**HR Management System Requirements**

**Actors**

* **HR Manager** – Manages employee records, recruitment, salaries, and performance.
* **Employees** – Access personal information, apply for leaves, and track salary details.
* **Department Managers** – Oversee department employees, approve leave requests, and assess performance.
* **Recruiters** – Handle job postings, manage applicants, and schedule interviews.
* **IT Administrators** – Manage system configurations, user roles, and security settings.

**Functional Requirements**

**1. Employee Management**

* Add, update, and delete employee records.
* Assign employees to departments and teams.
* Manage promotions, transfers, and terminations.

**2. Department Management**

* Create and modify departments.
* Assign department managers.

**3. Attendance & Leave Management**

* Employees request leaves online.
* Managers approve or reject leave requests.
* Track employee attendance and absences.

**4. Payroll Management**

* Automate salary calculation (based on attendance, bonuses, and deductions).
* Generate payslips.
* Integrate tax and benefits calculations.

**5. Recruitment Module**

* Post job openings.
* Manage applicant tracking and shortlisting.
* Schedule and track interviews.

**6. Performance Management**

* Allow managers to assess employee performance.
* Generate performance reports and KPIs.

**7. User Authentication & Role Management**

* Secure login for different users.
* Role-based access control.

**8. Reporting & Dashboard**

* Generate HR reports (attendance, payroll, recruitment progress).
* Provide analytics and insights for decision-making.

**Non-Functional Requirements**

* **Security** – Implement role-based access and data encryption.
* **Performance** – The system must handle multiple users simultaneously.
* **Scalability** – Should support company growth and more employees.
* **Usability** – User-friendly interface for non-technical users.
* **Availability** – Ensure 99.9% uptime with cloud-based hosting.
* **Integration** – Connect with external payroll, finance, and job listing platforms.
* **Backup & Recovery** – Daily automated data backup.

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| **Sprint** | **Actors** | **User Stories** | **Importance** |
| Sprint 0 | e |  |  |
| Sprint 1 |  |  |  |
| Sprint 2 |  |  |  |
| Sprint 3 |  |  |  |
| Sprint 4 |  |  |  |
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