

No	Category	Detailed Feature Requirement Description	Policy Reference Area	Priority (High/Medium/Low)	Mandatory (Yes/No)	Scoring	Available in Software (Yes/No)	Customization Required (Yes/No)	Comments
1	Functional Requirements	Employee Profile Creation	General	High	Yes	10			
2	Functional Requirements	Personal Information	General	High	Yes	10			
3	Functional Requirements	Passport /ID Card Details	General	High	Yes	10			
4	Functional Requirements	Work Permit and Visa Tracking	General	High	Yes	10			
5	Functional Requirements	Emergency Contacts	General	High	Yes	10			
6	Functional Requirements	Employment History	General	High	Yes	10			
7	Functional Requirements	Contract Details	General	High	Yes	10			
8	Functional Requirements	Probation Tracking	General	High	Yes	10			
9	Functional Requirements	Documents Upload- Employee Personal Files (C.V, Certificate, Agreement, Offer)	General	High	Yes	10			
10	Deliverables	Employee Master Database	General	High	Yes	10			
11	Deliverables	Digital Personnel Files	General	High	Yes	10			
12	Deliverables	Automate Alerts for Expiry (Contract, Visa)	General	High	Yes	10			
13	Payroll	The system shall support configurable payroll cycles aligned to the MWSC payroll period (15th of previous month to 14th of current month).	Payroll Policy	High	Yes	10			
14	Payroll	System must include ability to define payroll cut-off dates.	Payroll Policy	High	Yes	10			
15	Payroll	System must lock payroll after approval.	Payroll Policy	High	Yes	10			
16	Payroll	System must restrict modifications beyond approved payroll cycle.	Payroll Policy	High	Yes	10			
17	Payroll	Maintain a complete audit trail of all payroll actions, approvals, locks, unlocks, and post-approval adjustments	Payroll Policy	High	Yes	10			
18	Payroll	System must allow multiple payroll runs.	Payroll Policy	High	Yes	10			
19	Payroll	System must include regular payroll.	Payroll Policy	High	Yes	10			
20	Payroll	System must include bonus payroll.	Payroll Policy	High	Yes	10			
21	Payroll	System must include correction payroll.	Payroll Policy	High	Yes	10			
22	Payroll	System must include arrears payroll.	Payroll Policy	High	Yes	10			
23	Payroll	System must include final settlement payroll.	Payroll Policy	High	Yes	10			
24	Payroll	System must provide complete audit trail tracking for all payroll runs.	Payroll Policy	High	Yes	10			
25	Payroll	System must support controlled payroll re-opening.	Payroll Policy	High	Yes	10			
26	Payroll	System must use role-based authorization for payroll re-opening.	Payroll Policy	High	Yes	10			
27	Payroll	System must maintain complete audit logs.	Payroll Policy	High	Yes	10			
28	Payroll	System must record any adjustments made after payroll finalization.	Payroll Policy	High	Yes	10			
29	Payroll	System must allow addition of wage types.	Payroll Policy	High	Yes	10			
30	Payroll	System must allow deletion of wage types.	Payroll Policy	High	Yes	10			
31	Payroll	System must include options to conclude tax related deductions.	Payroll Policy	High	Yes	10			
32	Payroll	System must include options to conclude pension related deductions.	Payroll Policy	High	Yes	10			
33	Payroll	System must support relevant reporting.	Payroll Policy	High	Yes	10			
34	Salary Structure	System must support Level and Rank based salary configuration.	Compensation Policy	High	Yes	10			
35	Salary Structure	Salary configuration must apply to Local employees (10 levels x 10 ranks).	Compensation Policy	High	Yes	10			
36	Salary Structure	Salary configuration must apply to Expatriate employees (5 levels x 10 ranks).	Compensation Policy	High	Yes	10			
37	Salary Structure	System must include salary range validation.	Compensation Policy	High	Yes	10			
38	Salary Structure	System must include effective date tracking	Compensation Policy	High	Yes	10			
39	Salary Structure	System must allow configuration of salary structure.	Increment Policy	High	Yes	10			
40	Salary Structure	All staff will be placed within the level/grade within the structure.	Increment Policy	High	Yes	10			
41	Salary Structure	Grade and level movements in transfers/promotions should be auto assigned within the structures.	Increment Policy	High	Yes	10			
42	Salary Structure	System must automatically validate increment eligibility.	Increment Policy	High	Yes	10			
43	Salary Structure	Increment eligibility must be based on 9 months active service.	Increment Policy	High	Yes	10			
44	Salary Structure	Increment eligibility must require minimum 70% appraisal score.	Increment Policy	High	Yes	10			
45	Salary Structure	Increment eligibility must require no written warnings.	Increment Policy	High	Yes	10			
46	Salary Structure	Increment eligibility must require unpaid leave not exceeding 90 days.	Increment Policy	High	Yes	10			
47	Salary Structure	System must support automatic prorated salary calculation.	Payroll Rule	High	Yes	10			
48	Salary Structure	Prorated salary calculation must apply to employees who join mid-month.	Payroll Rule	High	Yes	10			
49	Salary Structure	Prorated salary calculation must apply to employees who resign mid-month.	Payroll Rule	High	Yes	10			
50	Salary Structure	Prorated salary calculation must apply to employees who are terminated mid-month.	Payroll Rule	High	Yes	10			
51	Overtime	System must calculate overtime using formula (Basic Salary + 173.33 x OT hours).	OT Policy	High	Yes	10			
52	Overtime	System must include additional 50% premium for Public Holidays.	OT Policy	High	Yes	10			
53	Overtime	System must include 25% premium for work exceeding 48 hours per week.	OT Policy	High	Yes	10			
54	Overtime	System must enforce maximum overtime limits (85 hours per month total).	OT Policy	High	Yes	10			
55	Overtime	System must enforce 60 hours planned OT cap.	OT Policy	High	Yes	10			
56	Overtime	System must require Division Head approval.	OT Policy	High	Yes	10			
57	Overtime	Division Head approval must apply to emergency overtime exceeding planned OT.	OT Policy	High	Yes	10			
58	Overtime	System must validate overtime against biometric attendance records.	OT Policy	High	Yes	10			
59	Overtime	System must ensure variance between requested OT time and punch records does not exceed 3 minutes.	OT Policy	High	Yes	10			
60	Overtime	System must only allow back dated 10 days of overtime application.	OT Policy	High	Yes	10			

61	Shift Allowance	system must calculate shift duty allowance automatically.	Shift Duty Policy	High	Yes	10			
62	Shift Allowance	Shift duty allowance must be based on shift duration (6 hours = 75 MVR, 8 hours = 95 MVR, 12 hours = 150 MVR) .	Shift Duty Policy	High	Yes	10			
63	Shift Allowance	System must validate punch IN/OUT records .	Shift Duty Policy	High	Yes	10			
64	Shift Allowance	System must automatically halve shift allowance if required punch records are missing.	Shift Duty Policy	High	Yes	10			
65	Shift Allowance	System must deduct proportionately for late hours up to 4 hours .	Shift Duty Policy	High	Yes	10			
66	Shift Allowance	System must enable allocation of double duty with the current provision of shift allowances.	Shift Duty Policy	High	Yes	10			
67	Attendance Allowances	On-Time Daily Attendance Allowance	Attendance Policy	High	Yes	10			
68	Attendance Allowances	System must calculate On-Time Daily Attendance Allowance	Attendance Policy	High	Yes	10			
69	Attendance Allowances	Calculation must apply only if employee meets on-time punch requirement .	Attendance Policy	High	Yes	10			
70	Attendance Allowances	Employee must complete 8 hours marked as 'At Work'.	Attendance Policy	High	Yes	10			
71	Attendance Allowances	Extended Time Allowance	Compensation Policy	High	Yes	10			
72	Attendance Allowances	System must calculate Extended Time Allowance (MVR 200 per day) .	Compensation Policy	High	Yes	10			
73	Attendance Allowances	Extended Time Allowance must apply to Level 6 and above employees .	Compensation Policy	High	Yes	10			
74	Attendance Allowances	Extended Time Allowance must be in lieu of overtime eligibility .	Compensation Policy	High	Yes	10			
75	Attendance Allowances	Based on staff type there are two rates 150 and 95 .	Compensation Policy	High	Yes	10			
76	Attendance Allowances	System must differentiate and process accordingly .	Compensation Policy	High	Yes	10			
77	Attendance Allowances	Competency Allowance	Competency Policy	High	Yes	10			
78	Attendance Allowances	System must calculate Competency Allowance .	Competency Policy	High	Yes	10			
79	Attendance Allowances	Calculation must be based on configured skill levels (High 250 / Medium 200 / Low 175 per attended day) .	Competency Policy	High	Yes	10			
80	Attendance Allowances	System must validate attendance compliance .	Competency Policy	High	Yes	10			
81	Attendance Allowances	Marine Allowance based on configured levels/rates	Marine Allowance Policy	High	Yes	10			
82	Attendance Allowances	System must apply Marine Allowance logic .	Marine Allowance Policy	High	Yes	10			
83	Attendance Allowances	Marine Allowance must override OT .	Marine Allowance Policy	High	Yes	10			
84	Attendance Allowances	Marine Allowance must override food allowance .	Marine Allowance Policy	High	Yes	10			
85	Attendance Allowances	Marine Allowance must override extended time allowance .	Marine Allowance Policy	High	Yes	10			
86	Attendance Allowances	Marine Allowance must apply to eligible marine staff .	Marine Allowance Policy	High	Yes	10			
87	Leave Integration	Leave Integration	Leave Policy	High	Yes	10			
88	Leave Integration	System must integrate leave types including Annual leave .	Leave Policy	High	Yes	10			
89	Leave Integration	System must integrate Medical leave (30 days paid cap) .	Leave Policy	High	Yes	10			
90	Leave Integration	System must integrate No Pay Leave .	Leave Policy	High	Yes	10			
91	Leave Integration	System must integrate Maternity leave (180 days) .	Leave Policy	High	Yes	10			
92	Leave Integration	System must integrate Paternity leave (30 days) .	Leave Policy	High	Yes	10			
93	Leave Integration	System must integrate Compassionate Leave .	Leave Policy	High	Yes	10			
94	Leave Integration	System must automatically adjust salary accordingly .	Leave Policy	High	Yes	10			
95	Leave Integration	System must display utilized leave details .	Leave Policy	High	Yes	10			
96	Leave Integration	System must display leave quotas .	Leave Policy	High	Yes	10			
97	Leave Integration	System must display remaining balance statistics .	Leave Policy	High	Yes	10			
98	Leave Integration	System must automatically deduct salary for Unauthorized Absence Days (UAD) .	Attendance & UAD Policy	High	Yes	10			
99	Leave Integration	System must automatically deduct allowances for Unauthorized Absence Days (UAD) .	Attendance & UAD Policy	High	Yes	10			
100	Leave Integration	System must restrict attendance adjustments beyond the next payroll cycle .	Attendance & UAD Policy	High	Yes	10			
101	Loan Module	System must calculate loan eligibility .	Loan Policy	High	Yes	10			
102	Loan Module	Loan eligibility must be capped at 40% of (Basic Salary + Increment Allowance) multiplied by 48 months .	Loan Policy	High	Yes	10			
103	Loan Module	Calculation must include 5% annual service charge .	Loan Policy	High	Yes	10			
104	Loan Module	Compassion Loan must be excepted from the 5% annual service charge .	Loan Policy	High	Yes	10			
105	Loan Module	System must auto-generate loan amortization schedule .	Loan Policy	High	Yes	10			
106	Loan Module	System must deduct monthly installments automatically from payroll .	Loan Policy	High	Yes	10			
107	Loan Module	System must trigger full loan recall automatically .	Loan Policy	High	Yes	10			
108	Loan Module	System must trigger balance settlement automatically .	Loan Policy	High	Yes	10			
109	Loan Module	Trigger must occur upon employee termination .	Loan Policy	High	Yes	10			
110	Pension	System must calculate 7% employee pension contribution .	Pension Policy	High	Yes	10			
111	Pension	System must calculate 7% employer pension contribution .	Pension Policy	High	Yes	10			
112	Pension	Calculation must be based on base pay .	Pension Policy	High	Yes	10			
113	Pension	System must generate pension submission reports .	Pension Policy	High	Yes	10			
114	Bonus	System must validate bonus eligibility .	Bonus Policy	High	Yes	10			
115	Bonus	Bonus eligibility must be based on 9 months active service .	Bonus Policy	High	Yes	10			
116	Bonus	Bonus eligibility must require passing appraisal score .	Bonus Policy	High	Yes	10			
117	Bonus	Bonus eligibility must require no written warning .	Bonus Policy	High	Yes	10			
118	Bonus	Bonus eligibility must require no excessive unpaid leave .	Bonus Policy	High	Yes	10			
119	Bonus	Bonus eligibility must require not under resignation/disciplinary .	Bonus Policy	High	Yes	10			
120	Bonus	System must calculate annual bonus .	Bonus Policy	High	Yes	10			
121	Bonus	Annual bonus must be calculated as (Basic Salary + Increment Allowance) × Board-approved bonus factor .	Bonus Policy	High	Yes	10			
122	Bonus	Annual bonus must be prorated for incomplete service year .	Bonus Policy	High	Yes	10			
123	Final Settlement	System must calculate final settlement .	Termination Policy	High	Yes	10			

124	Final Settlement	Final settlement must include notice pay deduction .	Termination Policy	High	Yes	10			
125	Final Settlement	Final settlement must include leave encashment .	Termination Policy	High	Yes	10			
126	Final Settlement	Final settlement must include prorated allowances .	Termination Policy	High	Yes	10			
127	Final Settlement	Final settlement must include loan recovery .	Termination Policy	High	Yes	10			
128	Final Settlement	Final settlement must include pension adjustments .	Termination Policy	High	Yes	10			
129	Final Settlement	Final settlement must include redundancy (if applicable) .	Termination Policy	High	Yes	10			
130	Governance	System must enforce role-based access control .	Compliance & Security	High	Yes	10			
131	Governance	Role-based access control must separate HR, Finance and approval authorities .	Compliance & Security	High	Yes	10			
132	Governance	System must maintain complete audit trail of all payroll changes .	Compliance & Security	High	Yes	10			
133	Employee Services	System must allow authorized HR users and/or employees (via ESS) to generate Work Reference Letters automatically.	HR & Payroll Reporting Requirement	High	Yes	10			
134	Employee Services	Work Reference Letters must include configurable templates .	HR & Payroll Reporting Requirement	High	Yes	10			
135	Employee Services	Configurable templates must display employee details .	HR & Payroll Reporting Requirement	High	Yes	10			
136	Employee Services	Configurable templates must display employment period .	HR & Payroll Reporting Requirement	High	Yes	10			
137	Employee Services	Configurable templates must display designation .	HR & Payroll Reporting Requirement	High	Yes	10			
138	Employee Services	Configurable templates must display salary breakdown (Basic + Allowances) .	HR & Payroll Reporting Requirement	High	Yes	10			
139	Employee Services	System must support digitally approved signature workflow .	HR & Payroll Reporting Requirement	High	Yes	10			
140	Payroll Reporting	System must generate payroll reports in SAP HANA compatible formats .	Finance & SAP Integration Requirement	High	Yes	10			
141	Payroll Reporting	SAP HANA compatible formats must include structured export files (e.g., CSV, Excel, structured data templates) .	Finance & SAP Integration Requirement	High	Yes	10			
142	Payroll Reporting	Structured export files must align with SAP HANA data mapping requirements for journal posting .	Finance & SAP Integration Requirement	High	Yes	10			
143	Payroll Reporting	Structured export files must align with cost center allocation .	Finance & SAP Integration Requirement	High	Yes	10			
144	Payroll Reporting	Structured export files must align with allowance breakdown .	Finance & SAP Integration Requirement	High	Yes	10			
145	Payroll Reporting	Structured export files must align with GL integration .	Finance & SAP Integration Requirement	High	Yes	10			
146	Payroll Reporting	System must support configurable payroll summary .	Finance & SAP Integration Requirement	High	Yes	10			
147	Payroll Reporting	System must support detailed payroll register .	Finance & SAP Integration Requirement	High	Yes	10			
148	Payroll Reporting	System must support allowance reports .	Finance & SAP Integration Requirement	High	Yes	10			
149	Payroll Reporting	System must support pension reports .	Finance & SAP Integration Requirement	High	Yes	10			
150	Payroll Reporting	System must support bank transfer files .	Finance & SAP Integration Requirement	High	Yes	10			
151	Payroll Reporting	Bank transfer files must be formatted according to SAP HANA upload structure .	Finance & SAP Integration Requirement	High	Yes	10			
152	Payroll Reporting	SAP HANA upload structure must include chart of accounts mapping .	Finance & SAP Integration Requirement	High	Yes	10			
153	Payroll Reporting	SAP HANA upload structure must include cost center codes .	Finance & SAP Integration Requirement	High	Yes	10			
154	Attendance Portal	System must allow staff to manually Punch IN and Punch OUT through the employee portal (web/mobile) .	Attendance & Payroll Integration	High	Yes	10			
155	Attendance Portal	Manual Punch IN and Punch OUT must include geolocation capture .	Attendance & Payroll Integration	High	Yes	10			
156	Attendance Portal	Manual Punch IN and Punch OUT must include timestamp validation .	Attendance & Payroll Integration	High	Yes	10			
157	Attendance Portal	Manual Punch IN and Punch OUT must include IP logging .	Attendance & Payroll Integration	High	Yes	10			
158	Attendance Portal	Manual Punch IN and Punch OUT must include real-time integration with payroll and attendance module .	Attendance & Payroll Integration	High	Yes	10			
159	Attendance Portal	System must allow calendar view of attendance .	Attendance & Payroll Integration	High	Yes	10			
160	Attendance Portal	Calendar view must display relevant attendance and absence records for the relevant days .	Attendance & Payroll Integration	High	Yes	10			
161	Attendance Control	System must allow HR to enable or disable remote punch IN/OUT functionality for specific employees including effective date control and audit trail for authentication/identification .	Attendance Governance Policy	High	Yes	10			
162	Attendance Control	System must allow HR to enable or disable remote punch IN/OUT functionality for specific departments including effective date control and audit trail for authentication/identification .	Attendance Governance Policy	High	Yes	10			
163	Attendance Control	System must allow HR to enable or disable remote punch IN/OUT functionality for specific roles including effective date control and audit trail for authentication/identification .	Attendance Governance Policy	High	Yes	10			
164	Attendance Adjustment	System must allow staff to submit punch IN/OUT adjustment requests via portal with mandatory justification and supporting documents	Attendance Adjustment Policy	High	Yes	10			
165	Attendance Adjustment	System must follow configurable multi-level approval workflow (Supervisor → HR) before payroll impact.	Attendance Adjustment Policy	High	Yes	10			
166	Duty Roster Management	System must allow staff to view their assigned duty roster in real-time .	Shift Duty Policy	High	Yes	10			
167	Duty Roster Management	System must allow staff to request temporary roster adjustments (shift swap/change of shift duration) for specified date ranges, subject to Supervisor and Division Head approval workflow.	Shift Duty Policy	High	Yes	10			
168	Duty Roster Self-Service	System must allow staff to submit shift swap requests with peer confirmation option .	Shift Compliance Rule	High	Yes	10			
169	Duty Roster Self-Service	System must have automated validation to ensure compliance with 48-hour weekly rule, rotation requirements, and shift allowance eligibility conditions	Shift Compliance Rule	High	Yes	10			
170	Remote Punching - Geo-fencing	System must support geo-fencing controls for remote punch IN/OUT .	Attendance Security & Compliance	High	Yes	10			
171	Remote Punching - Geo-fencing	System must allow HR/ICT to define approved punching zones (office premises, site locations, project sites) with radius-based boundaries.	Attendance Security & Compliance	High	Yes	10			
172	Remote Punching - Geo-fencing	System must support GPS accuracy threshold validation .	Attendance Security & Compliance	High	Yes	10			
173	Remote Punching - Geo-fencing	System must support automatic blocking/flagging of punches outside approved zones .	Attendance Security & Compliance	High	Yes	10			
174	Remote Punching - Geo-fencing	System must capture geo-location coordinates .	Attendance Security & Compliance	High	Yes	10			
175	Remote Punching - Geo-fencing	System must capture map location name .	Attendance Security & Compliance	High	Yes	10			
176	Remote Punching - Geo-fencing	System must capture and store punch event metadata (device ID, IP address, GPS accuracy, timestamp) to support attendance audits and fraud detection reports .	Attendance Security & Compliance	High	Yes	10			
177	Mobile Application	System must provide a secure mobile application (Android/iOS) for employees to access ESS features including manual punch IN/OUT .	ESS & Workforce Mobility	High	Yes	10			
178	Mobile Application	System must provide a secure mobile application (Android/iOS) for employees to access leave applications .	ESS & Workforce Mobility	High	Yes	10			
179	Mobile Application	System must provide a secure mobile application (Android/iOS) for employees to access attendance adjustment requests .	ESS & Workforce Mobility	High	Yes	10			
180	Mobile Application	System must provide a secure mobile application (Android/iOS) for employees to access duty roster viewing .	ESS & Workforce Mobility	High	Yes	10			
181	Mobile Application	System must provide a secure mobile application (Android/iOS) for employees to access payslip download .	ESS & Workforce Mobility	High	Yes	10			
182	Mobile Application	System must provide a secure mobile application (Android/iOS) for employees to access HR announcements .	ESS & Workforce Mobility	High	Yes	10			
183	Mobile Application	Mobile app must support secure authentication (SSO if available) .	Security & Access Control	High	Yes	10			
184	Mobile Application	Mobile app must support optional MFA .	Security & Access Control	High	Yes	10			
185	Mobile Application	Mobile app must support session timeout .	Security & Access Control	High	Yes	10			
186	Mobile Application	Mobile app must support role-based feature access .	Security & Access Control	High	Yes	10			

187	Mobile Application	Mobile app must log device identifiers and prevent use on rooted/jailbroken devices where feasible.	Security & Access Control	High	Yes	10			
188	Mobile Application	Mobile app must support offline mode for viewing roster and payslips (read-only cached).	Mobility & Reliability	Medium	No	5			
189	Mobile Application	Mobile app must support auto-sync pending requests when internet is restored.	Mobility & Reliability	Medium	No	5			
190	Mobile Application	Mobile app must support clear conflict handling and duplicate submission prevention.	Mobility & Reliability	Medium	No	5			
191	Biometric Fallback Rules	System must support biometric attendance integration as the primary method.	Attendance Operations	High	Yes	10			
192	Biometric Fallback Rules	System must define fallback rules for manual punching in cases of biometric device failure, power outage, network downtime, or staff deployed offsite.	Attendance Operations	High	Yes	10			
193	Biometric Fallback Rules	Fallback manual punches must be auto-flagged.	Attendance Adjustment & Approval	High	Yes	10			
194	Biometric Fallback Rules	Fallback manual punches must require supervisor validation.	Attendance Adjustment & Approval	High	Yes	10			
195	Biometric Fallback Rules	Fallback manual punches must require HR approval before being treated as eligible attendance for payroll, overtime, shift allowance, or attendance-based allowances.	Attendance Adjustment & Approval	High	Yes	10			
196	Biometric Fallback Rules	System must support automated exception reporting for biometric failures.	Attendance	High	Yes	10			
197	Biometric Fallback Rules	System must support automated exception reporting for including device downtime logs.	Attendance	High	Yes	10			
198	Biometric Fallback Rules	System must support automated exception reporting for frequency of fallback punches by employee.	Attendance	High	Yes	10			
199	Biometric Fallback Rules	System must support automated exception reporting alerts for repeated manual punching to reduce misuse.	Attendance	High	Yes	10			
200	Reporting	System must support configurable reporting for staff demographics.	Reporting and Documentation	High	Yes	10			
201	Reporting	System must support configurable reporting for master data.	Reporting and Documentation	High	Yes	10			
202	Reporting	System must support configurable reporting for costing details.	Reporting and Documentation	High	Yes	10			
203	Reporting	System must support configurable reporting for attendance reports.	Reporting and Documentation	High	Yes	10			
204	Reporting	System must support configurable reporting for overtime reports.	Reporting and Documentation	High	Yes	10			
205	Reporting	System must support configurable reporting for planned and unplanned absence reports.	Reporting and Documentation	High	Yes	10			
206	Reporting	System must support configurable reporting for relevant manpower utilization reports.	Reporting and Documentation	High	Yes	10			
207	Reporting	System must support configurable reporting for staff reports in terms of organizational structure.	Reporting and Documentation	High	Yes	10			
208	Reporting	System must support configurable reporting for reporting lines.	Reporting and Documentation	High	Yes	10			
209	Organization structure	System must allow company structure buildup.	Reporting and Documentation	High	Yes	10			
210	Organization structure	System must allow slots identification with the confirmation of staff holding the slots (designations) with the ability to provide manpower strength.	Reporting and Documentation	High	Yes	10			
211	Organization structure	System must be able to provide manpower strength.	Reporting and Documentation	High	Yes	10			
212	Organization structure	System must be able to provide staff numbers along with vacancies.	Reporting and Documentation	High	Yes	10			
213	Recruitment - Job Requisition & Approval	Create digital recruitment requisition with unique requisition ID and status (Draft/Submitted/Approved/Rejected/On Hold/Closed).	Recruitment	High	Yes	10			
214	Recruitment - Job Requisition & Approval	Support requisition types: Replacement, New Position, Temporary/Contract, Internship, Project-based hiring.	Recruitment	High	Yes	10			
215	Recruitment - Job Requisition & Approval	Capture replacement details (outgoing employee ID, last working day, reason for vacancy) and link to position history.	Recruitment	High	Yes	10			
216	Recruitment - Job Requisition & Approval	Capture new position justification with structured fields (workload, new project, service expansion, compliance) and attachment upload.	Recruitment	High	Yes	10			
217	Recruitment - Job Requisition & Approval	Validate requisition against approved manpower slots and budget; show error/warning if exceeding approved headcount.	Recruitment	High	Yes	10			
218	Recruitment - Job Requisition & Approval	Allow HR to override manpower validation with mandatory justification and audit trail (restricted role).	Recruitment	High	Yes	10			
219	Recruitment - Job Requisition & Approval	Auto-populate job title, grade, cost center, reporting line from approved position master database.	Recruitment	High	Yes	10			
220	Recruitment - Job Requisition & Approval	Support creating requisition directly from Workforce Planning module (if available) with pre-filled fields.	Recruitment	High	Yes	10			
221	Recruitment - Job Requisition & Approval	Configurable approval workflow by division/department/grade (e.g., Dept Head → HR → MD).	Recruitment	High	Yes	10			
222	Recruitment - Job Requisition & Approval	Approval action options: Approve / Reject / Return for Revision / Request More Info / Put On Hold.	Recruitment	High	Yes	10			
223	Recruitment - Job Requisition & Approval	Mandatory comments for reject/return actions; keep version history of changes after each return.	Recruitment	High	Yes	10			
224	Recruitment - Job Requisition & Approval	Auto-email and in-system notifications to approvers and requester on every status change.	Recruitment	High	Yes	10			
225	Recruitment - Job Requisition & Approval	Escalation rules for delayed approvals (e.g., reminder after X days; escalate to next level after Y days).	Recruitment	High	Yes	10			
226	Recruitment - Job Requisition & Approval	Dashboard to view requisition pipeline by stage, aging, owner, division, grade, and priority.	Recruitment	High	Yes	10			
227	Recruitment - Job Requisition & Approval	Requisition SLA tracking (time at each approval step) with reporting.	Recruitment	High	Yes	10			
228	Recruitment - Job Requisition & Approval	Attach documents: Job Description, Org Chart, Board approval memo, project documents; support multiple file formats.	Recruitment	High	Yes	10			
229	Recruitment - Job Requisition & Approval	Support structured JD builder with competency/skills library and version control (optional).	Recruitment	High	Yes	10			
230	Recruitment - Job Requisition & Approval	Enable requisition cloning for recurring roles (copy and edit) with audit trail.	Recruitment	High	Yes	10			
231	Recruitment - Job Requisition & Approval	Store and manage internal recruitment codes/ads references for traceability.	Recruitment	High	Yes	10			
232	Recruitment - Job Requisition & Approval	Allow HR to assign recruiter/owner to a requisition with workload distribution view.	Recruitment	High	Yes	10			
233	Recruitment - Job Requisition & Approval	Enable cost center split allocation (if position cost shared) and pass info to finance analytics (optional).	Recruitment	High	Yes	10			
234	Recruitment - Job Requisition & Approval	Support vacancy confidentiality setting (visible to restricted group only) for sensitive roles.	Recruitment	High	Yes	10			
235	Recruitment - Job Requisition & Approval	Support requisition budget fields: salary range min/max, allowances, recruitment cost estimate, expected hiring date.	Recruitment	High	Yes	10			
236	Recruitment - Job Requisition & Approval	Track recruitment channel planned (internal, external, both) and expected hiring timeline.	Recruitment	High	Yes	10			
237	Recruitment - Job Requisition & Approval	Enable notes and internal comments thread per requisition for stakeholder collaboration.	Recruitment	High	Yes	10			
238	Recruitment - Job Requisition & Approval	Generate requisition approval summary PDF for management sign-off (optional).	Recruitment	High	Yes	10			
239	Recruitment - Job Requisition & Approval	Export requisition list and details to Excel/PDF with filters.	Recruitment	High	Yes	10			
240	Recruitment - Job Requisition & Approval	Role-based permissions: requester edit until submission; HR edit fields; approvers view-only except approvals.	Recruitment	High	Yes	10			
241	Recruitment - Job Requisition & Approval	Audit log capturing who changed what, when, from which IP/device (if available).	Recruitment	High	Yes	10			
242	Recruitment - Job Requisition & Approval	Support attaching screening/interview criteria upfront (must-have qualifications, experience, licenses).	Recruitment	High	Yes	10			
243	Recruitment - Job Requisition & Approval	Enable requisition to trigger vacancy creation automatically once approved.	Recruitment	High	Yes	10			
244	Recruitment - Job Requisition & Approval	Link requisition to recruitment plan and monthly workforce planning reports.	Recruitment	High	Yes	10			
245	Recruitment - Job Requisition & Approval	Support requisition cancellation with reason and audit trail.	Recruitment	High	Yes	10			
246	Recruitment - Job Requisition & Approval	Support hold/unhold requisitions with reason and automatic stakeholder notifications.	Recruitment	High	Yes	10			
247	Recruitment - Job Requisition & Approval	Display manpower utilization dashboard (approved slots vs filled vs in-progress) by division.	Recruitment	High	Yes	10			
248	Recruitment - Job Requisition & Approval	Support requisition numbering scheme configurable by company (e.g., HRD-REG/2026/009).	Recruitment	High	Yes	10			
249	Recruitment - Job Requisition & Approval	Provide approval delegation (acting approver) with validity dates and audit trail.	Recruitment	High	Yes	10			

250	Recruitment -Job Requisition & Approval	Allow approvers to approve via email link/mobile app with MFA (optional).	Recruitment	High	Yes	10			
251	Recruitment -Job Requisition & Approval	Lock critical fields after final approval; allow HR-controlled amendment workflow.	Recruitment	High	Yes	10			
252	Recruitment -Job Requisition & Approval	Support attaching risk assessment for high-risk roles (optional).	Recruitment	High	Yes	10			
253	Recruitment -Job Requisition & Approval	System to validate candidate sourcing budget vs finance limits (optional).	Recruitment	High	Yes	10			
254	Recruitment -Job Requisition & Approval	Support defining recruitment KPI targets per requisition (time-to-fill, shortlist within days).	Recruitment	High	Yes	10			
255	Recruitment -Job Requisition & Approval	Enable integration hook/API to external workflow tools (optional).	Recruitment	High	Yes	10			
256	Recruitment -Job Requisition & Approval	Provide requisition checklist completion status (JD attached, budget confirmed, panel nominated, etc.).	Recruitment	High	Yes	10			
257	Recruitment -Job Requisition & Approval	Allow HR to mark requisition as 'Expedite' and apply different SLA rules.	Recruitment	High	Yes	10			
258	Recruitment -Job Requisition & Approval	Provide automated reminders to hiring manager to shortlist within defined timeframe.	Recruitment	High	Yes	10			
259	Recruitment -Job Requisition & Approval	Enable linking requisition to internal mobility program (internal applicants priority).	Recruitment	High	Yes	10			
260	Recruitment -Job Requisition & Approval	Support creating requisitions in bulk via template upload (optional).	Recruitment	High	Yes	10			
261	Recruitment -Job Requisition & Approval	Allow requisition to specify interview method (in-person/virtual/hybrid) and location.	Recruitment	High	Yes	10			
262	Recruitment -Job Requisition & Approval	Enable attachment of selection matrix/template and enforce usage (optional).	Recruitment	High	Yes	10			
263	Recruitment -Job Requisition & Approval	Support custom fields per division (configurable form builder).	Recruitment	High	Yes	10			
264	Recruitment -Vacancy & Job Posting	Create vacancy record from approved requisition with auto linkage (requisition ID, grade, cost center, owner).	Recruitment	High	Yes	10			
265	Recruitment -Vacancy & Job Posting	Manage vacancy lifecycle statuses: Draft, Published, Closed, On Hold, Cancelled, Filled.	Recruitment	High	Yes	10			
266	Recruitment -Vacancy & Job Posting	Support posting to internal portal, company website, and external job boards (via API or export).	Recruitment	High	Yes	10			
267	Recruitment -Vacancy & Job Posting	Schedule publish and close dates/time; auto-close at deadline and stop accepting applications.	Recruitment	High	Yes	10			
268	Recruitment -Vacancy & Job Posting	Support multiple advertisements per vacancy (e.g., re-advertise) with version tracking and dates.	Recruitment	High	Yes	10			
269	Recruitment -Vacancy & Job Posting	Vacancy templates by job family/grade with reusable content blocks and branding.	Recruitment	High	Yes	10			
270	Recruitment -Vacancy & Job Posting	Customizable vacancy fields: duties, requirements, competencies, location, contract type)	Recruitment	High	Yes	10			
271	Recruitment -Vacancy & Job Posting	Support posting to multiple locations/islands with location-specific quotas (optional).	Recruitment	High	Yes	10			
272	Recruitment -Vacancy & Job Posting	Set application eligibility questions (knockout questions) with auto-screening rules.	Recruitment	High	Yes	10			
273	Recruitment -Vacancy & Job Posting	Enable salary range visibility controls (show/hide in ad) and internal-only salary view.	Recruitment	High	Yes	10			
274	Recruitment -Vacancy & Job Posting	Support internal-only posting window (e.g., 7 days) before external release.	Recruitment	High	Yes	10			
275	Recruitment -Vacancy & Job Posting	Capture recruitment channels used (portal, referral, social, agency) for analytics.	Recruitment	High	Yes	10			
276	Recruitment -Vacancy & Job Posting	Provide QR code, social media job advertisement (JPEG) and short link for each vacancy for easy sharing	Recruitment	High	Yes	10			
277	Recruitment -Vacancy & Job Posting	Enable attachment of JD PDF and benefits brochure to vacancy page.	Recruitment	High	Yes	10			
278	Recruitment -Vacancy & Job Posting	Support dynamic application form per vacancy (custom fields by role).	Recruitment	High	Yes	10			
279	Recruitment -Vacancy & Job Posting	Auto generate vacancy reference number and include in communications.	Recruitment	High	Yes	10			
280	Recruitment -Vacancy & Job Posting	Maintain advertisement approval workflow (HR) before publishing (optional).	Recruitment	High	Yes	10			
281	Recruitment -Vacancy & Job Posting	Support multiple hiring managers per vacancy with role-based visibility.	Recruitment	High	Yes	10			
282	Recruitment -Vacancy & Job Posting	Allow adding screening questions with scoring weights for ranking.	Recruitment	High	Yes	10			
283	Recruitment -Vacancy & Job Posting	Auto notify HR/recruiter when applications received (configurable).	Recruitment	High	Yes	10			
284	Recruitment -Vacancy & Job Posting	Enable candidate source tracking	Recruitment	High	Yes	10			
285	Recruitment -Vacancy & Job Posting	Support anonymous application option (mask personal data during initial screening) (optional).	Recruitment	High	Yes	10			
286	Recruitment -Vacancy & Job Posting	Provide vacancy dashboard with application counts, conversion funnel, and time open.	Recruitment	High	Yes	10			
287	Recruitment -Vacancy & Job Posting	Enable closing reason codes (filled, budget freeze, cancelled, restructured).	Recruitment	High	Yes	10			
288	Recruitment -Vacancy & Job Posting	Allow sending bulk updates to applicants when vacancy closed or delayed.	Recruitment	High	Yes	10			
289	Recruitment -Vacancy & Job Posting	Maintain audit trail for vacancy edits and publishing actions.	Recruitment	High	Yes	10			
290	Recruitment -Vacancy & Job Posting	Support job board integrations (Indeed/LinkedIn etc.) through ATS feeds (optional).	Recruitment	High	Yes	10			
291	Recruitment -Vacancy & Job Posting	Generate vacancy posting export in XML/JSON/CSV to share with external portals (optional).	Recruitment	High	Yes	10			
292	Recruitment -Vacancy & Job Posting	Support tag-based categorization (job family, grade band, technical/non-technical).	Recruitment	High	Yes	10			
293	Recruitment -Vacancy & Job Posting	Enable duplication of vacancy for recurring hiring with auto linkage to new requisition (optional).	Recruitment	High	Yes	10			
294	Recruitment -Vacancy & Job Posting	Support advertisement content in multiple languages with language toggle (optional).	Recruitment	High	Yes	10			
295	Recruitment -Vacancy & Job Posting	Allow setting max applications limit per vacancy (optional).	Recruitment	High	Yes	10			
296	Recruitment -Vacancy & Job Posting	Enable auto-archive of closed vacancies with retention policy settings.	Recruitment	High	Yes	10			
297	Recruitment -Vacancy & Job Posting	Support compliance text display (data privacy statement, consent) per vacancy.	Recruitment	High	Yes	10			
298	Recruitment -Vacancy & Job Posting	Provide recruiters ability to add notes and tasks per vacancy.	Recruitment	High	Yes	10			
299	Recruitment -Vacancy & Job Posting	Integration hook to create Asanask when vacancy published (optional).	Recruitment	High	Yes	10			
300	Recruitment -Vacancy & Job Posting	Enable vacancy approval to trigger interview panel nomination request workflow.	Recruitment	High	Yes	10			
301	Recruitment -Vacancy & Job Posting	Support vacancy sharing to staff email distribution lists with tracking (optional).	Recruitment	High	Yes	10			
302	Recruitment -Vacancy & Job Posting	Provide vacancy SEO settings for website posting (optional).	Recruitment	High	Yes	10			
303	Recruitment -Vacancy & Job Posting	Allow split hiring (e.g., hire 2 now, keep vacancy open for 1 more) with partial fill tracking.	Recruitment	High	Yes	10			
304	Recruitment -Vacancy & Job Posting	Enable re-opening a closed vacancy with reason and audit trail.	Recruitment	High	Yes	10			
305	Recruitment -Vacancy & Job Posting	Support agency management: assign agency/ for Expat Hiring)	Recruitment	High	Yes	10			
306	Recruitment -Vacancy & Job Posting	Support job fair event linking (candidate applies via event code) (optional).	Recruitment	High	Yes	10			
307	Recruitment -Vacancy & Job Posting	Enable automatic acknowledgement to hiring manager when posting goes live.	Recruitment	High	Yes	10			
308	Recruitment -Vacancy & Job Posting	Support posting blackout periods/approval constraints (optional).	Recruitment	High	Yes	10			
309	Recruitment -Vacancy & Job Posting	Allow defining interview stages pipeline per vacancy (configurable workflow).	Recruitment	High	Yes	10			
310	Recruitment -Vacancy & Job Posting	Enable candidate communication templates per vacancy (customized wording).	Recruitment	High	Yes	10			
311	Recruitment -Vacancy & Job Posting	Allow attaching selection criteria checklist and enforcing mandatory fields before publishing.	Recruitment	High	Yes	10			
312	Recruitment -Vacancy & Job Posting	Provide field to define required documents (certificates, licenses) and validate uploads.	Recruitment	High	Yes	10			

313	Recruitment -Vacancy & Job Posting	Support identifying role as 'safety critical' and enforcing extra checks (optional).	Recruitment	High	Yes	10			
314	Recruitment -Vacancy & Job Posting	Allow linking to competency framework and required competency levels (optional).	Recruitment	High	Yes	10			
315	Recruitment -Vacancy & Job Posting	Enable vacancy to capture travel/relocation requirement fields (optional).	Recruitment	High	Yes	10			
316	Recruitment -Vacancy & Job Posting	Support defining working arrangement (shift, on-call, remote) for applicant transparency.	Recruitment	High	Yes	10			
317	Recruitment -Vacancy & Job Posting	Provide ad preview mode for review and approvals.	Recruitment	High	Yes	10			
318	Recruitment-Career Portal & Applications	Candidate creates profile using email/mobile and can manage multiple applications under one account.	Recruitment	High	Yes	10			
319	Recruitment-Career Portal & Applications	Allow application without account (guest) but require verification and provide application number receipt (optional).	Recruitment	High	Yes	10			
320	Recruitment-Career Portal & Applications	Candidate application form supports: personal info, National ID, contact info, address, DOB, gender, nationality.	Recruitment	High	Yes	10			
321	Recruitment-Career Portal & Applications	Enforce National ID format validation and uniqueness checks per vacancy.	Recruitment	High	Yes	10			
322	Recruitment-Career Portal & Applications	Allow uploading multiple documents (CV, certificates, ID, experience letters) with category labels.	Recruitment	High	Yes	10			
323	Recruitment-Career Portal & Applications	Support drag-and-drop upload and preview; restrict file types and max size; virus scan integration (optional).	Recruitment	High	Yes	10			
324	Recruitment-Career Portal & Applications	Provide save-draft functionality and allow continue later with resume parsing (optional).	Recruitment	High	Yes	10			
325	Recruitment-Career Portal & Applications	Auto generate Job Application Number upon submission; email/SMS acknowledgement with application receipt.	Recruitment	High	Yes	10			
326	Recruitment-Career Portal & Applications	Provide candidate self-service application status tracking using National ID + Application Number + CAPTCHA.	Recruitment	High	Yes	10			
327	Recruitment-Career Portal & Applications	Implement CAPTCHA and rate limiting for status lookup to prevent abuse; log attempts and lock after threshold.	Recruitment	High	Yes	10			
328	Recruitment-Career Portal & Applications	Status page displays masked candidate name, vacancy applied, application date, current stage, and next step guidance.	Recruitment	High	Yes	10			
329	Recruitment-Career Portal & Applications	Allow HR to configure which stages are visible to candidates and customize the wording.	Recruitment	High	Yes	10			
330	Recruitment-Career Portal & Applications	Optional OTP verification (SMS/email) before showing status for higher security.	Recruitment	High	Yes	10			
331	Recruitment-Career Portal & Applications	Candidate can update profile information (phone/email/address) without editing submitted application (optional).	Recruitment	High	Yes	10			
332	Recruitment-Career Portal & Applications	Candidate can withdraw application before interview stage; system records reason and updates status.	Recruitment	High	Yes	10			
333	Recruitment-Career Portal & Applications	Support mandatory consent checkbox for data privacy; store timestamped consent record.	Recruitment	High	Yes	10			
334	Recruitment-Career Portal & Applications	Display equal opportunity statement and anti-discrimination policy acknowledgement.	Recruitment	High	Yes	10			
335	Recruitment-Career Portal & Applications	Provide multi-language toggle for portal UI and vacancy content (optional).	Recruitment	High	Yes	10			
336	Recruitment-Career Portal & Applications	Candidate receives automated updates on stage change (email; SMS optional).	Recruitment	High	Yes	10			
337	Recruitment-Career Portal & Applications	Support pre-screening questions and auto-disqualify if knockout criteria not met (with regret message).	Recruitment	High	Yes	10			
338	Recruitment-Career Portal & Applications	Allow candidates to select preferred interview dates/time windows (optional).	Recruitment	High	Yes	10			
339	Recruitment-Career Portal & Applications	Support candidate to upload updated CV after submission via HR request (controlled link).	Recruitment	High	Yes	10			
340	Recruitment-Career Portal & Applications	Provide candidate communication inbox within portal (optional).	Recruitment	High	Yes	10			
341	Recruitment-Career Portal & Applications	Support candidate to view interview schedule details and join virtual meeting link (if applicable).	Recruitment	High	Yes	10			
342	Recruitment-Career Portal & Applications	Enable candidates to confirm interview attendance and request reschedule (controlled workflow).	Recruitment	High	Yes	10			
343	Recruitment-Career Portal & Applications	Allow candidate to submit references contacts through portal (optional).	Recruitment	High	Yes	10			
344	Recruitment-Career Portal & Applications	Auto create candidate record in ATS with deduplication across vacancies using National ID + email/phone matching.	Recruitment	High	Yes	10			
345	Recruitment-Career Portal & Applications	Maintain candidate history across multiple applications and show to recruiter in one profile view.	Recruitment	High	Yes	10			
346	Recruitment-Career Portal & Applications	Support talent pool consent and allow candidate to opt-in/out for future opportunities.	Recruitment	High	Yes	10			
347	Recruitment-Career Portal & Applications	Provide candidate tagging: internal staff, external, referral, agency, walk-in, job fair.	Recruitment	High	Yes	10			
348	Recruitment-Career Portal & Applications	Allow internal candidates to apply using employee ID with manager visibility controls (optional).	Recruitment	High	Yes	10			
349	Recruitment-Career Portal & Applications	Support uploading of medical/police clearance documents later in process with expiry tracking.	Recruitment	High	Yes	10			
350	Recruitment-Career Portal & Applications	Provide application completeness scoring (missing documents) and request missing items by automated email.	Recruitment	High	Yes	10			
351	Recruitment-Career Portal & Applications	Candidate contact verification via email link/OTP before submission (optional).	Recruitment	High	Yes	10			
352	Recruitment-Career Portal & Applications	Prevent duplicate applications for same vacancy using National ID rules (configurable).	Recruitment	High	Yes	10			
353	Recruitment-Career Portal & Applications	Allow candidates to apply for multiple locations under one vacancy (if posted as multi-location).	Recruitment	High	Yes	10			
354	Recruitment-Career Portal & Applications	Provide application receipt PDF download (optional).	Recruitment	High	Yes	10			
355	Recruitment-Career Portal & Applications	Show FAQs and helpdesk contact; configurable by HR.	Recruitment	High	Yes	10			
356	Recruitment-Career Portal & Applications	Provide privacy mode to hide sensitive fields from interview panel members(optional).	Recruitment	High	Yes	10			
357	Recruitment-Career Portal & Applications	Store all candidate data with retention period settings and auto purge (configurable).	Recruitment	High	Yes	10			
358	Recruitment-Career Portal & Applications	Support custom fields per vacancy (e.g., driving license type, certifications) with validation.	Recruitment	High	Yes	10			
359	Recruitment-Career Portal & Applications	Allow candidates to answer competency-based questions (text fields) with word limits.	Recruitment	High	Yes	10			
360	Recruitment-Career Portal & Applications	Support attachments for certifications with expiry dates and reminders (optional).	Recruitment	High	Yes	10			
361	Recruitment-Career Portal & Applications	Audit trail for candidate data access by staff users.	Recruitment	High	Yes	10			
362	Recruitment-Career Portal & Applications	Provide in-portal messaging templates for interview instructions and documents.	Recruitment	High	Yes	10			
363	Recruitment-Career Portal & Applications	Support integration with e-signature for later offer acceptance (optional).	Recruitment	High	Yes	10			
364	Recruitment-Career Portal & Applications	Allow candidate to accept/decline offer via portal (handoff to offer module).	Recruitment	High	Yes	10			
365	Recruitment-Career Portal & Applications	Provide consent for background checks (timestamped).	Recruitment	High	Yes	10			
366	Recruitment-Career Portal & Applications	Allow HR to configure portal maintenance window announcements.	Recruitment	High	Yes	10			
367	Recruitment- ATS - Screening & Shortlisting	ATS pipeline stages configurable per vacancy (Applied, Screening, Shortlisted, Test, Interview, Reference, Offer, Hired, Rejected).	Recruitment	High	Yes	10			
368	Recruitment- ATS - Screening & Shortlisting	Recruiter dashboard showing counts by stage and SLA alerts for overdue actions.	Recruitment	High	Yes	10			
369	Recruitment- ATS - Screening & Shortlisting	Advanced search and filters by qualification, experience, keywords, location, source, and custom fields.	Recruitment	High	Yes	10			
370	Recruitment- ATS - Screening & Shortlisting	Resume parsing into structured fields (education, experience, skills) with manual edit option.	Recruitment	High	Yes	10			
371	Recruitment- ATS - Screening & Shortlisting	Bulk actions: shortlist, reject, move stage, send email/SMS, assign tags.	Recruitment	High	Yes	10			
372	Recruitment- ATS - Screening & Shortlisting	Standardized rejection reasons list (configurable) and auto regret templates by stage.	Recruitment	High	Yes	10			
373	Recruitment- ATS - Screening & Shortlisting	Shortlisting scoring matrix with weighted criteria (Written Interview/Physical Interview & Interview Evaluation).	Recruitment	High	Yes	10			
374	Recruitment- ATS - Screening & Shortlisting	Enable hiring manager shortlisting view with restricted access and comment capture.	Recruitment	High	Yes	10			
375	Recruitment- ATS - Screening & Shortlisting	Support collaborative review: multiple reviewers scoring with consolidated ranking.	Recruitment	High	Yes	10			

376	Recruitment- ATS - Screening & Shortlisting	Detect potential duplicates across applications and suggest merge.	Recruitment	High	Yes	10			
377	Recruitment- ATS - Screening & Shortlisting	Red flag indicator for missing documents or incomplete application.	Recruitment	High	Yes	10			
378	Recruitment- ATS - Screening & Shortlisting	Auto disqualify rules based on knockout questions and minimum criteria.	Recruitment	High	Yes	10			
379	Recruitment- ATS - Screening & Shortlisting	Candidate profile view shows full history across roles and previous interview notes.	Recruitment	High	Yes	10			
380	Recruitment- ATS - Screening & Shortlisting	Allow attaching internal notes and uploading screening documents in candidate profile.	Recruitment	High	Yes	10			
381	Recruitment- ATS - Screening & Shortlisting	Support anonymized screening (mask name/gender/nationality) (optional).	Recruitment	High	Yes	10			
382	Recruitment- ATS - Screening & Shortlisting	Generate shortlist report export (Excel/PDF) including scores and comments.	Recruitment	High	Yes	10			
383	Recruitment- ATS - Screening & Shortlisting	Maintain audit trail for stage changes and who moved candidates.	Recruitment	High	Yes	10			
384	Recruitment- ATS - Screening & Shortlisting	Email/SMS templates with placeholders; approval required for bulk sends (optional).	Recruitment	High	Yes	10			
385	Recruitment- ATS - Screening & Shortlisting	Support scheduling tasks and reminders for recruiters and hiring managers.	Recruitment	High	Yes	10			
386	Recruitment- ATS - Screening & Shortlisting	Talent pool tagging for future roles and search across pool.	Recruitment	High	Yes	10			
387	Recruitment- ATS - Screening & Shortlisting	Candidate status visibility mapping to self-service portal (candidate-friendly labels).	Recruitment	High	Yes	10			
388	Recruitment- ATS - Screening & Shortlisting	Allow setting shortlist limit (top X) with automatic ranking and cut-off suggestions.	Recruitment	High	Yes	10			
389	Recruitment- ATS - Screening & Shortlisting	Interview readiness checklist (documents verified, eligibility met) before scheduling.	Recruitment	High	Yes	10			
390	Recruitment- ATS - Screening & Shortlisting	Candidate communication log (all emails/SMS sent) with timestamps.	Recruitment	High	Yes	10			
391	Recruitment- ATS - Screening & Shortlisting	Candidate comparison view (side-by-side) for final selection.	Recruitment	High	Yes	10			
392	Recruitment- ATS - Screening & Shortlisting	Final selection summary report auto-generated with scores and recommendation.	Recruitment	High	Yes	10			
393	Recruitment- ATS - Screening & Shortlisting	Support reserve list management and expiry dates for reserve candidates.	Recruitment	High	Yes	10			
394	Recruitment- ATS - Screening & Shortlisting	Support data retention tagging by vacancy closure date and purge rules.	Recruitment	High	Yes	10			
395	Recruitment- ATS - Screening & Shortlisting	Allow HR to lock records after hiring decision to prevent unauthorized edits.	Recruitment	High	Yes	10			
396	Recruitment- ATS - Screening & Shortlisting	Support agency submissions separately and enforce agency-only candidate rules (optional).	Recruitment	High	Yes	10			
397	Recruitment- ATS - Screening & Shortlisting	Provide dashboard for open vacancies and recruiter workload balancing.	Recruitment	High	Yes	10			
398	Recruitment- ATS - Screening & Shortlisting	Support attaching medical/police clearance status to candidate record pre-join.	Recruitment	High	Yes	10			
399	Recruitment - Assessments & Tests	Create assessment templates by role with sections (MCQ, short answer, case study).	Recruitment	High	Yes	10			
400	Recruitment - Assessments & Tests	Question bank with categories, difficulty levels, and randomization rules.	Recruitment	High	Yes	10			
401	Recruitment - Assessments & Tests	Time-bound assessments with auto start/end and anti-cheating measures (browser lock optional).	Recruitment	High	Yes	10			
402	Recruitment - Assessments & Tests	Support remote online test delivery with unique secure link per candidate.	Recruitment	High	Yes	10			
403	Recruitment - Assessments & Tests	Auto scoring for objective questions; manual scoring interface for subjective answers.	Recruitment	High	Yes	10			
404	Recruitment - Assessments & Tests	Weighted scoring by section and pass mark configuration.	Recruitment	High	Yes	10			
405	Recruitment - Assessments & Tests	Auto rank candidates by score and generate top X shortlist for next stage.	Recruitment	High	Yes	10			
406	Recruitment - Assessments & Tests	Export score report to Excel/PDF including candidate ID and notes.	Recruitment	High	Yes	10			
407	Recruitment - Assessments & Tests	Assessment status tracking (Invited/Started/Completed/Expired/No Show).	Recruitment	High	Yes	10			
408	Recruitment - Assessments & Tests	Automated reminders before assessment deadline.	Recruitment	High	Yes	10			
409	Recruitment - Assessments & Tests	Attach assessment results to candidate profile automatically.	Recruitment	High	Yes	10			
410	Recruitment - Assessments & Tests	Allow HR to hide assessment feedback from candidates (configurable).	Recruitment	High	Yes	10			
411	Recruitment - Assessments & Tests	Support offline assessment import (upload scored sheet) for paper-based tests.	Recruitment	High	Yes	10			
412	Recruitment - Assessments & Tests	Maintain assessment audit trail and versioning for compliance.	Recruitment	High	Yes	10			
413	Recruitment - Assessments & Tests	Auto disqualify and trigger regret email if score below threshold (configurable).	Recruitment	High	Yes	10			
414	Recruitment - Assessments & Tests	Generate attendance sheet for onsite assessments.	Recruitment	High	Yes	10			
415	Recruitment - Assessments & Tests	Provide assessment calendar view for recruiters.	Recruitment	High	Yes	10			
416	Recruitment - Interview Management	Maintain interview panel master list with panelist details (employee ID, division, role, availability, term).	Recruitment	High	Yes	10			
417	Recruitment - Interview Management	Track panel term period (e.g., 2 years) and auto alert for renewal/replacement due date.	Recruitment	High	Yes	10			
418	Recruitment - Interview Management	Conflict-of-interest declaration per interview (panelist confirms no conflict).	Recruitment	High	Yes	10			
419	Recruitment - Interview Management	Schedule interviews with calendar integration and invite hiring manager + panelists.	Recruitment	High	Yes	10			
420	Recruitment - Interview Management	Support interview types: in-person, video, phone, group panel, assessment center.	Recruitment	High	Yes	10			
421	Recruitment - Interview Management	Generate interview slots, manage capacity, and assign candidates to slots.	Recruitment	High	Yes	10			
422	Recruitment - Interview Management	Automatic email/SMS invitation to candidates with location/map/meeting link and documents.	Recruitment	High	Yes	10			
423	Recruitment - Interview Management	Interview reminder notifications (24h/2h configurable).	Recruitment	High	Yes	10			
424	Recruitment - Interview Management	Structured interview scorecard with competencies, weights, and rating scales.	Recruitment	High	Yes	10			
425	Recruitment - Interview Management	Panel members submit scores independently; system locks after submission deadline.	Recruitment	High	Yes	10			
426	Recruitment - Interview Management	Consolidate panel scores automatically and compute final weighted score.	Recruitment	High	Yes	10			
427	Recruitment - Interview Management	Allow capturing interview outcome: Selected/Reserve/Not Selected/Second Interview.	Recruitment	High	Yes	10			
428	Recruitment - Interview Management	Support multi-round interviews and track rounds separately.	Recruitment	High	Yes	10			
429	Recruitment - Interview Management	Record interview attendance for candidates (attended/no-show/late) and update pipeline.	Recruitment	High	Yes	10			
430	Recruitment - Interview Management	Interview panel attendance tracking per session (Present/Absent/Late/Excused) with HR confirmation.	Recruitment	High	Yes	10			
431	Recruitment - Interview Management	Monthly panel attendance report per panelist and attendance percentage.	Recruitment	High	Yes	10			
432	Recruitment - Interview Management	Low attendance alerts to HR for governance and future panel replacement decisions.	Recruitment	High	Yes	10			
433	Recruitment - Interview Management	Maintain audit trail for interview scheduling changes and cancellations.	Recruitment	High	Yes	10			
434	Recruitment - Interview Management	Enforce minimum panel composition rules (HR + Dept + Panel member) and validation.	Recruitment	High	Yes	10			
435	Recruitment - Offers & Pre-Employment	Offer letter template library by employment type (permanent, contract, probation, internship).	Recruitment	High	Yes	10			
436	Recruitment - Offers & Pre-Employment	Offer generation auto-populates candidate data, job details, salary, allowances, start date, and reporting line.	Recruitment	High	Yes	10			
437	Recruitment - Offers & Pre-Employment	Offer approval routing (HR → Finance → MD) before sending to candidate.	Recruitment	High	Yes	10			
438	Recruitment - Offers & Pre-Employment	Offer delivery via portal + email with secure link and expiry date.	Recruitment	High	Yes	10			

439	Recruitment- Offers & Pre-Employment	Offer acceptance/decline capture with timestamp; store decline reason.	Recruitment	High	Yes	10			
440	Recruitment- Offers & Pre-Employment	Automated reminders prior to offer expiry; auto-withdraw after expiry with notification.	Recruitment	High	Yes	10			
441	Recruitment- Offers & Pre-Employment	Pre-employment checklist tracking (documents, medical, police clearance, references).	Recruitment	High	Yes	10			
442	Recruitment- Offers & Pre-Employment	Candidate document upload portal for pre-employment documents with status (received/verified/rejected).	Recruitment	High	Yes	10			
443	Recruitment- Offers & Pre-Employment	Reference check form workflow with outcomes and approver sign-off.	Recruitment	High	Yes	10			
444	Recruitment- Offers & Pre-Employment	Conditional offer management (subject to checks) and auto-block commencement if not cleared.	Recruitment	High	Yes	10			
445	Recruitment- Offers & Pre-Employment	Offer extension workflow with revised dates and candidate acknowledgement.	Recruitment	High	Yes	10			
446	Recruitment- Offers & Pre-Employment	Auto update candidate self-service status to 'Offer Sent' / 'Offer Accepted'.	Recruitment	High	Yes	10			
447	Recruitment- Offers & Pre-Employment	Maintain audit logs for offer letter access and downloads.	Recruitment	High	Yes	10			
448	Recruitment - Onboarding to Commencement	Auto-convert accepted candidate record into employee pre-boarding profile with data mapping rules.	Recruitment	High	Yes	10			
449	Recruitment - Onboarding to Commencement	Generate employee ID upon HR confirmation of commencement.	Recruitment	High	Yes	10			
450	Recruitment - Onboarding to Commencement	Assign division, department, reporting manager, grade, cost center from requisition/vacancy.	Recruitment	High	Yes	10			
451	Recruitment - Onboarding to Commencement	Create onboarding checklist tasks and assign owners (HR/IT/Admin/Hiring Manager).	Recruitment	High	Yes	10			
452	Recruitment - Onboarding to Commencement	IT account creation request workflow (email, system access) with approvals and tracking.	Recruitment	High	Yes	10			
453	Recruitment - Onboarding to Commencement	ID card request workflow with photo capture and approvals.	Recruitment	High	Yes	10			
454	Recruitment - Onboarding to Commencement	First day check-in confirmation form by HR/hiring manager.	Recruitment	High	Yes	10			
455	Recruitment - Onboarding to Commencement	Commencement status updates to candidate portal (Joined/No Show).	Recruitment	High	Yes	10			
456	Recruitment - Onboarding to Commencement	Track no-show joiners and trigger workflow to close requisition or proceed with reserve candidate.	Recruitment	High	Yes	10			
457	Recruitment - Onboarding to Commencement	Probation period configuration and automated probation review reminders.	Recruitment	High	Yes	10			
458	Recruitment - Onboarding to Commencement	Onboarding dashboard: pending tasks, overdue items, upcoming joiners.	Recruitment	High	Yes	10			
459	Recruitment - Onboarding to Commencement	Maintain audit log for conversion actions and data changes.	Recruitment	High	Yes	10			
460	Recruitment- Recruitment Reporting	Recruitment dashboard with vacancies open, applications received, and stage counts.	Recruitment	High	Yes	10			
461	Recruitment- Recruitment Reporting	Time-to-fill and time-to-hire metrics by division/role/grade.	Recruitment	High	Yes	10			
462	Recruitment- Recruitment Reporting	Recruitment aging report by stage with SLA breach indicators.	Recruitment	High	Yes	10			
463	Recruitment- Recruitment Reporting	Source-of-hire analytics and conversion funnel.	Recruitment	High	Yes	10			
464	Recruitment- Recruitment Reporting	Offer acceptance rate and decline reasons report.	Recruitment	High	Yes	10			
465	Recruitment- Recruitment Reporting	Interview panel participation and workload distribution report.	Recruitment	High	Yes	10			
466	Recruitment- Recruitment Reporting	Panel attendance percentage report with low attendance flags.	Recruitment	High	Yes	10			
467	Recruitment- Recruitment Reporting	Candidate no-show rate for interviews/assessments.	Recruitment	High	Yes	10			
468	Recruitment- Recruitment Reporting	Monthly recruitment summary export (PDF/Excel) for management reporting.	Recruitment	High	Yes	10			
469	Recruitment- Recruitment Reporting	Compliance reports: consent captured, data retention, audit logs exported.	Recruitment	High	Yes	10			
470	Recruitment -Security, Audit & Integrations	Role-based access control for recruiter, HR admin, hiring manager, panelist, viewer roles.	Recruitment	High	Yes	10			
471	Recruitment -Security, Audit & Integrations	Field-level security to restrict visibility of salary and sensitive personal data.	Recruitment	High	Yes	10			
472	Recruitment -Security, Audit & Integrations	Encryption at rest for National ID and sensitive documents; encryption in transit (TLS).	Recruitment	High	Yes	10			
473	Recruitment -Security, Audit & Integrations	Audit log for all key actions: create/edit requisition, stage changes, offers, document access.	Recruitment	High	Yes	10			
474	Recruitment -Security, Audit & Integrations	Configurable data retention rules for candidates and auto purge after defined period.	Recruitment	High	Yes	10			
475	Recruitment -Security, Audit & Integrations	Consent management and export for compliance requests.	Recruitment	High	Yes	10			
476	Recruitment -Security, Audit & Integrations	CAPTCHA and rate limiting for candidate status tracking to prevent abuse.	Recruitment	High	Yes	10			
477	Recruitment -Security, Audit & Integrations	Document repository with access logging and secure links for candidate uploads.	Recruitment	High	Yes	10			
478	Recruitment -Security, Audit & Integrations	Integration capability: APIs/webhooks for job boards, email, SMS gateways, calendar systems.	Recruitment	High	Yes	10			
479	Recruitment -Security, Audit & Integrations	Support single sign-on (SSO) for internal users (optional).	Recruitment	High	Yes	10			
480	Recruitment -Security, Audit & Integrations	System supports sandbox/testing environment for upgrades and changes.	Recruitment	High	Yes	10			
481	Recruitment -Security, Audit & Integrations	Notification engine with templates, variables, and approval controls.	Recruitment	High	Yes	10			
482	Training- TNA	Create Training Needs Analysis (TNA) plans by Division/Department/Role/Individual	Training	High	Yes	10			
483	Training- TNA	Link TNA to performance appraisal gaps and competency framework	Training	High	Yes	10			
484	Training- TNA	Workflow: Supervisor/Employee request → Dept Head → HR/T&D approval	Training	High	Yes	10			
485	Training - Planning	Annual/Quarterly training plan creation with approval	Training	High	Yes	10			
486	Training - Planning	Training calendar (monthly/annual views) with internal/external sessions	Training	High	Yes	10			
487	Training - Planning	Publish training calendar to staff portal and send announcements	Training	High	Yes	10			
488	Training- Catalog	Course catalog with categories (Mandatory/Technical/Soft skills/induction etc.)	Training	High	Yes	10			
489	Training- Catalog	Course version control (course updates/syllabus changes tracked)	Training	High	Yes	10			
490	Training- Catalog	Training types: Classroom/OJT/Coaching/E-learning/Webinars	Training	High	Yes	10			
491	Training- Catalog	Attach materials (PDF/PPT/video/links) per course/session	Training	High	Yes	10			
492	Training -Sessions	Create sessions with objectives, agenda, trainer, venue/online link, capacity	Training	High	Yes	10			
493	Training -Sessions	Eligibility rules (department/grade/job role) & prerequisites	Training	High	Yes	10			
494	Training -Nomination	Waitlist management when seats are full	Training	High	Yes	10			
495	Training -Nomination	Automated joining instructions & reminders (email/portal)	Training	High	Yes	10			
496	Training -Attendance	Attendance marking (manual entry) with attended/absent/cancelled/rescheduled	Training	High	Yes	10			
497	Training -Attendance	QR attendance (mobile) OR portal check-in option	Training	High	Yes	10			
498	Training -Completion	Track completion rules (attendance + assessment + evaluation)	Training	High	Yes	10			
499	Training -Assessments	Pre-test/Post-test (MCQ/short answer) with scoring	Training	High	Yes	10			
500	Training -Evaluations	Training feedback forms (participant + trainer rating)	Training	High	Yes	10			
501	Training -Evaluations	Supervisor follow-up evaluation (post-training impact/behavior)	Training	High	Yes	10			

502	Training -Certifications	Auto-generate certificates with unique certificate number	Training	High	Yes	10			
503	Training -Certifications	Store certificate copy in employee profile (document management)	Training	High	Yes	10			
504	Training -Compliance	Certificate validity tracking + expiry alerts (30/60/90 days configurable)	Training	High	Yes	10			
505	Training -Credits	Track training hours per employee (monthly/annual)	Training	High	Yes	10			
506	Training -Credits	Separate mandatory vs optional hours and compliance completion	Training	High	Yes	10			
507	Training -Budget	Budget setup by department/cost center/category/year	Training	High	Yes	10			
508	Training -Budget	Capture training cost (trainer/venue/travel/accommodation/materials/per diem)	Training	High	Yes	10			
509	Training -Budget	Planned vs actual spend reports + over-budget alerts	Training	High	Yes	10			
510	Training -Trainer/Vendor	Trainer database (internal/external), expertise, history	Training	High	Yes	10			
511	Training -Trainer/Vendor	Vendor performance rating & training history	Training	High	Yes	10			
512	Training -Portal/Mobile	Employee portal: view training history, certificates, upcoming calendar	Training	High	Yes	10			
513	Training -Portal/Mobile	Mobile access: feedback submission, reminders, attendance (if supported)	Training	High	Yes	10			
514	Training -Notifications	Automated notifications: approval/rejection, reminders, pending evaluations	Training	High	Yes	10			
515	Training -Reporting	Dashboards: coverage by dept/role, compliance completion, hours summary	Training	High	Yes	10			
516	Training -Reporting	Export reports to Excel/PDF with filters (date/course/dept/trainer)	Training	High	Yes	10			
517	Training -Integration	Integrate with employee master, org structure, job/grade, departments	Training	High	Yes	10			
518	Training -Integration	Integrate with performance/competency modules (if available)	Training	High	Yes	10			
519	Training -Audit	Audit trail for nominations/approvals/changes (who/what/when)	Training	High	Yes	10			
520	Training -Security	Role-based access (HR Admin, T&D, Dept Head, Supervisor, Employee)	Training	High	Yes	10			
521	Training -Security	Restrict visibility for cost/budget fields to authorized roles	Training	High	Yes	10			
522	Training -Data	Bulk upload/import training history and certificates (migration support)	Training	High	Yes	10			
523	Performance Appraisal -Policy & Governance	Support all employee categories and role hierarchy levels in appraisal setup.	Performance Appraisal	High	Yes	10			
524	Performance Appraisal -Policy & Governance	Eligibility rule: include employees only if minimum 6 months service completed.	Performance Appraisal	High	Yes	10			
525	Performance Appraisal -Policy & Governance	Ability to finalize/lock appraisal cycle schedule at start of year after confirmation.	Performance Appraisal	High	Yes	10			
526	Performance Appraisal -Policy & Governance	Appraisal cycle initiation controlled by L&D Admin close to end of each cycle.	Performance Appraisal	High	Yes	10			
527	Performance Appraisal -Policy & Governance	Support top-down rollout (start from top management, distribute down hierarchy).	Performance Appraisal	High	Yes	10			
528	Performance Appraisal -Policy & Governance	Each appraisal must include Objective and Subjective components (configurable sections).	Performance Appraisal	High	Yes	10			
529	Appraisal Types & Cycles	HR/L&D can create multiple appraisal types and templates (separate forms, workflows, weightings).	Performance Appraisal	High	Yes	10			
530	Appraisal Types & Cycles	Create and run 360° Appraisal cycle.	Performance Appraisal	High	Yes	10			
531	Appraisal Types & Cycles	Create and run Year-End Appraisal cycle.	Performance Appraisal	High	Yes	10			
532	Appraisal Types & Cycles	Create and run Mid-Year Appraisal cycle.	Performance Appraisal	High	Yes	10			
533	Appraisal Types & Cycles	Create and run Training/Probation Period Review cycle.	Performance Appraisal	High	Yes	10			
534	Appraisal Types & Cycles	Run multiple cycles in same year (e.g., Mid-Year + Year-End) with separate deadlines.	Performance Appraisal	High	Yes	10			
535	Appraisal Types & Cycles	Set cycle dates (start/end), submission deadlines, and late-submission controls.	Performance Appraisal	High	Yes	10			
536	Appraisal Types & Cycles	Enable/disable an appraisal type without deleting historical records.	Performance Appraisal	High	Yes	10			
537	Performance Appraisal -Assignment & Eligibility	Bulk assignment by division/department/location/grade/job title/contract type.	Performance Appraisal	High	Yes	10			
538	Performance Appraisal -Assignment & Eligibility	Assign appraisal type by management layer (Executive/Senior/Middle/Supervisory/Support).	Performance Appraisal	High	Yes	10			
539	Performance Appraisal -Assignment & Eligibility	Exclude employees on leave/notice if policy requires (configurable eligibility filters).	Performance Appraisal	High	Yes	10			
540	Performance Appraisal -Assignment & Eligibility	Auto-assignment based on supervisor reporting line in HRIS.	Performance Appraisal	High	Yes	10			
541	Workflow & Approvals	Configurable workflows per appraisal type (Employee → Supervisor → HDD → HR/L&D).	Performance Appraisal	High	Yes	10			
542	Workflow & Approvals	Support multi-level reviewers (2nd level, Section Head, Dept Head, Division Head).	Performance Appraisal	High	Yes	10			
543	Workflow & Approvals	Delegation/acting supervisor feature with audit trail.	Performance Appraisal	High	Yes	10			
544	Workflow & Approvals	Reopen a submitted appraisal (HR/L&D only) with reason logging.	Performance Appraisal	High	Yes	10			
545	Workflow & Approvals	Lock appraisal after final approval/acknowledgement to prevent edits.	Performance Appraisal	High	Yes	10			
546	360° Appraisal	360 workflow with multiple rater groups (Supervisor/Peers/Subordinates/Internal Customers).	Performance Appraisal	High	Yes	10			
547	360° Appraisal	Rater nomination by employee with Supervisor/HR approval option.	Performance Appraisal	High	Yes	10			
548	360° Appraisal	HR can directly assign raters and set minimum/maximum raters per group.	Performance Appraisal	High	Yes	10			
549	360° Appraisal	Weighting per rater group and automated final score calculation.	Performance Appraisal	High	Yes	10			
550	360° Appraisal	Anonymous feedback option configurable by HR.	Performance Appraisal	High	Yes	10			
551	360° Appraisal	360 consolidated report (scores + comments) exportable.	Performance Appraisal	High	Yes	10			
552	Year-End Appraisal	Annual cycle setup with goal/KPI evaluation (score + comments).	Performance Appraisal	High	Yes	10			
553	Year-End Appraisal	Competency evaluation with configurable competency library.	Performance Appraisal	High	Yes	10			
554	Year-End Appraisal	Overall rating (manual or auto-calculated) and final recommendation section (increment/promotion/training/PIP).	Performance Appraisal	High	Yes	10			
555	Year-End Appraisal	Historical Year-End ratings retained for trend view per employee.	Performance Appraisal	High	Yes	10			
556	Mid-Year Appraisal	Mid-Year cycle to review progress vs goals (optionally without final rating).	Performance Appraisal	High	Yes	10			
557	Mid-Year Appraisal	Goal update/realignment workflow (controlled by HR/L&D policy).	Performance Appraisal	High	Yes	10			
558	Mid-Year Appraisal	Development plan tracking (actions, due dates, comments).	Performance Appraisal	High	Yes	10			
559	Training/Probation Review	Trigger probation review based on joining date (3/6 months etc.) or manual assignment.	Performance Appraisal	High	Yes	10			
560	Training/Probation Review	Simple evaluation template (attendance/performance/attitude/learning).	Performance Appraisal	High	Yes	10			
561	Training/Probation Review	Decision outcomes: Confirm / Extend (with new end date) / Terminate (restricted HR-only).	Performance Appraisal	High	Yes	10			
562	Training/Probation Review	Update employee status upon probation decision (confirmed/extended).	Performance Appraisal	High	Yes	10			
563	Evaluation Tools	Likert scale ratings supported (configurable).	Performance Appraisal	High	Yes	10			
564	Evaluation Tools	Quizzes supported (self-led / department-led).	Performance Appraisal	High	Yes	10			

565	Evaluation Tools	Practical examination scoring supported.	Performance Appraisal	High	Yes	10			
566	Evaluation Tools	Task/Project management rating supported.	Performance Appraisal	High	Yes	10			
567	Evaluation Tools	Quality objective completion scoring supported.	Performance Appraisal	High	Yes	10			
568	Evaluation Tools	Divisional/department goals scoring supported.	Performance Appraisal	High	Yes	10			
569	Marks Distribution	Support Staff weighting: Objective 50% / Subjective 50%.	Performance Appraisal	High	Yes	10			
570	Marks Distribution	Supervisory Staff weighting: Objective 55% / Subjective 45%.	Performance Appraisal	High	Yes	10			
571	Marks Distribution	Middle Management weighting: Objective 60% / Subjective 40%.	Performance Appraisal	High	Yes	10			
572	Marks Distribution	Senior Management weighting: Objective 65% / Subjective 35%.	Performance Appraisal	High	Yes	10			
573	Marks Distribution	Executive Management weighting: Objective 70% / Subjective 30%.	Performance Appraisal	High	Yes	10			
574	Employment Records (Objective)	Staff availability calculation supports weighted absence model and rounding.	Performance Appraisal	High	Yes	10			
575	Employment Records (Objective)	Disciplinary actions deduction rules supported (written warning/advice/caution/unauthorized absence).	Performance Appraisal	High	Yes	10			
576	Employment Records (Objective)	Supervisory support infractions deduction supported (0.5 per infraction).	Performance Appraisal	High	Yes	10			
577	Employment Records (Objective)	Self-development ratio tracking (planned vs attended; unachieved %).	Performance Appraisal	High	Yes	10			
578	Meeting & Acknowledgement	Support face-to-face appraisal meeting stage and record discussion notes.	Performance Appraisal	High	Yes	10			
579	Meeting & Acknowledgement	Capture final agreed marks and employee acknowledgement/e-signature.	Performance Appraisal	High	Yes	10			
580	Meeting & Acknowledgement	Configurable comments visibility (hide HR notes; show manager notes to employee).	Performance Appraisal	High	Yes	10			
581	Standardization & Calibration	Standardized scales supported and enforceable across appraisals.	Performance Appraisal	High	Yes	10			
582	Standardization & Calibration	Evaluator training support (embedded guidance/training materials).	Performance Appraisal	High	Yes	10			
583	Standardization & Calibration	Calibration workflow (multi-manager review, adjust ratings with reason + audit).	Performance Appraisal	High	Yes	10			
584	Standardization & Calibration	Anonymous feedback option for sensitive evaluations.	Performance Appraisal	High	Yes	10			
585	Standardization & Calibration	Forced distribution / bell curve option (if company chooses).	Performance Appraisal	High	Yes	10			
586	Normalization & 9-Grid	Divisional normalization supported using Z-score or equivalent method.	Performance Appraisal	High	Yes	10			
587	Normalization & 9-Grid	Calculate divisional baseline using avg/median/std deviation per division.	Performance Appraisal	High	Yes	10			
588	Normalization & 9-Grid	Group employees into High/Moderate/Low performer categories using baseline/percentiles.	Performance Appraisal	High	Yes	10			
589	Normalization & 9-Grid	Generate 9-grid plot dashboard/export (Objective=Performance, Subjective=Potential).	Performance Appraisal	High	Yes	10			
590	Normalization & 9-Grid	Provide distribution/bias view per division to check fairness.	Performance Appraisal	High	Yes	10			
591	Notifications & Audit	Email/portal notifications: launch, pending, overdue reminders, completion.	Performance Appraisal	High	Yes	10			
592	Notifications & Audit	Escalation reminders after X days overdue (configurable).	Performance Appraisal	High	Yes	10			
593	Notifications & Audit	Audit log of all actions (submit/approve/edit) with timestamps and actor.	Performance Appraisal	High	Yes	10			
594	Portal UX	Employee portal shows assigned appraisals, deadlines, and status.	Performance Appraisal	High	Yes	10			
595	Portal UX	Save as Draft and resume later.	Performance Appraisal	High	Yes	10			
596	Portal UX	Attachment upload for evidence (configurable size/type).	Performance Appraisal	High	Yes	10			
597	Portal UX	Mobile-friendly portal or mobile app support.	Performance Appraisal	High	Yes	10			
598	Reporting	HR dashboard: completion status by division/department/role category.	Performance Appraisal	High	Yes	10			
599	Reporting	Reports: ratings distribution and normalization pre/post by division.	Performance Appraisal	High	Yes	10			
600	Reporting	Individual appraisal PDF export and bulk Excel/CSV export.	Performance Appraisal	High	Yes	10			
601	Reporting	360 consolidated report export (scores & comments by rater group).	Performance Appraisal	High	Yes	10			
602	Integration & Security	Sync employee master data from HRIS (department, reporting line, grade).	Performance Appraisal	High	Yes	10			
603	Integration & Security	Access control & secure storage for appraisal history and confidential notes.	Performance Appraisal	High	Yes	10			
604	Integration & Security	Data retention settings + audit exports for compliance.	Performance Appraisal	High	Yes	10			
605	Integration & Security	Optional integration to compensation/payroll module for recommendations.	Performance Appraisal	High	Yes	10			
606	Employee Lifecycle	Allow initiation of offboarding by Employee/Manager/HR with selectable case types (Resignation, Termination, Release, Contract End, Retirement) and access control controls.	HR	High	Yes	10			
607	Employee Lifecycle	Generate clearance checklist by department (ICT/Admin/Finance/HR/Engagement) with task owners, due dates and completion evidence upload.	HR	High	Yes	10			
608	Employee Lifecycle	Track assigned assets (laptop/phone/SIM/ID card/keys) and confirm return; flag missing assets and create deduction request to Finance.	Admin / ICT	High	Yes	10			
609	Employee Lifecycle	Schedule exit interview, capture notes, and store outcomes in the offboarding case file with access restrictions.	Employee Engagement	High	Yes	10			
610	Employee Lifecycle	Built-in exit survey (anonymous or confidential modes) linked to offboarding case; minimum response threshold for reporting.	Employee Engagement	High	Yes	10			
611	Employee Lifecycle	Trigger final settlement workflow: leave encashment, deductions, benefits closure, final payslip and settlement statement PDF.	Finance	High	Yes	10			
612	Staff Actions	Resignation request with policy validation (notice period, probation rules), resignation withdrawal option, and acceptance letter generation.	HR	High	Yes	10			
613	Staff Actions	Termination case file with timeline, hearing records, warnings history, evidence attachments, and restricted access.	HR	High	Yes	10			
614	Staff Actions	Release/transfer workflow with effective date, handover tasks, and letter generation.	HR	High	Yes	10			
615	Expat Benefits	Configurable ticket entitlement rules by contract type, grade, probation status, dependents eligibility, and frequency.	HR	High	Yes	10			
616	Expat Benefits	Link approved annual leave to ticket request; block ticket request unless leave approved (configurable).	HR / Admin	High	Yes	10			
617	Expat Benefits	Support multiple quotations upload, comparison, approval, ticket issuance tracking, and cost center allocation.	Admin/Travel Desk	High	Yes	10			
618	Internal Communications	Create announcements with rich text, images, attachments; target by dept/grade/location/employment type; schedule publish and expiry.	Employee Engagement	High	Yes	10			
619	Internal Communications	Enable 'Read & Acknowledge' for policy announcements with acknowledgement deadline and reminders; export acknowledgement list.	HR	High	Yes	10			
620	Engagement	Create staff engagement events with RSVP, capacity, waitlist, attendance marking, and event notes.	Employee Engagement	High	Yes	10			
621	Engagement	Peer recognition posts with moderation, categories aligned to values, and optional points/badges.	Employee Engagement	High	Yes	10			
622	Employee Lifecycle	Define retirement eligibility rules (age/service) and auto-alert HR and employee X months before retirement date.	HR	High	Yes	10			
623	Employee Lifecycle	Retirement workflow: benefits briefing, final settlement, documentation generation (retirement letter), and farewell event task.	HR / Engagement	High	Yes	10			
624	Surveys	Survey builder with question types (Likert, MCQ, rank, open text, eNPS), branching (optional), multilingual support (optional).	Employee Engagement	High	Yes	10			
625	Surveys	Support anonymous/confidential surveys with minimum group threshold for results visibility; suppress small group filters.	Employee Engagement	High	Yes	10			
626	Surveys	Real-time response rate tracker; dashboards with filters (dept/location/grade/tenure band) and year-on-year comparisons.	Employee Engagement	High	Yes	10			
627	Surveys	Convert survey findings into action plans: assign owner, due date, status, evidence, and progress reminders; link actions to department.	Employee Engagement	High	Yes	10			

628	Common	Granular role permissions per module (offboarding, disciplinary, surveys); full audit logs for create/edit/approve/export.	IT/HRIS	High	Yes	10			
629	Common	Central notification engine with templates, channels (email/portal/mobile), SLA timers and escalations.	IT/HRIS	High	Yes	10			
630	Common	Central document template library for letters (resignation acceptance, termination, release, retirement, service certificate) with merge fields and version control.	HR	High	Yes	10			
631	Non functional requirements	Support for on-premise hosting	IT	High	Yes	10			
632	Non functional requirements	Support for testing and staging environment used for development and training of system	IT	Medium	No	5			
633	Non functional requirements	Version updates	IT	High	Yes	10			
634	Non functional requirements	Single sign-on using Microsoft Azure	IT	High	Yes	10			
635	Non functional requirements	Uploading salary to SAP using API	IT	High	Yes	10			
636	Non functional requirements	Data connectivity with third party analytical tools	IT	High	Yes	10			
637	Non functional requirements	Provision and deprovision users in AD during onboarding and offboarding of employees	IT	High	Yes	10			
638	Non functional requirements	Files stored must be encrypted	IT	Medium	No	5			
639	Non functional requirements	Sync employee information to active directory (field updates, profile picture updates)	IT	High	Yes	10			
						TOTAL	6365		