

Version 1.0      New HRMS (Velankanni Groups) - UST

**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

1. 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

1. I want to be able to **upload files** so that the files can be viewed for future reference  
Acceptance criteria:  
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

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- 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

Movement Form Report		Movement Form	
Employee Promotion Form	Add Employee	Mayank Kumar Singh x	Type Of Change * Internal Transfer x
All Employee Exit Processes	Designation	Sr.Technical Manager Hardwa... x	Effective Date 01-Jan-2023
All Employee Exit Interviews	Entity	Velankani Information Syste... x	Location VISL x
All Exit Clearances	Business Unit	Tower Building x	Reporting To Kiron D Shah x
	Division	Tower Building x	New Employee ID VIS06240
	Department	Hardware Design x	
Previous Details			
Previous Entity	Velankani Electronics Pvt Ltd	Previous Business Unit	Manufacturing
Previous Divison	VEPL-UNIT-1	Previous Reporting	Kiron D Shah
Previous Department	Hardware	Previous Designation	Sr.Technical Manager Hardware Solution
Previous Employee id	VEP00369		
Revised Salary Details			
Monthly Basic		Annual Basic	

## 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

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Add Candidate

Email ID \*

Employee Id

Entity

Select ▼

Department \*

Select ▼

Designation \*

Select ▼

Location

Select ▼

Onboarding status

Select ▼

First name \*

Last name \*

Date of Joining

Official Email Id

Profile Photo

Upload from [Desktop](#) or [Zoho WorkDrive](#) or Others

The data would already be populated and the same data should be validated before submitting.

Present Address

Mobile

Submit

Submit and New

Save Draft

Cancel

Activate Windows

Go to Settings to activate Wi

## 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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Reports

My Reports

Team Reports

Organization Reports

Analytics


Home

Leave Tracker

>

Employee leave bal...

▼



VIS02811 Elina Ojha

Leave type	Current Balance
<div><div></div>Absent</div> <div>0</div>	
<div><div>...</div><div><div></div>Casual Leave</div></div> <div>1</div>	
<div><div></div>Compensatory off</div> <div>0</div>	
<div><div>...</div><div><div></div>Festival Leave</div></div> <div>5</div>	
<div><div>...</div><div><div></div>On Duty</div></div> <div>0</div>	
<div><div>...</div><div><div></div>Privilege Leave</div></div> <div>1.5</div>	

### 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





## 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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### Attendance Regularization

Employee	<input type="text" value="Soniya H"/>
Date *	<input type="text" value="02-Feb-2023"/>
Check In *	<input type="text" value="08:25:56"/>
Check Out *	<input type="text" value="16:26:35"/>
Reason	<input type="text" value="Forgot to Check Out"/>
Status	<input type="text"/>
Regularization Status	<input type="text" value="Submitted"/>

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