Appian Low-Code Platform Application **Project Name** Employee Leave Management System **Document Version** 1.0

Employee Leave Management System

Comprehensive Requirements Document

Platform Appian Low-Code Platform **Document Type** Functional & Technical Requirements **Complexity Level** Beginner to Intermediate 1. Executive Summary 1.1 Project Overview The Employee Leave Management System is a comprehensive Appian-based application designed to automate and streamline the leave request, approval, and tracking process for organizations. The system will replace manual processes with an efficient, transparent, and user-friendly digital solution.

August 2025

Automate leave request and approval workflows Provide real-time visibility into leave balances and requests

Eliminate manual paperwork and email-based approvals

1.2 Business Objectives

Ensure compliance with company leave policies

Date

Generate comprehensive leave analytics and reports • Improve employee satisfaction through self-service capabilities 1.3 Success Criteria

 90% reduction in manual processing time 100% visibility into leave request status

Zero paper-based leave requests

50% reduction in HR administrative workload

Real-time leave balance accuracy

2.1 User Roles and Permissions

2. Functional Requirements

Permissions:

 Submit leave requests for all available leave types View personal leave history and current balances

Cancel pending requests (before approval)

2.1.1 Employee (Standard User)

Upload supporting documents (medical certificates, etc.) Receive real-time notifications about request status Access personal leave calendar and dashboard

2.1.2 Manager/Supervisor **Permissions:** All employee permissions for personal leave Approve/reject leave requests for direct reports

Generate team leave utilization reports

Manage leave policies and leave types

Configure approval workflows and business rules

Generate organization-wide reports and analytics

Manage employee leave balances and adjustments

• Required fields: Leave type, start date, end date, reason, duration

Description: Automated routing and approval process based on organizational hierarchy.

Optional fields: Supporting documents, emergency contact

Real-time validation against available leave balance

Conflict detection with existing requests

Blackout date validation

Requirements:

Configure holiday calendars and blackout periods

Delegate approval authority during absence

Override system validations when necessary

View team leave calendar and resource planning

2.1.3 HR Administrator **Permissions:** All manager permissions across organization

2.2 Core Functional Requirements 2.2.1 Leave Request Management FR-001: Leave Request Submission **Description:** Employees can submit leave requests through intuitive web and mobile interfaces. **Requirements:**

Draft save functionality for incomplete requests FR-002: Leave Request Approval Workflow

• Escalation mechanism for overdue approvals (48 hours) • Email and in-app notifications at each stage

FR-003: Leave Request Modification

Employees can cancel pending requests

2.2.2 Leave Balance Management

FR-004: Leave Balance Tracking

2.2.3 Reporting and Analytics

• Employee leave summary reports

3.1 Supported Leave Types

Description

Vacation time for

personal use

Health-related

Personal matters

Parental leave

Immediate family

• Approval Workflow Record: Workflow tracking and approval history

Leave Request Approval Process: Main workflow for request processing

Notification Process: Email and system notifications management

Data Synchronization Process: Integration with HR systems

Report Generation Process: Scheduled report creation and distribution

• Leave Balance Update Process: Automated balance calculations and updates

emergency

absence

Team leave utilization and trend analysis

FR-005: Standard Reports

Requirements:

Automatic routing to appropriate approver

Multi-level approval for extended leave periods (>5 days)

Description: Capability to modify requests with proper approval controls.

Description: Comprehensive tracking of all leave balances and transactions.

Real-time tracking of accrued, used, and available leave

Automatic accrual calculation based on tenure and policies

Description: Comprehensive reporting suite for all stakeholders.

Advance

Notice

2 weeks

Same day

notification

1 week

1 month

Within 24 hours

Max Duration

15 consecutive

days

30 days

5 days

90 days

3 days

Documentation

Not required

days

Medical certificate >3

Manager discretion

Medical certificate

Post-approval

documentation

Support for multiple leave types with different rules

Bulk approval capability for managers · Comments and feedback functionality

 Managers can request modifications before approval Complete audit trail for all changes Approved requests require manager approval for modifications Emergency cancellation process for approved leave

Requirements:

Requirements:

Carry-forward and expiration rules implementation Pro-rated calculations for new employees and part-time staff · Manual adjustment capability for HR administrators

 Compliance and audit reports Custom report builder with filters and drill-down Scheduled report generation and distribution Export functionality (PDF, Excel, CSV) 3. Leave Types and Policies

Leave Type

Annual Leave

Sick Leave

Personal Leave Maternity/Paternity **Emergency Leave** 4. Technical Requirements

4.1.3 User Interfaces (SAIL) **Employee Interfaces:** Leave request submission form with validation Personal leave dashboard with calendar integration Leave history and balance view

Document upload interface

Mobile-responsive design for all interfaces

System configuration and policy management

Organization-wide reporting dashboard

Employee balance management interface

 Workflow and approval hierarchy configuration 5. Non-Functional Requirements

System

HR Information System

Active Directory

Email System

Phase

Calendar System CalDAV/REST Payroll System File Transfer

Application setup, basic data Phase 1: Foundation 2 weeks model, user management Phase 2: Core Leave request submission, basic 3 weeks approval workflow **Features**

7.1 Development Phases

Duration

Phase 4: Integration & Testing	2 weeks	External inte		
7.2 Success Metrics				
• User adoption rate > 95% within 30 days				
Leave request proces	e request processing time reduced by 80%			

HR administrative time reduced by 50%

• System availability > 99%

Document	Status: This requirements document serves as the foundation for developing the Employee
Leave Mar	agement System on the Appian platform. All requirements should be validated with stakeholders
before imp	ementation begins.
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Primary Records: • Employee Record: Master data with leave balances and employment details • Leave Request Record: Individual leave request details and status • Leave Type Record: Configuration of available leave types and rules • Leave Balance Record: Current balance tracking per employee per leave type

4.1.2 Process Models

Core Processes:

4.1.1 Record Types

4.1 Appian Design Objects

Team leave approval dashboard Team calendar and resource planning view Bulk approval interface Team reporting and analytics dashboard **HR Admin Interfaces:**

Manager Interfaces:

5.1 Performance Requirements System response time: < 3 seconds for all user actions Support for 500+ concurrent users 99.5% system availability during business hours Data backup and recovery within 4 hours

Audit trail for all system actions Integration with corporate Active Directory/LDAP · Compliance with data protection regulations **5.3 Usability Requirements** · Intuitive interface requiring minimal training

5.2 Security Requirements

Data encryption in transit and at rest

Role-based access control with principle of least privilege

Mobile-responsive design for smartphone and tablet access

6. Integration Requirements

Integration Type

Key Deliverables

End of Document

Employee Leave Management System - Requirements Document v1.0

REST API

LDAP

SMTP

Purpose

Employee master data sync

User authentication

Notification delivery

Calendar integration

Leave deduction data

Frequency

Real-time

Real-time

Real-time

Monthly

Success Criteria

navigation working

process functional

cycle operational

deployment

User authentication and basic

Complete leave management

System ready for production

End-to-end leave request

Daily

6.1 External System Integrations

Accessibility compliance (WCAG 2.1 AA)

Multi-language support capability

7. Implementation Plan

Phase 3: Advanced Balance management, reporting, 2 weeks Features notifications kternal integrations, user testing, ig fixes