

Project Brief:

Project: RMIT Casual HR Management System

"You are required to design and develop a HR System for RMIT casual worker. Here is a general and brief specification of the project since you have to write and make your own requirement and project scope and specification. This system has multiple users/actors such as admins, approvals and casual staff. Each actor can have access to their own functions, however some functions shared between group of users. The main purpose of this application is manage hiring, working hours and make relevant data for the payroll. All users must log in with their own username and password and can have access to their own menu. For example, staff can log in, see open positions, offers and applications, they can also see their profile and uploaded resume. You can do some researches about HR management system before coming to the interview to have better knowledge about this domain and your client."

My summary interpretation of the brief:

User/Actors: Admins, Approvals, Casual Staff + MORE

Actors Abilities: access to their own functions, however some functions shared between group of users

Main purpose: manage hiring, working hours and make relevant data for the payroll

Access: log in with their own username and password and can have access to their own menu

Example: staff can log in, see open positions, offers and applications, they can also see their profile and uploaded resume

This summary needs to be converted into functional and non-functional requirements

To do this we need to have questions for the HR person that will allow us to get a better understanding of what said requirements are

Thoughts of the brief:

- Very vague summary, alot let up to interpretation
- Need to work out main areas of the program
- Find out what use cases each of the 3 roles would have
- Break down questions into focused areas

What happens if we don't ask questions

what happens if we "ignore" an answer

With the programing part due week 4. can the classes be empty

Elliot's Important Questions:

Is this your main worker lifecycle from joining to "payroll" export?

1. Initial worker setup - is this done by staff or by workers
2. "Recruitment" (staff go into the platform and look at open jobs)
3. Onboarding - Is this required?
4. Shifts Management
5. Time management (ie clock in and out)
6. Payroll Integration/Export

administrator, course, approver, casual staff

- Do you need a Graphical User Interface
- What are the actors
- Did you need flexible role/actors settings
- Are all workers casual?
- How will shifts/jobs be structured
- How many users will the system possibly handle
- Does this system require integration with any other platforms
- How did you want to handle time management (clocking in and out?)
- Is there any Laws/Legal requirements
- What format did you require for the payroll export
- What systems do you currently use for HR?
- How do you currently manage the target systems workers?
 - How do you manage recruitment?
 - How do you manage onboarding?
 - How do you manage shifts?
 - How do you time manage staff (ie clock in and out)
 - How do you manage payroll

Interview Notes:

- Onboarding separate
- Staff/Workers in system have already been recruited
- 4 Actors - Administrator (time administrator? - setup system), Course Coordinators, Approvers, Casual Staff (Phd and Non Phd)
- No clocking in and out
- Predefined activities - face to face, assistant, marking
- Assigned to classes
- Need ability to say they didn't come to class - sick ect
- SAP payroll export
- Different pay rates
- Up to 10 admin, 14 apr, 150 cords, 500 Casual Staff
- Ideally not much data
- Information - Name, Email, Title, Phone #, ID, password
- Standalone
- Reporting Wanted
- Graphical Web browser based

QUESTION BRAINSTORMING:

ROLES:

- What does an admin do?
- What does an approver do?
- How does an admin and an approver differ?

Access:

- Is the login stand alone (ie just created for this program)
- will the emails all be rmit emails?

Pay

- what format do you need the payroll to be

Application

- Do you need a GUI?
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MAIN FUNCTIONS/AREAS:

- **HIRING AREAS**
 - Admin/Approver
 - Job Posting Management
 - Create Job Posting
 - Edit Job Posting
 - Delete Job Posting
 - View all job postings
 - Candidate Management
 - View Applied Candidates
 - Accept Candidate
 - Deny Candidate
 - Casual Worker
 - Job Posting Management
 - View open Jobs
 - Apply for job
 - Edit application
 - Delete Application
 - View applied jobs
 - Accepted/Current job management
 - Accept Shift?
 - View Shift?
 - View shift tasks
 - Time management
 - clock in
 - clock out
 - Issue management
 - sick leave ect. submission
 - Account/Profile management
 - edit personal details?
- “Working Hours” - Time management
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Clarification Questions

- What type of jobs would be posted?
 - Are they one time jobs?
 - Are they ongoing jobs?

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PRE 15/03/2018 WORK

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Questions:

Based off my interpretation you are looking for a HR system to manage your casual staff.
covering the following areas.

- Initial worker setup
- "Recruitment" (staff go into the platform and look at open jobs)
- Onboarding - need clarification
- Shifts Management
- Time management (ie clock in and out)
- Payroll Integration/Export

And you would need the relevant backend access for your HR workers to manage said tasks

OVERALL GOAL:

- The main purpose of this application is managing hiring, working hours and make relevant data for the payroll.

- How exactly do you want to manage hiring?
 - What type of data are you looking to store for hiring
 - Are
- Do you use seek ect? And manually add data into the system?
- Do you have a separate onboarding system?
- Do you need integrations with other platforms?

USERS/AUDIENCE:

- HR System for RMIT casual worker.
- The system has multiple users/actors such as admins, approvals and casual staff.
- Each actor can have access to their own functions, however some functions shared between group of users.

- Will the workers only ever be casual workers?
- Do they all have the same award?
- Will they all have the same pay?
- Do you need to track any HR based information within this system (sick days, sick certificates, ect)

Time management

- Are the hours worked Rigid (ie we setup 1-3 shift types and you use them?)
- Or are the hours flexible per shift (staff a will be given a 9-12 shift, with staff b given 11-6 shift)
- So you want shifts to be configured by worked or by HR?
- Do you need flexibility in said shifts (what happens with overtime etc)

PERMISSIONS/USER STRUCTURE

- What type of things are you approving?
- Do you have a backend operating structure with departments?
 - For example head of HR can see all HR + shift information, while department HR sees only what is relevant to them?
- How will your breakup your permissions/access to functions?
- Do you need to be able to be able to create permission/security structures on the fly?

USAGE:

- All users must log in with their own username and password and can have access to their own menu.
- For example, staff can log in, see open positions, offers and applications, they can also see their profile and uploaded resume.

- Did you need integration with an existing LDAP/SSO/AD environment?
- Would these accounts be personal emails or university (ie RMIT emails)
- What is the setup process for said logins (ie the HR agent sets the password and gives it to the worker, or the worker is setup and sent an email with a link to set their password etc)

End user/Worker

- What is the workers interaction with the system like
- Are they applying for open positions?
- What is within their profile

NOTES:

- You can do some researches about HR management system before coming to the interview to have better knowledge about this domain and your client."

- What systems do you currently use for HR?
- Is there any Laws/Legal requirements regarding security/data
- How do you currently manage casual workers?
 - How do you manage recruitment?
 - How do you manage onboarding?
 - How do you manage shifts?
 - How do you time manage staff (ie clock in and out)
 - How do you manage payroll

PLATFORMS TO LOOK AT

Working hours management and integration to payroll - <https://www.deputy.com/au/>

Onboarding + Time management <https://ento.com/>

Payroll integration with the majority of HR platforms <https://www.xero.com/>

