Walchand College Of Engineering, Sangli

Employee Leave Management System

Software Requirements Specification Document

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Guide

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Introduction

1. Purpose of this document

       The purpose of this document is to build an employee leave management system that will track the records of the number of leaves taken by the employees in an organization.

2. Scope of this document

       It aims at helping the user to address issues from multi-disciplinary angles related to Employee Leave Management and services.

The major benefits of this software are -
1. It is a unique software which helps to organize events without any paperwork.
2. It has a wide variety of Modules.
3. By just a few clicks employees can check the leave status, leave balance, notices and apply for and grant leave accordingly.

3. Overview

       This SRS document is intended for employees,staff, and managers for reviewing. The rest of the document contains the functional and non-functional requirements of the Leave Management System.
       Meanwhile, the software already has an inbuilt database containing the record history of the employees.

General Description

Employee Leave management is one of the most regular yet most crucial of tasks for the HR department of any company. There are various types of allotted or stipulated leaves, some leaves are planned, some are unplanned. Leave management system is a comprehensive system that allows the HR team to keep a track of all the leaves consumed by the employee(s) along with the supporting documents.

With the help of Employee Leave Management system, organizations can keep a tab on all the employees faltering for loss of productivity and can process appropriate appraisal.

Functional Requirements
1. System will keep Employee Record
2. System provides Information about the leave approval and leave availability.
3. Keep notices record
4. Display Leave History

Interface Requirements

Description of User Interface:

The user interface consists of pages guiding the user through the necessary steps to perform the tasks. There are two types of users associated with the leave process: the Employee and the supervisor. Thus the system is divided into two main interfaces: an employee interface and a supervisor interface. Upon entering the system, there will be a welcome screen, which has a link to the login page of each interface. When the user activates this link, he/she is transferred to the respective login page.

Employee Interface:

After authenticating the employee he/she will get an interface that has a page for the leave request. This page displays the current status of the employee's leave requests that are not yet taken. The page displays whether the leave request is "Approved", "Disapproved", "Routed to Supervisor", "Routed to Human Resources" or is in "Pending" status. The employee can activate the details hyperlink to view the complete details of a particular leave request.

Supervisor Interface:

Similarly, after authenticating the supervisor he/she can access the Leave Request Approval page. This page allows the supervisor to approve or refuse the leave requests of employees in his/her department. This page lists all the leave requests submitted by employees to him, along with three options: Approve Leave, Disapprove Leave or Decide Later. The supervisor can select any of these three options for all leave requests and activate the Submit button. If the supervisor approves a leave request, the status of the leave request is set to "Approved" and if the supervisor disapproves a leave request, the status of the leave request is set to "Denied" and the employee is notified via e-mail for "Approved" as well as "Denied" status along with the reason specified by the supervisor.

Design Constraints

High performance, User-friendly, Security based System, validation of Users, very fast response time.

Non-Functional Attributes

Non-functional requirements define the needs in terms of performance, logical database requirements, design constraints, standards compliance, reliability, availability, security, maintainability, and portability.

Performance Requirements

Performance requirements define acceptable response times for system functionality.

- The load time for user interface screens shall take no longer than two seconds.
- The log in information shall be verified within five seconds.
- Queries shall return results within five seconds
- The system shall consume very little of primary memory

Preliminary Schedule And Budget

The project should be completed within two months. Each of us will be given a specific task. The approximate budget to create out software will be 50 thousand. These includes salary of the developers, and funds for other requirements such as database, API,

Appendices

The system automates many of the current manual processes. This may render some of the employees redundant which may make them work against the success of the project. To overcome this, adequate communication will be undertaken to explain the benefits to be derived from the system.