

Human Resources Management System (HRMS)

You need to design a HRMS which will be used in an organization to manage the workforce whether contractual OR permanent employees. HRMS will have following features –

1. Facility to add Employee (Only Accessible to HR Team members)
 - a. Employee ID (Auto Generated)
 - b. Salutation (Mr./Mrs./Miss etc)
 - c. Name
 - d. Date of Birth
 - e. Date of Joining
 - f. Permanent Address
 - g. Contact details (Primary and secondary Mobile Number and Email address)
 - h. Next of Kin (Name, Contact details like mobile email)
 - i. ID Card (Name of ID types should come from ID Type Master – AADHAAR, PAN, DL etc)
 - j. ID Value
 - k. ID Card Photograph
 - l. Employee Work Information Like
 - i. Employee Type (Value should come from Master)
 - ii. Department (*User Should be able to select department value coming from department master*)
 - iii. Branch (*User Should be able to select value coming from branch master*)
 - iv. Grade (*User Should be able to select value coming from Grade master*)
 - v. Designation (*User Should be able to select value coming from designation master*)
 - vi. PF Account Number
 - vii. ESIC Account Number
 - viii. Reporting Manager (*User Should be able to select value coming from employee master*)
2. Facility to create Organization Leave Calendar (Only Accessible to HR Team members)
 - a. Date
 - b. Leave Occasion (*User Should be able to select value coming from Leave Occasion master*)
 - c. Location
 - d. Branch (Data can come from Branch Master but user can also select a value “All”)
 - e. Department (Data can come from Department Master but user can also select a value “All”)
3. Facility to manage Organization Leave Policy (Only Accessible to HR Team members)
 - a. Leave Type (Data should come from Leave Type Master)
 - b. Eligibility (Number of Days)
4. Facility for Employees to view Organization Leave Calendar (Available to All)
5. Facility for Employees to Manage and request leaves
 - a. Raise a Leave Request by selecting
 - i. Leave Type (Data coming from Leave Type master)
 - ii. Available Days (Data coming from Leave Eligibility)

- iii. Number of days (Will accept only full day Or half days. 2.5 days is allowed but 2.25 is not allowed)
 - iv. From Date
 - v. To Date
 - vi. Reason
 - vii. Approver (Read Only, data coming from Employee Master "Reporting To")
- 6. Ability for employees to view all the historical leaves taken
- 7. Once the employee creates a leave request, an approval request goes to the manager and manager should be able to approve the leave request. If the manager approves the leave request, the leave balance will decrease

Learning & Development Management System (LDMS)

You need to design a LDMS which will be used in an organization to manage the complete Learning and Development of all employees whether contractual OR permanent. LDMS will have following features –

1. Ability to Create a Training Master
 - a. Name of the Training
 - b. Description
 - c. Internal / External
 - d. Regulatory Compliance (Yes/No)
2. Training Calendar
 - a. Training (Select from Training Master)
 - b. From Date & Time
 - c. To Date & Time
 - d. Name of the Trainer
 - e. Mode of Training (Online, Classroom, Self-Study)
 - f. Max Number of Attendees
3. Employees should be able to view training calendar
4. Employees should be able to enroll for a training
 - a. Once an employee enrolls for a training, the number of available seats should reduce
5. Trainer should be able to print a attendance sheet with name, designation, phone, email, Employee ID, Branch, Department
6. Trainer should be able to mark attendance of people who joined the training
7. Trainer should be able to print a training completion certificate and email to the employees
8. Employees should be able to view all the historical trainings attended and also download the training certificate from the portal