

Revision History

#	Revised on	Version	Description	Prepared By	Approved By
1	07/02/2023	1.0	Initial Draft	Umamakeswari S	



New HRMS (Velankanni Groups) - High level User Story

Overview

The Client wants Dreamguys Technologies to develop a New HRMS Application based on DGT HRMS with additional features.

The client has many sub companies (Entity) under one parent company and Employees belongs to different entities

Feature List

- 1. Entity wise Employee ID generation
- 2. File Uploads in Employee Forms
- 3. Leave Policy based on Entity
- 4. Internal Employee movement Options
- 5. Options to add new forms and fields
- 6. Attendance and Leave Reports
- 7. Need option for Attendance Regularization



High Level User Story

1. Entity wise Employee ID generation

The system should be able to generate Employee ID based on Entity

As an Admin

- I want to be able to set and configure the Employee ID for different entities
 (Organization groups)
- 2. I want to be able to set Prefix ,naming conventions and the sequence number based on entity

2. File Uploads in Employee forms

As an Employee

- I want to be able to upload files so that the files can be viewed for future reference <u>Acceptance criteria:</u>
 - Under Employee profile, a section where documents can be uploaded

 Documents to upload includes Previous company relieving letter, payslip etc..
- 2. I want to be able to download or view my documents for reference
- 3. Based on Roles and privileges employees /admins can view the uploaded documents

3. Leave Policy based entity

As an Admin

I want to be able to **set and configure Leave policy based on entity** so that employees can avail leaves accordingly

Acceptance criteria:

- Under leave settings, ability to enable/disable leave policy for different entities
- Ability to set different leave types for different entities
- Ability to have leave accrual option



- For example: If a company allocates 12 leaves per year annual then 1 leave is accrued every month.
- Other employees from other entities cannot see the other leaves of the employees from other entities

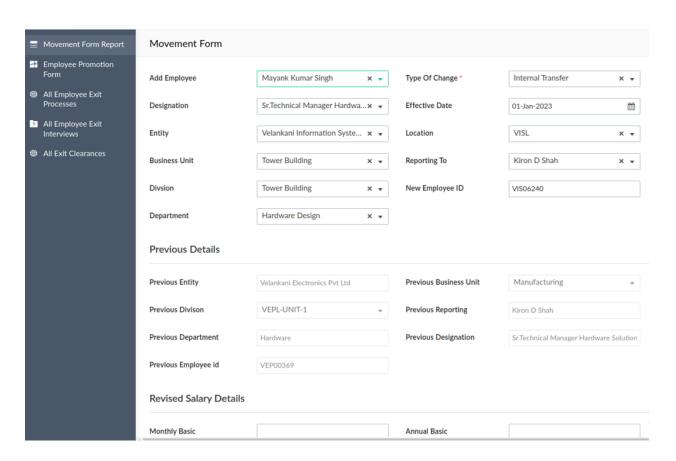
4. Internal Employee Movements

System should have the ability to move Employee from one entity to another entity

As an Admin

I want to be able to move an employee from one entity to another entity

Client shared Screenshot for reference





5. Add New forms and fields

As an Admin

I want to be able to **add new forms and fields dynamically** so that any fields can be added upon any need

Acceptance criteria:

- Under form section, there should be ability to add add new forms
- Ability to add new fields in a module which has reference to another module with all its values
- Sample data shown for reference

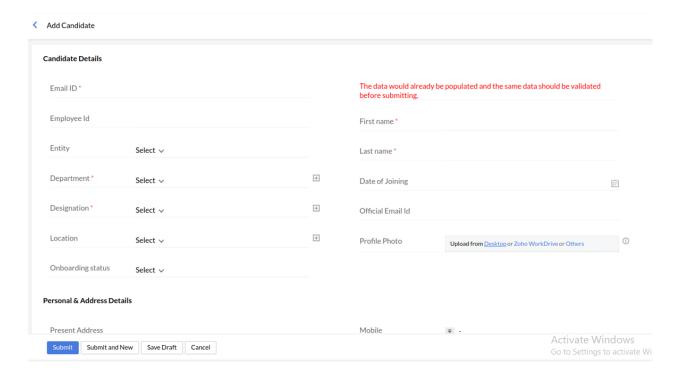
Client shared screen shot for reference

In "Add Candidate" section:

Ability to add field like Entity, Department, Designation, Location fields dynamically in a modules



Version 1.0 New HRMS (Velankanni Groups) - UST



6. Reports

As an Admin

Leave Reports

I want to be able to view leave report for an employee

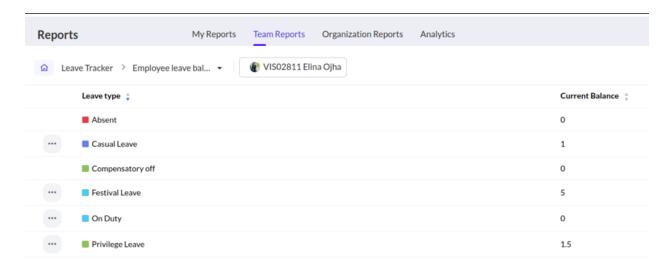
Acceptance criteria:

- Ability to view current balance days leaves for different leave types
 - Leave type and current balance days

Client shared Screen shot for reference:



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Attendance Reports

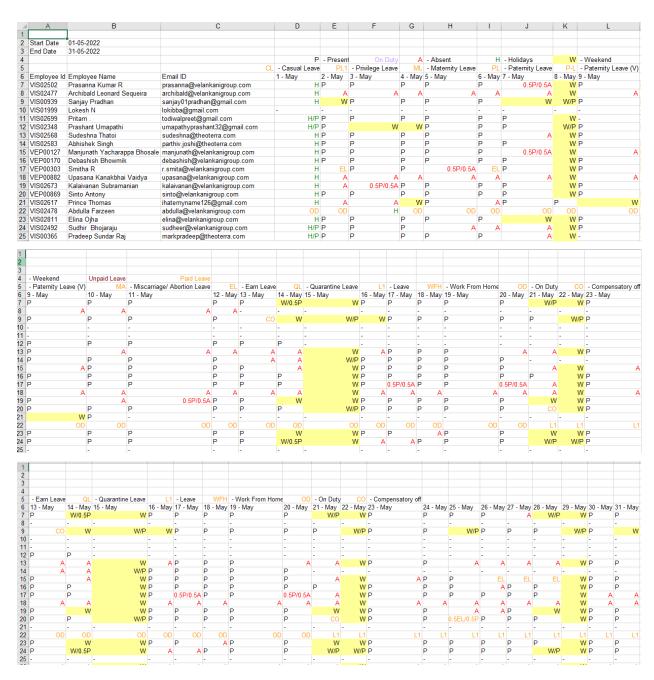
I want to be able to **view attendance report for my team** with all the attendance details Acceptance criteria:

- Ability to view and take report for Attendance with full attendance details
- Select date range
- View Attendance details like
 - Present or Absent
 - Leave means what leave type
 - Holidays
 - Weekend

All leave types shown in different colors for differentiation

Client shared screen shot for reference





Leave booked & Balance reports

1		-	-			Paid	Paid																
2			Casu	al Leave	Earn L	eave	Leave		Maternity	/ Leave	Miscarriage	Abortion	L On Dut	у	Patern	ity Leave	Paternit	y Leave (V Privileg	e Leave			
3 Em	ployee Id	Employee Nan	ne Email			Book	ed Balano	e Booke	Balance	Booked	Balance	Booked	Balance	Booked	Balance	Booked	Balanc	e Booke	d Balanc	e Booked	Balanc	e Booked	Balance
4 VIS	02811	Elina Ojha	elina@	velankan	nigroup.co	m 0	12.0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	0.0	N/A	N/A	N/A	N/A	0	18.0
Unpaid Compen													Compens	atory Off	Restricte	d Holiday							
Materni	ty Leave	Miscarriage/ A	Abortion L	On Duty	/	Paternity	/ Leave	Paternity	Leave (V	Privilege	Leave	Quaranti	ne Leave	Work From	n Home T	otal	/	Absent		Compens	atory off	Festival L	eave
Booked	Balance	Booked	Balance	Booked	Balance	Booked	Balance	Booked	Balance	Booked	Balance	Booked	Balanc	e Booked B	Balance B	ooked B	alance E	Booked I	Balance	Booked	Balance	Booked	Balance
N/A	N/A	N/A	N/A	0	0.0	N/A	N/A	N/A	N/A	0	18.0	N/A	N/A	N/A	V/A 0	.0 3	0.0) (0	0	0.0	0	5.0



7. Attendance Regularization

As an Employee

I want to be able to regularize my Attendance if i missed to punch in or punch out or mark my attendance

Acceptance criteria:

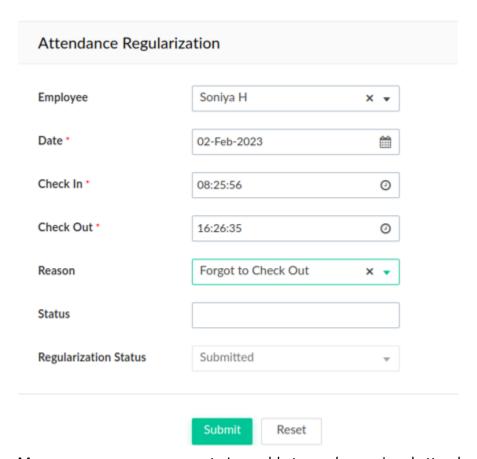
To regularize my attendance, fill below details and send a request to Line Manager

- Select employee name from the list
- Select my past date where i missed my attendance
- Choose Check In and Check Out time
- Select reason for missing attendance
- Select status

Client shared screen shot for reference



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When My Line Manager approves my request, I can able to mark my missed attendance

As a Line Manager

I want to be able to be able to approve or reject attendance regularization request from employees

Acceptance criteria:

Ability to accept or reject the request and once accepted the employee can change the check out/check in time which he has missed