



3. Technical and functional requirements

Functions / Features	Details	Marks
3.1. Manage Employees	Create Detailed co-worker Directory	0.5
	Fill out forms, add details, sign & upload agreements online.	0.5
	Auto-generate organizational structure	0.5
	Manage remote employees	1
	Create unlimited Employees groups	0.5
3.2. Manage Attendance	Track attendance using a biometric device, virtual check ins, and geo location check ins	3
	Allow to Check in, Check Out, break in, Break Out, Overtime in, Overtime Out	0.5
	Customize unlimited number of attendance and break policies	0.5
	Allow employees to Request vacation and sick leaves	0.5
	Automatically sync with payroll and calendars	0.5
	Get calendar views for the attendance	0.5
	Create multiple shifts and assign duty to employees	0.5
	Allow employees to add work outings	0.5
	Allow employees to claim money for work expenses	0.5
Allow Hr/Supervisors to Adjust OT time and Attendances	0.5	
3.3. Run your payroll	Run unlimited payrolls	1
	Sync attendance, OT, and benefits	0.5
	Auto calculate pension and tax	1
	Generate bank ready documents	1
	Generate payroll statements	0.5
	Provide digital payslips	0.5
	Get payroll statistics and reports	0.5
	Automatically deduct payments for loans or schemes	1
	Pay in multiple currencies and schedules	0.5
3.4. Leave management	Create custom leaves	1
	View leave calendars	1
	Create custom off days and holidays	1
	Set rules and approvals	1
	Allow employees to view Leave Chits	1
3.5. Grant allowances	Custom allowances with custom rules	1
	Create allowance groups and assign employees	1





3.6. Implement policies	Add unlimited policies	0.5
	Integrate with payroll	0.5
3.7. Integrate software/Machine	Attendance Machine - Compatible with ZKTeco fingerprint readers	0.5
	Microsoft 365	0.5
3.8. Reports and insights	Payroll insights	0.5
	Collect employee data	0.25
	Download performance report	0.25
	Separate Attendance Reports (Staffs, Contract Staff, Mosques Staff, Council Members, Wage staff)	0.5
	Separate Overtime Reports (Staffs, Contract Staff, Mosques Staff, Council Members, Wage staff)	0.5
	Late and absent Report	0.5
	Risk Allowance Report	0.5
	Roadha Veelumuge Allowance Report	0.5
	Haaru keumuge Allowance Report	0.25
	Friday Prayer Report	0.25
	Eid Prayer Report	0.25
	Valhu kohna meehunge allowance Report	0.25
	Is jamaitheriyaa allowance Report	0.25
	Kashukamaa kemi allowance Report	0.25
3.9. Benefits	Pension schemes and automate transactions	1
	Provide health insurance	0.5
	Provide medical benefits	0.5
	Offer loans or schemes	0.5
3.10. Mobile Application	IOS	0.5
	Android	0.5
3.11. Guides and Documentation	Video Guides	0.5
	Step by Step guides	0.5
3.12. Prayer Shift	Prayer times should be recorded on an Annually.	1.5
	5 Times per day, every prayer time will be due before 15 minutes. Every prayer time vary	1.5
3.13. Notification/Alert	Email/SMS/Popup notification and alerts	0.5
	Leave Approvals Notifications	0.5
	Attendance missing notification	0.5



