

**Introduction**:

**Business Requirements:**

🡪 Should improve the efficiency and effectiveness of HR processes and activities such as recruitment, onboarding, leave management, attendance, time sheet management, payroll etc.

🡪 Should improve the communication and collaboration among employees, managers, HR admins especially for remote and hybrid teams.

🡪 Should empower employees to track their personal details, leaves etc.

🡪 Should reduce the administrative burden and cost / time of managing mundane employee tasks.

🡪 Should improve employee satisfaction and retention by offering a user friendly transparent employee management interface.

🡪 Should comply with legal and regulatory requirements for employee entitlements and records.

**Product requirements**

🡪 System should be web based and accessible from any device and browser.

🡪 It should have a user friendly and intuitive interface that follows the best practices of user experience design.

🡪 System should encrypt and protect the sensitive data of employees and managers.

🡪 System should have robust backup and recovery mechanism to ensure data availability.

🡪 Should have a feedback and review mechanism that allows HR managers to collect and respond to the suggestions and complaints from employees and managers.

🡪 Should have comprehensive and accurate reporting and analytics capability that provides useful insights to HR.

🡪 Should have flexible and customizable configuration that allows HR to adjust settings and parameters as per the company policies and rules.