

Project 1:

Human Resources Management Platform

CONTEXT & OBJECTIVE :

Human resource management is a multi-faceted managerial task. Currently, in the host organisation all tasks are done manually, which makes it even more complex. The human resource officer has to manage the employees' files, their distribution in work groups, the calculation of their salaries. They must also deal with the recruitment process. Indeed, managing the employees of a company is a complex task. Without a specific management tool, it becomes increasingly difficult for an organisation to carry out this task. Therefore, good HRM guarantees the company's performance. For this very reason, software and applications dedicated to this field are currently used.

It is therefore in this context of rational exploitation of information technologies that the idea of this project fits: to design a tool allowing the management of the different modules of human resources. Our future application targets the management of employees, departments, holidays and the recruitment process. It organizes the tasks of human resource management in order to make them clearer and easier..

STUDY OF THE EXISTING SITUATION:

We target companies that do HRM tasks manually or that aim to reform their HRM application. In order to improve the manual work a complete automation is necessary. Calculating salaries, for example, by adding different factors such as absences and bonuses, is very labour- and time-intensive. Indeed, with the traditional manual method, hiring a candidate or managing staff can take hours with high risks of error. As a result, other problems arise:

- X Waste of paperwork.

- X Loss of productivity.

- X Manual processing is slow and takes up human resources that could be allocated to other tasks with higher added value. Entering data, distributing, printing, checking, tracking employees takes time and can easily lead to delay.

- X Lack of decision support tools (lack of dashboards) that use the same data source to give decision makers reliable indicators.

FUNCTIONALITIES:

In order to refine the existing system, our application will be responsible for: managing personnel, managing absences, managing training, managing leave, managing the recruitment process, managing posts and managing departments.

❖ Actors :

- *Recruiter:* deals with the creation of job offers, the planning of appointments, the evaluation of candidates.
- *Relationship Officer :* manages employees, approves leave, manages departments, manages grades and positions, creates benefits, tracks absences.
- *Cashier:* validates job offers, creates contracts, creates Benefits and Salary Deductions, calculates salaries, makes payments, approves benefits offered by the relationship officer.
- *Employee :* all employees of the company who already have a valid contract, position and grade.
- *Candidate :* is anyone who applies for a job offer.

❖ Functional requirements:

The functional requirements are the functionalities that the future system must ensure in order to satisfy its various users. We will list the different functional needs:

- *Authenticate:* This procedure requires each actor in the system to authenticate himself by entering his user name and a specific password. After the verification of these fields by the system, the actor can access the interfaces to which he has access and use rights.
- *Manage employees:* this functionality consists of the classic operations of consulting, adding and updating employees. The Relationship Agent saves employees data. For confidentiality reasons, employees are identified by a unique number within the company.
- *Manage hiring requests :* this functionality consists of the classic operations of consulting, adding, updating and deleting applications.
- *Manage contracts :* this functionality consists of the classic operations of consulting, adding, updating and deleting contracts. The cashier generates the contract templates either so that he can use them later for several employees or to conclude a new contract only for a new employee.
- *Manage job offers:* this functionality consists of the classic operations of consulting, adding, updating and deleting job offers. The Recruiting agent proceeds to the formulation of job offers to publish them after validation by the cashier.
- *Manage benefits and salary deductions :* this functionality consists of the classic operations of consulting, adding, updating and deleting benefits and salary deductions. The Relationship Agent monitors employees and assigns them the accompanied benefits.
- *Manage grades and positions :* this functionality consists of the classic operations of

consulting, adding, updating and deleting the grades and positions that will be assigned to employees. The Relationship agent monitors employees, and their evolution on the career ladder to manage the positions held and the grades covered.

- *Manage departments or groups* : this functionality consists of the classic operations of consulting, adding, updating departments and groups.
- *Manage salaries* : this functionality consists of the classic operations of consulting, adding, updating and deleting structures and balances of salary calculations. The Cashier calculates the salary according to the contract, the absences, the social benefits and the deductions attributed to each employee and determines the overtime worked.
- *Manage leave*: this functionality consists of the classic operations of consulting, adding, updating and deleting types of leave.
- *Manage leave as an employee* : this functionality consists of the classic operations of consulting, adding, updating and deleting leave requests.

❖ **Non-functional needs:**

Our future system must meet the following criteria:

- Data security to control database access and modification.
- The performance of system usage in terms of application load and response times, as well as information processing times.
- Ergonomics of the interfaces which must be well presented in a clear and intuitive way.