Tab 2

**Human Resource Management System**

**(HRMS)**

Introduction:

The Human Resource Management System (HRMS) is a software

application designed to automate and streamline HR tasks such as employee data management, payroll processing, leave tracking, and attendance recording.This project aims to develop a database-driven HRMS for efficient handling of employee records and HR processes.

Objectives of the Project:

* Store and manage employee information securely
* Track employee attendance and leave
* Automate payroll calculations
* Provide admin access to manage data
* Minimize manual work and errors in HR processes

Users:

**Admin**:System configuration, user management, backups, performance tuning.

**HR Manager**:Employee management, recruitment, leave approval, payroll management.

**Department Manager:**Employee supervision, attendance approval, leave approval, departmental recruitment.

**Employee:**Manage personal details, attendance, leave requests, and payroll information**.**

**Recruiter:**Post jobs, screen candidates, and manage recruitment process**.**

1.Admin (HRMS Administrator):

**Features:**

### **Employee & Department Management:** Add/update/delete employees, departments, job positions

### **Payroll Setup:** Define salary structures, set payroll cycles

### **Leave & Attendance Setup:** Configure leave types, attendance rules

### **User Access Control:** Create, edit, remove user accounts and roles

### **Reports & Analytics:** Generate reports on employees, payroll, leave, attendance

### **System Maintenance Tools:** Backup, restore, performance tuning

2. HR Manager:

**Features:**

* **Employee Management**: Add/update/delete employee data (personal & role-related)
* **Recruitment Module**: Post jobs, manage applicant pools
* **Leave Management**: Approve/reject leave requests; view leave trends
* **Payroll Management**: Generate reports, approve salary
* **Attendance Overview**: View attendance (read-only)
* **Department/Position Management**: Create and update job positions and departments

3.Department Manager:

**Features:**

* **Employee View**: View all department employee details
* **Attendance Management**: View and edit attendance for team
* **Leave Approval**: Approve/reject leave
* **Recruitment Assistance**: View/manage candidates; collaborate in hiring
* **Performance Management**: Track performance, assist promotions
* **Department Oversight**: Monitor department-specific job vacancies and staffing needs
* **No payroll access**

4. Employee (Regular Staff):

**Features:**

* **Personal Profile Management**: View/update personal details
* **Attendance Clock‑in/Clock‑out**: Self-record attendance or view automatic logs
* **Leave Requests**: Apply for leave, view balance and approval status
* **Payslip Viewer**: Access personal payroll slip and salary breakdown
* **No access** to other employees’ data or administrative features

5. Recruiter:

**Features:**

* **Job Posting Module**: Create and publish job openings
* **Candidate Management**: Screen resumes, shortlist applicants
* **Interview Coordination**: Send interview invites and status updates
* **No access** to employee records, payroll, leave, or attendance

HRM providing platforms:

* Zoho people
* BambooHR
* Gusto

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### Conclusion:

In conclusion, the **HRMS Project** successfully demonstrates how a centralized system can streamline HR processes, from employee information management to payroll and performance tracking. By automating tasks such as attendance, leave management, and recruitment, the system enhances efficiency, reduces errors, and ensures data accuracy. The project also provides valuable insights through reporting and offers a user-friendly self-service portal for both HR teams and employees.