SwiftClock Requirements Document

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Project Details

Target release	01 Jan 2021					
Epics	**Key**	**Summary**	**T**	**Created**	**Updated**	**Reporter**
	CEN3073-23	Specifications		Mar 14, 2020 22:05	Mar 20, 2020 20:54	Stephen Aranda
	1 issue					
	Key	**Summary**	**T**	**Created**	**Updated**	**Reporter**
	CEN3073-14	SRS Planning		Mar 06, 2020 21:25	Mar 06, 2020 21:25	Stephen Aranda
	1 issue					
	Key	**Summary**	**T**	**Created**	**Updated**	**Reporter**
	CEN3073-10	Business Rules		Mar 01, 2020 13:33	Mar 21, 2020 12:34	Stephen Aranda
	1 issue					
Document status	**DRAFT**					
Document owner	Stephen Aranda					
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Technical writers	Stephen Aranda					
QA	Stephen Aranda					

Objective

The purpose of the software that is to be developed is to increase work productivity in the office of the human resource director, Abby Richter and for any other stakeholder that is to use to product, to cut company costs, and to increase data security. Currently, the director of human resources cannot create all the required reports necessary for a daily/weekly business operation such as a time benefits report, missing punches report, and workplace safety reports. Also, multiple third party software is used in conjunction with the program that is currently in use such as a calendar application to schedule appointments and view upcoming business events, functionalities such as this can be included in the software which would ultimately increase work productivity. The human resource department handles employee pay roll, times of attendance, employee benefits, and employee on boarding/off boarding along with any required training that need to be given. Assisting this department of the company by developing the proposed system will help in the pursuit of the mission/goal of Ecological Laboratories Inc, even if it is indirectly.

The system that is to be developed will be a combination of a report generator and a time clock managing system to manage employee times of attendance, manage talent tracking (employee training's), payroll, and will allow the user to create the necessary reports that the business demands. There will be a dashboard menu where the user will be able to select what part of the application they would like to use. The home section of the dashboard will outline employee hourly wages and who is in or out for the day. There will be a time cards section included that will lead the user to a more detailed version of the in/out board previously mentioned that will show the user a view of when an employee clocks in and out and a reports section which will give the user the ability to create the necessary reports/requests such as a benefits time report, missing punches report, time off requests, production requests, and workplace safety reports. Furthermore, a calendar section will be available for use to help with planning and to view upcoming business events. The addition and removal of any employee will be included as well from an employee's section of the dashboard.

Success metrics

The criteria success factor for this software will be to ensure that the user is able to create the necessary reports, add/remove any employee, and will allow for the management of employees all without jeopardizing any confidential information. This will result in a much more productive work environment in the office as it will include features that are not currently implemented in the program that is currently in use.

Goal	Metric
Director is able to generate necessary reports for business	Increased understanding of issues/opportunity within the company
Director is able to add/remove employees from the system	Up to date employee database
Director is able to adjust/manage employee information including pay rate	Up to date employee information
Employees is able to view schedule for work	Increased punctuality of employees
Director is able to manage employee timecards	Increased work productivity

Assumptions

The following are assumptions of SwiftClock:

- There must be a stable internet connection (TCP/IP).
- The database will update in co-ordinance with the software.
- Users will access this software from a PC.
- The user will have some employees to manage.
- The software will keep user information safe and secure.
- The software will follow all guidelines and regulations of HIPPA and the employee handbook.
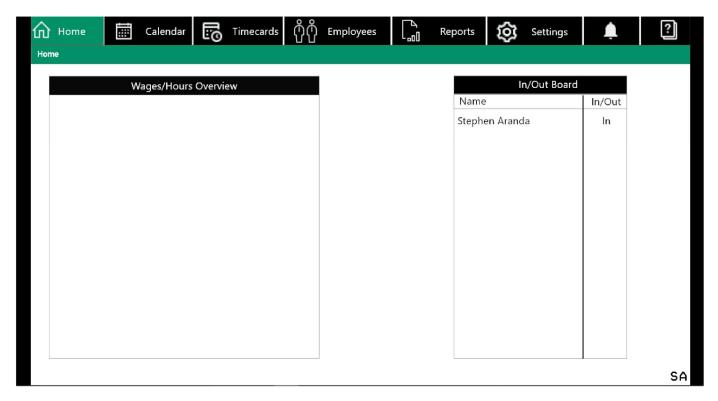
Milestones

Requirements

	Requirement	User Story	Importance
1	**CEN3073-33** - The system shall add/remove employees while updating the database. **TO DO**	**CEN3073-24** - As a director, I want to add/remove employees so that the employee database is kept up to date. **TO DO**	HIGH

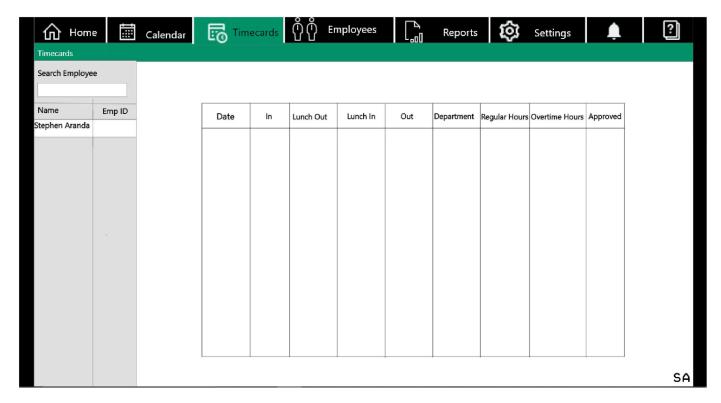| 2	CEN3073-34 - The system shall generate the required reports when the button is pressed, and the report is selected. TO DO	CEN3073-25 - As a director, I want to be able to generate the necessary reports so that the information on them is able to be shown and distributed. TO DO	HIGH
3	CEN3073-35 - The system shall display a calendar that will show the employee schedule and upcoming business events. TO DO	CEN3073-26 - As an employee, I want to be able to view when I am scheduled to work so that I can plan better. TO DO	MEDIUM
4	CEN3073-36 - The system shall manage employee timecards. TO DO	CEN3073-27 - As an employee, I want to be able to view how many hours I have worked in the week so that I am up to date with the correct hours worked. TO DO	HIGH
5	CEN3073-35 - The system shall display a calendar that will show the employee schedule and upcoming business events. TO DO	CEN3073-28 - As a director, I want to have a calendar view so that I can plan for upcoming events. TO DO	MEDIUM
6	CEN3073-36 - The system shall manage employee timecards. TO DO	CEN3073-29 - As a director, I want to manage employee timecards so that it can be adjusted and updated when needed. TO DO	HIGH
7	CEN3073-37 - The system shall allow the user to assign training's to individual employees. TO DO	CEN3073-30 - As a director, I want to assign training's to employees that need to be completed so that it is more manageable and traceable. TO DO	MEDIUM
8	CEN3073-38 - The system shall allow the user to modify existing employee information. TO DO	CEN3073-31 - As a director, I want to be able to adjust pay wages of any employee so that the information is up to date. TO DO	HIGH
9	CEN3073-39 - The system shall be written using the high-level language java. TO DO	N/A	HIGH

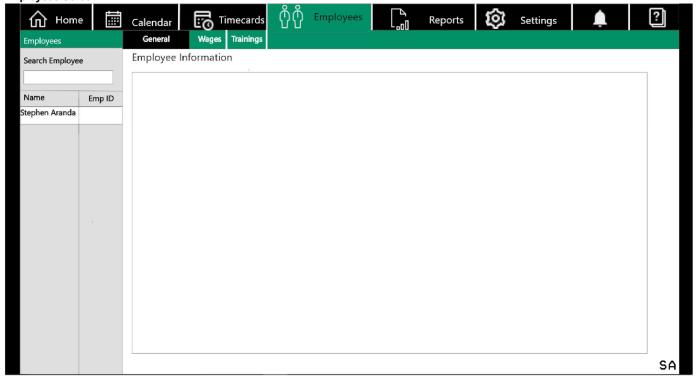## User interaction and design

Home Screen:

Home	Calendar	Timecards	Employees	Reports	Settings		

Wages/Hours Overview

In/Out Board

Name	In/Out
Stephen Aranda	In

SA

Calendar Screen:

Home	Calendar	Timecards	Employees	Reports	Settings		

Calendar View

SA

Timecards Screen:

Timecards

Search Employee

Name	Emp ID
Stephen Aranda	

Date	In	Lunch Out	Lunch In	Out	Department	Regular Hours	Overtime Hours	Approved

SA

Employees Screen:

Employees | General | Wages | Trainings

Search Employee

Name	Emp ID
Stephen Aranda	

Employee Information

SA

Reports Screen:

Link to Mockup: https://xd.adobe.com/view/339e78e8-0e3b-47ae-4cfb-5cbc5f472c6d-45af/

Sources:

Icons were used from the Icons8 Website.

Out of Scope

One functionality currently out of the scope for the product, includes the ability to export a payroll into applications such as quick books or other third-party software. This will, however, be included in a later update. Also, the use of the application on mobile devices is currently out of scope, this could potentially resurface in a future update as well.