PROJECT DOCUMENTATION

**FUTURE PROCESS MODEL**

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| Project: Swiftship | |  |
| Swiftship | | |
| Document Details |  | |
| Date: | 21-03-2025 | |
| Version No: | 1 | |
| Author: | Revo.Sol | |
| Client | Swiftship | |

OUM

RD.011 Future Process Model

Swiftship

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| --- | --- |
| Author: | Revo.Sol |
| Creation Date: | March 02, 2025 |
| Last Updated: | March 02, 2025 |
| Version: | 1 |

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# Document Control

## Revision History

1

| **Date** | **Author** | **Version** | **Change Reference** |
| --- | --- | --- | --- |
| 21-JAN-2025 | Revo.Sol | 1.0 | Initial Version |
| 29-JAN-2025 | Revo.Sol | 2.0 | Include business processes details |
| 11-FEB-2025 | Revo.Sol | 2.1 | Include business processes details |
|  |  |  |  |

## Reviewers

| **Date** | **Name** | **Designation** | **Signature** |
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## Approvers

| **Name** | **Designation** | **Signature** |
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| Swiftship | All Team Members | |
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## List of Abbreviations

| **No.** | **Abbreviation** | **Meaning** |
| --- | --- | --- |
| 1 | SWS | Swiftship Company |
| 2 | ERP | Enterprise Resources Planning |
| 3 | HR | Human Resources |
| 4 | SSHR | Human Resources Self Service |
| 5 | BU | Business Unite |
| 6 | RDS | Reference Data Sets |

# Introduction

Since 1996, Swiftship Group of Companies has grown into a driving force of development in the State of Egypt and a dynamic regional powerhouse. Driven by inspirational leadership and a visionary strategic focus, the Group now owns assets valued at more than 1.2 billion $ with a total combined paid-up capital in excess of 400 million.

## Purpose

This document presents the Future Process Model constructed for the Oracle EBS Payroll for Swiftship. The Future Process Model documents the triggering events that drive the business areas that are to be automated and describes the future business process that the business executes in response to each of those events as a set of one or more activities.

The document is based on the discussion with SWIFTSHIP business users during analysis phase and high-level requirement gathering session for Oracle Payroll application.

The future Payroll process in SWIFTSHIP can mainly traced under the following processes:

1. Payroll Operations

Note: This document needs to be reviewed by all the concerned key users in all possible perspectives of their respective business functions and suggest changes wherever applicable, ultimately agree and sign off based on the revised document that incorporates mutually agreed feedback points.

This document supersedes all the previous documents in terms of requirements. Once this future process model is signed off, this document would form the basis for all subsequent configuration, design, development and delivery. (Any changes, Issues outside the signed off Future Process Model document will be discussed between Oracle and SWIFTSHIP Management to arrive at mutually acceptable closure).

Wherever customizations are indicated, this document is not intended to narrate the exact design and it only shows the conceptual process flow. Detailed design of customizations would be done and shown as part of functional specification document that would be done spicaly to each of the customization identified.

1. Specify the purpose of this **Requirements Specification**. It describes the external behavior of the application or subsystem identified. It also describes nonfunctional requirements, design constraints, and other factors necessary to provide a complete and comprehensive description of the requirements for the software.

## Scope

1. A brief description of the software application that the **Requirements Specification** applies to, the feature or other subsystem grouping, what Use Case Model(s) it is associated with, and anything else that is affected or influenced by this document.

The SWIFTSHIP is undertaking a strategic central initiative to standardise the functions of Finance, Human Resources, Supply & Logistics, Procurement & Contracts and Manufacturing. Each of these functional areas is centrally managed by one of the SWIFTSHIP Directorates General.

The scope of this document is limited to describe the requirements of SWIFTSHIP Payroll processes.

Further, this document is aimed towards providing the basis for Swiftship to configure the processes designed in Oracle Cloud and ascertain the gaps from standard features of the application, required customizations.

## Assumptions

1. Any change management that is due to the introduction of Standardisation will be the responsibility of Swiftship units. However, the project team will provide inputs for an easy transition.
2. Solution design forms the basis for designing the system. The feasibility of requirements is also discussed in Solution design document highlighting the Oracle standard feature, other systems, customisation and GAP as applicable.
3. Oracle is using OUM method for documentation of implementation and maintenance of Changes in the systems with the Proper control mechanism.

# Product Overview – Payroll

Payroll provides an integrated set of Payroll functions that encompass objective setting and management (known as Workforce Payroll), appraisals, and questionnaire administration.

The main purpose of Payroll system is to evaluate a worker's current competencies, set or assess objectives, and identify training to address deficiencies throughout a Payroll-management period, such as a calendar year. The entity that defines this period and its conduct is the Payroll Plan (PMP). Oracle Payroll is a key component of the Oracle HRMS suite of applications that are engineered to work together, using a highly scalable processing engine.

## Objectives

The objectives of these future process models are to:

1. Finalize solution design to configure and design the system.
2. Standardize business requirements as per Oracle Cloud wherever possible.
3. Optimize standard functionality utilization pertaining to Oracle modules that will be implemented.
4. Address the business users’ requirements from the system.
5. Identify all gap areas and finalise the customizations required.
6. Identify the responsibility (ownership) for each item listed in the future process table.
7. Address the open points/issues need to be tackled in order to move forward.

# Solution Methodology

## Key Requirement Areas

The future process models are based on the discussions/workshops covering the following:

1. Requirement workshops
2. Review of To-Be Processes and detailed requirement matrix provided
3. Walkthrough of present processes
4. Initial review of Reporting needs
5. Details of challenges and pain points faced by users
6. Requirements Specification

## Inputs

The sources of input for the aforesaid areas are the following:

1. Standard product CRP for Payroll module was conducted
2. Meetings inputs from multiple meetings/workshops with representatives from SWIFTSHIP team

RD-011 document is formulated based on the SWIFTSHIP requirements, process and points addressed during standard system DEMO.

## Full Business Cycle

Payroll Process Flow in Oracle HRMS (Oracle Payroll)

The payroll process in Oracle HRMS follows a structured workflow, from data entry to salary distribution. Here’s an overview of the key stages:

1. Employee & Payroll Data Setup

Enter employee records in Oracle HRMS, including contracts, base salaries, deductions, and benefits.

Define the Payroll Calendar and set payroll frequency (monthly, weekly, etc.).

Configure Payroll Elements, such as allowances, taxes, deductions, and incentives.

2. Payroll Processing Cycle

Time and Earnings Entry: Input attendance, leaves, and overtime hours.

Payroll Calculation: Run the Payroll Process to compute net salaries after deductions and taxes.

Validation & Error Checking: Use reports like Payroll Exception Report and Payroll Reconciliation Report to identify and fix discrepancies.

3. Payroll Output & Reports

Generate Payroll Reports: Create Payroll Register Reports to review total salaries and entitlements.

Prepare Bank Files: Generate the Bank Transfer File or EFT (Electronic Funds Transfer) for salary transfers.

Tax & Social Security Reporting: Produce tax and social security reports for compliance.

4. Payment & Distribution

Salary Disbursement: Process salary payments via bank transfers or check issuance.

Payslip Distribution: Send Payslips to employees via email or an employee self-service portal.

End-of-Cycle Reports: Generate reports on total payroll costs.

5. Period Closing & Reconciliation

Payroll Period Closure: Lock the payroll period to prevent unauthorized changes.

General Ledger (GL) Integration: Send payroll data to Oracle General Ledger for financial synchronization.

Audit & Compliance: Review payroll records to ensure accuracy and compliance with regulations.

## Suggested scenario

## Standard OPM Integration with Other Modules

Figure 1 – Profile Management and Other Module Relationships

# 

# Event Catalogue for Business Requirements Mapping

## Process Descriptions for Payroll

1. List the events that trigger responses by the business area. Identify the processes that respond to those events.
2. Repeat this section for each business area.
3. An example of an event is a customer order. In responding to the customer order the business executes a process. Fill out the following information for each event that is identified:  
   **Event ID:** Give each event a unique identification.  
   **Name:** Name each event as clearly as possible.  
   **Type:** Events may be external, internal or temporal (for example, occur at a predetermined time).  
   **Description:** Briefly describe the event.  
   **Frequency:** Indicate frequency; for example, 10/hour, 1/week, or monthly.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event** | **ID**  **BRM-1** | **Name**  **Payroll** | **Type**  **Standard** | **Description**  The Payroll describes the cycle throughout the calendar year. | |
| **Responding Process** | | **ID**  **GM-1** | **Title** | | **Payroll** |
| **Process** | | **Standard** |
| **Steps** | | **Description** | | | |
| **GM-1-1**  **Payroll Support Details** | | * SWIFTSHIP will follow Top-Down Goal settings concept. [Top management will start setting the strategic goals then be cascaded down to the subordinates and so on.] * SWIFTSHIP has One type of objectives:   + Accelerate and achieve success Payroll operations * Tasks   + Tasks are specific actions added | | | |
| **GM-1-2**  **Payroll Concepts** | |  | | | |
| **GM-1-3**  **Payroll Actions** | |  | | | |
| **GM-1-4**  **Payroll Approving Goals** | |  | | | |
| **GM-1-5**  **Payroll Maintenance Tasks (Payroll admin)** | |  | | | |

## Process Descriptions for Payroll Development Review (PDR)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event** | **ID**  **PDR-2** | **Name**  **Annual Payroll Evaluation** | **Type**  **Standard** | **Description**  The Manage Payroll Process Flows describes the cycle of Payroll evaluation throughout the calendar year. | |
| **Responding Process** | | **ID**  **PDR-2** | **Title** | | **Payroll Development Review** |
| **Process** | | **Standard** |
| **Steps** | | **Description** | | | |
| **PDR-2-1**  Manage Payroll Process Flows | |  | | | |
| **PDR-2-4**  Approve the Payroll document | |  | | | |
| **PDR-2-5** | |  | | | |

## Process Flow Diagram for Annual Payroll Evaluation

# Event Catalogue for Annual Increase

## Process Descriptions for Annual Increase

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event** | **ID**  **OPM-3** | **Name**  **Annual Increase** | **Type**  **Standard** | **Description**  *This process describes the periodic increase cycle of Basic salary for the employees.* | |
| **Responding Process** | | **ID**  **OPM-3** | **Title** | | **Annual Increase** |
| **Process** | | **Standard** |
| **Steps** | | **Description** | | | |
| **OPM-3-1**  Chairman Audit and Approval | | * + Need to be discussed with Swiftship Team | | | |
| **OPM-3-2** | | HR will send the set annual percentages to the payroll team | | | |
| **OPM-3-3** | |  | | | |

# Open and Closed Issues

1. Add open issues that you identify while writing or reviewing this document to the open issues section. As you resolve issues, move them to the closed issues section and keep the issue ID the same. Include an explanation of the resolution.  
     
   When this work product is complete, any open issues should be transferred to the project- or process-level Issue Log (Manage focus area) and managed using a project level Issue Form (Manage focus area). In addition, the open items should remain in the open issues section of this work product, but flagged in the resolution column as being transferred.

## Open Issues

| ID | Issue | Resolution | Responsibility | Target Date | Impact Date |
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## Closed Issues

| ID | Issue | Resolution | Responsibility | Target Date | Impact Date |
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