

Procurement of HR System

Announcement No: MFMC/I/2022/37

Date: 25.08.2022

Clarifications:

1. Can you provide us with the total no. of staff present in the company?
 - Currently 130 above
2. Do MFMC prefer Cloud or on Premise?
 - Cloud-based
3. Please refer to your requirements shown below which are quite broad, and we need to know specifically what they require:

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- Attendance Log Report	All Check-In, Check-Out, Break-In, Break-Out
· Event Log records	All the transactions should be recorded, eg, audit report
· Manage individual and staff salary settings	<ul style="list-style-type: none"> • Full-fledged payroll function • staff must have an option to view salaries by mobile application and browser as well. • Staff must get/notify salary slip once the payroll runs
· Manage type of salary types and modes	<ul style="list-style-type: none"> • Options to update contract mode such as wage and salary along with other allowances
· Must be able to provide a Job Registry as per the approved organizational structure	<ul style="list-style-type: none"> • The system must have the option to create/update the organization chart

	<ul style="list-style-type: none"> All the job positions must be created/updated from the organization chart
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> HR Managers must have options to put quota amount (no of quota) as per the recruitment plan
<ul style="list-style-type: none"> Must be able to define below details for Designation entry 	<ul style="list-style-type: none"> HR Managers must have options to define qualifications, experience, salary, and such
<ul style="list-style-type: none"> Any medical benefit schemes 	The HR system must have options to add different staff benefit schemes upon management decision
<ul style="list-style-type: none"> Pension and income taxes 	<ul style="list-style-type: none"> The system must generate separate reports for pension, income taxes, and such upon the related law amendments The reports must comply with respective authorities' requirement
<ul style="list-style-type: none"> Training cost (if any) 	<ul style="list-style-type: none"> The system must have a function to manage staff training expenses, manage training, training reports (Training management tool)
<ul style="list-style-type: none"> Manage hire purchase schemes such as from STO, BML, MFCL etc 	<ul style="list-style-type: none"> A function to manage staff credit scheme f
<ul style="list-style-type: none"> Loan Schemes; Add /Edit Loan Schemes, this includes the following fields 	<ul style="list-style-type: none"> A function to manage inhouse staff loan schemes (Ref no 1)
§ Financial Institute	Features to manage financial institutions that must be in the credit/loan scheme function
§ Loan Amount	Features to manage loan duration, amount, and such that must be in the credit/loan scheme function
§ Repayment Duration	Features to manage loan duration, amount, and such that must be in the credit/loan scheme function
§ Applied Staff	<ul style="list-style-type: none"> A separate function must be there to manage the credit/loan scheme applicant Eligible staff for credit/loan scheme must have an option to apply for salary deduction

	through the function (staff benefit module)
· Once all the calculations are made, the final Salary sheet should have the following information:	The specific features are for the “staff benefit module” to make a detailed deduction report on the salary slip
§ Staff Details (Name, SAP No, Designation, Classification)	<ul style="list-style-type: none"> • Minimum information that may need for report generation. However, there must be an option to modify, add and remove upon future preference
§ Salary (Monthly Salary, Job Salary)	Basic salary, net salary (basic information that must be on the salary slip)
§ Allowances (Mentioned in Staff information)	Allowances must be on the salary slip
§ Loan Scheme, Pension, Absentees, Ferry Allowance, Late fines, OT	Must be on the salary slip
§ Total	Must be on the salary slip
- Staff hibernation	No pay leave function
· Profile setting	Administrator/ HR Manager must have options to customize staff profiles for example, what staff must see, what supervisors must see from their login
· Attendance setting	Administrator/ HR Manager must have options to customize reporting time, work hours, work from home, and such
· Payroll setting	Administrator/ HR Manager must have options to assign and unassign payroll rights upon organization group and, such,
· General setting	Administrator/ HR Manager must have the option to customize general settings for example language, date and time, general notification, and such
· Appraisal setting	Administrator / HR Manager must have the option to allow staff to access appraisal forms with form customization. Staff must have a function to see the appraisal from their HRMS personnel login