Dayflow - Human Resource Management System

Every workday, perfectly aligned.

1. Introduction

1.1 Purpose

The purpose of this document is to define the functional and non-functional requirements of a **Human Resource Management System HRMS** . The system aims to digitize and streamline core HR operations such as employee onboarding, profile management, attendance tracking, leave management, payroll visibility, and approval workflows for admins and HR officers.

1.2 Scope

The HRMS will provide:

- Secure authentication Sign Up / Sign In)
- Role-based access Admin vs Employee)
- Employee profile management
- Attendance tracking (daily/weekly view)
- Leave and time-off management
- Approval workflows for HR/Admin

1.3 Definitions & Abbreviations

- **Admin / HR Officer**: User with management and approval privileges
- **Employee**: Regular user with limited access
- **Time-Off**: Paid leave, sick leave, unpaid leave, etc.

2. User Classes and Characteristics

User Type	Description
Admin / HR Officer	Manages employees, approves leave & attendance, views payroll details
Employee	Views personal profile, attendance, applies for leave, views salary details

3. Functional Requirements

3.1 Authentication & Authorization

3.1.1 Sign Up

- Users can register using:
    - Employee ID
    - Email
    - Password
    - Role Employee / HR

- Password must follow security rules.
- Email verification is required.

3.1.2 Sign In

- Users can log in using email and password.
- Incorrect credentials should display error messages.
- Successful login redirects to the dashboard.

3.2 Dashboard

3.2.1 Employee Dashboard

- Displays quick-access cards:
    - Profile

- Attendance
- Leave Requests
- Logout
- Shows recent activity or alerts.

3.2.2 Admin / HR Dashboard

- Displays:

  - Employee list
  - Attendance records
  - Leave approvals
- Ability to switch between employees.

3.3 Employee Profile Management

3.3.1 View Profile

- Employees can view:
  - Personal details
  - Job details
  - Salary structure
  - Documents
  - Profile picture

3.3.2 Edit Profile

- Employees can edit limited fields (address, phone, profile picture).
- Admin can edit all employee details.

3.4 Attendance Management

3.4.1 Attendance Tracking

- Daily and weekly attendance views.
- Option for check-in/check-out for employee
- Status types:
  - Present

- ○ Absent
- ○ Half-day
- ○ Leave

3.4.2 Attendance View

- Employees can view only their own attendance.
- Admin/HR can view attendance of all employees.

3.5 Leave & Time-Off Management

3.5.1 Apply for Leave Employee)

- Employees can:
    - ○ Select leave type Paid, Sick, Unpaid)
    - ○ Choose date range
    - ○ Add remarks
- Leave request status:
    - ○ Pending
    - ○ Approved
    - ○ Rejected

3.5.2 Leave Approval Admin/HR

- Admin can:
    - ○ View all leave requests
    - ○ Approve or reject requests
    - ○ Add comments

- Changes reflect immediately in employee records.

3.6 Payroll/Salary Management

3.6.1 Employee Payroll View

- Payroll data is read-only for employees.

3.6.2 Admin Payroll Control

- Admin can:
  - View payroll of all employees
  - Update salary structure
  - Ensure payroll accuracy

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6. Future Enhancements

- Email & notification alerts

- Analytics & reports dashboard(reports like, salary slips or attendance)

Excalidraw: https://link.excalidraw.com/l/65VNwvy7c4X/58RLEJ4oOwh