**eMRS**

**Clean up of Job Description(JD) Listing – Contract Logistics**

The current JD Listing has duplications due to the multiple cost centers having one JD each for a particular position, causing confusions. It is proposed for Contract Logistics to perform a clean up. To have only one generic JD which all Contract Logistics programs will use.

|  |  |  |
| --- | --- | --- |
| Action Item | Action By | Due Date |
| To provide a list of unique job titles to Angelo | Yinzhi (HR) | 4th Nov 2014 (Tues) |
| To pull out and provide HR one corresponding JD each from eMRS for every job title | Agnelo (IT) | 5th Nov 2014 (Wed) |
| To provide the listing and sample JDs to Yanto for review | Yinzhi (HR) | 6th Nov 2014 (Thurs) |
| Operations to provide the new generic JD by job title to Agnelo | Yanto | 13th Nov 2014 |
| New JDs to be uploaded into eMRS | Agnelo (IT) | 13th Nov2014 |
| Mass email communication from HR (using People Matters Identity) to all eMRS users on system change. Revised user manual to be uploaded as well | Yinzhi (HR) | 14th Nov 2014 |
| Collating feedback from one week trial at Log Management Meeting for further action | Wendy (HR) | 21st Nov 2014 |

**Change of terminologies in eMRS**

**Create Manpower Requisition Screen**

The following terminologies are to be changed for better understanding.

|  |  |  |
| --- | --- | --- |
| **Current** | **Proposed Change** | **Additional Features** |
| Staff Responsibilities | No. of Direct Reports |  |
| Staff Section | Cost Centre |  |
| Remarks Section | Additional Requirements / Instructions to HR |  |
| Logistics Head Count | Headcount Status | This section is to be displayed by default as opposed to current |
| Approved Headcount | Approved Cost Centre Headcount |  |
| Current Headcount | Current Cost Centre Headcount |  |
| Preferred Commencement/Effective Date | Preferred Start Date |  |
| Headcount Details | Existing Headcount Details |  |

|  |  |
| --- | --- |
| **Current** | **Proposed Change** |
| YTD Permanent Headcount for the Position in the Section | To remove |
| To-date, Current Schenker Contract Staff Strength for the Said Position in the Section | To remove |
| Current Year Headcount plan | To remove the Non-Budgeted selection |
| Max. Proposed Salary Budget (S$) | To remove |

The following additional added features to be included

|  |  |
| --- | --- |
| **Current** | **Proposed Change** |
| No. of Positions Requested | To add in a help icon.  Text: “ Only New Hire Request are allowed more than 1” |
| Exchange 1 to 1 | To add in a help icon.  Text: “ Both cost centre have to raise for approval” |

Type of headcount and Requisition Detail selections will need to have the following relation interchangeability.

|  |  |
| --- | --- |
| Type of Headcount | Requisition Detail |
| Permanent | New Hire  Replacement  Transfer  Exchange 1 to 1 |
| Schenker Contract | New Hire  Replacement  Extension of Schenker Contract  Convert to Permanent  Transfer  Exchange 1 to 1 |
| Agency Contract | New Hire  Replacement  Extension of Agency Contract  Conversion to Permanent  Conversion to Schenker Contract  Exchange 1 to 1 |

Requisition Details Selection to be displayed in the following manner

|  |  |
| --- | --- |
| New Hire  Replacement  Transfer | Convert to Permanent  Convert to Schenker Contract  Extension of Schenker Contract  Extension of Agency Headcount  Exchange 1 to 1 |

**eExit**

Non Log will have their agency listing update into eExit. While Log will update the numbers manually updated for now.

Proposed Linkage between eMRS & eExit.

* Vacancies will be updated in eMRS automatically when eExit is submitted

Proposed screen for information to input into eExit for any withdrawal cases. However, if withdrawal is done after exit clearance done, updating needs to be done by all manually.

**eExit interview**

Exit interview to be updated into the eExit system.

The reasons shall be standardized as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| **Career Advancement** | **Environment** | **Personal** | **Work Condition** |
| Better Career Prospects | Colleagues | Pursue Further Studies | Work Dissatisfaction |
| Job Mismatch | Supervisors | Health | Workload / Long hours |
| Remuneration | Long Commuting Hours | Family Reason |  |
|  | Physical Working Condition | Joining Family / Starting Own Business |  |
|  |  | Switch in Career Option |  |

Non-exempts – to update accordingly

Exempts – to update and upload the hard copy form signed by employee.

**Deactivation of Email for resigned/terminated employee**

A section is to be included at the clearance portion for L1 to indicate the following.

* Immediate from last date of service
* 1 month
* 3 months (max)
* Out of office text to be provided by L1

Email notification to be prompted 3 days before the resigned/terminated employee last day.