**Requirements Definition**

**Functional Requirements**

1. **Report Generation - Process Oriented**
   1. The system will generate a daily report that will allow managers to evaluate when an employee has punched in or out
   2. The system will generate a report at the end of the pay period that will allow the manager to see how many regular, overtime, and holiday hours each employee has worked

**2. Employee Search - Process Oriented**

* 1. The system must allow the manager to search for an employee based on name
  2. The system must allow the manager to search for an employee based on SS number
  3. The system must allow the manager to search for an employee based on Employee number

**3. Edit - Process Oriented**

* 1. The system must allow the manager to manually edit an employee’s, personal information schedule, hours worked, and punch times

**4. Report Storage - Information Oriented**

1. The system will store all generated reports
2. The system will store manually entered information

**5. Clock In/Out - Process Oriented**

1. The system must allow employees to clock in or out
2. The system will display “view time to date”
3. System will keep track of late employees
4. System will flag managers when employees are late

**6. Manager Creates Schedule - Process Oriented**

1. System must allow manager to input schedule into time-keeping system

**Nonfunctional Requirements**

1. **Operational**
   1. The system must be able to function through user-facing devices networked to a central controller.

**2. Performance**

1. The system must support multiple kiosks at multiple locations.
2. The system must be able to function 24 hours a day.

**3. Security**

1. Employees must use a biometric scan and a pin to clock in or out
2. The system will only allow a manager with a pin and biometric scan to make edits to employee information
3. Employee pin numbers will not be made available to manager.
4. If an employee is not scheduled or authorized to work but tries to clock in, the system will notify the user and they will not be able to clock in.

**4. Cultural and Political**

1. Employee information will not be sold or used outside of the company in any way
2. The system will only be available in English