**System Requirement Specification**

**For**

**Abhiruchi In-House ERP**

Feature: Attendance Management

**Version 1.0.0.1**

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**System Specification Document**

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# 1. Purpose & Goal

This feature is aimed to Manage Attendance for both Permanent Employee & Temporary Employee for Abhiruchi Foods. Using this feature one must be able to manage Employee Profile, Work Schedule Management, In & Out Management, Leave Management & Reports

**2. Modules**

**2.1 Profile Management**

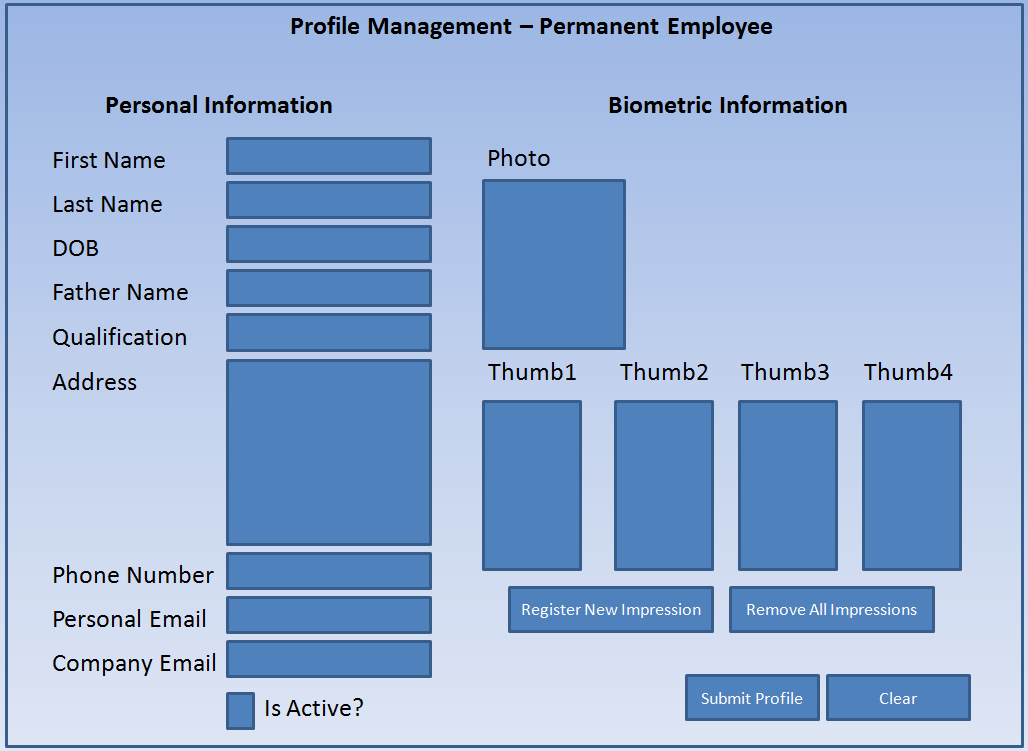
We need to manage both Permanent & Temporary Employee Profile.

**2.1.1 Permanent Employee Profile Management**

1. When the Permanent Employee joins in the organization, manage information like First Name, Last Name, Id, Date of Birth, Father Name, Higest Educational Qualification, Contact Address, Communication Address, Phone number, Email ID, Company Email ID, City.

2. Along with Personal Information we need to register Thumb Impression for this Employee who comes and join for the first time.

**UI: Figure 2.1.1**



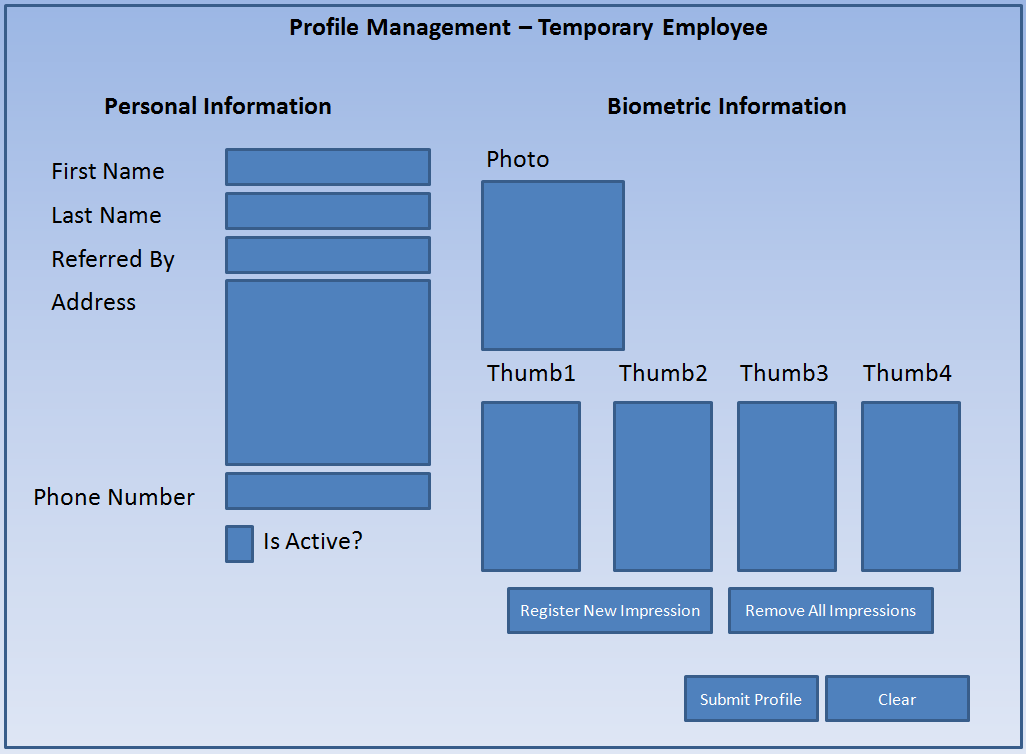
**2.1.2 Temporary Employee Profile Management**

1. When the Temporary Employee joins in the organization for the first time, basic information about him must be collected like Name, Referredby, Contact Address, Phone Number and so on…

2. Along with Personal Information We need to register Thumb Impression for this employee who comes and join for the first time.

3. When a Temporary Employee asked to take leave then his status should be set to “InActive” and when ever he is taken back to work his status should be set to “Active” and in this case no need to register Thumb Impressions.

**UI: Figure 2.1.2**

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**2.1.3 Search & Edit**

This feauture will be used to search and edit existing employee.

**UI: Figure 2.1.3**

**2.2 Section/ Task Management**

We need to manage sections, tasks in a particular section and mapping of an employee to a particular task.

**2.2.1 Section Management**

1. We need to manage imformation like Section Name, Section Incharge, Description about the section.

2. We can also update the section information like sectionIncharge.

**UI: Figure 2.2.1**

**2.2.2 Task Management**

1. We need to manage imformation like Task name, Section Name, Description about the Task and various parameters like- Gender, No Of Hours and Pay Per day.

2. We can also update the Task information.

**UI: Figure 2.2.2**

**2.2.2 Employee Task Mapping**

1. We need to map an employee to a particular task. So we need to store Information like- Employee name, Section Name, Task Name, Start date, End Date and Remarks. End Date will be ByDefault One Month extended from start date.

2. We can also update the Employee Task Mapping. While Updating We need to store the previous Mapping To history than we need to update employee task mapping with current start date and end date.

**UI: Figure 2.2.3**