* Personnel Management
  + Login Page
    - Username and password
  + Profile Page
    - What is to be viewed in profile?
    - Picture.position…dept..
  + HR Management Admin Page
    - Management of system users?
  + What does the admin manage?
    - What is dependent’s profile?
    - Own update of details
      * + Personnel information page
* HR Activities
  + Sick/Vacation leave form
    - Form embedded in website
    - Who needs to accept it?
      * IS-HR
  + Performance Management and Admin
    - With form to embed and submit
    - Routed
  + Performance reviews scheduling
    - Quarterly
    - Submit files
    - What is this process? What does it need?
  + Electronic forms and references
    - Embedded in website?
* Time and attendance
  + Daily time record(Time-in/Time out)
    - With a button?
    - Employee id
    - Need validation
    - Picture
  + Payroll computation
    - Where does the data come from?
    - Formula only?
    - Finance
* Safety Management
  + Safety Inspection Data Report
    - What is this?
    - How do you make the report?
    - Uploaded file from department of labor --
  + Incident information page
    - What is this?
    - Report of incident?
    - Embedded form
  + Accident Details page
    - What does this mean?
    - Uploaded file - Govt
  + Claim management (In various forms)
    - Claiming of?
    - Download/print/upload
* HR Policies and Procedures
  + HR Handbook Page
    - Embedded and editable in the website?
  + Bosh Manual
    - What is the Bosh manual?
  + Announcements
    - Announcements to all?
    - Text only o\r with pictures/files
  + Memos
    - What are memos?
* Benefits
  + Benefits Administration
    - What does this mean? Approval?
  + Benefits Tracking
    - Tracking of current value?
* Recruitment
  + Position Control track
    - What does this mean?
    - HR tracking interview.place
  + Applicant Management Track
    - applicant checklist
  + Internal Recruitment Selection
    - What is this process?
    - Advertise needed employee in another department
* Training
  + Training plans for the year
    - What is posted here?
  + Training Records
    - Employee inputs trainings
    - What is here? Past training plans?
* Medical/Wellness
  + What is the scope of this?
  + Announcements/memos/Reminders