

# **Software Requirement Specification**

**On**

## **LEAVE MANAGEMENT SYSTEM**

**Team Members :-**

- 1. V.VEERANJINEYULU -1901211.**
- 2. M.BHARADWAJ RATHOD -1901108.**
- 3. N.MANI MOKSHITH -1901124.**
- 4. M.HARIKRISHNA-1901110.**

**Category:** Web Application.

## **PURPOSE:**

This project is aimed at developing an online leave management system that is of importance to an organization. The Leave Management System (LMS) is a web based application that can be accessed throughout the organization or a specified staff/Dept. This system can be used to automate the workflow of leave applications and their approvals. The periodic crediting of leave is also automated. There are features like email notifications, cancellation of leave, automatic approval of leave in this system.

## **SCOPE:**

The online Leave Management System is designed to run on the organization's server and to allow employees to apply for their leave balance, revoke leave application, and cancel leave. Consequently, the Admin & HOD should be able to review the contents of the leave application and approve or reject the applications.

## **INTRODUCTION:**

Introduction contains the following subcategories.

## **EXISTING SYSTEM:**

The present system is a manual system or a semi-automated system. Manual system involves paperwork in the form of maintaining various files and manuals. Maintaining critical information in the files and manuals is full of risk and a tedious process.

The manual system has following disadvantages in offline mode:

- More paperwork is needed to fill the forms.

- It will take more time for approval process.

## **PROPOSED SYSTEM:**

- 1. Employee registration:** Admin can register a staff members as well as HODs for a specific department.
- 2. Leave Results :** Staff members can get the leave results via this web application.
- 3. Record Storage :** The data(leaves) of each particular employee will be stored in centralized database which can be maintained by system.
- 4. Authentication:** Authentication of this application will be provided for only registered members.
- 5. Administration Access :** Admin would be able to keep an eye on staff.

There are many advantages of utilizing a web based leave online management system:

- Eliminates paper based leave application forms.
- Leave applications can be submitted online.
- Leave applications can be approved online.
- Both the leave applicant as well as the approver can view the remaining leave days as well as historical leave applications.
- we can send the leave form any where in world irrespective of the place we are in. But in offline mode it makes difficult for an individual to send from in any part of the world.

## **FUNCTIONAL REQUIREMENTS:**

An employee should be able to:

- ✓ Login to the system through the first page of the application.
- ✓ Change the password after logging into the system.
- ✓ See his/her eligibility details (like how many days of leave he/she is eligible for etc.).
- ✓ Query the leave balance.
- ✓ See his/her leave history since the time he/she joined the company/college.
- ✓ Apply for leave, specifying the from and to dates, reason for taking leave, address for communication while on leave and his/her superior's email id.
- ✓ See his/her current leave applications and the leave applications that are submitted to him/her for approval or cancellation.
- ✓ Approve/reject the leave applications that are submitted to him/her.
- ✓ Withdraw his/her leave application (which has not been approved yet).
- ✓ Cancel his/her leave (which has been already approved).
- ✓ This will need to be approved by his/her Superior.

## **NONFUNCTIONAL REQUIREMENTS:**

- ✓ The application must be compatible with both the Firefox and Internet Explorer web browsers.
- ✓ Secure access of confidential data (user's details/ staff members details).
- ✓ Maximum time availability.
- ✓ Employee registration facility is accessible by admin only.
- ✓ HOD must have to approval leave before the admin for this system.

## **SOFTWARE TOOLS:**

**Database Server:** MySQL.

**Client:** Any web browser.

**Development Tools:** V S code.

**Tech Stack:** ReactJS, PHP.

## **DEPLOYMENT:**

**Operating System Server:** Window 8 and above, Unix.

## **HARDWARE SPECIFICATION:**

**Processor:** Intel core i5.

**RAM:** 4GB.

**Hard Disk:** 1 TB.

