

Software Requirements Specification

Employee Management System

WorkFlo

1. Introduction

Purpose: WorkFlo is an employee management system designed to manage the operations and processes of a company. The system will provide a centralised platform for managing various aspects of the company such as its employees, departments, attendance, leave, projects, and financials.

Intended Audience and Intended Use: WorkFlo will be web-based and can be accessed through a web browser. It is designed to be used by organisations of all sizes, with features that can be customised to meet the specific needs of the organisation.

Product Scope: WorkFlo is designed to manage employees, projects, notices, and facilitate communication between managers and employees. The system will streamline operations and improve efficiency, leading to increased productivity and profitability. It will also provide valuable insights into organizational performance.

2. Overall Description

User Needs: The system supports two types of user privileges, Employee and Admin. Employees have access to employee functions and Admins have control over both employee and admin functions.

Employee functions include

- Logging into the system.
- Changing account password.
- Viewing and updating personal information.
- Applying for a leave.
- Viewing projects and pending tasks.

- Using a personal to-do list for tasks.
- Viewing notices on a notice board.
- Uploading documents.

Admin functions include

- All employee functions.
- Creating and assigning tasks and projects to employees.
- Tracking the attendance of employees.
- Adding, removing, and editing employee details according to the needs.
- Adding, removing, and editing departments and designations.
- Issuing disciplinary warnings and notices to employees.
- Approving or rejecting leave applications.
- Adding holidays to the calendar.
- Creating field visits and allotting them to the respective employees.
- Generating payslips
- Granting loans to employees.
- Maintaining assets and logistics support lists.

Assumptions and Dependencies:

- Users have access to a stable internet connection.
- Users have sufficient knowledge and training to operate the system.
- Users have the necessary permissions to access and manage the system.
- The company has a clear organisational structure and defined roles and responsibilities for employees.
- The company has a clear set of processes and procedures in place for managing tasks and projects.
- WorkFlo requires a database management system to store and retrieve data.

3. System Features and Requirements

Functional Requirements:

1. User access control: The system should provide different levels of access to different users, based on their roles and responsibilities.
2. Employee data management: The system should allow admins to easily create, update, and remove employee profiles, including personal information, designation, department, employment status, etc.
3. Attendance tracking: The system should allow admins to track employee attendance and working hours and generate attendance reports.
4. Leave management: The system should allow employees to apply for leaves and admins to approve or reject leave requests. The admins should also be allowed to track

the number of leaves taken by employees. The system should have a calendar showing holidays and events that apply to the organization.

5. Project and task management: The system should allow the creation and management of projects and tasks. The admins should be allowed to assign them to specific employees, track their progress, and generate reports.
6. Payroll management: The system should allow admins to calculate employee salaries and generate payslips. It should also track tax deductions and benefits.
7. Loan management: The system should allow admins to grant loans to employees and view their loan status, track loan history, and calculate loan repayments.
8. Assets and logistics management: The system should allow admins to manage company assets and logistics by tracking their movements and generating reports on their usage.
9. Notice board: The system should allow admins to create and manage notices on a notice board. It should notify employees about new notices.

Nonfunctional Requirements:

- The load time of the system should be as low as possible. It must respond quickly to user requests and handle high volumes of data.
- The system must provide real-time access to information.
- The system must be able to handle a large number of users.
- The system must be easy to use and navigate for all employees.
- The system must be available and functioning at all times, with minimal downtime.
- The system must be secure and protected against unauthorized access.