

Integrated HR Tool

Working Hours & Holiday Management System

High Level Scope Document

Client: International Golf Federation (IGF)

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Index

1. Introduction
2. Background
3. Objectives
4. Scope of Work
 - 4.1 Working Hours Declaration
 - 4.2 Holiday Request and Approval Workflow
 - 4.3 Dashboards and Visibility
 - 4.4 Reporting and Export
 - 4.5 CRM Authentication Integration
 - 4.6 Out of Scope
5. User Roles and Access Levels
6. System Integration
7. Assumptions and Constraints

1. Introduction

This document defines the scope of a lightweight internal Working Hours and Holiday Management tool for the International Golf Federation (IGF). The purpose of this system is to provide a structured and auditable record of employee working hours for governance and compliance requirements, along with a simple workflow for holiday requests and approvals.

The system is not intended to monitor productivity or enforce real-time attendance. Instead, it focuses on declared working hours and approved leave. The tool will integrate with IGF DIGITAL's existing CRM authentication system to provide a unified login experience and avoid the introduction of separate credentials.

2. Background

IGF currently requires a centralized way to document employee working hours and manage holidays. Existing processes are either manual or fragmented, making compliance reporting and internal visibility difficult. This project aims to introduce a simple digital solution that allows employees to declare their working hours, and managers to review team records and export compliance reports, all within the existing IGF DIGITAL ecosystem.

3. Objectives

The objectives of this project are to:

- Maintain auditable working hour records for all employees.
- Allow employees to adjust declared hours when required.
- Enable managers to review team working hours and holiday requests.
- Provide reporting and export functionality for compliance purposes.
- Implement a basic holiday request and approval workflow.
- Keep all data within IGF DIGITAL-owned infrastructure.

4. Scope of Work

This project covers the design and development of a lightweight internal system for working hours declaration and holiday management. The solution will operate as a standalone application while integrating with IGF DIGITAL's CRM authentication system.

The scope includes user-facing functionality for employees and managers, configuration capabilities handled by Managers, and reporting features required for compliance and internal oversight.

4.1 Working Hours Declaration

The system will provide a calendar-based interface allowing employees to view and declare their daily working hours. For standard working days, records will be created automatically and pre-filled with default working hours (for example, eight hours per day). Employees will be able to edit start and end times for any working day, with total hours calculated automatically. A monthly calendar view will display daily entries together with cumulative monthly totals. All declared hours will be stored for historical reference and audit purposes. Managers will have access to view working hours of their assigned employees, including both daily entries and monthly summaries. All changes to declared working hours will be timestamped and logged for audit purposes.

4.2 Holiday Request and Approval Workflow

The system will support a structured holiday management process. Employees will be able to submit holiday requests by selecting a start date and end date and adding an optional comment. Each request will appear with a clear status indicating whether it is pending, approved, or rejected.

The Manager will be able to review pending holiday requests from employees, approve requests, or reject them with a mandatory reason. When a holiday request is submitted, the Manager will receive an automatic email notification. Once a decision is made, the employee will be notified by email. Approved holidays will be displayed in the working hours calendar. All holiday requests and decisions will be retained for reporting and reference.

4.3 Dashboards and Visibility

The system will provide role-based dashboards. Employees will have access to their monthly working hours calendar, total hours for the selected month, and current and historical holiday requests. Managers will have access to a list of assigned employees, monthly working hour summaries per employee, pending holiday requests requiring action, and historical holiday records.

4.4 Reporting and Export

Authorized managers will be able to generate reports showing monthly working hours per employee, consolidated working hours for the full team, and holiday history per employee. These reports will be exportable in CSV format for compliance and administrative purposes.

4.5 CRM Integration

The HR tool will be developed as a separate application within the IGF DIGITAL infrastructure while reusing the existing CRM user database for authentication. Staff will access the HR tool using the same username and password currently used for the CRM, with user records sourced directly from the existing MongoDB admin/staff collection.

The HR tool will not manage separate credentials. User roles (Employee / Manager) will be derived from the existing CRM data. All HR-related data (working hours and holidays) will be stored in dedicated HR collections within the same MongoDB instance.

4.6 Out of Scope

Payroll processing, salary calculations, tax or labor law compliance automation, performance management features, real-time attendance tracking, and expense management are explicitly excluded from this project.

5. User Roles and Access Levels

The system will support two primary user roles: **Employee** and **Manager**. Access to all functionality will be controlled based on the authenticated user's role, ensuring that users can only access information relevant to their responsibilities.

Employee

Employees will have access only to their own working hours and holiday information. They will be able to:

- View their monthly working hours calendar.
- Edit start and end times for individual working days.
- View daily and monthly total hours.
- Submit holiday requests.
- View the status (pending, approved, rejected) of submitted holiday requests.
- View their annual holiday allowance, used days, and remaining balance.

Employees will not have visibility into other employees' records.

Manager

Managers will have access to working hours and holiday information for employees assigned to them. In addition to approving holidays and viewing team records, Managers will also handle system configuration and reporting. Managers will be able to:

- View monthly working hour calendars and summaries for their team members.

- Review, approve, or reject holiday requests submitted by their assigned employees.
- Provide mandatory rejection reasons when applicable.
- View holiday balances for employees within their team.
- Configure annual holiday allowances.
- Manage public holiday calendars.
- Export working hours and holiday reports for their assigned employees and for the overall team.

Managers will not be able to modify employee working hours unless explicitly authorized in a future system extension.

6. System Integration

The Working Hours & Holiday tool will operate as a separate application within the IGF DIGITAL infrastructure while reusing the existing CRM MongoDB user database for authentication. Staff will access the tool using the same credentials as the CRM. Working hours and holiday data will be stored in dedicated HR collections within the same MongoDB instance. This approach ensures a unified login experience while keeping the HR tool functionally independent from the CRM.

7. Assumptions and Constraints

- CRM authentication will be reused.
- Working hours are declared rather than tracked in real time.
- The technical integration approach will be finalized following the CRM review.
- Public holidays will be configurable by Managers through the system interface.