

This is the updated Human Resources Management Process Flow for the HR app, incorporating the additional features from Mr Ike wish list. The process flow maintains the original structure while seamlessly integrating the the additions and modifications of the new features wrapped **bold text**

Human Resources Management Process Flow

1. Input Employee and Organizational Data

- Collect employee details: team assignments, location, contract type (e.g., full-time, part-time), skills, equipment needs, **personal details (e.g., contact information, emergency contacts), work-related information (e.g., job role, department), leave records (e.g., historical leave data), and probation period status.**
- Gather organizational data: company policies, performance metrics, training requirements, compliance rules, **and access control settings for different management levels.**
- **Create dedicated document storage folders for each employee to store contracts, policies, and other HR documents.**
- Link: Employee and organizational data feed into the centralized HR dashboard for access and processing.

2. Centralized HR Dashboard Setup

- Configure the HR dashboard to provide role-based access (e.g., by team, location, or contract type) for managers and HR staff, **with configurable access control settings to manage visibility and permissions for different management levels.**
- Display key information: **employee profiles (personal details, work-related information, leave records, document storage, probation status),** performance metrics, contract status, policy compliance, **leave balances, active warnings, ongoing**

employee relations (ER) cases, and HR monitoring tables (e.g., probation periods, disciplinary warnings, starters/leavers).

- **Integrate a centralized leave management section displaying all leave types (e.g., annual, sick, parental, unpaid), leave balances, and approval statuses.**
- Link: Dashboard data integrates with performance tracking, contract issuance, **leave management, document management, and HR monitoring systems.**

3. Real-Time Employee Performance Tracking

- Monitor employee performance metrics in real time, including:
 - Feedback from supervisors or peers.
 - Training completion status.
 - Task completion rates and punctuality.
 - Incident logs (e.g., policy violations, safety issues).
 - **Sick leave tracking with automated Bradford Factor calculations to monitor absence patterns.**
 - **Probation period progress and outcomes.**
 - **Active disciplinary warnings and ongoing ER cases.**
- Update the dashboard with live data from employee activities.
- Link: Performance data feeds into escalation alerts, **leave management**, and analytics for review and action.

4. Automated Contract Issuance

- Generate employment contracts based on employee data (e.g., role, contract type, salary).
- Enable digital signing through a secure platform, allowing employees to review and sign contracts electronically, **with e-signature functionality for all HR documents.**
- Archive signed contracts in a centralized database for easy retrieval, **auto-filing signed documents in the employee's dedicated document storage folder.**
- Link: Contract status updates are reflected in the HR dashboard and trigger policy publishing for new hires.

5. Equipment Issuance and Tracking

- Assign equipment (e.g., laptops, uniforms) to employees based on role and needs.
- Track equipment issuance via a digital system, logging details like serial numbers and issuance dates.
- Collect digital acceptance forms from employees to confirm receipt, **using e-signature functionality**.
- Link: Equipment data integrates with the HR dashboard and escalation alerts for unreturned or overdue items.

6. Company Policy Publishing and Compliance

- Distribute company policies to employees via the HR dashboard or email, with required-read status tracking.
- Monitor policy acknowledgment and completion (e.g., quizzes or confirmations) to ensure compliance.
- **Send auto-generated self-certification forms with completion prompts for employees returning from absences exceeding 7 days.**
- Link: Policy compliance data feeds into escalation alerts for non-compliance and analytics for trend analysis.

7. Escalation Alerts and Warnings

- Generate alerts for HR issues, such as:
 - Overdue documents (e.g., unsigned contracts, unacknowledged policies).
 - Missed performance reviews or training deadlines.
 - Compliance gaps (e.g., incomplete certifications, equipment return delays).
 - **End of probation periods requiring review.**
 - **Active disciplinary warnings nearing expiration.**
 - **Return-to-work (RTW) interview reminders for absences exceeding 7 days.**
 - **Unsubmitted or unapproved leave requests.**
 - **Outstanding self-certification forms.**

- Notify relevant stakeholders (e.g., HR managers, supervisors) based on predefined escalation rules.
- Link: Alert data informs performance tracking, **leave management**, and analytics for resolution tracking.

8. Executive-Level Analytics

- Aggregate data from performance tracking, contract issuance, equipment logs, policy compliance, escalation alerts, **leave management (e.g., leave taken vs. entitlement, sickness absence trends, outstanding balances)**, and **HR monitoring tables (e.g., probation outcomes, starters/leavers, retention/turnover rates)**.
- Generate metrics on:
 - People trends (e.g., employee engagement, satisfaction).
 - Retention rates and turnover causes.
 - Skills coverage (e.g., gaps in qualifications).
 - Absenteeism patterns, **including sickness absence trends via Bradford Factor insights**.
 - Workforce costs (e.g., salary, training, equipment).
 - **Leave usage patterns (e.g., annual leave balances, pro-rata adjustments)**.
 - **New starters and leavers for workforce planning**.
- Produce customizable reports or dashboards for executives to support strategic decision-making.
- Link: Analytics data feeds back into optimization for HR process improvements.

9. Iterative Optimization

- Analyze insights from analytics, alerts, compliance data, **leave management trends, and HR monitoring tables** to identify inefficiencies (e.g., high turnover, frequent policy non-compliance, excessive sick leave).
- Adjust HR processes, such as updating policies, streamlining contract issuance, enhancing training programs, **or optimizing leave approval workflows**.
- Update the dashboard and analytics models with new data for improved accuracy.

- Link: Optimized processes loop back to step 1 (data input) for the next HR management cycle.
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This process flow ensures a seamless integration of HR functions, starting with data collection, moving through real-time tracking, automation, **leave management, document management, and HR monitoring**, and culminating in analytics and optimization. Each step builds on the previous one, with data flowing through the centralized dashboard to enable monitoring, compliance, and strategic insights, creating a continuous loop for HR management.

Explanation of Additions

The new features were integrated into the existing process flow as follows:

1. Employee Profiles:

- Added to **Step 1** under data collection to include personal details, work-related information, leave records, and probation status.
- Added to **Step 2** to display comprehensive employee profiles on the dashboard, including document storage.
- Added to **Step 4** to ensure signed documents are auto-filed in employee folders.

2. Leave Management:

- Added to **Step 1** to collect historical leave records.
- Added to **Step 2** to include a centralized leave section on the dashboard for all leave types, balances, and approval statuses.
- Added to **Step 3** for sick leave tracking with Bradford Factor calculations.
- Added to **Step 7** for alerts on unsubmitted/unapproved leave requests.
- Added to **Step 8** for analytics on leave taken vs. entitlement and outstanding balances.

3. Access Control:

- Added to **Step 1** to collect access control settings.
- Added to **Step 2** to configure visibility and permissions on the dashboard.

4. Notifications & Prompts:

- Added to **Step 6** for auto-sent self-certification forms for absences exceeding 7 days.
- Added to **Step 7** for alerts on end of probation periods, active warnings, RTW interview reminders, and outstanding self-certification forms.

5. Reporting & Analytics:

- Added to **Step 8** to include customizable reports on new starters/leavers, leave trends, sickness absence, and outstanding leave balances.

6. HR Monitoring Tables:

- Added to **Step 2** to display tables for probation periods, disciplinary warnings, ER cases, and starters/leavers on the dashboard.
- Added to **Step 3** to track probation progress, warnings, and ER cases in real-time.
- Added to **Step 8** for analytics on probation outcomes, retention, and turnover.

7. Document Management & E-Signatures:

- Added to **Step 1** to create dedicated document storage folders.
- Added to **Step 4** for e-signature functionality and auto-filing of signed contracts.
- Added to **Step 5** for e-signatures on equipment acceptance forms.