

HCSC SOP Generator

HCSC Shared Services SOP Generator

Generate ISO 9000 compliant Standard Operating Procedures

Title of SOP

Document ID

Effective Date

Version

Provide SOP Summary

Contact Information

HC IT Delivery Team

HCSC Payroll Support

Generate SOP

THIS WORKS QUITE FINE.

CAN YOU DO THE FOLLOWING:

THE BELOW MUST BE FREE TEXT (where the team involved can be inserted or typed in (e.g. Where HC IT Delivery team appears.

THEN BELOW THAT MUSTT BE:

- Free text box to type in name and surname
- Free text box to type in Persons Role
- Free text box to type contact details i.e. mail address

NOTE this should have 3 CONTACTS FOR PERSONS INVOLVED IN THE ABOVE

Contact Information

HC IT Delivery Team

Then for the HCSC SHARED SERVICES TEAM

1. There should be a dropdown menu then should be the teams name and the process owners name should also appear,

- E.g. HCSC Payroll – Sharon Koff

HCSC Support – Naeema Cassiem

Payroll tax & accounting – Denzil Bartlett

Share Scheme – Robert Murphy

HRMIS – Faiek Carolisen

Then below that the person generating the SOP

- Free text box to type in Persons Role
- Free text box to type contact details i.e. mail address

Finally, a Free text box/BOXES for:

1. Whomever the process owner which was selected above Name and surname
 - A date selector when the person signs off on the SOP
2. A box (free text) to in the Name and Surname of the final approver
3. A box (free text) Indicating the role of the final approver
4. A box (free text) Indicating the final approver contact details (email address)
5.
 - A date selector when the person signs off on the SOP

NOTE THESE CONTENTS AND AUTHORIZERS CAN APPEAR ON THE 2ND PAGE OF THE SOP GENERATOR IF U WANT