|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting Details**: Requirement Gathering at NHDC for HRMS** | | | | | | | |
| Meeting Title: | | **HRMS Requirement Gathering** | | | | | |
| Meeting ID: | | - | Meeting Called By: | XTPL & SFA | | Date: | 13.11.2018 |
|
| Venue: | | NHDC Office | Start Time: | 10.15 AM | | End Time: | 02:00PM |
|
| Attendees: | | | | | | | |
| Sr. # | Name | | | | Organization | | |
| 1 | Mr. Murthy | | | | NHDC | | |
| 2 | Ms. Reshama | | | | NHDC | | |
| 3 | Ms. Rupam Jain | | | | Xtranet | | |
| 4 | Mr. Sambhav Jain | | | | Xtranet | | |
| 5 | Mr. Nitin | | | | Xtranet | | |
| 6 |  | | | |  | | |
| Agenda of Meeting: | **Requirement gathering kick off meeting for HRMS System** | | | | | | |
| Discussion Points | **Employee Information Management System**   1. User Roles**- Employee /Controlling Officer/ HR/ Admin Login** 2. Complete employee information is handled through masters which are created by Admin and updated by HR. (Employee Enrolment form need to be provided by NHDC). 3. Employee has view only rights in the system, where he can view details and raise Online Request to HR via his respective Controlling Officer for information update along with supporting documents and reasons 4. Sections such as Transfer/Promotion/Retirement/PF are for displaying employee’s respective history, there is no functionality to add new record. 5. Only HR can register a employee in the system   **Advance Management**   1. User Roles- **Employee/ Controlling Officer**/ **HR/ Admin Login/Legal Officer/Finance User/Estimate User/Admin** 2. There are following types of advances-    1. House Building-       1. Land Purchase       2. Construction       3. Ready Build       4. Enlargement       5. Repayment    2. Conveyance-       1. New       2. Old    3. Computer & Peripherals    4. Multipurpose 3. For all types of advances, Employee has to fill an online application form capturing basic details like-    1. Type of Advance    2. Advance Amount Required    3. Advance Tenure    4. Details of Property    5. Details of Previous Advance Availed    6. List of documents submitted 4. There is a check list of List of documents which will be populated as per type of advance selected 5. Loan Documents are exchanged through offline process, there is no requirement for taking scanned copy of documents from employee in application 6. There is no validation placed in the application form on Advance Amount and other details except following-    1. New recruit cannot apply for loan until 2 years completion from date of joining.    2. Employee cannot apply for loan if pending length of service for the employee is >=3 years 7. Workflow for advance management is as follows-    1. Employee fills Application Form, application no is generated.    2. Request received by Controlling Officer (C.O)    3. C.O verifies application along with documents submitted and take any of the actions mentioned on the application- Accept/Decline/Reject    4. If rejected, application is closed, employee has to file fresh request.    5. If declined, application sent back to employee for correction.    6. If accepted, requested forwarded to next level    7. C.O forwards the application to HR    8. HR Verifies the application and sanctions loan terms like- EMI, Tenure, Approved loan amount and Disbursement details    9. HR has the option to forwards the request to Finance/Legal/Estimation    10. Based upon selected authority, application is processed and received back by HR for final sanctioning    11. Sanction Letter is released by HR Department on Loan application approval to-        1. Controlling Officer > Employee        2. HR        3. Finance    12. Finance, Legal and Estimation all the departments’ approval is mandatory if advance type is- HBA> Construction /Construction-Plot Purchase, non mandatory otherwise.    13. Part Disbursement is available only for Advance Type- HBA, for all other loan types only mode of disbursement is- Lump sum.     **Reimbursement**   1. User Roles- Employee/ Controlling Officer/ HR/Finance 2. There are two types of reimbursement facilities available in system    1. Telephone Reimbursement    2. Conveyance Reimbursement 3. Employee has to fill an Online Reimbursement Registration form (sample form provided by NHDC). 4. Registration form submitted by employee is sent to Controlling Officer for verification, on approval forwarded to HR. 5. HR Forwards the request to Approving Authority, which releases Sanction order to HR/Finance/Controlling Officer/ Employee 6. This order is valid till the validity of mentioned Driving License/Registration Certificate/ Insurance. 7. Once sanction order is issued, employee has to claim his reimbursement every month by directly raising request to Finance; who will adjust funds in employee’s salary. 8. In case of transfers, employee has to register himself fresh for reimbursement at new location.   **Leave Management**   1. Employee has to fill an Online Leave Application form (sample form provided by NHDC). 2. Application form submitted by employee is sent to Controlling Officer for approval and senior approving authorities, on approval forwarded to HR. 3. Leave rules to be shared by NHDC. (Rule book provided by NHDC). 4. Leave cancellation / Reapply leave Provision to be provide to the employees. 5. Leave record (previously taken leave) of the employees need to be shown to   Controlling authorities at the time of approval.    **Overall Validation**  Throughout the system, Users have list of their senior officers in drop down (Department, Designation, Name), where they can select the concerned person to forward the request for approval.  **NHDC’S Responsibilities-**  Mr. Murthy to share the following by 13th Nov’18 6:00 pm   1. Employee Registration form. 2. Employee Details Change request form. 3. List of Document checklist for different Advance Types & Advances Rule Book. 4. Leave Details & Number of days according to leave type. 5. Need to share the Leave Approval hierarchy chart. 6. Employee Monthly Conveyance Form.   **Deliverables-**  Xtranet will start development post approval on MOM and Priority list.  **To be discussed-**  Oracle system and database integration requirement and details and Priority list for development to be discussed in next meeting | | | | | | |