**Employee Information in HCM**

1. Employee number (Generic method for creating the employee number)
2. Employee name ( first, middle, last)
3. Date of birth
4. Age (corresponding to DOB)
5. Place of birth (country – state – city )
6. Nationality (select country)
7. Religion (app admin master)
8. Caste (app admin master)
9. Gender (app admin master)
10. Father name
11. Mother name
12. Marital status (app admin master)
13. Spouse name
14. Spouse DOB
15. Children (dynamic table)
16. Children DOB
17. Document number (for Qatar ID proof) (we can generalize the ‘document number’ label)
18. Contact address
19. Permanent address
20. Employee photo (file up loader)
21. Employee thumb impression
22. Blood group (app admin master)
23. Email address
24. Mobile number ( may be one or more)
25. Passport number
26. Driving license number
27. Driving license details (two wheeler, four wheeler, heavy)
28. Emergency contact ( 2 person – need only contact address)
29. Language (Speak/Write/Read)
30. Health card details, (need to discuss)
31. There is a possibility of social insurance number etc. related to current country
32. Work permit details for expats, this will be important in the case of outside of that country
33. Document attaching (Multiple – document number, description, issue date, expiry, remarks)
34. Depends on expiry, system should display such employees and their documents as dashboard and allow printing etc.

**Employment Details**

1. Employment type (permanent/contract/probation/part-time….)
2. Job role
3. Job title
4. Job code (Employee Code)
5. Job responsibilities (multi line)
6. Recruitment Type
7. Date of hire
8. Probationary period (alert for end)
9. Contract period (start date and end date)
10. Notice period
11. Employee level (need a list)
12. Sponsor details (if any)
13. Basic salary
14. Salary increment
15. Incentives eligible
16. Incentive format
17. Over time eligible
18. Over time limit
19. Splitting the total cost to multiple cost centers
20. Cost Location (combination of Org. - Department - Unit - Cost Center)
21. Physical Location (Branch/City)
22. Contact number
23. Grade
24. Housing type (cash / in kind)
25. Details of Housing -Cash:
    1. Amount per month
    2. Payment intervals (Monthly - By Annually - Annually)
26. Details of Housing - In kind:
    1. Type (flat-Villa) and Size (No. of Bedrooms)
    2. Housing information (Address, contract …etc.)
27. Transportation types (Cash - Car - Provided)
    1. For "Cash Transportation Type": Amount
    2. Details of car for "Car Transportation Type": (Make, Model, License plate no., Date issued) – This can be selected from vehicle master managed under AWMS – need a discussion for finalization;
28. Vacation tickets
    1. Eligibility – yes/no
    2. Number of vacation tickets, if eligible
    3. Ticket class
    4. Family ticket
29. Education information (Both Basic as well as professional)
    1. Qualification type
    2. Year of education
    3. % / grade
    4. University
30. Training received
    1. Training description
    2. Received from which organization
    3. Year of training
    4. Grade / % if any
31. Employee audit log should be maintained
32. Hobbies
33. Pre-employment history
    1. Name of Employer
    2. Title
    3. Address
    4. Period: From - To