

Leave Management

Business Requirements Document

Project Information

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| Implementation Name |  |
| Customer Name (Number) | AHK |
| Job Name (Number) |  |
| Document Owner | Amir Diab |

Document Version History

|  |  |  |  |  |
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| Rev |  | Date | Author(s) | Change Summary |
| 1.0 | 27-Nov-2018 |  | Amir Diab | Initial version |
| 2.0 | 19-Dec-2018 |  | Noura Sayed | Comments from Dalia |
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# Introduction

The purpose of this document is to summarize functional and procedural requirements captured by eDigits consulting during the business process mapping phase of the implementation.

This document represents information gathered in meetings held with the customer, which enables the eDigits consulting team to map the business requirements to an efficient flow in the NetSuite application. Once complete, this document will serve as a blueprint for the eDigits consulting team to configure the application, NetSuite. This document does not supersede the Statement of Work. The Statement of Work determines scope.

# Gap Analysis

## Vacations

### Business Rules:

1. Number for vacation days:
2. Annual Days:
   * Less than 10 working years of experience = 21
   * More than 10 working years of experience or +50 years old =30
3. Casual (emergency) Days = 6 days
4. Sick days= 4
5. Vacation Days transfer: transfer the remaining days from the past year for the next year to be used until the end of March after that remove them **(By the HR)**

---Except for 2018 balance it will be available till end of 2019 not only March---

1. Vacation days compared to join date:
2. ~~Less than 6 month = no vacation days~~ **~~(Can Make Exception by the HR after 3 months)~~**
3. 6 month or more = divide 21 by the remaining number of months.(or 30 )
4. ~~HR Benefits:~~
   * Ability for HR to Add vacation days to an employee.
   * Submission on behave of employees with no start date restrictions.

### Vacation Days:

1. Annual
2. Emergency
3. Replacement
4. Transferred
5. Sick
6. Unpaid (start with 0 and increment with (-)

Maternity 90 Days

Marriage 3

Death 3

Moving 1

Pilgrimage 30 days every 5 years

### Vacation Types:

1. Annual:

* Rules
  + 2 days or more submit before the start date by 1 week
  + Can’t apply for past dates
* Approval
  + One level of approval by the manager.

1. Sick Leave

* Rules
  + Option to add prescription to the application.
* Approval
  + All Approval by Manager
  + Notification to HR

1. Emergency

* Rules
  + **6 Days Limit per year**
  + Max number of days per submission (2 days)
  + Start date can be past day
* Approval
  + One level approval by the manager

1. Unpaid

* Rules
  + No limit of number of days
* Approval
  + One level approval by the Area Manager then the CEO

**Add tick box after choosing vacation type (Only Annual) for replacement leave to calculate the vacation from overtime/replacement leaves balances**

**Cannot be done for emergency**

### Notifications

* Submission notification:
  + Approval selected managers
* Approval notification:
  + HR
  + Employee

(Approval directly from e-mail/or link to the system to approve)

### Vacation Application

The vacation application will contain a list of fields to be filled with some conditions based on a specific selections:

**Main Fields:**

* Employee Name
  + If vacation submission by HR show select from dropdown list
  + If vacation submission by employee (inline text with logged in employee)
* Position / Title (inline)
* Department (inline)
* Direct manager (inline)
* Current vacation days balances (inline)
* Vacation Type (select from dropdown list)
* Approval (show a list of managers with authority to approve and auto select the employee direct manager)
* Status (by default pending for approval)
* Submission date (date of submission)
* Prescription (file upload)(if the vacation is sick leave)
* Vacation Date (from - To)
  + If date from = date to show extra time option (full day – half day)

## Business Trip

### Business Rules

* + The business trips contain three types:
    - ~~One Day (replacement for the late event or weekend courses)~~
    - Domestic
    - International
  + If the trip including weekend days add the weekend days to replacement vacation days after approval by HR.
  + Can’t apply for past dates

1. Approval
   * For domestic or international
     + Two level of approval by manager + Area /Section Head
   * ~~For one day event~~
     + ~~Approval by the manager~~

### Notifications

* Submission notification:
  + - Approval ~~selected managers and CEO~~ manager + Area /Section Head
* Approval notification:
  + HR
  + Employee

### Business Trip Application

The business trip application will contain a list of fields to be filled with some conditions based on a specific selections:

**Main Fields:**

* Employee Name
  + If application submission by HR show select from dropdown list
  + If application submission by employee (inline text with logged in employee)
* Position / Title (inline)
* Department (inline)
* Section Head ~~Direct manager~~ (inline)
* Trip Type (1 Day – domestic - international)
* Approval (show a list of managers with authority to approve and auto select the employee direct manager)

Expected cost required advance

Link of the request to Downpayment and Expense report

* Status (by default pending for approval)
* Submission date (date of submission)
* Trip Date (from - To)

## Short Absence

### Business Rules:

1. Short absence has two types
   1. ~~Job related (unlimited)~~
   2. Personal matter (2 hours per month)
2. No approval required for the short absence.

### Notifications

1. Submission notification:
   * Direct manager and HR

### Short Absence Application

The short absence application will contain a list of fields to be filled with some conditions based on a specific selections:

**Main Fields:**

* Employee Name
  + If submission by HR show select from dropdown list
  + If submission by employee (inline text with logged in employee)
* Position / Title (inline)
* Department (inline)
* Direct manager (inline)
* Monthly remaining personal matter balance (inline)
* **After consuming 2 hours monthly limit short absence is automatically deducted from annual leave balance**
* Type (personal / job related)
* Absence date
* Absence time
* Submission date (date of submission)

## Overtime Request

### Business Rules:

1. The overtime submission by the employee.
2. Approved by manager **+ Section Head**
3. On approval if the replacement is vacation days add the overtime to the replacement days.

### Notifications

1. Submission notification:
   * Direct manager
2. Approval
   * Direct manager
   * **Section Head**
3. **Notification**
   * **HR**
   * **Employee**

### Overtime Application

The overtime application will contain a list of fields to be filled with some conditions based on a specific selections:

**Main Fields:**

* Employee Name
  + If submission by HR show select from dropdown list
  + If submission by employee (inline text with logged in employee)
* Position / Title (inline)
* Department (inline)
* Direct manager (inline)
* Reason of overtime (select from dropdown list) & **Comment Box**
* Company visited **(Optional)**
* Company Location **(Optional)**
* Date **(Optional)**
* Time (from - to)
* Preferred replacement (money / Vacation days) .**Not mandatory at submission. Money transfer to be updated by Dalia only at end of month or to be transferred as balance**
* Submission date (date of submission)

# Acceptance

eDigits Consulting - NetSuite Partner and AHK are in agreement that the requirements documented above are accurate and representative of the customer’s business needs. This document will act as the basis for all subsequent implementation activities.

Delivery Date: 2 December 2018

Customer Acceptance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action | Name | Title | Signature | Date |
| Accepted By |  | Executive Sponsor |  |  |
| Accepted By |  | Department Manager |  |  |