

HCM FUNCTIONAL ANALYSIS REQUIREMENTS

1.1. HCM CORE: EMPLOYEE RECORDS

1. Ability for a HR user to create a staff record in the system by capturing the following attributes:

- i. Surname*
- ii. Middle Name
- iii. First Name*
- iv. Salutation (Mr., Miss, Mrs., Dr., Prof.)*
- v. Gender*
- vi. Marital Status*
- vii. Job Title*
- viii. Job Grade*
- ix. Date of Birth*
- x. Place of Birth*
- xi. Date of Employment*
- xii. Passport Number – Optional
- xiii. ID Number - Mandatory
- xiv. Mobile Telephone Number*
- xv. Home Telephone Number
- xvi. Email Address*
- xvii. Permanent Postal Address*
- xviii. Postal Code*
- xix. City/Town*
- xx. Current Address*
- xxi. Employee Number – Capability to auto-generate or import existing Employee Number.
- xxii. Staff Alternative Emergency Contacts (Mobile Phone Number and Home Telephone Number)*
- xxiii. Next of Kin*
 - a) Dependent Full Name (Surname, Middle Name, First Name)
 - b) Relationship (Brother, Sister, Cousin, Mother, Father, Son, Daughter, Uncle, Aunt, Spouse, Other)
 - c) Gender (Male or Female)
 - d) Date of Birth
 - e) Identity Number – Mandatory for all Dependents > 18 Years.
- xxiv. Dependants details:

- a) Dependent Full Name (Surname, Middle Name, First Name)
 - b) Relationship (Brother, Sister, Cousin, Mother, Father, Son, Daughter, Uncle, Aunt, Spouse, Other)
 - c) Gender (Male or Female)
 - d) Date of Birth
 - e) Identity Number – Mandatory for all Dependents > 18 Years.
2. Ability to associate an employee with a unique number (Employee Number)
3. Ability to register the following staff qualification details:
- i. Institution Name
 - ii. Institution City
 - iii. Institution Country
 - iv. Nature of Course Attended
 - v. Degree/Diploma Attained
 - vi. Period (Capture Date Range with MM/YYYY format)
4. For multiple institutions building from requirement (3), allow the user to enter multiple with staged saving of the qualification details entered.
5. Ability to capture the Employee Bank Account Details:
- i. Bank Name
 - ii. Bank Branch
 - iii. Bank Account Number
 - iv. Swift Code Number
6. Ability to capture electronic copies of the following staff records:
- i. Application Letter
 - ii. Passport Photo
 - iii. Resume
 - iv. Academic Certificates
 - v. Professional Certificates
 - vi. Statutory Documents
- a) Identity Card Copies
 - b) Personal Identification Number Certificates.
 - c) National Social Security Certificates

d) National Hospital Insurance Fund Certificate

e) Driving License Copies – Optional

vii. Staff Disciplinary Documents management (Warning & Suspension letters)

7. Ability to generate electronically a staff file tracking number and store it as part of the staff electronic record. The file tracking number shall be used in conjunction with the manual file to easily locate the staff file number.

8. Ability to define the probation period of an employee. Extensions of the probation period shall be allowed but edition cannot exceed the maximum allowed as per statutory requirements.

1.2. STAFF PAYROLL

1. Ability for a user with the HR Manager profile to define payroll information as below:

i. Employee basic pay amount

ii. Employee Allowances

a) Leave Allowance

b) Acting Allowance (Max 6 Months)

c) Other Allowances

d) Car Allowance

e) Meal Allowance

f) Commuter Allowance

g) Disturbance Allowance

h) Overtime

i) Duty

j) Responsibility

2. By default all employees who have completed probation shall be eligible for provident fund.

3. Ability to define staff allowances in the system.

2. System shall provide ability to define staff deductions.

3. Capability to define the following employee deductions:

i. Taxes

ii. Non taxable income

iii. Days not worked deduction

iv. Excess of the medical scheme

v. And other deductions specified

4. System shall provide a workflow feature that shall allow the authorized user to approve the payroll amounts before being transferred to the accountants for payment.

5. Ability to spread medical scheme excesses deductions over a given period.

6. Ability to generate Staff Pay slip Reports for publishing on Portals or Printing.

7. Ability to generate comparative payroll reports on a monthly basis.

1.3. LEAVE MANAGEMENT

1. System shall provide an electronic form for employees to log on and enter an absence request.

2. The following details shall be captured as part of the absence request:

a. Leave Type

i. Maternity Leave

ii. Paternity Leave

iii. Off Duty Leave (Not more than 15 Days)

iv. Permission Leave

v. Annual Leave

vi. Compassionate Leave

vii. Study Leave

b. Leave Start Date/Time

c. Leave End Date/Time

d. Leave Duration (Computed Field)

3. Capability to verify hand-over status in the system.

4. Once the leave record is created and saved, the system shall trigger a notification to applicant and immediate supervisor.

5. Immediate supervisor will be able to approve or reject the leave request.

6. On approval or rejection by the supervisor, a notification will be sent to the staff member who originated the request.

7. After approval by supervisor, the leave request shall transition to the departmental head with an accompanying notification.

8. If the departmental head rejects the leave, notification to be sent to staff member originating the request.

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9. If the departmental head approves the leave, the leave request will transition to the HR Manager for review and approval or reject.
10. If the HR Manager rejects the leave request, send notification to the staff member originating the request.
11. If the HR Manager approves the leave, a notification should be sent to the CEO or any other designated role.
12. Capability to define the following properties within the absence management module:
 - a. Staff to earn 2.5 days at the end of every Month worked.
 - b. Ability to carry over to the next calendar year a maximum of 15 leave days.
 - c. Ability to enforce that carried over days are exhausted during the first half of the year; System should allow reset of carried over leave days if not utilized within the first half of the current year.
 - d. Ability for both employees and managers to query earned leave days. Managers should only query those of their direct reports.
 - e. Ability to show the carried over days. Employees to self assist while Managers should only query those of their direct reports.
 - f. Ability to show the employees carried over leave days.
 - g. Ability for employees to self assist and query their:
 - i. Carried over leave days
 - ii. Carried over lost days
13. System shall allow transition of an absence request in the form of a workflow with organizational hierarchy adherence:
 - a. All employees' requests shall be directed to their immediate supervisors.
 - b. All Supervisors requests shall be directed to their immediate managers.
 - c. All Managers requests shall be directed to their heads of department.
 - d. All departmental heads requests shall be directed to the CEO.
 - e. The CEO request shall be directed to an executive position for approval.

1.4. TRAINING

1. Ability to define the training calendar for the year showing who is going for training from which department.
2. Ability to capture the staff training needs in the system for review by their managers.

3. Ability to perform employee training needs analysis.

4. Ability to track the employee training history:

i. Course Taken

ii. Course Cost broken down into:

a. Training Fees

b. Travel Costs

c. Accommodation Costs

d. Allowances

iii. Dates Taken

5. Ability to register and manage training partners by provision of following attributes:

iv. Training Partner Name e.g. KUSSCO, IAT

v. Training Partner Address

6. Training partner specializations e.g. IT, Cooperatives Studies, Finance, Human Resources, Business Studies etc.

1.5. EMPLOYEE BENEFIT SCHEMES

1. Ability to capture in the system the employee medical scheme and provident fund details.

2. For provident fund, ability to capture the minimum contribution for employer and employee.

3. Ability to extract a medical statement per member showing:

i. The expenditure amount

ii. The description on the expenditure

iii. The Current Balance Amount

1.6. STAFF LOANS AND INCENTIVES

1. Ability for a Chai Sacco Employee to originate a request for a compassionate staff loan.

i. On application, validate that the employee has not applied for another compassionate staff loan within a period of 12 Months.

ii. Enforce that the employee applying has been with the society for more than 2 years.

iii. Auto-pick the repayment to be equal to 12 Months.

2. Compassionate loans amounts shall be configurable based on the grade for the employee. System shall allow configuration of these details by the HR Officer roles.

3. Ability to define the following incentives matrix:

i. Incentive Allowance Amount based on Employee Grade by Day of Week

4. Ability for an employee to originate a car loan request for which the system shall validate the below:

i. Employee been at Chai Sacco for longer than 6 Months

ii. Employee Raises 20% of the cost of the loan

iii. Loan Amount = Employee Gross Monthly Salary * 15

iv. Loan repayment for 60 Months

v. Loan repayment amount should be subject to the 1/3 rule i.e. after deduction of the loan, the employee net pay should not be lower than 1/3 of their gross pay.

vi. Interest rate of 6% should be applied.

5. System shall allow employees to originate requests for a salary advance

i. To include the details to be captured with a Salary Advance Application (HR to provide)

5.i.i.1. Maximum Amount

5.i.i.2. Maximum Repayment period

ii. Also the path the request takes until it is fulfilled.

6. System shall allow employees to originate requests for a house loan

i. To include the details to be captured with a House Loan (HR to provide)

ii. To include requirements to be validated by the system.

iii. Employee to have been with the society for 5 Years

iv. Also the path the request takes until it is fulfilled.

1.7. PERFORMANCE MANAGEMENT

1. The system shall provide capability to enter an individual employee target by entering the following details:

i. KPI Summary

ii. KPI Description

iii. KPI Measure in Percentage

iv. KPI Track Start Date

v. KPI Track End Date

vi. Achievement Status

vii. Achievement Date

viii. Staff Score

2. Ability to define the Society Overall Objectives and Targets with capability to set targets by:

i. Branch

ii. Department

3. System shall support the following periods for performance management targets:

i. Monthly

ii. Quarterly

iii. Semi Annually

iv. Annually

4. Ability to generate performance reports for employees at an individual or departmental level over a specified period.

5. Ability to generate performance reports for Chai Sacco grouped by Branch or Department over a specified period.

1.8. TIME AND ATTENDANCE

1. Ability for employees to log onto the system to confirm attendance on a daily basis.

2. Ability for the system to generate a report showing the log-on and log-outs during the day.

3. Ability to integrate with Cards and Biometric System for employee clock-in management.

1.9. INTERNAL DOCUMENTS MANAGEMENT

1. System to provide an intranet portal embedded to the HR Module allowing publishing of documents. These documents shall include:

i. Internal HR Policy Documents

ii. Codes of Conduct

iii. Strategic Plan Document

2. System will allow tracking of staff who have accessed a given document.

3. Ability to generate an exception report showing employees who have not accessed a given document.