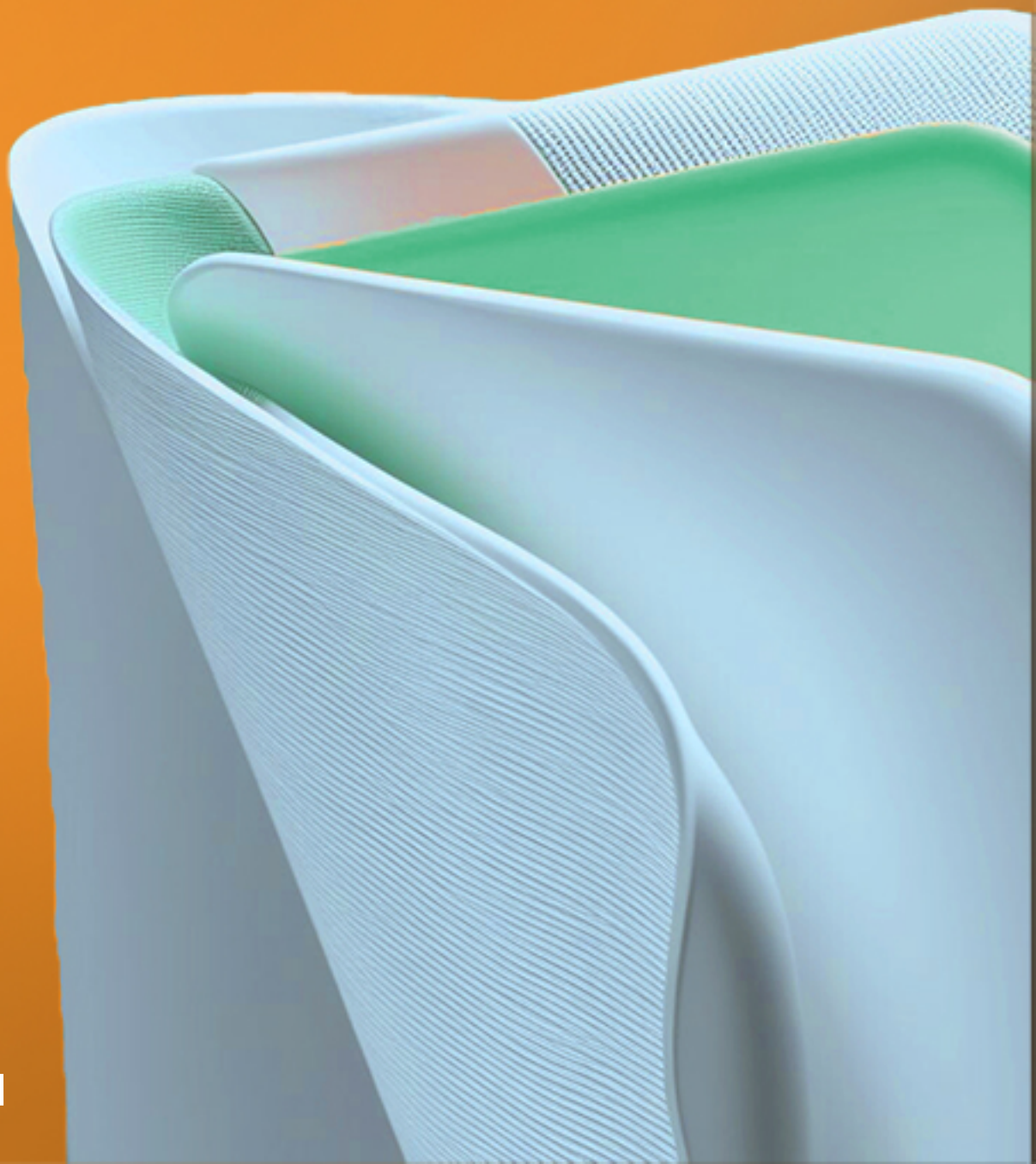




Functional and Non-functional requirements document



Functional requirement

1- People management

1.1- HR management

1.1.1- Enhanced Security with MFA

1.1.2- Audit Trail

1.1.3- Asset Tracking

1.1.4- News & HR Policy Publisher

1.1.5- Notifications

1.1.6- Custom User Roles

1.2- Employee-management

1.2.1- Dashboard

1.2.2- Employee Database & Profiles

1.2.3- Work Schedules

1.2.4- Disciplinary Tracking

1.2.5- Organization Chart

1.2.6- Corporate Directory

1.2.7- Document Templates

1.2.8- Orange Buzz (Internal Social Media)

1.3- reporting-and-analytics

1.3.1- Custom Reports

1.3.2- Graphical Reports

1.3.3- Report Extraction

1.3.4- Snapshot Reporting

1.3.5- Scheduled Reports

1.4- Mobile App

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Functional requirements:

1- People Management

1.1- HR management

1.1.1- Enhanced Security with MFA

The system shall:

- Require users to enable multi-factor authentication (MFA) for enhanced security.
- Support multiple authentication methods such as SMS, email, or authenticator apps.
- Restrict access to unauthorized users if MFA is not verified.

1.1.2- Audit Trail

The system shall:

- log all modifications, deletions, and additions made by users.
- allow administrators to view audit logs with timestamps and user actions.
- provide filtering options to search audit logs by date, user, and action type.

1.1.3- Asset Tracking

The system shall:

- allow HR managers to assign assets such as computers, office furniture, and stocks to employees.
- enable tracking of asset ownership history.
- generate reports on asset distribution and usage.

1.1.4- News & HR Policy Publisher

The system shall:

- allow HR managers to publish company news and policies on the dashboard.
- support file attachments for policy documents.
- send notifications to employees about new policies and news updates.

1.1.5- Notifications

The system shall:

- provide automated email notifications for events such as PTO approval, birthdays, and work anniversaries.
- allow users to customize notification preferences.
- track notification delivery status.

1.1.6- Custom User Roles

The system shall:

- allow administrators to define custom access levels for different user roles.
- ensure data confidentiality by restricting access to sensitive employee data based on roles.

1.2- Employee-management

1.2.1- Dashboard

The system shall:

- provide an employee dashboard displaying PTO accruals, time tracking, and company news.
- allow managers to view reporting charts and task lists.

1.2.2- Employee Database & Profiles

The system shall:

- allow HR to create, edit, and delete employee profiles.

- support bulk updates for employee records.
- allow adding custom fields such as t-shirt sizes for company events.

1.2.3- Work Schedules

The system shall:

- allow supervisors to create and modify employee work schedules.
- define working days, half-days, and non-working days.

1.2.4- Disciplinary Tracking

The system shall:

- enable HR to record and track employee disciplinary actions.
- generate reports on disciplinary incidents and resolutions.

1.2.5- Organization Chart

The system shall:

- generate a visual representation of the company's reporting structure.
- allow employees to view the organizational hierarchy.

1.2.6- Corporate Directory

The system shall:

- maintain an internal directory with employee names, contact details, and job titles.
- allow employees to search for colleagues based on department or role.

1.2.7- Document Templates

The system shall:

- store and manage HR-related document templates.
- allow document export in PDF format.

1.2.8- Orange Buzz (Internal Social Media)

The system shall:

- allow employees to post updates and share company news.
- support a 'Kudos' feature to recognize employee contributions.

1.3- reporting-and-analytics

1.3.1- Custom Reports

The system shall:

- allow HR to generate reports on various HR metrics such as PTO, training, and expenses.
- support custom report creation with user-defined fields.

1.3.2- Graphical Reports

The system shall:

- generate visual reports to display HR trends and analytics.
- support bar charts, pie charts, and line graphs.

1.3.3- Report Extraction

The system shall:

- allow reports to be exported in CSV and PDF formats.
- enable users to schedule automated report exports.

1.3.4- Snapshot Reporting

The system shall:

- allow HR to view historical employee data for job and salary details.
- track changes made to employee records over time.

1.3.5- Scheduled Reports

The system shall:

- allow administrators to schedule report generation at weekly or monthly intervals.

- ensure GDPR compliance by managing user access permissions for scheduled reports.

1.4- Mobile App

1.4.1- Dashboard

The system shall:

- provide a centralized dashboard for quick access to HR management features.
- allow employees to punch in and out directly from the dashboard.
- enable employees to apply for leave and view leave balances from the dashboard.
- display a leave calendar for easy tracking of upcoming leave.
- allow managers to approve pending leave requests and timesheets from the dashboard.
- provide access to company news and important documents from the dashboard.
- allow employees to manage their timesheets directly from the dashboard.

1.4.2- Employee Management

The system shall:

- allow employees to view and update their personal information.
- provide an employee directory for streamlined communication.
- display company announcements and news for employees.
- foster employee engagement by providing access to organizational initiatives.
- ensure easy navigation and access to employee management features.

1.4.3- Leave Management

The system shall:

- allow employees to apply for leave seamlessly.
- enable managers to assign leave to team members.
- allow managers to approve or reject leave requests with a few taps.
- provide a leave calendar for a clear overview of upcoming leave.
- facilitate hassle-free scheduling of leave for employees and managers.

1.4.4- Time Tracking

The system shall:

- allow employees to punch in and out for accurate attendance tracking.
- provide managers with a view of employee attendance at a glance.
- allow employees to fill and submit timesheets directly from their mobile devices.
- simplify timesheet management for efficient workforce tracking.

1.4.5- Enhanced Security

The system shall:

- allow users to reset their passwords directly from the mobile app.
- provide options for password recovery via email or other methods.
- ensure the confidentiality and security of sensitive user information.
- protect user accounts from unauthorized access.

1.4.6- Performance Management

The system shall:

- allow employees to view, add, and edit goals and OKRs (Objectives and Key Results).
- enable employees to track progress toward their goals.
- allow employees to receive feedback on their performance.
- allow employees to submit personal goals for supervisor approval.
- provide tools for setting and managing performance metrics.
- ensure alignment of employee goals with organizational objectives

2- Talent management

2.1- Recruitment

2.1.1- Job posting

The system shall:

- Publish and manage job postings across multiple job boards.
- Support custom hiring workflows and track vacancy progress.
- Allow creation of reusable hiring templates.
- Grade candidate responses and performance to identify the best fit

2.1.2- Website-System Integration

The system shall:

- Allow job postings to be hosted on the company website.
- Provide a seamless application process for candidates.
- Enable candidates to learn about the company while applying.

2.1.3-Signatures Made Simple

The system shall:

- Enable online E-signature collection for job offers.
- Streamline recruitment by eliminating manual signature processes.
- Enhance candidate experience with quick and secure signing.

2.1.4-Customizable Application Forms & Questions

The system shall:

- Allow creation of custom application forms and questions.
- Provide reusable templates for consistent applicant experiences.
- Ensure organization and readiness for processing applications.

2.1.5- Interview Assistant Automation

The system shall:

- Automate interview question selection from a pooled list.
- Save time and reduce bias in the interview process.
- Guide interviewers with relevant questions for each candidate.

2.2- Onboarding

2.2.1- Simplified Preboarding Process

The system shall:

- Send personalized welcome emails to new hires.
- Guide new hires through preboarding with self-introduction forms.
- Collect necessary information (e.g., contact details, references, qualifications).
- Automatically create employee profiles and introduce new hires to the company.
- Ensure compliance by collecting regulatory forms.
- Allow custom forms for company-specific information.

2.2.2-Onboarding/Offboarding Templates

The system shall:

- Allow creation of customizable onboarding and offboarding templates.
- Standardize processes for consistency across the organization.

- Automate repetitive tasks for new hires and departing employees.
- Ensure efficiency and reduce manual effort in onboarding/offboarding.

2.2.3-Task Management Hub

The system shall:

- Centralize HR-related tasks (e.g., visa renewals, compliance training).
- Provide tools to manage and track task progress.
- Support a wide range of HR activities beyond onboarding/offboarding.

2.2.4- Monitor Progress at a Glance

The system shall:

- Provide a dashboard with real-time task progress updates.
- Display a summary of completed and pending tasks.
- Identify bottlenecks in the onboarding/offboarding process.
- Enable drill-down functionality for detailed insights into individual tasks or departments.

2.2.5- Automate Onboarding and Offboarding Events

The system shall:

- Automate the initiation of onboarding tasks when a new hire is added.
- Automate offboarding processes for departing employees.
- Ensure consistent onboarding and offboarding experiences.
- Reduce manual HR effort through automation.
- Enable compliance with company policies during onboarding and offboarding.

2.2.6- Bulk Upload Task Types: Save Time & Resources

The system shall:

- Enable bulk upload of task types for onboarding and offboarding processes.
- Streamline processes by reducing the need for manual data entry.
- Minimize errors in task management with automated uploads.

2.2.7- Automated Overdue Reminders

The system shall:

- Send automated notifications for overdue tasks.
- Ensure timely transitions for new hires and departing employees by addressing overdue tasks.
- Maintain a smooth workflow with consistent reminder alerts.

2.2.8- Streamlined Task Completion

The system shall:

- Enable document attachment to onboarding and offboarding tasks.
- Provide task owners with centralized access to relevant documents.
- Facilitate efficient task completion for smooth transitions during onboarding and offboarding.

2.2.9- Increase Employee Engagement

The system shall:

- Provide a WYSIWYG editor to create engaging and informative onboarding tasks.
- Allow easy formatting of task descriptions to enhance clarity and engagement.
- Deliver a comprehensive and welcoming onboarding experience for new hires.

2.2.10- Personalized Onboarding Experiences

The system shall:

- Provide personalized email templates for smooth transitions during onboarding and offboarding.
- Support module tokens to deliver tailored communication to employees.
- Ensure communication aligns with and enhances the company's image.

2.3- Request Desk Page

2.3.1- Centralized Request Tracking & Resolution

The system shall:

- Track, monitor, and respond to all requests from a single platform.

2.3.2- Manage Hiring Requisitions & Workflow Automation

The system shall:

- Automate hiring requests, approvals, and candidate shortlisting.

2.3.3- Self-Resignation Request Management

The system shall:

- Enable employees to submit resignation requests with automated workflows.

2.3.4- IT Query Management

The system shall:

- Streamline IT-related requests, including asset procurement and software installations.

2.3.5- HR Request Management

The system shall:

- Centralize HR inquiries like job confirmation, payroll queries, and supervisor changes.

2.3.5- Request Communication Management

The system shall:

- Ensure seamless communication between requesters and stakeholders.

2.3.6- Workflow Automation

The system shall:

- Automate request routing and delegate tasks for smooth operations.

2.3.7- Reporting & Analytics

The system shall:

- Generate reports to track request volume, response times, and performance metrics.

2.3.8- Simplified Approvals

The system shall:

- Streamline HR request approvals, such as promotions and personal detail updates.

2.3.9- Streamlined Request Management

The system shall:

- Manage requests efficiently with enhanced email communication.

2.3.10- Improved Data Analysis

The system shall:

- Export request data to CSV for insights and process improvements.
-

3-Compensation

3.1-Payroll-connector

3.1.1- Definitiv

The system shall:

- Automate the entire payroll process to eliminate file uploads.
- Reduce manual intervention to streamline payroll operations.
- Enable compliance with payroll regulations across supported regions.
- Allow businesses to build customizable payroll platforms tailored to their needs.
- Remove manual calculations to improve processing efficiency by up to 250%.

3.1.2- hSenid

The system shall:

- Provide payroll outsourcing services customized to client needs
- Manage payroll processes using tested tools and industry-best standards.
- Maintain payroll records with a dedicated in-house technical support team.
- Support payroll processing for regions in Asia Pacific and Africa.

3.1.3- InterCorp Solutions

The system shall:

- Provide a cloud-based payroll system for automatic salary and allowance calculations.
- Generate payslips for employees seamlessly.
- Support payroll processing tailored to unique business needs.
- Facilitate operations via InterCorp's cloud platform, BAS.
- Serve payroll requirements within the Asia region.

3.1.4- MC Systems

The system shall:

- Enable monitoring and management of additional staff payments, such as overtime.
- Provide tools to track and address missing tax payments.
- Ensure accurate calculation of employee contributions to avoid errors.
- Reduce risks of overpayments and financial losses through automation.
- Deliver a payroll system tailored to operations in Jamaica.

3.1.5- Nitso

The system shall:

- Provide a user-friendly and flexible payroll management system for India.
- Allow customization of earning and deduction components using a calculation table.
- Generate outputs and statutory reports required for payroll applications.
- Support comprehensive management of employee payroll requirements.

3.1.6- PayPros

The system shall:

- Provide full-service payroll management for clients.
- Offer all-inclusive payroll services at a fixed, simple price.
- Include a 5% price match guarantee for competitive pricing.
- Ensure flexibility to meet varied client payroll needs.
- Deliver top-quality customer service and maintain client respect.

3.2- Leave & PTO Management Page

3.2.1- Request / Approve Leave

The system shall:

- Employees can request time off, and managers can approve or decline requests.

3.2.2- Leave Delegation

The system shall:

- Assign other employees to cover work during an employee's leave.

3.2.3- PTO Calendar

The system shall:

- View leave requests before and after approval for better staffing decisions.

3.2.4- Advanced Leave Configuration

The system shall:

- Define and configure custom leave types (e.g., holidays, maternity leave).

3.2.5- Automated PTO Accrual

The system shall:

- Automatically calculate and assign PTO hours based on predefined rules.

3.2.6- Payroll Connector

The system shall:

- Integrate leave data with payroll systems for accurate compensation.

3.2.7- Time Tracking

The system shall:

- Monitor employee working hours and leave balance effectively

3.3- Time tracking

3.3.1- Clock-In / Clock-Out Feature

The system shall:

- Allow clock-in/out via web, mobile app, or hardware with real-time sync.
- Let supervisors view, modify, and approve records.
- Track work hours, generate reports, and send notifications for missed actions.

3.3.2- Pay Policies and Overtime

The system shall:

- Let admins define pay policies (e.g., overtime limits).
- Automatically track hours and enforce policies.
- Generate reports to monitor overtime trends.

3.3.3- Timesheets

The system shall:

- Track employee clock-ins, clock-outs, and hours worked.
- Monitor overtime and time spent on specific projects.
- Ensure accurate payroll and activity visibility.

4- culture

4.1- Performance management

4.1.1- 360° Employee Reviews

The system shall:

- Allow customizable performance reviews (yearly, quarterly, etc.).
- Collect and track feedback from peers and managers.
- Provide a comprehensive view of employee performance.

4.1.2-Goal Tracking

The system shall:

- Allow creation of custom goals and OKRs.
- Assign goals to one or multiple employees.
- Track progress and provide visibility for managers.

4.1.3-Custom Review Questions

The system shall:

- Allow the creation of custom review questions.
- Enable adding or removing questions based on job roles or company needs.
- Provide flexibility to tailor reviews for individual employees.

4.1.4- Electronic Performance Sign-off

The system shall:

- Prompt managers and employees to electronically sign off on performance reviews.
- Ensure acknowledgment and completion of review discussions.
- Maintain a record of signed-off reviews for documentation.

4.2- Career Development

4.2.1 - 9-Box Matrix

The system shall:

- Categorize employees by performance and potential using a 9-box matrix.
- Visualize real-time employee classifications (top performers, plateauing, at risk).
- Filter, sort, and analyze employee distribution within the matrix.
- Track historical changes in employee positions over time.

4.2.2 - Career Path Development

The system shall:

- Help managers create career paths based on 9-box categories.
- Provide AI-driven recommendations for career progression and training.

4.2.3 - Individual Development Plan (IDP) Management

The system shall:

- Enable creation, updating, and tracking of IDPs for employees.
- Use templates for goals, skill development, and progress tracking.

- Link IDPs to past performance and evaluation history.
- Facilitate manager-employee collaboration on career growth plans.
- Send reminders for IDP reviews and updates.

4.2.4 - Training and Guidance for Managers

The system shall:

- Offer built-in training on 9-box matrix and IDP usage.
- Provide step-by-step guidance for IDP meetings.

4.2.5 - Employee Engagement & Empowerment

The system shall:

- Let employees view IDP progress and milestones.
- Recommend learning resources and programs based on IDPs.
- Collect automated feedback on career growth satisfaction.

4.3- Training

4.3.1 - Flexible Course Creation and Delivery

The system shall:

- Allow admins to create and customize courses for organizational needs.
- Support multimedia integration (videos, links, documents, quizzes).
- Enable course assignment to individuals or groups.

4.3.2 - Anytime, Anywhere Access

The system shall:

- Provide web-based and mobile-friendly access to training materials.
- Allow course resumption from any device with internet access.
- Support offline access for pre-downloaded content (if applicable).

4.3.3 - Course Completion Reminders

The system shall:

- Let admins set course completion deadlines.
- Send automated notifications for pending or overdue courses.
- Enable managers to track progress and send manual reminders.

4.3.4 - E-Certificates for Course Completion

The system shall:

- Generate e-certificates upon course completion.
- Allow customization with branding, employee name, and course details.
- Provide options to download, print, or share certificates.

4.3.5 - Centralized Course Management & Simplified Delivery

The system shall:

- Offer a centralized dashboard for course management and progress tracking.
- Enable coordinators to update content, enroll users, and adjust settings.
- Generate reports and analytics to measure training effectiveness.
- Support integration with third-party LMS if required.

Non-Functional Requirements

1- Performance Requirements

1.1- Response Time:

- load all pages within 2 seconds under normal load conditions.

1.2- Concurrent Users:

- The website should support up to 1,000 concurrent users without degradation in performance.

1.3- Data Processing:

- process and display employee payroll data for up to 10,000 employees within 5 seconds.

2- Scalability

- The system should scale horizontally to support up to 10,000 active users during peak times (e.g., payroll processing or performance review periods).
- The database should handle a 20% annual increase in employee records without significant architectural changes.

3- Availability

- The website should have an uptime of 99.9% (excluding scheduled maintenance).
- Scheduled maintenance windows should not exceed 2 hours per month and should be communicated to users at least 48 hours in advance.

4- Security

4.1. Authentication:

- The system must support multi-factor authentication (MFA) for all users.

4.2. Data Encryption:

- All sensitive data (e.g., employee personal information, payroll data) must be encrypted both in transit (using TLS 1.2 or higher) and at rest (using AES-256 encryption).

4.3. Access Control:

- Role-based access control (RBAC) should be implemented to ensure that only authorized users can access sensitive HR data.

4.4. Audit Logs:

- All user actions (e.g., login attempts, data modifications) must be logged and stored for at least 1 year for audit purposes.

5- Usability

5.1. The website should comply with WCAG 2.1 AA accessibility standards to ensure usability by individuals with disabilities.

5.2. The user interface should be intuitive, with a maximum of 3 clicks required to access any core feature (e.g., viewing employee details, submitting leave requests).

6- Reliability

6.1. The system should have a mean time between failures (MTBF) of at least 1,000 hours.

6.2. In the event of a failure, the system should recover within 15 minutes (Recovery Time Objective - RTO).

7- Maintainability

7.1. The system should be modular, with clear documentation for all components to allow for easy updates and bug fixes.

7.2. The average time to resolve critical bugs should not exceed 24 hours.

8- Compatibility

8.1. The website should be compatible with the following browsers: Google Chrome (latest version), Mozilla Firefox (latest version), Microsoft Edge (latest version), and Safari (latest version).

8.2. The system should be responsive and function seamlessly on devices with screen sizes ranging from 320px (mobile) to 1920px (desktop).

9- Disaster Recovery

9.1. The system should have a disaster recovery plan to ensure data can be restored within 4 hours in the event of a catastrophic failure.

9.2. Regular backups of all critical data should be performed daily and stored in a secure offsite location.