System Requirements Gathering Form

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| **Meeting Details** | | | |
| Request By | **HRD** | Department | HRD |
| Project Name | **HR 3.0 – Official Duty, Clearance, E-Forms Modules** | Date | July 03, 2019 |
| Location | **ESS-HOS Office** | Time | 09:10 – 10:30 AM |
| **Transactions / Process**  *What are the transactions/process of the system?* | 1. Official Duty must have a separate link in applying this. For this is not a type of leave this should be having its own application form. It can be filed by any staff at any time with no restrictions. The process of approval is the same as standard leave. 2. There are two types of Clearance:    1. Default Clearance which involves the process of filling out an exit interview. This type of clearance applies to staff who will not be coming back to NCT and will be exiting for good.    2. Short Term Clearance is the type of clearance which will apply for staff who will be leaving the NCT on a temporary basis only such as will going to study or will be transferred to other colleges BUT EVENTUALLY will comes back to NCT someday. This leave doesn’t need an exit interview form. 3. Air Fare Compensation Form – a staff can apply or request for this e-form in the system with the following workflow:    1. Staff will apply it in the system providing required fields and attachments which are mandatory to attach: Visa Copy, Passport Copies for Passengers, Copies of Resident Card attaching them as one file with the same order. Staff will submit the application and will received notifications to trace the status of the application.    2. Application will go to HR for reviewing and approval    3. Once approved, it will go to the Finance Department (Mr. Al Azri)    4. Final approver will be the ADAFA, once the ADAFA approves it, staff will be notified regarding the process. 4. Visa, Resident Card Renewal Form (Must be filed individually)    1. Staff will apply it in the system providing required fields with attachments and will submit it to the HR.    2. Staff must secure a paper coming from Sanad Service Center (Outside the System)    3. All Documents must be submitted to the HR Department (Outside the System)    4. HR will login to the system to mark the application as OK or ON-PROCESS    5. HR will go to ROP to get the new visa and new resident card (Outside the System)    6. HR will give the newly renewed visa and newly renewed resident card to the staff (Outside the system)    7. HR must update the status of the application to Approved or Completed which will triggered a notification to the staff that he/she needs to login to the sytem to update the following:       1. Visa Number       2. Visa Expiry Date       3. Civil Card Number (only if applicable)       4. Civil Card Expiry Date    8. The Staff must update those information in the system for it is a must and a requirement coming from HR Department. | | |
| **Resource Person**  *Who are the present persons during data gathering?* | HR-STAFF - Moosa Saleh Adim Al-nasseri  HR-STAFF - Nasser Hamed Abdullah Al-hadhrami  ESS-HOS - Maha Said Khalfan Al-anqoudi  ESS-STAFF – Rolen Yabut | | |
| Approver  Name/Signature *(eg. HOD, Committee head; if applicable)* |  | Date |  |