BUSINESS REQUIREMENTS

Problem:

Current departmental activities are inefficient, slow, complicated, and lack self-service options, hindering employee satisfaction and productivity.

Solution:

OrangeHRM - an HRMS platform offering:

- Self-service portals: Empower employees to manage tasks independently (leave, expenses, etc.).

- Real-time data access: Enable informed decision-making with transparent data visibility.

- Streamlined workflows: Automate repetitive tasks and approvals for faster processes.

- Enhanced communication: Foster collaboration and information sharing with integrated tools.

Benefits:

- Increased employee satisfaction: Empowering employees leads to greater engagement and satisfaction.

- Improved productivity: Streamlined processes save time and minimize administrative tasks.

- Reduced costs: Self-service and automation lower resource needs and operational expenses.

- Enhanced compliance: Accurate data and efficient processes reduce compliance risks.

Key Requirements:

1. Easy-to-use self-service features for key tasks like leave requests, expense approvals, etc.

2. Centralized and secure data access for employees and managers.

3. Automated workflows for approvals, onboarding, and repetitive tasks.

4. Integrated communication tools for effective collaboration.

5. Strong security measures to protect data and user privacy.

6. Mobile app compatibility for on-the-go access.