

Business Requirements:

1. Core HR Management:

Description: The system must provide comprehensive functionality for managing core HR processes such as employee information management, organizational hierarchy, and employee records.

Criteria:

Ability for HR administrators to input and update employee information accurately.

Hierarchical structure for organizing employees within the organization.

Secure storage and management of employee records, including personal details, employment history, and performance evaluations.

2. Recruitment and Onboarding:

Description: The system should support recruitment processes, including job posting, applicant tracking, candidate evaluation, and onboarding procedures to efficiently bring new hires into the organization.

Criteria:

User-friendly interface for posting job openings and managing applicant data.

Automated tracking of applicants' progress through the recruitment pipeline.

Onboarding workflows to guide new hires through orientation and paperwork completion.

3. Performance Management:

Description: The system should facilitate setting goals, conducting performance appraisals, providing feedback, and tracking employee performance to support performance management processes.

Criteria:

Ability to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals for employees.

Scheduled performance reviews with automated reminders for managers and employees.

Tools for providing continuous feedback and documenting performance discussions.

4. Training and Development:

Description: The system should offer tools for identifying training needs, scheduling training sessions, tracking employee training progress, and evaluating training effectiveness to support employee development initiatives.

Criteria:

Assessment of employee skill gaps through competency assessments or performance evaluations.

Course catalog with a variety of training options, including e-learning modules and instructor-led sessions.

Tracking of employee participation and completion of training activities.

5. Time and Attendance Management:

Description: The system should enable employees to record their work hours, manage leave requests, and provide supervisors with tools for monitoring attendance and enforcing attendance policies.

Criteria:

Employee self-service portal for submitting time-off requests and viewing accrued leave balances.

Supervisor dashboard for reviewing and approving time-off requests and monitoring attendance patterns.

Integration with time clock systems or biometric scanners for accurate time tracking.

6. Compensation and Benefits Administration:

Description: The system should manage employee compensation, including salary structures, bonuses, benefits enrollment, and payroll integration to ensure accurate and timely compensation management.

Criteria:

Configurable salary structures based on job roles, experience levels, and performance.

Enrollment options for employee benefits, such as health insurance and retirement plans.

Seamless integration with payroll systems for processing payroll and generating tax forms.

7. Employee Self-Service:

Description: The system should provide employees with self-service capabilities to view and update their personal information, access company policies and documents, and submit requests such as time-off requests or expense claims.

Criteria:

Secure login portal for employees to access their personal profiles and HR-related information.

User-friendly interface for updating personal details, such as contact information and emergency contacts.

Online forms and workflows for submitting HR-related requests, with automated routing for approvals.

8. Reporting and Analytics:

Description: The system should offer reporting tools and analytics capabilities to generate insights into HR metrics, track key performance indicators (KPIs), and support data-driven decision-making for HR professionals and business leaders.

Criteria:

Pre-built reports for common HR metrics, such as turnover rates and employee demographics.

Customizable dashboards for visualizing data and tracking progress towards organizational goals.

Ad-hoc reporting capabilities for creating custom reports based on specific criteria or filters.

9. Compliance and Security:

Description: The system should comply with relevant data protection regulations and security standards to ensure the confidentiality, integrity, and availability of employee data and maintain compliance with legal requirements.

Criteria:

Data encryption and access controls to protect sensitive employee information from unauthorized access.

Audit trails for tracking changes to employee records and system activities.

Regular security audits and vulnerability assessments to identify and address potential security risks.

10. Integration and Scalability:

Description: The system should integrate with other enterprise systems such as payroll software, accounting software, and ERP systems to facilitate data exchange and workflow automation. Additionally, it should be scalable to accommodate the organization's growth and evolving business needs.

Criteria:

APIs or integration connectors for seamless data exchange with external systems.

Scalable architecture that can support a growing number of users, employee records, and transactions.

Flexibility to adapt to changing business requirements and accommodate future system enhancements.

Conclusion:

These business requirements ensure that the Orange HRM project effectively addresses the organization's HR management needs, enhances operational efficiency, and supports strategic HR initiatives. Adjust and customize these requirements based on the specific goals and scope of your Orange HRM project.