

# SOFTWARE REQUIREMENTS SPECIFICATION

# OrangeHRM

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## Project Functional Requirement Specification

(Version 1)

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## **1. Purpose of the document:**

This is **not** a project plan. It is a guide for system architecture and development, not for phasing, timelines or deliverables.

This document is divided into three sections:

- Project Overview
- Information Architecture
- Site Design

## **2. Project Overview:**

### **2.1 Audience:**

This document is intended as a complete guide for ESS-User in using OrangeHRM 3.0. This document is specially designed for non-specialists; specialists may find the document a useful point of reference. By reading this guide, you will learn how to use OrangeHRM through the elements of the graphical user interface and what's behind some of the advanced features that are not always obvious at first sight. It will hopefully guide you around some common problems that frequently appear for users of OrangeHRM.

### **2.2 Hardware and Hosting:**

OrangeHRM's servers will be hosted at X company's site.

OrangeHRM will be hosted on two servers: One to host the actual website and (language)code, and the other to host the (database name)database.

## **3. Information Architecture**

Log in to the OrangeHRM System using your ESS-User account that has been created by the HR Admin as shown in Figure 1.0.



### 3.1 My info Module

My Info Module is a powerful tool providing employees of the company with the ability to view relevant information such as personal information and updating personal information with an internet enabled PC without having to involve the HR department.

The functionality of this module spans through the entire system, making information available anywhere, anytime. All information is subject to company's defined security policy, where he/she can only view the information he/she is authorized to. An ESS-User can only edit certain fields in the ESS Module, maintaining the security and confidentiality of employee information

#### 3.1.1 My Info Module

When an ESS-User logs into the system for the first time, the first thing they will see is the "Personal Details" screen as shown in Figure 1.1. They are able to edit and enter certain fields.

Figure 1.1:

James Olsen

**Personal Details**

Full Name: \* First Name: James Middle Name: Last Name: Olsen

Employee Id: 0003 Other Id:

Driver's License Number: License Expiry Date:

Gender: ☒ Male ☐ Female Marital Status: Single

Nationality: American Date of Birth: yyyy-mm-dd

Nick Name: Jimmy Smoker: ☐

Military Service:

\* Required field

Save

**Attachments**

Add Delete

The following are restricted fields where an ESS-User cannot make changes to the following details and need to be populated by the HR Admin and the respective ESS-Supervisor.

### Personal Details

- Employee ID
- SSN No
- SIN No
- Driver License No
- Date of Birth

### 3.1.2 Photograph

The ESS-User can add a photograph of himself/herself by clicking on the photograph at corner of the screen and the screen as shown in Figure 1.2 will appear.

James Olsen

**Photograph**

Select a Photograph: Choose File Image.jpg

Accepts jpg, .png, .gif up to 1MB. Recommended dimensions: 200px X 200px

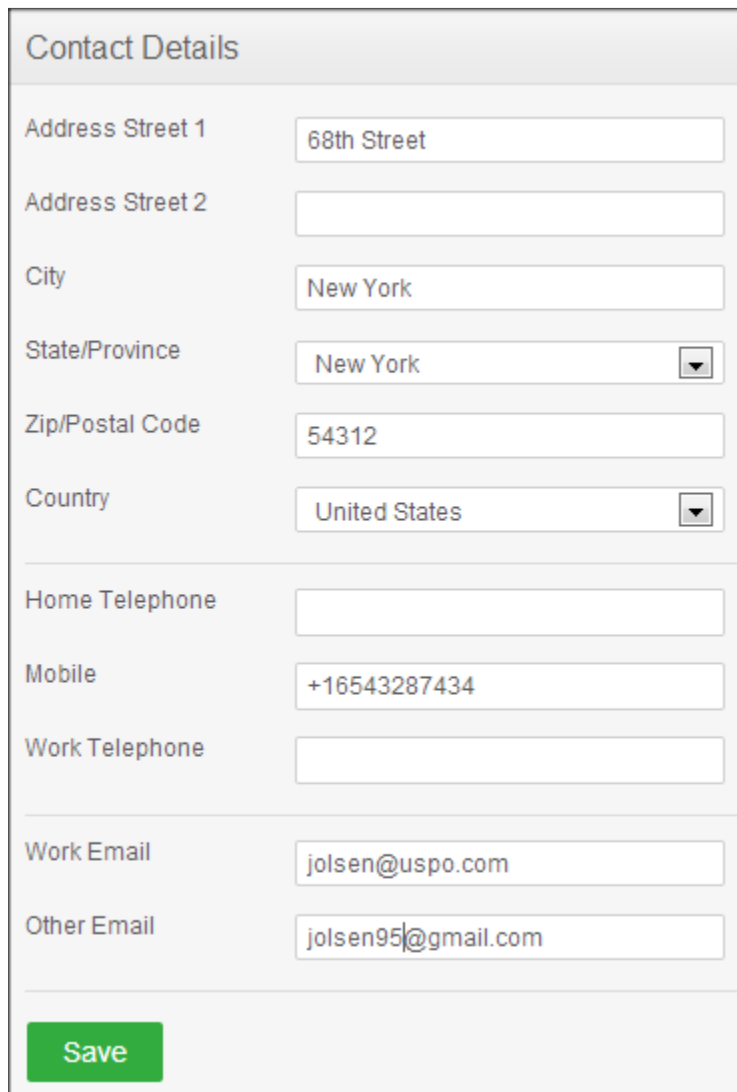
Upload Delete

Click “Browse” and then select a photograph from the relevant path. Click “Upload” once you have selected the picture .The picture selected will be populated on the photograph section.

\*Note: You may only upload a maximum size of 1 Megabyte in jpg, png, gif format.

### 3.1.3 Contact Details

Contact information can be entered from here. Click on “Contact Details” under the Employee Details column and the screen as shown in Figure 1.3 will appear.



The screenshot displays a web form titled "Contact Details". The form is organized into several sections. The first section contains address-related fields: "Address Street 1" (with the value "68th Street"), "Address Street 2" (empty), "City" (with the value "New York"), "State/Province" (a dropdown menu showing "New York"), "Zip/Postal Code" (with the value "54312"), and "Country" (a dropdown menu showing "United States"). The second section contains telephone fields: "Home Telephone" (empty), "Mobile" (with the value "+16543287434"), and "Work Telephone" (empty). The third section contains email fields: "Work Email" (with the value "jolsen@uspo.com") and "Other Email" (with the value "jolsen95@gmail.com"). At the bottom of the form is a green "Save" button.

Contact Details	
Address Street 1	68th Street
Address Street 2	
City	New York
State/Province	New York ▼
Zip/Postal Code	54312
Country	United States ▼
Home Telephone	
Mobile	+16543287434
Work Telephone	
Work Email	jolsen@uspo.com
Other Email	jolsen95@gmail.com
<input type="button" value="Save"/>	

Click “Edit” to enter the information.

You can edit the following:

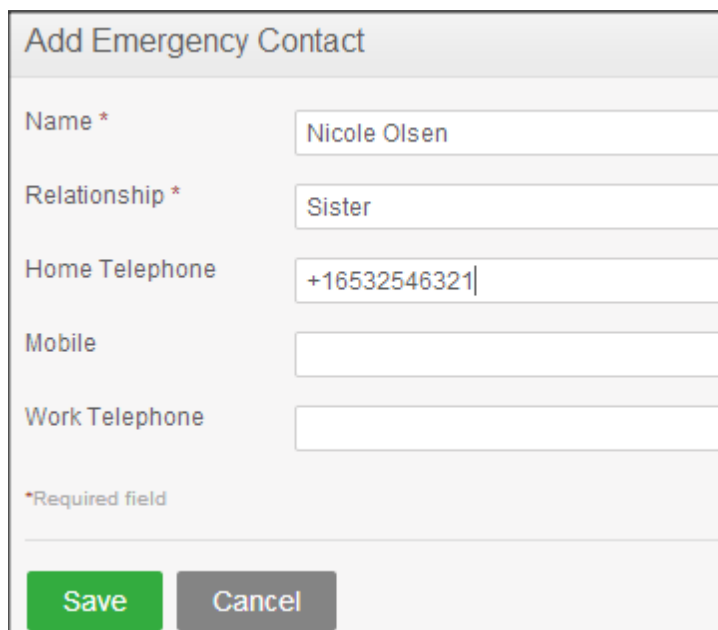
- ☐ Country – Select the country from the drop down
- ☐ Street 1

- ☐ Street 2
- ☐ City/Town
- ☐ State/Province – If the country is United States you can select from the drop down or you need to enter it manually
- ☐ ZIP Code
- ☐ Home Telephone
- ☐ Mobile
- ☐ Work Telephone
- ☐ Work Email
- ☐ Other Email

Once you have completed this form click “Save”.

### 3.1.4 Emergency Contact

Contact details which will be needed during an emergency can be entered here. Select “Emergency Contacts” on the “Personal” column and the screen as shown in Figure 1.4 will appear.



Add Emergency Contact	
Name *	Nicole Olsen
Relationship *	Sister
Home Telephone	+16532546321
Mobile	
Work Telephone	
*Required field	
<div>Save Cancel</div>	

Enter the “Name” of the person you wish the company to contact in case of emergency, your “Relationship” with the contact person provided and a “Home Telephone” or “Mobile Number” the company can reach him/her.

Click “Save” once the fields are added, the emergency contact will be listed as shown in Figure 1.5.

### Assigned Emergency Contacts

AddDelete

<input type="checkbox"/>	Name	Relationship	Home Telephone	Mobile	Work Telephone
<input type="checkbox"/>	<a href="#">Michael Olsen</a>	Father	+1 245 691 4531		
<input type="checkbox"/>	<a href="#">Nicole Olsen</a>	Sister	+16532546321		

### Attachments

Add

You may add multiple entries of emergency contacts.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

You may also upload any attachment that would support the details you have entered on the form by clicking “Add” under the “Attachment” and selecting a file from a relevant path and upload the following file by clicking “Upload”.



### 3.1.5 Dependents

If you have any dependents you can enter them here. To add a dependent, click on “Dependents” under the “Personal” column and the screen as shown in Figure 1.6 will appear.

#### Add Dependent

Name \*

Mary O'Connor

Relationship \*

Other

Please Specify \*

Wife

Date of Birth

1994-01-19

\*Required field

Save

Cancel

Enter the “Name” of your dependent, the “Relationship” of the dependent to you and his/her “Date of Birth”.

Click “Save” once you have entered the following fields and your dependent will be listed as shown in Figure 1.7.

#### Assigned Dependents

Add

Delete

<input type="checkbox"/>	Name	Relationship	Date of Birth
<input type="checkbox"/>	Mary O'Connor	Wife	1994-01-19

#### Attachments

Add

You may add multiple entries of dependants.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

You may also upload any attachment that would support the details you have entered on the form by clicking “Add” under the “Attachment” and selecting a file from a relevant path and uploading the following file by clicking “Upload”.

### 3.1.6 Immigration

Your immigration information can be entered here. To add your immigration information, select “Immigration” under the “Personal “column and the screen as shown in Figure 1.8 will appear.

The screenshot shows a web form titled "Add Immigration". It contains the following fields and controls:

- Document \***: Radio buttons for ☒ Passport and ☐ Visa.
- Number \***: A text input field containing "A5745675673".
- Issued Date**: A date input field containing "1997-04-01" with a calendar icon to its right.
- Expiry Date**: A date input field containing "2020-04-01" with a calendar icon to its right.
- Eligible Status**: An empty text input field.
- Issued By**: A dropdown menu showing "United States" with a downward arrow.
- Eligible Review Date**: A date input field with the placeholder "yyyy-mm-dd" and a calendar icon to its right.
- Comments**: A large, empty text area with a small icon in the bottom right corner.
- Legend**: A red asterisk followed by the text "\* Required field".
- Buttons**: A green "Save" button and a grey "Cancel" button at the bottom.

Select the document type (Passport or Visa) you wish to add details of, the “Number” whether it is a passport number or a visa number, the “ Issued Date” , “Expiry Date”, the “Eligible Status” of your Passport/Visa and the “Eligible Review Date” as to when the eligibility status was reviewed. You may write a comment if necessary.

Click “Save” once the fields are added and the following immigration documents will be listed as shown in Figure 1.9.

Assigned Immigration Records					
<div><div>Add</div><div>Delete</div></div>					
<input type="checkbox"/>	Document	Number	Issued By	Issued Date	Expiry Date
<input type="checkbox"/>	<a href="#">Passport</a>	A5745675673	United States	1997-04-01	2020-04-01
Attachments					
<div><div>Add</div></div>					

You may add multiple entries of immigration documents.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

You may also upload any attachment that would support the details you have entered on the form by clicking “Add” under the “Attachment” and selecting a file from a relevant path and uploading the following file by clicking “Upload”.

### 3.1.7 Job

The ESS-User cannot make changes in the job details. You are only able to view your job details that have been pre-defined by the administrator as shown in Figure 2.0. You are restricted from editing the following fields:

- Job Title
- Jobs Specification
- Employment Status
- Job Category
- Joined Date
- Sub Unit
- Location
- Employment Contract Start Date
- Employment Contract End Date

- Attachments

<b>Job</b>	
Job Title	Operations Executive
Job Specification	Not Defined
Employment Status	Full Time Permanent
Job Category	Professionals
Joined Date	2010-04-01
Sub Unit	Operations
Location	New York - Headquarters
<b>Employment Contract</b>	
Start Date	2010-02-09
End Date	2013-04-30
Contract Details	Not Defined
<b>Attachments</b>	

### 3.1.8 Salary

The salary information field is completely hidden from the ESS-User as shown in Figure 2.1. Only the HR Admin has access to this information and has to be manually communicated to the ESS-User. You are restricted from editing the following fields:

Salary

- Salary Component
- Pay Frequency
- Currency
- Amount
- Comments
- Direct Deposit Details

- Attachments

Assigned Salary Components					
Salary Component	Pay Frequency	Currency	Amount	Comments	Show Direct Deposit Details
Basic	Monthly	United States Dollar	40000		<input checked="" type="checkbox"/>
Direct Deposit Details					
Account Number	Account Type	Routing Number	Amount		
67834248911	Savings	15147	40000.00		
Attachments					

### 3.1.9 Report To

As an ESS-User, you are only able to view the list of supervisors that you report to and if you are an ESS-Supervisor as well, you will see the list of your subordinates as shown in Figure 2.2.

You are restricted from editing the following fields:

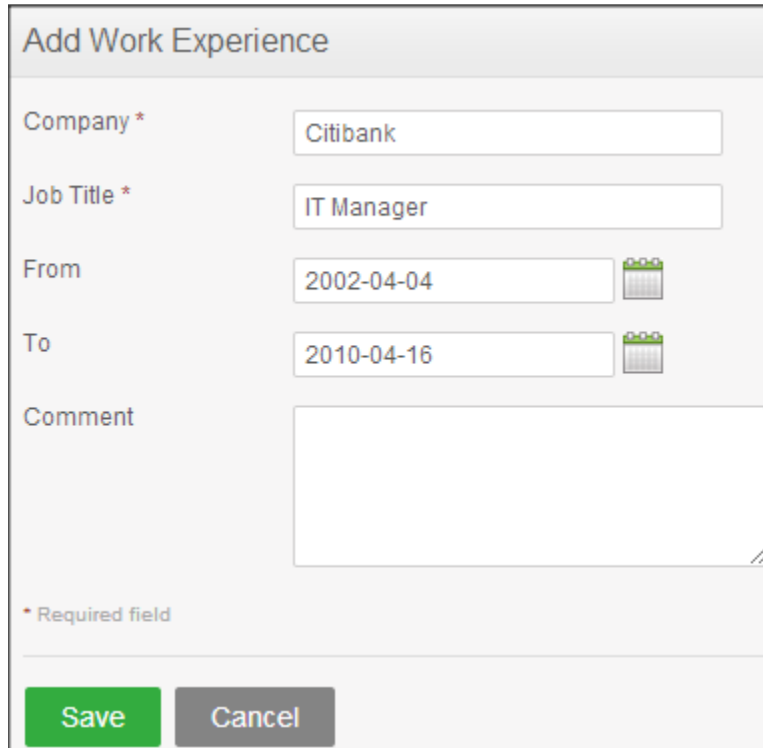
- Assigned Supervisors
- Assigned Subordinates
- Attachments

Assigned Supervisors	
Name	Reporting Method
Kevin Ryan	Direct
Assigned Subordinates	
Name	Reporting Method
No Records Found	

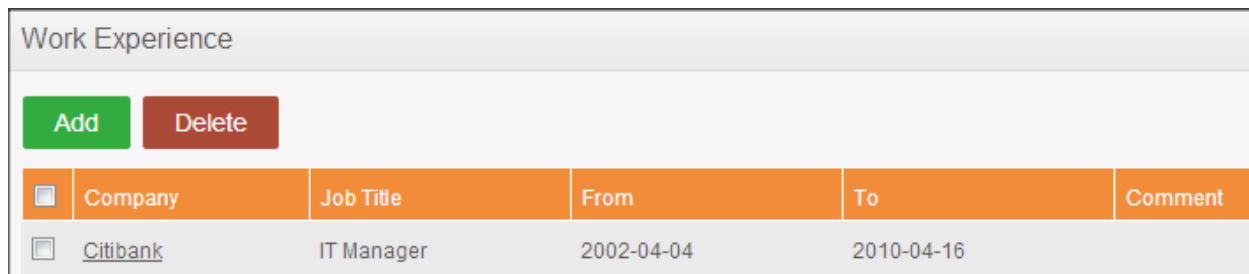
### 3.1.10 Qualifications

- Work Experience

Your previous work experiences can be entered here. To enter previous work experiences, click “Add” under “Work Experience” and the screen as shown in Figure 2.3 will appear.



Click “Save” once all the fields are entered and the particular work experience will be listed as shown in Figure 2.4.



Work Experience					
<div>Add Delete</div>					
<input type="checkbox"/>	Company	Job Title	From	To	Comment
<input type="checkbox"/>	Citibank	IT Manager	2002-04-04	2010-04-16	

You may enter multiple entries of work experience.

To delete an entry, click on the check box next to a particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

- Education

You are able to enter details of your education here. To enter education details, click “Add” under “Education” and the screen as shown in Figure 2.5 will appear.

### Add Education

Level \*

Bachelor's Degree

Institute

Michigan Institute of Technology

Major/Specialization

IT Forensics

Year

2002

GPA/Score

3.5

Start Date

1998-04-01

End Date

2002-04-27

\* Required field

Save

Cancel

Click “Save” once all the fields are entered and the particular education details will be listed as shown in Figure 2.6.

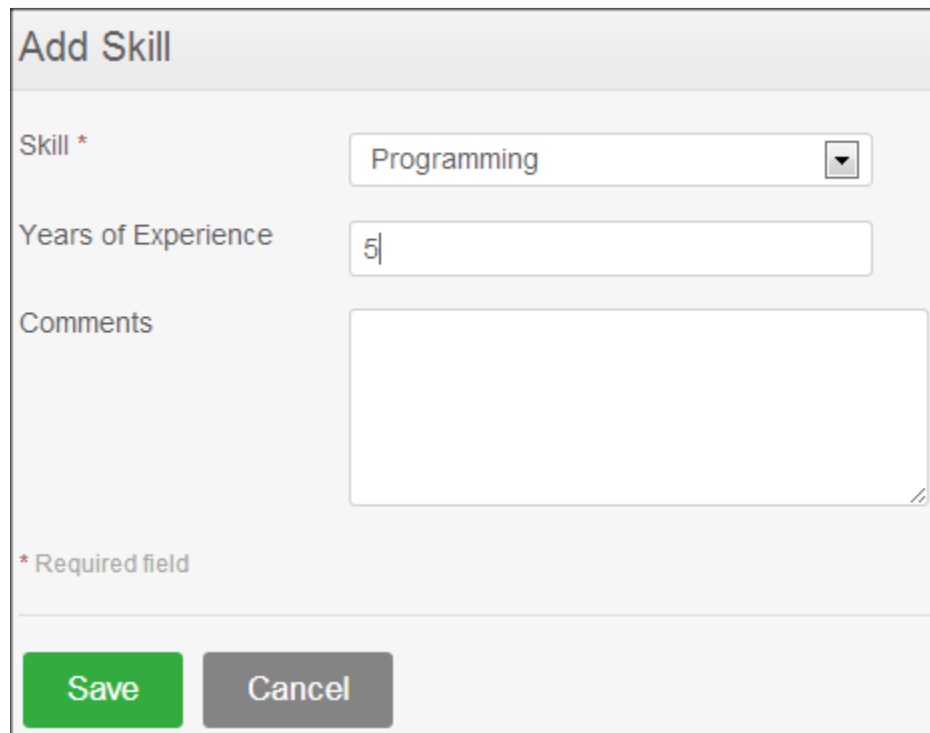
Education			
<div>AddDelete</div>			
<input type="checkbox"/>	Level	Year	GPA/Score
<input type="checkbox"/>	<u>Bachelor's Degree</u>	2002	3.5
<input type="checkbox"/>	<u>PHD</u>		

You may enter multiple entries of education.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

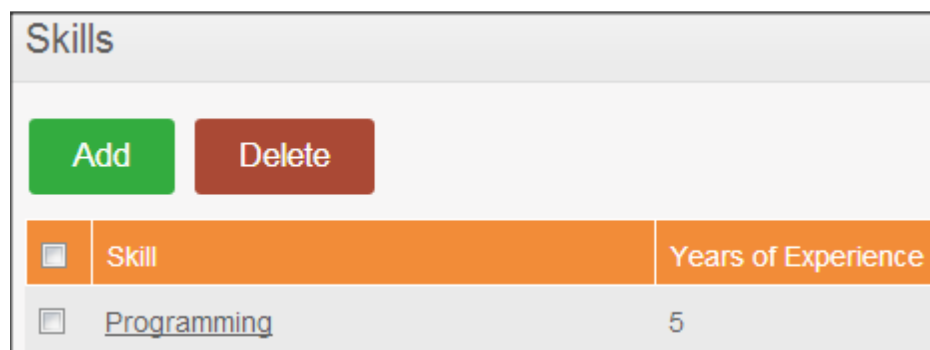
- Skills

If you have any special talents or skills they can be entered here. To enter skills, click “Add” under “Skills” and the screen as shown in Figure 2.7 will appear.



The 'Add Skill' form contains three input fields: a dropdown menu for 'Skill' with 'Programming' selected, a text box for 'Years of Experience' containing '5', and a large text area for 'Comments'. A red asterisk indicates that the 'Skill' field is required. At the bottom, there are 'Save' and 'Cancel' buttons.

Click “Save” once all the fields are entered and the particular skill will be listed as shown in Figure 2.8.



Skills		
<div><button>Add</button><button>Delete</button></div>		
<input type="checkbox"/>	Skill	Years of Experience
<input type="checkbox"/>	Programming	5

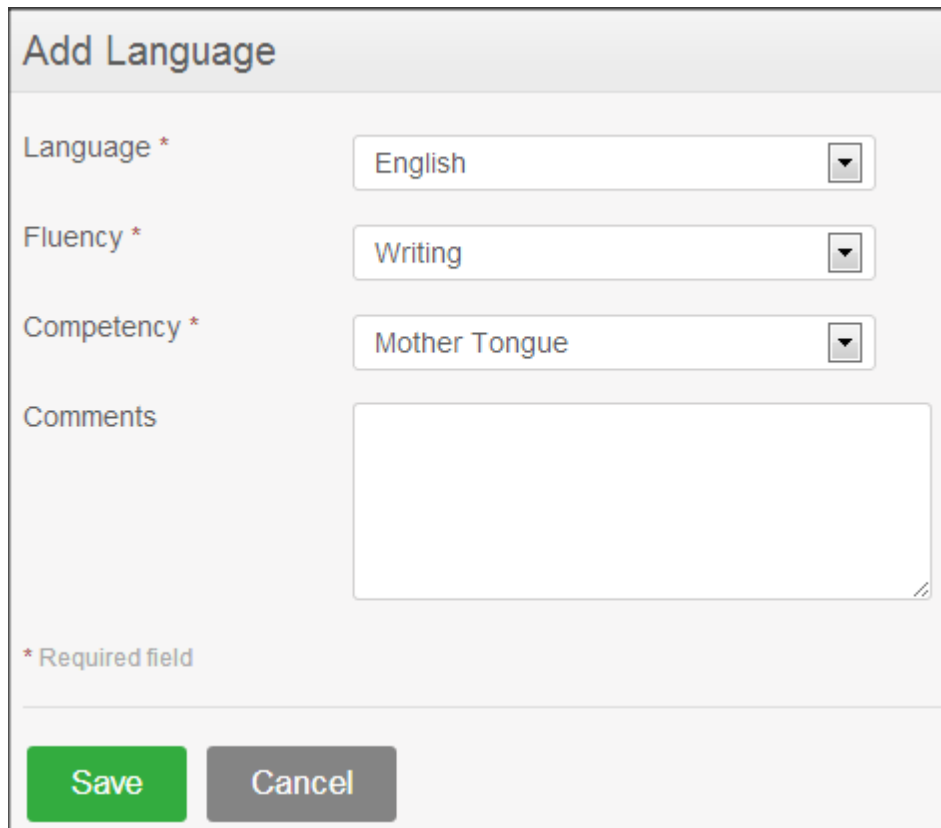
You may enter multiple entries of skills.



To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

- Languages

You can enter the various languages that you are competent in, with the level of competency. To enter your language of competency, click “Add” under “Language” and the screen as shown in Figure 2.9 will appear.



The 'Add Language' form contains the following fields:

- Language \***: A dropdown menu with 'English' selected.
- Fluency \***: A dropdown menu with 'Writing' selected.
- Competency \***: A dropdown menu with 'Mother Tongue' selected.
- Comments**: A large text area for additional notes.

A legend indicates that fields with an asterisk (\*) are required. At the bottom are 'Save' and 'Cancel' buttons.

Click “Save” once all the fields are entered and the particular language of competency will be listed as shown in Figure 3.0.

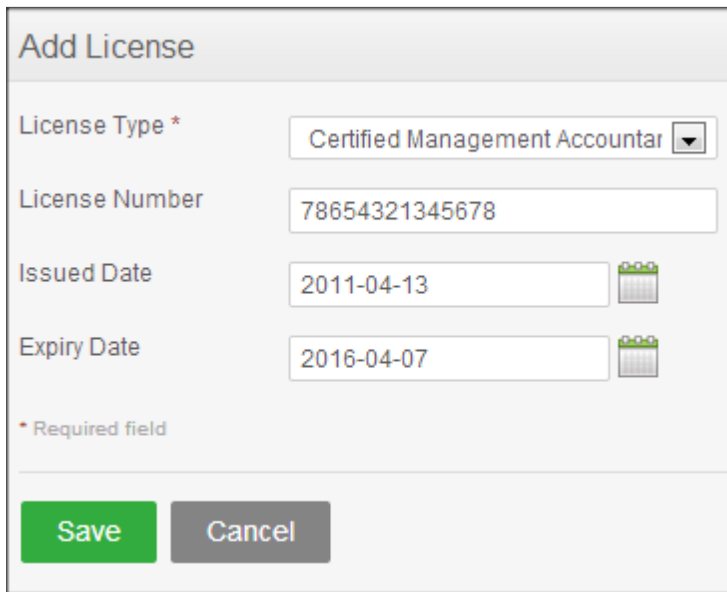
Languages				
<div>AddDelete</div>				
<input type="checkbox"/>	Language	Fluency	Competency	Comments
<input type="checkbox"/>	English	Writing	Mother Tongue	

You may enter multiple entries of languages.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

- License

Here you can enter the licenses that you may have. To enter licenses, click “Add” under “License” and the screen as shown in Figure 3.1 will appear.

A screenshot of the 'Add License' form. It has a title bar 'Add License'. Below it, there are four input fields: 'License Type \*' with a dropdown menu showing 'Certified Management Accountant', 'License Number' with the text '78654321345678', 'Issued Date' with the date '2011-04-13' and a calendar icon, and 'Expiry Date' with the date '2016-04-07' and a calendar icon. Below these fields is a red asterisk and the text '\* Required field'. At the bottom are two buttons: 'Save' (green) and 'Cancel' (gray).

Add License	
License Type *	Certified Management Accountant ▼
License Number	78654321345678
Issued Date	2011-04-13
Expiry Date	2016-04-07
* Required field	
<div>Save Cancel</div>	

Click “Save” once all the fields are entered and the particular license will be listed as shown in Figure 3.2

A screenshot of the 'License' table. It has a title bar 'License'. Below it are two buttons: 'Add' (green) and 'Delete' (red). Below the buttons is a table with four columns: a checkbox column, 'License Type', 'Issued Date', and 'Expiry Date'. There are two rows of data. The first row has a checked checkbox, 'Certified Management Accountant (CMA)', '2011-04-13', and '2016-04-07'. The second row has a checked checkbox, 'Oracle Certified Professional Java SE Programmer', '2013-04-10', and '2019-04-25'.

License			
<div>Add Delete</div>			
<input type="checkbox"/>	License Type	Issued Date	Expiry Date
<input checked="" type="checkbox"/>	Certified Management Accountant (CMA)	2011-04-13	2016-04-07
<input checked="" type="checkbox"/>	Oracle Certified Professional Java SE Programmer	2013-04-10	2019-04-25

You may enter multiple entries of licenses.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

- **Attachments**

Any supporting documents regarding your qualification that you think is needed by the management can be attached here. Please note that each document cannot exceed 1 megabyte, but you can attach more than one document. To add an attachment, click “Add” under attachment and the screen as shown in Figure 3.3 will appear.

Click “Browse” and select the file from the relevant path and click “Upload” to upload it.

**Add Attachment**

Select File  Certs.docx  
Accepts up to 1MB

Comment  
Certificates

\* Required field

Once you have uploaded the file, the file will be listed as shown in Figure 3.4

Attachments							
<input type="button" value="Add"/>		<input type="button" value="Delete"/>					
<input type="checkbox"/>	File Name	Description	Size	Type	Date Added	Added By	
<input type="checkbox"/>	<a href="#">Certs.docx</a>	Certificates	9.93 k	application/vnd.openxmlformats-officedocument.wordprocessingml.document	2013-04-10	Kevin	<a href="#">Edit</a>

You may upload multiple attachments.

To delete an entry click on the check box next to the particular entry and click “Delete”. Multiple selections can be deleted simultaneously.

### 3.1.11 Membership

If you are a members of any committee, institute etc. those details can be entered here. To enter membership details, go to My Info>>Personal>>Membership and click “Add” and the screen as shown in Figure 3.5 will appear.

Add Membership

Membership \*

Association for Financial Professi

Subscription Paid By

Company

Subscription Amount

5500

Currency

United States Dollar

Subscription Commence Date

2009-01-06

Subscription Renewal Date

2013-04-19

\* Required field

Save

Cancel

Click “Save” once all the fields are entered and the particular membership detail will be listed as shown in Figure 3.6.

Assigned Memberships						
<div> Add Delete </div>						
<input type="checkbox"/>	Membership	Subscription Paid By	Subscription Amount	Currency	Subscription Commence Date	Subscription Renewal Date
<input type="checkbox"/>	<a href="#">Association for Financial Professionals (AFP)</a>	Company	5500.00	USD	2009-01-06	2013-04-19

You may enter multiple entries of memberships.

To delete an entry, click on the check box next to particular entry. It is also possible to delete multiple entries at the same time by clicking the check box entries you wish to delete and simply clicking “Delete”.

You may also upload any attachment that would support the details you have entered on the form by clicking “Add” under the “Attachment” and selecting a file from a relevant path and upload the following file by clicking “Upload”.

#### 4. Sign-Off Document

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The following parties have read and agree with this Requirements Definition document for the OrangeHRM application account module functionality.

After approval of this Requirements Definition phase, any significant changes in the scope of this project will require validation of existing project costs and schedules.

Name	Date
Business Lead	

Name	Date
Project Manager	