SRS for

Employee Attendance Management System



QuEST Global Engineering Services Pvt. Ltd.

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# Introduction

Employee attendance management system has become an important factor in modern working field. This system should help the organization to monitor the employee’s attendance, work hours and provide real-time access to the data. Building this system will help the companies to get attendance summary for an employee for the current week, current month and attendance summary for a location. It will help to get total work hours for an employee, total work hours for a location, total work hours for the organization. The organization can be able to find how many leaves the employee has taken from absence data with the help of this system.

## Purpose

The purpose of this document is to build a online system to manage the attendance of employee based on the their location to ease the attendance management.

## Scope

The purpose of the online employee attendance management system is to ease attendance management and to create a convenient and easy-to-use application for companies, to track the attendance of employee based on their work location. The system is based on a relational database with its management and reporting functions. we hope to provide a comfortable user experience for companies to manage the employee’s attendance.

## Abbreviations/Definitions

DB - Database

RDBMS - Relational database management system

SQL - Structured query language

## Inputs

* Option to add employee
* Option to add location
* Option to add holidays for each location
* Option to check-in for an employee at a location
* Option to check-out for an employee at a location

## Technical Overview

The product Employee Attendance Management system, is an independent product and does not depend on any other product or system. The product will automate various tasks associated with handling employee details and better organizing the stored information and optimum performance, thus helping the Organization to ensure smooth working of these processes.

The basic functions are

* Can be able to add employee, location, holidays for each location.
* Can be able to check-in and check-out for an employee at a location.
* The system can provide attendance summary for an employee for the current week, current month.
* Can provide attendance summary for a location.
* Can be able to get total work hours for an employee.
* Can be able to get total work hours for a location.
* Can be able to get total work hours for the organization.
* Help to find how many leaves the employee has taken from absence data’

### User Characteristics

<<The required knowledge for operating the software>>

The organization will have access to add and modify the information stored in the database. They should be able to add and update the information in the database. User should be able to use the options provided by the system like add employee option, add location option etc.

### General Constraints and Risks

NA

# Stated Requirements

## <<Module 1>>

### Add Employee Details

#### Introduction

If the user selected the “Add Employee” Choice, employee Details that user inputs will gets updated to the database.

#### Inputs

1. Get input ”Add Employee”.

2. Get Employee Details to be add

#### Processing

Read user input

Insert input data into the Employee Table

#### Outputs

Input data gets updated to the database.

* + 1. **Add Location**
       1. **Introduction**

If the user selected the “Add Location” Choice, the location details that user inputs gets added to the database as a new record.

* + - 1. **Inputs**

1. Get user input “Add Location”

2. Get Location from user

* + - 1. **Processing**

Read input location data.

Insert Location into the Location Table.

#### Outputs

Input data gets updated to the database.

### Add Holidays

#### Introduction

If the user selected the “Add Holidays” Choice, Then select a location and inputs the date, the input date gets added to the database.

#### Inputs

1. Get user input “Add Holiday”

2. Get Location from user.

#### Processing

Read input location data.

Insert Location into the Holiday Table.

#### Outputs

Input data gets updated to the database.

### Show

#### Introduction

If the user selects “Show” choice, there are 3 sub options:

1. Check-in/Checkout

2. Total Hours

3. Absence

If the user inputs Check-in/Check-out, It returns check-in and checkout details of a particular employee.

If the user inputs “Total hours”, then it returns Total hours worked for an employee/location/an organization depending upon the user’s requirement.

If the user inputs “Absence” choice and inputs an Employee-Id, then it returns the total number of leaves taken by that employee

#### Inputs

1. Get user input “Show”
2. Select Check-in, Check-out/Total Hours/Absence.

#### Processing

Read input user data.

Select the records that satisfy user requirement and returns.

#### Outputs

Displays Check-in, Check-out time details/Total working hours details/Absence details.

### Attendance Summary of employee

#### Introduction

If the user selected “Summary” choice, then there are 2 options:

1. Employee

2. Location

If the user enter the Employee choice and inputs the Employee ID, then it returns the attendance summary of that particular employee.

If the user enter the Location choice and inputs the Location ID, then it returns the attendance summary of that particular Location.

#### Inputs

1. Get user input “Summary”

2. Get user Input “Employee/Location”

#### Processing

Read input user data.

If the user selects Employee choice, Select all details of attendance of that particular employee and returns.

If the user selects Location choice, Select all details of attendance of that particular Location and returns.

#### Outputs

Display the Attendance summary of Employee/Location.

## External Interface Requirements

### User Interfaces

The user interface is purely depending on C++ command line.

### Hardware Interfaces

NA

### Software interfaces

This projects need to use software interfaces like MySQL, C++ compiler and some lib files like MySQL connector, MySQL Workbench etc. that supports MySQL.

### Communications interfaces

NA

### Performance Requirements

NA

## Design Constraints

### Standards Compliance

Not sure ,example: MISRA

### Hardware Limitations

NA

## Error handling

Console messages

## Customer constraints

NA

## Other Constraints

NA

## Attributes

NA

## Security

The security requirements deal with the primary security. The software should be handled only by the administrator and authorized users. Only the administrator has right to assign permission like creating new accounts and generating password. Only authorized users can access the system with username and password.

## Safety

NA

## Maintainability

Backups for database are available.

## Internationalisation requirements

NA

# Product goals

* Should be able to add employee, location, holidays for each location.
* Can be able to check-in and check-out for an employee at a location.
* Should be provide attendance summary for an employee for the current week, current month.
* Should be able to provide attendance summary for a location.
* Can be able to get total work hours for an employee.
* Can be able to get total work hours for a location.
* Can be able to get total work hours for the organization.
* Help to find how many leaves the employee has taken from absence data.

# Implied Requirements

NA

# Other Requirements

## Data Base

MySQL (RDBMS)

## Site Adaptation

NA

## Application Security

Authentication with a defined password policy.

# Requirement Validation

NA

# Alternatives

NA

# Traceability

# References

1. [MySQL 8.0 Reference Manual :: 3 Tutorial - MySQL](https://dev.mysql.com/doc/refman/8.0/en/tutorial.html)