Employee resource management

Version 1.0

Revision History

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Vision

# Introduction

Employees are the backbone of any company therefore their management plays a major role in deciding the success of an organization. Employee Management Software makes it easy for the employer to keep track of all records. This software allows the administrator to edit employees, add new employees as well as evaluate an employee’s performance. Employees can be managed efficiently without having to retype back their information in the database. You can check to see if there are duplicate positions/employees in the database.

This project provides a software solution for small and medium sized companies. This system has modules for personnel information management thereby organization and companies are able to manage the crucial organization asset – people . The combination of these modules into one application assures the perfect platform for re-engineering and aligning human resource processes along with the organizational goals.

## Purpose

The purpose of this project is to uplift and upgrade human resources systems and deliver consistent human resources services. Also the system wants to improve employee experience, increase productivity, reduce operational costs, simplify human resources administration, simplify staff transfer, improve employee data management, and provide a cross-government understanding of the workforce.

## Scope

The project is a human resource management system that automates payroll, attendance management; employees leave management, employee information management and access control. The system can be managed by different user levels such as HR staff, HR admin, Admin and head of organization. A centralized database contains all the present and historic information about the active and non-active employees of the organization. This HRMS is a single source for flawless employee administration, registration, analysis, employee life-cycle management, and all other crucial employee related information. This HRMS it may include modules such as appraisal form management and online recruitment.

## Definitions, Acronyms, and Abbreviations

EMS – Employee Management System

MSS – Management Self-Service

HRMS – Human Resource Management System

HRIS – Human Resource Information System

HR – Human Resource

## References

Malonis, E. J. (n.d.). Retrieved November 2012, from eNotes.com: <http://www.enotes.com/human-resource-information-system-hris-reference/>

HR and Employee Mnagement Software. From: <http://www.getapp.com/hr-employee-management-software>

## Overview

This software application will manage employee information by automating the core human resource functions which is basically based on employee information, benefits and payroll processes. It will implement functions of employee management that increase efficiency and productivity of human resource department and will reduce the time consumption taken between processes by timely generating the necessary reports and statistics. In addition to this, the system will reduce redundant data and error scope by easily creating accurate reporting.

# Positioning

## Problem Statement

|  |  |
| --- | --- |
| The problem of | manual handling of employee information |
| affects | employee is required to fill in a form which may take several weeks or months to be approved |
| the impact of which is | the use of paper work in handling some of these processes could lead to human error, papers may end up in the wrong hands and not forgetting the fact that this is time consuming |
| a successful solution would be | the use of a database system |
| The problem of | the ability of employees to access and manage their personal information directly without having to go through their HR departments or their managers |
| affects | employee |
| the impact of which is | the waist of time and resources |
| a successful solution would be | an interface that allows employees to modify their data |
|  |  |

## Product Position Statement

|  |  |
| --- | --- |
| For | Companies |
| Who | For the Department of Personnel and employees |
| The (product name) | Employee management system |
| That | The system facilitates good interaction / communication facilities between the employees and HR administration |
| Unlike | Other applications and systems |
| Our product | The system is based on modern technology. |

# Stakeholder and User Descriptions

Modern HRIS can be seen as a spine of the company and it has to meet the needs of all stakeholders in the company. We can recognize three main groups: 1) HR professionals and directly involved in HR department, 2) management of the company and 3) employee. Each of these groups has unique interest in the use of HRIS and because of that, each of these groups of users have a special module(s) which can meet the needs.

## Stakeholder Summary User Summary

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Responsibilities** |
| Software Architect | This stakeholder is a primary lead in the development of the EMS. | Responsible for overall architecture of the system and guides overall design and implementation of system. |
| Project Manager | This stakeholder leads development of the EMS. | Plans, manages and allocates resources, decides priorities, coordinates interactions with customers and users, and keeps the project team focused. |

## User Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Description** | **Responsibilities** | **Stakeholder** |
| Employees | The staff of the company that can access many functions of the system. | They can update their profile and check the salary and so on |  |
| HR Admin | The admin will be doing all the operational tasks of the system | The functions of HR staff include:  Payroll process  Create employee  Update employee information  Update attendance  Assign employee to the department |  |
| Admin | The duties of a system administrator are wide-ranging. | Create new User  Withdraw user role form user  Delete user  Update user |  |

## User Environment

This system is expected to be user friendly and will offer easy access to data as well as services such as online leave management, e-recruitment, and timely report generation, monitoring employee trainings, task management, project management and employee tracking.

The employee is expected to have direct interaction with this system through a password protected user account therefore proposed system is web based to enable accessibility from any location as long as internet connectivity is available. This direct interaction with the system will enable employee self-service.

A recent study found that high-performing organizations spend 25 percent less than their peers on HR because they use technology effectively. The two most popular Web-based HR applications used today are self-service for employees and self-service for managers. These applications have enabled companies to shift responsibility for viewing and updating records onto individual employees and have fundamentally changed the manner in which employees acquire information and relate to their HR departments.

# Product Requirements

To implement this application I will need a computer and choose a programming language that can have a connection with the SQL Server (this will be used for creating a database) and also an Apache Tomcat.