



BRAC IT Services Limited

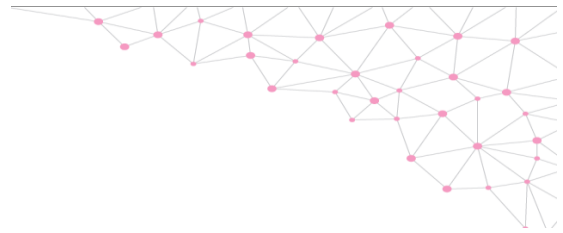
High Level

System Requirements Specification

BRAC International HR

For Myanmar

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23-May-2019	1.0	Sohana Mahmud	Document Created
16-Jun-2019 To 30-Jun-19	1.0	Sohana Mahmud	Document Updated Job Separation & Transfer

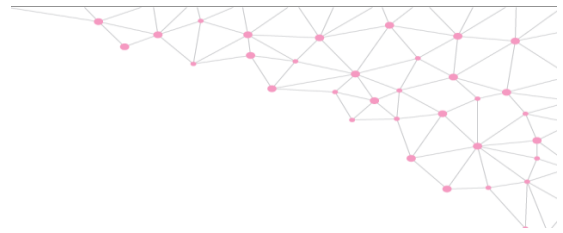
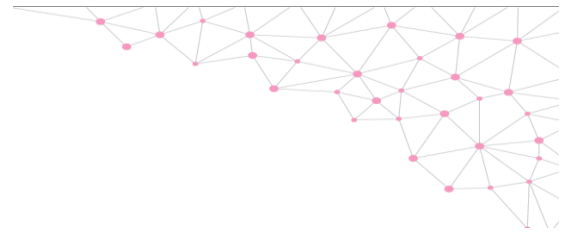
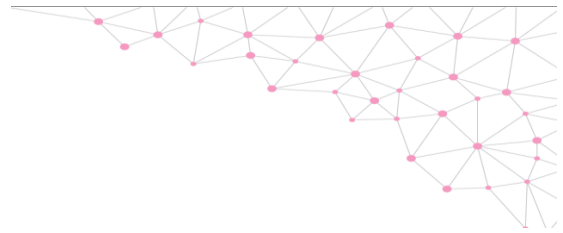


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1.0 Introduction

With a holistic approach that uses a wide array of tools including microfinance, education, healthcare, legal services and more, BRAC invests in communities' own human and material resources, catalyzing lasting change and creating an ecosystem in which the poor have the chance to seize control of their own lives. Of the world's top development and humanitarian relief organizations, BRAC is one of the few based in the global South.

This document is a working guide for all BRAC staff of Myanmar and is designed to assist in relation to the policies governing their conduct through ERP system. The chapters of this document cover all categories related to BRAC staff, providing a uniform approach to the understanding and interpretation of all feature of HRMS modules of sbiCloud ERP.

The terms and conditions of service shall be administered and interpreted by the country management team with support from the head office where necessary through sbiCloud ERP system.

Human resources-related subjects or issues, which are not directly addressed in this document, should be referred to the human resources department.

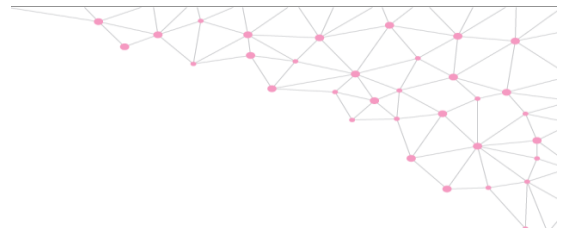
2.0 Business Solution Objective

Will be incorporated Later.

3.0 Proposed System at a Glance

3.1 High Level Diagram (AS IS)

Will be Incorporate Later.



3.2 Requirement Identifications:

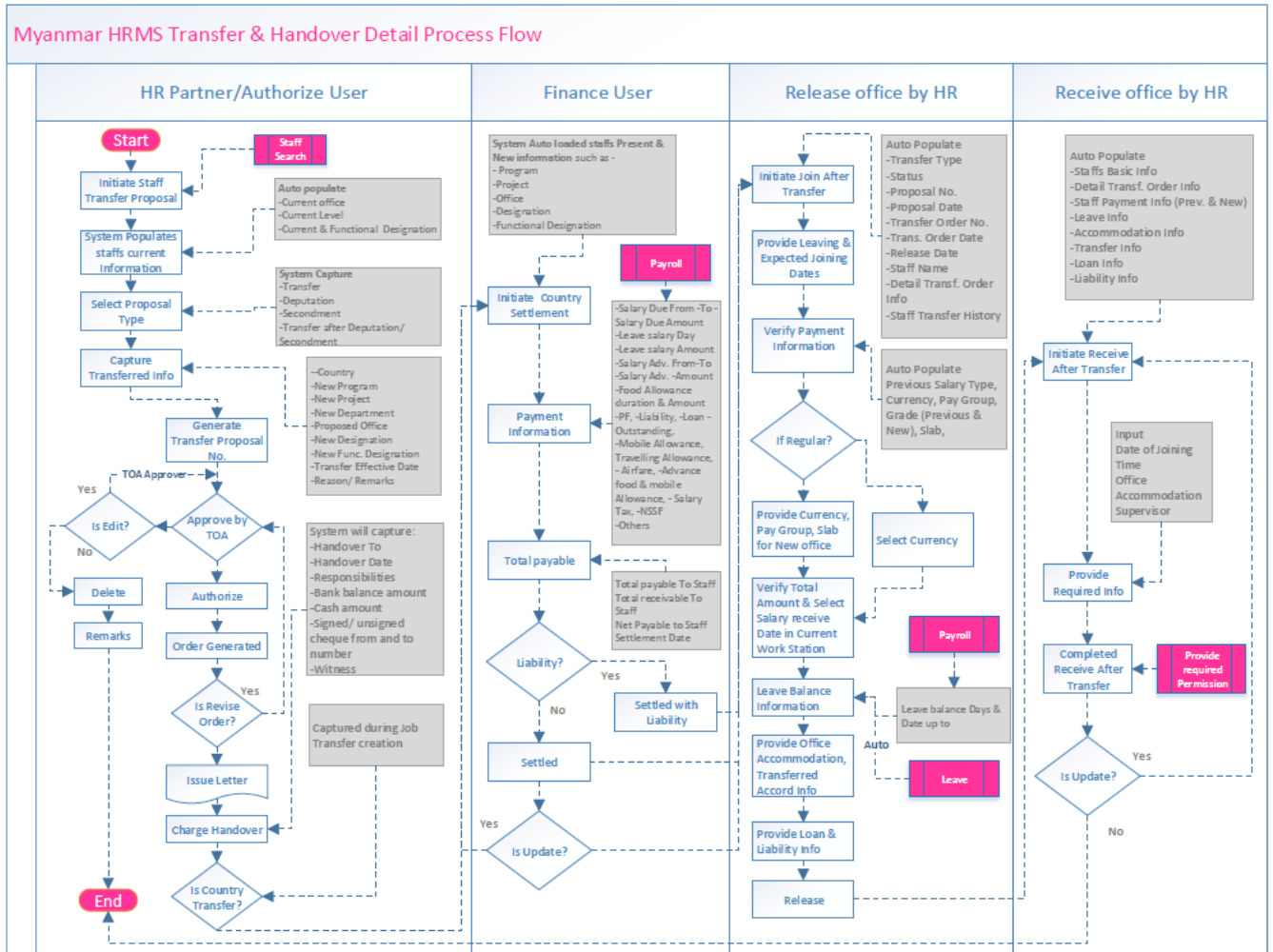
Process Flow Ref	Process Flow Title	UI Ref.	UI Title

4.0 Staff Registration

5.0 Contract Renew

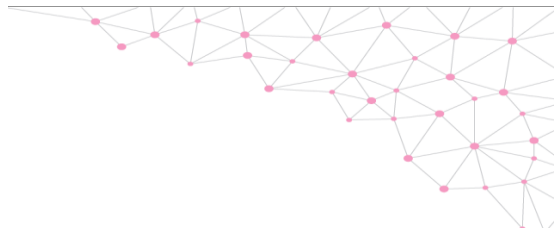
6.0 Staff Transfer

6.1 Process Flow



High Level Steps:

- Create New Transfer Proposal
- Transfer Authorization Process for approval
- Generate Transfer Order
 - Create Transfer Order
 - Revise Transfer Order
 - Cancel Transfer Order
- Staff's Charge Handover to Supervisor or Authorize User
- Country Settlement if transfer from country to country
- Staff's Join After Deployment



- Releasing Office JAT
- Receiving Office JAT
- View Associated Transfer Proposal List
- View All Transfer List

6.2 New Proposal

Prototype:

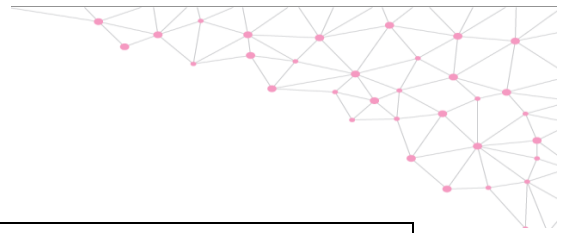
Employee Transfer Proposal

Employee Transfer Proposal Info

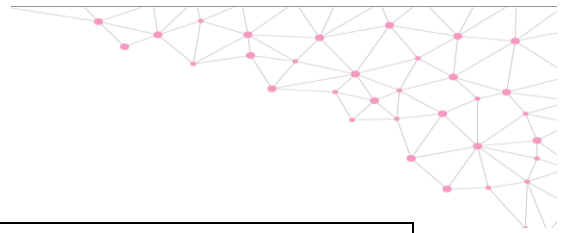
Proposal No	AUTO		
Proposal Date	08-02-2015	* Required	
Proposed Employee *	<input type="text" value=""/>		
Current Office	<input type="text" value=""/>		
Current Level	<input type="text" value=""/>		
Designation	Current Designation	Current Functional Designation	
	<input type="text" value=""/>	<input type="text" value=""/>	
Last Transfer Date	<input type="text" value=""/>		
Proposal Type *	<input checked="" type="radio"/> Transfer <input type="radio"/> Deputation <input type="radio"/> Secondment <input type="radio"/> Transfer (End of Deputation/Secondment)		

Country *	[050]-Bangladesh		
Program Type *	-Select Program Type-		
New Program *	Select New Program		
New Project *	<input type="text" value=""/>		
New Department *	Select Department		
Proposed Office *	<input type="text" value=""/>		
New Country Level *	Select level		
Designation	New Designation *	New Functional Designation *	
	<input type="text" value=""/>	<input type="text" value="-Select Functional Designation"/>	
Applied By Employee	<input type="radio"/> YES <input checked="" type="radio"/> NO		
Remarks *	<input style="width: 100%; height: 40px;" type="text"/>		
Transfer Evaluation Form	Browse		

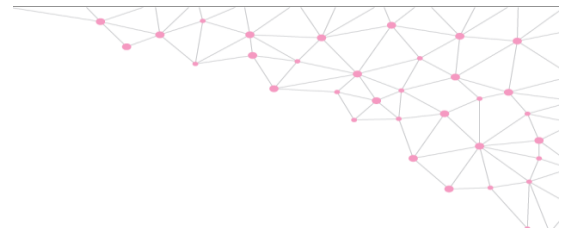
SRS ID	
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SRS Title	Initiate Staff Transfer
Actors	Authorize User, HR Partner
Scenario	Current practice of BI-HR is that respective supervisor places the proposal documents to the designated authority who will verify information with required documents. Then Respective Supervisor will have to verify and accept the Transfer Proposal for further processing through ERP.
Pre-Condition	<ul style="list-style-type: none"> • Feature wise access permission configured. • User must have access to provide approval to this staffs. • Following information must be configured - <ul style="list-style-type: none"> - Staff profile - Country - Program Type - Program - Project - Department - Office - Designation - Functional Designation.
Business Rules	<ul style="list-style-type: none"> • Authorized user creates Transfer Proposal of Staff(s); • Required documents will have to be uploaded while creating Transfer Proposal, i.e. Charge Handover (considering program) and Transfer form. • Authorized user can create and update a proposal. • Only proposer can delete a proposal. • Proposal No must generate automatically during save proposal. • Staff name search facility. • Transfer information of current office, level & designation, functional designation, country name should be shown with read only. • Must select proposal type options such as – <ul style="list-style-type: none"> - Transfer - Deputation - Secondment - Transfer (End of Deputation/Secondment). • Regular/ Contractual staffs are allowed for Transfer, it could be – <ul style="list-style-type: none"> - Office to office - Program to Program - Country to Country



	<ul style="list-style-type: none"> - Project to Project - Department to Department • User must have to select New Office, Program, Project, Department, Level, Designation, Functional Designation and Remarks. • Deputation- Staff may at any time be deputed (for up to six (06) months) to a different position or role and the new circumstances of their role (e.g. location, complexity etc.) should be considered. • End of Transfer/Secondment - Staff may be requested to return to their original position and given reasonable time for relocation. • For the purposes of services, benefits and accruals, the staff member shall be treated as having worked in their original role for the period of deputation. • Secondment – Currently No Business captured for secondment. • Proposal No should be generate automatically.
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database



6.3 Transfer Authorization

Employee Deputation/Transfer Proposal List						
Employee Deputation/Transfer Proposal List						
Proposal No	Proposal Date	Type	Status	Employee Info	Current Designation	New Designation
UGCHO-2014901	09-09-2014	TRANSFER	New	031001253 TEST EMPLOYEE	D020 Credit Officer	D020 Credit Officer

Employee transfer proposal						
Employee transfer proposal info						
Proposal No	UGCHO-2014901					
Proposal Type	Transfer					
Status	Proposed					
Proposed Employee	[031001253]- TEST MALE EMPLOYEE					
Current Office	Uganda Country Office (UGCHO)	Proposed Office	Kampala (UG300001)			
Current Designation	Credit Officer	New Designation	Credit Officer			
Functional Designation	Credit Officer	New Functional Designation	Credit Officer			
Current Level	III	New Level	III			
Current Program	[01]- Microfinance Program	New Program	[01]-Microfinance Program			
Current Project	[UG-0001]- Microfinance Project	New Project	[UG-0001]-Microfinance Project			
Applied By Employee	NO					
Proposed By	[031000002]- BUSINGE DANIEL					
Remarks						
Attachment	No Attachment					
	Type	Status	Date	Authority	Comments	
	Recommendation	Pending		Onenarach Jimmy [D035] Accounts Officer		
Comments *	<div style="border: 1px dashed gray; height: 60px; width: 100%;"></div>					
	Recommended	Request For Modification	Rejected	Go to List		

SRS ID	
SRS Title	Transfer Authorization process Detail.
Actors	Authorize Staff(s).
Scenario	Staff wants to review the proposal and recommend/ reject the staff.
Pre-Condition	<ul style="list-style-type: none"> Create Transfer Proposal completed.



	<ul style="list-style-type: none"> • Feature wise access permission configured. • User must have recommendation access permission to the staffs.
Business Rules	<ul style="list-style-type: none"> • System must show(s) staffs basic information related to current and transferred information. • User must comment on the transfer proposal. • User can approve/recommend, reject or send back the proposal for modification. • Only proposer can edit, delete, authorize transfer proposal. • User must view proposal of all status type such as New, recommended, Approved. • Authorize user and initiator of the proposal can view the Transfer proposal List. • Authorization trail appear here from TOA setup. • Proposal No Format should be -
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database

6.4 Transfer Order

This part of the document denotes the Transfer Order related activities which is following-

- Create Transfer Order
- Revise Transfer Order
- Cancel Transfer Order
- Update Transfer Order List

6.4.1 Create Transfer Order

Deputation/Transfer Order

Office

▼

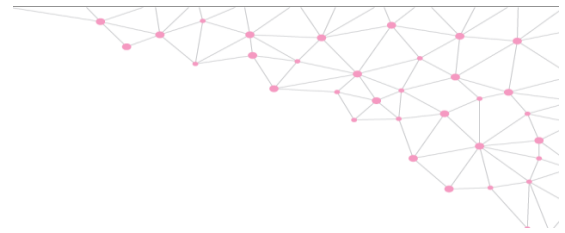
Employee PIN

Employee Deputation/Transfer Proposal List						
Proposal No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
MMCHO-2019509	29-05-2019	TRANSFER	Approved	[071000304]-SHARMIN SULTANA	[MM-0001]-Microfinance Project	[MM-0001]-Microfinance Proj



Employee Transfer Order	
Employee Transfer Order Info	
Transfer Type	TRANSFER
Status	Approved
Proposal No	MMCHO-2019509
Proposal Date	29-05-2019
Proposed Employee	[071000304]- SHARMIN SULTANA
Show Detail Proposal Information	
Order No	AUTO
Is Charge Handover Required	<input checked="" type="checkbox"/>
Remarks	<input type="text"/>
Transfer Order Related Document	<input type="button" value="Browse"/>
Email To	<input type="text"/>
<input type="button" value="Create"/> <input type="button" value="Back to List"/>	

SRS ID	
SRS Title	Generate Transfer Order
Actors	HR Partner
Scenario	HR Partner creates transfer order after approval.
Pre-Condition	<ul style="list-style-type: none"> Approval process completed. User has the permission to generate Transfer Order.
Business Rules	<ul style="list-style-type: none"> Auto Populate following Information – <ul style="list-style-type: none"> Transfer Type Status Proposal No Proposal Date Proposed Staff Name Check for Handover Required status. Can upload handover related information.
Post-Condition	<ul style="list-style-type: none"> Successfully store in Database Auto Generate Order No.



6.4.2 Revise Transfer Order

Revise Transfer Order List

Office

Employee PIN

Revise Transfer Order List						
Order No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
MMCHO-2019601	17-06-2019	TRANSFER	Released	[072000025]- HUI THAI CHANG	[MM-0001]- Microfinance Project	[MM-0001]- Microfinance
MMCHO-2019501	29-05-2019	TRANSFER	Accounts Settlement Skipped	[072000001]- MD. SAZADUZZAMAN	[MM-0001]- Microfinance Project	[MM-0001]- Microfinance
MMCHO-2019501	27-05-2019	TRANSFER	Accounts Settlement Skipped	[072000006]- MD EHSANUL ISLAM	[MM-0001]- Microfinance Project	[MM-0009]- Flood Respc
MMCHO-2019501	07-05-2019	TRANSFER	Accounts Settlement Skipped	[071000015]- RAYMOND ANDREW	[MM-0001]- Microfinance Project	[MM-0001]- Microfinance

Revise Transfer Order

Revise Transfer Order

Proposal No

Proposal Date

Proposed Employee

Current Office

Current Level

Current Designation	Current Functional Designation
<input type="text" value="Assistant HR Officer"/>	<input type="text" value="Assistant HR Officer"/>

Last Transfer Date

Proposal Type *
 Transfer
 Deputation
 Secondment
 Transfer (End of Deputation/Secondment)

Country *

Program Type *

New Program *

New Project *

New Department*

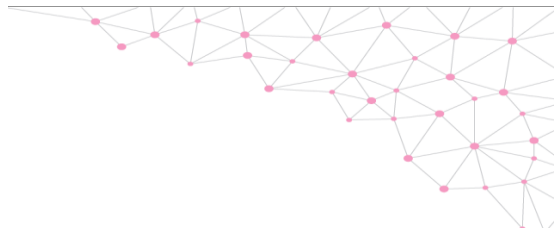
Proposed Office *

New Country Level *



Designation	New Designation *	New Functional Designation *
	Assistant HR Officer [D297] ▼	Assistant HR Officer [FD266] ▼
Applied By Employee	<input type="radio"/> YES <input checked="" type="radio"/> NO	
Remarks*	No Remarks <input type="text"/>	
Transfer Evaluation Form		
<input type="button" value="Revise"/>		

SRS ID	
SRS Title	Revise Transfer Proposal.
Actors	HR Partner
Scenario	User wants to revise staffs Transfer Proposal after Proposal approval and Transfer Order Generation.
Pre-Condition	Transfer order Generated. User has revise access permission.
Business Rules	<ul style="list-style-type: none"> • Transfer could be revising any phases before Release office JAT. • Current Office related information must be loaded in read only mode. • Following info will be auto populate with editable mode – <ul style="list-style-type: none"> - Country - Program Type - New Program - New Project - New Department - Proposed Office - New Country Level - Designation - New Functional Designation - Remarks
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database • A success message as a pop up.



6.4.3 Update Transfer Order

Update Deputation/Transfer Order

Office

Employee PIN

[Search](#)

Employee Deputation/Transfer Proposal List						
Order No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
MM500002-2019501	22-05-2019	TRANSFER	Accounts Settlement Skipped	[071000007]- MA HTET MYAT MON	[MM-0001]- Microfinance Project	[MM-0001]- Microfinance Project

Employee Transfer Order

Employee Transfer Order Info

Transfer Type TRANSFER	Status Accounts Settlement Skipped
Proposal No MM500002-2019502	Proposal Date 22-05-2019
Proposed Employee [071000007]- MA HTET MYAT MON	

Show Detail Proposal Information

Order No	MM500002-2019501
Is Charge Handover Required	<input type="checkbox"/>
Remarks	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Transfer Order Related Document [Browse](#)

[Update](#) [Back to List](#)

SRS ID	
SRS Title	Update Transfer Order
Actors	HR Partner
Scenario	HR Partner Updates Transfer Order after Transfer Order Generation.
Pre-Condition	<ul style="list-style-type: none"> Transfer Order Generated. User has the permission to update Transfer Order.
Business Rules	<ul style="list-style-type: none"> Auto Populate following Information with read only mode – <ul style="list-style-type: none"> - Transfer Type - Status - Proposal No - Proposal Date - Proposed Staff Name Show Handover Required status which could be editable. Can upload handover related information and provide remarks.



Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database • Auto Generate Order No.
----------------	---

6.4.4 Cancel Transfer Order

Cancel Transfer Order List

Office	<input type="text"/>
Employee PIN	<input type="text"/>
<input type="button" value="Search"/>	

Cancel Transfer Order List						
Order No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
MMCHO-2019601	17-06-2019	TRANSFER	Released	[072000025]- HUI THAI CHANG	[MM-0001]- Microfinance Project	[MM-0001]- Microfinance Proj
MMCHO-2019501	29-05-2019	TRANSFER	Accounts Settlement Skipped	[072000001]- MD. SAZADUZZAMAN	[MM-0001]- Microfinance Project	[MM-0001]- Microfinance Proj
MMCHO-2019501	27-05-2019	TRANSFER	Accounts Settlement Skipped	[072000006]- MD EHSANUL ISLAM	[MM-0001]- Microfinance Project	[MM-0009]- Emer Flood Response

Employee Transfer Cancellation Order

Employee Transfer Cancellation Order Info

Transfer Type TRANSFER	Status Accounts Settlement Skipped
Proposal No MMCHO-2019510	Proposal Date 29-05-2019
Order No MMCHO-2019501	Order Date 29-05-2019

Proposed Employee [072000001]- MD. SAZADUZZAMAN

Show Detail Proposal Information

Cancellation Note *

Transfer Order Cancel Related Document

SRS ID	
SRS Title	Cancel Transfer Order
Actors	HR Partner
Scenario	A transfer order could be cancelled up to Receive Join after Transfer Process.
Pre-Condition	Transfer order Generated. User has the permission to Cancel Transfer Order.
Business Rules	<ul style="list-style-type: none"> • After cancelation transfer order was totally cancelled. • Must capture cancellation note. • A confirmation message for final cancellation.



Post-Condition	<ul style="list-style-type: none"> Successfully store in Database.
----------------	---

6.5 Charge Handover

Employee Charge Handover List

Country	-Select Country-	
Office		
Employee PIN		

Search

Employee Charge Handover List					
Order No	Type	Employee Info	New Designation	New Project	New Office Info
UGCHO-2014902	TRANSFER	[031001253] TEST EMPLOYEE	[D020] Credit Officer	[UG-0001] Microfinance Project	[UG300001] Kampala
UGCHO-2014901	TRANSFER	[031001253] TEST EMPLOYEE	[D020] Credit Officer	[UG-0001] Microfinance Project	[UG300001] Kampala

Page 1 of 0 10

No records to view

Employee Responsibility Handover (Transfer)

Transfer Order Information

Transfer Type	TRANSFER	Status	Order Generated
Proposal No	MMCHO-2019506	Proposal Date	27-05-2019
Order No	MMCHO-2019501	Order Date	27-05-2019

Transferred Employee [072000006]- MD EHSANUL ISLAM

Show Detail Transfer Order Information

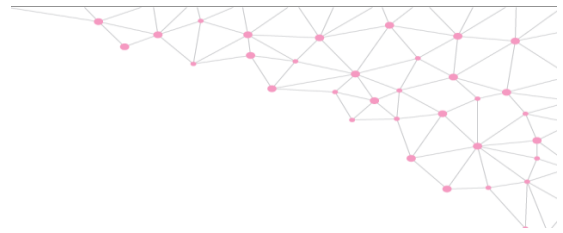
Employee Responsibility Handover Info

Handover Date *	27-05-2019
List Of Pending Task*	No Pending Task
Attachment	Browse

Employee Responsibility Handover Details

Handover To *	MD. SAZADUZZAMAN [072000001]
Handover Date *	27-05-2019
Responsibilities *	Handover done successfully.

Add More Responsibility (Note: Add more Responsibility if need.)

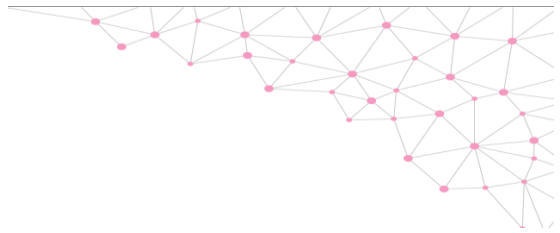


Employee Finance Handover			
Currency	USD		
Bank Balance(Local)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Bank Balance(USD)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Cash(Local)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Cash(USD)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Signed Cheque No.	From	<input type="text"/>	To <input type="text"/>
Unsigned Cheque No	From	<input type="text"/>	To <input type="text"/>
Handover	<input type="text"/>		
Witness Information One			
Witness Name *	<input type="text" value="[0003902] MD. ABUL KAS"/>		Designation <input type="text" value="[D268]- Programme Coor"/>
Date *	<input type="text" value="DD-MM-YYYY"/>		
Witness Information Two			
Witness Name *	<input type="text" value="[0154028] TASRIN JAHAI"/>		Designation <input type="text" value="[D265]- Senior Software"/>
Date *	<input type="text" value="DD-MM-YYYY"/>		
<input type="button" value="Create"/>		<input type="button" value="Cancel"/>	

SRS ID	
SRS Title	Staff Charge Handover during Transfer
Actors	Supervisor, Authorize User
Scenario	During Transfer, staff has to handover his responsibilities to peer or supervisor which captured in system.
Pre-Condition	Transfer order must be confirmed.
Business Rules	<ul style="list-style-type: none"> • If checked 'is charge handover required' in transfer order generation page, then transfer proposal will display in charge handover list page otherwise it directly goes to Join after transfer section. • Basic & Detail Transfer Order information must be shown in read only mode. • Following Information must be captured – <ul style="list-style-type: none"> - Handover Date - List of pending Task • Staff can handover different responsibility to different person. Following information must capture –



	<ul style="list-style-type: none"> - Handover To - Handover Date - Responsibilities • System must capture finance information – <ul style="list-style-type: none"> - Currency - Bank Balance (Local) with Date - Bank Balance (USD) with Date - Cash (Local) with Date - Cash (USD) with Date - Signed Cheque No. (From - To) - Unsigned Cheque No. (From - To) - Handover To - Witness name with Date (2 person). • During update, staff handover information will auto populate with editable mode.
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database.



6.6 Country Settlement

6.6.1 Country Settlement Create

Employee Ready To Settlement List

Country: [834]-Tanzania

Office: [CHO - TZCHO] Tanzania Countr

Include Child Offices:

Employee PIN:

Search

Order No	Type	Employee Info	New Designation	New Project	New Office Info
TZCHO-2014902	TRANSFER	[012000163] Md Rahman	[D006] Director	[UG-0001] Microfinance Project	[UGCHO] Uganda Country Office

Employee Country Settlement

Employee Information

Transfer Type	TRANSFER	Status	Responsibility hand over done
Proposal No	MMCHO-2019605	Proposal Date	19-06-2019
Order No	MMCHO-2019601	Order Date	19-06-2019
Transferred Employee	[072000022] - HUA THAI		

Show Detail Transfer Order Information

Payment Information

Salary Due From	<input type="text"/>	To	<input type="text"/>	Date	<input type="text"/>
Leave Salary Up To (Date)	<input type="text"/>	Days	<input type="text"/>		<input type="text"/>
Advance Salary Paid From	<input type="text"/>	To	<input type="text"/>	Date	<input type="text"/>
Food Allowance From	<input type="text"/>	To	<input type="text"/>		<input type="text"/>
NSSF/PF/ETF/EPE					<input type="text"/>
Liability					<input type="text"/>
Loan Outstanding					<input type="text"/>
Others					<input type="text"/>



Total	
Total payable to staff*	<input type="text" value="0"/>
Total receivable from staff*	<input type="text" value="0"/>
Net payable to staff*	<input type="text"/>
Settlement Date	<input type="text" value="19-06-2019"/>
Remarks	<input type="text"/>
Settlement Document	<input type="button" value="Browse"/>
<input type="button" value="Settled"/> <input type="button" value="Settled with Liability"/> <input type="button" value="Back"/>	

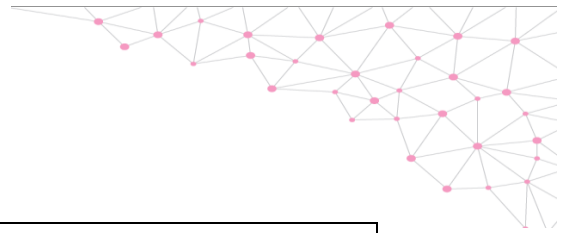
Update Employee Country Settlement

Employee Information					
Transfer Type	TRANSFER	Status	Accounts Settled with Liability		
Proposal No	SSCHO-2016101	Proposal Date	19-01-2016		
Order No	SSCHO-2016101	Order Date	27-01-2016		
Transferred Employee	[0055355]- Ananta Kumar Saha				
Show Detail Transfer Order Information					
Payment Information					
Salary Due From	<input type="text" value="27-01-2016"/>	To	<input type="text" value="27-01-2016"/>	Date	<input type="text" value="2.45345634E8"/>
Leave Salary Up To (Date)	<input type="text" value="27-01-2016"/>	Days	<input type="text" value="22.3"/>		<input type="text" value="34535.0"/>
Advance Salary Paid From	<input type="text" value="27-01-2016"/>	To	<input type="text" value="27-01-2016"/>	Date	<input type="text" value="435345.0"/>
Food Allowance From	<input type="text" value="27-01-2016"/>	To	<input type="text" value="27-01-2016"/>		<input type="text" value="345345.0"/>
NSSF/PF/ETF/EPE					<input type="text" value="3453.0"/>
Liability					<input type="text" value="45345.0"/>
Loan Outstanding					<input type="text" value="34534.0"/>
Others					<input type="text" value="345.0"/>



Total	
Total payable to staff*	<input type="text" value="3.45345345E8"/>
Total receivable from staff*	<input type="text" value="3454334.0"/>
Net payable to staff*	<input type="text" value="3.41891011E8"/>
Settlement Date	<input type="text" value="27-01-2016"/>
Remarks	<input type="text" value="na"/>
Settlement Document	<input type="button" value="Browse"/>
<input type="button" value="Settled"/> <input type="button" value="Settled with Liability"/> <input type="button" value="Back"/>	

SRS ID	
SRS Title	Staff(s) Country Settlement.
Actors	Authorize Finance User.
Scenario	Country Settlement needed during Transfer from one country to another.
Pre-Condition	Charge Handover completed. User has access to Country Settlement screen.

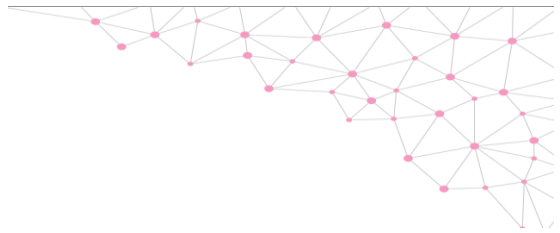


Business Rules	<ul style="list-style-type: none"> • Staff basic Info must be shown in read only mode. • Staffs Transfer order Information will be shown in read only mode. • Following Payment information shows with editable mode. <ul style="list-style-type: none"> - Salary Due From – To with amount - Leave Salary Up To (Date), Days, amount - Advance Salary Paid From – To, amount - Food Allowance From – To, amount - NSSF/PF/ETF/EPE - Liability - Loan Outstanding - Total payable to staff - Total receivable to staff - Settlement Date • Settlement status could be Settled or Settled with Liability <p>Settlement could be updated up to join after transfer.</p>
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database

6.7 Join After Transfer

This part of the document denotes the join after transferring related activities which is following-

- Releasing office JAT
- Receiving Office JAT



6.7.1 Releasing Office JAT Create/ Update

Release Office Join After Transfer

Country: [834]-Tanzania

Office: []

Employee PIN: []

Employee Deputation/Transfer Order List						
Order No	Order Date	Type	Status	Employee Info	New Designation	New Project
UGCHO-2014902	11-09-2014	TRANSFER	Accounts settled with liability	[031001253] TEST EMPLOYEE	[D020] Credit Officer	[UG-0001] Microfinance Project

Release Office Join After Transfer

Employee Transfer Order Information

Transfer Type	TRANSFER	Status	Accounts Settlement Skipped
Proposal No	MMCHO-2019510	Proposal Date	29-05-2019
Order No	MMCHO-2019501	Order Date	29-05-2019
Transferred Employee	[072000001]- MD. SAZADUZZAMAN		

Show Detail Transfer Order Information

Date of Leaving : * [DD-MM-YYYY] Expected Date of Joining : * [DD-MM-YYYY]

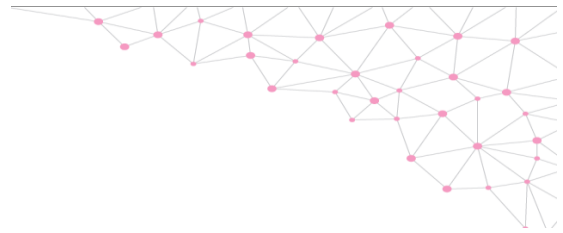
Departure Date : [DD-MM-YYYY]

Employee Transfer History

Joining Date	From Office	From Project	From Designation	To Office	To Project	To Designation
No Transfer History Found						

Payment Information

Salary Type	<input type="radio"/> Consolidated <input checked="" type="radio"/> Regular	Salary Type *	<input type="radio"/> Consolidated <input checked="" type="radio"/> Regular
Currency	MMK	Currency *	[MMK]
PayGroup	1	PayGroup *	[1]
Grade	VIII	Grade	[VIII]
Slab	2	Slab *	[2]



Pay Code Percentage	Amount	Pay Code Percentage	Amount
Gross	2.0	Gross	2.0
100%		100%	
Others	0.0	Others	0.0
Total Amount	2	Total Amount	2

Salary paid upto date *

Liabilities/Comments Information

Leave Balance Information

Leave balance * Days Leave Balance Up To Date *

Maternity From To Total

Paternity From To Total

Office Accommodation Information

Used before transfer Yes No

Accommodation Document

Transfer Information

Transferred by his/her own accord Yes No

Transfer Leave From To

Loan Information

Loan (If applicable)

Motorcycle Liability Returned Settled Not Required

Loan Related Document

SRS ID	
SRS Title	Release office JAT Create/ Update
Actors	HR Partner
Scenario	HR keep Release Record of staff here.
Pre-Condition	Country settlement completed. User has access to the release office JAT screen.
Business Rules	<ul style="list-style-type: none"> Staff's Basic information will be auto loaded based on the transfer proposal.



	<ul style="list-style-type: none"> • Following date must captured by system – <ul style="list-style-type: none"> - Date of Leaving - Expected Date of Joining - Departure Date • Following information of Current salary and transferred salary will be loaded automatically – <ul style="list-style-type: none"> - Salary Type - Currency - Pay Group - Grade - Slab - Gross - Others - Total Amount • Must capture Date up to Salary paid. • Liability information marked as optional. • Must capture Leave Balance Information in days and up to Date. • Maternity or Paternity leave days will be calculated automatically after providing from date to date. • Considered Optional – <ul style="list-style-type: none"> - Office accommodation information - transfer information and leave transfer information. - Loan information and motorcycle liability information. - Attach related document. • During update all required field will be loaded with editable mode against that order no.
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database.

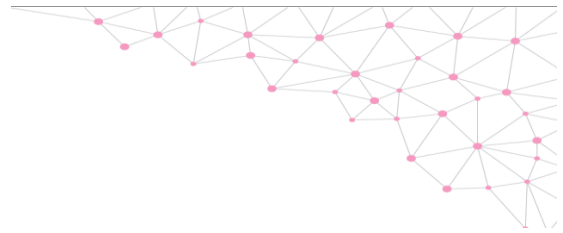
6.7.2 Receiving Office JAT Create/Update

Receive After Transfer List

Office

Employee PIN


Receive After Transfer List						
Order No	Proposal Date	Type	Status	Country	Employee Info	Current Project
MM500001-2019501	27-05-2019	TRANSFER	Released	[104]-Myanmar	[071000791]- MR TEST MM	[MM-0001]- Microfinance Proje
MM500003-2019501	27-05-2019	TRANSFER	Released	[104]-Myanmar	[071000008]- MA THIRI WIN	[MM-0001]- Microfinance Proje
MM300002-2019501	21-05-2019	TRANSFER	Released	[104]-Myanmar	[071000019]- SEIN LAE MON	[MM-0001]- Microfinance Proje



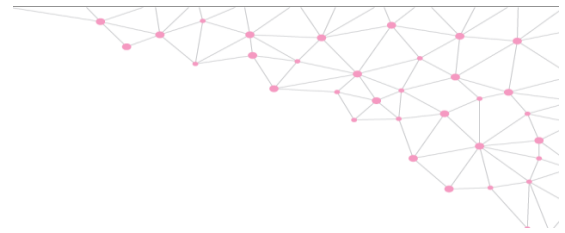
Receive After Transfer			
Employee Basic Information			
Transfer Type	TRANSFER	Status	Joined
Proposal No	MM500008-2019501	Proposal Date	30-05-2019
Order No	MM500008-2019501	Order Date	30-05-2019
Transferred Employee	[071000287]- MA MYAT KAY AUNG		
Hide Detail Transfer Order Information			
Program	[01]- Microfinance Program	New Program	[01]- Microfinance Program
Project	[MM-0001]- Microfinance Project	New Project	[MM-0001]- Microfinance Project
Department	Microfinance	New Department	Microfinance
Employee Level	I	New Employee Level	I
Country Level	I	New Country Level	I
Designation	Credit Officer	New Designation	Credit Officer
Functional Designation	Credit Officer	New Func. Designation	Credit Officer
Office	[MM500008]- Thanlyin	New Office	[MM500005]- Hmawbi
Last Transfer Date		Applied By Employee	No

Salary Details Information			
Salary Structure	Salary Before transfer	Salary After transfer	
Currency	MMK	MMK <input type="text" value="MMK"/>	
Gross	<input type="text" value="0"/>	<input type="text" value="10000.0"/>	
Others	<input type="text" value="0"/>	<input type="text" value="0"/>	
Total Salary	<input type="text" value="0"/>	<input type="text" value="10000.0"/>	
Salary paid upto date	<input type="text" value="30-05-2019"/>		
Liabilities/Comments			
<div style="border: 1px solid #ccc; height: 40px;"></div>			
Leave Balance Information			
Leave balance	<input type="text" value="0.0"/> Days	Leave Balance Up To Date *	<input type="text" value="30-05-2019"/>
Maternity	From <input type="text"/>	To	<input type="text"/>
Paternity	From <input type="text"/>	To	<input type="text"/>



Transferred Office	
Date of Joining*	<input type="text" value="30-05-2019"/>
Time	<input type="text"/>
is Office Accommodation	Yes <input type="radio"/> No <input checked="" type="radio"/>
Supervisor*	<input type="text" value="A.R.M MAHFUZUL ALAM [012000302]"/> 
Transfer related supporting documents	Remove
Edit Receive After Transfer	

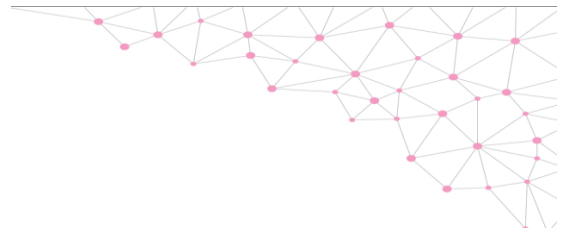
SRS ID	
SRS Title	Receive office JAT Create/ Update
Actors	HR Partner
Scenario	HR keeps Receive Record of staff here.
Pre-Condition	Release office JAT process completed. User has access to the receive office JAT screen.
Business Rules	<ul style="list-style-type: none"> • Staff's Basic information will be loaded as read only mode. • Staffs Transfer information will be loaded as read only mode. • Following date must captured by system – (Should be shown here as read only) <ul style="list-style-type: none"> - Date of Leaving - Expected Date of Joining - Departure Date • Following information of Current salary and transferred salary will be loaded automatically – <ul style="list-style-type: none"> - Currency - Gross - Others - Total Salary - Date up to Salary paid - Liability information (If available) • Must be shown Leave Balance Information <ul style="list-style-type: none"> - Leave Balance in days - Leave balance up to Date. - Maternity or Paternity leave duration will be shown (if available) • Must capture Date of Joining. • Must select Supervisor • Considered Optional – <ul style="list-style-type: none"> - Time of Joining - Office accommodation information - Transfer related supporting documents.
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database.



6.8 Associated Transfer Proposal List

Associated Transfer Proposal List						
Associated Transfer Proposal Searching Form						
Office	<input type="text"/>					
Employee PIN	<input type="text"/>					
Status	-Select Status-					
From Date	<input type="text" value="DD-MM-YYYY"/>	To Date	<input type="text" value="DD-MM-YYYY"/>			
<input type="button" value="Search"/>						
Associated Transfer Proposal List						
Proposal No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
MMCHO-2019501	07-05-2019	TRANSFER	Accounts Settlement Skipped	[071000015]- RAYMOND ANDREW	[MM-0001]- Microfinance Project	[MM-0001]- Microfinance
MM500001-2019503	29-05-2019	TRANSFER	Joined	[071000011]- MA THEINGI OO	[MM-0001]- Microfinance Project	[MM-0001]- Microfinance

Employee Transfer proposal	
Employee Transfer proposal info	
Transfer Type	TRANSFER
Status	On Approval
Proposal No	MM500001-2019501
Proposal Date	21-05-2019
Proposed Employee	[071000006]- MA MYINT MYINT SAN
Program	[01]- Microfinance Program
New Program	[01]- Microfinance Program
Project	[MM-0001]- Microfinance Project
New Project	[MM-0001]- Microfinance Project
Department	Internal Audit
New Department	Internal Audit
Employee Level	IV
New Employee Level	IV
Country Level	III
New Country Level	IV
Designation	Branch Manager
New Designation	Branch Manager
Functional Designation	Branch Manager
New Func. Designation	Branch Manager
Office	[MM500001]- Bago
New Office	[MM500002]- Thanatpin
Last Transfer Date	
Applied By Employee	No
Initiated By	[0177020]- MD REZAUL KARIM
Remarks	ok



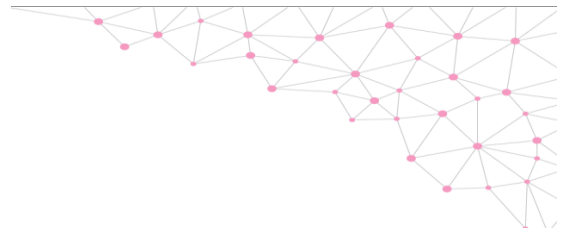
Transfer Evaluation Form					
Authorization Trail	Transfer Within Area				
	Type	Status	Actor	Action Taken By	Date
	Proposal	Authorised	Respective Supervisor	[012000206]- Kazi Faisal Bin Seraj [FD008]- Country Representative	21-05-2019
	Comments: ok sure				
	Recommendation	Not Required	Country Human Resource	[072000007]- GOLAM SARWAR HR DGM [FD330]- Deputy General Manager. HR	21-05-2019
	Recommendation	Authorised	Country Human Resource	[0133716]- AOISHWARIYA NULL KHISA [FD385]- Head of HR	21-05-2019
Comments: ok sure					
Approval	Pending	Second Supervisor	[0134668]- Tanwir Rahman [FD115]- Director Finance	-	

[Back to List](#)

SRS ID	
SRS Title	View staff Transfer Proposal Details
Actors	Recommender, Approver
Scenario	Authorize user can view staffs details while recommend or approve.
Pre-Condition	Must have access to this screen. Must under authorization process.
Business Rules	<ul style="list-style-type: none"> User has access to view the list of staffs under his/her recommendation or approval.
Post-Condition	<ul style="list-style-type: none"> Successfully store in Database.

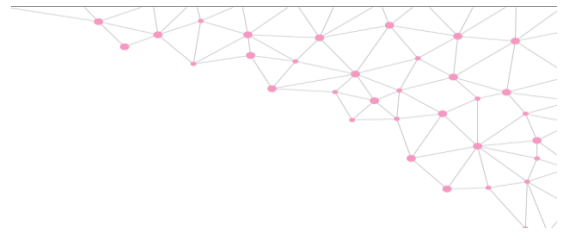
6.9 All Transfer List

All Transfer List							
All Transfer Searching Form							
Office	<input type="text"/>						
Employee PIN	<input type="text"/>						
Status	-Select Status-						
From Date	<input type="text" value="DD-MM-YYYY"/>			To Date	<input type="text" value="DD-MM-YYYY"/>		
<input type="button" value="Search"/>							
Proposal No	Proposal Date	Type	Status	Employee Info	Current Project	New Project	
MMCHO-2019605	19-06-2019	TRANSFER	Responsibility hand over done	[072000022]- HUA THAI	[MM-0001]- Microfinance Project	[BD-0001]- International	
MMCHO-2019604	17-06-2019	TRANSFER	Joined	[072000025]- HUI THAI CHANG	[MM-0001]- Microfinance Project	[MM-0001]- Microfinance	
MMCHO-2019603	12-06-2019	TRANSFER	On Proposal	[072000014]- FIRSTMMA MIDDLEMMA LASTMMA	[MM-0001]- Microfinance Project	[MM-0001]- Microfinance	



Employee Transfer proposal			
Employee Transfer proposal info			
Transfer Type	TRANSFER	Status	Joined
Proposal No	MMCHO-2019604	Proposal Date	17-06-2019
Proposed Employee	[072000025]- HUI THAI CHANG		
Program	[01]- Microfinance Program	New Program	[01]- Microfinance Program
Project	[MM-0001]- Microfinance Project	New Project	[MM-0001]- Microfinance Project
Department	HR & Training	New Department	HR & Training
Employee Level	I	New Employee Level	I
Country Level	I	New Country Level	I
Designation	Assistant HR Officer	New Designation	Assistant HR Officer
Functional Designation	Assistant HR Officer	New Func. Designation	Assistant HR Officer
Office	[MMCHO]- Myanmar Country Head Office	New Office	[MM300001]- Bago
Last Transfer Date		Applied By Employee	No
Initiated By	[072000002]- JAHIRUL ISLAM MOROUL		
Remarks	No Remarks		

Transfer Evaluation Form					
Authorization Trail	Transfer Between Country HO & Field OR project / department				
	Type	Status	Actor	Action Taken By	Date
	Proposal	Authorised	Programme in-charge	[071000006]- MA MYINT MYINT SAN [FD017]- Branch Manager	17-06-2019
	Recommendation	Authorised	Country Human Resource	[072000007]- GOLAM SARWAR HR DGM [FD330]- Deputy General Manager, HR	17-06-2019
	Recommendation	Not Required	Country Human Resource	[0044219]- Reza Ur Rahman [FD213]- DATA Management Officer	17-06-2019
	Recommendation	Not Required	Country Human Resource	[0177020]- MD REZAUL KARIM [FD334]- Software Engineer	17-06-2019
	Recommendation	Not Required	Country Human Resource	[0133716]- AOISHWARIYA NULL KHISA [FD385]- Head of HR	17-06-2019
	Approval	Authorised	Country Representative	[071000464]- ATM TARIQUL ISLAM [FD008]- Country Representative	17-06-2019



Employee Transfer Order Details

Order No	MMCHO-2019601
Order Date	17-06-2019
CC To	
Remarks	
Attachment	

Employee Transfer Responsibility Handover Details

Handover Date *	17-06-2019
List Of Pending Task	list
Attachment	

Employee Responsibility Handover Details

Employee Name	Responsibilities	Handover Date
[072000001]-MD. SAZADUZZAMAN	Responsibilities	2019-06-17

Employee Finance Handover

Bank Balance(Local)	Amount	Date
Bank Balance(USD)	Amount	Date
Cash(Local)	Amount	Date
Cash(USD)	Amount	Date
Signed Cheque No.	From "	To
Unsigned Cheque No	From	To
Handover		

Witness Information One

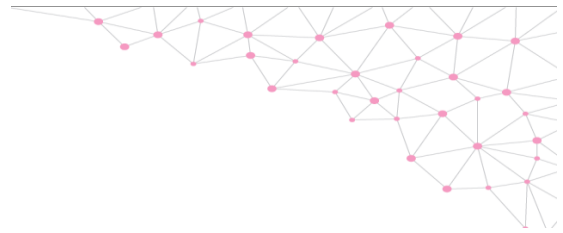
Witness Name	Designation	Date
[0034362]-Faruque Ahmed	[D003]- Executive Director	17-06-2019

Witness Information Two

Witness Name	Designation	Date
[0137018]-Tania Chowdhury	[D215]- Manager,Finance & Accounts	17-06-2019

Join After Transfer Details

Date of Leaving :	18-06-2019
Departure Date :	18-06-2019



Payment Information			
Salary Type	<input type="radio"/> Consolidated	<input checked="" type="radio"/> Regular	
Currency	MMK		
PayGroup	1		
Grade			
Slab	1		
Pay Code Percentage	Amount	Pay Code Percentage	Amount
Gross	<input type="text" value="1.0"/>	Gross	<input type="text" value="1.0"/> 100%
Others	<input type="text" value="0.0"/>	Total Amount	<input type="text" value="1.0"/>
Total Amount	<input type="text" value="1.0"/>		
Salary paid upto date	31-05-2019		

Liabilities/Comments			
Comments			
Leave Balance Information			
Leave Balance	1.5	Days	
Maternity	From	To	
Paternity	From	To	08-05-2019
Office Accommodation Information			
Used before transfer			
Accommodation Document			

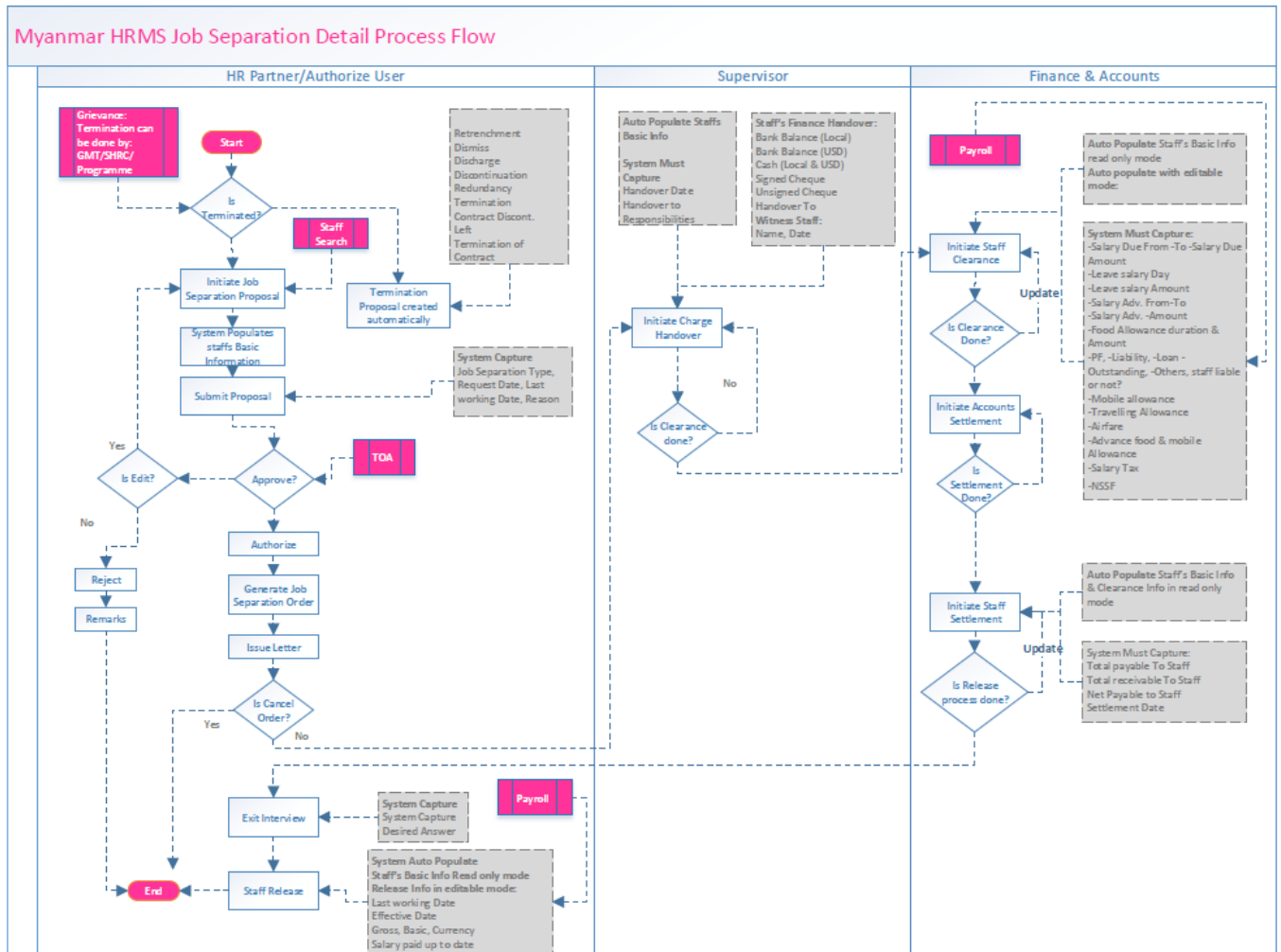
Transfer Information			
Transferred by his/her own accord	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Transfer Leave	From	To	
Loan Information			
Loan (If applicable)	<input type="checkbox"/>		
Motorcycle Liability	<input type="radio"/> Returned	<input type="radio"/> Settled	<input checked="" type="radio"/> Not Required
Loan Related Document			
Back to List			



SRS ID	
SRS Title	All Transfer List
Actors	HR Partner
Scenario	HR can view transfer staff's status with all detail here.
Pre-Condition	User must have access to this screen. Transfer proposal must be generated.
Business Rules	Staff can view all details from here.
Post-Condition	n/a

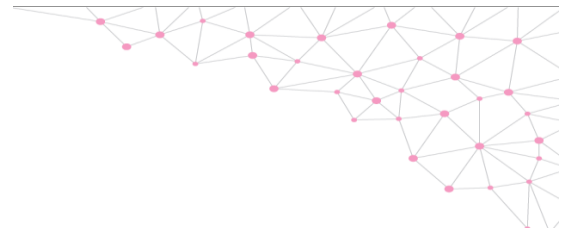
7.0 Job Separation

7.1 Process Flow



General Steps:

- Create New Separation Proposal
- Process Job Separation Authorization
- Generate Job Separation Order
- Staff's Charge Handover
- Clearance from all departments will be taken automatically and HRD generate Release Letter.
- Complete Account Settlement
- When HRD notifies Finance Department they process the settlement of Staff.
- After settlement organization releases Staff.



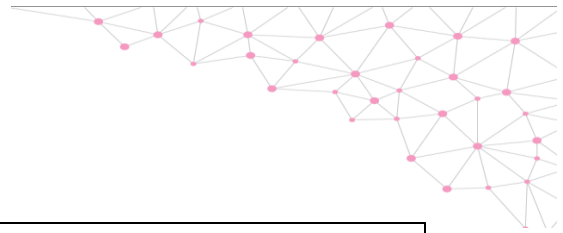
- View Associated Job Separation List
- View All Job Separation List

7.2 New Separation Proposal

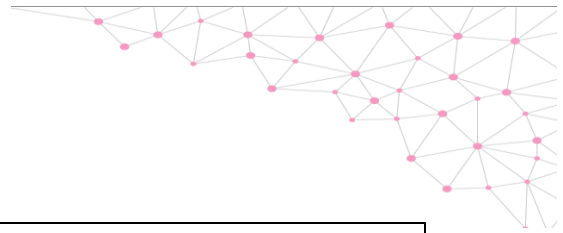
Create Job Separation Proposal			
Job Separation Proposal Info			
Proposal No	AUTO		
Proposal Date	28-05-2019		
Employee Lookup			
Office	[CHO MMCHO] Myanmar Count		
Employee PIN *	[012000321] MD. MAHBUB HA		
Employee Info			
Employee Name	MD. MAHBUB HASAN		
Employee Category	Regular Staff	Employee Level	VIII
Program	[01]- Microfinance Program	Project	[MM-0001]- Microfinance Project
Department	Information Technology	Employee Office	[MMCHO]- Myanmar Country Head Office
Designation	[D260]- Senior Manager, IT	Functional Designation	[FD221]- Manager,IT
Contract Expiry Date		Joining Date	23-02-2016
Current Office Joining Date	23-02-2016	Current Country Joining Date	23-02-2016

Job Separation Type *	Resignation		
Resignation Submission Date *	28-05-2019		
Notice Period	0	Days	
Last Working Date *	29-05-2019		
Notice Pay	0	Days	
Job Separation Related Document			
Job Separation Reason			
Reason *	Better Opportunity!		
			Add Reason
Create		Cancel	

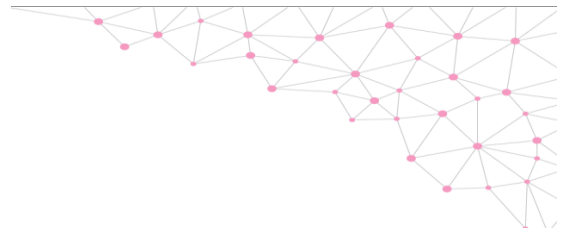
SRS ID	
--------	--



SRS Title	Initiate Staffs Job Separation
Actors	Authorize User, HR Partner
Scenario	Authorized HR concern will create Job Separation for Staff.
Pre-Condition	<ul style="list-style-type: none"> • Feature wise access permission configured. • User must have access to provide approval to this staffs. • Following information must be configured - -
Business Rules	<ul style="list-style-type: none"> • Staff can be separated in following manner: <ul style="list-style-type: none"> - Resignation - Retirement - Voluntary Retirement - Termination - Summery Dismissal - Redundancy - Others • Only Supervisor and Programme Head will have the authority to terminate and all other staffs will be able to resign. • For Termination, when an employee will be selected his/her PIN no will be filled in automatically by the system. • For Job Separation a valid Reason will be mandatory. System will have to provide the facility to add Reasons as required. Multiple Reasons can be added here. • Separation can be done through: <ul style="list-style-type: none"> - GMT - SHRC - PMS - Programme • User must select Staff Name to Generate Separation Proposal • System must show staffs Basic Detail as read only - <ul style="list-style-type: none"> - Staff Category - Office, Project, Program



	<ul style="list-style-type: none"> - Department - Staff Level - Designation - Functional Designation - Joining Date - Current Office Joining Date - Current Country Joining Date - Notice Period (Days) • System must capture following information as below – <ul style="list-style-type: none"> - Separation Type - Resignation Submission Date • Last Working Date (Auto Calculated), however can be editable. • Reason of Separation will be captured. • For following type of separation Staff must initiate separation proposal him/herself: <ul style="list-style-type: none"> - Resignation - Voluntary Retirement • For retirement, system automatically notify Staff as per configuration (usually follows 6 months) • Only Supervisor and Programme Head will have the authority to terminate and all other staffs will be able to resign. • For Job Separation a valid Reason will be mandatory. System will have to provide the facility to add Reasons as required. • Proposal Number and Proposal Date auto generated.
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database • A confirmation pop up message.



7.3 Job Separation Authorization

Job Separation Order List

Office

Employee PIN

Job Separation Order List						
Proposal No	Proposal Date	Employee Info	Status Name	Separation Type	Office Info	Designation
MMCHO-2019508	28-05-2019	[072000006] MD EHSANUL ISLAM	Approved	Resignation	[MMCHO] Myanmar Country Head Office	[D025] Program Manager

Employee Job Separation proposal

Job Separation proposal info

Employee Name	[011000056]- KAZI RAHMAN				
Program Type	Support Programme	Employee Category	Contract Staff		
Program	[12]- BRAC International HO (BD)	Employee Level	I		
Project	[BD-0001]- BRAC International HO (BD)	Designation	[D034]- Office Assistant		
Current Office	[B1]- BRAC Center, Bangladesh	Functional Designation	[FD037]- Office Assistant		
Department	HR & Training	Joining Date	20-01-2016		
Job Separation Type	Termination	Status	On Authorization		

Table of Authority Termination Local Below Program Manager

Type	Status	Actor	Action Taken By	Date
Proposal	Authorised	Respective Supervisor	[0000223]- SHIB NARAYAN KAIRY [FD219]- Chief Financial Officer	27-01-2016
Comments: sdfgbn				
Recommendation	Sent Back	Country Human Resource	[0000223]- SHIB NARAYAN KAIRY [FD219]- Chief Financial Officer	27-01-2016
Comments: rt				
Proposal	Pending	Respective Supervisor	-	-

Comments

SRS ID	
SRS Title	Separation Authorization process Detail.
Actors	Authorize Staff(s).
Scenario	Staff wants to review the proposal and recommend/ reject the staff.
Pre-Condition	<ul style="list-style-type: none"> Create Separation Proposal completed. Feature wise access permission configured. User must have recommendation access permission to the staffs.

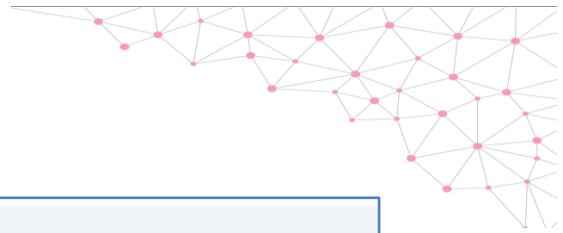


Business Rules	<ul style="list-style-type: none"> • System must show(s) staffs basic information Separation Type and Status. • User must comment on the separation proposal if the event is “Send Back”. • User can approve/recommend, reject or send back the proposal for modification. • Only proposer can edit, delete, authorize Separation proposal. • User must view proposal of all status type such as New, recommended, Approved. • Authorize user and initiator of the proposal can view the Separation proposal List. • Authorization trail appear here from TOA setup. • Proposal No Format should be -
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database

7.4 Job Separation Order

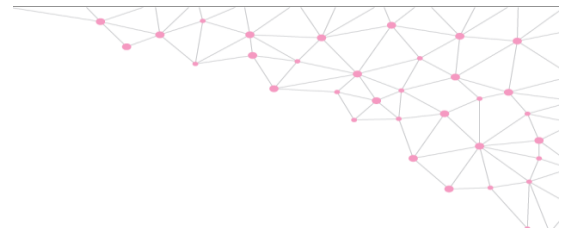
7.4.1 Generate Job Separation Order

Job Separation Order			
Job Separation Order Info			
Proposal No	MMCHO-2019508		
Proposal Date	28-05-2019		
Employee Name	[072000006]- MD ISLAM		
Program Type	Core Programme	Employee Category	Regular Staff
Program	[01]- Microfinance Program	Employee Level	XII
Project	[MM-0001]- Microfinance Project	Designation	[D025]- Programme Manager
Current Office	[MMCHO]- Myanmar Country Head Office	Functional Designation	[FD022]- Programme Manager
Department	Microfinance	Joining Date	07-04-2001
Resignation Submission Date	28-05-2019	Last Working Date	29-05-2019
Job Separation Type	Resignation	Status	Approved
Notice Period (In Days)	0	Notice Pay (In Days)	0



Is During Probation	No
Notice Period	0
Last Working Date	29-05-2019
Notice Pay	0
Order No	<input type="text" value="AUTO"/>
Order Date	<input type="text" value="28-05-2019"/>
Job Separation Related Document	<input type="button" value="Browse"/>
CC To	<input type="text"/>
<input type="button" value="Order"/> <input type="button" value="Back"/>	

SRS ID	
SRS Title	Initiate Job Separation Order
Actors	Authorize User, HR Partner
Scenario	Authorize staff creates Job separation order through this screen.
Pre-Condition	Job Separation approval completed. User has access to create Job Separation Order.
Business Rules	<ul style="list-style-type: none"> Staffs Basic information Job separation info will be loaded as read only mode. Staff can send email as notification to the respective staff. A Separation Order no will be generated automatically with a defined format.
Post-Condition	<ul style="list-style-type: none"> Successfully store in Database



7.4.2 Cancel Job Separation Order

Job Separation Cancel Order List						
Country	-All Country-					
Office						
Employee PIN						
<input type="button" value="Search"/>						
Job Cancel Separation Order List						
Proposal No	Proposal Date	Employee Info	Status	Separation Type	Office Info	De
SS400001-2016104	21-01-2016	[D11000057] KAZI SAMIUR RAHMAN	Clearance done	Contract Discontinue (Employee)	[SS400001] Torit	[D0

Job Separation Proposal Cancel Order			
Job Separation Order Info			
Proposal No	MM300001-2019604		
Proposal Date	12-06-2019		
Employee Name	[071000318]- MAUNG MAUNG		
Program Type	Core Programme	Employee Category	Contract Staff
Program	[01]- Microfinance Program	Employee Level	IV
Project	[MM-0001]- Microfinance Project	Designation	[D071]- Monitoring Officer
Current Office	[MM300001]- Bago	Functional Designation	[FD074]- Monitoring Officer
Department	Monitoring & Review	Joining Date	23-02-2015
Resignation Submission Date	12-06-2019	Last Working Date	12-06-2019
Job Separation Type	Resignation	Status	Accounts Settled
Notice Period (In Days)	0	Notice Pay (In Days)	0

Is During Probation	No
Notice Period	0
Last Working Date	12-06-2019
Notice Pay	0
Order No	MM300001-2019603
Order Date	12-06-2019
CC To	
Cancellation Note *	<input type="text"/>
Job Separation Order Cancel Related Document	
<input type="button" value="Create"/> <input type="button" value="Back to List"/>	

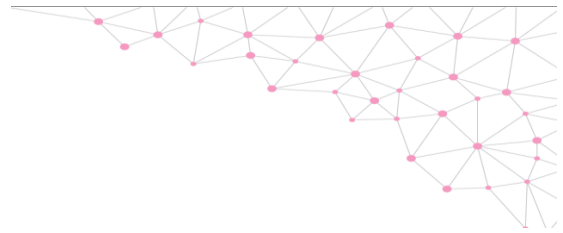


SRS ID	
SRS Title	Cancel Job Separation Order
Actors	Authorize User, HR Partner
Scenario	Authorize staff can cancel Job separation order through this screen.
Pre-Condition	Job Separation approval completed. User has access to create Job Separation Order.
Business Rules	<ul style="list-style-type: none"> Staffs Basic information and Job separation related information will be loaded as read only mode. User can cancel Separation Order with a mandatory cancelation note.
Post-Condition	<ul style="list-style-type: none"> Successfully update status against this Job Separation Order.

7.5 Charge Handover

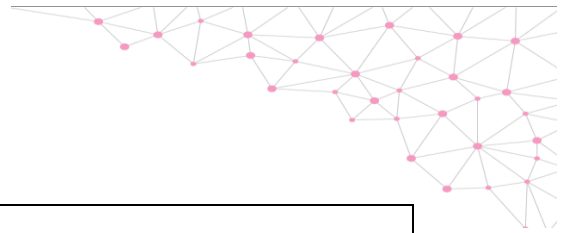
Employee Charge Handover			
Employee Information			
Employee Name	[072000006]- MD ISLAM		
Program Type	Core Programme	Employee Category	Regular Staff
Program	[01]- Microfinance Program	Employee Level	XII
Project	[MM-0001]- Microfinance Project	Designation	[D025]- Programme Manager
Current Office	[MMCHO]- Myanmar Country Head Office	Functional Designation	[FD022]- Programme Manager
Department	Microfinance	Joining Date	07-04-2001
Resignation Submission Date	28-05-2019	Last Working Date	29-05-2019
Job Separation Type	Resignation	Status	Order Generated
Notice Period (In Days)	0	Notice Pay (In Days)	0
Reason	Better Opportunity!		

Employee Charge Handover Details	
Handover To *	[0003902] MD. ABUL KASHEM MOZUMDER ▼
Handover Date *	28-05-2019
Responsibilities *	Handover Done
<input type="button" value="Add Responsibility"/> (Note: Add more Responsibility if need.)	

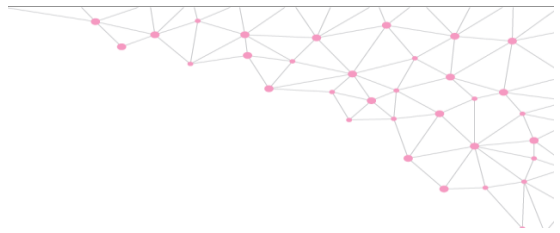


Employee Charge Handover Info	
Handover Date *	<input type="text" value="28-05-2019"/>
List of Pending Task	<input type="text"/>
Charge Handover Document	

Employee Finance Handover			
Bank Balance(Local)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Bank Balance(USD)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Cash(Local)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Cash(USD)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Signed Cheque No.	From	<input type="text"/>	To <input type="text"/>
Unsigned Cheque No	From	<input type="text"/>	To <input type="text"/>
Handover	<input type="text"/>		
Witness Information One			
Witness Name *	<input type="text" value="[0034092] MOHAMMAD L"/>	Designation	<input type="text" value="[D259]- Senior Programm"/>
Date *	<input type="text" value="28-05-2019"/>		
Witness Information Two			
Witness Name *	<input type="text" value="[011000039] Muhammad"/>	Designation	<input type="text" value="[D014]- Regional Account"/>
Date *	<input type="text" value="28-05-2019"/>		
<input type="button" value="Create"/>		<input type="button" value="Back"/>	



SRS ID	
SRS Title	Staff Charge Handover during Job Separation.
Actors	Supervisor, Authorize User
Scenario	During Job Separation, staff has to handover his responsibilities to peer or supervisor which captured in system.
Pre-Condition	Job Separation order must be confirmed.
Business Rules	<ul style="list-style-type: none"> • Basic Staff information must be shown in read only mode. • Reason will auto populate however in editable mode. • Following Handover Information must be captured – <ul style="list-style-type: none"> - Handover Date - List of pending Task (Optional). • Staff can handover different responsibility to different person. Following information must capture – <ul style="list-style-type: none"> - Handover To - Handover Date - Responsibilities • System must capture finance information – <ul style="list-style-type: none"> - Currency <ul style="list-style-type: none"> - Bank Balance (Local) with Date - Bank Balance (USD) with Date - Cash (Local) with Date - Cash (USD) with Date - Signed Cheque No. (From - To) - Unsigned Cheque No. (From - To) - Handover To - Witness name with Date (2 person). <p>During update, staff handover information will auto populate with editable mode.</p>
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database.



7.6 Staff Clearance

Employee Clearance List						
Office	<input type="text"/>					
Employee PIN	<input type="text"/>					
<input type="button" value="Search"/>						
Employee Clearance List						
Order No	Country	Employee Info	Status	Separation Type	Designation	Project
MMCHO-2019503	[104]-Myanmar	[072000006] MD EHSANUL ISLAM	Responsibility hand over done	Resignation	[D025] Programme Manager	[MM-0001] Micro Project

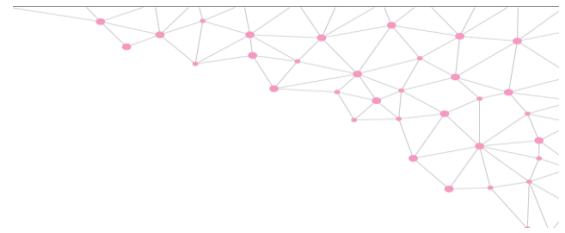
Job Separation Clearance			
Employee Information			
Employee Name	[072000006]- MD ISLAM		
Program Type	Core Programme	Employee Category	Regular Staff
Program	[01]- Microfinance Program	Employee Level	XII
Project	[MM-0001]- Microfinance Project	Designation	[D025]- Programme Manager
Current Office	[MMCHO]- Myanmar Country Head Office	Functional Designation	[FD022]- Programme Manager
Department	Microfinance	Joining Date	07-04-2001
Resignation Submission Date	28-05-2019	Last Working Date	29-05-2019
Job Separation Type	Resignation	Status	Responsibility hand over done
Notice Period (In Days)	0	Notice Pay (In Days)	0
Reason	<input type="text" value="Better Opportunity!"/>		

Payment Information					
Salary Due From (Date)	<input type="text" value="DD-MM-YYYY"/>	To	<input type="text" value="DD-MM-YYYY"/>	Amount	<input type="text" value="0"/>
Leave Salary Up To (Date)	<input type="text" value="DD-MM-YYYY"/>	Days	<input type="text" value="0"/>	Amount	<input type="text" value="0"/>
Advance Salary Paid From (Date)	<input type="text" value="DD-MM-YYYY"/>	To	<input type="text" value="DD-MM-YYYY"/>	Amount	<input type="text" value="0"/>
Food Allowance From (Date)	<input type="text" value="DD-MM-YYYY"/>	To	<input type="text" value="DD-MM-YYYY"/>	Amount	<input type="text" value="0"/>
NSSF/PF/ETF/EPE					<input type="text" value="0"/>
Notice Pay					<input type="text"/>
Liability					<input type="text" value="0"/>
Loan Outstanding					<input type="text" value="0"/>
Others					<input type="text" value="0"/>



Liability Information	
Is Liable *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Remarks	<input type="text"/>
Attachment	
Asset Information	
Asset clearance is not required as no setup is found	
<input type="button" value="Create"/> <input type="button" value="Back"/>	

SRS ID	
SRS Title	Initiate Job Separation Clearance
Actors	Authorize User, HR Partner
Scenario	Authorize staff from HR initiate clearance process after getting all clearance from respective department.
Pre-Condition	<ul style="list-style-type: none"> • Feature wise access permission configured. • Separation Order must be generated • Status must be order generate complete.
Business Rules	<ul style="list-style-type: none"> • Staffs basic information shows in read only mode • Following Payment information of the staff need to capture where applicable <ul style="list-style-type: none"> - Enter Salary Due from, To Date and Amount - Leave Salary Up to Date, Days and Amount - Advance Salary paid From To Date and Amount - Food Allowance From, to date and Amount - NSSF/PF/ETF/EPE - Notice pay' in days - liability - Load outstanding information - Liability information. Check is liable or not - remark. (if any) - Attach related information • During Update the above mansion field will remain editable.
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database



7.7 Account Settlement

Employee Settlement List					
Office	<input type="text"/>				
Employee PIN	<input type="text"/>				
From Date	<input type="text" value="DD-MM-YYYY"/>	To Date	<input type="text" value="DD-MM-YYYY"/>		
<input type="button" value="Search"/>					
Employee Settlement List					
Order No	Country	Employee Info	Status	Separation Type	Designation
MMCHO-2019503	[104]-Myanmar	[072000006] MD EHSANUL ISLAM	Clearance done	Resignation	[D025] Programme Manager

Job Separation Settlement			
Employee Information			
Employee Name	[071000724]- SAKIB AHMED CHOWDHURY		
Program Type	Core Programme	Employee Category	Contract Staff
Program	[01]- Microfinance Program	Employee Level	XI
Project	[MM-0001]- Microfinance Project	Designation	[D057]- Head of Internal Audit
Current Office	[MMCHO]- Myanmar Country Head Office	Functional Designation	[FD060]- Head of Internal Audit
Department	Internal Audit	Joining Date	15-01-2019
Resignation Submission Date	23-04-2019	Last Working Date	22-05-2019
Job Separation Type	Resignation	Status	Accounts Settled
Notice Period (In Days)	0	Notice Pay (In Days)	0
Reason	<input type="text" value="ok"/>		

Clearance Information					
Salary Due From (Date)	01-05-2019	To	22-05-2019	Amount	2200.0
Leave Salary Up To (Date)	01-05-2019	Days	5.0	Amount	500
Advance Salary Paid From (Date)	22-04-2019	To	22-05-2019	Amount	500.0
Food Allowance From (Date)	25-04-2019	To	02-05-2019	Amount	600.0
NSSF/PF/ETF/EPE				Amount	200.0
Notice Pay				Amount	800
Liability				Amount	500.0
Loan Outstanding				Amount	300.0
Others				Amount	0.0

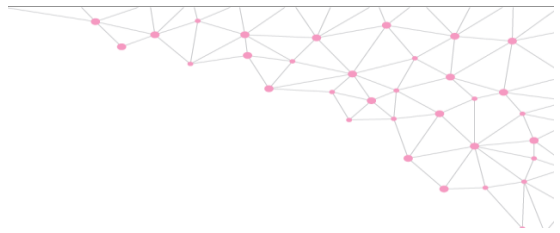


Liability Information	
Is Liable	<input checked="" type="radio"/> Yes <input type="radio"/> No
Remarks	loan and advanced salary
Settlement Information	
Total payable to staff *	<input type="text" value="3500.0"/>
Total receivable from staff *	<input type="text" value="2100.0"/>
Net payable to staff *	<input type="text" value="1400.0"/>
Settlement Date *	<input type="text" value="23-05-2019"/>
Remarks	<input type="text" value="ok"/>
Settlement Document	
<input type="button" value="Update"/> <input type="button" value="Back"/>	

SRS ID	
SRS Title	Staff(s) Accounts Settlement.
Actors	Authorize Finance User.
Scenario	Accounts Settlement needed for Job Separation.
Pre-Condition	Clearance process completed. User has access to Accounts Settlement screen.



Business Rules	<ul style="list-style-type: none"> • Staff basic Info must be shown in read only mode. • Staffs Job Separation Information will be shown in read only mode. • Reason could be editable. • Following Payment information shows with read only mode. <ul style="list-style-type: none"> - Salary Due From – To with amount - Leave Salary Up To (Date), Days, amount - Advance Salary Paid From – To, amount - Food Allowance From – To, amount - NSSF/PF/ETF/EPE - Notice Pay - Liability - Loan Outstanding - Others - Is Liable - Remarks • Following Settlement Information could be editable - <ul style="list-style-type: none"> - Total payable to staff - Total receivable from staff - Net payable (auto calculate with read only) - Settlement Date - Remarks - Attachment facility • Settlement could be updated up to release.
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database



7.8 Exit Interview

Job Separation Exit Interview List						
Job Separation Exit Interview Searching Form						
Office	<input type="text"/>					
Employee PIN	<input type="text"/>					
<input type="button" value="Search"/>						
Job Separation Proposal List						
Proposal No	Proposal Date	Employee Info	Status	Designation	Project	Off
MMCHO-2019508	28-05-2019	[072000006] MD EHSANUL ISLAM	Accounts Settled	[D025] Programme Manager	[MM-0001] Microfinance Project	[MM Cou
MMCHO-2019507	27-05-2019	[072000009] MALE ONE FIRST NAME MALE ONE LAST NAME	Accounts Settled	[D026] Driver	[MM-0001] Microfinance Project	[MM Cou

Create Employee Exit Interview Form			
Instructions			
<p>The exit interview should be completed during the employee's last fortnight of employment. An exit interview should be performed by a representative of Human Resources or a suitable person delegated by HR, with every employee who resigns from his/her position. The following form must be filled out after the interview which should last at least 15 minutes.</p> <p>The purpose of this exit interview is to improve organisational HR practices. Notes from this interview shall be kept confidential.</p>			
Employee Exit Interview Form Info			
Proposed Employee	[072000006]- MD ISLAM		
Program Type	Core Programme	Employee Category	Regular Staff
Program	[01]- Microfinance Program	Employee Level	XII
Project	[MM-0001]- Microfinance Project	Designation	[D025]- Programme Manager
Current Office	[MMCHO]- Myanmar Country Head Office	Functional Designation	[FD022]- Programme Manager
Department	Microfinance	Joining Date	07-04-2001
Resignation Submission Date	28-05-2019	Last Working Date	29-05-2019
Job Separation Type	Resignation	Status	Accounts Settled

3. What was the least satisfactory aspect of your job?*	
<input type="text" value="Top Down Approach & hierarchy."/>	
4. Did the job responsibilities match your expectation?*	<input type="radio"/> Yes <input type="radio"/> No
5. Did you get sufficient training to perform your responsibilities?*	<input type="radio"/> Yes <input type="radio"/> No
6. Did you get appropriate feedback on your performance?*	<input type="radio"/> Yes <input type="radio"/> No
7. Were you satisfied with the performance evaluation system/process?*	<input type="radio"/> Yes <input type="radio"/> No
8. Did the organization help you in achieving your career objective?*	<input type="radio"/> Yes <input type="radio"/> No
9. How was the working environment in BRAC?*	<input type="radio"/> Very Good <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Not Good
10. Were the working conditions, hours, equipment and facilities fair and adequate?*	<input type="radio"/> Yes <input type="radio"/> No
11. Did you get appropriate guidelines and directions from your supervisor?*	<input type="radio"/> Yes <input type="radio"/> No
12. How was the professional relationship between you and your supervisor?	<input type="text"/>



Information of New Organisation:

Name: MD ISLAM **Designation:** Programme Manager

Please specify the main reason for your resignation:*

Better Opportunity.

1. Are there any reasons for which you felt compelled to resign?*

No

2. What was the most satisfactory aspect of your job?*

Learning & Growing Environment.

13. Please mention your general perception about BRAC. (Strength/s and Weakness/es)

14. Is there anything that the organisation could have done differently that would have influenced you to stay longer with BRAC?

15. Did you find any colleague's behavior discriminating, harassing or disturbing for your working environment?* Yes No

16. What changes in your current job/ organization would make you happy?

17. Will you recommend your relatives or friends to work in BRAC?* Yes No

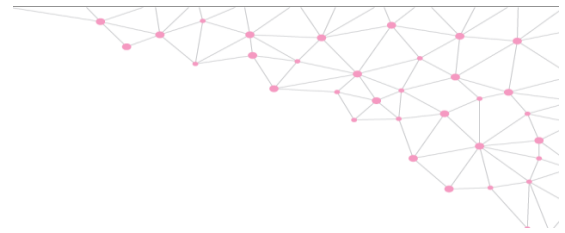
18. In your new job, are you offered something which is not being provided by BRAC?* Yes No

19. Would you like to make any other comments?

Exit Interview Document

Create **Cancel**

SRS ID	
SRS Title	Exit Interview
Actors	Staff(s).
Scenario	Staffs Exit Interview can initiate any time just after Job Separation Generate.
Pre-Condition	<ul style="list-style-type: none"> Feature wise access permission configured. User must have access to face exit interview through system.
Business Rules	<ul style="list-style-type: none"> All basic information of user shows in read only mode. User who goes for separation fill-up Exit Interview through system. New organization Name and Designation capture is optional. Exit interview must be completed before release.
Post-Condition	<ul style="list-style-type: none"> Successfully store in Database

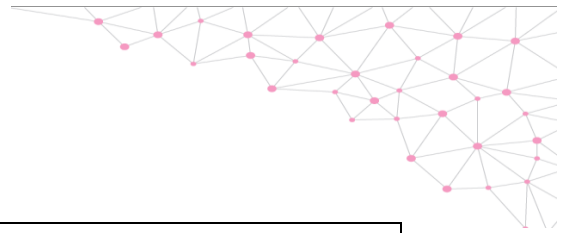


7.9 Staff Release

Employee Release List					
Office	<input type="text"/>				
Employee PIN	<input type="text"/>				
From Date	<input type="text" value="DD-MM-YYYY"/>	To Date	<input type="text" value="DD-MM-YYYY"/>		
<input type="button" value="Search"/>					
Employee Release List					
Order No	Country	Employee Info	Status	Separation Type	Designation
MMCHO-2019503	[104]-Myanmar	[072000006] MD EHSANUL ISLAM	Accounts Settled	Resignation	[D025] Programme Manager
MMCHO-2019503	[104]-Myanmar	[072000009] MALE ONE FIRST NAME MALE ONE LAST NAME	Accounts Settled	Resignation	[D026] Driver

Job Separation Release			
Employee Information			
Employee Name	[072000006]- MD ISLAM		
Program Type	Core Programme	Employee Category	Regular Staff
Program	[01]- Microfinance Program	Employee Level	XII
Project	[MM-0001]- Microfinance Project	Designation	[D025]- Programme Manager
Current Office	[MMCHO]- Myanmar Country Head Office	Functional Designation	[FD022]- Programme Manager
Department	Microfinance	Joining Date	07-04-2001
Resignation Submission Date	28-05-2019	Last Working Date	29-05-2019
Job Separation Type	Resignation	Status	Accounts Settled
Notice Period (In Days)	0	Notice Pay (In Days)	0
Reason	<input type="text" value="Better Opportunity!"/>		

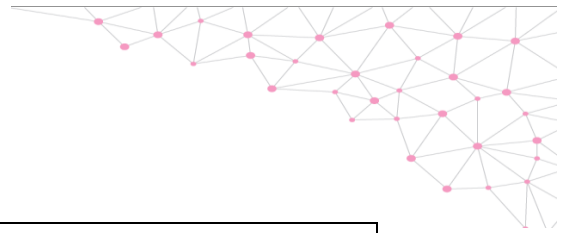
Release Information			
Last Working Date *	<input type="text" value="DD-MM-YYYY"/>		
Effective Date *	<input type="text" value="DD-MM-YYYY"/>		
Recruited again in Future *	<input type="radio"/> Yes <input type="radio"/> No		
Latest Monthly Salary*	Gross *	Basic *	Currency Name *
	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	USD <input type="text"/>
Salary Paid up to Date *	<input type="text" value="DD-MM-YYYY"/>		
ID Card Returned *	<input type="radio"/> Yes <input type="radio"/> No		
Other Attachment	<input type="text"/>		
Exit Interview Form	<input type="text"/>		
<input type="button" value="Release"/> <input type="button" value="Back"/>			



SRS ID	
SRS Title	Staff Release.
Actors	HR Partner
Scenario	Authorize user release staff through system
Pre-Condition	<ul style="list-style-type: none"> • Feature wise access permission configured. • User must have access to staff release screen. • Exit Interview completed. • Account Settlement completed.
Business Rules	<ul style="list-style-type: none"> • All basic information of user shows in read only mode. • Following release information must capture through system – <ul style="list-style-type: none"> - Last working Date - Effective Date - Recruited again in future options - Last Monthly Salary (Gross, Basic with Currency type) - Salary paid up to date - ID Card Returned
Post-Condition	<ul style="list-style-type: none"> • Successfully store in Database

7.10 Associated Job Separation List

Program Type	Support Programme	Employee Category	Contract Staff		
Program	[12]- BRAC International HO (BD)	Employee Level	XXI		
Project	[BD-0002]- BRAC Bangladesh	Designation	[D218]- Advisor to the Chairperson		
Current Office	[B1]- BRAC Center, Bangladesh	Functional Designation	[FD173]- Vice Chairperson and Interim Executive		
Department	General Department	Joining Date	26/05/2012		
Job Separation Type	Retirement (Routine)	Status	On Authorization		
Reason	test				
Authorization Trail	Resignation Local Below Program Manager				
	Type	Status	Actor	Action Taken By	Date
	Proposal	Pending	Anchor	[0150057]- Mohammed Delwar Hossain [FD187]- Senior Manager, Human Resources	-
	Proposal	Pending	Anchor	[0080376]- Kazi Nazmul Islam [FD210]- Senior Officer,Data Management	-
Go to List					



SRS ID	
SRS Title	View staff Transfer Proposal Details
Actors	Recommender, Approver
Scenario	Authorize user can view staffs details while recommend or approve.
Pre-Condition	Must have access to this screen. Must under authorization process.
Business Rules	<ul style="list-style-type: none"> User has access to view the list of staffs under his/her recommendation or approval.
Post-Condition	<ul style="list-style-type: none"> Successfully store in Database.

7.11 Job Separation List

Job Separation Proposal List						
Job Separation Proposal Searching Form						
Country	-All Country-					
Office						
Employee PIN						
Status	-Select Status-					
From Date	DD-MM-YYYY	To Date	DD-MM-YYYY			
Search						
Job Separation Proposal List						
Proposal No	Proposal Date	Country	Employee Info	Status	Designation	Project
BI-2016106	27-01-2016	[050]-Bangladesh	[011000056] KAZI SAMIUN RAHMAN	Released	[D034] Office Assistant	[BD-0001] BRA HO (BD)
BI-2016103	20-01-2016	[050]-Bangladesh	[011000055] QA RASHED RETESTING ONE HR	Released	[D081] Senior Researcher	[BD-0002] BRA
BI-2016102	15-01-2016	[050]-Bangladesh	[011000054] QA RASHED	Released	[D063] Junior Financial Analyst	[BD-0002] BRA

Job Separation Detail			
Job Separation Detail			
Proposed Employee	[071000726]- MS. CHRISTINA MANG MI KUNG		
Program Type	Core Programme	Employee Category	Contract Staff
Program	[01]- Microfinance Program	Employee Level	VI
Project	[MM-0002]- Small Enterprise Project (SEP)	Designation	[D204]- Internal Audit Officer
Current Office	[MM300002]- Yangon	Functional Designation	[FD142]- Officer, Internal Audit
Department	Internal Audit	Joining Date	08-06-2018
Resignation Submission Date	22-05-2019	Last Working Date	23-05-2019
Job Separation Type	Resignation	Status	Released
Notice Period (In Days)	0	Notice Pay (In Days)	0
Reason	test		



Payment Information			
Salary Due From (Date)	To	Amount	0.0
Leave Salary Up To (Date)	Days	0.0	Amount 0
Advance Salary Paid From (Date)	To	Amount	0.0
Food Allowance From (Date)	To	Amount	0.0
NSSF/PF/ETF/EPE			0.0
Notice Pay			
Liability			0.0
Loan Outstanding			0.0
Others			0.0

Liability Information	
Is Liable	No
Remarks	
Asset Information	
Asset clearance is not required as no setup is found	
Settlement Information	
Total payable to staff	2000.0
Total receivable from staff	0.0
Net payable to staff	2000.0
Settlement Date	22-05-2019
Remarks	

Witness Information One			
Witness Name	MD. MAHBUB HASAN	Designation	Senior Manager, IT
Date	22-05-2019		
Witness Information Two			
Witness Name	MA MYA MYINTZU AUNG	Designation	Senior Accounts Officer
Date	22-05-2019		
Department			
Department Clearance is not required as no setup is found			



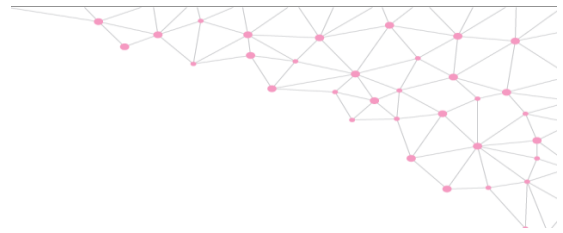
Employee Finance Handover		
Bank Balance(Local)	Amount	Date
Bank Balance(USD)	Amount	Date
Cash(Local)	Amount	Date
Cash(USD)	Amount	Date
Signed Cheque No.	From	To
Unsigned Cheque No	From	To
Handover		

Order No	MM300002-2019503
Order Date	22-05-2019
CC To	N/A

Employee Charge Handover Info	
Handover Date	22-05-2019
List Of Pending Task	N/A

Employee Charge Handover Details		
Employee Name	Responsibilities	Handover Date
MD. MAHBUB HASAN	Test	22-05-2019

Authorization Trail	Resignation Local Below Program Manager				
	Type	Status	Actor	Action Taken By	Date
	Proposal	Authorised	Respective Employee	[071000726]- MS. CHRISTINA MANG MI KUNG [FD142]- Officer, Internal Audit	22-05-2019
	Comments: ik				
	Recommendation	Authorised	Programme in-charge	[071000724]- SAKIB AHMED CHOWDHURY [FD142]- Officer, Internal Audit	22-05-2019
	Comments: ok				
	Recommendation	Authorised	Respective Supervisor	[071000724]- SAKIB AHMED CHOWDHURY [FD060]- Head of Internal Audit	22-05-2019
	Comments: ok				
	Recommendation	Authorised	Country Human Resource	[072000007]- GOLAM SARWAR HR DGM [FD330]- Deputy General Manager. HR	22-05-2019
	Comments: ok				
	Recommendation	Not Required	Country Human Resource	[0133716]- AOISHWARIYA NULL KHISA [FD385]- Head of HR	22-05-2019
	Approval	Authorised	Country Representative	[071000464]- ATM TARIQUL ISLAM [FD008]- Country Representative	22-05-2019
	Comments: ok				



SRS ID	
SRS Title	All Separation List
Actors	HR Partner
Scenario	HR can view Separation staff's status with all detail here.
Pre-Condition	User must have access to this screen. Separation proposal must be generated.
Business Rules	Staff can view all details from here.
Post-Condition	n/a

8.0 Leave

9.0 Attendance

10.0 Grievance

11.0 Contract Renew

12.0 HR Letter

13.0 Appendix

14.0 Signoff