***[HR Module Review] meeting minutes***

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| **Location:** | Samuda Head Office |
| **Date:** | 04/07/2017 |
| **Attendees:** | Samuda Management |

# Agenda items

Recruitment Module:

1. Man power requisition process
   1. Requisition for factory
   2. Requisition for head office
2. Candidates selection approval process
3. Appointment letter generation
4. Notification of joining.

Payroll Module:

1. Appraisal process
   1. Employee evaluation process
   2. Salary review process
2. Implement Cost Center functionality
3. Keep history of Cost Center

Others:

1. Firstly check is employee are applicable for TIN or not. If yes then, added TIN number on personal information (12 digit).
2. Each employee can apply their own leave for encashment within a time frame. HR personal can control apply time frame.
3. Late/ Absence Analysis Reports within time duration. (Ex: 3 month, 6 month)