**Workflow Mapping & Process Modeling**

**Purpose**: Define and standardize HR workflows for digital implementation in MoHRIS, reducing manual interventions and ensuring compliance.

**Mapped Workflows**:

* **Attendance Management**:
  + Clock-in/out via biometric device or geolocation on mobile
  + Auto-calculation of hours worked
* **Leave Management**:
  + Request → Line Manager Approval → HR Validation → Calendar Update
  + Leave balances updated in real-time
* **Payroll Processing**:
  + Integration with attendance, leave, and deduction records
  + Auto-generation of payslips with tax and benefits calculations
* **Performance Appraisals**:
  + Goal Setting → Periodic Review → Final Appraisal → Feedback and Archive
  + Includes 360° feedback and KPIs tied to employee profile

**Tools Used**:

* BPMN (Business Process Model and Notation)
* Visio / Lucidchart for flow diagrams