**Amex HR Requirements**

Resignation Request and Approval:

It contains of 2 procedures, the first procedure when the employee resigned, and the second procedure will be on the last working date.

1. The request will be initiated by the user then it will go to the line manager for approval then it will go to HR for approval. The user will fill the last working date and it can be updated by HR depends on the work needs, then after the HR approval, the user will be notified by the updated last working date, and the payroll will be stopped for that month.
2. On the last working date, the employee will fill or initiate the clearance checklist, and it contains some information which should be cleared from some departments, so it will have the below approval procedure with remarks area for each department:
   1. Amex Card Operation.
   2. Employee’s Department Manager.
   3. Administration Services Section.
   4. Information Technology Section.
   5. Human Resources Division.

New Position Request:

Request Form:

* Job Title of Position.
* Salary Range.
* Cost Center.
* Location.
* Proposed Grade.
* Basic Salary.
* Housing Allowance.
* Transport Allowance.
* 13th Month Salary.
* Expatriate Annual Tickets.
* Additional Allowance (Trnspt/Shift/Comm)
* Leave.
* Gross Month Salary.
* Budgeted (Yes/No).
* If Budget Yes (Indicate Ref & Basic)
* If Budget No (Indicate Why Required?)
* Date Prepared.
* Date Required.

The request should be initiated by the head of department or manager then approves by HR then approve by CEO.

Travel Request:

We should have in the setup a window for travel type, so we can create different travel types. Then we should have the travel type option within the approval template, so we can create the approval procedure as per the travel type.