***Business Process Flow of HRMS***

**Master Screens** : Master screens should be created first before transaction screen process.

The following master screens are: Employment Type, Campus Location, Department, Designation, Employee grade, Employee Group, Holiday List.

**Recruitment Process Flow**:

**Activity**: Recruitment functionality in HRMS involves the process of attracting, sourcing, screening, and hiring qualified candidates for job openings within an organization. The main goal is to identify and bring in individuals who possess the skills, experience, and qualifications necessary to meet the organization's staffing needs.

**Roles**: The feature is accessible to Employee, HR Admin, HR Manager /Cs officer , HR Assistant.

**Prerequisites:** Before Recruitment Process Flow, it is advisable you create the following documents: Company, Department, Designation, Employee

**Steps**: *Job Requisition --> Staffing Plan --> Job Opening --> Job Applicant --> Selected / Rejected (If Selected)- --> Recruitment Exam Declaration --> Recruitment Exam Center Allocation --> Admit Card Generation- --> Recruitment Entrance Exam Result Publication --> Selected / Rejected (If Selected) --> Job Offer --> Selected / Rejected (If Selected) --> Appointment Letter --> Employee Creation*

*Note- If Rejected, then the flow will stop and reverse back to employee.*

**Employee Life cycle Process Flow:**

**Activity:** The Employee Life Cycle in HRMS refers to the various stages an employee goes through during their tenure with an organization. The Employee Life Cycle process flow in HRMS encompasses several key stages from recruitment and on boarding to ongoing performance management, development, and eventually, separation.

**Roles:** The feature is accessible to Employee, HR Admin, HR Manager /Cs officer , HR Assistant.

**Prerequisites:** Before Employee Life Cycle process Flow, it is advisable you create the following documents: Company, Department, Designation, Employee, Employee Grade

**Steps:***Employee On boarding --> Appraisal --> Employee Skill map --> Employee Promotion--> Employee Transfer--> Employee Suggestion*

**Employee Re-Engagement Process**

**Activity:** The employee re-engagement process within the Employee Life Cycle of an HRMS is focused on revitalizing the enthusiasm, commitment, and productivity of existing employees who may be experiencing a decline in engagement or motivation. Re-engagement strategies are crucial for retaining valuable talent and maintaining a positive work environment.

**Roles:** The feature is accessible to Employee, HR Admin, HR Manager /Cs officer , HR Assistant.

**Prerequisites:** Before Employee re-engagement process Flow, it is advisable you create the following documents: Department, Employee

**Steps:** *Employee Skill map--> Employee Re-Engagement Application --> Forwarded to Reporting Authority --> Forwarded to Approving Authority--> Approved/Rejected (If Approved)-->Contract Renewal & Updated in Employee Profile*

*Note- If Rejected, then the flow will stop and reverse back to employee.*

**Employee Resignation & Separation Process**

**Activity:** The employee resignation and separation process within the Employee Life Cycle of an HRMS involves managing the departure of employees from the organization. This process ensures a smooth and well-organized transition for both the departing employee and the company

**Roles:** The feature is accessible to Employee, HR Admin, HR Manager /Cs officer , HR Assistant.

**Prerequisites:** Before employee resignation and separation process Flow, it is advisable you create the following documents: Department, Designation, Employee, Employee Grade

**Steps:** *Resignation --> Approved by Director--> Employee Separation--> Employee Exit Will be Updated*

*Note- If Rejected, then the flow will stop and reverse back to employee.*

**Employee Grievance Process Flow:**

**Activity:** The employee grievance process in HRMS is designed to address and resolve issues or concerns raised by employees within the organization. Grievances can cover a wide range of topics, including workplace disputes, conflicts, unfair treatment, or any other matter affecting an employee's work experience.

**Roles:** The feature is accessible to Employee, HR Admin, HR Manager /Cs officer , HR Assistant.

**Prerequisites:** Before employee grievance process Flow, it is advisable you create the following documents: Department, Employee

**Steps:** *Employee Grievance--> Grievance Committee--> Investigation & Report will be Updated in Employee Grievance*

**Shift Management Process Flow:**

**Activity:** The employee shift management process in a HRMS involves the planning, scheduling, and tracking of employee work shifts. This process ensures that organizations can efficiently manage their workforce, meet operational needs, and maintain compliance with labor laws and regulations

**Roles:** The feature is accessible to Employee, HR Admin, HR Manager /Cs officer , HR Assistant.

**Prerequisites:** Before employee shift management process Flow, it is advisable you create the following documents: Employee

**Steps:***Shift Type --> Shift Assignment --> Shift Request --> Forwarded to Reporting Authority --> Forwarded to Approving Authority --> Approved/Rejected (If Approved)--> Shift will be Updated*

*Note- If Rejected, then the flow will stop and reverse back to employee.*

**Attendance Process Flow:**

**Activity:** The employee attendance process in a HRMS involves tracking and managing the attendance of employees in an organization.

**Roles:** The feature is accessible to Employee, HR Admin, HR Manager /Cs officer , HR Assistant.

**Prerequisites:** Before employee attendance process Flow, it is advisable you create the following documents: Employee, Shift Type

**Steps:** *Attendance --> Attendance Request--> Forwarded to Reporting Authority --> Forwarded to Approving Authority --> Approved/Rejected (If Approved)--> Attendance will be marked*

*Note- If Rejected, then the flow will stop and reverse back to employee.*

**Leave Management Process Flow:**

**Activity:** The Employee Leave Management process in a HRMS involves the planning, tracking and approval of employee leaves. This process ensures that organizations can effectively manage employee time off, maintain accurate attendance records, and comply with leave policies and regulations

**Roles:** The feature is accessible to Employee, HR Admin, HR Manager /Cs officer , HR Assistant.

**Prerequisites:** Before employee leave management process Flow, it is advisable you create the following documents: Employment Type, Company, Holiday List, Department, Employee

**Steps:** *Leave Type--> Leave Period--> Leave Policy --> Leave Allocation --> Leave Application --> Forwarded to Reporting Authority --> Forwarded to Approving Authority --> Approved/Rejected (If Approved)- --> Status in Leave Application will be updated to Approved--> Leave Balance is Updated*

*Note- If Rejected, then the flow will stop and reverse back to employee.*

**Employee Compensatory Leave Process**

**Activity:** The compensatory leave process in a HRMS involves managing and tracking compensatory time off that employees earn for working additional hours beyond their standard work schedules. Compensatory leave, also known as comp time, is granted as a form of compensation for overtime work.

**Roles:** The feature is accessible to Employee, HR Admin, HR Manager /Cs officer , HR Assistant.

**Prerequisites:** Before employee compensatory leave process Flow, it is advisable you create the following documents: Employment Type, Company, Holiday List, Department, Employee

**Steps:***Leave Type--> Leave Period--> Leave Policy --> Leave Allocation -->Compensatory Leave Request --> Forwarded to Reporting Authority --> Forwarded to Approving Authority --> Approved/Rejected (If Approved)- --> Status in Compensatory Leave Request Form will be updated*

*Note- If Rejected, then the flow will stop and reverse back to employee.*

**Appraisal Process Flow:**

**Activity:** The employee appraisal process in a HRMS involves the systematic assessment of an employee's performance, skills, and contributions to the organization. This process is typically conducted periodically, allowing employers to provide feedback, set goals, and make decisions related to employee development, promotions, or compensation

**Roles:** The feature is accessible to Employee, HR Admin, HR Manager /Cs officer , HR Assistant.

**Prerequisites:** Before employee appraisal process Flow, it is advisable you create the following documents: Department, Employee

**Steps:** *KRA --> Dimensions for Appraisal --> Employee Appraisal Evaluation Template --> Employee Appraisal Cycle --> Employee Appraisal Portal*