









Must be able to generate Organization Structure report.	
Must be able to provide a comprehensive Employee Information Management portal with below features as minimum requirement:	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• Bank Account Number</li> <li>• Username (Active Directory Authentication)</li> <li>• SAP Number</li> <li>• Record Card Number</li> <li>• NID Number</li> <li>• Employee Chit Number</li> <li>• Designation / Title / Department</li> <li>• Job Description</li> <li>• Allocated Leaves &amp; Management</li> <li>• Working hour management</li> <li>• Address Details</li> <li>• Contact Details etc....</li> </ul>
Must be able to provide Staff Contract Management	
Should be able to manage hourly paid wage staff members. (Recruitment, Terminations, Attendance management)	
Should be able to manage Part-Time, Contract staff members and Interns. (Recruitment, Terminations, Medicals, Insurance, Leaves and Attendance management)	
Should be able to provide mix-mode authentication	
Must be able to integrate the authentication process to active directory and provide software generated native user authentication.	
Should be able to define Organization assigned Leaves	
Should be able to apply leave restrictions and overtime restrictions for a department, section, unit, or an employee and manage work handover.	
Should be able to manage National, Organization defined holidays	
Should be able to manage Islamic Holiday Management	
Should be able to generate a Leave Plan Calendar & Set Reminders for Events	
Should be able to provide a full staff related Transaction Management portal which can automate the below features:	<ul style="list-style-type: none"> <li>• Hibernation Management</li> <li>• Designation Management</li> <li>• Transfer Management</li> <li>• Probation Management</li> <li>• Termination Management</li> <li>• Duty Travel Management</li> <li>• Caution Management etc...</li> </ul>
Employee should have an Employee Portal where they can manage below aspects:	<ul style="list-style-type: none"> <li>• View Daily / Monthly Attendance</li> <li>• View Out of Office and Overtime Data</li> <li>• Request &amp; Track Attendance / Overtime Approval Process</li> <li>• View Leave Status</li> <li>• Request &amp; Track Leave Approval Process</li> <li>• View Duty Schedule</li> <li>• View Assigned Supervisors &amp; Workflow</li> <li>• View Hibernation</li> <li>• View Reactivation</li> </ul>



	<ul style="list-style-type: none"> <li>• View Job Rotation / Promotions and Demotions</li> <li>• Individual Events / Task Management</li> <li>• Supervisors should be able to Edit &amp; Manage assigned Staff Requests</li> <li>• View Pay Slips (Staff Only) etc...</li> </ul>
Should be able to manage multiple staff benefit plans	
Manage Employer – Employee Contributions	
Must be able to manage Hire Purchase Schemes (STO, MIB, MFLC etc...)	
Must be able to manage Staff Incident Compensations	
Must be able to manage staff Qualifications, Awards, Skills, Licenses	
Memberships, Language etc...	
Must be able to manage Qualification Institutes and Awarding Bodies	
Must be able to manage In-house Trainings, Training Attendance & Nominate Staff for Trainings	
Must be able to provide a comprehensive Performance Appraisal System where staffs can be evaluated Score Based as well as KPI based or Mix Mode	
Should be able to Manage Team, Individual Goals & Objectives	
Must be able to monitor overall performance by using Staff Feedback System and Staff Self Review & Self Assessments	
Should have Flexible Authentication and Authorization process.	
Should have flexible approval process (for all Human Resource processes undergoes with-in the software) without limitation in the levels of approval.	
Employees should be able to raise queries and issues to Human Resource Department with-in the software.	
Should be able to request for Staff Reference Letter through the Software	
Should provide a seamless Recruitment Automation where we can manage.	<ul style="list-style-type: none"> <li>• Vacancies</li> <li>• Applications</li> <li>• Candidate Evaluations</li> <li>• Aptitude Tests</li> <li>• Interview Questionnaires</li> <li>• Interview Panel</li> <li>• Score Composition</li> <li>• Candidate Competency</li> <li>• Candidate Shortlisting</li> <li>• Workflow based Recruitment Approval</li> <li>• Should be able to send Job Acceptance/Rejection Notification to be submitted candidates.</li> </ul>
Should be able to manage the entire Payroll Management process	
Able to notify relevant staff before Payroll Posting	
Manage Individual & Staff Wage Settings	
Manage Wage Types & Modes	
Should be able to Process & Simulate Payroll	
Able to generate Payroll Sheet & Related Reports	
Able to automatically distribute Pay Slips to respective staff upon Payroll Posting	
Should be able to process Approval Workflow Automation	
Supervision Management multiple staff regardless of departments	
Section Specific Restrictions using Administrative / HR Associates	
Manage and Monitor Attendance Devices	
The software should support 100 staff (provision to increase)	
Software should support SMS Feature using SMS gateway, which supports both outgoing and incoming of notifications such as sending bulk SMS, Send & Receive all types of leave requests.	
The database should be on MS SQL.	
Software must support Windows Environment	



Should be able to instantly raise Error Logs to developers
Should be able to download and extract Software Update Features
IT Personnel must be able to execute bug fixes
Manually upload attendance logs from remote sites
Staff based in remote sites should be able to access software through online portal
Should be able to host through internet
Role based menu controlling and restrictions
Should provide a centralized dashboard based on staff roles

24 ޖަނުވާލީ 2024