**Report: Analysis of HR Tool Development**

This report outlines the feedback received on the 1st of August 2025, on the developers’ presentation and includes comments and suggestions shared by the client.

* **Client Requirements**

The client outlined the following key functionalities for the HR tool:



* **Core Features:**



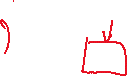
* + Employee onboarding/offboarding.



* + Leave and attendance tracking.



* + Payroll management.



* + Performance reviews.



* + Document storage (e.g., contracts, policies).



* + Notifications and reminders.



* + Attendance/ performance Tracking



* + Past interns' portal



* + Integration with external systems



* payslips in PDF format



* **Additional Suggestions & Client Input**

During stakeholder engagements, the following points were raised for further consideration in future development phases:

• **Intern Access Post-Internship:**

Developers are encouraged to create a dedicated pathway within the HR tool that allows former interns to log in and request proof of internship completion or download a certificate of service. However, past interns should have limited access to all features.

• **Integration with External Entities:**

A future feature to explore is the integration of the HR tool with external systems, such as the Department of Labour for U19 forms or the CCMA. Developers requested that more clarity be provided regarding such integrations. Client recommended scheduling a separate meeting with the client to gather more detailed specifications.

• **Leave Management Enhancements:**

It was suggested that the leave functionality be enhanced to include a tracker for how many leave days an employee has used. The system should alert the user when they are not eligible to take more days, helping to prevent leave violations. System should automatically detect such, so HR don't have to send a denial in the case of leave days being exceeded.

• **Performance Management Module:**

A performance management feature was proposed to support HR in monitoring employee development and feedback.

• **Geo-Tracking for E-Signatures (Future Phase):**

In a later stage of development, the inclusion of a geo-tracking tool was suggested. This would be particularly useful for monitoring intern activities and verifying the location of e-signatures for accountability and transparency.

* **Immediate Areas of Focus**

1. Notifications & Reminders:

Increase the functionality of notifications to include reminders for policy revisions, payroll deadlines, leave approvals, and other events.

Set up automated alerts for appointments that are accepted or denied. Notifications ought to be sent by SMS or email

1. Document Storage:

Include a function for monitoring and keeping track of employee-related paperwork, including performance reports, policies, and contracts.

1. Account Settings

Currently the users are only able to reset their password via the ‘Forgot Password’ link on the login screen. Recommendations for account setting within the system itself.

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* **Overall Comments**

The presentation provided by the developers was informative and demonstrated a clear effort to address the key aspects of the system. The structure was logical, and the walkthrough of the tool’s features helped in understanding its current capabilities. The client appreciated the progress made so far but also highlighted areas for improvement, particularly in enhancing user experience and system integration. Overall, the session was productive, with valuable feedback shared to guide