Leave Management :

* Email will trigger along with the link to the Recommending authority.
* There should be two levels of authority , Recommending Authority and Approving Authority.
* Leave Type will be depended on Category of employment.
* Employment Type : Deputation,OMCE, consultant,Guest, outsourced
* For Deputation leave management done by DTET. ERP will use only for record purpose .
* For Guest /Adjunct Faculty there are no leaves . Only LWP.
* OMEC has 12 CL .
* For outsourced there are 12/18 CL .
* Other leave types may be applicable for the deputation staffs.
* For Guest/Adjunct faculty , there is only Leave Without Pay.
* Leave encashment is not present in WSC.
* There no leave encashment and carry forward for the employees of WSC.
* For any feature HR module , first will the employee category, then based on the category, there will be policies.
* Currently,WSC have one standard leave policy.
* Every leave period will the contract period , based on joining date.
* Headings of the workspace should be standard .
* WSC needs a dashboard as the landing page. The landing page should have some banners which will show the events that are happening in WSC. The information in the landing page will vary based on roles.
* Employment Type field should be added in the Leave Application.
* Attachment field should be present in the leave policy.
* Leave block list should be based on employment type .
* User should have permission to view the leave type description in the leave application.

Recruitment Process :

* Currently WSC is doing the recruitment process , by using third party vendor.
* Previously they received 1700 Applications for 135 positions and 30 posts.
* WSC has Single center for exam right now.
* We have develop the whole recruitment process as discussed previously.
* Recruitment Process System should consists of :

1. Applicant will apply for the jobs.
2. Some applicants will be selected based on skills.
3. Mail will be triggered to all the applicants about their status. Only selected applicants will be able to download the admit card.
4. Same process will continue up to the job offer.

* All the users should always be able to see the number of job openings and the job opening type in the career page.

WSC questions :

* They want to show the workflow of leave .Is there any standard screen for the end user ?

Ans. No currently we don’t have any workflow. We will develop roles after the discussion. We showed them the UI ,after login as an employee.

* So the shortcuts means the workflow ?

Ans. No shortcuts are the favourite screens that an user uses.

* What the approving authority will see after logging in , how he/she will approve the leave of that employee?

Ans. He/She has to login , go to leave application, then approve.

* Can we change the leave policy at any time ?

Ans. Yes you can change .

* The leave policy you need in a excel format.

Ans. Not necessarily . It may be excel format or you can directly add in the erp.

* If I am changing as an administrator who will approve it?

Ans. There is no approver for the administrator.

* How the on behalf thing will work ?

Ans. All will work based on role .

* Is the leave block list based on user or on type of employee ?

Ans. Yes,It is based on user.

Other points :

* Leave type of consultant to be decided by WSC.
* Recruitment process needs to be discussed further.
* User capacity for Job applicant should be discussed with WSC.

R&D :

* Dashboard design to be discussed with the development team of SOUL .
* The Deliverable and costing of third party verification in the system to be research for the recruitment process.