Attendance :

* In the salary slip , the employee should be able to see the leave balance
* There should be a provision for late entry and early exit attendance request

Appraisal :

* KRA is defined for Deputation , OMCE and guest faculty in WSC
* Currently, the financial year is considered as the appraisal year in WSC.
* Format of performance goal setting has been shared by WSC
* As per WSC, the Officer levels in Appraisal form are RO,ORO,CRO
* Based on the deadline(timeline) of the goals , the email will be triggered to the employee.
* Self Learning, Other roles and general goals all should be considered in the Appraisal.
* Process of Appraisal in WSC :
* A notification will be triggered to the employee half yearly/end of the financial year (stating that th appraisal form is ready)
* Employee will fill the form. Add his/her goals, extra work, and certification.
* Employee will submit the form.
* It will go to the reporting manager.
* Reporting manger will review the form. Verify it.
* If the reporting manager approves , it will be reflected in the employee profile.
* For Yearly appraisal, the reporting manager will forward the same form to the Department Head.
* If the Department head approves , it will be forwarded to the HR. The appraisal of the employee will be reflected in the profile of the Employee.
* The KRAs are different for Teaching and Non Teaching staffs.
* KRA will be role based.
* For all the Teaching staffs the KRA should be generic.
* KRA will be based on employment category and designation
* As part of promotion of employees including MACP, WSC SME’s unclear

Court Case Monitoring :

* The WSC SME's are unclear about the requirements for monitoring court matters
* WSC Stakeholder’s suggestion: In employee profile, there should be a tab,where the employee's criminal history can be maintained

WSC Questions :

1. If a person in on duty , but not present in the office , how the attendance to be captured ?

Ans: The person will request for the attendance .

1. How to capture a person is working on a non-working day ?

Ans: In this case , the person will also request for the attendance which will be reflected in the

payroll . The salary slip will be generated accordingly

1. What are the standard salary slip template?

Ans: **We will discuss it in payroll**. The salary slip template can be designed for the employees.

1. What is the view after taking the bulk attendance ? Will it be in spreadsheet format ?

Ans: In calendar view, it will show the status of employee. We showed them the report of

attendance .

Other points :

* A meeting to be scheduled with the principal of WSC to discuss Faculty workload and Teaching and Learning Activities in the Employee Appraisal screen.
* Utility of Employee Promotion will be discussed further with WSC SME’s / Stakeholders
* When an employee logs in , in the landing page , work list of the employee and the events taking place in WSC at that particular date should be visible.
* Shift Type Template needs to be shared with WSC
* Module wise user manuals needs to be shared with WSC