System Requirements Gathering Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Details** | | | |
| Request By | **HRD** | Department | HRD |
| Project Name | **HR 3.0 – Clearance Module** | Date | May 15, 2019 |
| Location | **ESS-HOS Office** | Time | 10:30 – 11:30 AM |
| **Transactions / Process**  *What are the transactions/process of the system?* | A. Clearance Module Workflow  \*\*\**With Dependencies and Hierarchy Workflow*   1. A staff must accomplish the Exit Interview Form and submit it online.    1. If the staff leaves his job without applying for clearance, HR will submits the application on his/her behalf. 2. A staff will apply for his/her clearance. 3. An approval of staff’s immediate superior, HoS Approval, if no HoS approval must go to the next step. 4. HoD/HoC Approval.   \*\*\* *Dependencies and Hierarchy Workflow ends here*  *\*\*\*The following doesn’t require dependencies upon approval:*   * ETC Approval   1. ETC HoC Approval can view the following staff’s access in NCT:      1. Email status      2. Active Directory status      3. Systems Access      4. Library related information * Administrative Affairs Approval * Financial Affairs * Human Resource * ADAFA   B. Rules in filing and Validations   1. Staff can only file one clearance at a time. In an event that more than one clearance is being require, the first clearance MUST be marked as “CLEARED” first before the system accepts the second clearance.   C. Questions and Clarifications  1. How will the exit interview works IF THE STAFF ALREADY LEAVE THE COLLEGE? | | |
| **Resource Person**  *Who are the present persons during data gathering?* | ESS-HOS - Maha Said Khalfan Al-anqoudi  ESS-STAFF – Rolen Yabut  ESS-STAFF – Khamis Al Khusaibi \*\*\*An exchange of ideas through email (Subject: **Clearance Module HR 3.0 - Which Approach Should We Finalize?**) was done before having this meeting. Most of the ideas and data has been presented and discussed. | | |
| Approver  Name/Signature *(eg. HOD, Committee head; if applicable)* |  | Date |  |