OkStaff

(Employee Attendance and Payroll Management System)

Business Requirement Specification

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1. Introduction

1.1 Document Purpose

This document communicates the business requirements and scope for developing OkStaff application which is based on Employees Attendance and Payroll Management System. The scope of this document is to define the functional and non functional requirements, business rules and other constraints requirements.

1.2 Project Background

Government sector, private sector, banking and IT industries are likely to be other key application areas for biometric thumb scanner to ensure proper attendance and payment of employees. The COVID-19 pandemic is changing the way companies work. The majority of employers across the world have asked employees to work from home as a preventive measure to control the spread of COVID-19. Various companies, especially in IT businesses, are looking to make permanent options for contactless attendance registration of their employees.

1.3 Goals of the project

The main objective of this project is building a website which will helps to mark the attendance of the employees by login to their account and calculates the salary on the basis of attendance. This helps the admin team to assess the progress and salary output of an employee to generate the salary pay slips.

1.4 Customers and Stakeholders

Customers:

- Employees who want to register his attendance and apply for leave.
- Manager who wants to respond for leave request.
- HR who wants to generate pay slip.

Stakeholders:

- IT Industries.
- Banking
- Private sector companies
- MIDC.

2. Business Requirements Overview

- OkStaff is the protected web application.

- The users are all the Employee, Manager and Admin working in that same organization.

- Employee's log-in and log-out time can be logged automatically and he can also send request for leave application to manager.

- Manager can approve or reject leave application of particular employee.

- OkStaff application provides the functions which connect the employees and the manager efficiently.

- OkStaff application is maintained by Admin.

3. Functional Requirements Overview

OkStaff Application consists of three Modules:

1. Employee Module
2. Manager Module
3. Admin Module

3.1 Employee Module

- Employee can register to create personal account.

- Employee is able to mark his attendance by Login to his account.

- Employee can see his login/logout time, daily attendance on his Personal Dashboard.

- Employee can request for leave to his manager.

- Employees can Logout from his account.

3.2   Manager Module

- Manager can register to create personal account.

- Manager can approve or reject the leave requested by employees.

- This system provided the Manager to see the list of on time, late time and absent employees with their leave details.

3.3   Admin Module

- Admin can register to create personal account.

- Admin could find the list of all Employees with details.

- Admin can add or remove Employee.

- Admin is able to calculate salary on the basis of working days, type of leaves, overtime and provident fund of that particular month.

- Admin is able to generate Pay slips and sends it to the registered email-id of each employee working in that particular organization.

4. Non -functional Requirements

- The website should use professional design, look and feel and color scheme.
- Users will have no limitations for accessing the application through Internet. The portal being an internet application, it is difficult specify exact number of users.
- Being a public website, the site must follow general usability guidelines for menus, colors, links and other actions provided on the screens.
- The system should be designed in such a manner that user will be able to complete tasks in minimum number of steps.