
Contract Renewal Proposal

User Guide V1.0

Document Author

Date	Version	Author	Change Details
05 December 2019	V1.0	Md Rezaul Karim	First revision

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4. User

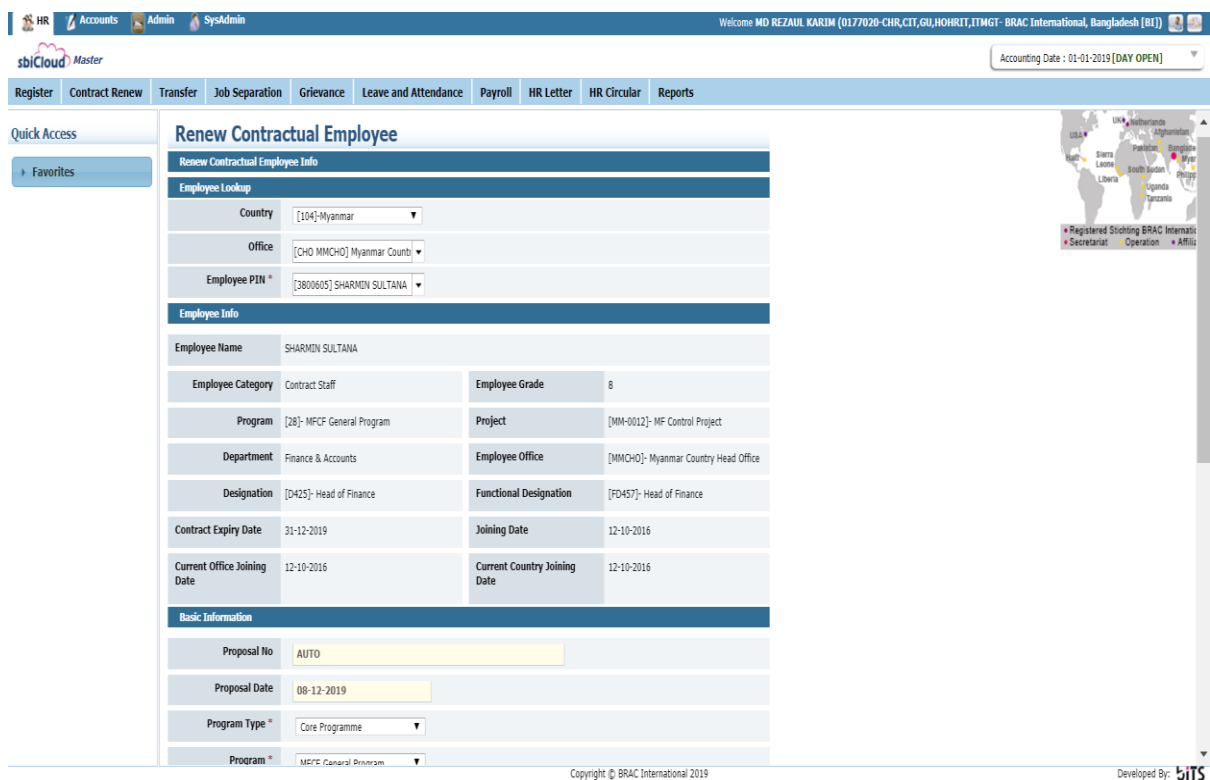
- Usually respective supervisor or any respective staff can initiate contract renewal proposal.

5. Aim

- When staff is going to contract-end someone need to take action to renew contract. This User interface will provide this feature where respective staff can propose renewal of contract.

6. Working steps

- Enter contract renewal related information.



The screenshot shows the 'Renew Contractual Employee' form in the sbiCloud Master system. The form is divided into several sections:

- Employee Lookup:**
 - Country: [104]-Myanmar
 - Office: [CHO MMCHO] Myanmar Counb
 - Employee PIN *: [2800605] SHARMIN SULTANA
- Employee Info:**
 - Employee Name: SHARMIN SULTANA
 - Employee Category: Contract Staff
 - Employee Grade: 8
 - Program: [28]- MFCF General Program
 - Project: [MM-0012]- MF Control Project
 - Department: Finance & Accounts
 - Employee Office: [MMCHO]- Myanmar Country Head Office
 - Designation: [D425]- Head of Finance
 - Functional Designation: [FD457]- Head of Finance
 - Contract Expiry Date: 31-12-2019
 - Joining Date: 12-10-2016
 - Current Office Joining Date: 12-10-2016
 - Current Country Joining Date: 12-10-2016
- Basic Information:**
 - Proposal No: AUTO
 - Proposal Date: 08-12-2019
 - Program Type *: Core Programme
 - Program *: MFCF General Program

The interface includes a top navigation bar with 'HR', 'Accounts', 'Admin', and 'SysAdmin' tabs. A welcome message for MD REZAUL KARIM is displayed. The 'Accounting Date' is set to 01-01-2019 [DAY OPEN]. A sidebar on the left shows 'Quick Access' and 'Favorites'. A map on the right shows the location of the employee's office.

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- After enter all data click on renewed button to save this proposal.

The screenshot displays the 'Contract Renew' form in the sbiCloud Master application. The form is titled 'Contract Renew' and is part of the 'HR' module. The user is logged in as 'MD REZAIB KAKIM'. The form includes the following fields and sections:

- Proposal Date:** 08-12-2019
- Program Type:** Core Programme
- Program:** MFCF General Program
- Project:** MF Control Project
- Department:** Finance & Accounts
- Category:** Contract Staff
- Employee Grade:** B
- Designation:** Head of Finance [D425]
- Functional Designation:** Head of Finance [FD457]
- Renew Contract Info:**
 - Expiry Date:** DD-MM-YYYY
 - Extended For:** Months * and Days *
 - Remarks:** (Text area)
- Contract Renewal Related Paper:** (Section with a 'Renewed' button)

The form is located in the 'Contract Renew' tab of the application. The 'Renewed' button is located at the bottom of the form. The application footer shows 'Copyright © BRAC International 2019' and 'Developed By: SITS'.

- After save it will go to respective authorizer to authorize.