**HRM SOFTWARE REQUIREMENTS.**

As we all know from the previous document that the HRM Software mainly has three different kinds of users.

* Admin (Super User)
* Manager.
* Employee.
* (this is not fixed where n no of user type may come it should be dynamic)

**Admin User:**

When the Admin (Super User) logs into the HRM Software.

He will see the following links in the Dashboard. These links can be like small widget for example in ICICI Home page once we login. There we can see I have and I owe in the same way we can have the following.

Organization, Employee, Users, Attendance, Leave Management, Settings.

Once the admin clicks on the Organization widget. The user (admin) is taken to Organization list page. In the organization list page we have **two** tabs.

1. **Company/Organization List.**
2. **Structure.**

**( let here name as lable and type is master data where type of structure may**

**Be choosen from combo like company, hospital, college, school etc)**

**(Note: just think here can we configure for classroom, and subject with respect to session of the period y I am telling is now lot requirement for class room biometric attendance is required for cet exam and training class rooms .. just**

**Think and suggest how do we do common package for hrms AND other**

**Applications like class, cet exam, & subject )**

**And my plan is first make compact simply workable application for first version**

**Can be completed with in 4 to 5 months..)**

1. **First version**

**Login module**

**Organization structure**

**Department or branch**

**Employee master**

**Leave configuration including hrms policies**

**Biometic interface**

**And reports..**

**Admin Module:**

In Admin Module we have sub modules.

1. **Organization Module**.

This is the Basic Module which defines the Basic structure of the Company. In this module we can define the Hierarchy within the company.

Here while defining any organization we have to define the

* **Type** of the organization, here type specifies the following things **Head Office, Regional Office, Department, R and D.** so on.
* **Parent,** here parent specifies the parent Node (Organization) above this Organization. We can take an example of Development and Testing Departments. Both these departments come under IT Department. So while creating Development and Testing Organization we have to select the Type as Departments and in Parent we have to select the IT Department.

The above two points are very crucial. Because these specify the Hierarchical structure within the company. The effective hierarchical structure helps in better reporting and better coordination which in turn helps in overall growth of the company.

1. **Job Details**

Here in this sub module we have 4 tabs

1. **Job Titles:** This specifies the Title of the Job Ex: Associate Software Engg, Sr software Engg.
2. **Pay Grades:** This specifies the Pay for each job title.
3. **Employment Status:** This specifies the Status of the Employee Ex: Contract, Permanent, Temporary and Internship.
4. **Qualifications**

Here in this sub module we have 4 Tabs.

1. **Skills:** This specifies the Skills and its description Ex: Programming, Graphic Designing.
2. **Education**: This specifies the Education which is to be added based on the Organization scope.
3. **Languages**: This specifies the Languages.
4. **Certifications**: This specifies the certification which has to be added on the organization scope.
5. **Projects and Client**

Here in this sub module we have 3 Tabs

**a. Clients:** This specified the name of the clients the Organization has.

**b. Projects:** This specifies the Projects of the organization.

**c.** **Employee Projects:** This specifies the mapping of the employee with the project he is associated with.

1. **Document Management**

Here in this sub module we have 3 Tabs

**a. Document Types:** This specifies the type of document which needs to be submitted by the employees.

**b. Document Submission:** Here the admin can submit the documents (upload) into our HRM Software.

If we want we can have the following modules into our HRM Software.

1. **Organization Policies.**
2. **Organization News.**
3. **Announcements.**

This ends the admin module.

The above tabs mentioned in the sub module are seen by only admin. For example the document type tab is not available for employee.

The next module in our HRM Software is Employees. This is the major module.

In this module we have the following sub modules (Link).

**1 Employee**

In this sub module we have following tabs.

**a. Employee:** Here the admin can add the employee and all the necessary data.

**b. Skills:** Here the admin adds the skills the employee has.

**c. Qualification:** Here the admin adds the qualification of each employee.

**d. Certifications:** Here the admin adds the certifications of each employee if the employee has any.

**e. Languages:** Here the admin adds the language the each employee knows.

**f. Emergency Contact:** As the name suggests the admin adds the contact details of each employee in case of an emergency.

**g. Dependencies:** Here the admin adds the dependencies of each employee.

**Note:** While adding the employee details, skills, qualifications for each employee, the admin can see the list of the necessary data already created in the admin module by the admin. For Ex: Skills, Qualifications has already been added by the admin as part of Master Setup.

**2 Employee Upload**

In thissub module we will have only one tab

**a. Data Import:** Here the admin will upload the bulk employee data with the help of Excel Sheet.

**3 Training:** This can be added to the software in the second version. (Discussion required)

Will move on to **Leave Management.**

Under this module we will have following sub modules

**1. Leave Settings**

In this sub module we have

**a. Leave Types:** Here the admin adds the leave types