HRMS Internship Assignment - Detailed Requirements Document

1. Overview and Roles

The application is an internal HRMS focused on travel, expenses, social engagement, pool-table scheduling, org chart, and referral workflows. Interns should design database schema, APIs, and basic UI flows to support all modules.

User Roles

- Employee
  - View assigned travels, submit expenses, see social posts, book pool slots, browse jobs, share jobs, and refer friends.

- Manager
  - See team members, view their achievements, approve travel/expense if you want to extend later (optional for now), and appear properly in org chart.

- HR
  - Create and manage travels, manage documents, verify/approve expenses, configure job postings, recipients, and view org chart for all.

Role-based access control must ensure only allowed actions are visible and executable per role.

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2. Travel & Expense Module

2.1 Travel Assignment by HR

- HR can create a Travel Plan for one or more employees

- When HR saves a travel:
  - System sends an email notification to each selected employee with travel details.
  - Notification should also appear in the in-app notification center

2.2 Travel-Related Documents

- System must support a document library per travel and per employee:
  - Documents provided by HR (e.g., tickets, visa letters, policy PDFs).
  - Documents uploaded by employee (e.g., visa scans, boarding passes).

- Each document record:
  - Owner type (HR / Employee), uploaded by, document type, file name, uploaded date, associated travel ID, and employee ID.

- Permissions:
  - HR: Upload/view all travel documents.
  - Employee: Upload/view only documents tied to their own travel.
  - Manager: View documents of team members' travel (read-only).

2.3 Expense Submission Window

- An Expense must always be linked to a Travel Plan.

- Employee can add expenses only after trip start date and no later than 10 days after trip end date:
  - System should enforce this rule and block late submissions with a proper error message.

- System should allow multiple expenses per trip and show total claimed amount for each travel.

2.4 Proof Upload and Verification

- Every expense must include at least one proof document (receipt image/PDF). System should not allow submission without proof.

- HR can:
  - View list of expenses with filters (by employee, status, date range, travel).
  - Open expense details with proof preview.
  - Change status to Approved or Rejected and optionally add remarks.

- When employee submits an expense (changing status from Draft to Submitted):
  - System sends an email notification to HR or a configured HR expense mailbox.

2.5 Approval and Status Tracking

- HR actions:
  - Approve: Status becomes Approved, timestamp and actor stored.
  - Reject: Status becomes Rejected with mandatory remark.

- Employee view:
  - Should see list of expenses with status and HR remarks.

- Additional requirement:
  - Add simple validation rules (e.g., max per-day amount, required category) configurable at database or code level.

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3. Social Achievements & Celebrations

3.1 Achievements Feed

- There should be a dedicated Achievements tab behaving like an internal social feed.

- Employees can create Achievement Posts:
  - Fields: Post ID, author, title, description, tags, created date, visibility (default: all employees).

- All users (Employee, Manager, HR) can:
  - View posts in reverse chronological order.
  - Like a post (one like per user per post).
  - Comment on a post:
    - Comment ID, post ID, author, text, created date.

3.2 Engagement Behavior

- Each post shows:
  - Like count, list of recent likers (optional), comment count, and comment list.

- Employees can edit or delete their own posts and comments; HR may delete any inappropriate content.

- If HR deletes any inappropriate content, warning mail should be sent to concerned person

- Additional stretch:
  - Add simple search or filters on achievements by author, tag, date range.

3.3 Birthdays and Work Anniversaries

- System maintains employee profile with:
  - Date of birth, date of joining, manager, department, role.

- On the Achievements feed (or a dedicated Celebrations section):
  - On an employee's birthday: auto-create a system post like "Today is X's birthday".
  - On work anniversary: post "X completes Y years at the organization".

- Auto posts:
  - Are visible to all users and support likes and comments.
  - Must be clearly marked as system-generated posts.

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4. Games Scheduling

4.1 Context and Constraints

- Organization has foosball, chess, and pool table, all games should be managed in this module.

- Objective:
  - Schedule time slots for pool such that each interested player gets one slot before any player gets a second slot (fair rotation).

- Interns should implement a fair scheduling algorithm (e.g., queue-based round-robin).

4.2 Slot Configuration

- HR or Admin can configure:
  - Pool table operating hours (24 Hrs).
  - Slot duration (e.g., 30 minutes).
  - Max players per slot (e.g., 2 or 4).

- System generates available slots per day based on configuration.
- User should configure intrest in user profile for game, and interested players should only be considered in booking slots

4.3 Booking Rules

- Any employee can request a Pool Slot

- Employee can book any game with max 3 other employee, all should get mail of booking and calander should also be booked as privat event fot all of them.

- Fairness rule:
  - Maintain a queue of players waiting to play.
  - When allocating slots, always pick employees with fewest completed slots in the current cycle before giving extra slots to the same people.

- Additional constraints:
  - One active booking per employee per day.
  - Allow cancellation; when someone cancels, next eligible person from waiting queue is assigned.

- Additional stretch:
  - Simple dashboard showing upcoming slots and player names.

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5. Organization Chart

5.1 Data Model

- The organization chart screen:
  - The user can search or click to select an employee.

5.2 Hierarchy View

When an employee is selected:

- Show top-level managerial chain:
  - Starting from selected employee's manager up to the topmost manager (CEO, etc.).
  - Represent as a vertical tree or breadcrumb (e.g., CEO → VP → Manager → Selected Employee).

- Show one level of direct reports:
  - All employees whose manager ID is the selected employee.

- Basic UX expectations:
  - Each node shows name, designation, and photo/avatar if available.
  - Clicking any node reloads the view for that employee (new chain + their direct reports).

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6. Job Listing, Sharing & Referral

6.1 Job Listing Screen

- Screen lists active Job Openings:

- For each job card:
  - Show details plus two buttons:
    - Share Job
    - Refer Friend

6.2 Share Job via Email

- On clicking Share Job:
  - Open a modal asking for recipient email address (one or multiple, up to you).
  - Basic validation on email format.

- On submit:
  - Send an email to the provided address containing:
    - Job title and summary in email body.
    - JD attached as PDF or document from stored file path.
  - Optionally store a record: SharedBy, Email, DateTime, Job ID.

6.3 Refer Friend Flow

- On clicking Refer Friend:
  - Open a modal with fields:
    - Friend name.
    - Friend email (optional but recommended).
    - CV file upload.
    - Short note (optional).

- On submit:
  - Create a Referral record:

  - Send an email to:
    - HR contact for that job.
    - Specific HR person (Anjum).
    - Configured CV reviewer(s) for the job (single or multiple emails).

  - Email body should contain:
    - Job title and ID.
    - Referrer details (employee name and ID).
    - Friend's details.
    - CV attached.

6.4 Configurability and Logging

- HR should be able to:
  - Configure default HR email (e.g., hr.india@roimaint.com).
  - Set per-job HR owner and CV reviewer email(s).

- System should log:
  - Each referral, including recipients and status changes.
  - Basic audit timestamps for when status moves from New to In Review, etc.

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7. Non-Functional and Deliverables (for Interns)

7.1 Non-Functional Expectations

- Authentication & Authorization:
  - Simple login with role-based access checks on each action.

- Usability:
  - Clean navigation with obvious entry points:
    - Travel & Expenses, Achievements, Games Slots, Org Chart, Jobs.

- Validation:
  - Proper server-side validation for date ranges, file types, and mandatory fields.

7.2 Suggested Intern Deliverables

- ER diagram and overall data model covering all modules.

- REST API design (endpoints, request/response structures) for:
  - Travel, Expense, Achievements, Pool Slots, Employees, Jobs, Referrals.

- Wireframes or basic UI screens for each major flow.

- Explanation of scheduling logic for games slots