|  |
| --- |
| Enterprise Resource Planning (ERP) |
| Human Resource Management Systems (HRMS) |
| PREPARED BY: KG ERP Team |

Table of Contents

[1 Objective 3](#_Toc12878825)

[2 Human Resource Management System (HRMS) 3](#_Toc12878826)

[3 Features of HRMS 4](#_Toc12878827)

[4 Requirement Specification 5](#_Toc12878828)

[5 Functional Requirement 5](#_Toc12878829)

[5.1 Terminology 5](#_Toc12878830)

[5.2 Employee Information: 5](#_Toc12878831)

[5.3 Absence and Leave Information: 6](#_Toc12878832)

[5.4 Attendance: 6](#_Toc12878833)

[5.5 Time approval 6](#_Toc12878834)

[6 Conclusion 6](#_Toc12878835)

# Objective

ERP, or Enterprise Resource Planning, is a suite of integrated business software applications (often called modules) that allow companies to track and manage data and even automate some business functions, including Human Resources.

# Human Resource Management System (HRMS)

Human Resource modules in particular are used to track different people-related functions, such as planning, payroll, administration, development, hiring, and more. Business services, like Standard Operating Procedures, job postings, news, forums, tracking of work hours, and benefits, automate the Salary management, statutory reporting, Leave management, performance evaluation and promotion of all employees, attendance management for salary calculation, Approval Process, Full and final settlement.

The personnel management comprises of HR master-data, personnel, recruitment and salary administration. Time management includes shift planning, time recording, absence & leave management. This section comprises of training and event management, additional training determination and training assessment etc., can all be unified into one module, which makes overall management and decision-making easier.

# Features of HRMS

#### Fig: 01 Features of HRMS

# Requirement Specification

Requirements are primarily categorized as Functional requirement and Technical requirement for the ERP system that is to be implemented in the Bangla Link. Detail requirements are further categorized under specific functional and technical area. The HR concern person must put comment against each detail requirement to show whether their proposed solution complies with the requirement.

# Functional Requirement

Functional requirements are categorized according the following functional areas that are sought into the proposed solution.

## Terminology

|  |  |  |
| --- | --- | --- |
| **#** | **Acronym** | **Technical Area** |
| **1** | ERP | Enterprise Recourse Planning |
| **2** | HRMS | Human Resource Management System |
| **3** | PF | Provident Fund |

## Employee Information:

Employees within the organization can easily access information related to notice board, leave status, company policies etc. They can apply for Leave online, can view their leave status, PF (Provident Fund) statements, and can also be viewed without having to wait for HR reverts. Thus management spend less time answering questions and more time pursuing the vision.

* + Personal Employee Login.
  + Manage Leave Application.
  + Send leave application thru email.
  + Email Receipt of Leave Approval.
  + Personal Dashboard.
  + Notice Board.

## Absence and Leave Information:

Employee Leave & Attendance Management System streamlines communication between HR and employees and facilitates simple yet efficient management of employee leave. Leave approval no longer involve trails of paperwork. The system provides full audit trails of management staff's leave balances and plans. Management just need to enter the dates on which an employee has availed leave and the types of leave availed. Based on the rules defined in the masters while setting up exactly HRMS, reports would be generated:

* + Highly configurable User Defined Leave Rules.
  + User Defines Approval Hierarchy.
  + Online leave requisition, Approvals and rejection.
  + E-Mail Notifications.
  + Leave Balance Details
  + Flexible Attendance Input
  + Monthly / Yearly leave carry forward & encashment.
  + Attendance data integration from any time – machine.

## Attendance:

The timings regularities and attendance etc., are the parts of this section. It keeps track of the employee attendance and keeps the data secured for the future reference. Some of the most important features this module provides are mentioned below.

* + Calendar appearance for better visualization of employee attendance
  + Application facilities for holidays and Short leaves

## Time approval

Employee Time Approval Management System streamlines communication between Line Manager, HR and employees and facilitates simple yet efficient management of employee late coming due to field work, early going, absence due to travel on Duty. Time approval no longer involve trails of paperwork.

* + Late Coming, Early going, Absence due to travel on Duty etc.

# Conclusion

Necessary attribute detail has been given based on the requirements and understanding from the user end. But IT Team must analyze and improvise if there needed more attributes and condition to manage the HRMS more efficiently in KG.