1. Document Control

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2. Introduction

2.1 Purpose
 The purpose of this BRD is to provide an exhaustive, feature-rich specification for an integrated Human Resource Management System (HRMS). This HRMS is intended to streamline HR processes, enhance employee self-service, and support both HR administrators and employees across the entire employee lifecycle—from recruitment and onboarding to daily activities like attendance, leave, payroll view, performance management, and eventually offboarding.

2.2 Objectives

- Consolidate all HR functions (Recruitment, Onboarding, Employee Management, Attendance, Leave, PMS, Payroll View, Assets, Offboarding, Helpdesk) into a single platform.
- Offer robust Administrator-level features for configuration (holiday lists, leave types, payslip uploads, policy setup) and role-based access controls.
- Empower Employees to self-serve in critical areas (applying leaves, checking payslips, raising queries via helpdesk, regularizing attendance).
- Provide flexibility and configurability to adapt to organizational changes, new policies, and evolving workforce needs.

3. Scope

In Scope:

- **Recruitment & Onboarding:** Job postings, candidate screening, offer management, automated onboarding tasks.
- **Employee Management:** Centralized employee database with personal info, organization details, ID proofs, documents.

- **Attendance & Leave:** Daily Check-in/Check-out, missed swipe regularizations with comments, leave applications from predefined leave types, admin-configurable holiday lists.
- **Performance Management System (PMS):** Goal settings, KPIs, review cycles, feedback, and appraisal outcomes.
- **Payroll Overview:** Admin-uploaded payslips visible to employees, monthly pay summaries, basic tax breakdowns.
- **Assets Management:** Inventory of company assets, assignment to employees, and return tracking at offboarding.
- **Offboarding:** Clearance workflows, exit interviews, final tasks.
- **Helpdesk:** Ticket creation and management for queries related to HR, policies, payroll, and other employee concerns.
- **Administrative Configurations:** Policy setup, holiday calendars, leave types, system permissions, approval workflows.

Out of Scope:

- Deep integration with external payroll systems beyond basic payslip upload and viewing.
- Specialized regional regulatory compliance outside basic tax fields.

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4. Stakeholders

- **HR/Admin Team:** Configure system elements (holiday list, leave policies), manage employees, oversee attendance and leave approvals, handle onboarding and offboarding, manage PMS cycles, respond to helpdesk queries.
- **Managers/Team Leads:** Approve leaves, attendance corrections, provide performance feedback, oversee team onboarding/offboarding.
- **Employees/End-Users:** Apply leaves, check attendance, regularize missed swipes, view payslips, raise helpdesk tickets, access personal and organizational information.
- **Recruiters:** Manage candidate pipeline, job postings, schedule interviews, and manage offers.

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5. Assumptions & Dependencies

- Users have reliable internet access and authorized credentials to access the HRMS.
- Company policies, holiday lists, and leave types are finalized and provided to HR admins for configuration.
- System operates within data privacy and labor law frameworks as provided by the company's legal and compliance teams.

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6. Constraints

- Role-based access control must prevent unauthorized viewing or modification of sensitive data.
- Certain workflows (e.g., performance reviews) may be time-bound (annual or quarterly) and require scheduling capabilities.

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7. Modules & Key Functionalities

7.1 Recruitment

Admin Features:

- Create, edit, and publish job postings on company career portal.
- Track candidates through recruitment stages (screening, interviews, offers).
- Schedule interviews, store interviewer feedback, maintain candidate documents.
- Roll out offers and trigger onboarding process upon acceptance.

Employee (Candidate) Features:

- View open positions and apply online.
- Track application status, receive interview and offer notifications.

Configuration:

- Custom recruitment workflows (e.g., number of interview rounds).
- Role-based permissions for recruiter and hiring manager access.

7.2 Onboarding

Admin Features:

- Define onboarding checklists (document submissions, training modules, policy acknowledgments).
- Assign onboarding tasks automatically upon candidate conversion to employee.
- Monitor onboarding progress and send reminders.

Employee Features:

- Complete onboarding tasks online (upload documents, acknowledge policies).
- Access induction materials, training videos, and handbooks.

Configuration:

- Onboarding templates based on role/department.

- Automated notifications for pending tasks.

7.3 Employee Management

Admin Features:

- Create and maintain detailed employee profiles (personal details, emergency contacts, job role, location).
- Update organizational attributes (departments, designations, reporting managers).
- Bulk upload/update employee data (e.g., during acquisitions).

Employee Features:

- View and edit permitted personal details (e.g., address, emergency contacts).
- View organizational structure, reporting manager, and basic role details.

Configuration:

- Custom fields for industry-specific data.
- Define which fields employees can edit and which are admin-only.

7.4 Attendance

Admin Features:

- Configure working hours, shifts, break durations, overtime rules.
- Upload holiday lists, define public holidays and optional holidays.
- View organization-wide attendance dashboard and generate attendance reports.
- Approve or reject attendance regularization requests.

Employee Features:

- Daily Check-in/Check-out (web/mobile).
- View personal attendance summaries (daily, monthly).
- Regularize missed swipes with comments/justifications for admin or manager approval.

Configuration:

- Geo-restrictions or IP-based attendance marking if needed.
- Automated alerts for late arrivals, early leaves.

7.5 Leave Management

Admin Features:

- Create various leave types (Casual, Sick, Earned, Maternity, Bereavement, etc.) with accrual rules.

- Upload holiday calendar and map these to leave calculations.
- Set leave approval workflows (single-level, multi-level).
- Configure leave encashment and carry-forward policies.

Employee Features:

- Apply for leave by selecting from predefined leave types.
- Check leave balances, holiday calendar, and track leave application status.
- Cancel or reschedule leave requests before approval.

Configuration:

- Custom leave rules by employee level, department, or location.
- Automated leave accruals, monthly or annual resets.

7.6 Performance Management System (PMS)

Admin Features:

- Define performance cycles (quarterly, half-yearly, annually).
- Create competencies, KPI libraries, rating scales, and weightages.
- Assign reviewers, enable self-assessments, 360-degree feedback if required.

Employee Features:

- Set personal goals/KPIs with manager input.
- Submit self-assessments, view feedback and ratings.
- Access historical performance records.

Configuration:

- Custom scoring systems, rating scales, and competencies.
- Automated notifications for review cycle timelines.

7.7 Assets Management

Admin Features:

- Maintain asset inventory (laptops, mobile devices, ID cards).
- Assign assets to employees and track returns during offboarding.
- Generate asset utilization and allocation reports.

Employee Features:

- View assigned assets and their details.
- Request asset-related support (replacement, maintenance).

Configuration:

- Custom asset categories and tagging.
- Approval workflows for asset requests.

7.8 Payroll Overview

Admin Features:

- Upload monthly payslips (bulk upload supported).
- Set pay period configurations and basic tax/deduction templates.
- Make payslips available for employees to view/download.

Employee Features:

- View monthly payslips, breakdown of earnings/deductions.
- Download payslips in PDF format.
- Check basic tax deductions and contributions.

Configuration:

- Payslip templates, visible salary components.
- Basic tax slabs and deductions.

7.9 Offboarding

Admin Features:

- Initiate offboarding workflows (clearances from IT, Finance, Admin).
- Schedule exit interviews, finalize settlement summaries.
- Trigger asset return tasks and handover documentation.

Employee Features:

- Complete exit forms, review settlement details.
- Return assigned assets and confirm final tasks.

Configuration:

- Custom clearance checklists and approval workflows.
- Automated notifications for pending offboarding tasks.

7.10 Helpdesk

Admin Features:

- Define helpdesk categories (HR policy, payroll query, benefits, IT issues).

- Assign tickets to appropriate HR personnel or departments.
- Track SLA compliance, response times, and closure rates.

Employee Features:

- Raise tickets for HR or payroll queries, leave issues, or general support.
- Track ticket status and add comments or attachments.

Configuration:

- SLA definitions, escalation rules, automated email alerts.
- FAQ and knowledge base content management.

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8. Role-Based Views and Permissions

Administrator (HR/IT) View:

- Full access to configure and manage modules, policies, and workflows.
- Ability to upload holiday lists, payslips, define leave types, and manage user permissions.
- Bulk data operations (e.g., mass update of employee records).

Manager View:

- Approval authority for leave requests, attendance regularizations, performance reviews.
- Limited access to team member profiles and performance data.
- Can raise helpdesk tickets on behalf of team if needed.

Employee (User) View:

- Self-service portals for leave applications, attendance regularization, payslip viewing.
- Update allowed personal details and raise helpdesk tickets.
- Access performance review dashboards and feedback.

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9. Configurable Elements

Policies & Workflows:

- Leave types, accrual rules, holiday calendars.
- Approval chains for leave, attendance correction, offboarding steps.
- Performance appraisal templates, rating scales, and KPI libraries.

Attendance & Leave Settings:

- Shift timings, overtime thresholds.
- Regularization comment requirement and mandatory fields.
- Automated leave carry-forward, encashment rules.

Payroll & Payslip Settings:

- Payslip formats, visible wage components, deduction fields.
- Basic tax calculation parameters.

Helpdesk & Onboarding Templates:

- Ticket categories, FAQ sections, onboarding checklists.
- Notification templates for various events (probation completion, promotion, etc.).

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10. Non-Functional Requirements

- **Security:** Robust role-based access, data encryption, secure login protocols, and compliance with data protection laws.
- **Usability:** Intuitive UI/UX, quick navigation, search functionality, and mobile responsiveness.
- **Scalability:** Ability to handle growth in employee counts and data volume without performance degradation.
- **Availability:** Minimum 99% uptime and scheduled maintenance notifications.
- **Audit Trails:** Comprehensive logging of data changes, approvals, and user actions.
- **Performance:** Fast load times for dashboards, reports, and bulk operations.

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11. Reporting & Analytics

- **Standard Reports:** Headcount summaries, leave utilization, attendance patterns, asset allocation, and ticket resolution times.
- **Recruitment Metrics:** Time-to-fill positions, candidate pipeline stages.
- **Performance Analytics:** Distribution of ratings, KPI achievement stats.
- **Payroll Overviews:** Monthly wage summaries and year-to-date earnings.

Reports should be accessible based on user roles, with the ability for admins to customize or export data for further analysis.

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12. Implementation & Migration

- **Data Migration:** Import legacy employee, attendance, and leave data from current systems into the HRMS.
- **User Training & Adoption:** Conduct training sessions, provide user manuals, FAQs, and a helpdesk for support.
- **Phased Rollout:** Start with core functions (Employee Management, Attendance, Leave) followed by Recruitment, PMS, Payroll Overview, and Helpdesk.

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13. Success Criteria

- Employees can easily apply for leave, view payslips, regularize attendance with comments, and access all required HR information from a single platform.
- Administrators can seamlessly configure holidays, leave types, and upload payslips without IT dependencies.
- Positive user feedback and reduced manual intervention for HR tasks.
- Streamlined recruitment-to-offboarding process with minimal errors and faster turnarounds.

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14. Open Issues & Assumptions

- Clarification on integration with external payroll or ERP systems for advanced payroll or financial modules if required in the future.
- Timely finalization of internal HR policies, tax rules, and leave structures before system configuration.

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15. Glossary & References

- **HRMS:** Human Resource Management System
- **PMS:** Performance Management System
- **SLA:** Service Level Agreement
- **KPI:** Key Performance Indicator

References:

- Company HR Policy Documents
- Internal Governance on Leave & Attendance Rules
- Legacy HR system data files for migration