**Employee HRMS Portal**

**Project Name: Employee HRMS Portal**

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**Submitted in Github link:** [**https://github.com/sarath647/Practice1**](https://github.com/sarath647/Practice1)

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**Day 1 – Requirements Gathering**

**Project Description**

The Employee HRMS (Human Resource Management System) Portal is designed to simplify and automate HR operations such as employee management, payroll processing, and attendance tracking. The portal will serve as a centralized platform where HR administrators and employees can manage information efficiently.

**Project Objectives**

* Provide an easy-to-use platform for HR and employees.
* Automate manual HR processes such as payroll and attendance.
* Maintain accurate and secure employee data.
* Improve transparency in employee management.

**Project Scope**

The HRMS Portal will cover the following modules:

* Employee CRUD (Create, Read, Update, Delete).
* Payroll Management.
* Attendance Management.
* Role-based access for HR, Manager, and Employee.

**Requirements Breakdown**

1. **Employee CRUD (Create, Read, Update, Delete)**
   * Add new employees with personal, professional, and contact details.
   * View employee profiles (basic info, job role, department, etc.).
   * Update employee information (address, position, salary structure).
   * Remove or deactivate employees when they leave.
2. **Payroll Management**
   * Store salary details (basic pay, allowances, deductions).
   * Automate monthly payroll calculation.
   * Generate salary slips and reports.
   * Track tax, PF, ESI, and other statutory deductions.
   * Option for bonuses, overtime, and incentives.
3. **Attendance Management**
   * Daily attendance tracking (manual entry or biometric integration).
   * Leave management (apply, approve/reject, track balances).
   * Holiday and shift scheduling.
   * Monthly attendance summary linked to payroll.