Modules in Human Resource Management Software.

Before discussing which all the modules to include let us have a look at the type of Users.

1. Admin User: He is the Super User who has all the rights. He is the one who does all the Master Setup like
   1. Company Structure.
   2. Job Details.
   3. Pay Grades.
   4. Employment Status.
   5. Qualification Setup.
   6. Leave Setting.
   7. Salary Details.
   8. Training.
   9. Document.
2. Manager User: Manager can see the details but he doesn’t have any rights to edit or update the information. He can see
   1. Company Structure(Which he cannot edit)
   2. Qualification Setup(He can edit).
   3. Project Client Setup(This is optional right now, we can think whether to include or not).
   4. Employee Performance chart.
   5. Subordinates.
   6. Leaves of himself and all subordinates.
   7. Time management (this includes project, attendance time in and out).
   8. My documents(documents he has submitted).
   9. Training This is optional right now, we can think whether to include or not).
3. Employee (User): Employee can see the information but cannot edit/update anything except very few.
   1. Leave Management (here he can apply the leave which has to be accepted by the supervisor).
   2. Time management (this includes project, attendance time in and out).
   3. My documents(documents he has submitted).
   4. Training (This is optional right now, we can think whether to include or not).

All the above users irrespective of their roles when they Login they see Dashboard (What all to have in Dashboard will discuss and come to conclusion).

Now before going in detail let us have some basic Assumptions/Standards that we need to follow in the entire HRM Software irrespective of the module.

1. Whenever we get the List of Companies, Employees, Department and so on we must have **Previous and Next Button at the bottom and top of the page.**

In between Previous and Next Button we will have the number 1, 2, 3... Which specifies the current page.

2. Wherever we come across the form must have \* (Asterisk) in Red Color which specifies the mandatory fields.

This will have the consistency in the HRM Software.

Now we will discuss what all the modules to be included.

1. **Organization**: Here Company Structure will be created.

When we click on the Company/Organization Structure Link we get the list of all the Company Names already created.

**Logo Company Name Address Type Country Parent Action**

Here to edit/Delete the Company details we can either give Edit/Delete button/Link with appropriate symbol for edit and delete (**Ref** **Icehrm.com**) in front of each company.

**Company Name Address Type Country**

Once after clicking on the **Add button** the user is navigated to the Empty Form with following fields in it. (We can discuss on fields to be included)

**\*Company Name Text Field Size (50 Characters with special Characters allowed)**

**\*Company Type Select Box (Ex: Head Office, Regional, Branch)**

**\*Parent Select Box (Ex: Head Office, HR)**

**Registration Number Text Field Size (50 Characters with special Characters allowed)**

**Note:** The above fields Tax id and Registration Number will be region specific (Country Specific let us discuss)

**Address Text Field Size (200 Characters with special Characters allowed)**

**\*City Text Field Size (50 Characters with special Characters allowed)**

**\*State/Province Text Field Size (50 Characters with special Characters allowed)**

**\*Country Select Box (The Select box should contain the list of all countries)**

**\*Time Zone Select Box (Based on the Country the Time zone values should be filtered)**

**Currency Select Box (This is optional, if we include this field then we should have list of all the Currency List)**

**Phone Number1 Text Field Size (20 Characters with special Characters allowed but No Space)**

**Phone Number2 Text Field Size (20 Characters with special Characters allowed but No Space)**

**Fax Number Text Field Size (20 Characters with special Characters allowed but No Space)**

**Email Text Field Size (Standard Email Text Field Template)**

**Website Text Field Size (Standard Website Text Field Template)**

**Additional Info Text Field Size (200 Characters with special Characters allowed)**

**Logo Image (PJPEG,JPG)**

At the Bottom we can display the Date and time. This time specifies when exactly this company details are created in the HRM Software.

Below this form we will have 2 buttons

1. Cancel (This will reset all the fields in the form and navigate the user back to company list page).

2. Save (This will store all the fields in the Database and user is navigated to the Company List page)

In the Company Add Page we can have \* (Asterisk) in Red Color which specifies the mandatory fields.

In Company/Organization module let us have one more Link/Tab Company Structure

Which specifies the Company in Tree Structure (**Ref: Orangehrm.com**).

Let us look into next section in the Organization i.e. **Department.**

We can have Department Link under Organization/Company Link.

Once we click on this Department Link the user is navigated to the Department list page.

This page contains the list of all the departments created in the organization.

This Completes the Organization section.

**Job Details** – This will be a Link on the Left Pane

Once the user clicks on this Link/Tab. He can see the following details

Three **Tabs** at the top of the page

1. Job Title/Designation
2. Salary Grade.
3. Employment Status.

Along with the List of Job Titles/Designations created.

The list will have following columns

**Job ID** **Name**

Once the user clicks on the **Add** button, he will be navigated to Job Title add page.

Which has following Fields

**\*Job Title/Designation Code - Text Field (5 Characters only Alphanumeric)**

**\*Job Title/Designation - Text Field (20 Characters only Alphanumeric)**

**\*Description - Text Field (1000 Characters with special Characters allowed).**

Next section in our HRM is **Job/Job Details.**

This section will have **Job Titles, Pay Grades, and Employment Status subsection**