



TOR for Human Resource Information System

HDh.Kumundhoo Council

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Introduction

Secretariat of Kumundhoo Council is a Government Organization established under the decentralization Act 7/2010. Headed by elected Council president by Citizens of Kumundhoo. The main responsibility of Kumundhoo council is provision of Economic, Social, and Municipal Services of the island.

Objective

The objective of this application is to manage Human Resources activities in the Secretariat of Kumundhoo Council. We need an automated system that collects, processes, stores and disseminates information about employees in the organization to support decision making, planning, payroll generation and analysis of various human resource functions.

Scope of Work

All staff information should be available in this module. HR Officer must be able to upload all these information for each Staff. This module is divided into 2 sections which includes:

Personal Information

- Full Name (English & Dhivehi)
- Address (Permanent and Current)
- Age
- Date of Birth
- Gender
- Nationality
- ID Card No.
- Contact Number
- Emergency Contact Details (Name, Address, Relationship & Phone)
- Photo
- Personal Email
- Bank
 - o Name of the Bank
 - o Account Number
 - o Account Name

Staff Information

- Designation (English & Dhivehi)
- Classification (English & Dhivehi)
- Rank
- Assigned to (Division/Section/Unit)
- Record Card No
- Appointed Date
- Termination Date



- Salary
- Chit Number
- Service type
 - o Technical
 - o Support
 - o General
- Job Number
- Probation
 - o Start Date
 - o End Date
- Allowances
 - o Service
 - o Phone
 - o Special Duty
 - o Technical Core
 - o Supporting Core
 - o Acting
 - o Sitting
 - o Holiday
 - o Acting (temporary)
 - o Minimum Wage
 - o Over Time
 - o Living
 - o Ramadan
- Job Role
 - o Wage Employment
 - o Contract Employment
 - o Permanent
 - o Political
 - o Work at Home
- Status
 - o Active
 - o Deactivated

Once the HR officer updates the Staff information the record should be saved in his/her Job history

Attendance

- System must be compatible with ZKTeco fingerprint readers.
- Should be compatible with Geo Check-in and Check-Out
- Attendance module should fetch all data from the fingerprint. machine, this includes:
 - o Check In / Check Out
 - o Break In / Break Out
 - o OT In / OT Out
- Bulk attendance upload should be able by HR
 - o Also must be able to automatically upload from ZKTeco fingerprint readers or from database at fixed intervals
 - o Must be able to automatically upload Geo Check-in and Check-Out.
 - o Must be able to bulk upload the attendance from ZKTeco fingerprint readers that is not connected to internet
- Should be able to create various types of Shifts.
- Staff must be able to request for time amendments.
- Should be able to create Prayer Shifts and process this duty for staff.
- Should be able to add Late Concessions with reason, to any amend late minutes in necessary situations.
- Staff should be able to view their overtime and enter the work done during the overtime.
- HR must be able to identify should there be any error in attendance (i.e. Missing Check-ins or Check-Outs)
 - o OT Calculations for the day for that employee should not be done should there be missing attendance record of the day.

Leave

Staff should be able to apply for leave through this module. The fields in this consists of:

- Type of Leave (Annual, FRL, No Pay, Pay Leave, Paternity, Maternity, Hithaane, Hajj, Certificate Salaam, Normal Salaam, Official Release)
- Reason
- Start Date
- End Date
- Work handover details
 - o Which Staff
 - o Work Details

Once the leave is submitted Supervisor must Approve/Disapprove the Leave with justification. After that HR officer should be able to view the status of the leave which



Pay Roll

This module should automatically calculate the following functions: Calculations have to be done from the 16th day of previous month to 15th of current month.

The HR Officer should be able to:

- Adjust Salary Details
- Add / Edit loan schemes (individual)
- Create different formulas to calculate allowances or deductions
- Overtime calculations should be different for Holidays, work days as well as Ramadan Holidays and Ramadan Workdays.
- Must able to run the payroll simulations as many times as needed
- Must be able to export the generated payroll sheet to Excel
- Must be able to generate reports for various allowances and deductions separately
- Must be able to generate bank sheets / cash sheets
- Email Salary slips to staff once salary slip has been finalized

Each staff should be able to view their salary slip once salary has been finalized and must be able to generate salary slip in PDF format.

Mobile Application

Must have an accompanying mobile application with the following functions.

- Viewing Attendance
- Viewing Overtime
- Request for Time Amendments
- Geo Check IN/ Check OUT
- Request for leaves
- Viewing Payroll Slip
- Viewing Loan Details

Users

This module will be divided into 4 levels.

Staff

- Each member of staff should have their own login and be able to login using the assigned username and password.
- Once logged in they should be able to view their dashboard, which includes their personal information, job information, leave details, and their daily attendance log.
- They must be able to view salary slips of every month.
- Able to apply for leave.
- Able to view their leave balance
 - o Active leave balance

- o Remaining leaves balances
- Able to view their loan schemes.
- Able to change their password.
- Able to Apply Time Change
- Dashboard will differ based on their authorized level, eg: Supervisor, HR Officer, or System Administrator
- Able to request for OT

Supervisor

- Should be able to approve or disapprove Staff leave.
 - o Must be able to give a reason
- Should be able to approve or disapprove Time Change Request (Rainy Days).
- Should be able to view which of his Staff is on leave, salaam, FRL etc.
- Must be able to add and delete notice to their supervising staff notice on notice board
- Must be able to approve and reject overtime requests and its related checkin and checkout times.
- Must be able to post notice for specific employees to release for official reasons
- Pending approvals should be visible

HR

- Modify Attendance Status
- Add/Edit Staff Information (If a new Staff, Information can only be added once the Administrator have created a login for that particular Staff)
- Modify Attendance status.
- Modify time for each staff.
- Update Staff Leave details.
- Add/Edit Organization Structure, Government Holidays, Notices, Loan Schemes and Pay Roll
- Must be able to assign supervisors and their employees
- Able to create prayer Shift for Mosque Staff

System Administrator

- Able to modify user passwords.
- Check status of Attendance Devices
- Able to modify working hours and other rules according to CSC guidelines.
- Must be able to assign staff, HR, supervisor roles.
- Must be able to see add, edit, update and delete logs.
- Event rooster management – Assigning employees for different events (E.g. Annual day)

Dashboard

- All users must be able to view the dashboard.
- Staff should be able to view their Leave details (No of days remaining, Leave renew date, Leave Approval Status etc.), Personal & Job Information.
- They must view notices and holidays.
- They should also be able to view their Attendance log.
- The HR Officer should be able to view all Staff Attendance for each day.
- HR Officer must be able to view number of Staff attended on Salaam and FRL every day.
- They should also view the number of Staff on leave.

Back & Front End

The design and functions should be presented and approved by Kumundhoo Council, design should also be user friendly and responsive It is not necessary to develop a new program if the current application can be customized to our needs. Initial setup should be for 100 Staff at Kumundhoo Council, this amount should be increased when required.

- Front-end mobile application must be cloud based
- Back-end can be Cloud or LAN based.

Training & Warranty

The developer warrants for a period of 1 year from the delivery date that all the features in the software functions properly and systematically. **Developer should provide training for HR and IT team.**

Report Generation

The system should generate:

- Daily, Monthly & Yearly Report (Individual and Overall)
- Report Generation for Attendance, OT, Leave, Payroll (separately for Supervisory and HR staff) , loans, deductions and pension.
- Should be able to generate report based on a selected timeframe

