QnQ Healthcare Pvt Ltd

Functional requirements document

HUMAN RESOURCES

JOB VACANCY

Business Requirement:

To streamline the Manpower requisition process and provide visibility to department heads and HR departments.

Process to be followed with Business Logic:

- For communication of Job vacancies, the heads of the departments will update the "Manage Job Vacancy details" page.

- The job requirements table should have the following fields
  - Designation
  - Required qualification
  - Required skills
  - Preferred years of experience
  - Location
  - Budget
  - Job description will be updated based on the designation automatically
  - Budgeted TAT for filling the vacancy
  - Date of request
  - Approval from Management
  - Designated recruiter
  - Time taken
  - Actual TAT for filling the vacancy
  - Status - Open, Close, On hold

- An alert is to be sent to the HR department and Management.

- Management should approve the Job requisition.

- Post approval, the same will be updated on the Careers page, official QnQ website with the following fields
  - Name
  - Qualification
  - Experience
  - Age and Sex
  - Current CTC
  - Notice period
  - Mail ID
  - Mobile number
  - Resume

- ➢ HR will be notified of the same and the job vacancy will be posted in other sites like LinkedIn, Indeed, Naukri etc by HR wherein the link for the website to be given to apply for the job.
- ➢ The system will automatically calculate TAT from the date of approval from the management for the job requisition.

Alerts and Escalations:

- ➢ Alerts will be sent to the Management when the Heads of the Department send the request for the job vacancy.
- ➢ Alerts will be sent to the HR head when management has approved the job requisition.
- ➢ Alerts will be sent to the specific person who has been allocated to fulfil the job vacancy.

RECRUITMENT TRACKER

Business Requirement:

To monitor and track the recruitment process by providing accurate data, enhancing recruitment processes, and supporting strategic hiring decisions.

Process to be followed with Business Logic:

- ➢ HR will be notified of the same and the job vacancy will be posted on other sites like LinkedIn, Indeed, Naukri etc by HR wherein the link for the website will be given to apply for the job.

- ➢ The information filled in by the candidate along with the resume will be pulled to the ERP.

- ➢ The recruiter will shortlist from the applicants based on the necessary criteria.

- ➢ The recruitment tracker will have the following fields
  - Name
  - Qualification
  - Experience
  - Age and Sex
  - Current CTC
  - Notice period
  - Mail ID
  - Mobile number
  - Resume
  - Source
  - Designation
  - Department
  - Applied on
    The above mentioned information will be updated based on the given data on the website.
  - Screening - Selected / Rejected / On hold / No response
  - HR round - Interview scheduled/Selected/Rejected/On hold
  - HR round date
  - Interview Feedback
  - 1st level interview - Interview scheduled/Selected/Rejected/On hold
  - 1st level interview date
  - Interviewer name
  - Interview Feedback
  - 2nd level interview - Interview scheduled/Selected/Rejected/On hold
  - 2nd level interview date

- Interviewer name
- Interview Feedback
- Negotiation stage - Accepted / Rejected / In progress
- Tentative joining date
- Gross CTC

➢ The above information can also be manually updated if the source is not a website.

➢ TAT of each stage will be automatically calculated based on the date between each stage.

➢ Once the candidate is selected, an option to convert into Employee will be given.

Alerts and Escalations:

➢ Alerts will be sent to the allocated recruiter, HR head, relevant department head when the actual TAT exceeds the budgeted TAT.

EMPLOYEE MASTER

Business Requirement:

Comprehensive and Accurate Employee data in the Employee master.

Process to be followed with Business Logic:

- ➢ Employee master can be created from the candidate details in the recruitment tracker.
- ➢ Employee master will have the following fields
    - Employee ID - will be auto-generated
    - Name
    - Designation
    - Employee grade
    - Department
    - Location
    - Date of birth
    - Age
    - Gender
    - Marital status
    - Nationality
    - Educational Qualification
    - Address
    - Date of Joining
    - Salary
    - Allowance
    - Variable pay
    - Bank details
    - PAN
    - Mobile number
    - Mail ID
    - Blood group
    - Father's name
    - Father's DOB
    - Mother's name
    - Mother's DOB
    - Spouse's name
    - Spouse's DOB
    - Child-1 name
    - Child-1 DOB

- Child-2 name
- Child-2 DOB
- Attachments
- Remarks

➢ Employee master will be modified only after the approval of the HR head.

➢ Documents collected during the onboarding process need to be scanned and uploaded alongside the employee details in a zip file.

Validations:

Restricted access is to be given to the Employee master.

ATTENDANCE

Business Requirement:

Streamlining the attendance capturing and rectification of the employees.

Process to be followed with Business Logic:

➢ Employee code, Employee name, Grade, Designation and Department will be taken from the employee master.

➢ The attendance policy will be updated in the ERP which will have the following details
  - Shift timings
  - Permissible leave
  - Permission timings
  - Overtime criteria
  - Holiday list

➢ In and Out time along with the device and location details will be captured in the ERP through integration from the Biometric system.

➢ Separate screen can be given access to update the shift roster for their reporting members for attendance.

➢ Late in time calculation will be automatically done by the ERP.

➢ Logging in of Overtime can also be done.

➢ Over time claim by the employee and approval by the reporting manager and HR to be enabled in the ERP.

➢ Attendance correction request approval and correction to be done by the HR department in the ERP.

➢ Payroll processing will be integrated with the Attendance module. Pay will be calculated based on the attendance of the employees.

➢ Bulk upload of Attendance in Excel format to be given.

Validations:

Access for viewing and modification of Attendance is to be provided to the HR department.

LEAVE MANAGEMENT

Business Requirement:

To streamline and automate leave management processes, ensuring accurate tracking, compliance, and efficient leave planning.

Process to be followed with Business Logic:

- Applicable number of leaves like CL, SL and EL to be defined in the ERP for the employees.
- Leave application to be enabled for the employees by choosing the relevant category of leave with reason.
- An alert will be given to the request and approved by the respective reporting manager.
- The HR department and requestor will be notified of the leave approval.
- The remaining leaves will be displayed category-wise for each employee.
- Leave taken will be updated in the attendance based on the selected criteria and if no category is selected then the leave will be considered as “LOP”.
- Sample of the screen is as below

Employee code	
Month	Drop down to given

Date	**Day & W/WO/H**
In time	
Out time	
Request	Drop down to given

- Drop down for request will be as follows
    - Leave request
    - Permission
    - Missed punch
    - Over time
    - Others

- ➢ New pop-up will be shown once any of the options is chosen.
- ➢ The sample for the request screen is as below for the Leave request

From	
To	
Duration	Full day/ 1st half/ 2nd half
Category	
Opening balance	
Closing balance	
Reason	
Reporting manager	
Status	Approved/Pending/Rejected

EMPLOYEE LOANS AND ADVANCES

Business Requirement:

To streamline the management of employee loans and advances, ensuring accurate tracking, timely processing, and compliance.

Process to be followed with Business Logic:

- ➢ Define the loan policy detailing the following
  - Eligibility criteria
  - Short-term loan period
  - Long-term loan period
  - Limit on Annual salary
  - Interest rate
  - Repayments
  - Prepayment option
  - Advances limit

- ➢ An option to apply for loan and advance to be given to the employee.

- ➢ The reporting manager will be alerted once loans and advance request is sent by their subordinates.

- ➢ HR and Finance will be notified about the approved loan amount.

- ➢ Receivable entry will be passed for the Loans and advance amount.

- ➢ Loan instalments will be deducted from the Salary during Payroll processing by having the Employee code as the common field.

- Once all the instalments have been received, the loan will be closed.

EMPLOYEE SELF-SERVICE PORTAL

Business Requirement:

To facilitate easy access to personal data, benefits, and HR services, thus boosting operational efficiency, transparency, and employee engagement.

Process to be followed with Business Logic:

- Employee self-service will have the following
  - Employee profile from the respective employee master
  - Thought for the day
  - Attendance of the employee
  - Leave balance
  - Office calendar
  - Holiday Calendar
  - Loans and advance
  - Payslip
  - TADA claim
  - Policies
  - Employee grievance form
  - Events and Employee engagement
  - Training
- Employees will be given a Login ID with a password for logging in to the Employee self-service portal.

- Employee profile will be visible based on the login ID. Employees will be able to modify the details after getting approval from HR.

- Thought for the day will be visible to the employees.

- The attendance dashboard will be shown for the employees showing the number of present and absent days in the ongoing pay cycle. Detailed breakup of the same will be provided upon clicking the icon.

- Leave balance will be shown in the portal showing the remaining balance in each leave category.

- Office calendar for the current month will be displayed detailing the events, meetings and other engagements scheduled for the respective employee with time, member and place.

- The holiday calendar will show the holidays for the current year.

- Loans and advances will show the eligible amount, loan details- loan amount, loan taken date and repayment schedule.

- The payslip for the selected month can be viewed and downloaded.

- TADA will show the approved TADA amount under each head of expense, TADA claim form, eligibility for each head of expenses.

- Policies will show the list of the organisational policies and upon selecting a policy the detailed policy will be shown.

- Employee grievances form will be shown wherein the employee can submit their employee grievance.

- Training details as below will be shown to the employee
    - Programme name
    - Type
    - Hour

EMPLOYEE ASSET TRACKING

Business Requirement:

To ensure accurate monitoring, management, and accountability of company assets, thereby reducing losses, optimizing resource utilization, and improving operational efficiency.

Process to be followed with Business Logic:

- ➢ Employee asset tracker should include the following fields
  - Employee code
  - Employee name
  - Department name
  - Asset category - Dropdown to be given
    - Laptop
    - Charger
    - Mobile
    - SIM
    - Others
  - Asset identification number

- Asset handover date
- Asset return date
- Asset category - Rented / Owned

➢ The tracker is to be updated whenever the assets are issued, replaced, or returned.

➢ Restricted access to be given. Only HR will be able to edit and IT department will be given view access.

EMPLOYEE TRAINING TRACKER

Business Requirement:

To monitor the training attended by the employees and their assessment to monitor training progress and ensure skill development.

Process to be followed with Business Logic:

➢ Training master will be created having the following fields
  - Programme name
  - Category - On-the-job training, Technical training, Softskill training, etc
  - Hours
  - Evaluation criteria

➢ The training master will be updated whenever a new programme is introduced.

➢ Employee training tracker will be developed to track the training sessions attended by the employees and their scores and the employees who have not attended the training can also be tracked and followed up.

➢ Employee training master will have the following fields
  - Employee code
  - Employee name
  - Department
  - Training category - dropdown to be shown

- Name of the training programme- dropdown to be shown based on the training category
- Hours will be auto-populated based on the selected training programme
- Evaluation criteria will be displayed based on the selected training programme, and scores of the employee will be updated against each criterion
- Total score will be calculated based on the scores on each evaluation criteria

➢ Employee training tracker will help in PMS as the total number of hours utilised for training can be calculated.