Functional Requirements Specification (FRS) for Orange HRM ESS Module

1. Introduction

1.1 Purpose

This document outlines the functional requirements for the Employee Self-Service (ESS) Module in Orange HRM. The ESS module enables employees to independently manage their leaves, timesheets, personal details, and performance tracking. It aims to improve efficiency, reduce HR workload, and enhance employee experience.

1.2 Scope

The ESS Module provides functionalities for:

- Leave Management – Employees can apply for leave, check leave balances, and track leave approvals.

- Timesheet Management – Employees can submit and manage their working hours.

- Personal Information Management – Employees can update and maintain their personal details.

- Performance Tracking – Employees can track their performance evaluations and submit self-assessments.

1.3 Definitions & Acronyms

- ESS – Employee Self-Service

- HRM – Human Resource Management

- HR – Human Resources

- PIM – Personnel Information Management

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2. Functional Requirements

2.1 User Authentication & Dashboard

- FR1: Employees should log in using their credentials (username & password).

- FR2: A personalized dashboard should display leave balances, pending approvals, and timesheet status.

2.2 Leave Management

- FR3: Employees should be able to apply for leave.

- FR4: The system should validate leave balances before approval.

- FR5: Employees should be able to track the status of their leave requests.

- FR6: Leave history should be accessible.

2.3 Timesheet Management

- FR7: Employees should enter their working hours and submit timesheets for approval.

- FR8: The system should allow employees to edit timesheets before submission.

- FR9: Approved timesheets should be viewable but non-editable.

2.4 Personal Information Management

- FR10: Employees should be able to update personal details (contact info, address, emergency contact, etc.).

- FR11: Some fields like Employee ID should be non-editable.

- FR12: Employees should receive a notification when their details are updated.

2.5 Performance Tracking

- FR13: Employees should be able to view their performance evaluations.

- FR14: Employees should be able to submit self-assessment reports.

- FR15: Performance feedback from managers should be accessible.

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3. Non-Functional Requirements

3.1 Usability

- NFR1: The interface should be user-friendly and intuitive.

- NFR2: Minimal training should be required for employees to use the ESS module.

3.2 Performance

- NFR3: The system should support at least 1000 concurrent users.

- NFR4: Leave and timesheet processing should not exceed 3 seconds per request.

3.3 Security

- NFR5: Employees' personal and salary details should be encrypted.

- NFR6: Two-factor authentication should be enabled for secure login.

3.4 Compatibility

- NFR7: The system should be compatible with Chrome, Firefox, Edge, and mobile devices.

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4. User Interface Requirements

4.1 Dashboard

- A summary of leave balances, timesheet status, and pending approvals should be displayed.

4.2 Leave Request Page

- Employees can select leave type, enter start and end dates, and provide an optional reason.

4.3 Personal Information Page

- Employees can update contact details while restricted fields remain non-editable.

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5. Conclusion

The ESS Module in Orange HRM streamlines employee management by allowing self-service functionality for leave, timesheets, personal details, and performance tracking. This system ensures efficiency, transparency, and better communication between employees and HR.

This document serves as a guideline for development, testing, and implementation of the ESS module.