**🏆 Sprint 1: Employee & Role Management**

**✅ Employee Profiles**

* Store personal details (name, contact info, date of birth, emergency contacts).
* Maintain employment history (past jobs, current position, promotions).
* Upload & manage official documents (contracts, ID proofs, certifications).
* Track probation status and tenure history.

**✅ Onboarding Workflow**

* Digital submission of documents (forms, agreements, policies).
* Automated task assignments for new hires (training schedules, compliance modules).
* Welcome emails & introduction to company policies.
* HR dashboard showing pending onboarding tasks.

**✅ Role-Based Access Control (RBAC)**

* Assign custom permissions per role (HR, Manager, Employee).
* Secure access for sensitive data (salary details, performance reviews).
* Define multi-level approvals (HR > Manager > Admin).
* Logging & audit trail of user access changes.

**⏰ Sprint 2: Attendance & Time Management**

**✅ Check-in/out functionality**

* Employees clock in/out via web or mobile.
* Real-time tracking of attendance logs.
* Notification for missed punches.

**✅ Shift Scheduling**

* Assign and modify shifts (morning/evening/night).
* Auto-notify employees for shift changes.
* Calendar integration for work schedules.

**✅ Work from Home Tracking**

* Enable remote attendance logging with location validation.
* Require task updates & work progress notes.

**🌴 Sprint 3: Leave & Payroll System**

**✅ Leave Request Approvals**

* Employees apply for leave with reason & supporting documents.
* Managers approve/reject requests based on policies & availability.
* HR dashboard with pending & approved leave requests.

**✅ Leave Credits Automation**

* Automatically calculate remaining leave balance after approval.
* Define custom leave types (Annual, Sick, Parental, Special).
* Generate leave reports for HR analysis.

**✅ Payroll Processing**

* Auto-calculate monthly salary with deductions.
* Process taxes, bonuses, overtime payments.
* Generate pay slips & integrate with banking portals.

**🎯 Sprint 4: Recruitment Module**

**✅ Job Postings & Tracking**

* HR creates & posts job openings with descriptions.
* Candidates apply via online portal.
* Auto-notify recruiters when new applications arrive**.**

**✅ Candidate Review System**

* HR can filter & shortlist applicants.
* Assign interview panels & schedule interviews.
* Rate candidates using predefined evaluation criteria.

**✅ Interview Scheduling**

* Auto-sync with Microsoft Outlook & Google Calendar.
* Send interview reminders & confirmation emails.
* Enable video interviews via Zoom, Teams, Google Meet integration.

**⭐ Sprint 5: Performance & Engagement**

**✅ Employee Evaluations**

* Managers rate employees on skills, teamwork, productivity.
* Performance review cycles (quarterly, annual).
* Employee self-assessment feature.

**✅ KPI Tracking**

* Define custom Key Performance Indicators (KPIs).
* Real-time tracking of target vs actual performance.
* Automated performance alerts.

**✅ Recognition System**

* Peer-to-peer recognition for achievements & milestones.
* Award badges & certificates for top performers.
* Track leaderboard rankings.

**🔐 Sprint 6: Compliance & Security**

**✅ Audit Logs**

* Store all user activity logs (edits, approvals, role changes).
* Track modifications on employee records.

**✅ Role Permissions & Encryption**

* Define access levels for HR, Managers & Employees.
* Encrypt sensitive employee data.

**✅ GDPR Compliance**

* Data privacy settings for employees.
* Auto-delete outdated employee records for compliance.