**CloudSolutions**

Requirements

Functional Requirements

* **User Interface**
  + Employee and Manager portal should all be accessed through a web browser
    - Login information should only present information that belongs to that organization
  + Employee Scheduler and Employee Manager should be separate
  + Employee Scheduler should display a table of all employee’s availability
  + Employee Manager should have tabs for:
    - * Employee Information
      * Benefit Information
      * Payroll Information
    - Each information page should display in a form-like presentation
  + Employee Scheduler should first display all employee’s availability in a table like format
  + After manager runs scheduler, the new scheduler will display the schedule in a week-like calendar format with names and hours of everyone’s availability
* **Employee Management**
  + Manager profile
    - Store and view employee information – Information should be stored in a database
      * Employee information
        + Employee specific:

Employee ID, Name, Number, Address, SSN

Emergency Contacts

* + - * Benefit information
        + Health Insurance, Dental insurance, etc.
      * Payroll information
        + Tax information, salary information
        + Integration with ADP – Payroll system
      * Work Availability
        + Max time worked – set by manager and employee

E.G. 20 hours/week or 40 hours/week

* + - * + List of business days and business hours

Available hours should be highlighted

Unavailable hours should not be shown

* + - * + Vacation feature where employees can request time off

This will affect their payroll

* + - Manager should be able to view all the information as necessary
  + Employee Profile
    - Should have limited accessibility to employee information
      * Only allowed to edit their own profile – no one else
      * Edit personal information and benefits information
      * Should not be allowed to modify payroll information
    - Employee is able to modify their work availability
      * Initially, employees will list all their available work hours
        + All these available hours are available to the scheduler for use
      * Each employee must get manager approval to make change to their available work hours and they can make this change on the site portal
      * Employees can also request vacation time, which will get worked in to their vacation hours
* **Employee Scheduling**
  + System should call from the work availability table and organize

Non-functional Requirements

* Manager Profile
  + Should see everything he/she manages
* Employee Profile
* General
  + Should function in any Internet web browser
  + Web Interface