

Functional Requirement Document (FRD)

1. INTRODUCTION

1.1 Purpose

This document outlines the functional and non-functional requirements of an automated employee onboarding system. It ensures the smooth integration of new hires by streamlining tasks handled by HR, IT, and the employee.

1.2 Scope

The system supports onboarding workflow from offer acceptance through the employee's first week. It includes document collection, IT provisioning, orientation scheduling, and policy compliance.

1.3 Background

Manual onboarding processes are inefficient and lead to delays. This system centralizes onboarding tasks to improve coordination.

1.4 References

- Business Requirement Document (BRD) v1.0
- Organization Onboarding Policy
- HRMS System Guide

1.5 Assumptions and Constraints

- All departments have system access.
- Internet access is available to all users.
- Security and retention policies are followed.

1.6 Document Overview

This FRD includes methodology, requirements, data models, diagrams, and technical specifications.

2. METHODOLOGY

The Agile methodology will be used for iterative development, involving stakeholders through sprint reviews.

3. FUNCTIONAL REQUIREMENTS

4.1 Context

Supports onboarding tasks including HR, IT, and employee responsibilities.

4.2 User Requirements

- HR Manager: Upload documents, schedule sessions
- IT Technician: Assign devices, create accounts
- New Employee: Submit forms, complete tasks
- Hiring Manager: Monitor progress, support onboarding

4.3 Data Flow Diagrams

Level 0 – Inputs: Offer letter → Process: Verification, Setup → Output: Onboarded employee

4.4 Logical Data Model/Data Dictionary

Field Name	Type	Description
Employee_ID	String	Unique identifier
Full_Name	String	Employee name
Email	String	Company email
Joining_Date	Date	Official joining date
Document_Status	Enum	{Pending, Approved, Rejected}
Laptop_Assigned	Boolean	IT provisioning status

4.5 Functional Requirements

ID	Description	Priority
FR-01	Allow HR to upload & verify documents	High
FR-02	New employee to complete digital form submissions	High
FR-03	Assign company email and software access	High
FR-04	Auto-schedule orientation session via calendar	Medium
FR-05	Track onboarding status by	High

department and task

5. OTHER REQUIREMENTS

5.1 Interface Requirements

- Web dashboard
- Mobile responsive UI
- Admin panel

5.2 Data Conversion Requirements

- Import from ATS
- Export reports to HRMS

5.3 Hardware/Software Requirements

- Compatible browser
- Hosted backend
- Outlook, Active Directory, HRMS

5.4 Operational Requirements

- 24x7 availability
- Auto-alerts
- Escalation for delays

APPENDIX A – GLOSSARY

- HRMS – Human Resource Management System
- ATS – Applicant Tracking System
- SLA – Service Level Agreement
- Orientation – Formal welcome and introduction session