

Technical Proposal

Human Resource Management System (HRMS) Implementation For EGYPHARMA Company Using Oracle E-Business Suite R12

1. Executive Summary

EGY Pharma, a pharmaceutical manufacturing and distribution company headquartered in Egypt, aims to modernize and enhance its Human Resources operations. This proposal outlines a detailed plan to implement an integrated Human Resource Management System (HRMS) using Oracle E-Business Suite R12 to centralize HR functions, improve data accuracy, and support efficient workforce management across its administrative and manufacturing facilities in Egypt.

2. Project Objectives

- Implement a robust and scalable HRMS to streamline HR operations.
 - Maintain accurate and secure employee records.
 - Improve operational efficiency by automating payroll, attendance, and HR transactions.
 - Support strategic decision-making through comprehensive HR analytics and reporting.
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3. Scope of Work

The HRMS implementation will cover the following core areas:

- 1. Organizational structure setup & Work structure.**
 - 2. People management.**
 - 3. Payroll Processing.**
 - 4. Absent.**
 - 5. Self-Service.**
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4. Project Overview and Implementation Plan

4.1 System Access and Administration

- Configure the administrative system access.
- Create a system administrator user (e.g., Ziad Gaber) with roles:
 - *System Administrator*
 - *Global HRMS Manager*

4.2 Organizational Structure Configuration

- Define and register EGY Pharma's primary locations:
 - EGYPHARMA-Administrative office.
 - EGYPHARMA-Factory.
- Configure required key flex fields and value sets for:
 - Jobs
 - Positions
 - Grades
 - People Groups
 - Costing
 - Competence
- Create and classify the organization and its departments under a unified hierarchy.

4.3 Work Structure Design

- Define and register Jobs and Positions based on the organizational hierarchy.
- Create corresponding Grades and link them to Jobs.
- Design the Position Hierarchy to reflect internal reporting structures.

4.4 People Management

- Enter new employees into the system.
- Assign Jobs, Positions, and Grades accordingly.
- Configure Full-Time Equivalent (FTE) and headcount details per position.

4.5 Payroll

- Establish payroll elements and processing cycles compliant with Egyptian labor regulations.

Element Name	Classification	Type
Basic Salary	Earning	Recurring
Social Insurance Emp Share	Involuntary Deductions	Recurring
Social Insurance Com Share	Information	Recurring
Transportation Allowance	Earning	Recurring
Meal Allowance	Earning	Recurring
Cola Allowance	Earning	Recurring
Performance Bonus	Earning	Non-Recurring
Misconduct Deduction	Voluntary Deductions	Non-Recurring

4.6 Absent

- Implementing an annual leave system with 21 days.

4.7 Self-Service Portal

- Deploy Oracle SSHR (Self-Service Human Resources) features:
 - Personal data updates
 - Managerial workflows for approvals

5. Technical Architecture

- **Platform:** Oracle E-Business Suite R12
 - **Modules Used:**
 - Oracle Human Resources
 - Oracle SSHR
 - Oracle Payroll
 - **Security Features:** Role-based access control and data visibility configuration
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6. Project Team Roles

Role	Name/Responsibility
Project Sponsor	EGY Pharma Executive Team
Project Manager	To Be Determined
System Administrator	Ziad Gaber
Functional Consultant	Oracle HCM Expert
Technical Consultant	Oracle EBS Developer

7. Project Timeline

Phase	Duration
Requirement Analysis	1 week
System Design & Configuration	3 weeks
Customization & Setup	3 weeks
Testing & QA	2 weeks
End-user Training	1 week
Go-Live & Stabilization	1 week

8. Risk Management

Risk Factor	Mitigation Strategy
System Configuration Errors	Use of test environments and validations
User Adoption Challenges	Dedicated training and helpdesk support
Payroll Compliance Issues	Align configurations with local laws

9. Conclusion

The proposed Oracle HRMS implementation will empower EGY Pharma to establish a modern, efficient, transparent HR environment tailored to its Egyptian operations. This system will serve as a foundation for operational excellence, data-driven decision-making, and future growth initiatives.