

Employee Leave Management System

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1. Objective and Scope

The objective and scope of Employee Leave Management System is to automate and streamline the process of leave requests within an organization, ensuring efficiency, transparency, and accuracy.

The scope of the product includes the following basic features:

- Employees will have the ability to submit leave requests through the system. Different types of leaves such as sick leave, vacation, maternity/paternity leave, etc., will be supported. Employees can specify the dates, duration, and reason for the leave application.
- Supervisors and managers will receive notifications for pending leave requests. They can review, approve and reject leave requests based on predefined rules and policies. The system will maintain a transparent workflow, showing the status of each request.
- ELMS will keep track of employees' leave, It will display employees' accrued leave & taken leaves. Automated notifications will be sent to employees for leave approvals, rejections, or modifications.
- The system will be accessible via web and/or mobile interfaces for convenient usage. It will implement stringent security measures to protect employee data and ensure confidentiality.

2. Project End Users

In an Employee Leave Management System (ELMS), various end users interact with the system to fulfill different roles and responsibilities.

Here are the key end users typically involved in the ELMS:

- **Employees:** They are the primary users of the system, responsible for submitting leave applications with necessary details such as leave type, duration, and reason. Viewing the status of their leave requests. Receiving notifications and reminders regarding leave approvals, rejections, or modifications.
- **Supervisors / Managers:** They are responsible for managing their team's leave requests, ensuring adequate coverage, and approving or rejecting leave applications. Planning work schedules to accommodate approved leaves and maintain productivity. Receiving notifications and reminders for pending leave requests requiring approval.

3. Features

3.1 Login to the system

Each and every user should be authenticated with a User Name and Password to login into the system.

Validations for User Name and Password.

User Name: It accepts only Alphabets, Numbers, Dot (.) symbol and Underscore (_) symbol.

Password: It can be anything of the users' choice.

3.2 Leave Application

This feature enables employees to request time off for various reasons such as vacation, sick leave, personal reasons, etc. Fill out a leave request form with details such as leave type, duration, start date, end date, and reason. Submit the leave request for approval by the relevant manager or supervisor. Receive notifications on the status of the leave request (approved, pending, rejected).

3.3 Leave History

This feature allows employees to view a detailed history of their past leave requests and approvals. Access a log of all leave applications submitted, including dates, types of leave, and statuses (approved, pending, rejected).

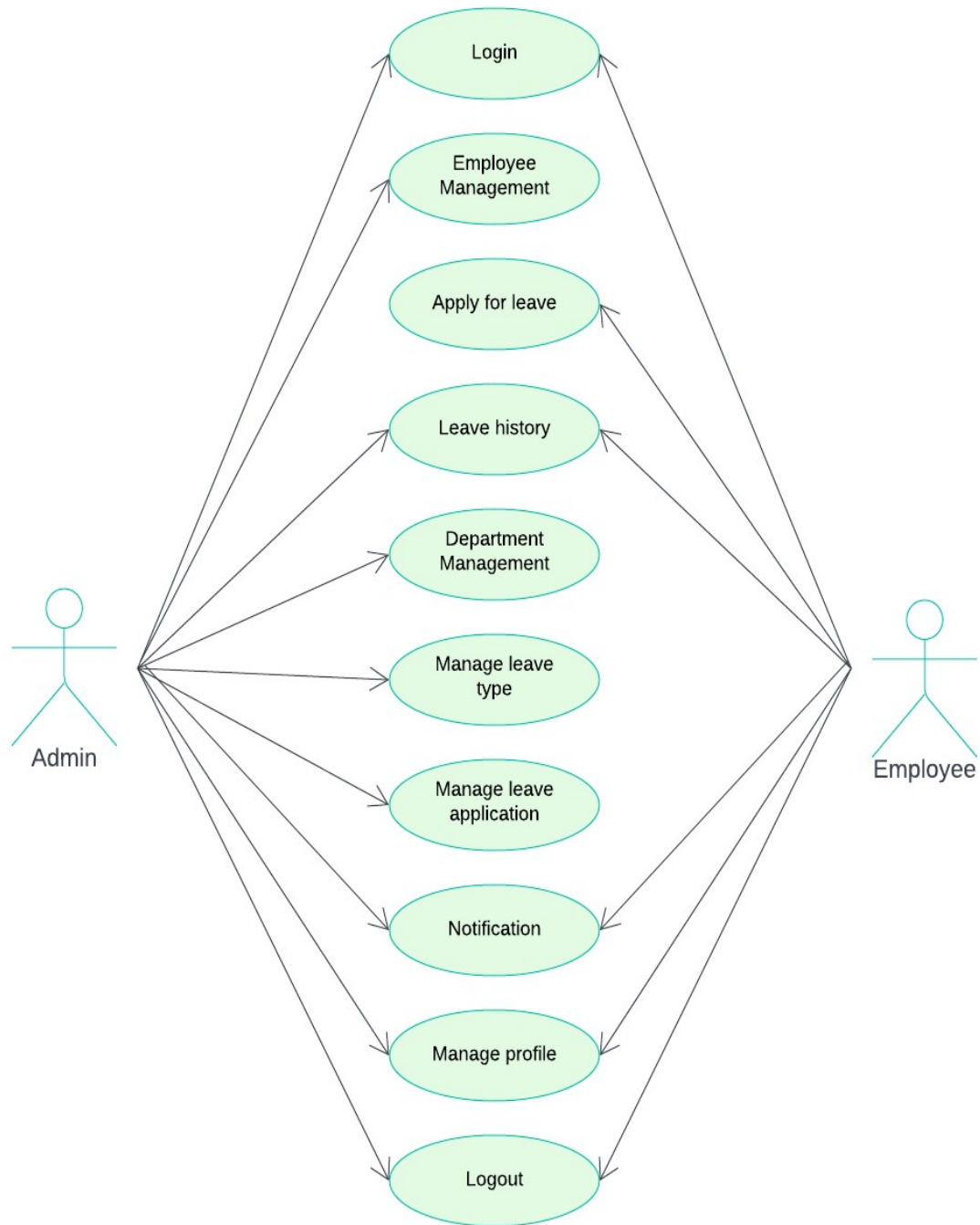
3.4 Employee Management

This feature provides tools for HR administrators to manage employee profiles, information, and interactions within the system. Add new employees to the system and set up their profiles with relevant details. Update employee information such as job titles and departments.

3.5 Department Management

This feature allows administrators to organize employees into departments or teams for

easier management and reporting. Create new departments or teams within the organization. Assign employees to specific departments based on their roles and responsibilities.



Use case diagram for ELMS

3.6 Manage Leave Type

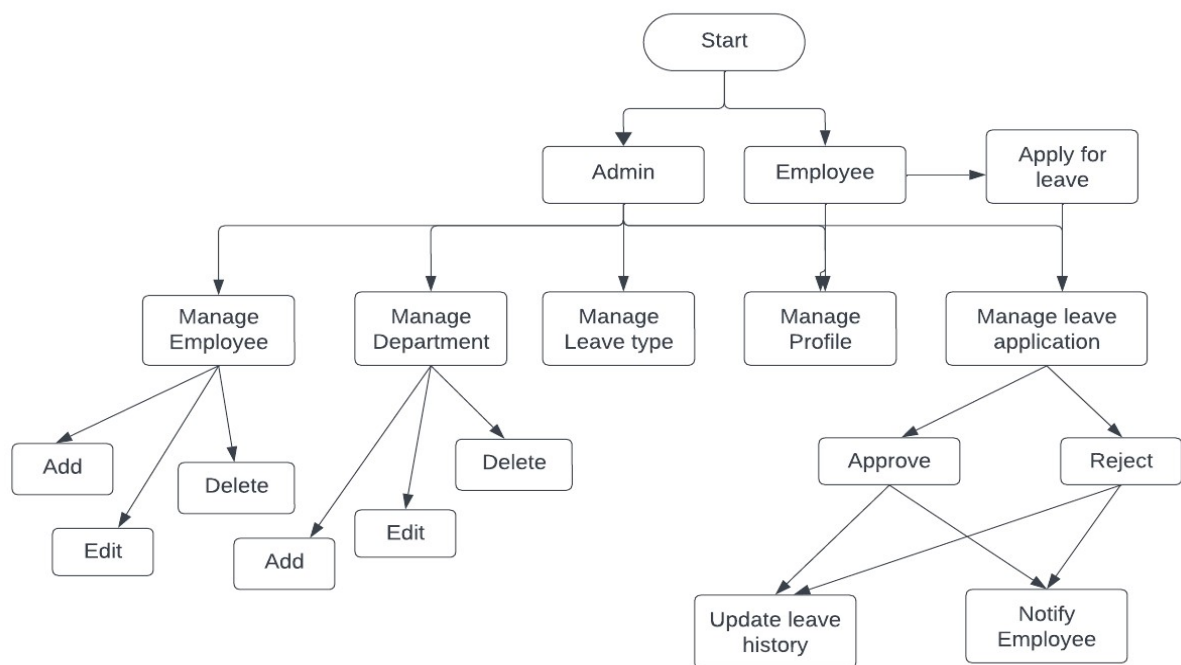
This feature enables administrators to define and customize different types of leave such as vacation leave, sick leave, maternity/paternity leave, etc.

3.7 Manage Leave Application

This feature provides administrators with tools to oversee and manage all leave applications submitted by employees. Review pending leave requests and take action (approve, reject, modify) as necessary. Monitor leave balances and ensure compliance with company policies.

3.8 Notification System

This feature automates the process of sending notifications and alerts to employees and administrators regarding important events or actions within the system. Notify employees when their leave requests are approved, rejected, or pending. Alert administrators of pending leave approvals.



Flowchart of ELMS

3.9Manage Profile

This feature enables employees to view and update their personal profiles and information within the employee management system. Employee can able to view history of leaves taken.