System Requirement Specifications

**Easy Worker**

**For**

**Vatebra Limited**

30/01/2023

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**Document Revision Log**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Author | Version | Reason for change |
| 30/01/2023 | Adeolu Olabanji | 1.0 | First Draft |

**Document Reviewers**

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1. **INTRODUCTION**

The Easy Worker is a software which will satisfy the needs of the Human Resources Department of the company to manage employees' personal data, annual leaves, payroll, trainings, skills, performance evaluation and so on. The Eazy worker System will meet the needs for managing the personal data, system authentication and authorization of an employee. This will help to reduce human involvement in the process of employee management and also enhance work efficiency.

The solution will speak to the following users:

1. Human Resource department
2. Candidate
3. Employees
4. Super Admin
5. Proposed Solution

The Easy Worker Application will make it easy for the HR Department to automate the entire process of the department by leveraging on information technology thus optimizing and improving the productivity of the department. The proposed solution will provide a robust and expansive Human Capital Management platform that will enable the department carry out its activities more efficiently by automating its manual processes. Hence, eliminating all manual approval process and archiving and ensuring a seamless communication between different actors.

1. SCOPE

The scope of the solution implemented will be limited only to the functional and non-functional requirements mentioned in this document.

1. USERS CLASSIFICATION, FUNCTIONS AND CHARACTERISTICS

|  |  |
| --- | --- |
| **User** | **Functions** |
| Admin | * Dashboard & Analytics * User Management |
| Human Resource | * Dashboard & Analytics * Candidate Offer * Employee Profile management * Employee Search |
| Candidate | * My Offer |
| Employee | * Employee Profile |

1. SYSTEM PROCESS FLOW

To be Updated

1. USERSTORIES

ADMIN PORTAL:

|  |  |  |
| --- | --- | --- |
| Feature | User Story | Acceptance Criteria |
| Login | As an Admin, I want to be able to input my email and password, so that I can Access the system. | * Textboxes must allow user to input their details alongside a visibility password icon. * System must trigger an error when either password or email is incorrect. * Must not allow a suspended account to have access to the system. * Admin cannot use their email as both username and password, system must trigger the error. * If Admin forgets password, Admin can click on ‘forget password’ providing his/her email and a link for new password will be sent to admin’s email * On the click of the exit button, the Admin is logged out of the platform |
| Dashboard & Analytics | As an Admin I want to be able to view my dashboard on successful login, so that I am able to access all statistics of employee in the company | Admin should be able to view the following:   1. Offer Statistics: This gives a real count of new offer, approved offer and rejected offer 2. Employee Count Per Department: This gives a real count of employees per department in the company |
| User Management | **As an Admin**, I want to be able to create and manage users on the portal, so that I can monitor user’s activities and have the right users with the right information. | 1. Given that the Admin wants to create or manage users, when the Admin clicks on the ‘User Management Module’, then the Admin is presented with a table of all users on the system, Admin can click on ‘Create new Users’, set up roles, and permission. 2. When admin click on ‘Create New Users’ it brings out a form with the following parameters  * First Name * Second Name * Email Address * User role * User Permission  1. Admin fills the form and click on enter; Users get their login credentials in their email. 2. Admin can view all users registered on the system and can also reset password from the backend. 3. Admin can upload users and the system is to trigger when there is a duplicate and trigger a notification once upload is done. |

Human Resource PORTAL

|  |  |  |
| --- | --- | --- |
| Feature | User Story | Acceptance Criteria |
| Login | As an HR, I want to be able to input my email and password, so that I can Access the system. | * Textboxes must allow user to input their details alongside a visibility password icon. * System must trigger an error when either password or email is incorrect. * Must not allow a suspended account to have access to the system. * Admin cannot use their email as both username and password, system must trigger the error. * If user forgets password, user can click on ‘forget password’ providing his/her email and a link for new password will be sent to admin’s email * On the click of the exit button, the HR is logged out of the platform |
| Dashboard & Analytics | As an HR I want to be able to view my dashboard on successful login, so that I am able to access all statistics of employee in the company | HR should be able to view the following:   1. Offer Statistics: This gives a real count of new offer, approved offer and rejected offer 2. Employee Count Per Department: This gives a real count of employees per department in the company |
| Candidate Offer | **As an HR**, I want to be able to create an candidate offer on the portal, so that a new employee can access & accept the offer | 1. Given that the HR wants to create a candidate offer, when the HR clicks on the ‘Candidate Offer Module’, then the HR is presented with a table of all Candidate offers created on the platform with an action button to ‘edit’; the table includes  * Employee Name * Department * Position * Proposed start date * Approved/Declined  1. HR can edit an candidate offer at any given time 2. There is a menu at the top right that indicates ‘Add new offer’, HR clicks on the menu and is presented with a screen to fill the following parameters  * Employee Name * Role (known as designation in the current system– has its own setup, done by HR) * Grade (known as Level in the current system – has its own setup, done by HR) * Department – has its own setup * Proposed start date * Payment Breakdown (this is done at Level setup, done by HR) * Dropdown of Name of HR assigned to employee * Email * Password (this is generated by the system, the HR does not supply password)  1. HR clicks on save and the system automatically generate an offer letter with the details provided above. 2. A notification with a username and password with link to the platform is sent to the employee to enable employee access the offer letter on the platform 3. Given that the candidate is satisfied and accepted the offer then HR can approve the offer. 4. When HR approves the offer; a notification is sent to the candidate that the offer has been approved 5. Given that the candidate is not satisfied and refuse the offer then the HR can retrieve (change to rescind) an offer 6. When HR retrieves the offer; a notification is sent to the Candidate that the offer has been retrieved. |
| Employee Profile Management | **As an HR**, I want to be able to create and manage employee on the portal, so that I can monitor employees properly | 1. Given that the HR wants to create or manage employee, when the HR clicks on the ‘Employee Management Module’, then the HR is presented with screens to either  * Upload ‘Existing Staff’ - Employee Database. * Create Employee  1. When HR clicks on upload ‘Existing Staff’ and add the file, the System goes into the Existing Staff table to pick information to populate the employee information table with their unique ‘Employee number’ 2. Existing Employees get a notification of their login credentials. 3. In a case of a new employee, HR clicks on ‘Create Employee’ and HR is presented with the following parameters  * Name of employee * Employee Number * Email * Department * Line Manager * Hardware needed by Employee * Upload documents: Handbook, IT policy, Remote Work Policy and the Resumption of Duty form – Should have its own setup, done by HR * Upload Reading Lists: Company Brand Document, BPR Document, ISO Policy (there needs to be a setup for this) - Should have its own setup, done by HR  1. HR clicks on save and a notification is sent to the new employee, line manager as well as the systems/network department will get a notification 2. HR can view all employees registered on the system and can also reset password from the backend. |
| Employee Search | **As an HR**, I want to be able to search for employees on the portal, so that I can view employee details based on the parameters I want. | 1. Given that the HR wants to search for employees, when the HR clicks on ‘Employee Search Module’, then the HR is presented with a search box to input a parameter(s); (Employee no, Surname/firstname, department, Grade). 2. The HR is able to see a table that contains search result of the employee(s) based on the search parameter entered 3. HR can click on an action button ‘view details’ of each employee, having a read only form of the employee details. 4. HR can easily go back to the previous search page by clicking ‘back’ |

CANDIDATE PORTAL

|  |  |  |
| --- | --- | --- |
| Feature | User Story | Acceptance Criteria |
| Login | As a Candidate, I want to be able to input my email and password, so that I can access my offer on the platform. | * Given that a notification was sent to Candidate’s email containing username & password. * Textboxes must allow user to input their details alongside a visibility password icon. * System must trigger an error when either password or email is incorrect. * System enforce user to change password * Must not allow a suspended account to have access to the system. * Admin cannot use their email as both username and password, system must trigger the error. * If user forgets password, user can click on ‘forget password’ providing his/her email and a link for new password will be sent to admin’s email * On the click of the exit button, the user is logged out of the platform |
| My Offer | As a Candidate, I want to be able to access my offer letter on the portal, so that I can accept or reject the offer. | 1. Given that the Candidate wants to access his/her offer letter, when the Employee (This person is still a Candidate, not yet an Employee)clicks on ‘My Offer’, then the Employee is presented with a table with his/her offer with an action button to ‘View’, ‘edit’ and Accept/Reject 2. When Candidate clicks on the ‘View’ action button, Candidate is presented with a read only format so as to read the offer 3. If Candidate wants to change the proposed start date as well as sign the offer, Candidate can click on ‘Edit’ and is presented a screen to  * input his/her proposed start date * Upload his/her signature * Current Date: System assumes the current date   and click on the Save button.   1. The new proposed start date and signature is automatically updated on the offer letter. 2. Candidate can click on the Accept/Reject button and is presented with a screen to accept or reject the offer 3. When Candidate accepts/reject an offer, a notification is sent to HR to either accept or retrieve the offer 4. When HR accepts the offer, Candidate can click on the view button to download the offer letter. 5. Candidate can only download offer when he accepts the offer. |

Employee PORTAL

|  |  |  |
| --- | --- | --- |
| Feature | User Story | Acceptance Criteria |
| Login | As an Employee, I want to be able to input my email and password, so that I can manage my profile on the platform. | * Given that a notification was sent to Candidate’s email containing username & password. * Textboxes must allow user to input their details alongside a visibility password icon. * System must trigger an error when either password or email is incorrect. * System enforce user to change password * Must not allow a suspended account to have access to the system. * Admin cannot use their email as both username and password, system must trigger the error. * If user forgets password, user can click on ‘forget password’ providing his/her email and a link for new password will be sent to admin’s email   On the click of the exit button, the user is logged out of the platform |
| Employee Profile | As an Employee, I want to be able to view & update my profile on the portal, so that I can be successfully enrolled on the system. | 1. Given that the Employee wants to view/update profile, when the Employee clicks on ‘Employee Profile’, then the Employee is presented with his/her profile as populated from the ‘Existing Staff Database’ or created by the HR. 2. Given that the employee is a new employee created by the HR, the new employee is expected to fill the Profile and it includes the following menu: 3. My Details: When employee clicks on this menu, employee is presented with screen to fill the following  * Basic Information - Title, Full Name, Surname, Staff Data Form, Address, Emergency Contact details, Reference, Guarantor. * Payroll Information - Input bank account to receive salary i.e., Account Holder Name, Bank Name, Sort Code, BVN, Account Number, Pension Details, Tax Number (This should be integrated into finance platform), RSA Number, NHF Number, NIN. * Additional Information – Nationality, Marital Status, State of Origin, Religion, Gender.  1. Employment Reference: When employee clicks on this menu, employee is presented with screens to input previous employment history and the parameters includes:  * Company Name * Role * Period of work * Responsibilities * Contact of HOD (Name, Email) * Contact of HR (Name, Email)  1. Equality & Diversity Policy: When employee clicks on this menu, employee is presented with Equality & Diversity Policy form and can append his/her signature to agree with the details provided; when employee signs, the form can be displayed in rad-mode with the details provided. 2. Documents: When employee clicks on this menu, employee is presented with the following documents  * Handbook, IT policy, Remote Work Policy and the Resumption of Duty form * Handbook, IT Policy and Remote work policy are in read only format * Resumption of duty form can be viewed or downloaded, employee can fill and upload signature on the form * Employee can click on checkbox on each of the documents to indicate employee have read the documents * System keeps log of the time and date when each of the document is accepted  1. Read me List: This menu will include all materials expected to be read by the employee  * Company Brand Document, BPR Document, ISO Policy * Company Brand Document, BPR Document, ISO Policy are in read only format * Employee can click on checkbox on each of the documents to indicate employee have read the documents.  1. Given that the employee is an existing staff, he/she can view/edit some of the menus in the profile like the ‘My Details’ 2. Employee can click on ‘finalize and submit Profile’ in as much as Employee have at least one record in the sub-module |

1. PROTOTYPES

(Provided by UIUX)

1. SYSTEM ARCHITECTURE DIAGRAM

(Provided by the Solution Architect)

< Solution components, Architecture diagrams>

1. SYSTEMS ENVIRONMENT

(Provided by the Solution Architect)

<Definition of the Operating systems with which the software will be compatible, Technology framework to be used in developing and deploying the Application>

1. CHANNELS

(Provided by the Solution Architect)

<The different modes that can be used by users to access the software Application: Web, mobile, API.>

Provide Reference link to API documentations

1. SYSTEM CONTEXT DIAGRAM

(Provided by the Solution Architect)

< model a context diagram (level 0 DFD) that illustrate how the system will interact with the users and external entities, showing the flow of data in and out of the system>

1. DATABASE SCHEMA

(Provided by the Solution Architect).