Functional Requirements Document

For

Attendance Management System

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1. Introduction

The main goal of the Attendance Management System is to simplify the monitoring of employee attendance, handling time-off requests, and producing reports. The system will automate the process of tracking attendance and offer an easy-to-use interface for both employees and administrators.

2. System Overview

This system is designed to substitute traditional methods of tracking attendance with a digital solution that efficiently records, stores, and processes attendance data. The system will offer features for registering employees, recording attendance, generating reports, and managing leaves.

3. Functional Requirements

1. User Authentication

The system will include a secure login feature allowing users (employees and administrators) to verify their identities with a distinct ID Number and password.

Inputs: Employee ID, Password

Outputs: Access to the system based on user role (Employee or Administrator)

Dependencies: User credentials stored in the database

2. Employee Registration

Description: Administrators will be able to register new employees in the system, individually or in bulk.

Inputs: Employee ID, First Name, Last Name, Birthdate, Email, Contact Number, Department, Password

Outputs: New employee record in the system

Dependencies: Database for storing employee details

3. Attendance Recording

Description: Employees can record their attendance through a web interface. The system will capture the timestamp and store it in the database.

Inputs: Employee ID, Timestamp (Check-In, Check-Out)

Outputs: Attendance record saved in the database

Dependencies: Real-time clock, Database for storing attendance records

4. Attendance Reports

Description: The system will generate weekly, and monthly attendance reports for administrators. These reports can be filtered by employee, department, and date range.

Inputs: Date Range, Employee ID, Department

Outputs: PDF/CSV Reports

Dependencies: Attendance data stored in the database

5. Leave Management

Description: Employees can request leave through the system, which will then be reviewed and approved or denied by an administrator. The system will track the leave balance and update it accordingly.

Inputs: Leave Request (Date, Reason), Employee ID

Outputs: Leave status (Approved/Denied), Updated leave balance

Dependencies: Database for storing leave requests and balances

6. Admin Dashboard

Description: Administrators will have access to a dashboard that provides an overview of employee attendance, leave requests, and system activity.

Inputs: None (Dashboard will pull data from various system components)

Outputs: Visual data representations (charts, graphs), Notifications of pending requests

Dependencies: Attendance and leave data, Real-time data processing