## User Requirements

### Functional Requirement

1. **Accounting and Financials**
   1. Divisions are able to make purchase requests. HR and Finance will approve such requests and proceed to complete all necessary processes. Flag as accepted and inform responsible division if have been approved by the Ministry of Finance to pick up their PO for item collection.
   2. All fixed assets are recorded by finance and tracked through the system
   3. Stocks (consumables) that are put away in the storages are tracked for resupply if required
2. **Human Resource Management**
   1. HR are able to create new staff profile for new employees
   2. Staff can request leaves (casual, special, annual, not sick leave) to their supervisors. If supervisor is not available, the request will be directed to the GS or the Acting GS for approval.
   3. HR are able to record sick information for staff
   4. Users can record their attendance online through signing in/out and supervisors are able track live the attendance of their subordinates.
   5. Staff can request to work overtime with the approval of their supervisor and the GS
   6. HR are able to create job positions and fill them if there are openings. All recruit process and status are recorded in the system.
   7. All trainings that the staff attend is also recorded. The system should reflect the organizational structure through the positions and their subordinates provided by the HR team.
   8. HR should be able track INWARD/OUTWARD
3. **Service Management**
   1. Users can request assistance to ICT division to fix computer issues or provide ICT services if required.
   2. Users can also request for a handy man to fix, clean or prepare facilities
   3. Users can also request for a driver when required
   4. Users can book a conference room

## To follow

1. **Project and Task Management**
   1. Users are able to create Projects and assign team members to it.
   2. A project can have tasks created by the Project Owner or project members
   3. Users can track the progress of each task or the project collectively
   4. A document or folder (directory) can be shared among users with the owner’s permission
2. **eLearning**
   1. This module will be integrated with the Moodle eLearning Management System
3. **General**
   1. Document Management
   2. Revision History
   3. Workgroup and Authorization
   4. Recycle Bin
4. **Reporting**
   1. Generate reports as required
5. **Email**
   1. Send emails as reminders, follow-ups or warnings
6. **Workflows**
   1. Set the role of the participant and how a process is handled amongst them
7. **Performance Management System (PMS)**
8. **Publications**

## System Requirements

### Accounting and Financials

* 1. **Purchase Requests**

Divisions are able to make purchase requests. HR and Finance will approve such requests and proceed to complete necessary processes. Flag as accepted and inform responsible division if the request has been approved by the Ministry of Finance to pick up their PO for item collection.

* 1. A user will initiate the request and provides all necessary information required. User may save the request to be completed later or submit for supervisor’s approval. Status is changed to “Saved” and “Submitted” if saved and submit for approval respectively.
     + Requesting Division (Auto)
     + Date of Request
     + Program Vote
     + Purpose
     + Requested By
     + Supplier
     + Items
     + Quantity
     + Amount
     + Quotation Attachment
  2. The request will be queued to the supervisor’s approval queue for approval.
     + Approved By
  3. Finance Checking - If approved, the request is queued to the Finance approval queue for “Check” and confirmation of sufficient fund. Otherwise, Status is changed to “Not Approved” and user who made the request can re-edit and resubmit the request.
     + Finance Approval
  4. Forms Generation - Upon approval from finance, status of the request should change from “Processing” to “GS Approval”. Finance will print two request form for the GS approval
     + Request Form (Internal form)
     + Request Order (for the Ministry of Finance)
  5. Fixed Asset and PO Ready - The request forms are then submitted to the GS for approval. Once approved, it is returned to the finance officer. The Finance officer should then mark all the fixed assets and enter the PO number before saving it. This should change the status from GS Approval to “PO Ready”.
  6. Item collection – Divisions can pick up their PO and collect their purchased items when status is “*PO Ready*”. The requesting division should then mark every item that they have collected and this will change the status to “Collected”.
  7. The accountant should verify all items collected and label them by using the unique identity given by the system.
  8. Lastly, accountant should record this and the status is changed to “*Complete*”.
  9. **Fixed Assets**

All fixed assets are recorded by finance and tracked through the system

* 1. Items that are qualified as Fixed Assets are marked during the processing of a purchase request phase.
  2. Once marked, it is queued into the *“Fixed Assets list for confirmation”.* Finance officer should confirm every item that are fixed assets once the items have been collected. The system will then provide a unique ID for every fixed asset and can be used later to label it.
     + Fixed Asset ID
     + Asset Label
  3. When divisions marked an item as collected, this will confirm the item that has been categorize as fixed item and will be recorded as Fixed Item
  4. **Stocks**

Stocks (consumables) that are put away in the storages are tracked for resupply if required (optional)

### Human Resource Management

#### **Staff Profile**

1. HR are able to create new staff profile for new employees
   * Names – First name, Surname
   * DOB
   * Gender
   * Marital Status
   * Contact? - phone number
   * Address
   * Division
   * Unit
   * Post Title
   * Salary Band
   * Entry
   * Exit (Retirement)
   * Qualification (1,2,3) \*Degree, Field of Study, Institution
   * Date of Appointment to Public Service
   * Years of Service in Public Service
2. ENTITIES

|  |  |
| --- | --- |
| ENTITIES | FIELDS |
| EMPLOYEE | First name, surname |
|  | Person ID |
|  | DOB |
|  | Gender |
|  | Marital Status |
|  | Contact ID |
|  | Status: Active, |
| CONTACT | ID |
|  | Type: Address, Phone Number, email |
|  | Detail |
| DIVISION | Id |
|  | Name |
| UNIT | Id |
|  | Name |
|  | Division ID |
| POSITION INFO | Id |
|  | Title |
|  | Salary Band |
|  | Type: Permanent, Daily Paid, Contract |
| UNIT\_POSITION | ID |
|  | Position\_ID |
|  | Unit\_ID |
|  | Created Date (when position was created) |
|  | Status: Vacant, Occupied, Terminated |
| EMPLOYMENT HISTORY | Employment history ID |
|  | Person ID |
|  | Position ID |
|  | Date |
|  | Appointment Type: Promotion, Dismissal, Suspension, Retired, Appointment to Public Service |
| QUALIFICATION | ID |
|  | Degree |
| PERSON\_QUALIFICATION | Person ID |
|  | Qualification ID |
|  | Institution |
|  | Date |
|  | Field of Study |

#### **Leaves**

* 1. Staff can request leaves (casual, special, annual, not sick leave) to their supervisors. If supervisor is not available, the request will be directed to the GS or the Acting GS for approval.
  + Casual Leave – User request leave with the approval of the supervisor.
    - Staff Name
    - Leave Type -> Casual
    - RequestDays -> 1 or 0.5
    - StartDate = EndDate
  + Annual/Special Leave – User can request annual/special leave with the approval of the supervisor. The GS have the final approval before the requestee can take leave.
    - A savingram to PSC is generated by the system upon GS approval

#### **Sick Leave**

1. HR are able to record sick information for staff
   * Sick Leave – The sick staff should inform the office when sick. HR will then create a sick leave application for that particular staff.
     + Sick leave application is complete when the responsible staff submit his/her sick leave certificate from the doctor.
     + Staff Name
     + Leave Type -> Sick
     + StartDate
     + EndDate

#### **Attendance**

1. Users can record their attendance online through signing in/out and supervisors are able track live the attendance of their subordinates.
   * Users should click the Clock-in link when arrived at work. Then the link will be changed to the Clock-out link for signing out when leaving work for the day.
   * Clock-in and clock-out will be adjusted to normal working hours if the employee have not requested for overtime work.
   * Signing in/out should be only allowed from within the office

#### **Overtime**

1. Staff can request to work overtime with the approval of their supervisor and the GS
   * An overtime request is created by an employee and send to the supervisor.
   * Supervisor will then approve or decline request
   * Upon approval, the overtime request is sent for the GS/Acting for approval
   * If approved by the GS, overtime work will proceed as plan. After the work, the supervisor will then verify the work done for approval.

#### **Positions**

1. HR are able to create job positions and fill them if there are openings. All recruit process and status are recorded in the system.
   * HR can create new job positions.
   * A position should belong to a division/team
   * The position should identify the position it reports to.
   * Assign employees to each position
   * Recruitment – Create new recruitment application (Later Versions)
     + Applicant’s name
     + Application received date
     + Documents required vs documents provided
     + Vacant position
     + Contacts
2. The system should reflect the organizational structure through the positions and their subordinates.

#### **Trainings**

1. All trainings that the staff attend is also recorded
   * HR/Staff create new trainings
     + Training name
     + Objectives
     + Date
     + Facilitator
   * Staff can sign-up to attend the training
   * Allow Staff to submit feedbacks

#### **Inwards/Outwards**

1. Track Inward/Outward documents
   * Record receiving documents
     + Document Name
     + Deliver From
     + Date
     + Location
     + Attention To
     + Issue To
     + Issue Date
     + Return Date
   * Record outgoing documents
     + Document Name
     + Attention To
     + Delivery Date
     + Delivered

### To follow

#### **Service Management**

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* Users can book a conference room

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##### **eLearning**

1. This module will be integrated with the Moodle eLearning Management System

#### **General**

1. Document Management
   1. Revision History
   2. Authorization
   3. Recycle Bin
2. Reporting
   1. Generate reports as required
3. Email
   1. Send emails as reminders, follow-ups or warnings
4. Workflows
   1. Set the role of the participant and how a process is handled amongst them
5. Performance Management System
6. Monthly Reconciliation
7. Publications