**Customer Requirement Specifications (CRS)**

***Human Resource (HR) Module***

***For***

***ERP Solution for Samuda Chemicals Ltd.***



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# **Introduction**

# **1.1 Purpose of CRS**

The purposes of this CRS (Customer Requirement Specification) are to clearly identify the customer requirements and provide a detailed document. The customer will review the document and approve/make changes as required. It will also help the review team to validate whether the customer requirements has been fulfilled or not.

# **HR Module Overview**

New information technologies and their services have significantly improved the cost-efficiency and lowered the execution risks of human resource management systems. Those technologies and services include human resource, payroll system, attendance, software system as a service (SaaS) and integrative company management systems like enterprise resource coming up with software (ERP).

This specific module will help **Samuda Chemicals Ltd.** to manage its HR Department’s serious and cumbersome workloads in most efficient way. The HR department performs body activities that are virtually common to all or any organizations. To change the HR workflows convenient and easy this modules will perform all the HR activities which are designed for a specific organization. All of these sub modules have their distinctive functions and have efficiencies to perform their respective jobs.



**Fig:** HR module and its Sub-modules

The following are the Sub modules of HR module is given below:

1. **Employee Personal Information**
2. **Org. Calendar**
3. **Leave Management**
4. **Attendance Management**
5. **Shift / Roster Management**
6. **Payroll Management**
7. **Training**
8. **Recruitment & Exit Process**
9. **Employee Loan**
10. **Employee Benefits**

# **3. Sub Module and Its feature Description**

## **3.1 Employee Personal Information**

This module will maintains all relevant employee related information‚ including different types of personal information‚ detailed qualifications and work experience‚ job related information etc. A picture of the employee can be added as well. All documents related to the employee can be scanned and attached to contribute to legally compliant record keeping. Information captured in this module is utilized by all other modules thus eliminating data redundancy. This will be only accessible by individual and Authorized HR user.

## **3.2 Define Organization Calendar**

This will prepare an organization calendar every year by mentioning public holidays and week holidays. This calendar is prepared by authorized HR Personnel.

## **3.3 Leave management**

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### **3.3.1 Module Overview**

Leave management module is responsible to track all the employees’ leave related activities. It will help to declare leave types along with leave encashment and carry forward feature. This module will also have dynamic leave approval system for the applied leave by the employee. Features of this sub module is given below:

### **3.3.2 Leave Type Declaration**

Employees across all industries are entitled to a certain number of leaves per year aside from the holidays and days off. The number and type of leave depends on the industry, employer. Three types of leaves are generally found named earned leave, sick leave and casual leave which an employee can avail without loss of pay.

* + **Casual leave** is provided to take care of urgent and unseen matters like child has fallen down in school and you get call from school. For example: At Samuda employees can avail 13 days of casual leave yearly. It is configurable by Authorized HR Manager.
  + **Sick leave** is provided in case of when employee gets sick. For example: At Samuda employees can avail 7 days of sick leave. It is configurable by Authorized HR Manager.
  + **Earned Leave** is provided for planned long leaves for the purpose of travel/ vacation etc. For example: At Samuda, employees can avail 17 days of earned leave which is calculated yearly. At system's setting/configuration it will be declared the type of earned leave i.e. quarterly/yearly etc.

First we need to declare the leave type; casual leave and sick leave within the system. No need to declare earned leave. After declaration of the leave types system needs to tag it with each employees.

### **3.3.3 Declare Leave Year:**

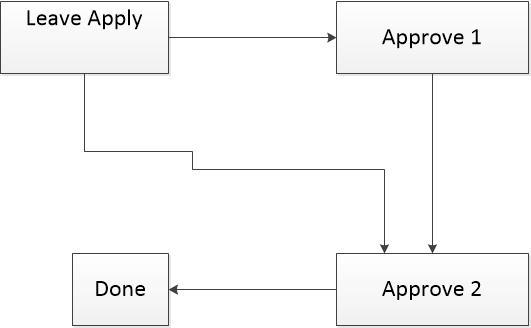
An employer must usually tell their staff the dates of their statutory leave year as soon as they start working, e.g. it might run from 1st January to 31st December. Workers must take their statutory leave during this time. For example: Samuda leave year is January to December.

### **3.3.4 Leave Allocation Process**

Every Leave will be manually allocated except earn leave. Earn leave will be allocated end of year and employee will avail that next year. It will be system generated. Example: An employee can avail 7 days sick leave in a year. So it indicates sick leave allocation for that employee is 7 days which will be entertained throughout the year. Leave allocation can be done employee wise/department wise or for all employee.

### **3.3.5 Leave Approval Process**

Leave process can have multi-layer approval process. For example, after applying the leave application goes to line manager. Then after approval of line manager it will go to the head of the dept. for the final approval. The application can be rejected on both line manager and head of the department stage. At Samuda leave approval process will have two steps i.e. approval of line manager and department head.



**Fig:** Leave Approval Process

### **3.3.6 Leave Carry Forward**

Earned Leave will be carry forward to next year if it meets the required criteria and added on users corresponding leave type. Process of earned leave carry forward is very simple:

First we need to check if user is eligible to carry forward his leave or not. For example, available leave has to be minimum of 5 days to be forwarded and user will be eligible. Then we check if user wants to carry forward his leave or not along with the carry forward leave type checking of yearly/quarterly etc. After user decides to carry forward his leave then we will have to generate eligible user list for leave carry forward. Also the multi-layer approval should be there to process it.



**Fig:** Leave carry forward and encashment Process

### **3.3.7 Leave Encashment Process**

In case an employee does not avail earned leaves which were allowed to him, he may also encash these leaves and earns salary for the number of days which were allowed to be taken as leave but were not availed as leave. The policy of leave encashment depends on the employer for whom you are working and different employers have different policies for leave encashment.

First we need to check if user is eligible to carry forward his leave or not. For example, available leave has to be minimum of 5 days to be forwarded and user will be eligible. Then we check if user wants to carry forward his leave or not along with the carry forward leave type checking of yearly/quarterly etc. After user decides to carry forward his leave then we will have to generate eligible user list for leave carry forward. Also the multi-layer approval should be there to process it. To get the whole process please see the previous image.

### **3.3.8 Short Leave Process**

Short leave is for up to 3 working days per year for employees to attend matters of a personal and pressing nature that arise with little or no notice and require immediate attention and which cannot be conducted outside of normal business hours. In this module employee needs to apply this for leave and the approval process is given below:



**Fig:** short Leave Approval Process