Limited Liability Company

Rubius Group LLC

Software Functional Specifications
“Rubius Team Personnel Management Software”

Tomsk, 2025

1. Home Page Module

This module brings together the most important information for users: hours worked in the current month, upcoming employee birthdays, new hires, upcoming events, the current-month calendar, and links to reading materials.

Functional Requirements for Module 1

The module provides quick access to key functions and displays information from other system modules.

- Users can view their monthly working-time statistics: actual hours worked, expected hours through the current date, and the total working hours in the current month.
- Users can navigate to the time-entry function.
- Users can see the next six employee birthdays, browse further birthdays, and open the corresponding employee profiles.
- Users can see the six most recently hired employees, browse earlier hires, and open their profiles.
- Users can view upcoming and past company events, open event details, and navigate to the complete events list.
- Users can view the current-month calendar, select other months, see company events and employee birthdays, and open the relevant event pages or employee profiles.
- Users can view short descriptions of reading materials, open their full texts, and navigate to the complete list of materials.

2. Organizational Structure and Employee Directory Module

This module displays information about company employees and the structure of organizational departments.

Functional Requirements for Module 2

- Users can view the employee list, filter and sort it by various employee attributes, and open profiles to view complete employee information.
- Users can export the employee list in .xlsx format.
- Users can view the list of organizational departments as a flowchart and see the employees assigned to each department.
- The system automatically generates the flowchart based on user attributes in the organization’s Active Directory.

3. Office Seating Plan Module

This module displays floor plans of company premises and helps users locate employees’ workstations, available desks, office equipment, and meeting rooms.

Functional Requirements for Module 3

- Users can switch between all floor plans uploaded to the system, view plans and the objects shown on them, zoom in or out, and pan when the plan extends beyond the browser viewport.
- Users can see the number of available and occupied workstations on each floor plan.
- Users can see whether each workstation is occupied or available and which employee is currently assigned to it.
- Users with appropriate permissions can assign employees to available workstations or remove existing assignments.
- Users can search for employees and locate them on floor plans.

4. Company Events Module

This module is used to create and view news about events and activities taking place within the organization.

Functional Requirements for Module 4

- Users can view the list of company events.
- Users can view brief information about company events.
- Users can open the full text of a news item about a company event.
- Users with appropriate permissions can create event news items and add images.
- Users with appropriate permissions can edit or delete previously published event news items.

5. Leave Management Module

This module supports employee leave planning and approval and provides information about approved leave periods.

Module Functional Requirements

- Users can view planned employee leave periods, filter them by employee or department, and sort by employee name or leave-period dates.
- Users can view their own planned leave periods.
- Users can create a new leave period, specifying the start and end dates, their location during leave, and the anticipated method of contact.
- Users can view their remaining unused leave days.
- Users can edit or delete leave periods they previously added.
- Users with appropriate permissions can approve or reject employee leave periods.

6. Employee Performance Review Module

This module enables users to self-assess their work results and evaluate the performance of other employees.

Module Functional Requirements

- Users can comment on their own performance indicators.
- Users can comment on the performance indicators of other employees.
- Users can evaluate the core competencies of other employees and add comments to the evaluation.
- Users can comment on the performance indicators of other employees.
- Users with appropriate permissions can assign employees to evaluate the performance of other employees.
- Users with appropriate permissions can evaluate other users on behalf of HR.
- Users can view their self-assessment results and evaluations of their work submitted by other users and HR.
- Users with appropriate permissions can view all types of evaluations for all employees.

7. Bonuses Module

The bonuses module supports quick monthly assessments of users' own work and that of their colleagues, including entry of a proposed coefficient for calculating salary.

Module Functional Requirements

- Users can specify a salary coefficient within the permitted range for themselves and their colleagues.
- Users can comment on work quality, suggest improvements, and leave comments for managers.
- Users can indicate whether they actually worked with a particular employee during the month under review.
- Users can view comments they left for other users and comments received from other users.
- Managers can view all comments addressed to their direct reports, as well as those employees' self-assessment comments.

8. Frequently Asked Questions (FAQ) Module

This module contains information about the most common questions concerning the HRM system. Users can read the materials, while administrators can manage the content.

Module Functional Requirements

- Users can view the full list of materials in the module.
- Users can open any material in the module and read its content.
- Users with administrator permissions can add new materials and edit or delete existing ones.

9. Employee Profile Module

This module enables employees to view their own accounts and those of other employees. Each profile also shows hours worked and the projects to which those hours were allocated.

Module Functional Requirements

- Users can view information about employees' hours worked and the projects on which those hours were spent.
- Users can view each employee's photo, contact details, general information, managers, direct reports, and colleagues in employee profiles.
- Users can add and edit their own profile information.
- Users with appropriate permissions can add or edit profile information for all employees.