

# Project: Payrun – Human Resource Management System (HRMS)

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## 1. Introduction

### 1.1 Purpose

The purpose of this Software Requirements Specification (SRS) is to outline and define the functional and non-functional requirements of the **Payrun HRMS** system. This system is designed to manage human resources functions including authentication, employee profiling, time tracking, leave management, hiring management, and dashboard analytics for various roles within an organization.

### 1.2 Scope

Payrun is a web-based Human Resource Management System designed for organizations to streamline HR processes. The system provides role-based access and functionalities tailored to the needs of Employees, Admins, Owners, Department Managers, Hiring Teams, Timelog Managers, Leave Managers, and Hiring Managers. It includes features for authentication, notifications, time tracking, leave applications, organizational switching, dashboards, hiring management, and employee records management.

### 1.3 Definitions, Acronyms, and Abbreviations

- **HRMS** – Human Resource Management System
- **SRS** – Software Requirements Specification
- **OTP** – One-Time Password
- **UI** – User Interface

## 2. Overall Description

### 2.1 Product Perspective

Payrun is a modular HRMS system supporting multiple user roles with specific access controls and capabilities. It supports multilingual interfaces, integrates time and leave management, and enables cross-organization switching for users with multiple org access.

### 2.2 Product Functions

- Secure Login and Password Recovery Mechanisms
- Time Logging and Tracking
- Leave Application and management
- Hiring Management
- Organizational-Level Dashboard Views
- Notifications for Role-Related Actions
- Employee Profile Management

### 2.3 User Classes and Characteristics

Role	Description
Employee	Basic user for time/leave entries and personal profile management.
Owner/Admin	Full system access including candidate/job oversight and organization-level controls.
Hiring Manager	Manages job postings and candidate applications.
Hiring Team	Supports the Hiring Manager with similar access.
Department Manager	Supervises employee logs, leaves, and team management functions.
Timelog Manager	Manages time-related entries and approvals.
Leave Manager	Manages leave requests and summaries.

## **3. Specific Requirements**

### **3.1 Common Functional Requirements (All Roles)**

#### ***3.1.1 Authentication***

- Sign In Page
- Forgot Password Page
- OTP Verification Page
- Reset Password Page
- Confirm Email/Page

#### ***3.1.2 Notifications***

- View New Notifications
- Mark Notifications As Seen

#### ***3.1.3 Session***

- Log Out of the System
- Switch Organization
- Change UI Language

#### ***3.1.4 My Profile***

- Edit Profile Details
- Change Email
- Change Password

### **3.2 Employee Role Features**

#### ***Timelog***

- Start Timer
- Add New Entry

- View Timelog Summary
- View Calendar

### ***Leave***

- Apply for Leave
- View Leave Calendar
- View Leave Records
- View Leave Summary

### ***Dashboard***

- Create New Entry
- Start Timer
- Upcoming Leave Alerts
- Daily and Monthly Summaries

## **3.3 Owner/Admin Role Features**

### ***Dashboard***

- View Employee Overview
- View Job Openings
- Access All Candidates, Leave, and Log Requests

### ***Timelog***

- Search Employee Time Logs
- Filter and View Timesheets

### ***Leave***

- Search Employee Leave Records
- Apply Filters to Leave Data

### ***Employee***

- Search and Filter Employees
- Reset Filters

## **3.4 Hiring Manager / Hiring Team Features**

### ***Dashboard***

- View Job Openings and Job Details
- Search and Filter Candidates

### ***Timelog***

- Start Timer, Add New Entries
- View Calendar, Timelog Summaries

### ***Leave***

- Apply for Leave
- View Leave Calendar, Record, Summary

## **3.5 Department Manager Features**

### ***Dashboard***

- New Entries, Timer Start
- Approve Log and Leave Requests

### ***Employee***

- Search and Filter Employee List

### ***Timelog & Leave***

- Access and Filter Records

- View Timesheet and Calendar

### **3.6 Timelog Manager Features**

#### ***Dashboard***

- Log and Time Entry Requests

#### ***Timelog***

- Search and Filter by Employee
- Timesheet View with Filters

### **3.7 Leave Manager Features**

#### ***Leave***

- Full Access to Leave Calendar
- Search Employee Leave Data
- Apply Filters and View Summaries

## **4. Non-Functional Requirements**

### **4.1 Performance**

- System Should Support 100+ Concurrent Users Per Organization.

### **4.2 Security**

- Role-Based Access Control Must be Enforced.
- Data Encryption for Sensitive Information Like Passwords and Emails.

### 4.3 Usability

- Multilingual Support
- Responsive UI for Desktop and Mobile

### 4.4 Reliability

- System Availability: 99.9% Uptime
- Auto-Recovery from Service Failure

## 5. Conclusion

This Software Requirements Specification (SRS) for the **Payuun HRMS** system outlines the functional and non-functional requirements necessary to support a scalable, secure, and user-friendly human resource management platform. By detailing the features according to various user roles—including employees, managers, administrators, and HR teams—this document serves as a foundational reference for development, quality assurance, and project stakeholders.

Future enhancements and iterations of this system will continue to be guided by user feedback, business objectives, and evolving industry standards. This SRS aims to ensure a clear understanding between the development team and stakeholders, enabling the successful delivery of a robust HRMS product that improves organizational efficiency and user satisfaction.