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| Current Process & Automation Requirements | | | | | | | | |  |  |
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| Compensations Calculation | | | | | | | | |  |  |
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| Revision number: 0.2 | | | | | Date: 01.10.2021 | | | |  |  |
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| Draft | | | | | | | | |  |  |
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Document Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Change Description | Date | Author |
| 0.1 | Draft creation | 15.08.2021 | Salim Mehdi |
| 0.2 | Draft review | 20.08.2021 | Kris Van den Bergh |
| 0.3 | Draft rework | 01.10.2021 | Salim Mehdi |

**Related Documents**

|  |  |  |  |
| --- | --- | --- | --- |
| Doc # | Document Type | Document Title | Created by |
| 1 | Artifact Operational Handbook | CG\_Compensations\_AOH\_v.1.3 (Artifact Operational Handbook).docx | Salim Mehdi |

**Document Sign Off**

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1. Business Process Overview

This document introduces and provides the detailed description of current process and will be used to aid in the development of the Robotics Process Automation solution. The goal of this document is to give the overall view of AS IS process state, systems and applications used through the process flow and automation requirements.

Please note this is formal and valid document related to Compensations processing. Once it is signed it states the agreement that the process flow, exceptions, automation scope are captured in an accurate manner. Any changes to these business rules and overall automation solution must be immediately communicated to Capgemini team. All changes may be a subject to Change Request resulting in increased effort, overall project costs and therefore extension of the automation delivery timeframes.

* 1. Purpose

The purpose of this CPAR document is to give detailed level AS IS process view, mark all crucial automation requirements to provide a documented description of the current process state that is to be reviewed and approved. The document:

* Provides current process overview together with general characteristics
* Provides the detailed process flow by means of a step-by-step description along with the process map
* Specifies list of systems and applications used during the whole process to be automated
* Outlines automation solution proposal including scope and exceptions
  1. High level process description and process goal

The goal of this process is to analyse a monthly extract of Clarity and calculate the compensations based on it.

* 1. Process time frames and deadlines

Currently the process is being performed monthly.

The compensations are sent to the LMS team in the beginning of the next month.

* 1. Process risks

This section describes the potential risks which can appear during the process.

|  |  |
| --- | --- |
| Group | Identified Risks |
| Business | * The input files not present in the set locations. The bot will run but nothing will happen |
| Business | * The output locations do not exist. The bot will correctly run but will not be able to save the output files. |

1. **Business Process Requirements**

The following section specifies all business requirements for process automation.

* 1. General Requirements

This process is an internal process to help the HR department in the calculation of compensations for the employees.

The process reads the clarity extracts, performs the calculations for each employee, and compares the hours booked by employees to their work regimes. The output of that are files with the compensations by employee.

* 1. Process effort
* People involved: **HR department**
* Number of hours: **5 to 10 minutes per employee**
* Average volume: **more than 15000 timesheets updates monthly**
* Expected time savings: **h** **monthly**
* Time spent on the processing: **around 1h for all employees** (excluding logging, opening applications)
  1. Process input

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Description | File | Status |
| 1 | Extract file from Clarity in txt format for each country. |  | TO BE DELIVERED |
| 2 | Work regimes files in xlsx format for each country. |  | DELIVERED |

* 1. Process Output

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Description | File | Status |
| 1 | Compensation File containing the details for each employee, by week in the xlsx format. |  | TO BE DELIVERED |
| 2 | Compensation File simplified with total compensations per employee in xlsx format. To be sent to the LMS team. |  | TO BE DELIVERED |

1. Business Process Description ‘AS IS’
   1. ‘AS IS’ state process flow

Diagram

Description automatically generated

1. Automation solution proposal

High-level solution proposal corresponds to as-is process flow identified and described in Business Process Description ‘AS IS’ section. Within this chapter key characteristics and outline of the automated process are presented. Moreover, the document contains the requirements that are necessary to be fulfilled to enable development and robotic operation following roll out. The exceptions listed in the content of this section will be considered as out of automation scope.

* 1. Scope of automation
     1. Automation scope description

Automation should perform all the steps the HR employees do and thus cover processing of all the items that will be present in the clarity export.

* + 1. Automated Process outline

Recommended solution is an attended automation. This means that it will be centrally executed on physical laptop launched by its user using the UiPath Assistant.

Diagram

Description automatically generated

* 1. Automation requirements
     1. Business requirements

Process asset (variable) is considered as an UiPath Orchestrator Asset, that should be accessible and customizable for the business.

|  |  |  |
| --- | --- | --- |
| No. | Issue | Details |
| 1 | Process assets (variables) **to be confirmed formally by the business** | 1. Location of clarity extract file 2. Location of output files 3. Location of Work Regime files 4. Location of Historical data file 5. List of public holidays for Belgium 6. List of public holidays for Luxembourg 7. Countries processed |

* + 1. Technical requirements

All the applications used in the current process, as well as the concept of automation should be accessible for development stage in the version and set up mirroring present environment. To secure automation capabilities, the representative sample of data should be delivered. Provided cases should reflect most common flow and exceptional scenarios included in scope of automation. For development and further automation performance all requirements regarding license and provision of robotic account with proper access management should be delivered as agreed at the project planning stage. To avoid development disruptions all non-critical updates should be disabled, and the planned outage schedule of software used in the process should be delivered before respectively.

* 1. Business and system exceptions breakdown

|  |  |
| --- | --- |
| Exception ID | Exception description |
| 1 | System exception – Clarity export file not found |
| 2 | System exception – Work regime file not found |
| 3 | System exception – Historical data file not found |
| 4 | System exception – Output location unavailable |