**Customer Requirements Specifications (CRS)**

**ERP Solution for Samuda Chemicals Ltd.**

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# Introduction:

## Purpose of CRS:

The purposes of this CRS are to clearly identify the customer requirements and provide a detailed document. The customer will review the document and approve/make change as required. It will also help the review team to validate whether the customer requirements has been fulfilled.

# Leave Management Module:

## Module Overview:

Leave management module is responsible to track all the employees leave. It will help to declare leave types along with leave encashment and carry over system. Also system will have dynamic leave approval system for the applied leave by the employee.

## 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 followed namely 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. At Samuda employees can avail 13 days of casual leave.
  + **Sick leave** is provided in case employee gets sick. At Samuda employees can avail 7 days of casual leave.
  + **Earned Leave** is provided for planned long leaves for the purpose of travel, vacation etc. 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. monthly/yearly etc.

First and foremost 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.

## Declare Leave Year:

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

## 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 dept stage. At Samuda leave approval process will have two steps i.e. approval of line manager and dept. head.

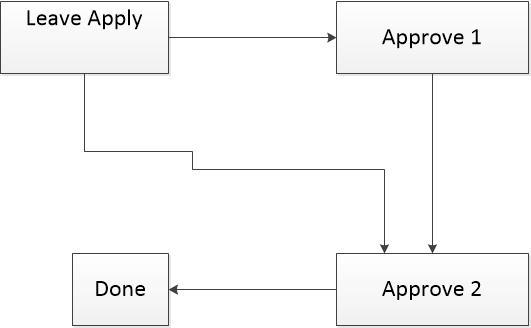


Figure: Leave Approval Process

## Leave Carry Forward:

Earned Leave will be carry over 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/monthly 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.

## 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.

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# HR Attendance:

* 1. **Module Overview:**Attendance management module is responsible to track all the employees’ attendance. It will help to monitor employees late or absence count. Which in turn also help to crate payroll easily.
  2. **To be system:**Samuda intends to develop automated attendance system, in order to track employees attendance and regularity. Some of the features are as following
* Attendance should be maintain by attendance device.
* Attendance time (9 A.M) should be pre-defined.
* There will be a grace time (9.15 A.M), which will be pre-defined as well.
* Entry after 9.15 A.M should be counted as late.
* Late entry in case of some official task or urgent matter should be approved and overridden by appropriate authority.
* Daily attendance report.

# HR Payroll

* 1. **Module Overview:**
  2. **To be system:**Samuda intends to develop automated payroll system in order to maintain employees’ salary information. Some of the features are as following
* Every employee will have a pre-defined basic salary.
* Employee will get some allowance e.g home allowance, medical allowance, conveyance, vehicle allowance.
* Employee may have over time allowance.
* 3 days of late attendance will be counted as an absence, and one day of basic salary will be deducted.
* Employee may have special allowance, which they get hand in cash.
* Tax should be deducted from employee salary
* Employee may borrow loan from office, in that case load amount should be deducted from salary.
* Employee get 100% of basic as festival bonus.
* Organization provide provident fund and the structure is as follows
  + 0-2 year 🡪 null
  + 2-3 year 🡪 50%
  + Above 3 year 🡪 100%
* Organization provide gratuity and the structure is as follows
  + 0-5 year 🡪 null.
  + 5-10 year 🡪 1 basic per year.
  + 10+ year 🡪 1.5 basic per year.