**Documentation of new features in RA**

1. **Productivity Analysis Scorecard**

Scorecard

A productivity analysis scorecard shall be popped up in the dashboard of Supervisors every morning, when they first log in to their RA. This scorecard should contain the list of daily tasks completed by team members and hours they have taken to complete tasks. Based on these tasks, Supervisors verify if the hours taken to complete the tasks are as per the estimated hours.

Comment section shall be made available for both the Supervisors and Subordinates on this scorecard. Also, reports of these cards (both in excel and graph) shall be downloadable.

Daily tasks Update

Forms to update daily tasks should be such that it contains the specific and assigned tasks only. Heading for each task and allocated hours shall be visible.

1. **Organizational Chart**

Organizational charts should be editable to the admins. Links shall be made between the individual profile and organizational chart. The option shall be such that, the list of employees in particular department is visible, once clicked.

The photo of individual employee in organizational chart can be added.

1. **Newsfeed**

Newsfeed option in main menu shall be available. The page shall redirect to the new page where business news, announcements, events, birthday wishes, photo gallery etc. can be posted. A section should be in newsfeed, where employees or management team can suggest for informative books, podcasts, online courses etc.

Comment sections and notifications for newsfeed shall be activated.

Kudos section can be integrated in Newsfeed section. Under this section, Supervisors, Subordinates or Colleagues can give praise to one another like “great work with our new client @employee name” “thank you for making work fun” etc.

1. **Agreements and documentations**

Documents required while presenting RA to the clients, shall be prepared like confidentiality agreement, data security, technical specification and assurances, privacy policy, FAQs, feature list, manual etc.

**5. HRIS**

**a. Staff:** Under report section of individual profile-total point calculation details can be included.

Also, under this section, a bar graph with jobs versus hours of everyday tasks, can be shown. This can be retrieved from the daily task updates of each employee.

Training report as **My Training** section can be included here with the list of training topics and resources & materials attachment.

**b. Staff:** Under overall staff page, employee id number can be assigned to each employee. Also, particular employee shifts can be made visible to all the core teams. Chat options directing to the new chat window and email option can also be made available to send individual messages.

**c. TOR:** Once clicked on the position name or role of the employee, the page shall direct to his/her TOR.

**6. HR Analytics**

Employment status pie chart in dashboard can be created with the percentage of full time employee, part time employee etc.

1. **Employee Details**

* Employee status-probation or permanent employee
* Education qualification should be in detail like Masters in Business Administration with HR as a specialization from Kathmandu University School of Management. Completed year: December 2016
* Error in permanent address of the employee

1. **Employee Performance**

* Performance notes shall be popped up to the Supervisors in every 15 days. The option should be such that it can be cancelled if there are no any performance notes
* Task assignment form shall be popped up to the Supervisors, daily in the morning so that Supervisors remember to assign task to their subordinates
* Integrating probationary employee performance evaluation form in RA

1. **Miscellaneous Features**

* Updated name for RA while releasing it among the clients “Rolling Access-HRM Suite”
* Ticket systems for reporting the bugs and errors
* Calendar view for HRIS attendance of individual employee
* Option to switch between the accounts and admin view/user view option
* New column for the upcoming events option in dashboard. Onboarding and off-boarding option on same column
* General notice pop up on dashboard
* Direct to email option on menu tab. URL to be included in the profile of each employee
* Editable sticky notes with reminder settings
* Combined row for late in & above 30 min late in option and absent option below them
* Employee history option in the profile section of each employee
* Onboarding video to new hires on menu section
* FAQs for all the features in dashboard
* Self-appraisal performance evaluation forms on dashboard
* Feature turn off option for unused features
* Onboarding and off-boarding features in RA
* Employee productivity analysis report