

14: HRIS Profile Locking system Online Scholarship Form Vacancy Statement And Future Retirement Report.

Policy Title: HRIS Profile Locking system Online scholarship form, vacancy statement and future retirement report.

Scope: whole Company.

Policy Description: This policy is designed for maintaining and develop IT Savvy and paperless Company for better understanding and operational efficiency.

Procedure:

1. Company will ensure the HRIS profile data on file locking system and other sensitive and policy related information on user friendly software or application.
2. HRIS profiles will be updated in concerned formation by key users of each formation only.
3. **Vacancy statement report will have to be** time bound restricted for visibility as per confidentiality and restricted to be edited by all users.
4. Retirement orders once done will be not visible in HRIS profiles. it will be restricted to be viewed to concerned HR professional in the company where and when needed.
5. Vacancy statement may be restricted to be edited by only one key user in each formation i.e. H/Qs, Circle, Division and Sub-Division.

The rights of restriction in terms of Visibility of data, Edit and time limit is delineated as below:

Process	Edit Restriction	Visibility Restriction	Cut off time
Vacancy Statement	Editable by key user/s of HR Department	Visible to CEO, HRD, Manager HR and HR concerned Sections.	Should be auto generated by the system. If system is not automated then every 28th of the month it should be compiled.
Scholarships	Editable by Key user/s of HR & Admin	Visible to hierarchy working on the process.	Quarterly reports be run and processed.
Retirement reports	Editable by HR key directorate user/s	To Finance dept concerned officer, HR department concerned officer, Office head concerned. Employee concerned.	As per retirement date of employee.