

# **REQUIREMENTS SPECIFICATION**

**FOR**

***HRPM 2.0 (HR Process Manager)***

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## Revision History

Version	Author	Summary of Changes	Date
1.0	Jacquelyn Ekwueme	Created	01-03-2010

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## **1.0 Introduction**

The Group's Human Capital Management consists of various processes that are coordinated and managed by the Group HR director. These processes involve input-outputs between stakeholders from business areas bank wide. Most of the processes have been automated to ease the work-flow of the units but they are currently presented as different applications with various log-in areas and different outlooks. This solution would merge all existing automated HR processes with the addition of a few more processes. These processes would be accessed by a single sign on by the responsible HCM Unit as well as all staff and would have a unique look and feel across board. The Application is also to be deployed for use in the Group's subsidiaries and country offices so would also be country specific and language specific.

## **1.1 Purpose**

This project seeks to merge all existing HR automated process and incorporate new ones with a view to achieving the following amongst others:

1. Single Sign-on/central access for all automated HR processes.
2. Unique HR application in use Group Wide.
3. Create a more efficient HR application with improvements to existing processes.
4. Better look, feel and efficient use of the HR application
5. Automate all HR processes that are still done manually
6. Ease the cost management process.

## **1.2 Scope**

The project covers the following areas.

- Recruitment Module
- Onboarding Module

- Staff Information Viewer Module (to be merged with Onboarding Module)
- Leave Management Module
- Exit Management Module
- Redeployment Module
- Work Ethics Module (New)
- Report Generation Module (New)

### 1.3 Reference

Specify other sources that can provide further information. For example business case document, design document, websites etc.

S/N	Title	Description	Location
1	Database Design Document	Contains design for the database structure	Project file

### 1.4 Definition, Acronyms & Abbreviations

Provide meanings of acronyms and other terms that will be used in the document.

S/N	Term/Acronym	Description
1	UBA	United Bank for Africa
2	B/O	Business Office
3	GHRD	Group Human Resources Director
4	HRBP	HR Business partner
5	MVP	Most Valuable Performer
6	IDE	Integrated Development Environment
7	PC	Personal Computer
8	MIS	Management Information Systems
9	CSV	Comma separated values
10	PDF	Portable Document Format

11	AD	Active Directory
12	LAN	Local Area Network
13	TAT	Turn Around Time

## 2.0 Current Process

The schematics below detail the current and updated process flows for each module.

## Exit Management Module Process Outline

### Exit Interview Process

- **Staff** logs into module **to take exit interview** using the Exit Interview form
- If **Staff** is in the managerial cadre of staff, an exit interview appointment form is filled to schedule an interview with the GHRD on pending exit
- At completion of the exit interview, the Exit Management team and Staff's supervisor are notified of the pending exit
- **Supervisor** of the staff who is resigning receives an alert to complete first part of exit clearance before the effective date of resignation
- **Exit Administrator** has access to update the effective date of a staff's resignation and also delete an exit entry

### Exit Clearance Process

- A daily alert service runs to notify exit stakeholders of staff whose effective exit date is that day
- **All exit clearance stakeholders** receive an alert to complete the staff's exit clearance online. The clearance process is moved from one stakeholder to the next in the pre-determined order below:

**Supervisor's 1<sup>st</sup> clearance → Supervisor's 2<sup>nd</sup> clearance → Regional IT → ITCARE → IT Enterprise Networks → HCM Compensation & Benefits → Credit Monitoring → Credit Recovery → Chief Inspector → Compliance → CPC → Workplace Ethics → Employee Engagement**

Exit Clearance is moved to the next stakeholder and status is updated only if the stakeholder where the clearance is currently pending completes their part.

- **Exit Administrator** has access to send reminders to stakeholders that have exit clearances pending against them. The admin can also profile stakeholders, view progress of exit clearances as well as exit interviews and completed clearances. Admin also has access to edit exit clearances for staff that have outstanding clearance issues. Admin is also

able to manage exits for staff who have failed to log into the portal to do their exit interviews.

### **Exit Management alert services**

- i. Daily service to inform supervisors and specified stakeholders of staff whose effective resignation date is that day thereby triggering the exit clearance process

### **Exit Management module design requirements**

1. An Exit Interview form (viewable by all staff)
2. An Exit Clearance form (Viewable by all staff)
3. Exit Clearance Update forms (Viewable by Exit administrator, Stakeholders)
4. Exit Clearance Progress page with actions to send reminders/edit/update/delete clearances (Viewable by Exit administrator only)
5. Stakeholder page with forms to add/edit/delete exit stakeholders (Viewable by Exit administrator only)
6. Managed exit form to manage exits of staff who did not log their exit on the portal (Viewable by Exit administrator only)



## Exit Management Module – Exit Interview form requirements

Field Name	Description	Data type	Comments
entryID	Unique entry ID for Exit Interview record	int	Auto Generated/Hidden field
staffID	Auto Generated staff ID	int	Hidden field
exitReasonID	Exit reason ID	int	Mandatory/List
otherExitReason	Other exit reason	varchar	
commentOnLeadershipQuality	Comment on leadership quality	varchar	Mandatory
commentOnLeastLiked	Comment on least liked thing about UBA	varchar	Mandatory
commentOnMostLiked	Comment on most liked thing about UBA	varchar	Mandatory
commentOnOpportunityProvision	Comment on opportunity provision	varchar	Mandatory
commentOnWorkload	Comment on workload	varchar	Mandatory
experienceRating	Experience rating	varchar	Mandatory
qualityOfLeadership	Quality of leadership	varchar	Mandatory
changeIfLeading	Change if leading	varchar	Mandatory
supervisorID	Supervisor ID	int	Hidden/Auto generated
supervisorApproved	Supervisor approved	bit	Hidden except in Supervisor Approval form
supervisorComments	Supervisor comments	varchar	Hidden except in Supervisor Approval form
oralInterviewDate	Oral interview date	date	Mandatory
oralInterviewTime	Oral interview time	time	Mandatory
exitInterviewStatusID	Exit interview status ID	int	Hidden
effectiveDate	Effective date	date	Mandatory/Calender
initiationDate	Initiation date	datetime	System generated
entryDate	Entry date	datetime	System generated on exit interview status change
createdBy	ID of staff who created entry	int	Hidden field in database
dateCreated	Date entry is created	datetime	Hidden field in database or Sysdate
lastModifiedDate	Date entry was modified	datetime	Sysdate
modifiedBy	ID of staff who modified entry	int	Hidden field in database

## Exit Management Module – Exit Clearance form requirements

Field Name	Description	Data type	Comments
entryID	Unique entry ID for Exit Clearance record	int	Auto Generated/Hidden field
staffID	Auto Generated staff ID	int	Hidden field
exitStatusID	Exit Status ID	int	Mandatory/List
exitClearanceStatusID	Exit Clearance Status ID	int	Mandatory/List
entryDate	Entry date	datetime	System generated on exit clearance status change
createdBy	ID of staff who created entry	int	Hidden field in database
dateCreated	Date entry is created	datetime	Hidden field in database or Sysdate
lastModifiedDate	Date entry was modified	datetime	Sysdate
modifiedBy	ID of staff who modified entry	int	Hidden field in database

## Exit Management Module – Exit Contact form requirements

Field Name	Description	Data type	Comments
entryID	Unique entry ID for Exit Contact Address	int	Auto Generated/Hidden field
staffID	Auto Generated staff ID	int	Hidden field
exitContactAddressCategoryID	Exitcontact address category ID	int	Mandatory/List
exitContactStreetAddress	Exit contact street address	varchar	Mandatory
exitContactCity	Exit contact city	varchar	Mandatory
exitContactState	Exit contact state	varchar	
exitContactPostalCode	Exit contact postal code	varchar	
exitContactCountry	Exit contact country	varchar	Mandatory
email	Email	varchar	
homePhone	Homephone	varchar	
mobilePhone	Mobilephone	varchar	Mandatory
newEmployer	Newemployer	varchar	
createdBy	ID of staff who created entry	int	Hidden field in database
dateCreated	Date entry is created	datetime	Hidden field in database or Sysdate

lastModifiedDate	Date entry was modified	datetime	Sysdate
modifiedBy	ID of staff who modified entry	int	Hidden field in database
addressCategoryID	Address category ID	int	
city	City	varchar	
country	Country	varchar	
postalCode	Postalcode	varchar	
state	State	varchar	
streetAddress	Streetaddress	varchar	

### Exit Management Module – Exit Stakeholder form requirements

Field Name	Description	Data type	Comments
staffID	Staff ID of Stakeholder	int	Generated using database search
stakeholderArea	Exit area handled by Stakeholder	int	Mandatory/List
stakeholderRegionID	Region handled by Stakeholder	int	Mandatory/List
stakeholderStatus	Status of Stakeholder access	int	Hidden field available during update
createdBy	ID of staff who created entry	int	Hidden field in database
dateCreated	Date entry is created	datetime	Hidden field in database or Sysdate
lastModifiedDate	Date entry was modified	datetime	Sysdate
modifiedBy	ID of staff who modified entry	int	Hidden field in database

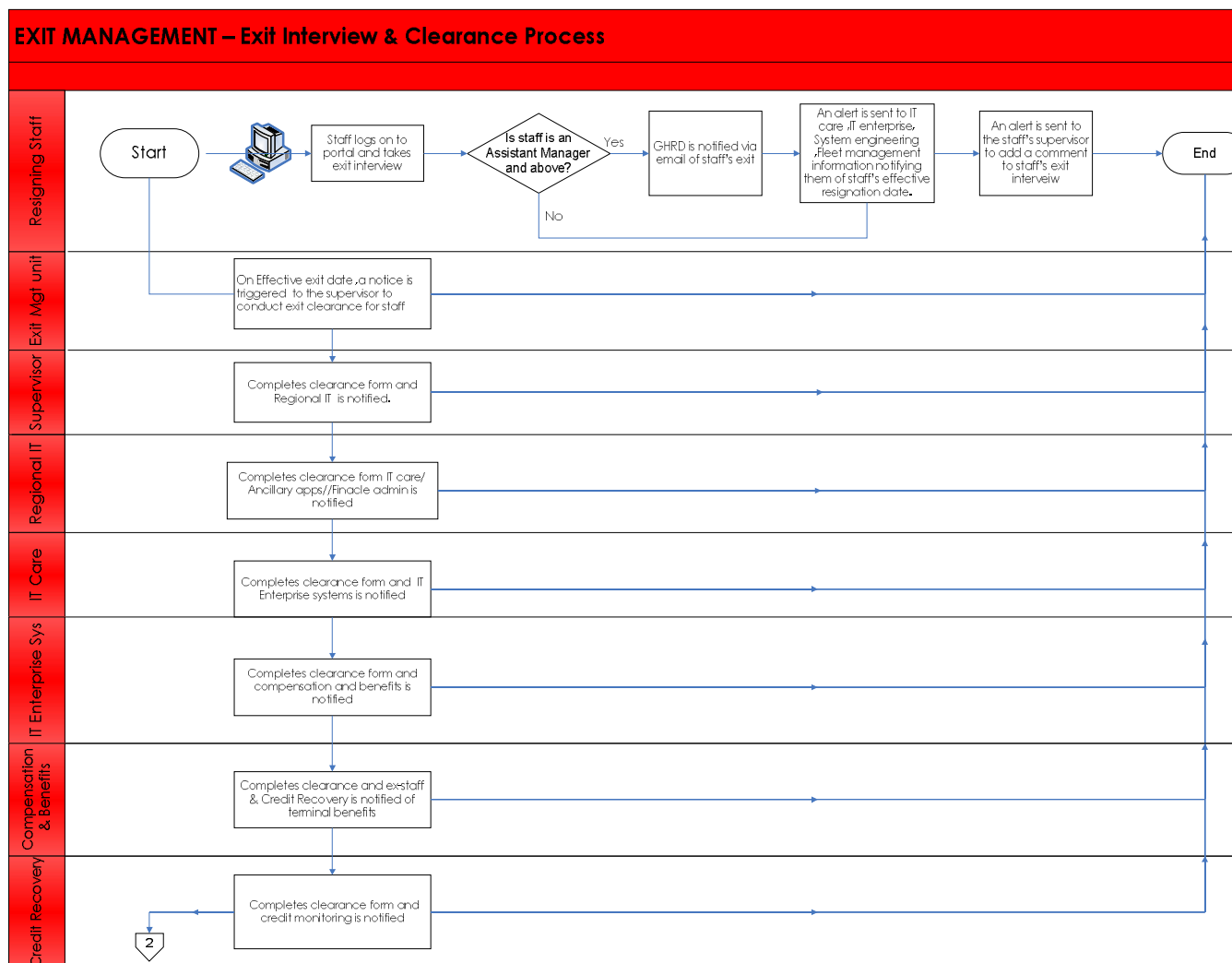


Figure 2.5.1a: Exit Management – Interview & Clearance Process

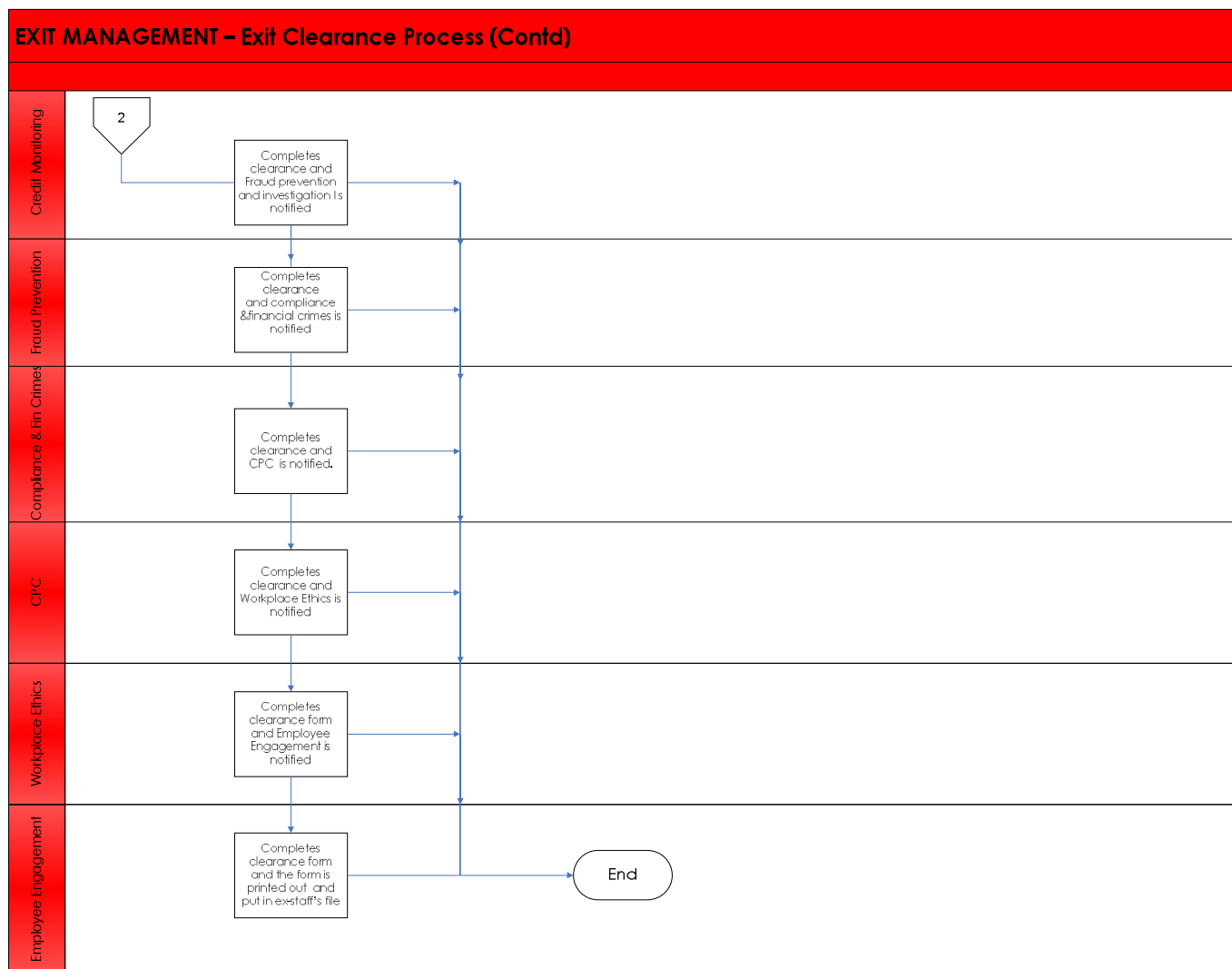


Figure 2.5.1b: Exit Management – Clearance Process (contd)

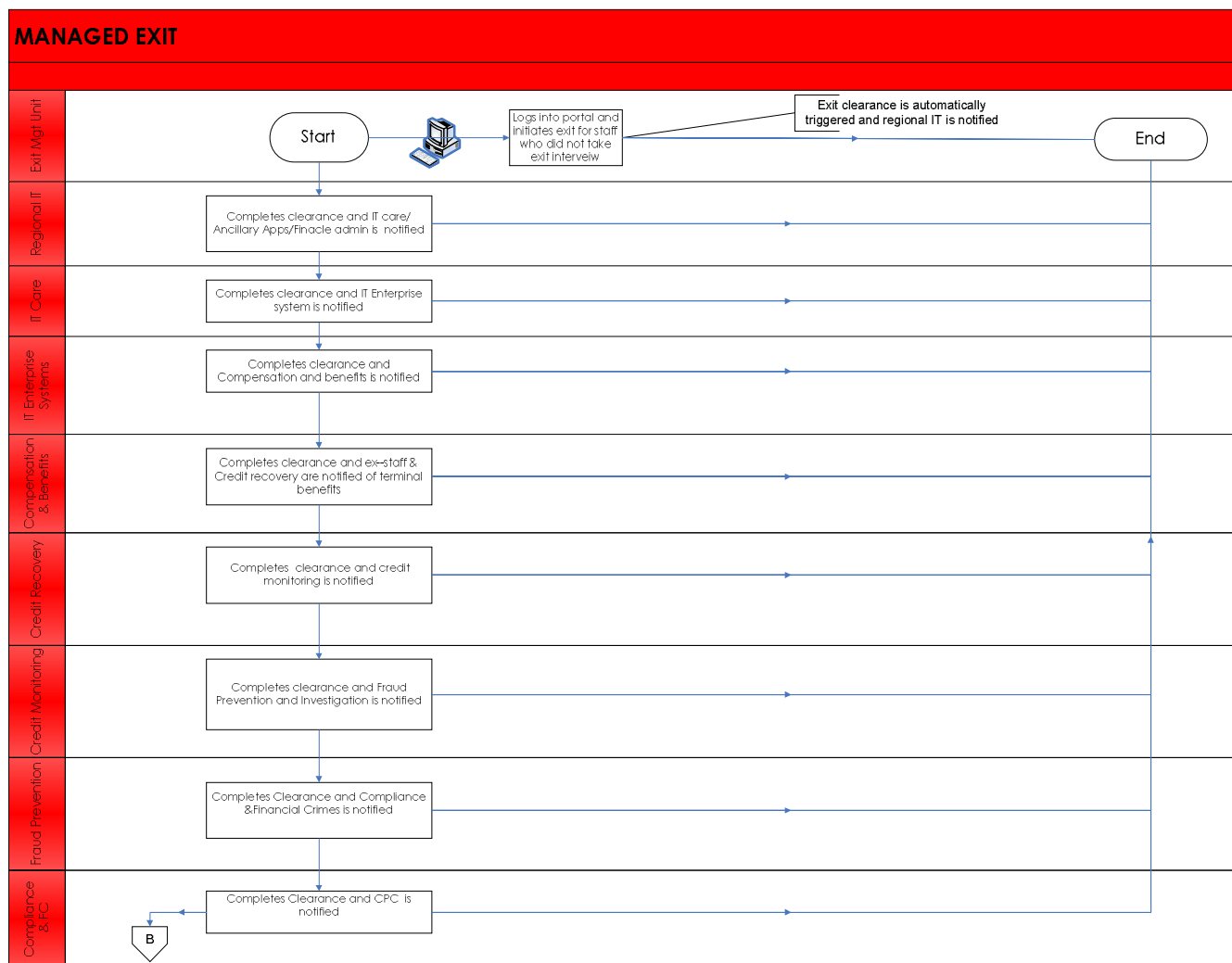


Figure 2.5.2a: Exit Management – Managed Exit Clearance Process

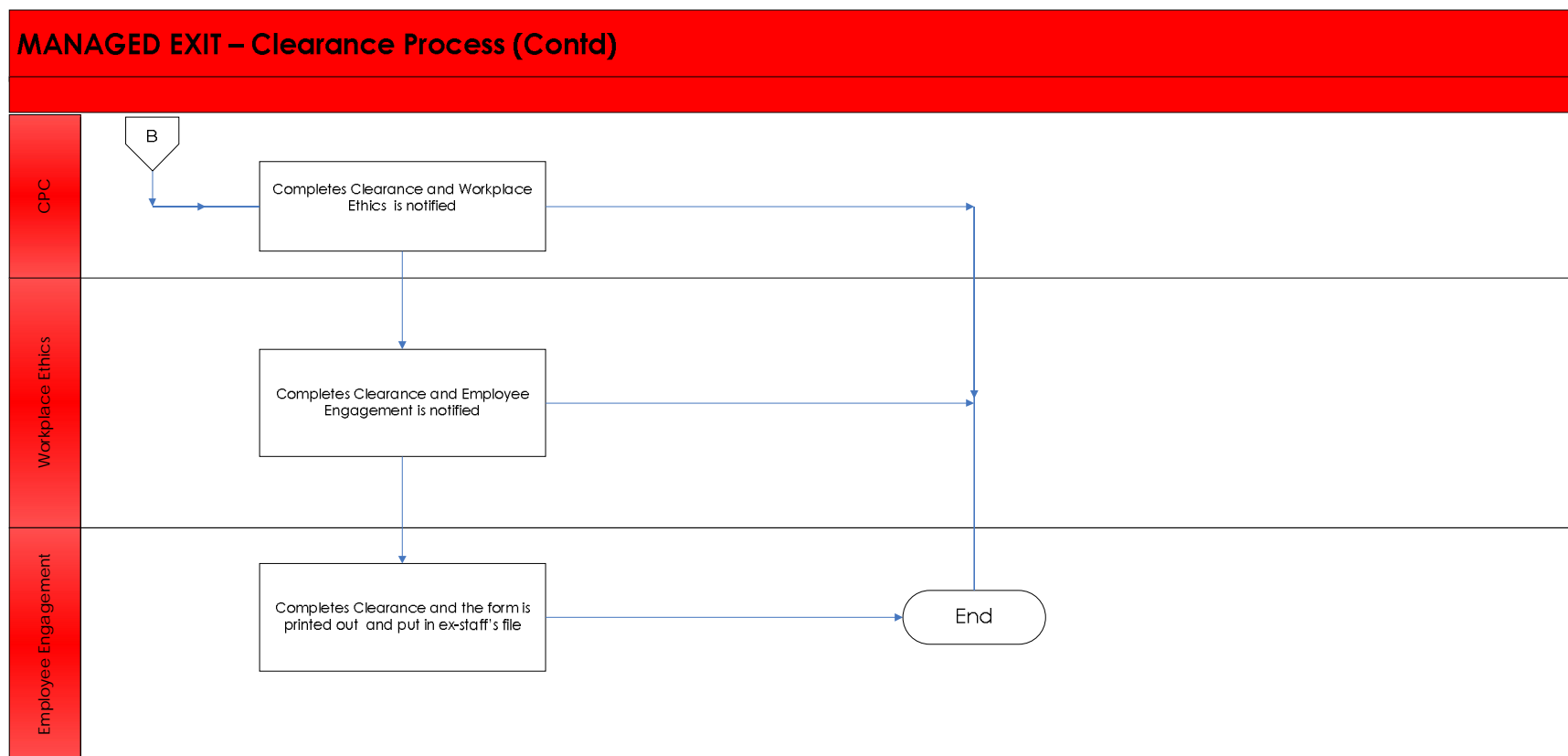


Figure 2.5.2b: Exit Management – Managed Exit Clearance Process (Contd)

## 8.0 Approvals

Name	Business Area	Signature	Date
<b><u>Process Owners</u></b>			
Izuchukwu Nwachukwu	Talent Management		
Abel Fadebi	Confirmation		
Monica Benson-Onaji	Leave Management		
Taiwo Ikuejurojo	Exit Management		
Ngozi Osindero	Workplace Ethics		
Kayode Jamgbadi	HR Business Partnership		
Ngozi Okoli	HR Business Partnership		
<b><u>For IT</u></b>			
Jacquelyn Ekwueme	ITT Applications		
Lanre Bamisebi	Head, ITT Applications		