

HR Software - Specification

1. Specifications

Maldives Fund Management Corporation (MFMC) invites bids from eligible and qualified bidders to procure and implement Human Resources Software to MFMC and its subsidiaries.

The system should be an overall HR solution with Desktop/Web, and Mobile App.

Both On-premises installable and cloud deployed applications are accepted.

The Desktop application should be able to access all the modules of the system, both by HR officials and employees.

The Mobile applications should include all the functionality to personally manage and request HR services.

Native mobile application with support for IOS and Android is required. The desktop version should be developed with latest web standards and frame works. The desktop version should be able to use all popular web browsers.

Mobile App should allow key information availability anywhere and should manage/carryout multiple self-service transactions on the go. Managers should be able to carry out multiple transactions/tasks relating to their departments using the Mobile App.

2. Key functional features

Employee Profile

- Employee Personal Details (Full Name, Staff ID, ID Number, Permanent Address, Current Address, Date of Birth, Gender, Nationality, Office Email, Personal Email, Contact Number, Emergency Contact Person Name, Emergency Contact Person Relationship & Phone Number, Photo)
- Job Information (Probation start date and end date, bank account details, joined date, transfer date, promotion date, termination date, designation, title, division, department, section, unit, contract type, salary allowances)
- Education Details
- Employment Contract with English and Dhivehi Languages
- Employees Job Descriptions and Employees Personal Document Details.

Attendance

- Attendance punch records (IN and OUT) with download and upload option
- Attendance adjustment option for HR officers
- Able to connect with attendance devices
- Geo-location attendance punching.
- Must be able to manage multiple duty shifts, Normal, Rotational, Ramadan & Flexi Rosters
- Must be able to amend attendance data based on staff attendance amend requests
- Must be able to generate below reports based on attendance data:
 - Attendance Report (Management / Department / Section / Staff)
 - Late Data Report (Management / Department / Section / Staff)
 - Absent Data Report (Management / Department / Section / Staff)

- Overtime Data Report (Management / Department / Section / Staff)
- Attendance Summary Report
- Attendance Log Report
- Attendance must be linked to payroll
- Must have access to the attendance system from anywhere

Leave

- Define Organizational assigned leaves
- Should be able to apply leave restrictions and overtime restrictions for a department, section, unit, or an employee and manage work hand over
- Employees should be able to apply for leave (system should automatically calculate the leave balance)
- Must be able to generate the leave history (yearly, or in total), able to check the handover report and leave calendar
- HOD must be able to view the clashes of leave within the department before approval
- HR Personal shall be able to make any changes to the change in leave policy and changes to the other relevant laws and regulations in Maldives
- Able to add/edit Government Holidays every year
- Holidays must reflect on Attendance sheet

Staff Portal

- Attendance board and attendance adjustment
- Leave request and status
- Salary advances and loan request and approval
- Company directory
- Soft attendance punching with geo location
- Event Log records
- OT requests
- Employees Personal page
- Salary slip.

Appraisal

- Appraisal forms creation
- Appraisal records management and reporting
- Employee dislodgement (Transfer, Promotion and Demotions)
- Warning and cautions
- Suspensions based on warning and cautions
- Appraisal Questions settings and Result.

Template creation

- Ability to create templates for letters and memos.

Payroll

- Monthly attendance compilation and approvals

- Monthly salary creations and verification
- Salary related documents like (bank transfer person etc.)
- Pay slip distribution for all employees' personal email.
- Manage individual and staff salary settings
- Manage type of salary types and modes
- Should be able to link with Attendance module, leave module , benefit modules (whichever is relevant to the payroll)
- Able to generate payroll sheet and related reports

Recruitment

- Must be able to create a fully comprehensive Organizational Structure with Entity settings aided with visual diagram of the Organization Structure
- Must be able to create/edit division/section/unit in this module. The fields include: Name, Type (Division / Section / Unit) Status (should be able to disable if a division/section/ or unit is no longer active)
- Must be able to provide a Job Registry as per the approved organisational structure
- Must be able to define Job / Staff quota as per Organization's policies Must provide an authentication feature to adapt changes to the Organization Structure
- Must be able to define below details for Designation entry
- Must be able to store Potential Candidates information
- Create and store CV's – CV banks
- Able to select the potential candidates based on Educational Qualification, competencies, and work experience
- Vacancies - Must be able to request and approval for job requisitions (must be linked to org structure / headcount)
- Applications Able to store job application advertisements and the CV's received, Aptitude tests, Interview questionnaires, score compositions, Candidate competency and shortlisting
- Should be able to give workflow-based recruitment approvals
- Should be able to send job acceptance/ rejection notification to submit candidates Induction check list, Automated Email to all staff informing new hire, Hiring and onboarding, Store Contracts, JDs, onboarding plan, Performance appraisal before end of probation period.
- Interview panel to conduct interview
- Result announcements candidates
- Candidate online application process.
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Staff Benefit Module

- Must be able to manage any benefit administration and should be linked to the compensation module and should manage the following
- Any medical benefit schemes
- Pension and income taxes
- Training cost (if any)
- Manage hire purchase schemes such as from STO, BML, MFLC etc
- Loan Schemes; Add /Edit Loan Schemes, this includes the following fields
 - Financial Institute

- Loan Amount
- Repayment Duration
- Applied Staff
- Once all the calculations are made, the final Salary sheet should have the following information:
 - Staff Details (Name, SAP No, Designation, Classification)
 - Salary (Monthly Salary, Job Salary)
 - Allowances (Mentioned in Staff information)
 - Loan Scheme, Pension, Absentees, Ferry Allowance, Late fines, OT
 - Total

Staff transaction / movement module

- Staff hibernation
- Staff designation changes
- Department transfer
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Training Module

- Define trainings
- Enroll employees to trainings
- Schedule trainings
- Training requirements identification.

Reports

- Reports of all transactions
- Management reports
- Analytical reports.

User dashboard / portal

- Self-customizable dashboard
- Analytics
- Charts
- Alerts and notifications
- Reports
- Transaction search, print and export
- Self-password reset.

License management

- Work Permit and Visa and other License related alerts to be generated from the system

System Administration and settings

- User registration and login id and encrypted password generation
- Group user rights
- Individual user rights management
- Profile setting
- Attendance setting
- Payroll setting

- General setting
- Organization setting
- Organization chart
- Departments
- Employee designation
- Appraisal setting
- Working days, hours, work shifts definition.

3. Documentation

The system should be well documented, and all the credentials should be provided upon completion of the implementation.

4. System training

User Trainings to HR staff and department heads with Tutorial documents.

5. Initial installation and setup

Initial installation of the system with all data entry (organizational data) to operate the system needs to be carried out by the supplier.