

Here is the **complete Functional Requirements Document (FRD)** for your HR, Company, and Finance Management System:

Functional Requirements Document (FRD)

Project Title: HR, Company & Finance Management System

1. **Objective**

The **Smart HR & Driver Management System** is a comprehensive web and mobile platform built for HR consultancy agencies working with transportation or logistics companies. It enables seamless onboarding, monitoring, and management of drivers (or other field staff) through a digital workflow that includes document verification, profile handling, real-time attendance tracking, and GPS-based live location monitoring.

The system facilitates a structured onboarding process, allowing HR teams to capture critical driver documentation such as licenses, visas, passports, health reports, and citizenship documents. Each document is reviewed by an admin before activation, ensuring legal compliance. Drivers are then provided with secure login credentials, enabling them to access and manage their profiles, update expired documents, and stay informed through timely notifications.

In addition to documentation, the system captures **smart attendance** by using live selfie photos and geo-tagged location data, eliminating proxy check-ins. The attendance module automatically calculates delays and integrates with payroll to deduct penalties for late arrivals, improving operational efficiency.

The live GPS tracking module ensures that the management team can monitor driver location in real-time, enhancing accountability and route optimization. The platform also supports issuing formal **warning letters**, provides **HR analytics**, and empowers admin users with powerful dashboards and reporting tools.

The system is designed to support multiple roles—Admins, HR Teams, Drivers, and Management—each with a customized dashboard and secure access, making it a scalable and reliable solution for HR-driven field staff operations.

2. Core Modules Overview

Module	Purpose
HR Module	Manage employee onboarding, attendance, profiles, and payroll
Company Module	Manage company profiles (used for invoice or employee mapping)
Finance Module	Track salaries, advances, and expenses
Reports & Analytics	Visual and tabular insights for admin and HR decisions

3. HR Module

3.1 Employee Onboarding

- HR/Admin creates initial login credentials (username, password)
- Employee uploads documents: ID proof, certificates, photo
- HR/Admin verifies profile before activation

3.2 Profile Management

- View and update personal and job details
- Legal documents (like contract, ID) mandatory before joining

3.3 Geo-Based Attendance

- Attendance is captured via:
 - Live photo capture
 - Geo-location tracking (Google Maps API or device GPS)
- Admin sees attendance logs with timestamp and location map

3.4 Late Login & Deduction

- Define allowed login time (e.g., 9:00 AM) and grace time
- Late login triggers auto-deduction from salary
- HR/Admin receive notification of late entries
- Logs stored with reason/comment option for employee

3.5 Payslip Management

- Salary generation based on base pay and deductions

- Downloadable PDF payslips per month
- HR can set salary components: basic, bonus, deductions

3.6 Workspace Assignment

- Assign desk, department, branch, or virtual project
- View per-department staffing layout

3.7 HR Notices & Legal

- Auto alert if documents missing or deadline near
- Issue notices:
 - Warning letter
 - Termination notice
 - Suspension alerts

3.8 Employee Status

- Mark employee as Active, On Leave, Resigned, or Terminated

4. **Company Module (Admin Unit)**

4.1 Create Company Profile

- Fields:
 - Company name, address, contact person
 - GST No., PAN No., Logo
- Status:
 - Pending → Approved → Active

4.2 Company Listing

- Admin dashboard shows all approved companies
- Used to assign employees or filter salary reports

5. **Finance Management Module**

5.1 Salary Disbursement Tracking

- Log payments monthly with mode (bank, UPI, etc.)
- Auto-link deduction logs with final payout

5.2 Advance Management

- Record advance given to employees

- Auto-adjust in future salaries

5.3 Expense Recording

- Add HR expenses like:
 - Travel
 - Events
 - Trainings
 - Reimbursements

5.4 Multi-Company Financials

- Filter expenses and salaries per company
- Compare costs department-wise

5.5 Finance Dashboard

- Total HR spend (month/year)
- Top spending departments
- Payroll vs. Budget analytics

6. Reports & Analytics Module

6.1 Attendance Reports

- Daily, weekly, and monthly summaries
- Export to Excel/PDF

6.2 Late Login Summary

- Late count per employee
- Total deduction amount

6.3 Payslip & Salary Reports

- Per employee and department
- Include bonuses and deductions

6.4 Company-Wise HR Costs

- Visual breakdown: bar/line charts
- Compare HR expenses across companies

6.5 Employee Status Reports

- Active vs. inactive vs. on-leave
- Filter by department or role

6.6 Compliance Reports

- List of employees missing required documents
- Warnings & issues log

7. User Roles & Permissions

Role	Access
Super Admin	All modules
HR Manager	HR & Reports
Finance Manager	Finance & Reports
Company Admin	Company module only
Employee	Own profile, attendance, payslip

8. Tech Stack Suggestions

Layer	Technology
Backend	Django / DRF
Frontend	React / Tailwind
DB	PostgreSQL
Location Services	Google Maps / HTML5 Geo
Auth	Django Auth + JWT
Deployment	Docker + VPS (Ubuntu), or AWS EC2
Reports	Django Admin Reports, PDFKit, Recharts