# Human Resource Management System

❖ **Functional Requirements**

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# HRMS Portal:

This project aims to build an Employee management system that consolidates all the relevant information on a company's human resources.

Employees can register themselves to login into the application and add or update their information. Employees are only allowed to update their information. They will not have privileges to delete the data.

HR (Admin) is only allowed to add new employee, edit the entire details of the employee & delete the employee.

## 1. Registration screen:

User will be able to register by clicking the register link from login screen. On successful submit, data should be inserted into the database

Below are the fields for Register page.

| Fields | Validations | Comments |
|---|---|---|
| First Name | Required<br>Alphabets only | |
| Last Name | Required<br>Alphabets only | |
| Email | Required<br>Email validation | Email will be a username for login<br>So we have to provide a small instructional message saying – your email will be a username. |
| Password | Required<br>10 characters<br>1 uppercase<br>1 number<br>1 special characters | |

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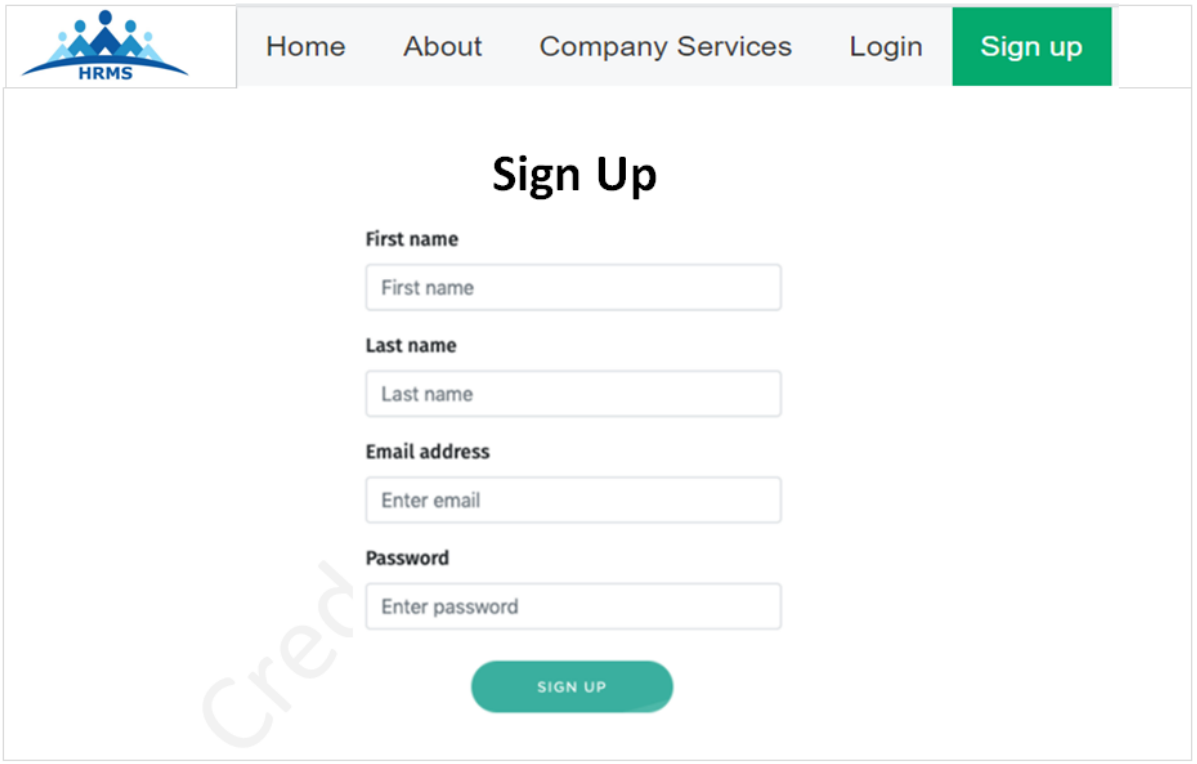


## 2. Login Screen:

Login page is for user to login into the application:

| Fields | Validations | Comments |
|---|---|---|
| Email | Required<br>Email validation | |
| Password | Required | |

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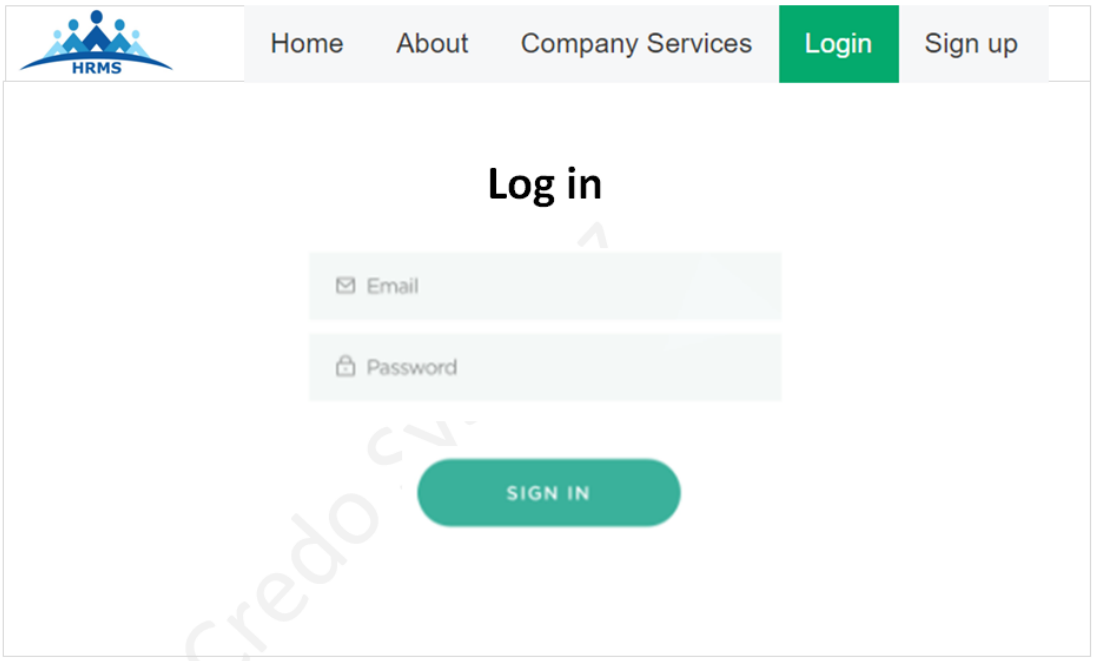


## 3. Employee – Profile page:

After login employees will be able to the see the details provided by the HR, and they can edit their details.

| Fields | Validations | Comments |
|---|---|---|
| Employee ID | Required<br>Alphanumeric | |
| Title | Optional | Mr/Mrs/Ms. etc. |
| First Name | Required<br>Alphabets only<br>Length - 15 | |
| Middle Name | Optional<br>Alphabets only<br>Length - 15 | |
| Last Name | Required<br>Alphabets only<br>Length - 15 | |
| Email | Required<br>Email validation | Email will be a username for login<br>So we have to provide a small instructional message saying – your email will be a username. |
| ID Type | Drop down list-<br>1. Passport<br>2. Aadhar Card<br>3. Driving License<br>4. Voters Id | |

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| | | |
|---|---|---|
| | 5. Pan Card | |
| ID number | Required | |
| Mobile Number | Required<br>Numeric | |
| Address | Required<br>200 characters | |
| City | Required<br>15 characters | |
| State | Required<br>Dropdown | |
| Country | Required<br>Dropdown | |
| Employment Details | | |
| Name of the Organization | Required<br>Alphanumeric, we can also special characters as well.<br>Fix the length to 100 | |
| From Date | Required<br>Date picker<br>Shouldn't be greater than today | |
| To Date | Required<br>Date picker<br>Shouldn't be lesser than From Date | |
| Designation/Role | Required<br>Textbox | |
| Skills | Required (at least one)<br>Textarea to add multiple skills | Eg: Angular, Java, .Net, Testing, Designing |
| Current CTC | Required<br>Numeric | |
| Total Experience | Required | |

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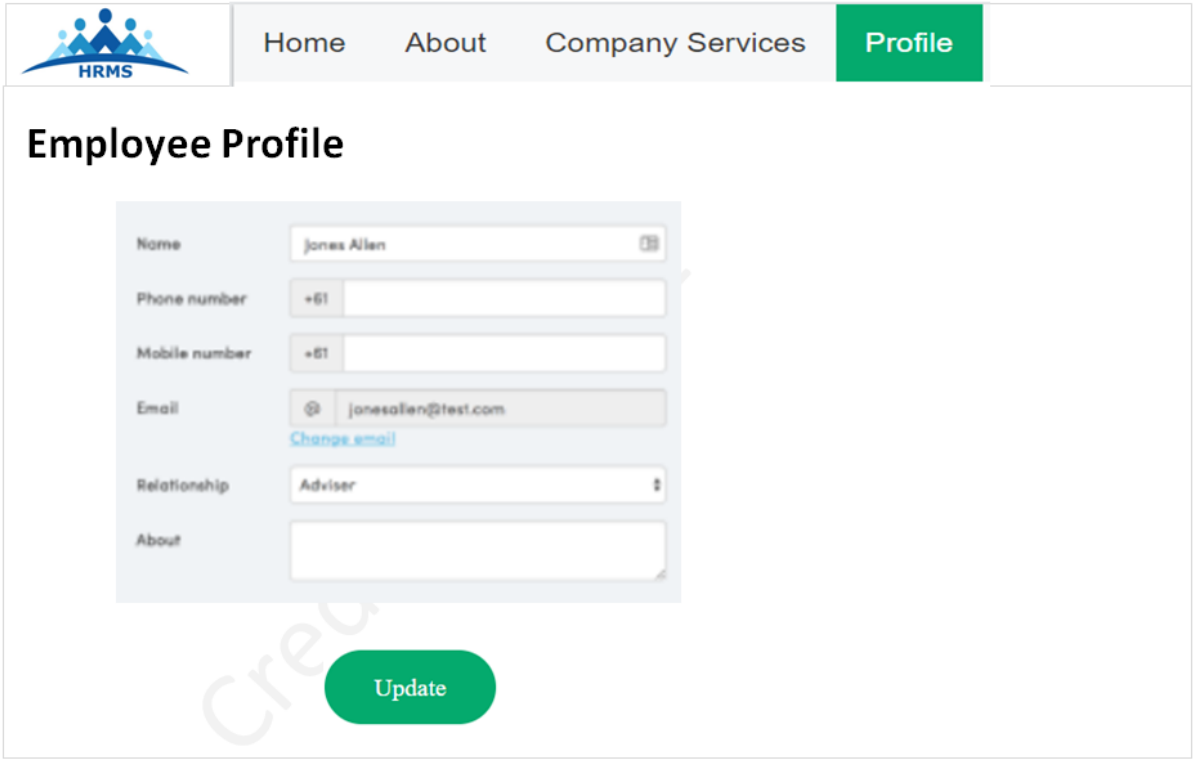
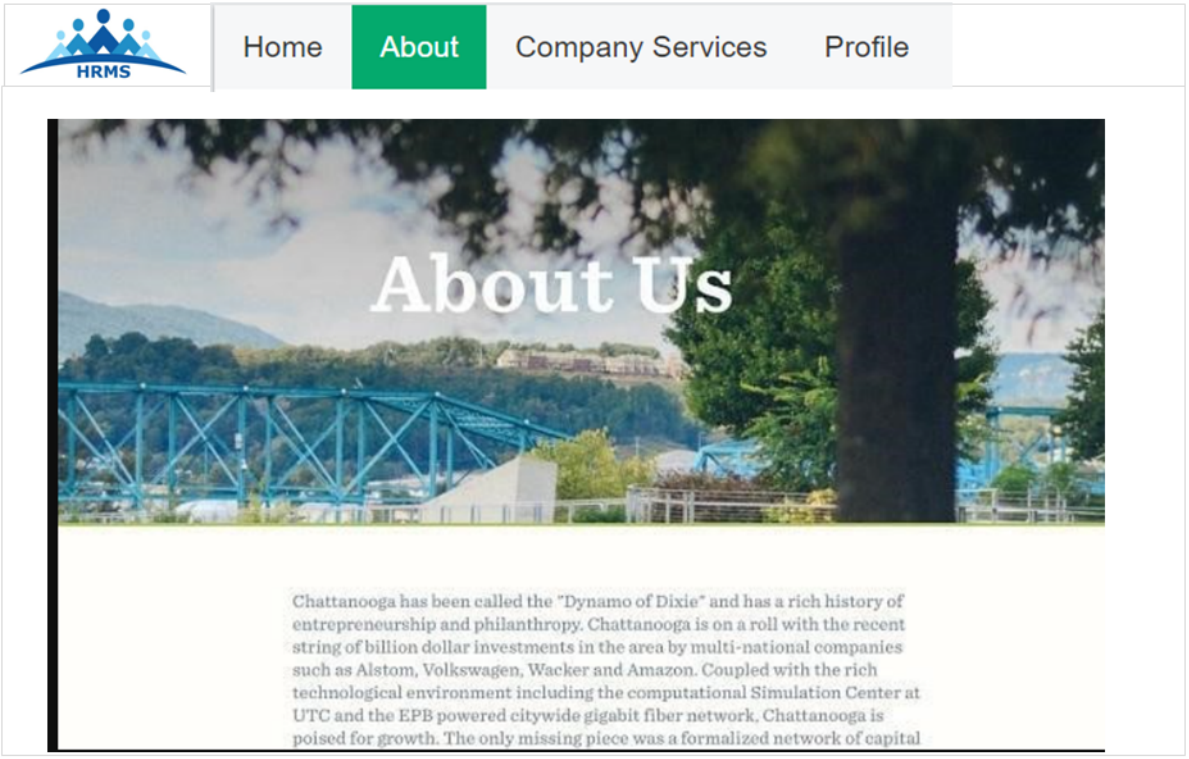



## 4. About Page:

About page is a static page, which will have information about the company. You can add some content about the organization, what are all the services provided by the organization.

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# 5. Company services page:

In Company policy page, add some information about the policy followed by the company, add the holiday list for 2021. This is a static page

# 6. Admin User Actions:

## 6.1 Register Employee:

Admin user will have privileges to add a new employee by clicking the Register employee link.

| Fields | Validations | Comments |
|---|---|---|
| Employee ID | Required<br>Alphanumeric | |
| Title | Optional | Mr/Mrs/Ms. etc. |
| First Name | Required<br>Alphabets only<br>Length - 15 | |
| Middle Name | Optional<br>Alphabets only<br>Length - 15 | |
| Last Name | Required<br>Alphabets only<br>Length - 15 | |
| Email | Required<br>Email validation | Email will be a username for login<br>So we have to provide a small instructional message saying – your email will be a username. |
| ID Type | Drop down list-<br>1. Passport<br>2. Aadhar Card<br>3. Driving License<br>4. Voters Id<br>5. Pan Card | |
| ID number | Required | |
| Mobile Number | Required<br>Numeric | |
| Address | Required<br>200 characters | |
| City | Required<br>15 characters | |
| State | Required<br>Dropdown | |
| Country | Required<br>Dropdown | |

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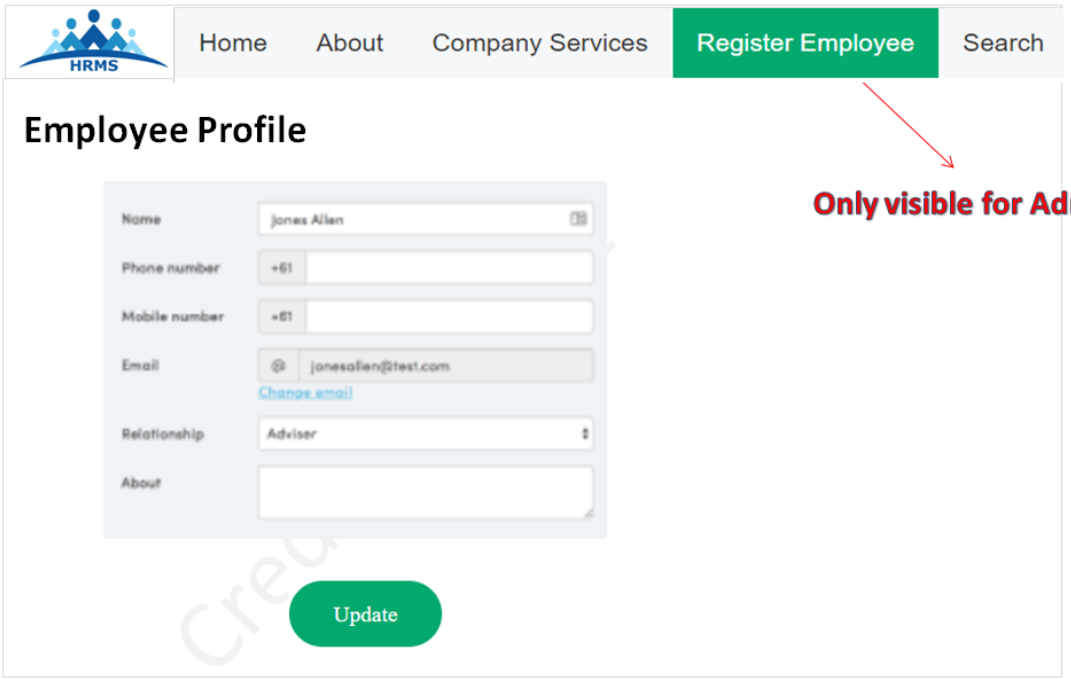
| Employment Details | | |
|---|---|---|
| Name of the Organization | Required<br>Alphanumeric, we can also special characters as well.<br>Fix the length to 100 | |
| From Date | Required<br>Date picker<br>Shouldn't be greater than today | |
| To Date | Required<br>Date picker<br>Shouldn't be lesser than From Date | |
| Designation/Role | Required<br>Textbox | |
| Skills | Required (at least one)<br>Textarea to add multiple skills | Eg: Angular, Java, .Net, Testing, Designing |
| Current CTC | Required<br>Numeric | |
| Total Experience | Required | |




## 6.2 Search Employee – Only for Admin

When user logged in as Admin, default page will be search page, where user will be able to search employees using employee ID.

| Employee ID | Employee First Name | Skills | Exp. | City | Salary | Edit | Delete |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

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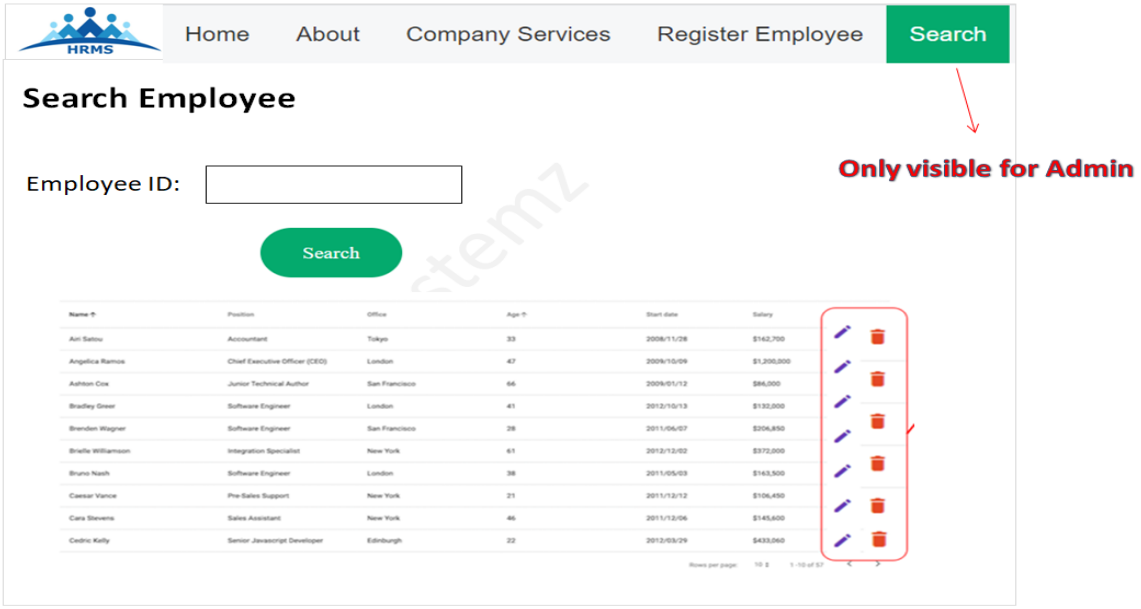
After entering the employee ID and when we click on search button – search results will be pulled from database based on the employee id provided. Data will be displayed in the table.




## 6.3 Edit Employee:

When admin click on the edit link will be redirected to edit page where admin will be able to edit the employee information and save the changes. Edit page design is same as Register employee page design.

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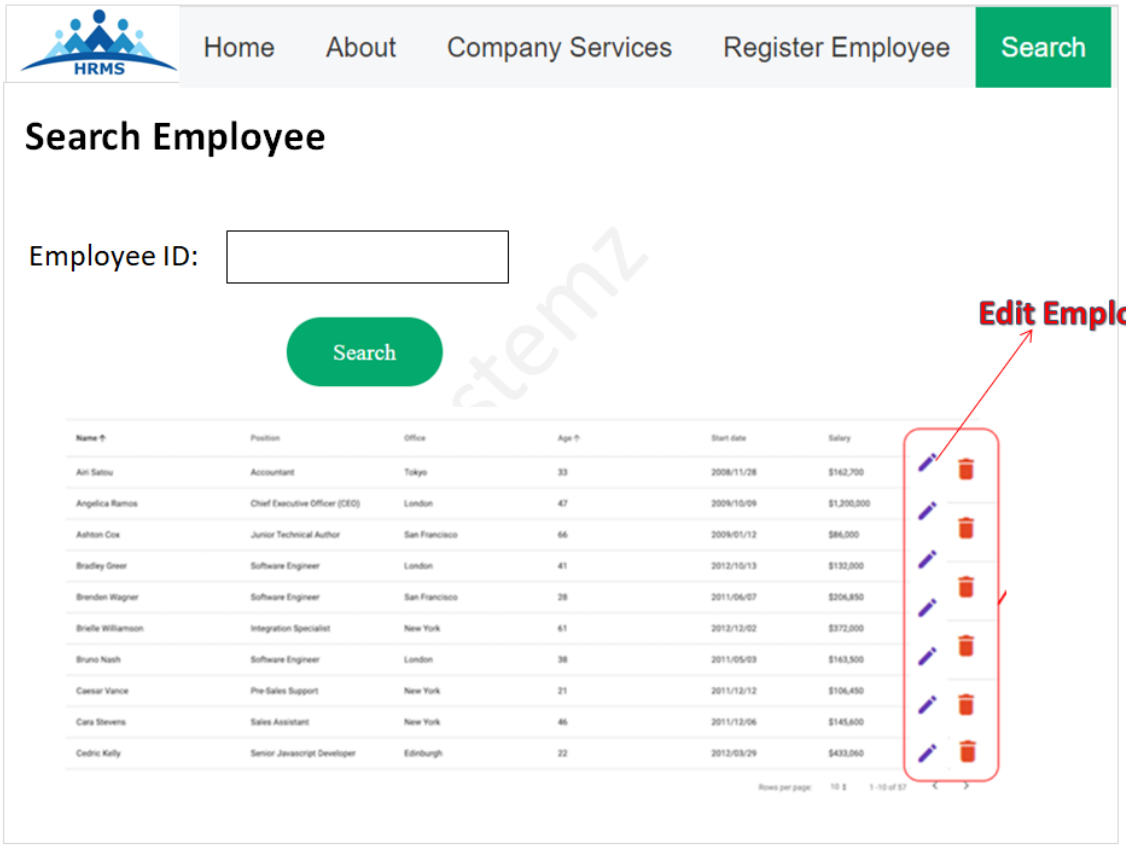


## 6.4 Delete Employee:

Delete action is used to the delete the employee record from the system. For deleting there record, only admin user will have delete privileges. When user click deletes, a popup should appear to confirm the deletion.

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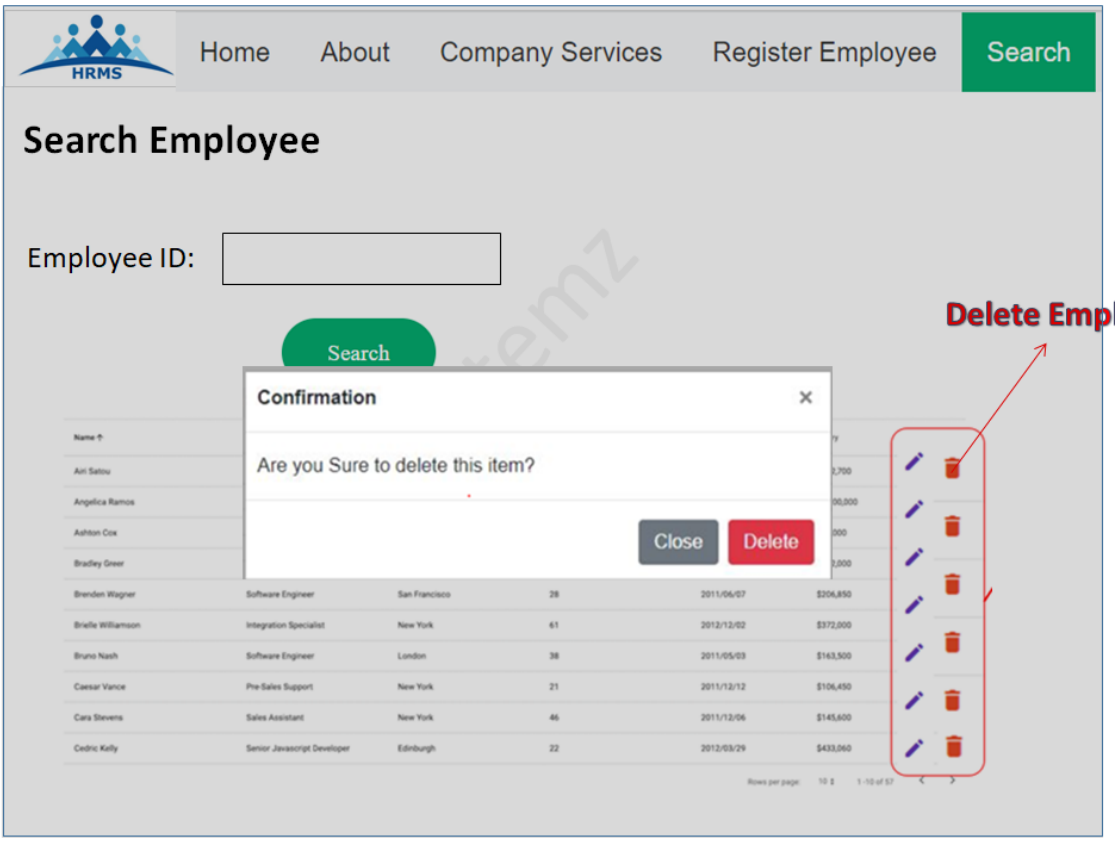


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