

1.1.1. ERP REQUIREMENT

Below you will find a list of key functional requirements to enable KSRNR to operate based on international best practices:

Human Capital Management		
Specifications	Level of Compliance	Comments / Clarifications
Organization Management		
Create the organization Hierarchy in multiple levels.		
The ability to define a multiple hierarchy based on the Organization units / position if needed and link it with a specific workflow or services.		
The ability to classify the organization units.		
The ability to assign a cost center on multiple levels (organization units/positions).		
The ability to define the tasks of the organizational units.		
The ability to define the strategic goals of the organizational units.		
The ability to define the maximum manpower for each organizational unit.		
The ability to assign a work schedule for each organization units if needed.		
The ability to define a status of the organizational units and link it with actions (Ex. Creating organization unit will take status = New)		
Supporting the daily routine tasks on organizational units like: <ul style="list-style-type: none">- Create organization unit- Transfer organization unit- Delete organization unit- Closing organization unit		
Supporting the daily routine tasks on jobs like: <ul style="list-style-type: none">- Create jobs- Delete jobs- Closing jobs		
The ability to define a status of the jobs and link it with actions		
The ability to define a job and job description		
The ability to classify a job based on the duties and responsibilities.		
The ability to define a career path and link it with a group of jobs.		
The ability to define qualifications and skills and link it with specific jobs.		
Supporting the daily routine tasks on positions like: <ul style="list-style-type: none">- Create position- Transfer positions- Transfer positions with employee- Delete positions- Closing positions		
The ability to define a status of the positions and link it with actions. (New, vacant, close, cancel, Etc.)		
The ability to define a position and position description.		
The ability to link the position with specific job and the basic data on the job will be inherited by position.		

The ability to add/delete on the position qualifications that inherited from the job.		
The ability to design multiple reporting and simple dashboards for HR		
The ability to add/delete on the position tasks that inherited from the job.		
The ability to allow KSRNR departments managers to request positions and it will be part of the annual positions planning and after budget approval, those positions will be active on the system.		
Talent Management		
The system flexible to implement KSRNR Performance Form.		
The ability to classify the employees in multiple groups.		
The ability to build succession plan for employees.		
<p>The ability to link the employee groups with strengths and improvements area and link it with the follows:</p> <ul style="list-style-type: none"> - The competencies development based on the annual employee appraisal. - The objectives based on the annual employee appraisal. 		
The ability to design multiple reporting and simple dashboards for HR		
Personnel Administration		
Is Saudi labor law implemented in the system? If it is no, clarify how will be implemented.		
The system flexible to implement KSRNR internal policy.		
The ability to classify the employees in multiple groups.		
The ability to link the employee groups with jobs.		
The ability to make a range for employee ID depending on the employee group.		
The ability to define multiple types of contracts based on needs.		
The drop-down lists on all screens must be follow the KSRNR needs. (Ex. Religion list, Nationality list, Gender lists, Etc.)		
<p>The system contains all the main screens that needed by Personnel departments like:</p> <ul style="list-style-type: none"> - Employee Actions list - Employee information - Employee contract - Employee assignment - Employee address - Employee dependents - Employee benefits - Employee Basic salary and allowances and deductions - Employee bank information - Employee leaves - Employee absence - Employee timesheet - Employee training - Employee business trips - Employee certifications - Employee awards - Employee discipline - Employee medical insurance - Employee loans - Previous Employer - Appraisal - Employee Warning 		

<ul style="list-style-type: none"> - Employee grievances - Employee promotion - Employee HC Claims - Etc. 		
Supporting the daily routine tasks on personnel administration like: <ul style="list-style-type: none"> - Hiring/Re-Hiring employee - Transfer employee - Retire/firing employee - Etc. 		
Ability to define one or more-time probation periods and relate them to the employee group or contract type.		
Ability to specify one or more notice of the period and associate it with the employee group, contract type or service period.		
The ability to defining employee's promotion rules and policy.		
The ability to design multiple reporting and simple dashboards for HR		
The ability to defining any types of discipline rules.		
Time management		
The ability to define more leave's types that not mentioned on Saudi labor law.		
The ability to define multiple work schedules.		
The ability to link the work schedules with specific employee group.		
The ability to link the work schedules with specific position or employee group or contract type.		
The ability to planning an annual vacation for each department.		
The ability to define a rule for the annual vacation balance based on the service period.		
The ability to deduct some of the leave types from the annual vacation balance if needed.		
The ability to adjust annual vacation balance if needed for a specific employee.		
The ability to define a formula for the leave types that effect on salary.		
The ability to define rules for the overtimes based on the employee groups and grades.		
The ability to design multiple reporting and simple dashboards for HR		
The ability to reflect all the events for employee attendance on the employee monthly timesheet. (Ex. Time in, Time out, Absence, Leaves, Training, overtime, business trip, Etc.).		
Training and Development		
The ability to defining the annual strategic plan of training.		
The ability to design and defining the TNA		
The ability to planning the training for KSRNR employees and link it with the follows: <ul style="list-style-type: none"> - The career path and position qualifications and skill sets. - The competencies development based on the annual employee appraisal. 		
The ability to defining multiple proved of training plan like: <ul style="list-style-type: none"> - KSRNR- internal training - Training center - e. learning - Etc. 		
The ability to design the training schedule for internal training.		

The ability to defining the budgeting of the internal training that covers all the resources. (Ex. Equipment, Instructor, Material, trainee travelling cost, etc.)		
The ability to monitoring the training and that by designing an evaluation form for each training must be filling by the trainee at the end of training.		
The ability to allowing the trainee to upload the attendance certificate and that the after finishing the training.		
The ability to defining multiple rules and benefits for a business trip based on the employee groups or positions or grades or any other criteria.		
The ability to classify the expenses that covered by the company or by the employee or both.		
The ability to defining many types of business trips if needed.		
The ability to design multiple reporting and simple dashboards for HR		
The ability to defining a maximum period or number of trips during the year based on the employee group.		
The ability to allowing employee to submit his expenses claim request at the end of the trip and the achievement report.		
Payroll		
The ability to define multiple salary scale.		
The ability to define any type of allowances or deductions (Amount/percentage/range/ Etc.)		
The system supports a Gregorian calendar in calculating salary.		
The ability to define the pay periods at the beginning of the year.		
The ability to prevents any new transaction that effects on the current period during the calculation.		
The system supports the retroactive calculation for all transactions that have backdated affections.		
The ability to refine and correct the salary calculation results before output the salary statement.		
The ability to define workflows for calculation process, reviewing process and posting to Finance system.		
The ability to define a status for a salary statement report. (Ex. Draft, under reviewing, reviewed, final).		
The ability to defining employee personal loans.		
The ability to manage any type of compensations. (Ex. Education, fuel, mobile, Etc.)		
The ability to defining any type of eligibility rules to classifying the benefits.		
The system includes the GOSI rules and regulations.		
The ability to design multiple reporting and simple dashboards for HR		
The system includes the End of Service calculation as per Saudi labor law.		
Recruitment		
Describe the creation of requisitions.		
Describe how the system can pull information from position descriptions to create a job posting.		
Explain how your system uploads and maintains multiple documents for a requisition and then maintains this information for the applicant/candidate.		
Outline the tracking of requisitions as they are processed through the system.		
Indicate how your system would allow active requisitions that are not posted to be included.		
Define how requisitions are made available to multiple Hiring Managers.		

Identify who has access to what information/ discrete data fields: <ul style="list-style-type: none"> - Recruiter: what they are working on vs. all open positions - Hiring Manager: their openings vs. all open positions 		
Describe how your system dispositions candidates <ul style="list-style-type: none"> - Include the ability to provide a dropdown list for reasons of hiring or not hiring - Indicate how dis-qualified candidates are retained in the system. Timing. Automatic. 		
Specify what happens when a candidate accepts a position and how this affects other positions (i.e. automatically remove them from being a candidate for another position).		
Differentiate how your system assists in sourcing candidates: <ul style="list-style-type: none"> - Integrated with the 3rd party (LinkedIn, Etc.) - Internal employees - Previous employee 		
Describe the capability for applications and/or resumes to be up loadable and scannable.		
Define the maintenance of resume/application changes.		
Explain how a candidate may submit/maintain multiple applications.		
Explain how pre-screenings are processed <ul style="list-style-type: none"> - Release forms and additional required data (i.e. birthdates) - Background checks - Skills assessments - Competencies and certifications 		
Once screenings are completed, indicate how they integrate with the candidate's profile: <ul style="list-style-type: none"> - Background checks - Skills assessments - Competencies and certifications - Personality profiles 		
Identify if your system offers correspondence templates and provide examples.		
The ability to design multiple reporting and simple dashboards for HR		
Define how the collected information (application, resume, and screenings) is collected under the applicants' profile and is made available in one location.		
Specify how your system offers Candidate self-service.		
Employee Self Service & Manager Self Service		
The system contains the following: <ul style="list-style-type: none"> - Leave request - Hour's permission Request - Letter of employment - Medical insurance cards request - Clearance request. - Employee transfer request - Promotion request - Grievance request - Business trip request (individual, group of employees) - Training request (individual, group of employees) - Annual appraisal - Employees pay slip - Employee time sheet - Etc. 		

The system provides a reports and simple dashboards for manager to monitor the follows: <ul style="list-style-type: none"> - The employee time sheet - department budget - Etc. 		
List down all the features that come with the system out of the box.		
Employee engagement & activity		
Describe the flexibility of the customize or adding the new services to ESS/MSS		