**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 10-Apr-2023 |
| **Meeting Time** | 10:30am |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | HRMS - Masters & Recruitment |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Ms. Shweta Choudhury | HR |
| Ms. Upali Parida | HR |
| Ms. Ashrita Choudhury | HR |

**In Attendance (SOUL)**

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| **Attendee’s Name** |  |
| Abhishek Adhikari | SOUL |
| Shruti Kumari | SOUL |
| Sharmistha Panda | SOUL |
| Sarthak Rath | SOUL |

**Points Discussed**

The following points were discussed:

Master Screen :

1. Result declaration : WSC publishes a merit list, there is a wait list also

This result is published on their website.

1. All the merit students are provided their ranks with the mail. So they can check the result.
2. Result  declaration is based on each and every recruitment step .
3. They want to send email and sms to the merit list candidates.
4. All the recruitment process is now happening in WSC manually.They want to maintain the records of the students in the ERP
5. For managers and above profile, only interview is conducted
6. There are 3  selection processes : written , Skill test and interview.
7. There are mainly 4 departments in WSC .SOS,SOE,Academy,etc
8. Major decision making authority should be given to all departments HEAD.
9. They need individual manuals for employee attendance and payslip
10. There should be two levels of authority, like Recommending and Approving authority
11. A document or file that the HR department grants access to will be available for download by employees
12. In workflow we need the provision of change requests. There should be a button for a change request. An employee can attach the documents. When he applies for a change request,  mails will go to the department  HEAD and HR
13. Employees can send the change request for the following fields like Address, education qualification, number of children , marital status, name .
14. Employees should be able to change their personal data only.
15. There are 4 employment types in WSC . Deputation ,Consultant,Contract(OMCE),Third Party.
16. They need all the  categories(CASTE) , pwd , ex Service man in the employee screen.
17. Make all fields mandatory in the employee screen in the template. **To be discussed further with WSC**
18. We will have both biometric and RFID. Keep both , biometric id and RFID id in the employee screen (Attendance and Leaves ).
19. For everything, there should be two levels of approving authority
20. Health insurance will be maintained by the HR
21. In the personal details, like family background, health issues, will be in a tabular format
22. Fields of Family Background details  are Name, Relation , Occupation , gender,Contact,DOB . All fields will be mandatory.
23. Along with the passport, we also need the visa details. In the Employee Personal details screen.
24. We need one more tab for **additional charge**, and the additional charge will be for a certain period.
25. Field in the Additional Charges Details ,Project name, place of work, description of project and role, Assigned By,start date , end date , attachment of Office order.
26. Additional charges will be a part of the Current Work History
27. We can keep Additional Charges /Additional Works as a part of Performance Management.
28. Standardize employee templates for resume upload
29. Aadhar Card and PAN card number should be present in Employee Screen

Recruitment Process :

1. Directors have the access to the JOB Requisition.Directors will initiate the job requisition.
2. Document upload feature should be there in job requisition. Give the options of multiple attachments. Attachment names like TOR, Finance Approval.
3. Once en employee applies for Job requisition, the Director will change the requisition status to approved.
4. In the JOB Applicant screen, provision to  previous company history , educational details along with the documents, should be present.
5. There should be provision to maintain , whether an applicant has applied for any other position in the past . and in which round he/she was not been elected .Aadhar card field will be mandatory. The validations will be based on the Aadhar number. Aadhar number should be the Primary Key.
6. Resume Template Should be uniform
7. Job Applicant Screen and Employee master fields should be the same. Some fields will be extra in the Employee Screen.
8. Attachment and Fields need to be added in the job offer. Further discussion is needed for the recruitment process and result declaration
9. Depending on the type of employment, the documents that will be uploaded will be different.
10. Types of Employees (Employment Types) in WSC
11. Deputation-----------------DTET
12. OMCE---------------WSC
13. Consultant-------------ADB contract
14. Outsourced—-----------Vendor
15. Selection process depends on position , not based on employment type.
16. Payroll is applicable only for OMCE employee type
17. In the Employee Report , there should be select all options

WSC Questions :

1. For each department , the department access is given to whom ?

Ans . For each department the access will be given to the department head / the directors.

1. Whether the manuals are segment wise or for the whole system  ?

Ans. Yes, the manuals are segment wise.

1. Apart from HRMS , is there any manual for employees ?

Ans. No, currently we don't have any manual specific for employees. We have manuals module wise.

1. Let's say an employee does not belong to the HR department. How he/she will download his payslip.

Ans. He/she has to login and from the profile , he can able to download the payslip in pdf format.

1. Can the head of the department set the leave blocklist dates ?

Ans. Yes the head of the department can set the leave blocklist dates.

1. As an employee, what is my page view ?

Ans. In the page view of an employee , only authorized screens will show.

1. What does the standard one look like based on role ? Can you please show one ?

Ans. we showed them , by logging in as an employee which is an instructor.

1. Is there  anything that they can download ? LIke form 16 .

Ans. Yes, they can download only those documents that they have access to.

1. Do you have any template for employee data ?

Ans. Yes, we have the template for employee master data. We have to share the employee data template .

1. Will the employee be able to see the name of the job opening ?

Ans . Yes, the employee will be able to see the name of the job opening

Other Points

1. **User roles to be discussed later**
2. What documents an employee will be allowed to download, **to be discussed** .
3. Bulk image upload to be researched by SOUL team
4. In the Employee Report , there should be select all option, category wise selections