

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, and equipment needs.
- Gather organizational data: company policies, performance metrics, training requirements, and compliance rules.
- **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.
- Display key information: employee profiles, performance metrics, contract status, and policy compliance.
- **Link:** Dashboard data integrates with performance tracking and contract issuance 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).
- Update the dashboard with live data from employee activities.
- **Link:** Performance data feeds into escalation alerts 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.
- Archive signed contracts in a centralized database for easy retrieval.
- **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.
- **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.
- **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).
- Notify relevant stakeholders (e.g., HR managers, supervisors) based on predefined escalation rules.
- **Link:** Alert data informs performance tracking and analytics for resolution tracking.

8. Executive-Level Analytics

- Aggregate data from performance tracking, contract issuance, equipment logs, policy compliance, and escalation alerts.
- Generate metrics on:
 - People trends (e.g., employee engagement, satisfaction).
 - Retention rates and turnover causes.
 - Skills coverage (e.g., gaps in qualifications).
 - Absenteeism patterns.
 - Workforce costs (e.g., salary, training, equipment).
- Produce 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, and compliance data to identify inefficiencies (e.g., high turnover, frequent policy non-compliance).
- Adjust HR processes, such as updating policies, streamlining contract issuance, or enhancing training programs.
- 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.

To create a stepwise process flow for your Human Resources (HR) Management project, I'll outline the sequence of steps for the components you mentioned—centralized HR dashboard, real-time employee performance view, automated contract issuance, equipment tracking, policy publishing, escalation alerts, and executive-level analytics—ensuring each step connects logically to the next. The flow will describe how data moves through the system, from input to output, without including a diagram, as requested in the referenced prompt. Each component will be integrated into a cohesive process, showing how they link to support HR management.

This process flow ensures a seamless integration of HR functions, starting with data collection, moving through real-time tracking and automation, 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.

Hi Ike,

Please see below wish list for features on the new system:

Key Features to Include in the New HR System Portal

1. Employee Profiles

- Comprehensive profiles with sections for:
- Personal details
- Work-related information
- Document storage (dedicated folders for employee documents)
- Leave records

2. Leave Management

- Centralized leave section encompassing all types of leave (e.g., annual, sick, parental, unpaid)
- Automated annual leave calculations, including pro-rata adjustments
- Sick leave tracking with built-in Bradford Factor calculator
- Submission and approval workflow for leave requests (employees submit; managers approve)
- Real-time tracking of leave taken and outstanding balances

3. Access Control

- Configurable settings to manage visibility and access rights for different levels of management

4. Notifications & Prompts

- Automated notifications for key HR events, such as:
- End of probation periods
- Active warnings

- RTW (Return to Work) interview reminders for absences exceeding 7 days
- Auto-sent self-certification forms with completion prompts for employees

5. Reporting & Analytics

- Customizable reports on:
- New starters and leavers
- Leave taken vs. leave entitlement
- Sickness absence trends
- Outstanding leave balances

6. HR Monitoring Tables

- Tables to monitor and manage:
- Probation periods and outcomes
- Active disciplinary warnings
- Ongoing employee relations (ER) cases
- Leavers, starters, retention & turnover

7. Document Management & E-Signatures

- Secure document upload capability
- E-signature functionality for documents sent to employees
- Auto-filing of signed documents in relevant employee folder