System Requirements Gathering Form

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| **Meeting Details** | | | |
| Request By | **HRD** | Department | HRD |
| Project Name | **HR 3.0** | Date | January 28,2019 |
| Location | **ETC-HOC Office** | Time | 1:00 – 2:45pm |
| **Transactions / Process**  *What are the transactions/process of the system?* | A. Overtime Module  1. Request and approval sequence:   1. HOS/HOD/HOC - Request for overtime (Type[Emergency/Planned]Date Range, Staff) 2. Approve by HOD/HOC – incase request by HOS 3. Approve by ADAFA 4. Add Internal Leave Balance – once staff attendance was confirmed on requested date and time AND approved by ADAFA, the system will automatically Add Internal Leave Balance to staff. 5. Email notification to HRD-HOD, Staff and HoS/HoD/HoC who filed it.   2. The HOS/HOD/HOC is allowed to enter request even the overtime is already done (emergency).  B. Leave Type Application – HRD / ADAFA will send the policy on Leave Type Applications  **C. Filing of Leave and Approval Sequence**  **1. If Leave number of days is 5 DAYS or MORE:**   1. **Apply by Staff** 2. **Approve by HOS (if staff has section)** 3. **Approve by HOD/HOC** 4. **Approve by DEAN – Deduction from balance** 5. **Email notification to HRD-HOD**   **2. If Leave number of days is 1 to 4 DAYS:**   1. **Apply by Staff** 2. **Approve by HOS (if staff has section)** 3. **Approve by HOD/HOC** 4. **Approve by ADAFA – Deduction from balance** 5. **Email notification to HRD-HOD**   D. Notification   1. If Staff has no time-in/time-out on a particular date and has NO leave application, system will send an email notification to this staff. 2. Send an email notification to approver about his pending for approval every 24hrs until he/she will approve the request/application.   E. Delegation of system roles and access.   1. Heads who has different roles in the system compare to staff can delegate roles and access in the system. 2. Can delegate roles for staff and other heads as long as they are in the **same department.** 3. Delegatee must accept first the roles delegated to him or else the roles will not appear in the delegatee’s dashboard or access page. 4. A starting and ending date must be entered upon delegating roles or task to someone. 5. Delegator can cancel the roles delegated to someone even the end date is not yet over. 6. Previous approval (histories, etc.) made by the delegator may be viewed by the delegatee, this is for reference if ever there might be in need of checking previous leaves, approvals, etc. 7. All email notification will be routed to one who has an active role and access in the system.   F. Clearance System   1. Approval should be in chronological order. Just like what we have in the leave approval process. 2. Only one “**pending**” clearance at a time per staff. If there would be more than one clearance, the other should be marked as “**cleared**” before creating or requesting another one. | | |
| **Resource Person**  *Who are the present persons during data gathering?* | ADAFA – Abdallah Khalfan Hamood Al-azri  ETC-HOC – Hamed Sultan Nasser Al-aufi  HRD-HOD - Sulaiman Huraib Mohammed Al-owaimiri  ESS-HOS- Maha Said Khalfan Al-anqoudi  ESS-STAFF – Rolen Yabut  ESS-STAFF – Ramil Rabang ESS-STAFF – Zuweina Rashid Salim Al Riyami ESS-STAFF – Mylyn Nostarez | | |
| Approver  Name/Signature *(eg. HOD, Committee head; if applicable)* |  | Date |  |