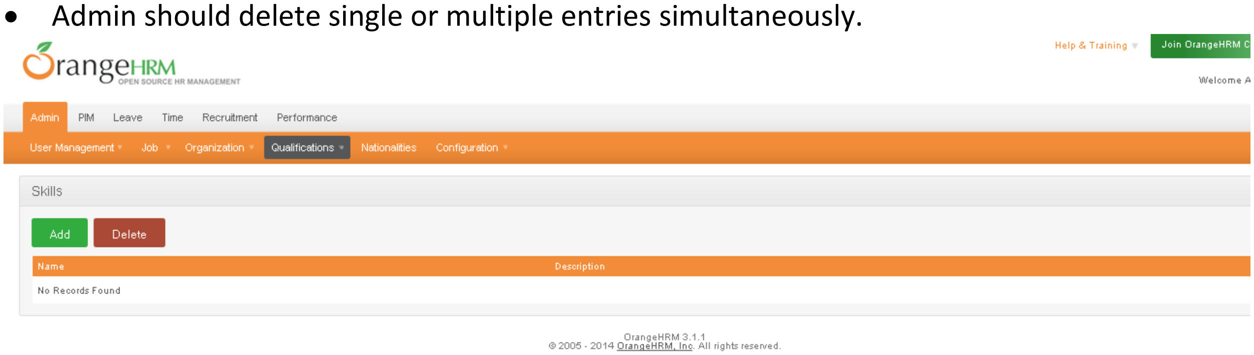
4.3 Qualification

This feature should allow Admin to define all information with related to qualifications. Admin should define educational qualifications and licenses.

4.3.1 Skills

This feature should allow User to define all the information related to skills.

- Admin should be able to add various types of skill sets by entering key in a name and description for and after saving it should get reflected in the PIM module.
- Admin should be able to edit an entry by selecting on the particular “Skill Id or Skill Name”.
- Admin should delete single or multiple entries simultaneously.



4.3.2 Education

Admin should define various types of educational qualifications which can be later used in the PIM Module.i.e

- To add an entry select “Education”, click on “Add”, fill the fields and click “Save”.
- Admin should edit an entry by clicking on the particular “Education Id, Course or Institute”.
- Admin should delete single or multiple selections simultaneously.

4.3.3 Licenses

Admin should define various types of licenses of users choice which can be later used in the PIM Module.

- Admin should select “License” to add the details and then “Save” it.
- Admin should edit an entry by clicking on the particular “Licenses Id, Course or Institute”.
- Admin should delete single or multiple selections simultaneously.

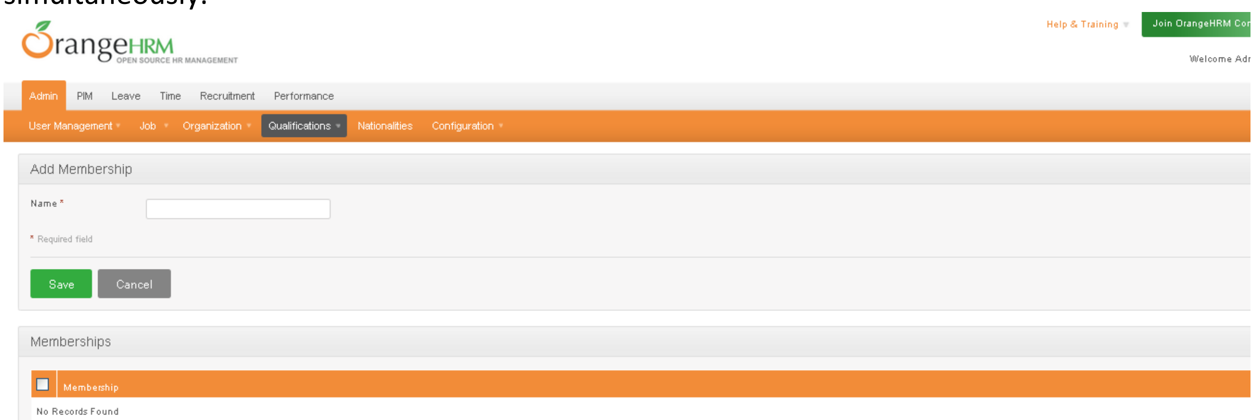
4.3.4 Languages

- Admin should be able to add different types of languages i.e employees can speak, by selecting" Languages" and save it.
- Admin should be able to edit an entry by selecting on the particular "Language Id or Language Name".
- Admin should delete single or multiple entries simultaneously.

4.3.5 Memberships

- Admin should enter all information about membership types and memberships which should be later used in the PIM Module.

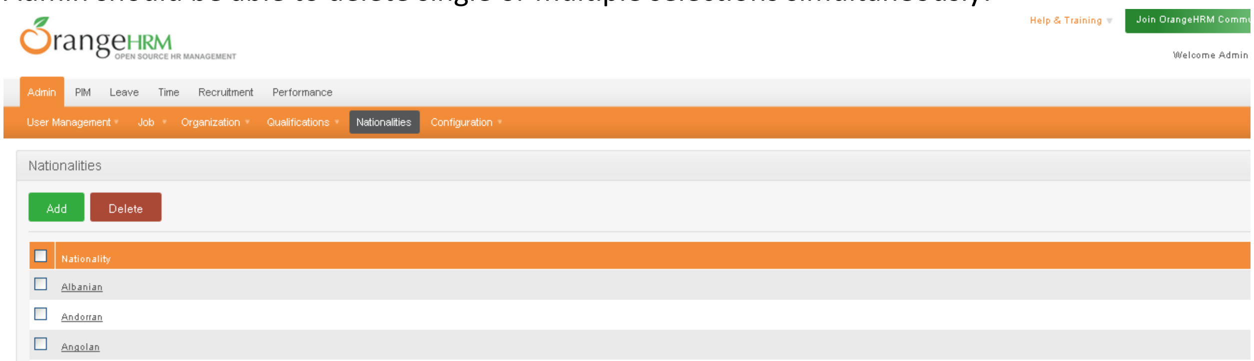
- Admin should be able to add different member types by filling the "name "of the membership and save it.
- Admin should be able to edit an entry by selecting on the particular "membership type Id or membership type Name".
- Admin should delete single membership type or multiple membership type simultaneously.



4.5 Nationality

Admin should enter all the information about nationalities which can be used in PIM module.

- Admin should be able to add membership by entering the “name“ of the nationality and after saving, it should appear.
- Admin should be able to delete single or multiple selections simultaneously.



4.6 User Management

Administering of users by creating logins, groups and defining privileges should be done through this menu Item.

4.6.1 Admin Users

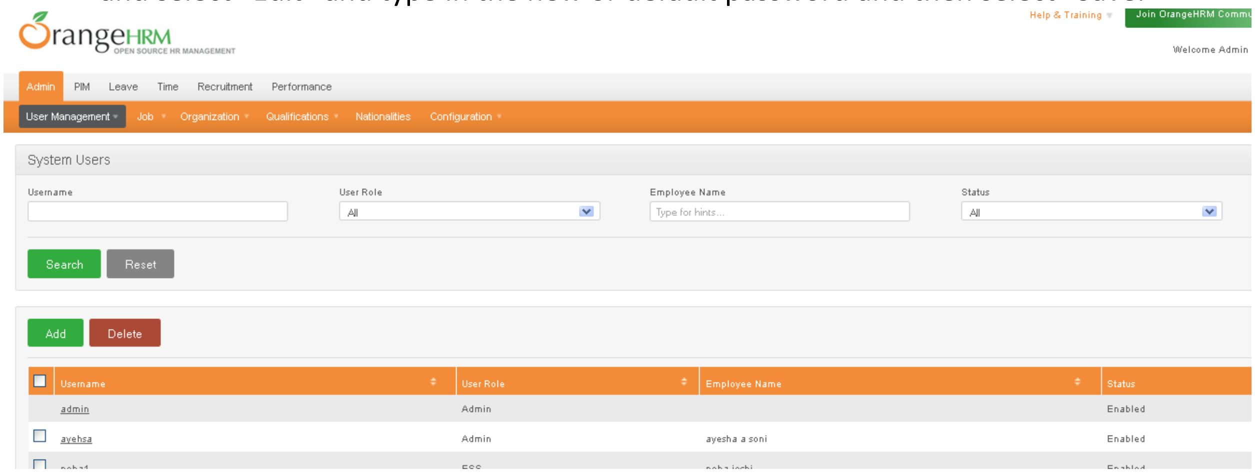
- Admin should allow to create special logins for HR personnel and should decide the user group.
- To create HR Admin Users. Admin should select “HR Admin Users” and enter the following fields and save it.

    - Username
    - Password
    - Confirm Password (Re-enter the password)
    - Status – Enabled or disabled
    - Employee –Admin should select existing HR Admin user employee but the employee needs to be defined in the PIM Module.

4.6.2 ESS Users

- Admin should create user accounts means create a username and password for the ESS User in the company.
- To create User account Admin should select “ESS User” and enter the following fields and save it.
- Username
- Password
- Confirm Password (Re-enter the password)
- Status – Enabled or disabled

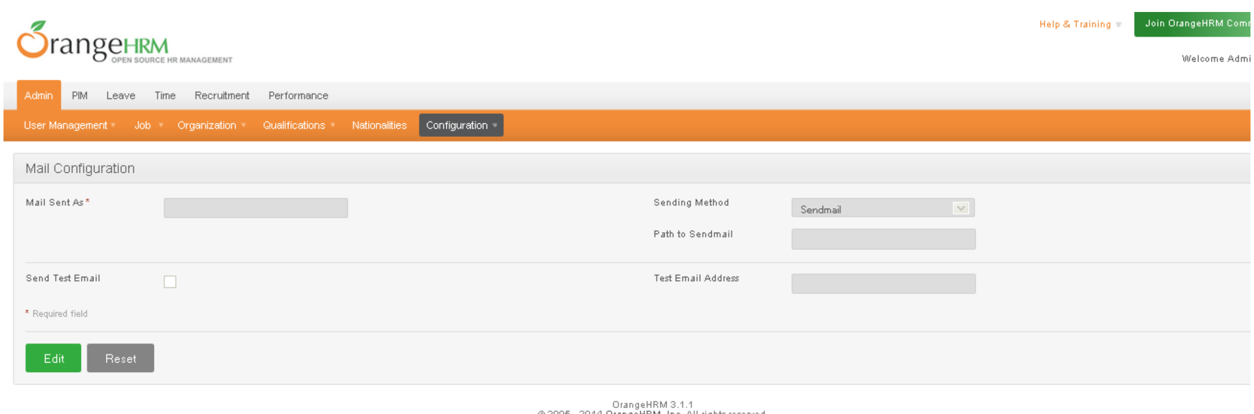
- Employee – Select the employee who will be using this username and password.
- Note that employee information should be defined in the PIM Module before creating user accounts.
- If ESS User forgets the password the admin should be able to type in new or default password for the user by selecting the particular employee from the ESS Users menu and select "Edit" and type in the new or default password and then select "Save."



4.7 Configuration

4.7.1 E-Mail Configuration

Configuration of mail settings is essential to accommodate sending and receiving notifications related to the operations performed within OrangeHRM (for example, leave management and time sheet administration).
Admin should be able to enter the fields accurately and should check by sending a test mail to any email address.



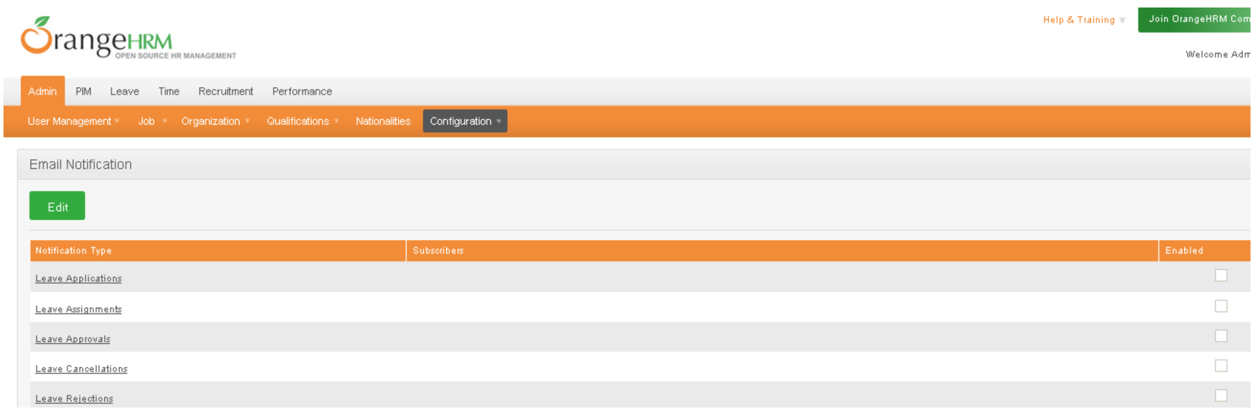
4.7.2 E-mail Subscription

This feature should allow the admin to subscribe to email notifications that should be sent to the employees and supervisors in the system.

- A copy of the mail should be sent to the email address specified by the Admin. Admin should also select what copies of notifications he should receive.

- Admin should be able to define the email address and select the notifications to receive by clicking on the check boxes.

Note: By default all notifications should be checked.

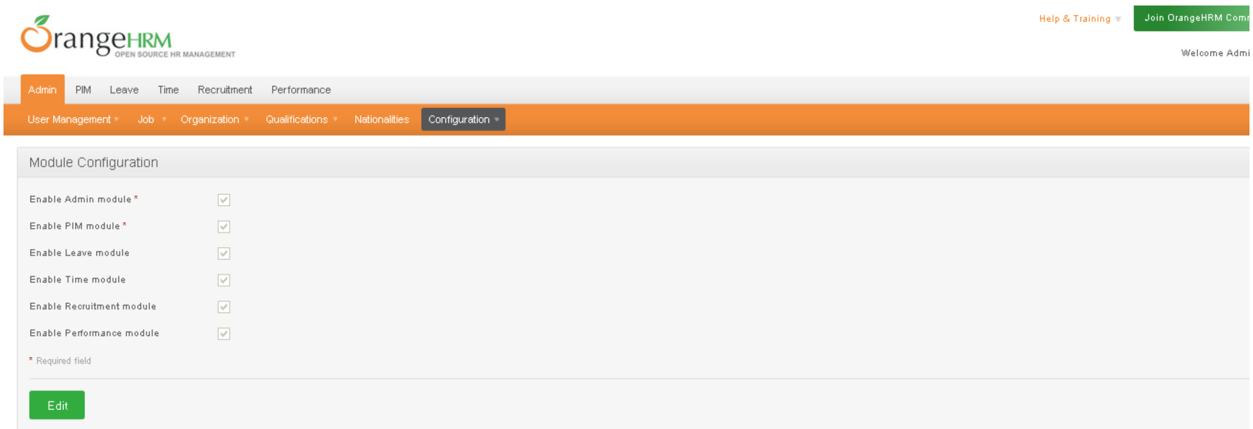


4.7.3 Localization

Admin should be able to convert the software into Local environment by selecting language from drop down list and suitable Date Format.

4.7.4 Modules

System should allow Admin to configure the module according to the requirement of the user.

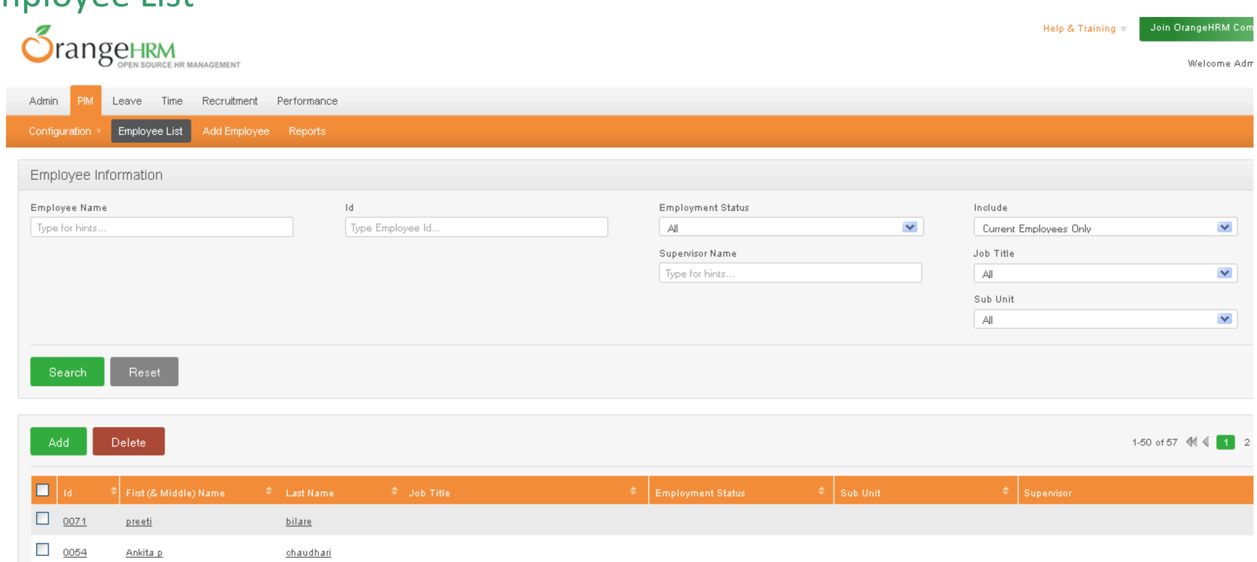


5.0 PIM Module

This core module should maintain all relevant employee related information i.e including different types of personal information, detailed qualifications and work experience, job related information etc. Information captured in this module should be utilized by all the other modules, thus eliminating data redundancy.

Records should either be entered manually, one by one or imported from a csv file. You cannot import all the details but you should be able to edit the remaining fields.

5.1 Employee List



Employee list should list all the employees' entered and import it into the PIM. Define fields Search by

1. Search for

User should be able to view details of a particular employee by clicking on the employee's name.

User should be able to edit employees name.

User should be able to delete single & multiple entries of employees name (multi-check).

5.2. Add Employee

A new employee should be added to the system here. Define fields :

1. Last name
2. First name
3. Middle name
4. Employee ID

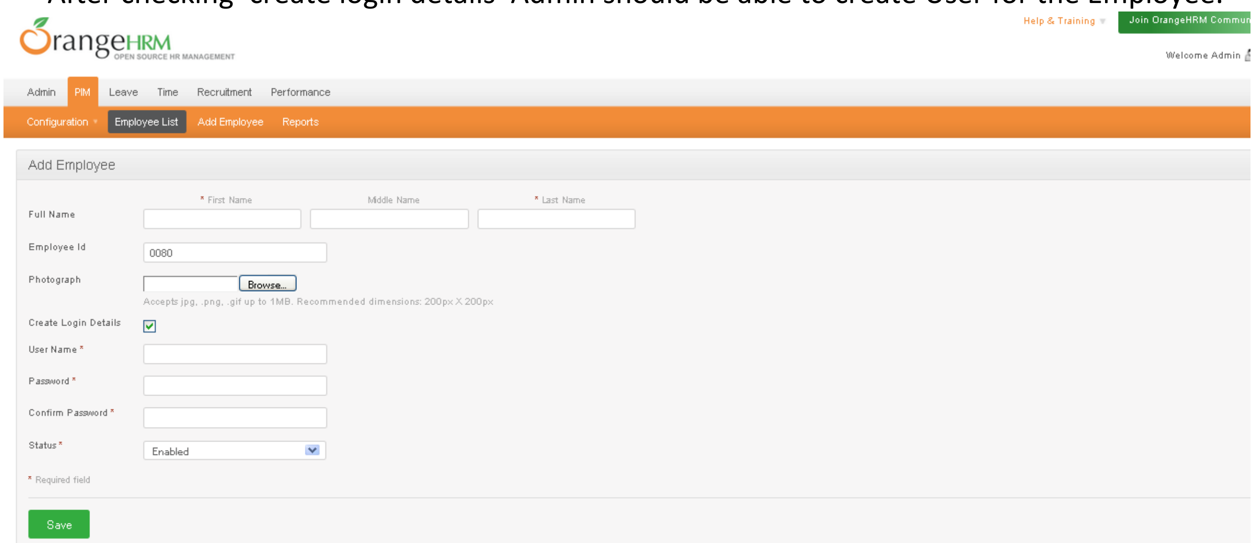
Other than importing details this feature should allow to add an employee and define a very informative profile.

To add an employee simply clicks on “Add Employee” under the “PIM” menu.

Enter the fields and user should be able to add a picture of the employee. To add a picture click on “Browse” and select the picture from the relevant path and click “Open”. Employee code is generated automatically, but should be changed if required.
Please note that the maximum file size of the picture should not exceed 1 megabyte and the picture should be in .jpg.

With click on “Save”, user should be able to see the screen.

After checking ‘create login details’ Admin should be able to create User for the Employee.



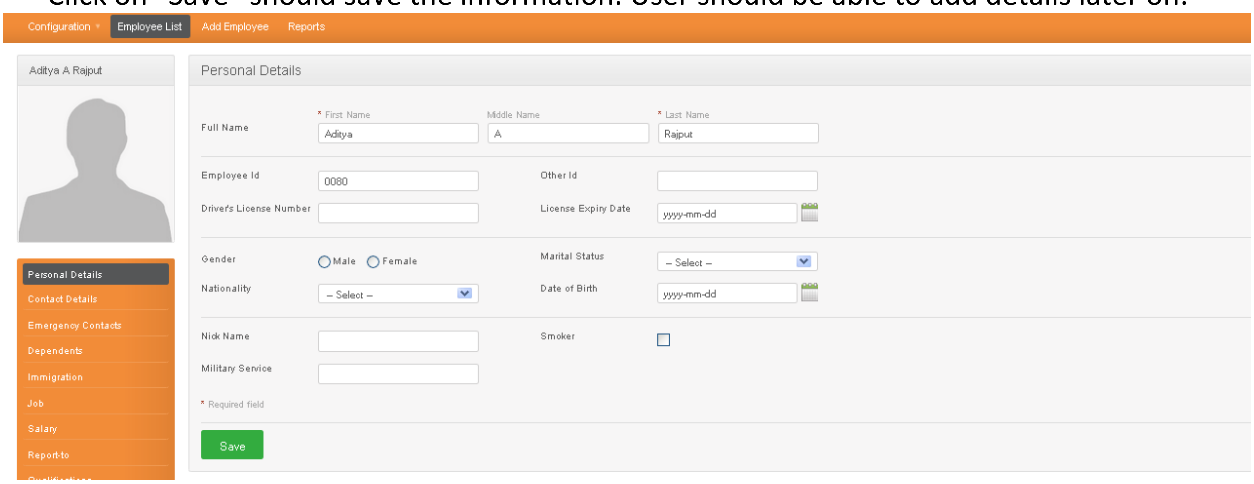
Personal details

Once user has added an employee and saved their “Personal Details”, user should see with the details he has entered about him.
User should be able edit the other personal information listed below by clicking on “Edit”.
User should edit the following :

– Employee Id/No
_ Last Name

_ First Name
_ Middle Name
_ Nick Name
_ Nationality – Select from a list of pre-defined nationalities
_ Date of Birth – Select the date by clicking on the calendar icon or enter manually with Year-Month-Date
_ Other Id
_ Marital Status – Select from the drop down
_ Smoker – If the employee is a smoker click on the box
_ Gender – Click on the relevant gender
_ Driver's License Number
_ License Expiry Date
_ Military Service

Click on "Edit" should RESET all the details that were entered last
Click on "Save" should save the information. User should be able to add details later on.



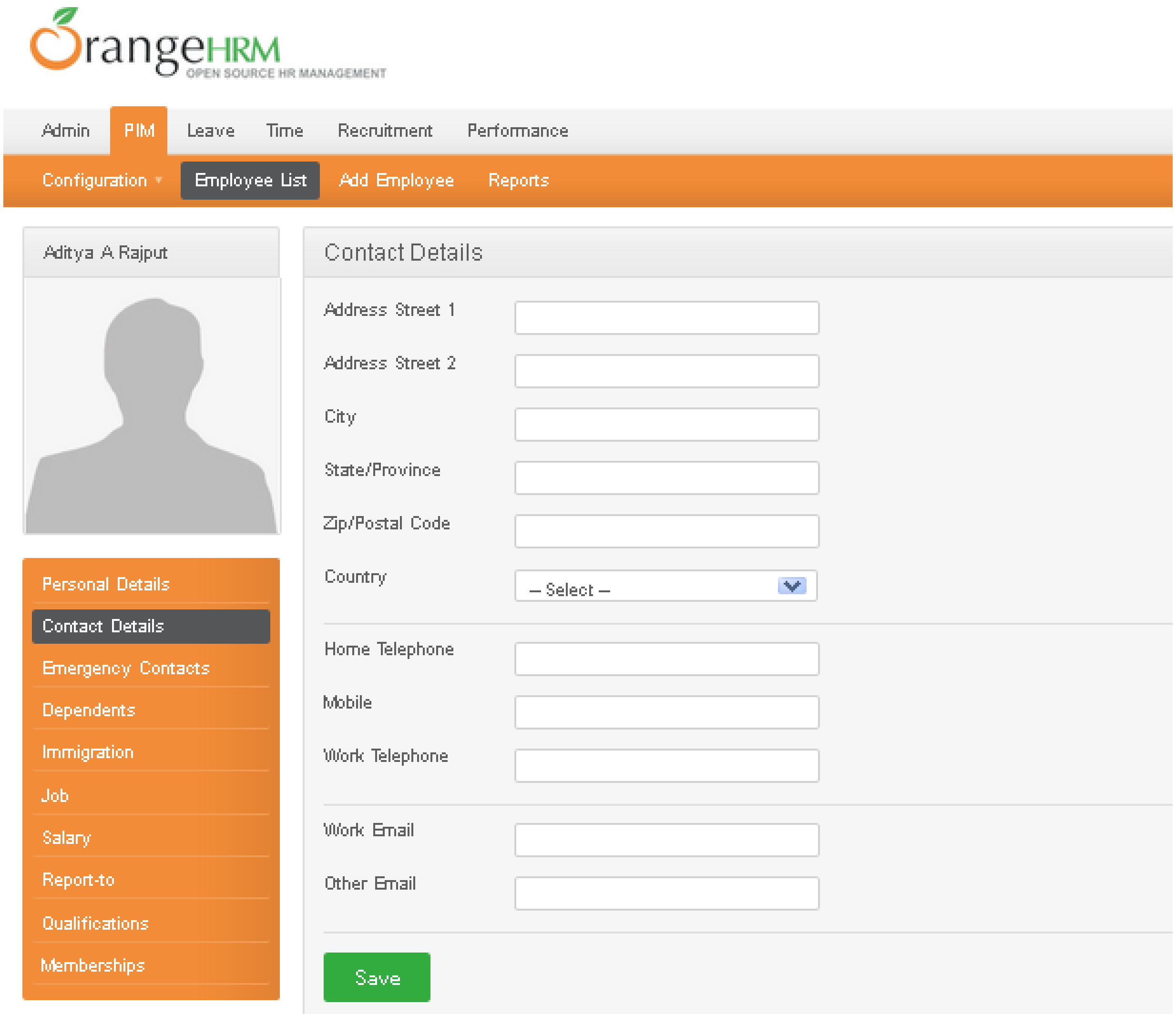
System should allow admin to attach Documents related to Employee by selecting and uploading the files in the browse option.

Photograph

A picture of the employee should get added here. Click on "Browse" should allow to select the file that user will upload and then click on "Save".

Contact Details

Contact information of an employee should be entered from here. User should be able to select "contact details".



Editing of following fields should be allowed :

_ Country – Select the country from the drop down

_ Street 1

_ Street 2

_ City/Town

_ State/Province – If the country is United Sates user should be able to select from the drop down

or you need to enter it manually

_ ZIP Code

_ Home Telephone

_ Mobile

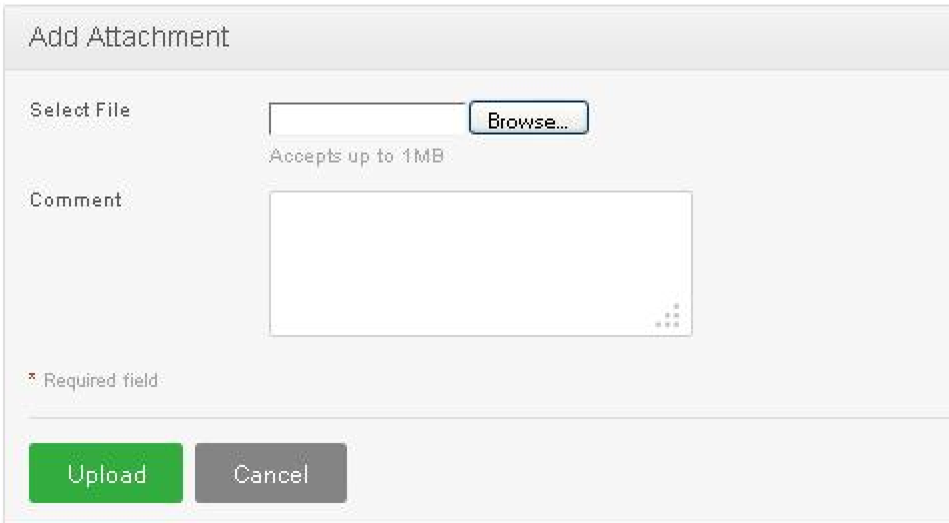
_ Work Telephone

_ Work Email

_ Other Email

Once user has completed this form, click on “Edit” to reset the details that were entered last or click “Save” to save the information. User should be able to add details later on.

System should allow admin to attach Documents related to Employee by selecting and uploading the files in the browse option.



Emergency Contacts

Contact details of an employee which will be needed during an emergency should be entered here. User can enter more than one emergency contact. Screen should display defined contacts & user should create a new contact.

To create a contact you need to enter :

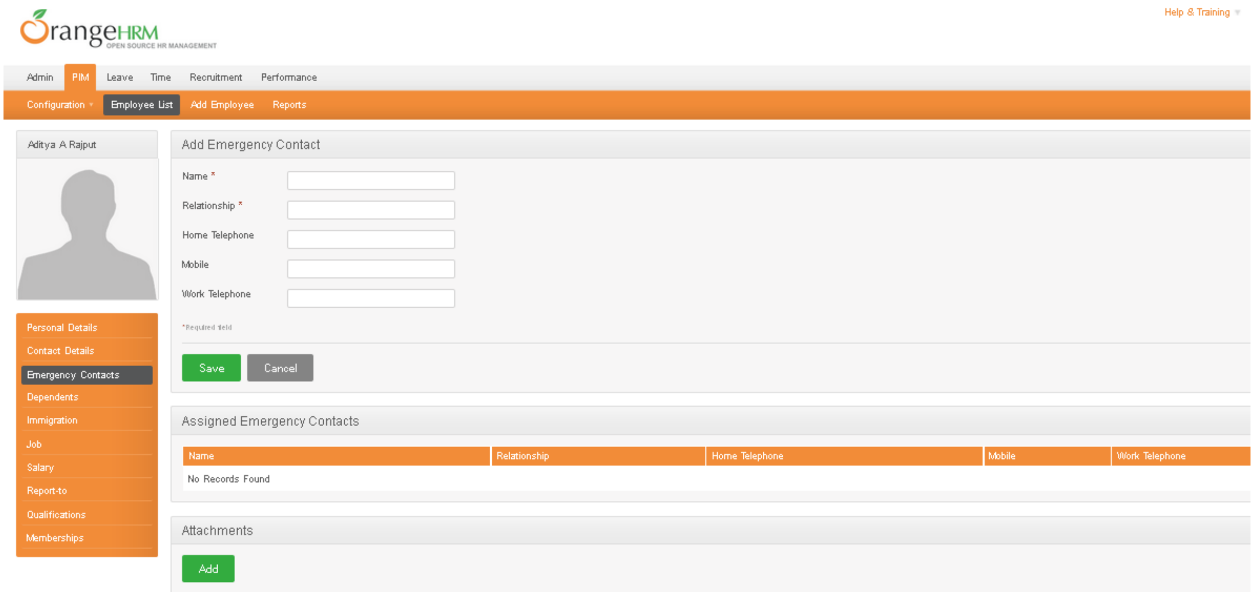
_ Name
_ Relationship
_ Home Telephone
_ Mobile
_ Work Telephone

Enter the details and press save. Saved contacts should be listed.

User should be able to edit the “assigned emergency contacts name”.

User should be able to delete single & multiple entries of “assigned emergency contact name” (multi-check).

System should allow admin to attach Documents related to Employee by selecting and uploading the files in the browse option

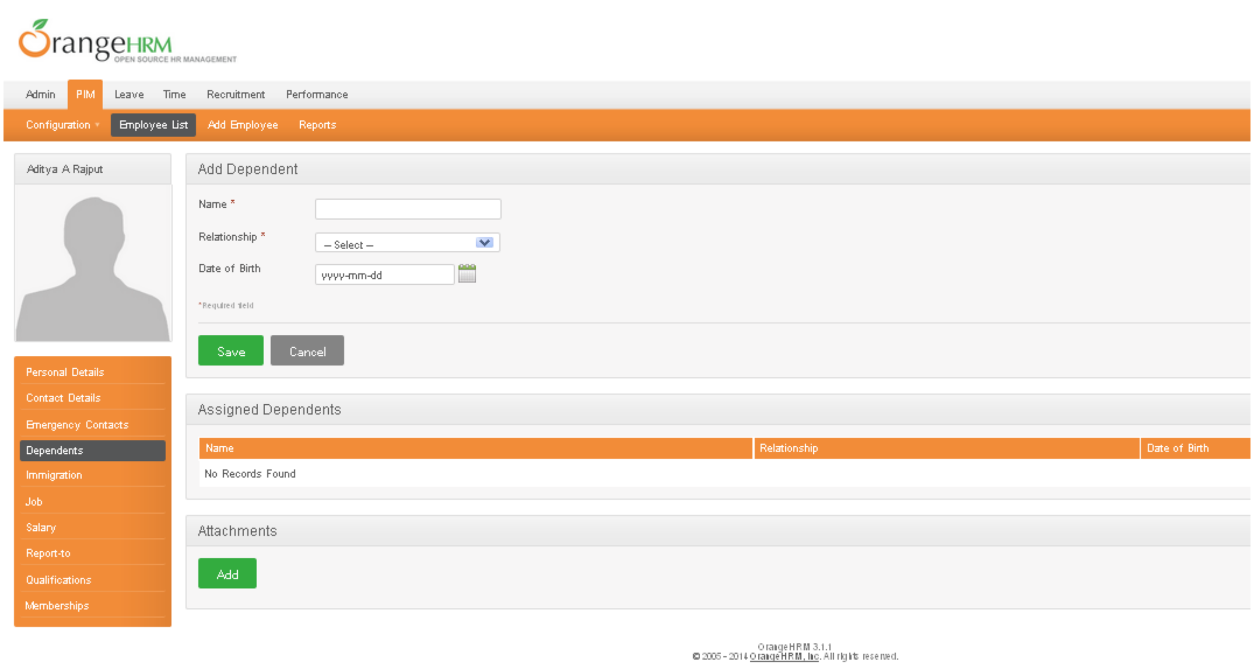


Dependants

If an employee has any dependants user should enter in “dependents”. Define fields :

1. Name
2. Relationship
3. Date of birth

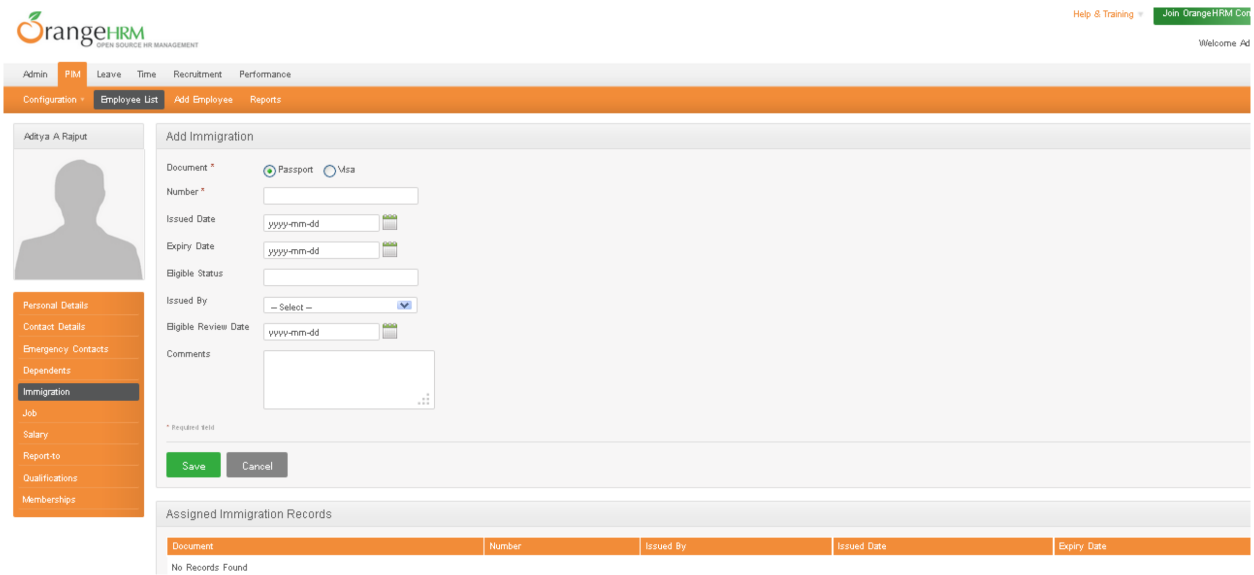
Enter the details and press save for each item. Saved items should be listed.
User should be able to edit dependents name.
User should be able to delete single & multiple entries of “dependents” name (multi-check).



Immigration

Immigration information should be entered here. Define fields :

1. Passport (radio button)
2. Visa (radio button)
3. ID status
4. ID review date
5. Citizenship
6. Issued date
7. Date of expiry
8. Comments

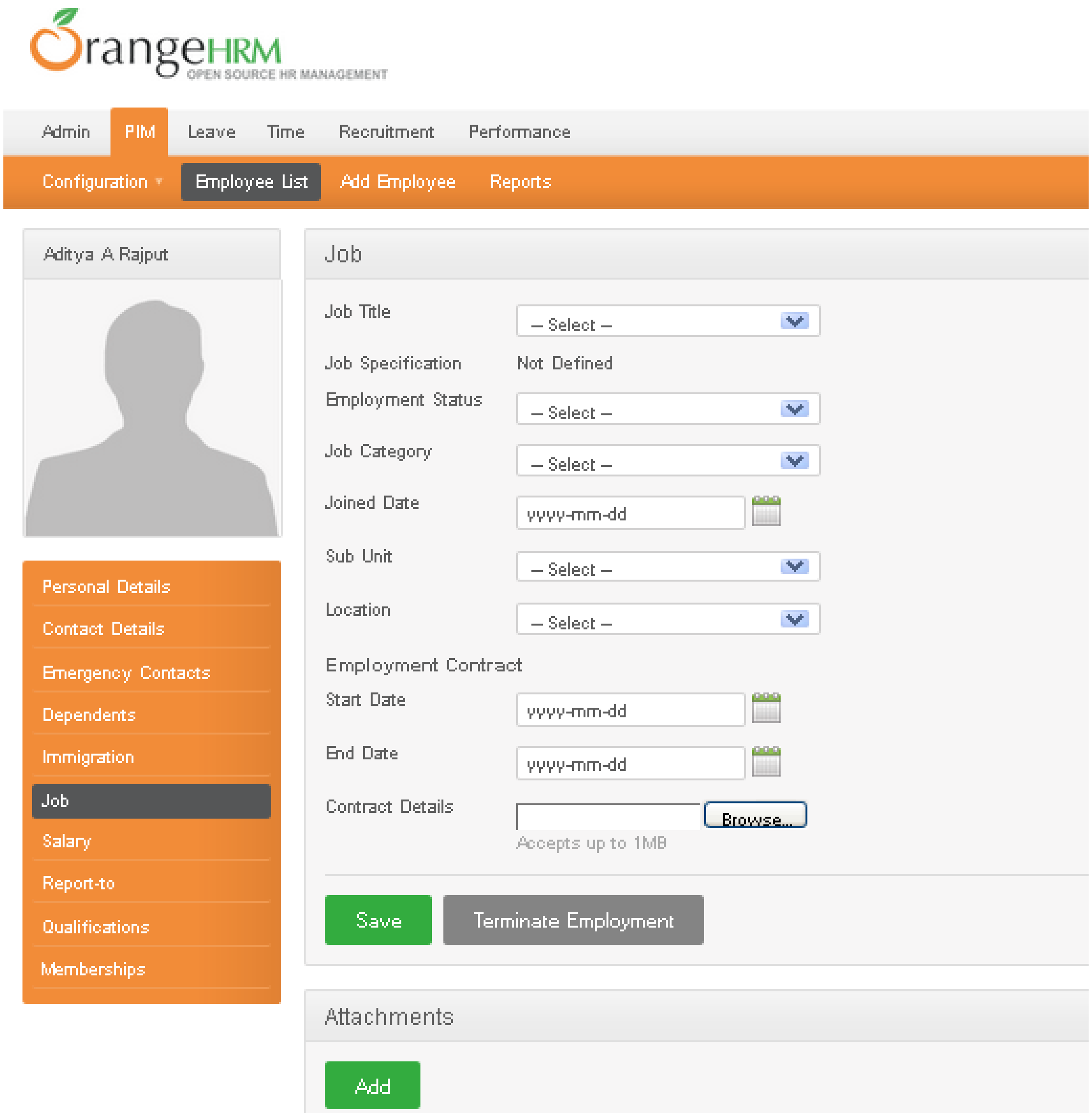


Enter the details and click "Save" for each item. Saved items should be listed.

User should be able to edit Passport/Visa.
User should be able to delete single & multiple entries of "Passport/Visa" (multi-check).

Job

Should allow to Describe an employee's role in the company by defining the fields i.e Job title, employment status, job specification, job duties, EEO category, Joined date, Sub-division.

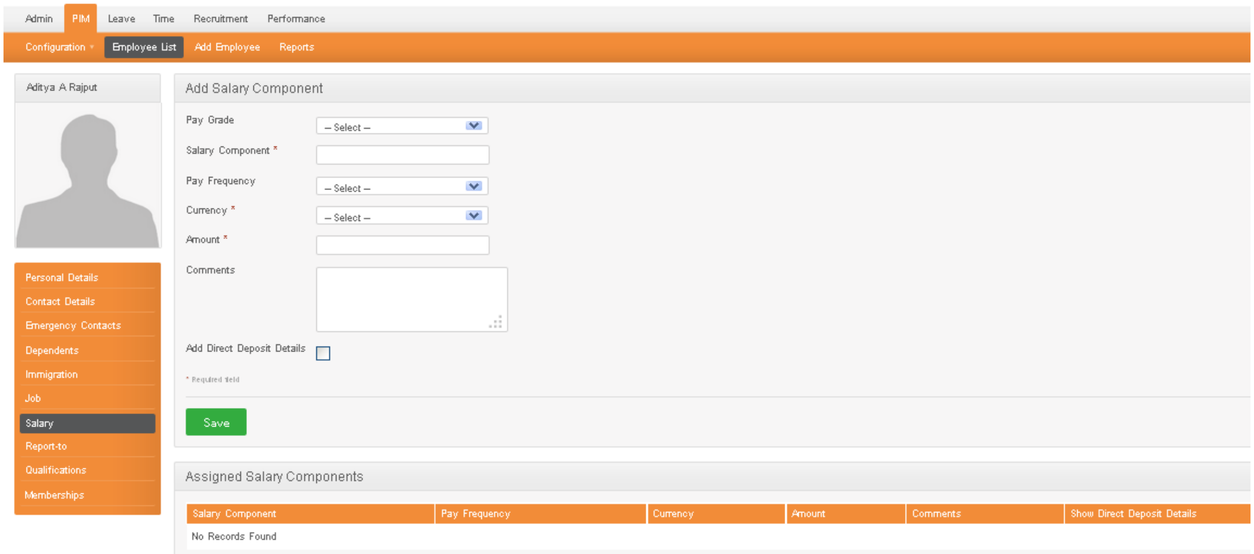


Salary

Information with regards to salary of an employee should be entered (define fields i.e pay grade, currency, minimum salary, maximum salary, basic salary, pay frequency). User can select what pay grade he will fall into, his salary details and the pay frequency. Enter the details and click "Save" for each item. Saved items should be listed.

User should be able to edit "Currency".

User should be able to delete single & multiple entries of "Currency" (multi-check).



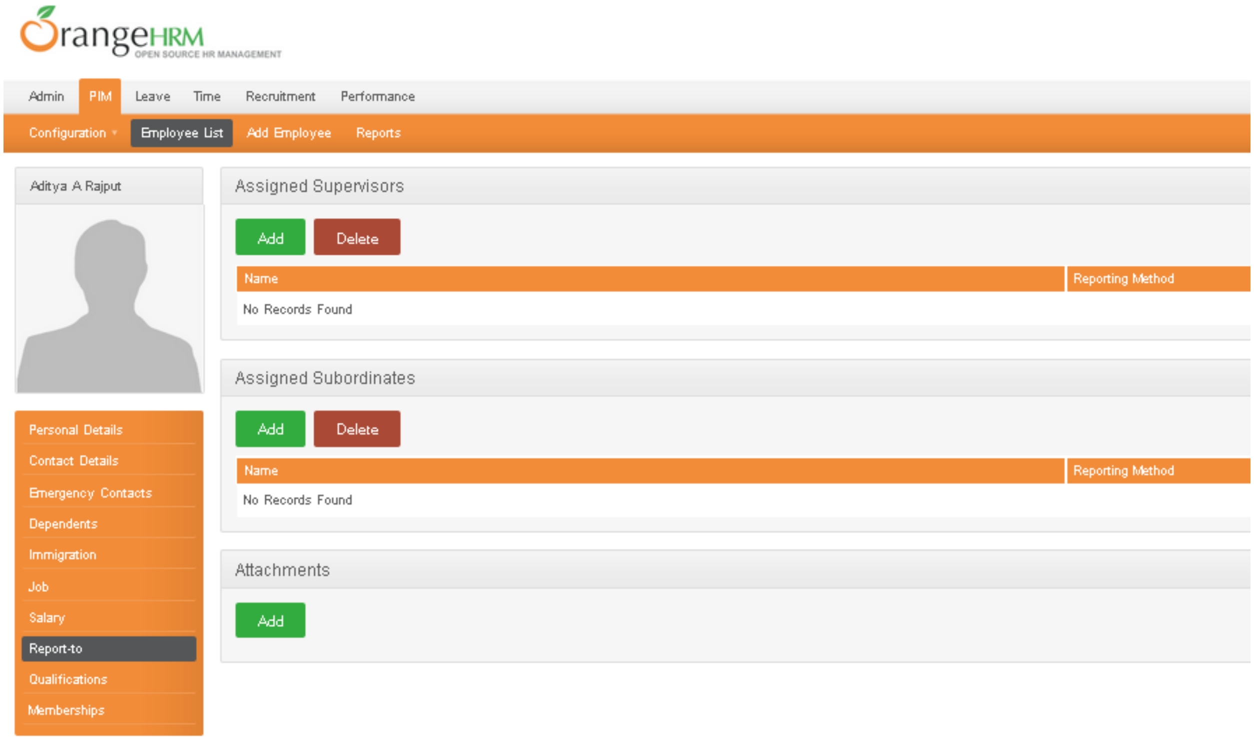
Report-To

Here user should be able to define to whom the particular employee will report-to or who his subordinates are. Once this is done the particular supervisor will be able to view the following when he logs in :

_ PIM of the particular employee
_ Leave Summary of his subordinates
_ Leave List of his subordinates
_ Attendance Report of his subordinates
_ Time Sheets of his subordinates

User should be able to set an employee to report-to more than one supervisor and a supervisor can have many subordinates who report to him.
Once the details are filled in click "Save" and the entries should be listed.

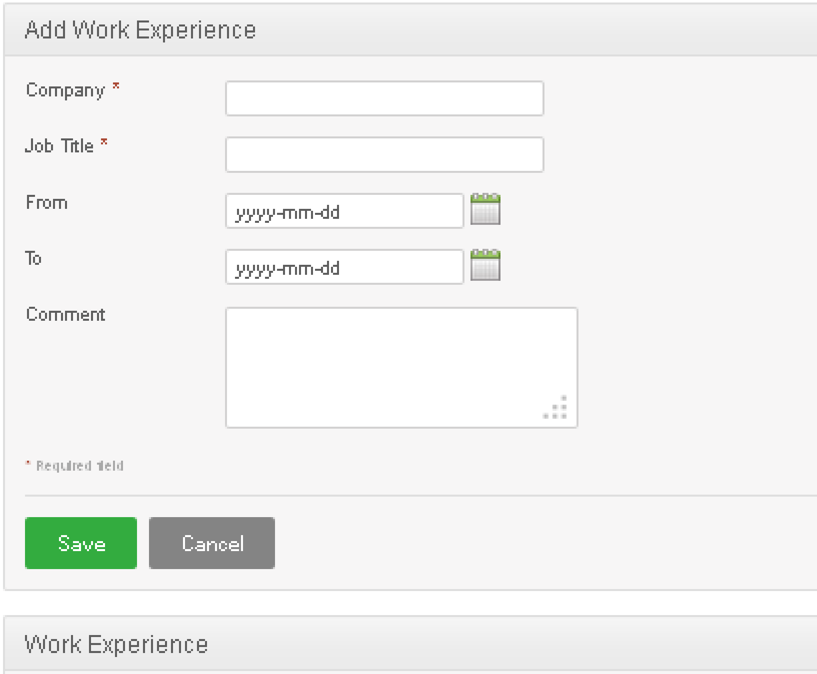
User should be able to edit "Supervisors or subordinates ID".
User should be able to delete single & multiple entries of "Supervisors or subordinates ID" (multi-check).



Work Experience

Previous work experiences of an employee should be entered here. Define fields :

1. Employer
2. Job title
3. Comments
4. Start date
5. End date
6. Internal (checkbox)
7. After entering the details, click on “Save” should list user’s entry.
8. User should be able to edit “Work Experience ID”.
9. User should be able to delete single & multiple entries of “Work Experience ID” (multi-check).

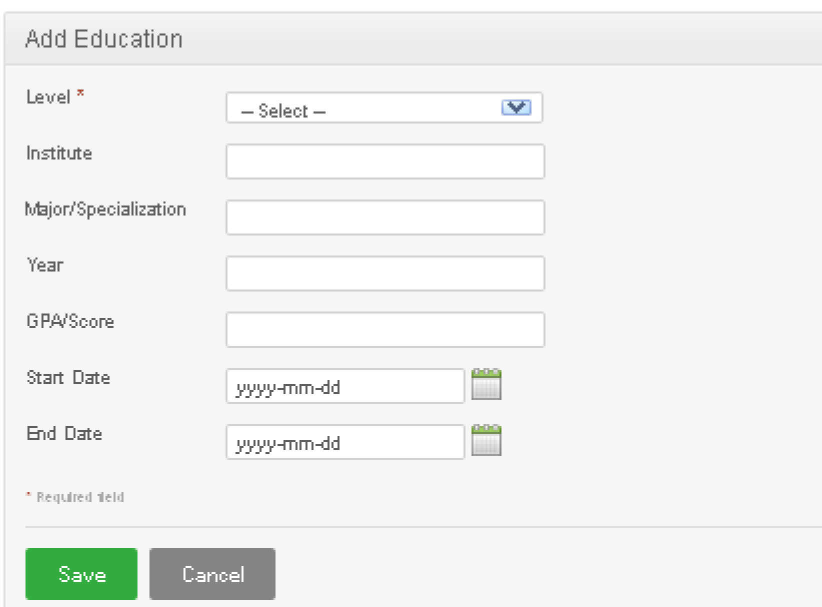


Education

It should allow to enter Education details of an employee. Define fields :

1. Education
2. Major/Specialization
3. Year
4. GPA/Score
5. Start date
6. End date

Enter the details and click “Save” the qualifications should be listed.



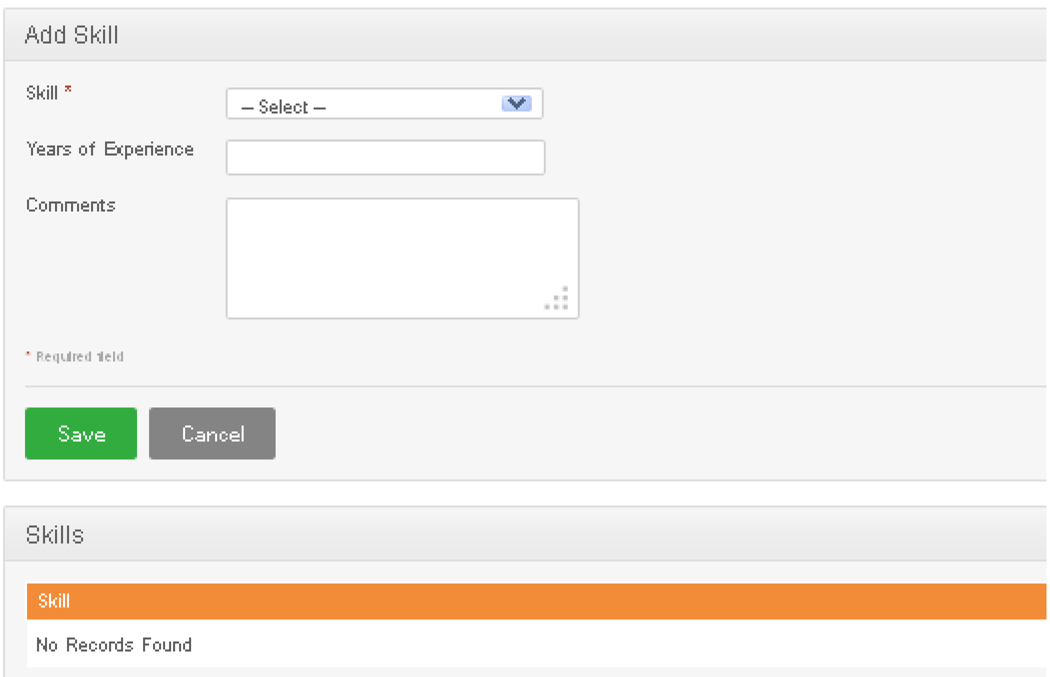
User should be able to edit “Education”.
User should be able to delete single & multiple entries of “Education” (multi-check).

Skills

If an employee has any special talents or skills they should be entered here. Define fields :

1. Skill
2. Years of Experience
3. Comments

The entries that you enter should be listed.
User should be able to edit “Skill”.
User should be able to delete single & multiple entries of “Skill” (multi-check).



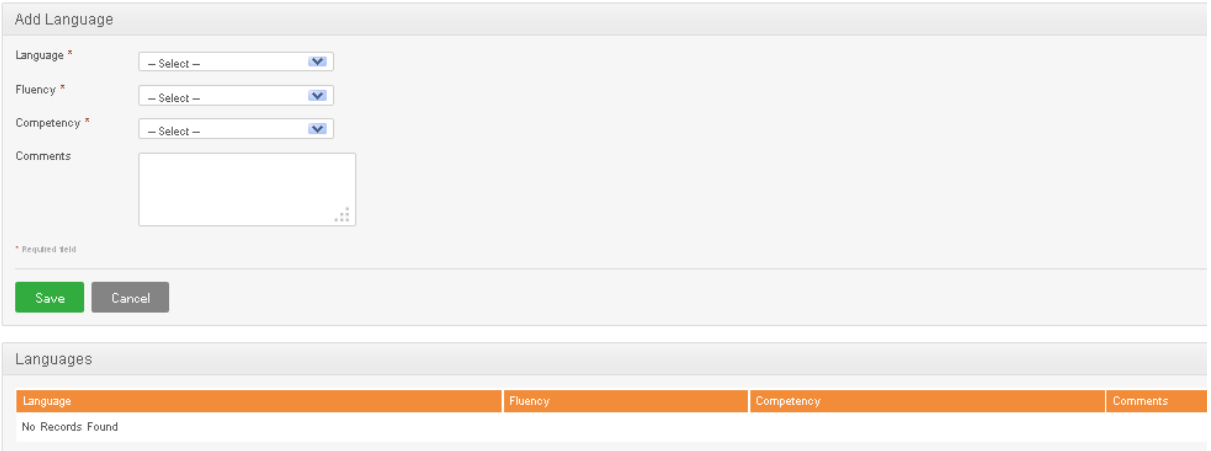
Languages

User can enter the various languages that employees are competent in with the level of competency. Define fields :

1. Languages
2. Fluency
3. Competency

Once you have entered the details click “Save” and your entry should be listed.
User should be able to edit “Languages”.

User should be able to delete single & multiple entries of “Languages” (multi-check).

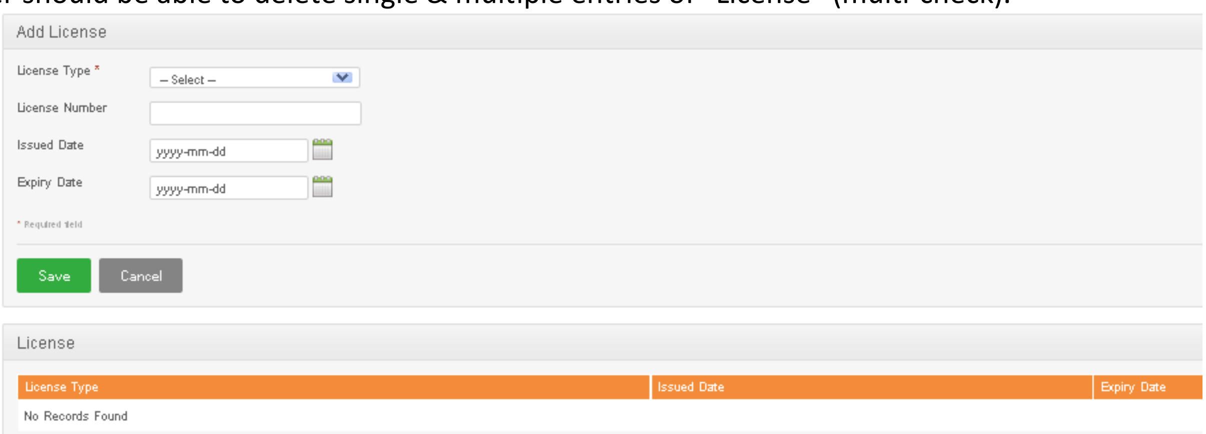


License

Here user can enter the licenses an employee should have. Define fields:

1. License type
2. Start date
3. End date

Enter the details and click “Save” and the entry should be listed.
User should be able to edit “License”.
User should be able to delete single & multiple entries of “License” (multi-check).



Attachments

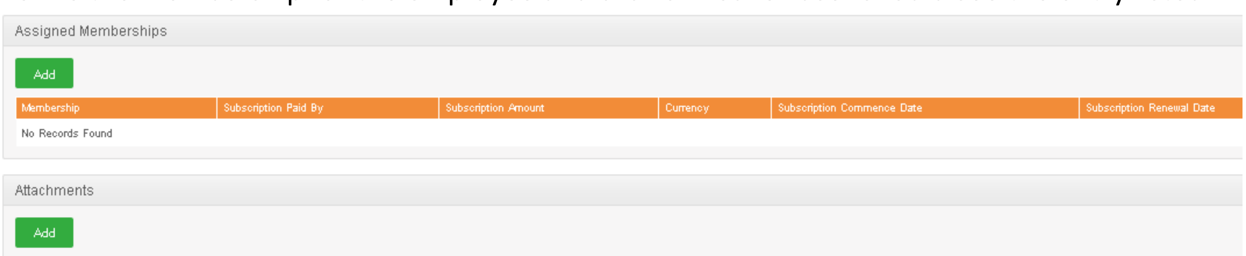
Supporting documents of a particular employee that might be needed by the management should be attached here(define fields i.e description). For example user can attach documents like personal profile, certificates or the resume of an employee.
Please note that each document should not exceed 1 megabyte, but user can attach more than one document.

Memberships

If employees are members of any committee, institute etc. those details should be entered here. Define fields :

1. Membership type
2. Membership
3. Subscription ownership
4. Subscription amount
5. Subscription commence date
6. Subscription renewal date

Define the membership for the employee and click on “Save” user should see the entry listed



User should be able to edit “Membership”.
User should be able to delete single & multiple entries of “Membership” (multi-check).

6.0 Leave Module

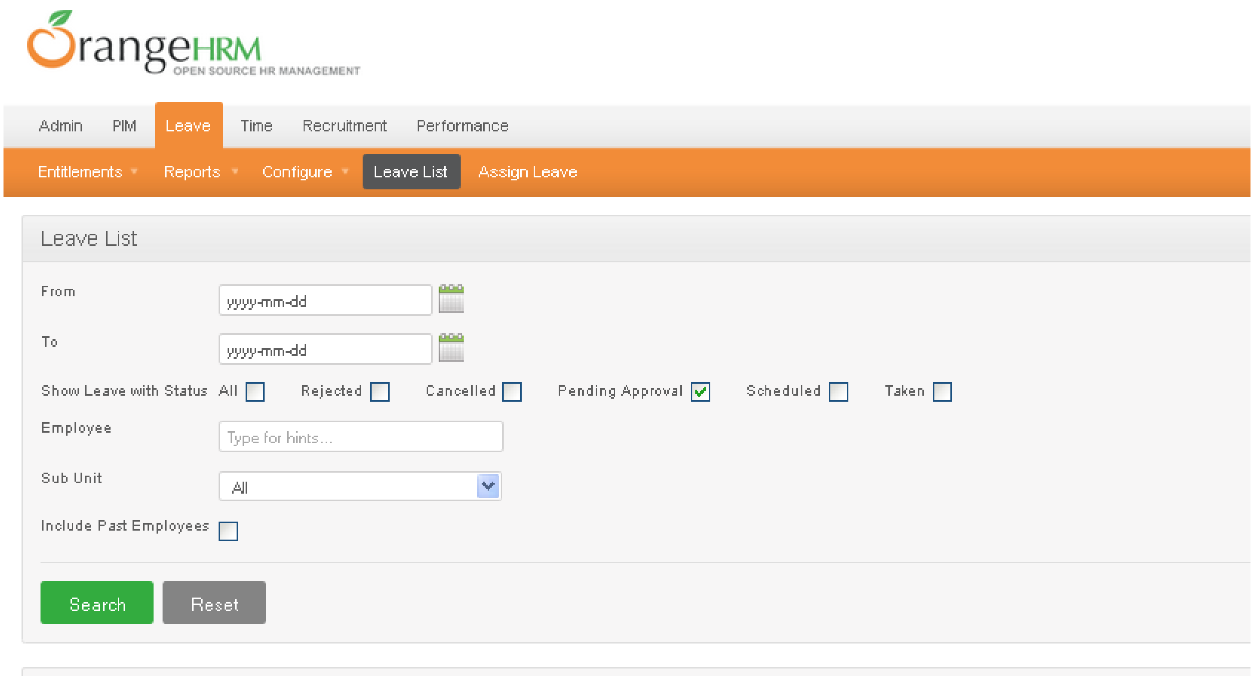
- Leave management module should define leave types, company holidays, applying for and assigning of leave for the employees of the company.

- Leave module should cater for all application and approval processes and should be able to display information on leave entitlement, balance, history etc.

The Leave module should differ depending on the rights of the user.

- The Admin should have the following privileges
    - View Leave Summary for each employee and entitle leave days of each available type
    - Define Days off and Specific Holidays
    - Define Leave Types
    - Assign Leave for any employee
    - See Scheduled Leave for any employee
    - See list of Taken Leave for any employee

If the admin user is an employee then he will see the ‘Apply’ ‘My Leave’ and ‘Personal Leave Summary’ options along with the rest of the features.



The ESS User should have following privileges :-

- View the ‘Personal Leave Summary’
- View the detailed leave information
- Apply for leave

Leave List

The Leave summary should allow user to view summary of the leave and also assign leave quota.

The menu should show data depending on the user type.

Such as:

- The Admin should be able to see “Leave List” and has full rights.
- ESS User should be able to view “Leave List” (subordinates only) and

The “Personal Leave List” only.

All users can view the leave summary of employees by selecting “Leave List” and selecting the year user should view details of a particular employee or all employees leave type.

Personal Leave List

Personal leave summary should be available to ESS Users, ESS Supervisors.
And also the leave summary of the particular employee logged in.

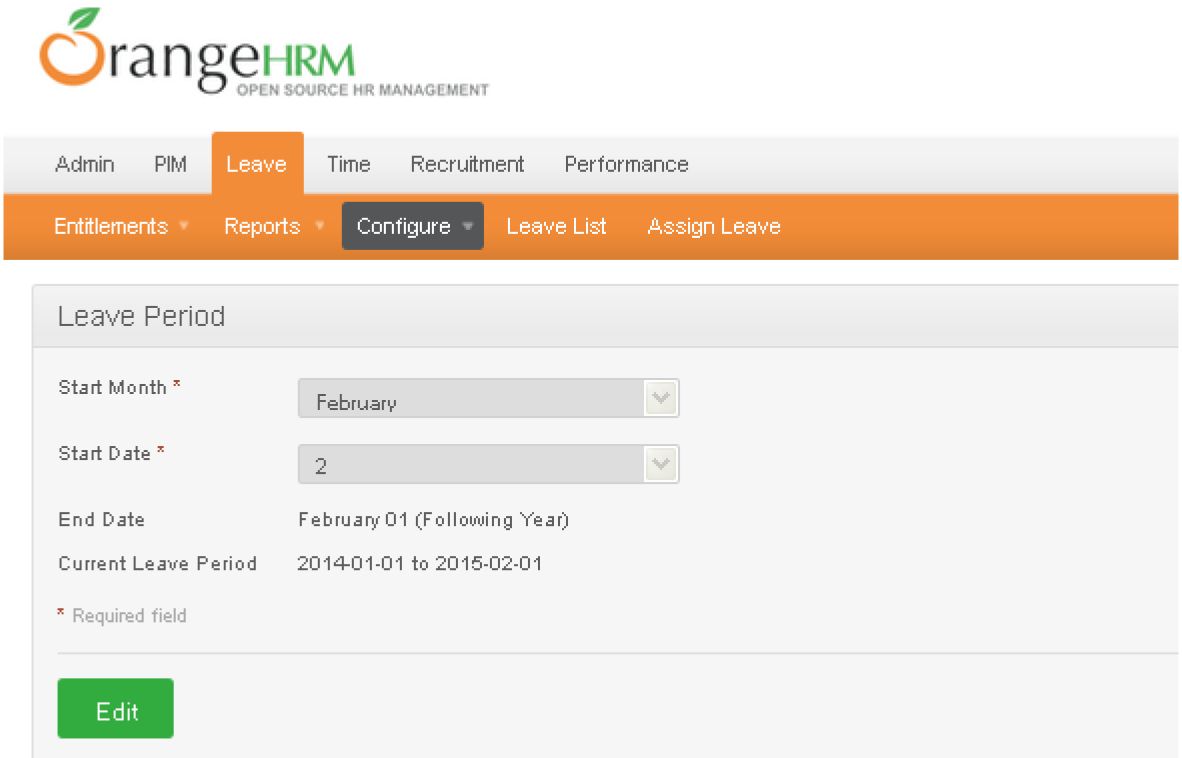
Date	Employee Name	Leave Type	Leave Balance (Days)	Number of Days	Status	Comments
2014-07-24 to 2014-07-25	PRACHI D VERMA	annual leave	8.00	2.00	Scheduled(2.00)	holiday
2014-07-17 to 2014-07-18	PRACHI D VERMA	annual leave	8.00	2.00	Scheduled(2.00)	sssdsxd
2014-07-01 to 2014-07-05	PRACHI D VERMA	annual leave	8.00	4.00	Scheduled(4.00)	ssss
2014-06-12 to 2014-06-30	PRACHI D VERMA	annual leave	8.00	12.00	Scheduled(6.00), Taken(6.00)	s
2014-06-17 to 2014-06-18	sadhana punde	annual leave	41.50	1.00	Taken(1.00)	
2014-06-06 to 2014-06-13	sadhana punde	annual leave	41.50	5.50	Taken(5.50)	rr

6.1 Leave Period

The Admin should have the right to assign leave period.

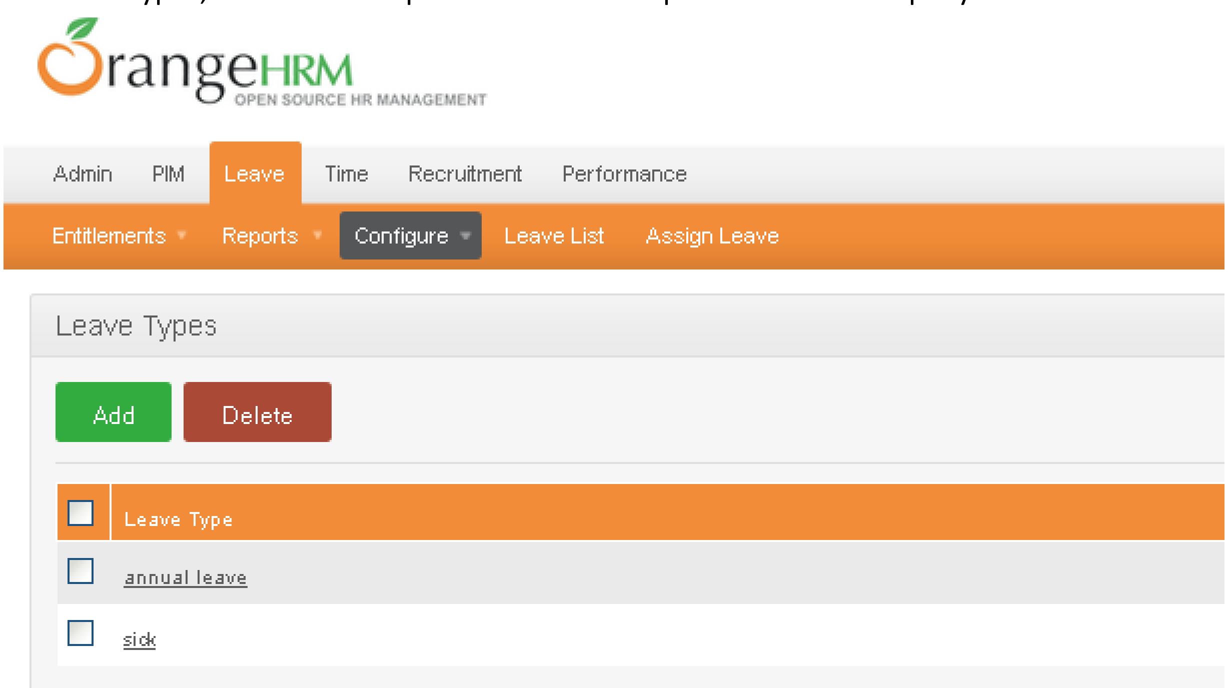
The Admin should have the rights to assign leave Period to his subordinates and to all employees.

To assign leave Admin should select the name of the employee, Leave type, the dates from which he is supposed to be off and should add a comment if necessary. After assigning the employee, Admin should be notified by email.



6.2 Leave Types

This section provides admin and any other user with admin rights should be able to define Leave types, which are compatible with the HR policies of the company.

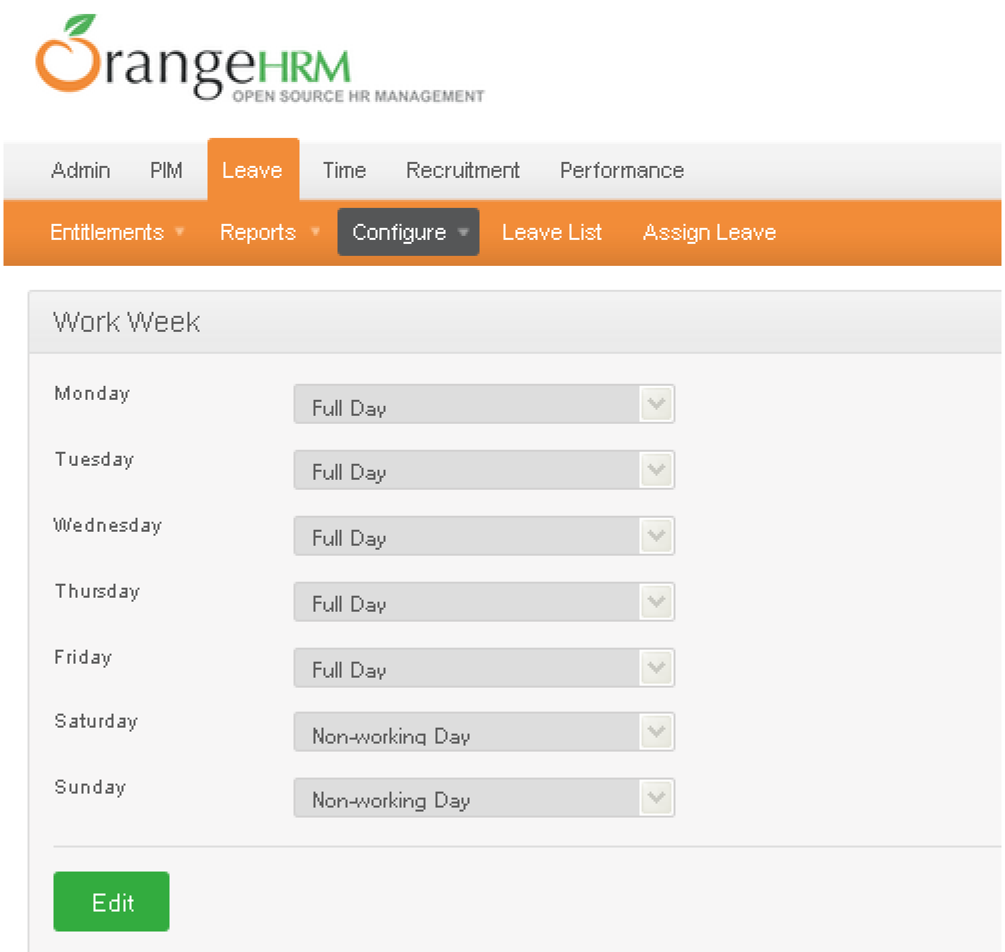


✓ When clicked on “Add” it should do following :

- Casual and medical leave should be set by default.
- To add another leave type user should enter leave type name and then “Save”.
- User should edit and make some changes and then save it
- User should Reset to go back to the content which was there after the last “Save”.
- User should delete single or multiple selections simultaneously

6.3 Weekends

- User should define the weekends or the days of the week that the company does not operate on.
- User should define the days by selecting the option from list and then save it.



Note: weekends have to be defined before applying or assigning leave.

6.4 Holidays

The admin should be able to define "Holidays", these holidays should be applicable to the entire company and should be taken into consideration while calculating leave duration.

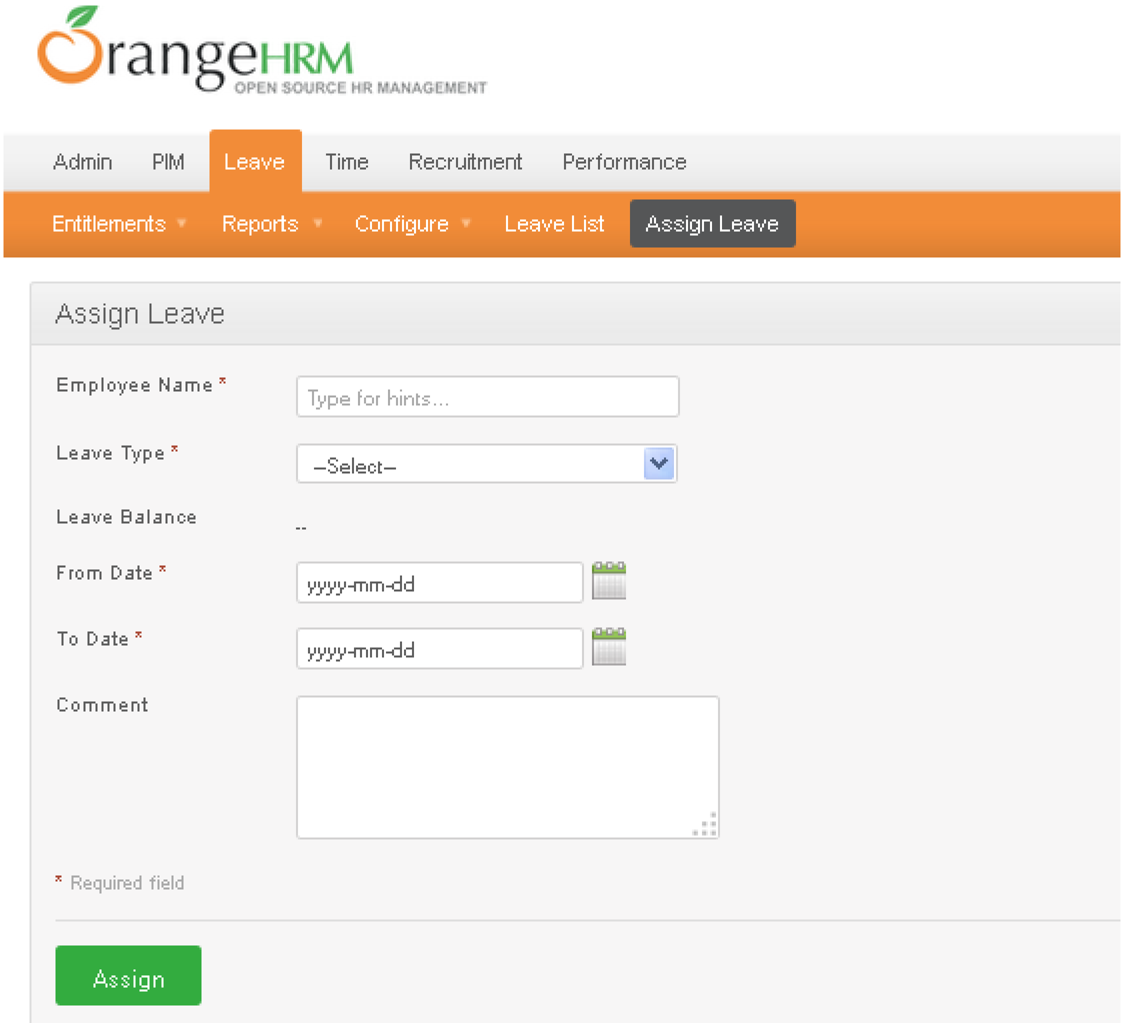
- To add specific holiday's user should enter the "Name of Holiday" and "Date" it will occur and should check the "Repeats Annually" means the holiday should occur on the same date in the years to come then "Save"
- User should edit by entering the particular "Name of Holiday".
- User should delete single or multiple selections simultaneously.

6.5 Assign Leave

The Admin and Supervisor should have the right to assign leave

Admin should have the rights to assign leave to all employees.

To assign leave Admin should select the name of the employee, Leave type, the dates from which he is supposed to be off and should add a comment if necessary. After assigning the employee, Admin should be notified by email.



6.6 Apply

All users except for the admin unless he is an employee can apply leave from this option. To apply a leave :
select "Apply", Select the leave type
"From Date" and "To Date" of the leave,
Should display the "From Time", "To Time" and "Total Hours",
User should be able to enter the time, the number of hours and a comment on leave reason.
After selecting "Apply", a mail should be sent to the Supervisor and the Admin for approval.
The status of leave application should display in "My Leaves".

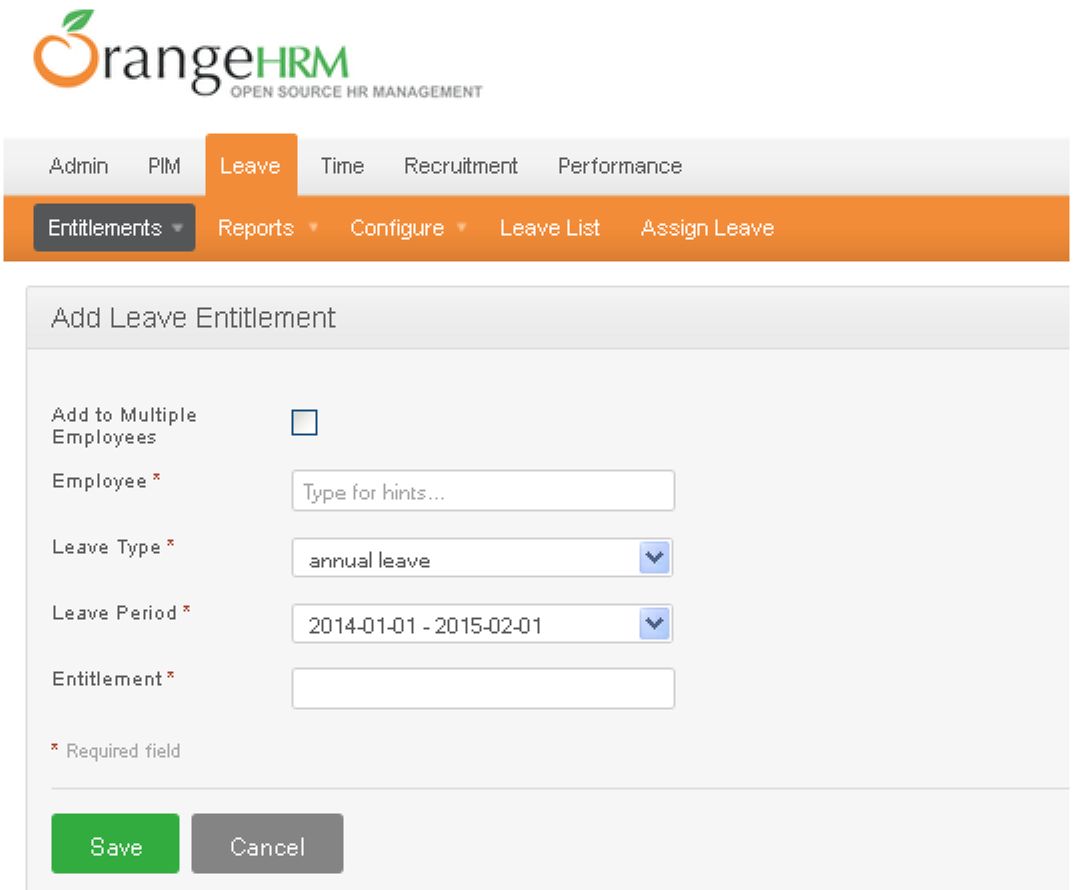
6.7 Entitlements

This menu item should be available for ESS Users and Admin.

- Personal leave details should be viewed here.
- An employee should choose to cancel a pending approval leave or an approved leave.
- A normal user should not make any changes to any other leave status.

- A normal user should view complete details of leaves by clicking on the “Date”.
- Click on the drop down and selecting “Cancel” should make a status change and then click “Save”.

  Note: The email notifications should be configured on leave application, cancellations, rejections, and approvals and should sent to the Employee, who has applied for leave, and to the Admin Users, who have subscribed for the leave management mail notifications.



7.0 Time Module

The Time Module should automate attendance maintenance and punch in/out. The functionality of the module should allow the employees of the company to create and submit weekly timesheets and the Admin to modify, approve and reject the timesheets, submitted by their subordinates.

Attendance should track through punch in/out, employees should specify the time spent on projects assigned to them.

Depending on each user the functions should vary

The Admin should be able to:

- Print Timesheets
- View / Edit / Approve / Reject Employee Timesheets
- View any employee's time reports
- View project reports for any project undertaken by the company
- Define a work shift for an individual/group of employees

The ESS User should be able to

- Enter, modify and submit personal timesheets
- Enter punch in/out time
- Enter the time events for the activities of the projects he/she is working on

7.1 Timesheets

This feature should function in different ways depending on who the user.
The Admin should be able to print and view timesheets of employees while a Supervisor should do the same and in addition should enter his timesheet details, but a normal ESS User should only enter his timesheet details.

7.1.1 Entering and Submitting a Timesheet

An ESS User should be able to enter timesheet by using "Timesheets" option or an ESS – Supervisor should be able to enter timesheet by using "My Time Sheets" Option. This options should not be available to the Admin.

- ❖ Note: The starting day of the week has to be defined before entering details on time sheets.

- User should be able to enter the time spent on each project activity. User should be able to add or remove rows and define times for various projects and activities at any time of the week.
- Each time user should be able to save, once time has been defined for the whole week.
- After saving the information user should be able to submit the time sheet to the superiors for approval.

7.1.2 Print Timesheets

The administrators should be able to print time sheets of employees. Admin should print any employee's time sheet whereas the supervisor can print timesheets of his subordinates.
To print timesheets go to "Print Timesheets"

The user should be able to print timesheet by entering an employee's name or select "All" and select the relevant "Divisions", "Employment Status", and the period "From" and "To" and click "View"

User should be able to go back to the previous page without printing the time sheet.

7.2 Attendance

All attendance records should be maintained and recorded under attendance.
Depending on the user the attendance functions vary.

The Admin should be able to:

- Generate attendance reports for all the employees
- Configure user rights with regards to attendance

The ESS User should be able to :

- Punch In/Out
- View personal time reports.

7.2.1 Configuration

- The admin should be able to select what privileges the employees and supervisors should have on the punch in/out and attendance.
- User should be able to give rights to a particular item

7.2.2 Punch In/Out

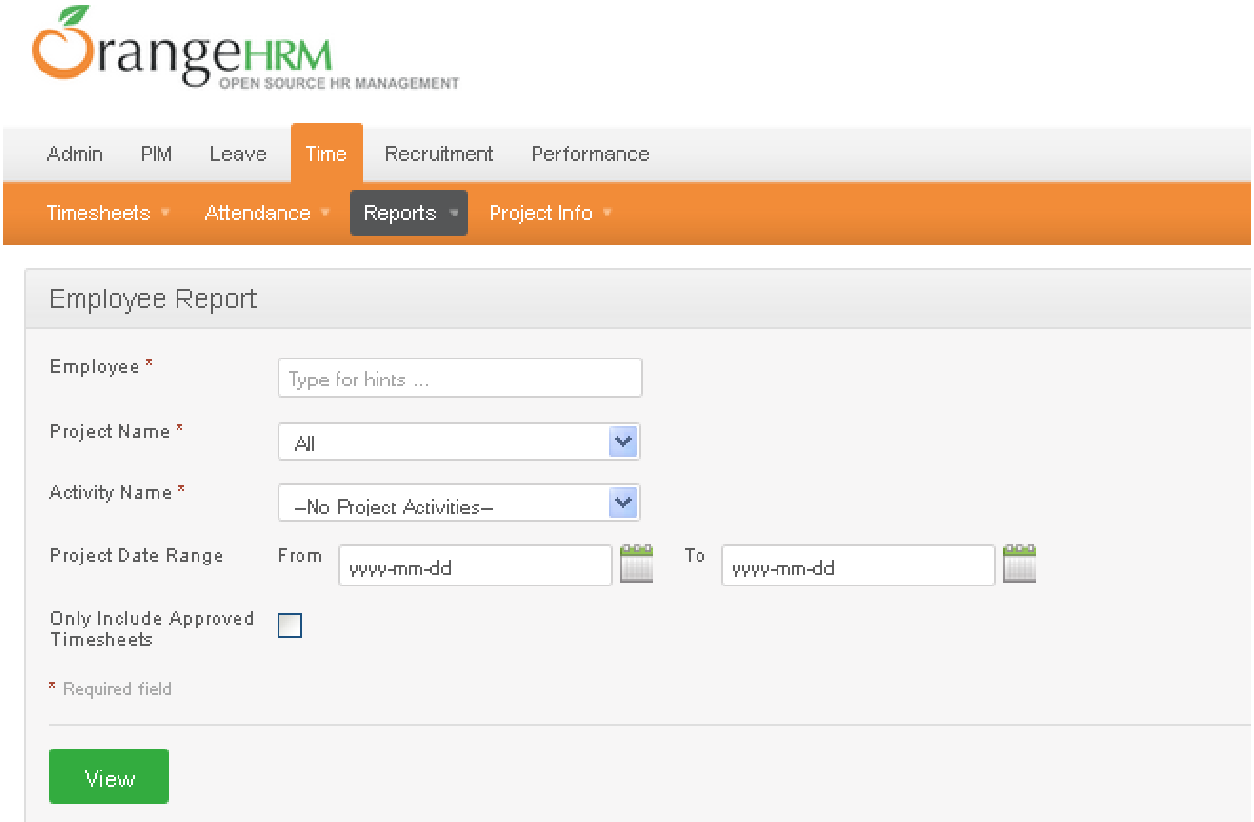
This feature should allow capturing the number of hours an employee spends working for the company. This feature should only be available to the ESS – Supervisor and ESS User.

- To access the punch In/Out time, user should select Punch In/Out menu item under the Time Module.

7.3 Employee Reports

These reports should be available only to the Admin.

- Admin should be able to track the time spent by employees on particular activities. Admin should be able to view an employee report select



7.3.1 Project Reports

This feature should be available for the Admin & ESS Users. The Admin should be able to view reports for all projects and the Admin and ESS Users should be able to view reports on projects administered by them or projects assigned to them.

A detailed view of an activity should be shown on the screen.

7.4 Project Info

Information regarding projects, project administrator customers and project activities should be defined which can later be used for project management activities.

7.4.1 Customers

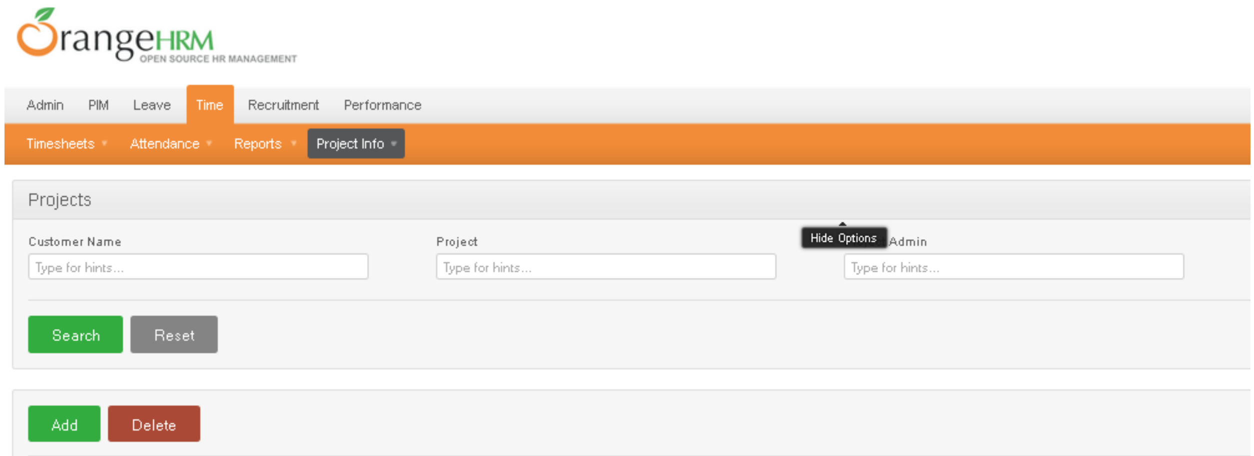
- Admin should enter details of customers that should be used to define projects and project activities.
- Admin should add a customer by entering the details of the customer. After saving the customers will be listed.

- Admin should edit the added customer as well
- Admin should delete single or multiple selections simultaneously.

7.4.2 Projects

The administrators should be able to define the projects, which should be managed by the company.

- Administrators should be able to add a project.
- Once defined the project "Project Administrators" option should appear on the screen.
- Admin should be able to assign employees who should be handling the project as well as admin should also add multiple employees by entering the name of the employee and click "Assign".
- Admin should be able to add or delete employees from the project at any point of time The Project Activities entered should be listed
- Admin should edit an entry by clicking on the particular "Project Id or Project Name".
- Admin should delete single or multiple selections simultaneously.

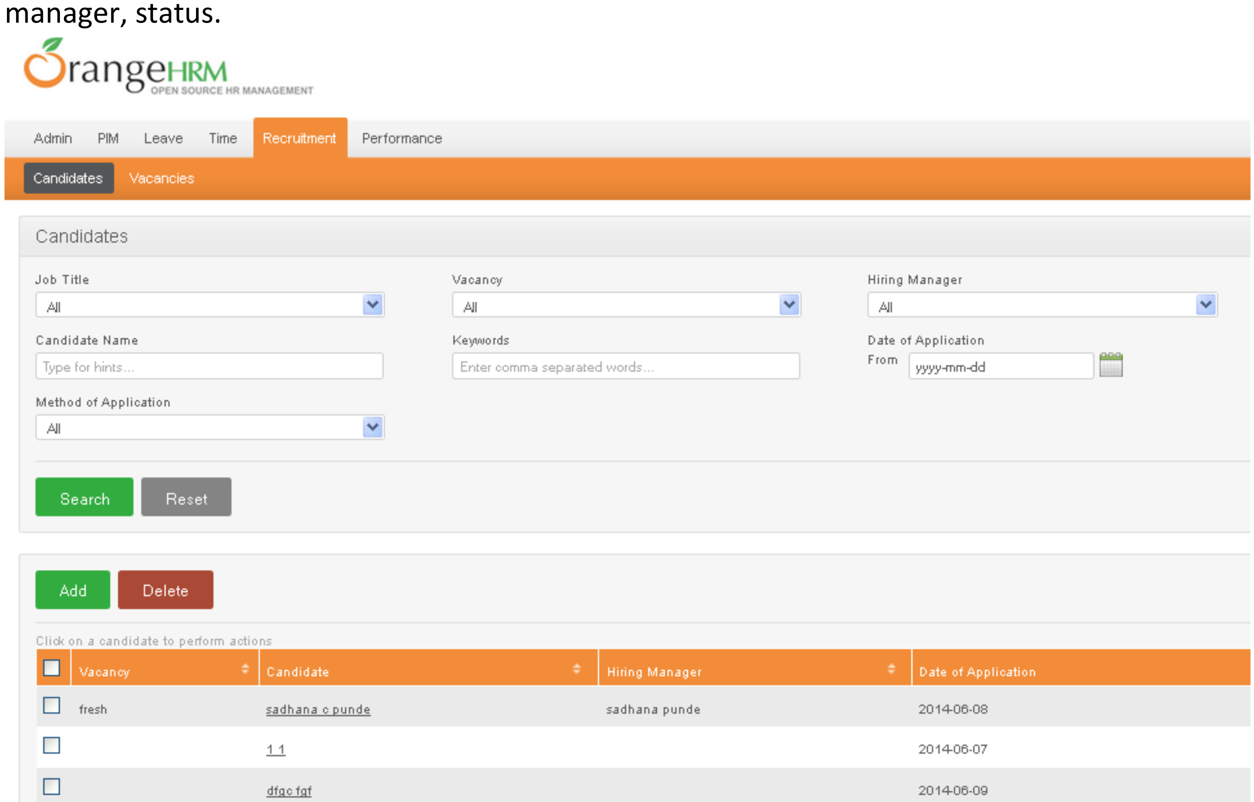


8.0 Recruitment

8.1 Candidates

The administrators should be able to Search ,Add and select the candidates who had applied for the vacancies posted on site by admin.

- Administrators should be able to add a Candidate.
- Admin should be able to add or delete candidates from the list at any point of time who are shortlisted for the project activities.
- Admin should be able to search candidates on basis of criteria like vacancy, hiring manager, status.



8.2 Vacancies

The administrators should be able to define the vacancies, which should be managed by the company.

- Administrators should be able to add a vacancy.
- Admin should be able to add or delete vacancy from the list at any point of time required for the project activities.
- Admin should be able to post vacancy in RSS as well as on web site.