Employee Attendance Management System

Requirements:

An employee attendance management system typically includes the following features:

Time tracking: The ability to track the start and end time for each employee's workday.

Attendance marking: The ability for employees to mark their attendance (e.g., check in and check out) using a computer or mobile device.

Leave tracking: The ability to track and manage employee leave requests, including paid time off, sick leave, and vacation time.

Overtimes tracking: The ability to track and manage employee overtimes.

Approval workflow: A process for supervisors to review and approve attendance and leave requests.

Reporting and analytics: The ability to generate reports and analyze attendance data, such as average daily attendance, absentees, late comers, and so on.

Integration with payroll: The ability to integrate the attendance management system with payroll software to automatically calculate employee salaries based on the attendance data.

Access controls: The ability to control access to the attendance management system based on user roles and permissions.

Mobile access: The ability for employees to access the attendance management system from a mobile device, allowing them to mark their attendance from anywhere.

Data security: Adequate measures to secure the attendance data and protect it from unauthorized access.

**Functional Requirements**

User Management: The system should have the ability to manage users and their roles and permissions, including creating, editing, and deleting user accounts.

Attendance Marking: The system should allow employees to mark their attendance (e.g., check in, check out) and view their attendance history.

Leave Management: The system should provide the ability to request and approve leaves, such as paid time off, sick leave, and vacation time.

Overtime management: The system should provide the ability to request and approve overtimes.

Reporting and Analytics: The system should generate reports and analytics on attendance data, such as daily attendance, absentees, and late comers.

Payroll Integration: The system should integrate with payroll software to automatically calculate employee salaries based on attendance data.

Mobile Access: The system should provide a mobile app or mobile-responsive interface for employees to mark their attendance and request leaves from their smartphones.

Notifications: The system should provide notifications to employees and supervisors regarding attendance and leave status updates.

Data Security: The system should provide adequate measures to secure the attendance data and protect it from unauthorized access.

User-Friendly Interface: The system should have a user-friendly interface that is intuitive and easy to use for employees and supervisors.