
Contract Renewal Authorization

User Guide V1.0

Document Author

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4. User

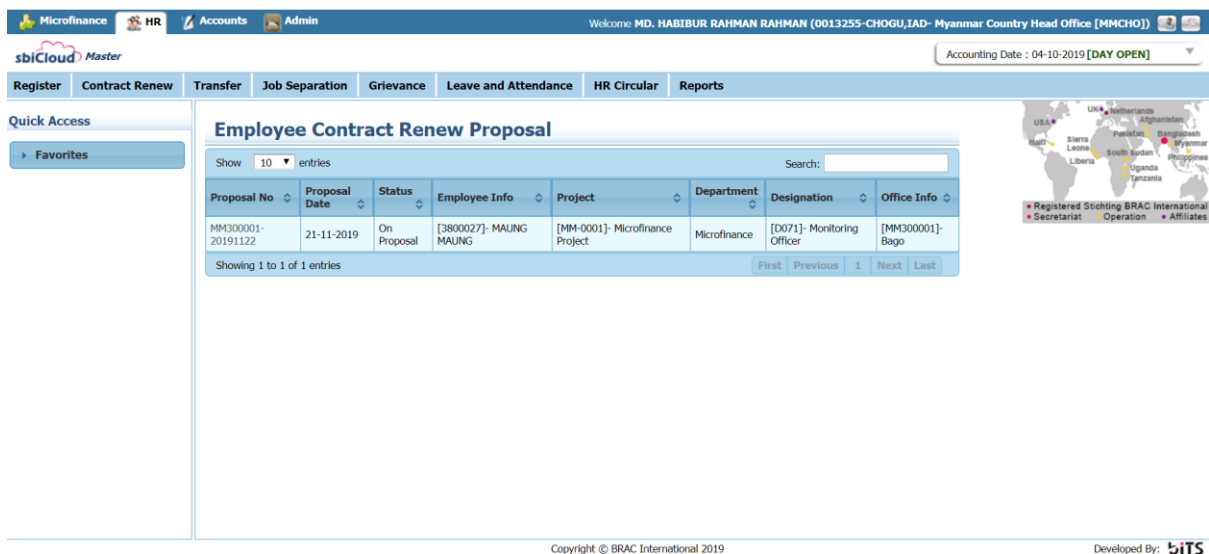
- Usually respective authorizer [as per ToDM] can authorize contract renewal proposal.

5. Aim

- When staff is going to contract-end respective authorizer need to authorize contract renewal. This User interface will provide this feature where respective authorizer can authorize renewal of contract proposal.

6. Working steps

- Go to Contract renew>Authorize menu.
- Now pending authorization will appear for you, Click proposal number to go details.



The screenshot displays the 'Employee Contract Renew Proposal' interface. At the top, there is a navigation bar with tabs for 'Register', 'Contract Renew', 'Transfer', 'Job Separation', 'Grievance', 'Leave and Attendance', 'HR Circular', and 'Reports'. The 'Contract Renew' tab is active. Below the navigation bar, there is a 'Quick Access' section with a 'Favorites' button. The main content area features a table with the following data:

Proposal No	Proposal Date	Status	Employee Info	Project	Department	Designation	Office Info
MM300001-20191122	21-11-2019	On Proposal	[3800027]- MAUNG MAUNG	[MM-0001]- Microfinance Project	Microfinance	[D071]- Monitoring Officer	[MM300001]- Bogo

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation buttons: 'First', 'Previous', '1', 'Next', 'Last'. A world map is visible on the right side of the interface, showing various countries and regions. The footer contains the text 'Copyright © BRAC International 2019' and 'Developed By: bits'.

- You can Edit, Authorize or Delete this proposal.

The screenshot displays the 'sbiCloud Master' HR system interface. The top navigation bar includes 'Microfinance', 'HR', 'Accounts', and 'Admin'. The user is logged in as 'MD. HABIBUR RAHMAN RAHMAN (0013255-CHOGU,IAD- Myanmar Country Head Office [MMCHO])'. The 'Accounting Date' is set to '04-10-2019 [DAY OPEN]'. The main menu includes 'Register', 'Contract Renew', 'Transfer', 'Job Separation', 'Grievance', 'Leave and Attendance', 'HR Circular', and 'Reports'. The 'Quick Access' sidebar shows 'Favorites'. The main content area shows a proposal form with the following details:

- Renew Ending date:** Two empty input fields.
- Extended For:** Months: 12, Days: 0.
- Status:** On Authorization.
- Initiated By:** [3800010]- LIAN HUAI.
- Initiator Office:** [MMCHO]- Myanmar Country Head Office.
- Initiator Designation:** [FD414]-Head of HR & Training.
- Table of Authority:** Local Below Program Manager. A table with columns: Type, Status, Actor, Action Taken By, Date. One row is visible: Type: Proposal, Status: Pending, Actor: Respective Supervisor, Action Taken By: -, Date: -.
- Comments:** A large empty text area.

At the bottom of the form, there are buttons for 'Edit', 'Authorize', 'Delete', and 'Go to List'. The footer contains 'Copyright © BRAC International 2019' and 'Developed By: bits'.

- After Authorize it will go to next respective authorizer.