



Version No. 1.0

Change Request

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CR-Number : 5122018-103629

Date Received:

Version: 1.0

For Business Owner use

Requestor: **Abdulelah Al Mayman**

Department: **ITG**

Product: **ERP-HRMS**

Project: **ALL**

Category: Enhancement Functionality Upgrade Response-Time improvement Bug
 Report Hardware Server Network Others (Please specify)

Short Description: **Employee Mobile App phase-2.**

Problem Definition: **self-service not available on mobile-app.**

Priority: Critical High Medium Low

Desired Delivery Date:

Status: Rejected Evaluation Returned for Clarification

For ITG use

Current functionality: **N/A**

Business Process: **none**

Pain points: **self-service not available on mobile-app.**

Desired functionality & Impacts :

A. functionality:

➤ add screens on employee mobile-app by the following below:

1. Separation/Resignation

1.1. End employment screen:

- Employee will be able to choose the termination date.
- Employee will be able to choose the notification date.
- Employee will be able to choose one of the below reasons:

Contract Completion
Dismissed
Early Contract Competition
Resignation
Termination Due Total Disability
Termination During Probation
Termination on Cause Pregnancy
Termination on Medical Ground
Termination as of Article 80

- Employee will be able to add comment after he/she choose the reason.
- Employee can add attachment as documents, images, or links.

2. Personal information screen

- On this screen must show employee information as (employee number, employee name, business group, Organization, Position, Job, Location, Grade, Payroll, and Assignment Category, Organization email address).
- Employee will be able to update the basic details, phone number and main address.
- Employee will be able to add any emergency contacts.
- Employee will be able to Add or update information about beneficiaries or dependents.

3. Pay slip screen

- On this screen must show employee information as (employee number, employee name, business group, Organization, Position, Job, Location, Grade, Payroll, and Assignment Category, Organization email address).
- System must show the details of his/her salary in details as following:
 - Payroll processing information.
 - Summary of payment.
 - Earnings.
 - Deductions.
 - Accruals.
 - Payment information.

4. Transaction monitor screen

- Employee can see all the transaction of his/her action.
- Employee will be able to review all the actions but must to determine the days of actions.
- Employee can choose any of Transaction Status as shown below:
 - Complete
 - Defer
 - Error
 - Pending approval



5. Time card screen

- Employee will be able view the time card summary.
- Employee must to enter the day on Scheduled Date to view the report of time card detail.

6. Move Order workflow notification actions.

- Employee will receive a notification about move order action.
- Employee will be able to approve the move order.
- Employee will be able to reject the move order.
- Employee will be able to forward the move order to another employee.

7. PO workflow notification actions.

- Employee will receive a notification about PO action.
- Employee will be able to approve the PO
- Employee will be able to reject the PO.
- Employee will be able to forward the PO to another employee.
- Employee will be able to see the PR from PO.

8. PR workflow notification actions.

- Employee will receive a notification about PR action.
- Employee will be able to approve the PR
- Employee will be able to reject the PR.
- Employee will be able to forward the PR to another employee

B. Impacts:

Business Process: **none**

Change Benefits: meet business need.

Report effected: **none**

Modules effected: **none**

Owner: **Abdulelah Al Mayman**

Risk assessment: **none**

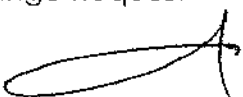
Hardware required: **none**

Confidentiality: **none**

Integrity: **none**


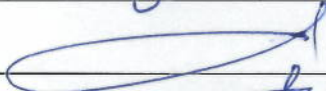
Availability:

24 hours


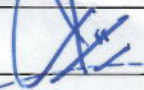


Any Special Consideration:

Impacts analyses done by

Name	Signature	Date
Meshael aldhafiri		9/11/2019
Mahmoud Harb		9/1/2019
Mohd Naim		9/1/2019
Ahmad Majed		09-Jan-2018

Approvals

Title	Name	Signature	Date
IT Business Services Director	Fahad AlHusseini		9/1/2019
IT Services Director	Rwaid Foud Al-Mallah		10-1-2019
CEO CS	Abdulelah Al Mayman	