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| **No** | **Description** |
| 1 | In Allowance and Benefit, HR team print out the approved requests and send to Finance. But there’s a difficulty in HR that they cannot easily know which requests are printed or not.  So, to separate the printed requests and not printed, we want to put “Printed” button in system.  After printing voucher, HR just click “Printed” button and system change status as printed with color.  Then, HR team can easily check approved requests are whether printed or not.    Show button in here  aPrinted |
| 2 | We want to develop new “Hospitalization Benefit” forms as follow: Hospitalization Fund Benefit  * Alliance provides a yearly entitlement (Jan to Dec) for the employees who require hospitalization for serious injury and health. * Available amount need to start over when the budget year is restart. * System should not allow over available amount requests. * System need to update amount in the hospitalization fund balance after approving the request. * System need to show “Print” button in action column for approved requests. * Normally, requester can’t edit for their request. But system need to allow requester to edit for refer back requests.  |  |  |  |  | | --- | --- | --- | --- | | Attribute | Mandatory | Data Type | Data Definition | | Request Date | Y | Date | Show system date | | Name of Employee | Y | Text | Show | | Employee ID | Y | Text | Show | | NRC | Y | Text | Show | | Position | Y | Text | Show | | Branch | Y | Text | Show | | Hospitalization Type | Y | Drop Down | Choose Type | | Related with Work or Not | Y | Radio | Choose one option | | Injury or Not | Y | Radio | Choose one option | | Name of Disease or injury | Y | Text area | Fill | | Available amount | Y | Number | Show available amount | | Request Amount | Y | Number | Fill | | Case Date | Y | Date | Fill | | Case Details | Y | Text area | Fill | | Case Place | Y | Text | Fill | | Hospital Name | Y | Text | Fill | | Attachment |  |  | Optional |   Check, Verifier and Approver will setup in Workflow. |
| 3 | We want to develop new “Cycle Insurance Benefit” forms as follow: Cycle Insurance Benefit  * + Requester can request the “Cycle insurance” with the insurance voucher.   + Cycle insurance allowed amount is the 50% of insurance amount but maximum allowance is 50,000.   + Requester can request until “Cycle insurance” allowance amount (50,000) is reached.   + If allowance amount is due, system need to deny the request with alert message. * Requester can’t edit for their request. But system need to allow requester to edit for refer back requests. * After approved, system need to update cycle insurance balance amount. * System need to show “Print” button in action column for approved requests.   Examples 1:   * If the requester makes an insurance request with amount 70,000 and insurance terms is form 1.1.2020 to 31.12.2020. * Then, HR’s approve amount is 50% of insurance amount, so approve amount is 35,000. * And then, requester have a chance to request remaining 15,000 until insurance expire date 31.12.2020. * If expire date (31.12.2020) due, requester can request again.   Example 2:   * If requester makes an insurance request with amount 120,000 and insurance terms is form 1.1.2020 to 31.12.2020 * Then, HR’s approve amount is 50% of insurance amount, but maximum allowance is 50,000. So approve amount is 50000. * And that requester cannot request insurance until 31.12.2020. But the requester can request after expire date due.   Check, Verifier and Approver will setup in Workflow.   |  |  |  |  | | --- | --- | --- | --- | | Attribute | Mandatory | Data Type | Data Definition | | Request Date | Y | Date | Show system date | | Employee Name | Y | Text | Show | | Employee ID | Y | Text | Show | | Start Date | Y | Date | Fill insurance start date | | Expire Date | Y | Date | Fill insurance expire date | | Insurance Amount | Y | Number | Fill amount form invoice | | Attachment | Y |  | One or more attachment file | | Approve Amount | Y | Number | Fill by verifier/approver  (No need to fill by requester) | |
| 4 | In birthday fund request, when requester choose birthday month and branch, they cannot know who are birthday person for the selected branch.  And HR also want to know the birthday person list for each request.   * So system need to show birthday person list when the requester chooses birthday month and branch. * System need to show the birthday person list to check/verifier and Approver stage.     Show Birthday Person Name and Birthday list |