

Table of Content

Introduction	2
Existing Scenario.....	2
Proposed Solution.....	3
Functional Requirements	3

Introduction

ABC Technologies Ltd. wants to develop an application for maintaining information related to its employees transfer and generating the transfer related documents. This application would be facilitating the system administrator (Higher Management) to search the employees transfer record, make new transfers and also amend the allowances offered to the employee, which usually depends on the post of the employee and the type of transfer he is getting.

Existing Scenario

Currently the transfer records are maintained in the computer but there is no fixed format for it. Also the information needs to be shared by releasing circulars to the respective managers and employees and other related staff members (if any).

The information though maintained on computers, entire information can not be found at single place. If higher management wants some details about the transfers, they have to get it from the respective department heads. This becomes time consuming.

Proposed Solution

The management has decided to have a system for managing the transfers which will access a central database. This system can be installed on all the machines and the employees will have restricted access levels.

The system will have logins for employees and system administrator. And searching transfer records, updating records, making new transfers etc will be taken care of.

Functional Requirements

Following is a list of functionalities of the system. More functionalities that you find appropriate can be added to this list.

1) Login

- a) Employees
- b) System Administrator

2) Interface for filling up the following information

- a) Searching the transfer records.

The search can be based on the following fields :

- Employee Number,
- Employee Name,
- From Location,
- To Location,
- From Project,
- To Project,
- From Department,

Employee Transfer Management

- To Department etc
- b) Updating the transfer records.
 - c) Making new transfers.(this can be combined with the update page by enabling and disabling the update and make transfer buttons.)
- 3) Employees can request for the transfer: design the form with appropriate interface.
 - 4) Approval for the requested transfer.
 - 5) Generate the allowances; the employee will be entitled for based on the transfer location and his post.
 - 6) Generate transfer letters.
 - 7) Generate various reports like employees transferred in particular month / time span, transfers happened for particular projects etc.
 - 8) Logout

The Employee Master Record may contain the following fields (and some more which you wish to add):

- Employee Number,
- Employee Name,
- Role,
- Work Experience,
- Current Project,
- Current Location,
- Transfer Project,
- Transfer Location,

Employee Transfer Management

- Current Department,
- Transfer Department.
- Transfer Relieving Date,
- Transfer Joining Date,
- Reporting Manager.

This document was created with Win2PDF available at <http://www.win2pdf.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.
This page will not be added after purchasing Win2PDF.