Feature: Employee

Onboarding - OHRM-

US-001

As a HR Manager

I want to create onboarding checklists and assign tasks to new hires So that new employees are productive from day

AC1: User can new one

hires; validation shown for required Scenario: Happy path

fields. Given an authorized AC2: Only HR Manager is logged

authorized roles can in access this feature. When they complete

As a HR AC3: Actions are the primary action Manager, I audited with user, Then the system want to timestamp, records it and shows a create before/after values. success confirmation onboarding AC4: Notifications Security: RBAC

checklists are sent on key Scenario: Permission & audit;

and assign state changes denied Performance:

tasks to new (create, approve, Given an p95<500ms; hires, so that to create reject). unauthorized user Availability:

new onboarding new AC5: Errors are When they attempt 99.9% monthly;Created 2025-09employees checklists employees clear; retries and the action Usability: 12T10:02:01.313117Z are and assign are User, idempotency Then access is WCAG AA; | UUID=49190fd2-

OHRM- productive HR As a HR tasks to newproductive Workflow, handled where denied with an Privacy: PII f26a-4b9b-a89f-

US-001 Employee Onboarding from day one.Manager Manager hires from day oneMust 3MediumNotifications applicable. explanatory message masked in logs.8031b6a9b7fa

Feature: Leave

Management - OHRM-

US-002

As a Employee

I want to request paid time off from web or

AC1: User can mobile

request paid time off So that I can plan from web or mobile; vacations easily validation shown for required fields. Scenario: Happy path AC2: Only Given an authorized

authorized roles can Employee is logged in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

As a before/after values. success confirmation

Employee, I AC4: Notifications Security: RBAC

want to are sent on key Scenario: Permission & audit; request paid state changes denied Performance:

time off from (create, approve, Given an p95<500ms; web or reject). unauthorized user Availability:

mobile, so AC5: Errors are When they attempt 99.9% monthly;Created 2025-09that I can to request clear; retries and the action Usability: 12T10:02:01.313231Z plan paid time offI can plan Leave, idempotency Then access is WCAG AA; | UUID=d2b737e2-

OHRM- vacations As a from web or vacations Calendar, handled where denied with an Privacy: PII 0c4e-4553-ac57-

**StoryID**

**Epic**

**Title**

**Role**

**AsA**

**IWant**

**SoThat**

**Priority**

**StoryPoints**

**Risk**

**Dependencies**

**AcceptanceCriteria**

**Gherkin**

**NonFunctional**

**Notes**

US-002 Leave Management easily. EmployeeEmployeemobile easily Should 5High Notifications applicable. explanatory message masked in logs.c8821fb460fd

Feature: Time Tracking

- OHRM-US-003

As a Team Lead I want to approve timesheets in bulk AC1: User can So that payroll runs approve timesheets on time with correct in bulk; validation hours shown for required

fields. Scenario: Happy path AC2: Only Given an authorized

authorized roles can Team Lead is logged in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

AC4: Notifications

Security: RBAC

are sent on key Scenario: Permission

& audit; state changes denied

As a Team Performance:

(create, approve, Given an

Lead, I want p95<500ms;

reject). unauthorized user

to approve Availability:

AC5: Errors are When they attempt

timesheets in 99.9% monthly;Created 2025-09-

clear; retries and the action

bulk, so that payroll runs Usability: 12T10:02:01.313266Z

idempotency Then access is

payroll runs As a to approve on time with WCAG AA; | UUID=a24f000f-

handled where denied with an

OHRM- on time with Team Team timesheets correct Timesheet, Privacy: PII 1356-4331-972c-

applicable. explanatory message

US-003 Time Tracking correct hours.Lead Lead in bulk hours Could 8Low Payroll masked in logs.8b4b8f21f6c2

Feature: Performance

Management - OHRM-

US-004

As a HR Manager I want to schedule and track performance

AC1: User can reviews

schedule and track So that we maintain

performance continuous feedback

reviews; validation shown for required Scenario: Happy path

fields. Given an authorized AC2: Only HR Manager is logged

authorized roles can in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

As a HR before/after values. success confirmation

Manager, I AC4: Notifications Security: RBAC

want to are sent on key Scenario: Permission & audit; schedule and state changes denied Performance: track (create, approve, Given an p95<500ms; performance reject). unauthorized user Availability:

reviews, so AC5: Errors are When they attempt 99.9% monthly;Created 2025-09that we to schedule clear; retries and the action Usability: 12T10:02:01.313299Z maintain and track we maintain idempotency Then access is WCAG AA; | UUID=07cec522-

OHRM- Performance continuous HR As a HR performancecontinuous Users, handled where denied with an Privacy: PII bdef-4b73-93b7-

US-004 Management feedback. Manager Manager reviews feedback Must 13MediumReviews applicable. explanatory message masked in logs.35a484f3e88c Feature: Recruitment -

OHRM-US-005

As a Recruiter

I want to publish job

AC1: User can postings and screen

publish job postings candidates and screen So that we hire faster candidates; with better quality

validation shown for required fields. Scenario: Happy path AC2: Only Given an authorized

authorized roles can Recruiter is logged in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

As a before/after values. success confirmation Recruiter, I AC4: Notifications Security: RBAC

want to are sent on key Scenario: Permission & audit;

publish job state changes denied Performance:

postings and (create, approve, Given an p95<500ms; screen reject). unauthorized user Availability:

candidates, AC5: Errors are When they attempt 99.9% monthly;Created 2025-09so that we to publish clear; retries and the action Usability: 12T10:02:01.313326Z hire faster job postings we hire Jobs, idempotency Then access is WCAG AA; | UUID=513520c8-

OHRM- with better As a and screen faster with Candidates, handled where denied with an Privacy: PII 5687-49e4-b7df-

US-005 Recruitment quality. Recruiter Recruiter candidates better qualityShould 3High Email applicable. explanatory message masked in logs.466b2c7171f3

Feature: Payroll -

OHRM-US-006

As a Payroll

Specialist I want to export payroll-ready timesheet data

So that finance can AC1: User can run monthly payroll

export payroll-ready without errors timesheet data; validation shown for Scenario: Happy path required fields. Given an authorized AC2: Only Payroll Specialist is

authorized roles can logged in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system

timestamp, records it and shows a

As a Payroll before/after values. success confirmation

Specialist, I

AC4: Notifications

want to Security: RBAC

are sent on key Scenario: Permission

export & audit;

state changes denied

payroll-ready Performance:

(create, approve, Given an

timesheet p95<500ms;

reject). unauthorized user

data, so that Availability:

AC5: Errors are When they attempt

finance can to export finance can 99.9% monthly;Created 2025-09-

clear; retries and the action

run monthly payroll- run monthly Usability: 12T10:02:01.313339Z

idempotency Then access is

payroll As a ready payroll Timesheet, WCAG AA; | UUID=f3a796d2-

handled where denied with an

OHRM- without Payroll Payroll timesheet without Payroll, Privacy: PII 3b62-4392-8534-

applicable. explanatory message

US-006 Payroll errors. SpecialistSpecialistdata errors Could 5Low Reports masked in logs.ff17ddb7cf15

Feature: Attendance -

OHRM-US-007

As a Employee

I want to punch in/out

AC1: User can via web with geofence

punch in/out via web So that attendance is with geofence; accurate and fair

validation shown for required fields. Scenario: Happy path AC2: Only Given an authorized

authorized roles can Employee is logged in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

As a AC4: Notifications Security: RBAC

Employee, I are sent on key Scenario: Permission & audit;

want to state changes denied Performance:

punch in/out (create, approve, Given an p95<500ms; via web with reject). unauthorized user Availability:

geofence, so AC5: Errors are When they attempt 99.9% monthly;Created 2025-09that to punch clear; retries and the action Usability: 12T10:02:01.313371Z

attendance is in/out via attendance idempotency Then access is WCAG AA; | UUID=196f4f66-

OHRM- accurate and As a web with is accurate Attendance, handled where denied with an Privacy: PII 86b8-4485-ac6d-

US-007 Attendance fair. EmployeeEmployeegeofence and fair Must 8MediumGeolocation applicable. explanatory message masked in logs.691b8651747c

Feature: Training &

LMS - OHRM-US-008

As a Training Admin I want to assign mandatory courses

So that employees AC1: User can meet compliance assign mandatory requirements

courses; validation shown for required Scenario: Happy path

fields. Given an authorized AC2: Only Training Admin is

authorized roles can logged in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

As a Training AC4: Notifications Security: RBAC

Admin, I want are sent on key Scenario: Permission & audit;

to assign state changes denied Performance:

mandatory (create, approve, Given an p95<500ms; courses, so reject). unauthorized user Availability:

that AC5: Errors are When they attempt 99.9% monthly;Created 2025-09employees employees clear; retries and the action Usability: 12T10:02:01.313401Z meet As a to assign meet Courses, idempotency Then access is WCAG AA; | UUID=182a141a-

OHRM- compliance Training Training mandatory compliance Users, handled where denied with an Privacy: PII 8341-4045-aaf1-

US-008 Training & LMS requirements.Admin Admin courses requirementsShould 13High Notifications applicable. explanatory message masked in logs.976b25d8722b Feature: Employee

Self-Service - OHRM-

US-009

As a Employee

I want to update AC1: User can personal contact and update personal bank details contact and bank So that HR records details; validation stay accurate shown for required

fields. Scenario: Happy path AC2: Only Given an authorized

authorized roles can Employee is logged in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

AC4: Notifications

As a Security: RBAC

are sent on key Scenario: Permission

Employee, I & audit;

state changes denied

want to Performance:

(create, approve, Given an

update p95<500ms;

reject). unauthorized user

personal Availability:

AC5: Errors are When they attempt

contact and 99.9% monthly;Created 2025-09-

clear; retries and the action

bank details, to update Usability: 12T10:02:01.313422Z

idempotency Then access is

so that HR personal HR records WCAG AA; | UUID=a14b0591-

handled where denied with an

OHRM- records stay As a contact and stay Privacy: PII 54c0-489b-b3cf-

applicable. explanatory message

US-009 Employee Self-Service accurate. EmployeeEmployeebank details accurate Could 3Low Users, Audit masked in logs.bab9d5e0a509

Feature: Admin

Permissions - OHRM-

US-010

As a System Admin I want to define rolebased access control

AC1: User can (RBAC)

define role-based So that data stays

access control secure

(RBAC); validation shown for required Scenario: Happy path

fields. Given an authorized AC2: Only System Admin is

authorized roles can logged in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

AC4: Notifications Security: RBAC

are sent on key Scenario: Permission & audit;

As a System state changes denied Performance:

Admin, I want (create, approve, Given an p95<500ms; to define role- reject). unauthorized user Availability:

based access to define AC5: Errors are When they attempt 99.9% monthly;Created 2025-09control role-based clear; retries and the action Usability: 12T10:02:01.313435Z

(RBAC), so As a access idempotency Then access is WCAG AA; | UUID=61e9f3b9-

OHRM- that data System System control data stays handled where denied with an Privacy: PII 115f-4022-b26b-

US-010 Admin Permissions stays secure. Admin Admin (RBAC) secure Must 5MediumAuth, Roles applicable. explanatory message masked in logs.b919a9d002f3

Feature: Notifications -

OHRM-US-011

As a HR Manager I want to configure reminder emails for AC1: User can overdue tasks

configure reminder So that deadlines are emails for overdue not missed tasks; validation shown for required Scenario: Happy path

fields. Given an authorized AC2: Only HR Manager is logged

authorized roles can in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

As a HR AC4: Notifications Security: RBAC

Manager, I are sent on key Scenario: Permission & audit;

want to state changes denied Performance:

configure (create, approve, Given an p95<500ms; reminder reject). unauthorized user Availability:

emails for to configure AC5: Errors are When they attempt 99.9% monthly;Created 2025-09overdue reminder clear; retries and the action Usability: 12T10:02:01.313447Z

tasks, so that emails for deadlines idempotency Then access is WCAG AA; | UUID=0ae60cd5-

OHRM- deadlines areHR As a HR overdue are not Email, handled where denied with an Privacy: PII 360b-4ac3-b30a-

US-011 not missed. Manager Manager tasks missed Scheduler applicable. explanatory message masked in logs.03ff48a2e7a3

Notifications Should 8High

Feature: Reports &

Dashboards - OHRM-

US-012

As a HR Manager

I want to view headcount, attrition and leave trends AC1: User can view So that leadership headcount, attrition gets insights and leave trends; validation shown for Scenario: Happy path required fields. Given an authorized

AC2: Only HR Manager is logged

authorized roles can in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

AC4: Notifications Security: RBAC

As a HR are sent on key Scenario: Permission & audit; Manager, I state changes denied Performance:

want to view (create, approve, Given an p95<500ms; headcount, reject). unauthorized user Availability:

attrition and AC5: Errors are When they attempt 99.9% monthly;Created 2025-09leave trends, to view clear; retries and the action Usability: 12T10:02:01.313462Z so that headcount, idempotency Then access is WCAG AA; | UUID=aee28cb0-

OHRM- leadership HR As a HR attrition and leadership Reports, handled where denied with an Privacy: PII 40dc-45a0-9fdd-

US-012 Reports & Dashboards gets insights. Manager Manager leave trendsgets insights Could 13Low Analytics applicable. explanatory message masked in logs.4e9c7c285980 Feature: Document

Management - OHRM-

US-013

As a HR Manager

I want to collect signed policies from

AC1: User can employees collect signed So that we stay policies from compliant employees; validation shown for Scenario: Happy path required fields. Given an authorized

AC2: Only HR Manager is logged

authorized roles can in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

AC4: Notifications Security: RBAC

As a HR are sent on key Scenario: Permission & audit; Manager, I state changes denied Performance: want to (create, approve, Given an p95<500ms; collect signed reject). unauthorized user Availability:

policies from AC5: Errors are When they attempt 99.9% monthly;Created 2025-09employees, to collect clear; retries and the action Usability: 12T10:02:01.313472Z so that we signed idempotency Then access is WCAG AA; | UUID=66f77e88-

OHRM- Document stay HR As a HR policies fromwe stay handled where denied with an Privacy: PII e48e-43ce-a99c-

US-013 Management compliant. Manager Manager employees compliant Must 3MediumDocs, E-sign applicable. explanatory message masked in logs.9a4a84bf1c0a

Feature: Benefits -

OHRM-US-014

As a Benefits Admin I want to enroll employees in benefit plans

So that employees AC1: User can enrollreceive the right employees in benefitcoverage plans; validation shown for required Scenario: Happy path

fields. Given an authorized AC2: Only Benefits Admin is

authorized roles can logged in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

AC4: Notifications

As a Benefits Security: RBAC

are sent on key Scenario: Permission

Admin, I want & audit;

state changes denied

to enroll Performance:

(create, approve, Given an

employees in p95<500ms;

reject). unauthorized user

benefit plans, Availability:

AC5: Errors are When they attempt

so that 99.9% monthly;Created 2025-09-

clear; retries and the action

employees to enroll employees Usability: 12T10:02:01.313483Z

idempotency Then access is

receive the As a employees receive the WCAG AA; | UUID=ac0ad05e-

handled where denied with an

OHRM- right Benefits Benefits in benefit right Benefits, Privacy: PII ffd0-4641-af55-

applicable. explanatory message

US-014 Benefits coverage. Admin Admin plans coverage Should 5High Payroll masked in logs.96bfff4f60f2

Feature: Travel &

Expense - OHRM-US-

015

As a Employee I want to submit expense claims with

AC1: User can receipts submit expense So that I get claims with receipts; reimbursed quickly validation shown for required fields. Scenario: Happy path AC2: Only Given an authorized

authorized roles can Employee is logged in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

As a AC4: Notifications Security: RBAC

Employee, I are sent on key Scenario: Permission & audit;

want to state changes denied Performance: submit (create, approve, Given an p95<500ms; expense reject). unauthorized user Availability:

claims with AC5: Errors are When they attempt 99.9% monthly;Created 2025-09receipts, so to submit clear; retries and the action Usability: 12T10:02:01.313496Z that I get expense I get idempotency Then access is WCAG AA; | UUID=6cf9c930-

OHRM- reimbursed As a claims with reimbursed Expenses, handled where denied with an Privacy: PII 7301-41f5-9dc5-

US-015 Travel & Expense quickly. EmployeeEmployeereceipts quickly Could 8Low Approvals applicable. explanatory message masked in logs.5fca3c48e5ff

Feature: Asset

Management - OHRM-

US-016

As a IT Admin I want to assign laptops and track

AC1: User can returns

assign laptops and So that assets are track returns; accountable

validation shown for required fields. Scenario: Happy path AC2: Only Given an authorized

authorized roles can IT Admin is logged in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

AC4: Notifications Security: RBAC

are sent on key Scenario: Permission & audit;

As a IT state changes denied Performance:

Admin, I want (create, approve, Given an p95<500ms; to assign reject). unauthorized user Availability:

laptops and AC5: Errors are When they attempt 99.9% monthly;Created 2025-09track returns, clear; retries and the action Usability: 12T10:02:01.313507Z so that assets to assign idempotency Then access is WCAG AA; | UUID=335f1d5d-

OHRM- are As a IT laptops and assets are handled where denied with an Privacy: PII 0a87-455e-8c5c-

US-016 Asset Management accountable. IT Admin Admin track returnsaccountable Must 13MediumAssets, Users applicable. explanatory message masked in logs.6c49f4c45ec4 Feature: Disciplinary -

OHRM-US-017

As a HR Manager

I want to log incidents and corrective actions AC1: User can log So that we maintain incidents and fair records

corrective actions; validation shown for Scenario: Happy path required fields. Given an authorized

AC2: Only HR Manager is logged

authorized roles can in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

AC4: Notifications

Security: RBAC are sent on key Scenario: Permission

As a HR & audit;

state changes denied

Manager, I Performance:

(create, approve, Given an

want to log p95<500ms;

reject). unauthorized user

incidents and Availability:

AC5: Errors are When they attempt

corrective to log 99.9% monthly;Created 2025-09-

clear; retries and the action

actions, so incidents Usability: 12T10:02:01.313518Z

idempotency Then access is

that we and WCAG AA; | UUID=1b41d307-

handled where denied with an

OHRM- maintain fair HR As a HR corrective we maintain Privacy: PII e078-4d4f-bd2c-

applicable. explanatory message

US-017 Disciplinary records. Manager Manager actions fair records Should 3High Cases, Users masked in logs.0f802f227308

Feature:

Separation/Offboarding

- OHRM-US-018

As a HR Manager I want to schedule exit tasks and revoke access

AC1: User can So that secure and schedule exit tasks smooth exits and revoke access; validation shown for Scenario: Happy path required fields. Given an authorized

AC2: Only HR Manager is logged

authorized roles can in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

As a HR AC4: Notifications Security: RBAC

Manager, I are sent on key Scenario: Permission & audit;

want to state changes denied Performance:

schedule exit (create, approve, Given an p95<500ms; tasks and reject). unauthorized user Availability:

revoke AC5: Errors are When they attempt 99.9% monthly;Created 2025-09access, so to schedule clear; retries and the action Usability: 12T10:02:01.313530Z that secure exit tasks idempotency Then access is WCAG AA; | UUID=eb987b4f-

OHRM- and smooth HR As a HR and revoke secure and Workflow, IT, handled where denied with an Privacy: PII 754c-4ff9-a1e5-

US-018 Separation/Offboardingexits. Manager Manager access smooth exits Could 5Low Payroll applicable. explanatory message masked in logs.02c95687c711

Feature: Organization

Structure - OHRM-US-

019

As a HR Manager I want to manage departments and AC1: User can reporting lines manage So that org charts

departments and remain current

reporting lines; validation shown for Scenario: Happy path required fields. Given an authorized

AC2: Only HR Manager is logged

authorized roles can in access this feature. When they complete AC3: Actions are the primary action audited with user, Then the system timestamp, records it and shows a

before/after values. success confirmation

As a HR AC4: Notifications Security: RBAC

Manager, I are sent on key Scenario: Permission & audit;

want to state changes denied Performance: manage (create, approve, Given an p95<500ms; departments reject). unauthorized user Availability:

and reporting to manage AC5: Errors are When they attempt 99.9% monthly;Created 2025-09lines, so that departments clear; retries and the action Usability: 12T10:02:01.313540Z org charts and org charts idempotency Then access is WCAG AA; | UUID=fa2e44de-

OHRM- remain HR As a HR reporting remain handled where denied with an Privacy: PII deca-48bb-a3ca-

US-019 Organization Structure current. Manager Manager lines current Must 8MediumOrg, Users applicable. explanatory message masked in logs.70129597eb8f

Feature: Employee

Directory - OHRM-US-

020

As a Employee I want to search

colleagues by name,

AC1: User can

department or skill

search colleagues

So that collaboration

by name,

improves

department or skill;

validation shown for

Scenario: Happy path

required fields.

Given an authorized

AC2: Only

Employee is logged in

authorized roles can

When they complete

access this feature.

the primary action AC3: Actions are

Then the system

audited with user,

records it and shows a

timestamp,

success confirmation

As a before/after values.

Employee, I AC4: Notifications Security: RBAC

Scenario: Permission

want to are sent on key & audit;

denied

search state changes Performance:

Given an

colleagues by (create, approve, p95<500ms;

unauthorized user

name, reject). Availability:

When they attempt

department to search AC5: Errors are 99.9% monthly;Created 2025-09-

the action

or skill, so colleagues clear; retries and Usability: 12T10:02:01.313551Z

Then access is

that by name, idempotency WCAG AA; | UUID=17c394c2-

denied with an

OHRM- collaboration As a department collaboration Users, handled where Privacy: PII d14a-4d0c-8cf0-

explanatory message

US-020 Employee Directory improves. EmployeeEmployeeor skill improves Should 13High Directory applicable. masked in logs.bb336402c075





