Date: 17.07.2023

POINTS DISCUSSED ON TODAY`S MEETING

MOVEMENT

1. If Designation & Department change initiated, the process moves to BH login.
2. Appointment letter should attach with mail for Designation & Department change and it should be linked with payroll.
3. Reports - Current year/ month movement details with count.
4. If employee moves other department salary may differ so it should be linked with payroll and Movement details should impact in Paysheet.
5. Include Initiated date (employee movement initiate process) and Target date (Actual date the employee moves to other department/Designation) field.

MY DAY AT WORK

1. My day at work should be linked with Attendance.
2. Holiday uploaded by HR should impact here.
3. Activity entered in OKR should auto populate here and if employee involves in excess activity they should be allowed to enter such activity manually.
4. RM Login – Reports -->Working hours of their team member, Task completed details should be captured.
5. Include No. of. Jobs (activity repetition count)
6. Allocated jobs to be displayed in dashboard, based on the employee activity the pending jobs should be the opening balance of next day.