Requirements Document for Employee HRMS Portal

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1. Project Overview

The **Employee HRMS (Human Resource Management System) Portal** is designed to streamline and automate core HR operations, including employee management, payroll processing, and attendance tracking. The portal should provide a user-friendly interface for HR administrators, employees, and management to access and manage HR-related information efficiently.

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2. Objectives

- Centralize employee records with easy CRUD (Create, Read, Update, Delete) operations.

- Automate payroll processing with accurate salary calculation, tax deductions, and payslip generation.

- Track employee attendance, leave, and working hours to support payroll and performance evaluation.

- Ensure secure access through authentication and role-based authorization.

- Provide reporting and analytics for management decision-making.

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3. Stakeholders

- **HR Administrators**: Manage employee records, payroll, and attendance data.

- **Employees**: View their profiles, salary details, and attendance/leave records.

- **Management**: Access summarized reports for performance, payroll costs, and workforce insights.

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4. Functional Requirements

4.1 Employee Management (CRUD)

- **Create Employee Record**

  - Add new employee details: Name, Employee ID, Department, Designation, Joining Date, Contact Info, Address, Bank Details, Emergency Contact.

  - Upload employee documents (ID proof, certificates, contracts).

- **Read Employee Records**

  - Search and filter employees by ID, name, department, role, or status.

  - View complete profile of an employee.

- **Update Employee Records**

  - Edit personal details (contact info, address).

  - Update role, department, salary structure, and employment status.

- **Delete/Deactivate Employee Records**

  - Remove employee records (with audit trail).

  - Mark employee as inactive (resigned, terminated, retired).

4.2 Payroll Management

- **Salary Structure**

  - Define salary components: Basic Pay, HRA, Allowances, Deductions, Bonuses, Taxes.

  - Assign salary structure to employees.

- **Payroll Processing**

  - Auto-calculate salaries based on attendance, leaves, overtime, and deductions.

  - Support monthly/weekly payroll cycles.

- Handle statutory compliance: Provident Fund (PF), ESI, TDS, Professional Tax.

- **Payslip Generation**

  - Generate payslips automatically after payroll run.

  - Employees can download/view payslips from their portal.

- **Payroll Reports**

  - Salary register (department-wise/monthly).

  - Tax deduction reports.

  - Overtime and bonus reports.

4.3 Attendance & Leave Management

- **Attendance Tracking**

  - Mark daily attendance (manual entry, biometric integration, or login-based).

  - Track check-in/check-out times.

  - Overtime hours calculation.

- **Leave Management**

  - Employees can apply for leave online.

  - HR/Admin approval workflow.

  - Track leave balances (CL, SL, PL, etc.).

- **Integration with Payroll**

  - Link attendance and leave data with payroll processing.

  - Deduct salary for unpaid leaves.

- **Attendance Reports**

  - Monthly attendance summary per employee.

- Absenteeism reports.

- Late arrivals and early departures report.

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5. Non-Functional Requirements

- **Security**

  - Role-based access: Employee, HR, Admin, Manager.

  - Secure authentication with username/password (2FA optional).

  - Data encryption for sensitive employee data.

- **Performance**

  - Handle concurrent access by multiple employees.

  - Payroll processing should scale for large employee bases.

- **Usability**

  - Responsive web design (desktop, tablet, mobile).

  - Intuitive dashboards for employees and HR.

- **Reliability**

  - Automated backups of employee and payroll data.

  - System recovery in case of failure.

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6. System Modules

1. **Employee Management Module** (CRUD)

2. **Payroll Management Module**

3. **Attendance & Leave Module**

4. **Reporting & Analytics Module**

5. **Authentication & Authorization Module**

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7. Reports & Outputs

- Employee master list report.

- Payroll register and salary slips.

- Attendance summary and individual logs.

- Leave balance reports.

- Compliance reports (PF, ESI, TDS).

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8. Future Enhancements

- Self-service chatbot for employees.

- Performance appraisal & training module.

- Mobile app for employees.

- Integration with third-party payroll and biometric systems.