Employee Management System

|  |
| --- |
| Prepared by: Pritish Samajpati |
| Role: Business Analyst |
| Date: April , 2025 |
| Company: XYZ Technologies Pvt. Ltd. |



# Table of Contents

1.Introduction  
2. Business Requirements Document (BRD)  
3. Functional Requirements Document (FRD)  
4. System Requirements Document (SRD)  
5. Use Case Diagrams  
6. User Interface  
7. SDLC Model Used  
8. Testing Plan

9. Troubleshooting Guide  
10. Conclusion  
11. Appendix

# 1. Introduction

Purpose: This document outlines the design, functionality, and requirements of an Employee Management System (EMS).

Scope: The EMS helps manage employee records, attendance, departments, roles, and payroll for HR efficiency.

# 2. Business Requirements Document (BRD)

- Manage employee records

- Track attendance and leaves

- Maintain department & role hierarchy

- Generate salary slips and reports

- Employee self-service portal

# 3. Functional Requirements Document (FRD)

- Login Module: Role-based access for Admin, HR, Employees

- Employee Module: Manage employee data

- Attendance Module: Daily tracking and leave approvals

- Payroll Module: Salary calculations and slips

- Reports Module: HR reports and employee directory

# 4. System Requirements Document (SRD)

- Frontend: ReactJS / HTML / CSS

- Backend: Node.js / PHP / .NET

- Database: MySQL or MongoDB

- Authentication: Role-based access

- Hosting: Cloud / Local Server

# 5. Use Case Diagrams

Example Use Cases:  
- Admin adds an employee  
- HR processes payroll  
- Employee submits leave request

# 6. User Interface (Wireframes / Mockups)

Screens:  
- Admin Dashboard  
- Employee Profile  
- Payroll Form

# 7. SDLC Model Used

Model: Agile  
Reason: Iterative feedback from HR, sprint-based development.

# 8. Testing Plan

- Unit Testing: Individual modules

- Integration Testing: Module interaction

- UAT: Stakeholder validation

- Test Cases: Login, CRUD, Payroll

# 9.Troubleshooting Guide

Common Issues and Solutions:

-Login Problems: Ensure CAPS LOCK is off, check password, or reset through ‘Forgot Password’.

-Data Syncing Error: Verify internet connection and retry syncing. If the issue persists, contact IT support.

-Payroll: Review individual payroll setup in the admin panel and correct any input errors

# 10. Conclusion

EMS streamlines HR tasks, ensures data accuracy, and improves payroll management. Future improvements may include mobile support and performance tracking.

# 11. Appendix

Glossary:  
- CRUD: Create, Read, Update, Delete  
- BRD, FRD, SRD, UAT

References: Internal team interviews, HR policies