

To: All Employees
From: Director, HR
Date: November 07, 2024
Subject: Request for checking personal data in ERP System

Coopbank has embarked on strategic initiatives to automate and streamline its back-office activities. The bank's management recognizes the need to modernize and optimize our operations, which has led to the decision to implement ERP Success Factors. To fully utilize the system's functionality and enhance the efficiency, accuracy, and strategic value of our HR data management, it is essential to maintain accurate and complete employee data within the ERP system.

As part of this initiative, all employees have a self-service role to check and update their personal information in the system.

Accordingly, we request that all employees review their personal information in the ERP system and update the following data:

- ✓ **Contact Address:** (phone number and email address);
- ✓ **Emergency Contact:** as specified in the system;
- ✓ **Birth Date :** (please update on the prepared excel template);
- ✓ **Educational Credentials Certification:**
 - For direct Degree graduates: Grade 12, Degree, COC if any and other, if any;
 - For upgraded education from Diploma (Level IV): Grade 10/12, Diploma (Level IV), COC, Degree and other, if any; are required.

Please complete these updates and send the required educational credential attachments and your birth date to the HR Sub-process in the prepared format within 5 days effective today's date through outlook address of "HR@coopbankoromiasc.com". For any support or information, please contact our HR Officers:

Dub. Tigist Hailu (0912091212)

Obbo Kemaladin Taha (0910914650)

Obbo Debela Legesse (0947407678)

Obbo Sisay Gonfa (0912494428)

Thank you for your cooperation.

With regards,



Tesfaye Kebede Bedane
Director of Human Resource