



# HRMS Foundation

## User Guide

Version 5.5

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# B

## USINESS PROCESS: HRMS FOUNDATION

### ■ Scenario 1 Details: Organization decides to setup a simple Competency Model.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User defines Competencies applicable to the Organization.	HR Administrator	Competency	Create Competency	Create Competency	► The User creates Competencies, with attributes like Minimum Desired Level, Trainability and Applicability to all Employees.

- **Scenario 2 Details: Organization decides to have a sophisticated Competency model, with Competencies, Competency Classes and Competency Elements.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User defines Competency Classes	HR Administrator	Competency	Create Competency Class	Create Competency Class	▶ The User creates the Competency Class.
2.	User defines Competency Elements	HR Administrator	Competency	Create Competency Elements	Create Competency Elements	▶ The User creates Competency Elements along with attributes like Minimum Desired Level, Trainability and Applicability to all Employees.
3.	User defines Competencies.	HR Administrator	Competency	Create Competency	Create Competency	▶ Competency is created with multiple Competency Classes, which in turn is mapped to many Elements.

■ **Scenario 3 Details: Organization decides to set up the Organizational Model with Position Control Ids and without overriding the data inherited from the Job.**

Position control ID inherits all the attributes of the job and if the user doesn't want to change the Job attributes inherited into the Position Control ID then, this scenario will be used.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User creates Departments for the Organization	HR Administrator	Organization Structure	Create Department	Create Department	▶ Department is created with applicability to multiple Employment Units. A Department may be associated with Cost Centers, Competencies as well as Qualifications.
2.	User creates Grade Sets and Grades.	HR Administrator	Organization Structure	Create Grade Sets, Create Grades	Create Grade Sets, Create Grades	▶ Grade Sets are created. Grades are defined for each Grade Set. Gradeset and Grades are made applicable to Employment units.
3.	User creates Scales in various currencies applicable to the Organization	HR Administrator	Organization Structure	Create Scale	Create Scale	▶ Pay Scales are created with multiple Currencies and increment slabs applicable for each Currency that has been selected.
4.	User creates Job Levels for the Organization	HR Administrator	Unit Structure	Create Job levels	Create Job levels	▶ Job Levels are defined for the Organization by giving a code and description.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
5.	User decides to have positions for the Organization.	HR Administrator	HR Process Parameters	Set Process Parameters	Set Process Parameters	<ul style="list-style-type: none"> <li>▶ For the Process Parameter 'Position Mandatory for the Organization', select the value 'Yes'.</li> </ul>
6.	User decides to have Position Control as "ON" for the Organization.	HR Administrator	HR Process Parameters	Set Process Parameters	Set Process Parameters	<ul style="list-style-type: none"> <li>▶ For the Process Parameter 'Position Control ON', select the value 'Yes'.</li> </ul>
7.	User Creates Jobs and attaches Job Levels, Grades to every Job. User can also specify Position control as ON or OFF for every Job that has been created.	HR Administrator	Unit Structure	Create Job	Create Job	<ul style="list-style-type: none"> <li>▶ The User creates Jobs specifying the Job Attributes along with Job Level, Applicable Grade Set – Grade combinations, Job Profile, etc. with applicability to Employment Units. Position Control 'ON' or 'OFF' can be set for each Job. Qualifications/Competencies required for the Job can also be recorded.</li> </ul>
8.	User creates Positions Control Ids for a Job and Department and attaches attributes like Regulatory Region, Work Location, Employment Unit, FTE, Workers Compensation Code etc. The attributes of the Job are inherited into the Position Control	HR Administrator	Unit Structure	Create Position	Specify Position Control Id Attributes	<ul style="list-style-type: none"> <li>▶ The User can create Positions for a Department and Job combination. After specifying the No. of Posts, the user can also generate Position Control Ids. Details like Regulatory Region, Work Location, Employment Unit, FTE, Workers Compensation Code are also recorded against a Position Id.</li> </ul>



SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	Id created.					
9.	Competencies and Qualifications are attached to the Position Control Id.	HR Administrator	Unit Structure	Create Position	Position ID – Competencies Mapping Position ID – Qualifications Mapping	<ul style="list-style-type: none"> <li>▶ The User associates each Position Id to applicable Competencies, wherever required.</li> <li>▶ The User associates each Position Id to applicable Qualifications, wherever required.</li> </ul>
10.	User decides not to override the data inherited from the Job by the Position Control Id.	HR Administrator	Unit Structure, HR Process Parameters	Create Position, Set Process parameters	Specify Position Control Id Attributes, Set Process parameters	<ul style="list-style-type: none"> <li>▶ There is a facility to override Job attributes at Position Id level. User decides not to override the Job attributes.</li> <li>▶ The parameter value “Data Override Facility” has to be set as “NO” in Set Process Parameters.</li> </ul>
11.	The Position Control Id is authorized.	HR Administrator	Unit Structure	Authorize Position Control Id	Authorize Position Control Id	<ul style="list-style-type: none"> <li>▶ The User authorizes the Position Id after seeing the Position Id details.</li> </ul>

■ **Scenario 4 Details: Organization decides to set up the Organizational Model with Position Control Ids and by overriding the data inherited from the Job.**

Position control ID inherits all the attributes of the job and if the user wants to change the job attributes inherited into the Position Control ID then, this scenario will be used.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User creates Departments for the Organization	HR Administrator	Organization Structure	Create Department	Create Department	<ul style="list-style-type: none"> <li>▶ Department is created with applicability to multiple Employment Units. A Department may be associated with Cost Centers, Competencies as well as Qualifications.</li> </ul>
2.	User Creates Grade Sets and Grades.	HR Administrator	Organization Structure	Create Grade Sets, Create Grades	Create Grade Sets, Create Grades	<ul style="list-style-type: none"> <li>▶ Grade Sets are created. Grades are defined for each Grade Set. Applicability to Employment Units can be given for Grade Sets and Grades.</li> </ul>
3.	User creates Scales in various currencies applicable to the Organization	HR Administrator	Organization Structure	Create Scale	Create Scale	<ul style="list-style-type: none"> <li>▶ Pay Scales are created with multiple Currencies and increment slabs applicable for each Currency that has been selected.</li> </ul>
4.	User creates Job Levels for the Organization	HR Administrator	Unit Structure	Create Job levels	Create Job levels	<ul style="list-style-type: none"> <li>▶ Job Levels are defined for the Organization by giving a code and description.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
5.	User decides to have positions for the Organization.	HR Administrator	HR Process Parameters	Set Process Parameters	Set Process Parameters	<ul style="list-style-type: none"> <li>▶ For the Process Parameter 'Position Mandatory for the Organization', select the value 'Yes'.</li> </ul>
6.	User decides to have Position Control as "ON" for the Organization.	HR Administrator	HR Process Parameters	Set Process Parameters	Set Process Parameters	<ul style="list-style-type: none"> <li>▶ For the Process Parameter 'Position Control ON', select the value 'Yes'.</li> </ul>
7.	User Creates Jobs and attaches Job Levels, Grades to every Job. User can also specify Position control as ON or OFF for every Job that has been created.	HR Administrator	Unit Structure	Create Job	Create Job	<ul style="list-style-type: none"> <li>▶ The User creates Jobs specifying the Job Attributes along with Job Level, Applicable Grade Set – Grade combinations, Job Profile, etc. with applicability to Employment Units. Position Control 'ON' or 'OFF' can be set for each Job. Qualifications/Competencies required for the Job can also be recorded.</li> </ul>
8.	User creates Positions Control Ids for a Job and Department and attaches attributes like Regulatory Region, Work Location, Employment Unit, FTE, Workers Compensation Code etc. The attributes of the Job are inherited into the Position Control	HR Administrator	Unit Structure	Create Position	Specify Position Control Id Attributes	<ul style="list-style-type: none"> <li>▶ The User can create Positions for a Department and Job combination. After specifying the No. of Posts, the user can also generate Position Control Ids. Details like Regulatory Region, Work Location, Employment Unit, FTE, Workers Compensation Code are also recorded against a Position Id.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	Id created.					
9.	User decides to override the data inherited from the Job by the Position Control Id and hence, the attributes of the Job available in the Position Control Id are different from the original attributes of the Job.	HR Administrator	Unit Structure	Create Position	Specify Position Control Id Attributes	<ul style="list-style-type: none"> <li>▶ There is a facility to override Job attributes at Position Id level. User decides to override the Job attributes.</li> <li>▶ TO override the data it has to be ensured that the parameter "Data Override Facility" is set to "Yes".</li> </ul>
10.	Competencies and Qualifications are attached to the Position Control Id.	HR Administrator	Unit Structure	Create Position	Position ID – Competencies Mapping Position ID – Qualifications Mapping	<ul style="list-style-type: none"> <li>▶ The User associates each Position Id to applicable Competencies, wherever required.</li> <li>▶ The User associates each Position Id to applicable Qualifications, wherever required.</li> </ul>
11.	The Position Control Id is authorized.	HR Administrator	Unit Structure	Authorize Position Control Id	Authorize Position Control Id	<ul style="list-style-type: none"> <li>▶ The User authorizes the Position Id after viewing/changing the Position Id details.</li> </ul>
12.	The Department attached to a Position Control Id can be changes effective from a particular date (Transfer of a Position Control Id).	HR Administrator	Unit Structure	Create Position	Specify Position Control Id Attributes	<ul style="list-style-type: none"> <li>▶ The User changes the Department associated with a Position Id and gives an Effective Date from which the change has to be effected.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
13.	The Job attached to a Position Control Id can also be changed effective from a date.	HR Administrator	Unit Structure	Create Position	Specify Position Control Id Attributes	<ul style="list-style-type: none"> <li>▶ The User changes the Job associated with a Position Id and gives an Effective Date from which the change has to be effected.</li> </ul>

■ **Scenario 5 Details: To set up the Organizational Model with Positions.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User creates Departments for the Organization	HR Administrator	Organization Structure	Create Department	Create Department	<ul style="list-style-type: none"> <li>▶ Department is created with applicability to multiple Employment Units. A Department may be associated with Cost Centers, Competencies as well as Qualifications.</li> </ul>
2.	User creates Grade Sets and Grades.	HR Administrator	Organization Structure	Create Grade Sets, Create Grades	Create Grade Sets, Create Grades	<ul style="list-style-type: none"> <li>▶ Grade Sets are created. Grades are defined for each Grade Set. Applicability to Employment Units can be given for Grade Sets and Grades.</li> </ul>
3.	User creates Scales in various currencies applicable to the Organization	HR Administrator	Organization Structure	Create Scale	Create Scale	<ul style="list-style-type: none"> <li>▶ Pay Scales are created with multiple Currencies and increment slabs applicable for each Currency that has been selected.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
4.	User creates Job Levels for the Organization	HR Administrator	Unit Structure	Create Job levels	Create Job levels	▶ Job Levels are defined for the Organization by giving a code and description.
5.	User decides to have positions for the Organization.	HR Administrator	HR Process Parameters	Set Process Parameters	Set Process Parameters	▶ For the Process Parameter 'Position Mandatory for the Organization', select the value 'Yes'.
6.	User decides to have Position Control as "OFF" for the Organization.	HR Administrator	HR Process Parameters	Set Process Parameters	Set Process Parameters	▶ For the Process Parameter 'Position Control ON', select the value 'No'.
7.	User Creates Jobs and attaches Job Levels, Grades to every Job. By default the Position Control is set as "OFF" for all the Jobs.	HR Administrator	Unit Structure	Create Job	Create Job	▶ The User creates Jobs specifying the Job Attributes along with Job Level, Applicable Grade Set – Grade combinations, Job Profile, etc. with applicability to Employment Units. Position Control 'ON' or 'OFF' can be set for each Job. Qualifications/Competencies required for the Job can also be recorded.
8.	User creates Positions for a Job and Department combination.	HR Administrator	Unit Structure	Create Position	Create Position	▶ The User can create Positions for a Department and Job combination and specify the No. of Posts.
9.	Competencies and Qualifications are	HR Administrator	Unit Structure	Create Position	Position - Competencies Mapping	▶ The User associates each Position to applicable Competencies,

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	attached to a Position.				Position – Qualifications Mapping	wherever required. <ul style="list-style-type: none"> <li>▶ The User associates each Position to applicable Qualifications, wherever required.</li> </ul>
10.	The Department attached to the Position can be changed effective from a date (Transfer of a Position).	HR Administrator	Unit Structure	Edit Position	Edit Position	<ul style="list-style-type: none"> <li>▶ The User changes the Department associated with a Position Id and gives an Effective Date from which the change has to be effected.</li> </ul>
11.	The Job attached to the Position can also change effective from a particular date.	HR Administrator	Unit Structure	Edit Position	Edit Position	<ul style="list-style-type: none"> <li>▶ The User changes the Job associated with a Position Id and gives an Effective Date from which the change has to be effected.</li> </ul>

■ **Scenario 6 Details: To set up the Organizational Model without Positions.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User creates Departments for the Organization	HR Administrator	Organization Structure	Create Department	Create Department	<ul style="list-style-type: none"> <li>▶ Department is created with applicability to multiple Employment Units. A Department may be associated with Cost Centers, Competencies as well as Qualifications.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
2.	User Creates Grade Sets and Grades.	HR Administrator	Organization Structure	Create Grade Sets, Create Grades	Create Grade Sets, Create Grades	<ul style="list-style-type: none"> <li>▶ Grade Sets are created. Grades are defined for each Grade Set. Applicability to Employment Units can be given for Grade Sets and Grades.</li> </ul>
3.	User creates Scales in various currencies applicable to the Organization	HR Administrator	Organization Structure	Create Scale	Create Scale	<ul style="list-style-type: none"> <li>▶ Pay Scales are created with multiple Currencies and increment slabs applicable for each Currency that has been selected.</li> </ul>
4.	User creates Job Levels for the Organization	HR Administrator	Unit Structure	Create Job levels	Create Job levels	<ul style="list-style-type: none"> <li>▶ Job Levels are defined for the Organization by giving a code and description.</li> </ul>
5.	User decides not to have positions for the Organization.	HR Administrator	HR Process Parameters	Set Process Parameters	Set Process Parameters	<ul style="list-style-type: none"> <li>▶ For the Process Parameter 'Position Mandatory for the Organization', select the value 'No'.</li> </ul>
6.	User Creates Jobs and attaches Job Levels, Grades to every Job.	HR Administrator	Unit Structure	Create Job	Create Job	<ul style="list-style-type: none"> <li>▶ The User creates Jobs specifying the Job Attributes along with Job Level, Applicable Grade Set – Grade combinations, Job Profile, etc. with applicability to Employment Units. Qualifications/Competencies required for the Job can also be recorded.</li> </ul>



■ **Scenario 7 Details: HR Administrator wants to set the security permissions for users, using 'Employee Security'.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Administrator sets the security permissions for individual User- Role - Business Process Chain combination.	HR Administrator	Security Definitions	Define User Permissions on Employees	Security Definitions	<ul style="list-style-type: none"> <li>▶ Permissions are defined for User – Login Role – Business Process Chain. Permissions can be given based on either Employment Attributes like Employment Unit, Department, Job, Position, Grade Set, Grade, Job Level, Work Location, Business Unit (or)</li> <li>▶ For all employees (or)</li> <li>▶ The Additional level of span of control can also be given.</li> </ul>

■ Scenario 8 Details: HR Administrator sets the security permissions for Groups

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Administrator sets the security permissions for a Group of User-Role – Business Process Chain combinations	HR Administrator	Security Definitions	Create Security Group  Define Security Group Permissions	Create Security Group  Define Security Group Permissions	<ul style="list-style-type: none"> <li>▶ Create Security Groups for many User – Login Role – Business Process Chain combinations.</li> <li>▶ Permissions are defined for a Security Group. Permissions can be given based on Employment Attributes like Employment Unit, Department, Job, Position, Grade Set, Grade, Job Level, Work Location, Business Unit (or)</li> <li>▶ For all employees (or).</li> <li>▶ The Additional level of span of control can also be given.</li> </ul>

**Scenario 9: HR Administrator refreshes the security permissions on Promotion/ Transfer/ Separation or Job Level/Job/Department/Grade Set/ Grade/ Work Location/ Business Unit/ Employment Unit change.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Administrator refreshes the security permissions set for a Group of user- role – business process chain combinations or a user – role – business process chain combination whenever there is a Employee Promotion or Transfer or Separation. This re population of security definitions for employees also needs to be done when there is a change either in the Job Level, Job, Department, Grade Set, Grade, Work Location, Business Unit. Employment Unit of an employee.	HR Administrator	Security Definitions	Refresh Security Details	Repopulate Security Details	<ul style="list-style-type: none"> <li>▶ HR Administrator refreshes the security permissions set for a Group of user- role – business process chain combinations or a user – role – business process chain combination by clicking the Reset / Repopulate User Permissions button.</li> </ul>

■ **Scenario 10 Details: HR Administrator wants to Induct an Employee into the Organization.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User assigns an Employee Code to a new recruit and captures essential information like Date of Joining, Name etc. The employee is also tagged as a Regular or Non Regular employee for the Organization.	HR Administrator	Employee Personal Information	Create Employee File	Create Employee File	<ul style="list-style-type: none"> <li>▶ The new recruit is assigned an Employee Code along with a Prefix and details like Name, Title, Company for which he/she has been recruited, Date of Joining can be recorded in Employee File.</li> </ul>
2.	The Employee File is Authorized.	HR Manager	Employee Personal Information	Authorize Employee File	Authorize Employee File	<ul style="list-style-type: none"> <li>▶ The User authorizes the Employee File, after checking if the details entered are correct.</li> </ul>
3.	User attaches a Position Control Id to a Regular employee. The Job and Department attributes attached to the Position Control Id are automatically inherited to the Employee Assignments.	HR Executive	Employment Information	Request to Create Primary Assignment	Request to Create Primary Assignment	<ul style="list-style-type: none"> <li>▶ The new Employee is given a Primary Assignment, by assigning a Position Id. After assigning a Position Id, the Department and Job details are defaulted from the Position control Id for the Employee's Assignment.</li> </ul>
4.	User decides not to override the data inherited from the Position Control Id and hence, the attributes	HR Executive	Employment Information	Request to Create Primary Assignment	Request to Create Primary Assignment	<ul style="list-style-type: none"> <li>▶ After assigning a Position Id, the Department and Job details are defaulted for the Employee's Assignment. These details can be</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	attached to the employee are the same as the attributes of the position control id.					<p>overridden for the Assignment. The User chooses not to override the defaulted information.</p> <ul style="list-style-type: none"> <li>▶ It has to be ensured that the parameter “data override facility” is set to No in Set Process parameters.</li> </ul>
5.	The Primary Assignment Information can be Authorized if required by the Organization.	HR Manager	Employment Information	Authorize Employment Information	Authorize Employment Information	<ul style="list-style-type: none"> <li>▶ The User authorizes the Employee Assignment and other Employment-related information.</li> </ul>
6.	HR Administrator refreshes the security permissions set for a Group of user- role – business process chain combinations or a user – role – business process chain combination	HR Administrator	Security Definitions	Refresh Security Details	Repopulate Security Details	<ul style="list-style-type: none"> <li>▶ HR Administrator refreshes the security permissions set for a Group of user- role – business process chain combinations or a user – role – business process chain combination.</li> </ul>
7.	User enters the Compensation Details of the Primary assignment of the employee like Basic Pay etc.	Compensation Administrator / HR Manager	Employee Compensation Information	Request for Recording Employee Compensation	Request for Setting Base Salary Details	<ul style="list-style-type: none"> <li>▶ The User sets the Pay Scale for the Employee Assignment, with the Base Salary and Currency. The Payment Frequency and Rated Frequency can also be selected. The User can record Compensation details only if he/she has permissions for the new recruit, if Employee Security</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
						is enabled.
8.	User captures the Personal Information of the employee like Date of Birth, SSN, Marital Status, Ethnicity, Emergency Contact information etc.	HR Executive	Employee Personal Information	Record Personal Information	Record Personal Information	<ul style="list-style-type: none"> <li>▶ The User records certain basic personal details about the Employee, in addition to the details captured in the Employee File. The information captured here is Date of Birth, Confirmation Due Date, Actual Confirmation Date, Country, Gender, Ethnicity and Marital Status. Emergency Contact Details are also recorded here. The User can record Personal details only if he/she has permissions for the new recruit, if Employee Security is enabled.</li> </ul>
9.	User also captures the Identification information of the employee like Photographs, Passport, Driving License No etc. and physiological information like blood group, height, weight etc.	HR Executive	Employee Personal Information	Record Identification Information	Record Identification Information	<ul style="list-style-type: none"> <li>▶ The User enters the physiological and identification details of the Employee.</li> </ul>
10.	User Captures Other information like Employee	HR Executive	Employee Personal Information	Record Personal Information	Record Military Information, Record Disability Information,	<ul style="list-style-type: none"> <li>▶ Employee's Contact details are captured in addition to Qualifications and Competencies</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	Competencies, Qualifications, Disability, Work Experience, Military, Language Proficiency, Reference, Hobbies, Family members etc.				Record Qualification Information, Record Competency Information, Record Contact Information, Record Information on Family Members, Record Work Experience Information, Record Language Proficiency Information, Record Information on Employee Hobbies	<p>possessed by him/her.</p> <ul style="list-style-type: none"> <li>▶ Details regarding the Employee's family members, work experience, hobbies, references, languages known, military service and disabilities are also recorded.</li> </ul>
11.	The newly recruited Employee is associated with a User name, in order to access Self Service as well as Span of Control based transactions.	HR Administrator	Employee Code Setup	Map Users to Employees	Map Users to Employees	<ul style="list-style-type: none"> <li>▶ The HR Administrator maps the Employee to a User Name.</li> </ul>

■ **Scenario 11 Details: HR Administrator wants to record the Personal Information for the new recruit.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User assigns an Employee Code to a new recruit and captures essential information like Date of Joining, Name etc. The employee is also tagged as a Regular or Non Regular employee for the Organization.	HR Administrator	Employee Personal Information	Create Employee File	Create Employee File	<ul style="list-style-type: none"> <li>▶ The new recruit is assigned an Employee Code along with a Prefix. Details like Name, Title, Company for which he/she has been recruited, Date of Joining can be recorded in Employee File.</li> </ul>
2.	The Employee File is Authorized.	HR Manager	Employee Personal Information	Authorize Employee File	Authorize Employee File	<ul style="list-style-type: none"> <li>▶ The User authorizes the Employee File, after checking if the details entered are correct.</li> </ul>
3.	User captures the Personal Information of the employee like Date of Birth, SSN, Marital Status, Ethnicity, Emergency Contact information etc.	HR Executive	Employee Personal Information	Record Personal Information	Record Personal Information	<ul style="list-style-type: none"> <li>▶ The User records certain basic personal details about the Employee, in addition to the details captured in the Employee File. The information captured here is Date of Birth, Confirmation Due Date, Actual Confirmation Date, Country, Gender, Ethnicity and Marital Status. Emergency Contact Details are also recorded here.</li> </ul>
4.	User also captures the Identification	HR Executive	Employee Personal Information	Record Identification	Record Identification Information	<ul style="list-style-type: none"> <li>▶ The User enters the physiological and identification details of the</li> </ul>



SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	information of the employee like Photographs, Signatures, Passport, Driving License No etc. and physiological information like blood group, height, weight etc.			Information		Employee.
5.	User Captures Other information like Employee Competencies, Qualifications, Disability, Work Experience, Military, Language Proficiency, Reference, Hobbies, Family members etc.	HR Executive	Employee Personal Information	Record Personal Information	Record Military Information, Record Disability Information, Record Qualification Information, Record Competency Information, Record Contact Information, Record Information on Family Members, Record Work Experience Information, Record Language Proficiency Information, Record Information on Employee Hobbies	<ul style="list-style-type: none"> <li>▶ Employee's Contact details are captured in addition to Qualifications and Competencies possessed by him/her.</li> <li>▶ Details regarding the Employee's family members, work experience, hobbies, references, languages known, military service and disabilities are also recorded.</li> </ul>

- **Scenario 12 Details: Employee wants to record/change his/ her Personal Information or requests for a change of Personal Information through Self-Service option.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Employee enters his/ her Personal Information like Date of Birth, SSN, Marital Status, Ethnicity, Emergency Contact information etc.	Employee	Employee Self Service	Request Change in Personal Information	Request Change in Personal Information	▶ The Employee requests for a change in personal details.
2.	Employee enters his/ her Identification information like Photographs, Signatures, Passport, Driving License No etc. and physiological information like blood group, height, weight etc.	Employee	Employee Self Service	Request Change in Identification Information	Request Change in Identification Information	▶ The Employee requests for a change in physiological and identification details.
3.	Employee enters his/ her Other information like Employee Competencies, Qualifications, Disability, Work Experience, Military, Language Proficiency, Reference, Hobbies, Family members etc.	Employee	Employee Self Service	Request Change in Qualification Information, Request Change in Competency Information, Request Change in Work Experience Information, Request Change	Request Change in Qualification Information, Request Change in Competency Information, Request Change in Work Experience Information, Request Change in Contact Information, Request Change in Information on Family	▶ Employee requests for a change in Contact details, Qualifications and Competencies possessed by him/her. Details regarding family members, work experience, hobbies, languages known, military service and disabilities can also be changed.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
				in Contact Information, Request Change in Information on Family Members, Request Change in Language Proficiency Information, Request Change in Information on Hobbies, Request Change in Military Service Information, Request Change in Disability Information.	Members, Request Change in Language Proficiency Information, Request Change in Information on Hobbies, Request Change in Military Service Information, Request Change in Disability Information.	
4.	The HR Manager authorizes the personal information details entered by the employee.	HR Manager	Employee Self Service	Authorize Changes in Employee Information	Authorize Changes in Employee Information	► The Supervisor/HR User validates the changes made and then authorizes the change request.

■ **Scenario 13 Details: HR Administrator creates Primary Assignment for the Regular Employees of the Organization.**

Position Control Ids are attached to the Employee, which will in turn inherit all the Job and Department attributes of the Position Control Id.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User attaches a Position Control Id to a Regular employee. The Job and Department attributes attached to the Position Control Id are automatically inherited to the Non Regular Employee Assignments.	HR Executive	Employment Information	Request to Create Primary Assignment	Request to Create Primary Assignment	<ul style="list-style-type: none"> <li>▶ The new Employee is given a Primary Assignment, by assigning a Position Id. After assigning a Position Id, the Department and Job details are defaulted for the Employee's Assignment.</li> </ul>
2.	User decides not to override the data inherited from the Position Control Id and hence, the attributes attached to the employee are the same as the attributes of the position control id.	HR Executive	Employment Information	Request to Create Primary Assignment	Request to Create Primary Assignment, Request to Edit / Delete Primary Assignment	<ul style="list-style-type: none"> <li>▶ After assigning a Position Id, the Department and Job details are defaulted for the Employee's Assignment. These details can be overridden for the Assignment. The User chooses not to override the defaulted information.</li> </ul>
3.	User enters the Awards, Rewards,	HR Executive	Employment	Request for Recording	Request for Recording	<ul style="list-style-type: none"> <li>▶ The User enters the details of Rewards, Awards that are related</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	Terms and Conditions, Qualifications, Competencies and Membership details of the Regular Employee Assignment.		Information	Award Details, Request for Recording Assignment-Competency, Request for Recording Membership Details, Request for Recording Assignment-Qualification, Request for Recording Reward Details, Request for Recording Terms and Condition	Award Details, Request for Recording Assignment-Competency, Request for Recording Membership Details, Request for Recording Assignment-Qualification, Request for Recording Reward Details, Request for Recording Terms and Condition	to the Employee Assignment as well as those details which are not specific to any assignment, separately. The Competencies and Qualifications required for the Assignment get defaulted based on the Position Id, Department, Job. These details can be changed for the Employee Assignment. Terms and Conditions of Employment are also recorded. Any official membership that the Employee holds is also entered.
4.	The Primary Assignment Information can be Authorized if required by the Organization.	HR Manager	Employment Information	Authorize Employment Information	Authorize Employment Information	▶ The User authorizes the Employee Assignment and other Employment-related information.
5.	User enters the Compensation Details of the Primary assignment of the employee like Basic Pay etc.	Compensation Administrator/ HR Manager	Employee Compensation Information	Request for Recording Employee Compensation	Request for Setting Base Salary Details	▶ The User sets the Pay Scale for the Employee Assignment.

■ **Scenario 14 Details: HR Administrator wants to create Primary Assignment for the regular and new Employees of the Organization.**

Position Control Ids are attached to the Employee, which will in turn inherit all the Job and Department attributes of the Position. The attributes of the position control Id inherited are changed at the Employee Assignment level.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User attaches a Position Control Id to an employee and hence, the Job and Department attributes attached to the Position Control Id are automatically inherited to the employee.	HR Executive	Employment Information	Request for Recording Primary Assignment	Request to Create Primary Assignment	<ul style="list-style-type: none"> <li>▶ The employee is given a Primary Assignment, by assigning a Position Id. After assigning a Position Id, the Department and Job details are defaulted for the Employee's Assignment.</li> </ul>
2.	User decides to change the data inherited from the Position Control Id and hence, the attributes attached to the employee are different from the original attributes of the position control id.	HR Executive	Employment Information	Request for Recording Primary Assignment	Request to Create Primary Assignment, Request to Edit/ Delete Primary Assignment.	<ul style="list-style-type: none"> <li>▶ After assigning a Position Id, the Department and Job details are defaulted for the Employee's Assignment. These details can be overridden for the Assignment. The User makes changes in the defaulted information.</li> </ul>

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
3.	User enters the Awards, Rewards, Terms and Conditions, Qualifications, Competencies and Membership details of the employee.	HR Executive	Employment Information	Request for Recording Award Details, Request for Recording Assignment-Competency, Request for Recording Membership Details, Request for Recording Assignment-Qualification, Request for Recording Reward Details, Request for Recording Terms and Condition	Request for Recording Award Details, Request for Recording Assignment-Competency, Request for Recording Membership Details, Request for Recording Assignment-Qualification, Request for Recording Reward Details, Request for Recording Terms and Condition	<ul style="list-style-type: none"> <li>▶ The User enters the details of Rewards, Awards that are related to the Employee Assignment as well as those details which are not specific to any assignment, separately. The Competencies and Qualifications required for the Assignment get defaulted based on the Position Id, Department, Job. These details can be changed for the Employee Assignment. Terms and Conditions of Employment are also recorded. Any official membership that the Employee holds is also entered.</li> </ul>
4.	The Primary Assignment Information can be Authorized if required by the Organization.	HR Manager	Employment Information	Authorize Employment Information	Authorize Employment Information	<ul style="list-style-type: none"> <li>▶ The User authorizes the Employee Assignment and other Employment-related information.</li> </ul>
5.	User enters the Compensation Details of the Primary assignment of the employee like Basic Pay etc.	Compensation Administrator / HR Manager	Employee Compensation Information	Request for Recording Employee Compensation	Request for Setting Base Salary Details	<ul style="list-style-type: none"> <li>▶ The User sets the Pay Scale for the Employee Assignment.</li> </ul>

- **Scenario 15 Details: HR Administrator wants to create Secondary Assignment for the regular Employees of the Organization who already have a Primary Assignment.**

Positions are attached to the Employee and hence, the department and Job are also attached to the Employee Assignment.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User attaches a Position to an employee and hence, the Job and Department are also attached to an Employee Secondary Assignment.	HR Executive	Employment Information	Request for Recording Secondary Assignment	Request to Create Secondary Assignment	<ul style="list-style-type: none"> <li>▶ The Employee is given a Secondary Assignment, by assigning a Position. After assigning a Position, the Department and Job details are defaulted for the Employee's Assignment.</li> </ul>
2.	User enters the Awards, Rewards, Terms and Conditions, Qualifications, Competencies and Membership details of the employee.	HR Executive	Employment Information	Request for Recording Award Details, Request for Recording Assignment-Competency, Request for Recording Membership Details, Request for Recording Assignment-Qualification, Request for Recording Reward Details, Request for Recording Terms and Condition.	Request for Recording Award Details, Request for Recording Assignment-Competency, Request for Recording Membership Details, Request for Recording Assignment-Qualification, Request for Recording Reward Details, Request for Recording Terms and Condition	<ul style="list-style-type: none"> <li>▶ The User enters the details of Rewards, Awards that are related to the Employee Assignment as well as those details which are not specific to any assignment, separately. The Competencies and Qualifications required for the Assignment get defaulted based on the Position Id, Department, Job. These details can be changed for the Employee Assignment. Terms and Conditions of Employment are also recorded. Any official membership that the Employee holds is also entered.</li> </ul>



SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
3.	The Secondary Assignment Information can be Authorized if required by the Organization.	HR Manager	Employment Information	Authorize Employment Information	Authorize Employment Information	<ul style="list-style-type: none"> <li>▶ The User authorizes the Employee Assignment and other Employment-related information.</li> </ul>
4.	User enters the Compensation Details of the Employee Secondary assignment like Basic Pay etc.	Compensation Administrator / HR Manager	Employee Compensation Information	Request for Recording Employee Compensation	Request for Setting Base Salary Details	<ul style="list-style-type: none"> <li>▶ The User sets the Pay Scale for the Employee Assignment.</li> </ul>

■ **Scenario 16 Details: HR Administrator creates Non Regular Assignment for the Non Regular Employees of the Organization like Contractors, Trainees etc.**

Position Control Ids are attached to the Employee, which will in turn inherit all the Job and Department attributes of the Position Control Id.

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User attaches a Position Control Id to a Non Regular employee. The Job and Department attributes attached to the Position Control Id are automatically inherited to the Non Regular Employee Assignments.	HR Executive	Employment Information	Request for Recording Non Regular Employee Assignments	Request to Create Non Regular Employee Assignments	► The new Employee is given a Non-regular Assignment, by assigning a Position Id. After assigning a Position Id, the Department and Job details are defaulted for the Employee's Assignment.
2.	User decides not to override the data inherited from the Position Control Id and hence, the attributes attached to the employee are the same as the attributes of the position control id.	HR Executive	Employment Information	Request for Recording Non Regular Employee Assignments	Request to Create Non Regular Employee Assignments, Request to Edit / Delete Non Regular Employee's Assignments	► After assigning a Position Id, the Department and Job details are defaulted for the Employee's Assignment. These details can be overridden for the Assignment. The User chooses not to override the defaulted information.
3.	User enters the Awards, Rewards, Terms and Conditions,	HR Executive	Employment Information	Request for Recording Award Details, Request for Recording	Request for Recording Award Details, Request for Recording	► The User enters the details of Rewards, Awards that are related to the Employee Assignment

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
	Qualifications, Competencies and Membership details of the Non Regular Employee Assignment.			Assignment-Competency, Request for Recording Membership Details, Request for Recording Assignment-Qualification, Request for Recording Reward Details, Request for Recording Terms and Condition	Assignment-Competency, Request for Recording Membership Details, Request for Recording Assignment-Qualification, Request for Recording Reward Details, Request for Recording Terms and Condition	as well as those details which are not specific to any assignment, separately. The Competencies and Qualifications required for the Assignment get defaulted based on the Position Id, Department, Job. These details can be changed for the Employee Assignment. Terms and Conditions of Employment are also recorded. Any official membership that the Employee holds are also entered.
4.	The Non Regular Employee Assignment Information can be Authorized if required, by the Organization.	HR Manager	Employment Information	Authorize Employment Information	Authorize Employment Information	▶ The User authorizes the Employee Assignment and other Employment-related information.
5.	User enters the Compensation Details of the Non Regular Employee Assignment.	HR Manager	Employee Compensation Information	Request for Recording Employee Compensation	Request for Setting Base Salary Details	▶ The User sets the Pay Scale for the Employee Assignment.

■ **Scenario 17 Details: An Employee has to be Promoted.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Supervisor/ HR Executive initiates the Promotion process of an Employee.	Supervisor / HR Executive	Employee Movements	Initiate Employee Promotion/ Transfer	Initiate Employee Promotion/ Transfer	<ul style="list-style-type: none"> <li>▶ The User initiates a request for Promotion, by assigning the new assignment details. He/she can select Employees due for Promotion based on a Bulk Promotion Rule.</li> </ul>
2.	User enters the Compensation Details of the Promoted Position if the user has access to the Employee's compensation details.	HR Executive	Employee Movements	Initiate Employee Promotion/ Transfer	Record Compensation Details	<ul style="list-style-type: none"> <li>▶ The User changes the Compensation details according to the new assignment details requested for.</li> </ul>
3.	HR Manager authorizes the Promotion Information of the employee along with the Compensation Details.	HR Manager	Employee Movements	Authorize Employee Promotion / Transfer	Authorize Employee Promotion / Transfer, Record Compensation Details.	<ul style="list-style-type: none"> <li>▶ The User authorizes the request for Promotion. He/she also changes the Compensation Information.</li> </ul>

■ **Scenario 18 Details: An employee has to be transferred.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Supervisor/ HR Executive initiates the Transfer process of an Employee.	Supervisor / HR Executive	Employee Movements	Initiate Employee Promotion/ Transfer	Initiate Employee Promotion/ Transfer	▶ The User initiates a request for Transfer, by assigning the new assignment details.
2.	User enters the Compensation Details of the Transferred Position.	HR Executive	Employee Movements	Initiate Employee Promotion/ Transfer	Record Compensation Details	▶ The User changes the Compensation details according to the new assignment details requested for.
3.	HR Manager authorizes the Transfer Information of the employee.	HR Manager	Employee Movements	Authorize Employee Promotion / Transfer	Authorize Employee Promotion / Transfer, Record Compensation Details.	▶ The User authorizes the request for Transfer. He/she also changes the Compensation Information.

■ **Scenario 19 Details: An employee has to be promoted along with a transfer**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Supervisor/ HR Executive initiates the Promotion along with a Transfer process for an Employee.	Supervisor / HR Executive	Employee Movements	Initiate Employee Promotion/ Transfer	Initiate Employee Promotion/ Transfer	▶ The User initiates a request for Promotion/Transfer, by assigning the new assignment details.
2.	User enters the Compensation Details of the Promotion along with a Transfer of the employee.	HR Executive	Employee Movements	Initiate Employee Promotion/ Transfer	Record Compensation Details	▶ The User changes the Compensation details according to the new assignment details requested for.
3.	HR Manager authorizes the Promotion along with a Transfer Information of the employee.	HR Manager	Employee Movements	Authorize Employee Promotion / Transfer	Authorize Employee Promotion / Transfer, Record Compensation Details.	▶ The User authorizes the request for Promotion along with Transfer. He/she also changes the Compensation Information.

■ **Scenario 20 Details: An Employee has to be separated for reasons like Retirement, Resignation, and disciplinary action etc.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User initiates the Separation Process of an Employee. The employee reasons for separation and the employer reasons for separation are given along with the date of separation. The details of the notice period or bond if any will be validated on separation	HR Executive	Employee Movements	Initiate Employee Separation	Initiate Employee Separation	<ul style="list-style-type: none"> <li>▶ The User initiates the Separation request for an Employee. He/she gives a Request Date, Last Available Date, Separation Date, Employer Reason and Employee Reason. Details of Exit Interview conducted can also be recorded.</li> </ul>
2.	HR Manager authorizes the Employee Separation.	HR Manager	Employee Movements	Authorize Employee Separation	Authorize Employee Separation	<ul style="list-style-type: none"> <li>▶ The Authorizer can change any details entered in the Separation Request and also decide the suitability of the Employee for Rehire. He/she then authorizes the request.</li> </ul>

■ **Scenario 21 Details: A Separated Employee has to be rehired back into the Organization.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User initiates the Rehire of an employee who has been separated previously.	HR Executive	Employee Movements	Initiate Employee Rehire	Initiate Employee Rehire	<ul style="list-style-type: none"> <li>▶ Rehire process is initiated for an Employee who has been separated. The Employee can be chosen based on suitability for Rehire, specified during Separation. The assignment details prior to separation get defaulted. The User can change the details, wherever applicable and initiate a Rehire request.</li> </ul>
2.	HR Manager authorizes the rehired information of the employee.	HR Manager	Employee Movements	Authorize Employee Rehire	Authorize Employee Rehire	<ul style="list-style-type: none"> <li>▶ The Authorizer authorizes the Rehire Request.</li> </ul>



SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
3.	HR Manager modifies Personal details that were recorded during the previous Employment in the Organization.	HR Manager	Employee Personal Information	Record Personal Information	Record Military Information, Record Disability Information, Record Qualification Information, Record Competency Information, Record Contact Information, Record Information on Family Members, Record Work Experience Information, Record Language Proficiency Information, Record Information on Employee Hobbies	<ul style="list-style-type: none"> <li>▶ The User can modify any of the details in Personal Information, which get defaulted with the details prior to separation.</li> <li>▶ Employee's Contact details, Qualifications and Competencies possessed by him/her.</li> <li>▶ Details regarding the Employee's family members, work experience, hobbies, references, languages known, military service and disabilities are also recorded.</li> </ul>

■ **Scenario 22 Details: HR Administrator wants to restrict permissions to certain Users for a selected combination of Component – Org. Unit.**

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	HR Administrator sets the security permissions for individual User-Role - Business Process Chain combination.	HR Administrator	Security Definitions	Define User Permissions on Employees	Security Definitions	<ul style="list-style-type: none"> <li>▶ Permissions are defined for User – Login Role – Business Process Chain. Permissions can be given based on Employment Attributes like Employment Unit, Department, Job, Position, Grade Set, Grade, Job Level, Work Location, Business Unit.</li> </ul>
2.	HR Administrator sets the User Permissions for individual User-Role – Org. Unit.	HR Administrator	User Permissions	Define User Permissions to Component - Org. Unit	Set Permissions to Component – org. unit	<ul style="list-style-type: none"> <li>▶ Permissions are defined for User – Login Role – Org. Unit to access a Component in an Org. Unit.</li> </ul>



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