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| | | | • Set the start and end date of the Monetization period.<br>• Define and set the Leave Types available within the company, along with its corresponding filing and approval policy.<br>• Update the values of the CSC Tables as the basis of leave generation.<br>5. See Annex-B for the reports to be generated. | |
| | | **FR#12** | **Leave Balances**<br><br>6. Should have the functionality to automatically update the leave ledgers based on the following inputs:<br>a. Leave earnings as credit<br>b. Approved leave as deduction<br>c. Unauthorized leave as LWOP<br>d. Tardy and under-time as deduction<br>e. Leave monetization as deduction<br>f. Adjustments (due to shortened or canceled LOA).<br>7. Should have the facility to record transferred leave balances from the previous government employer (for transferred employees).<br>8. Should have the functionality to allow manual entries subject to the approval of authorized HR personnel and audit trail.<br>9. Should have the functionality to automatically re-compute leaves balances upon creation of a new entry.<br>10. Should have the functionality to deduct tardy, under-time, and LOA from the Leave Balances. | |
| | | **FR#13** | **Zero Balance**<br><br>11. Should have the functionality to charge to VL balances if SL balance is already exhausted (reached zero balance)<br>12. Should have the functionality to determine and apply leave as LWOP when VL and SL balances are already exhausted. | |
| | | **FR#14** | **Leave Conversion**<br><br>13. Should have the functionality to create tardy and under time to leave balances as deductions to VL balances.<br>14. Should have the functionality to create LWOP for VL if VL balance is not enough to cover deductions. | |
| | | **FR#15** | **Monetization of Leave Credits**<br><br>15. Should have the facility to create rules or formula in determining allowable number of days for monetization of leave credits based on the following parameters: | |

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| | | | a. Type of Monetization<br>a.1. VL Only<br>a.2. Both VL & SL<br>b. Minimum availment (10 days)<br>c. Maximum availment*<br>c.1. Multiplier<br>c.2. Unit (VL only 30 days; VL & SL 50% of total<br>leave credits)<br>d. With documentary requirements<br><br>*- less unused FVL | |
| **1.5** | **BR#5** | **PAYROLL / EMPLOYEE COMPENSATION AND BENEFITS**<br><br>System should be compliant with applicable government rules and regulations, generate reports as prescribed, allow processing of various benefits allowances, bonuses, differentials and accommodate all statutory deductions (i.e. withholding tax, Philhealth, Pag-ibig, GSIS, leave without pay, Provident Fund, etc.) and other deductions specific to particular employees. System should integrate with the ERP to book Payroll accounts and other related accounts. | | |
| | | **FR#16** | **Payroll**<br><br>1. Should have the functionality to create a compensation table based on the following information:<br>a. Entitlements of employees to salaries, allowances and benefits (from compensation profile)<br>b. Deductions (from compensation profile)<br>c. Overtime hours and amount (from Attendance module)<br>d. Leave without Pay (from Leave Monitoring).<br>e. Adjustments (to be refunded or collected).<br>f. Loan amortization and adjustments<br>g. Employees for inclusion to payroll based on status.<br>2. Should have the functionality to process the following loan instructions:<br>a. Start/Stop loan deductions<br>temporary stop/resume loan payments.<br>3. Should have the functionality to generate the following payroll computations:<br>a. Basic salary and allowances including OT (overtime pay) and LP (Longevity Pay)<br>b. Deductionsincluding loan amortizations/adjustments<br>c. Additional earnings and deductions (nonrecurring)<br>d. Tax due on income.<br>4. Should have the functionality to process OT within the prescribed period.<br>5. Should have the functionality to allow advance processing of payroll.<br>6. Should ensure that computed net pay is within the set minimum take home pay following the defined hierarchy. | |

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| | | | 7. Should have the functionality to automatically update the Index of Payments (IOP)/Ledgers.<br>8. Should have the functionality to automatically generate appropriate journal entries as defined.<br>9. Should have the facility to upload batch adjustments for inclusion as earning/deductions in the specified payroll.<br>10. Should have the facility to generate monthly set-up entry for mandatory contributions<br>11. Should have the functionality to process special payroll for the following:<br>a. Initial Salary<br>b. Last Salary<br>c. Terminal Pay<br>d. TA Reimbursement<br>e. Communication Reimbursement<br>f. Salary Differential<br>g. Salary Re-computation<br>* - Should automatically update the Ledger<br><br>12. Should have the functionality to process monetization of leave credits (by batch).<br>13. Should have the functionality to generate remittance reports for the following:<br>a. Provident Fund<br>b. GSIS remittance<br>c. Pag-IBIG<br>d. PhilHealth<br>e. Others<br>14. See Annex-B for the report(s) to be generated. | |
| | | **FR#17** | **Tax for Regular and Special Payroll**<br><br>1. Should have the functionality to compute tax in accordance with BIR Regulations/issuances.<br>2. Generate all tax related reports as prescribed by BIR.<br>3. Should have the facility to maintain the tax table. | |
| | | **FR#18** | **Compensation & Benefits**<br><br>1. Should have the functionality to create a new compensation table.<br>2. Should have the facility to create earnings and the corresponding payroll account for each benefit/deduction based on the following parameters:<br>a. Earning Description<br>b. Payroll account<br>c. Basis<br>c.1. Fixed rate<br>c.2. % of the basic salary<br>c.3. With dependents - Maximum number<br>d. Employee status (e.g. all, regular only)<br>e. Tenure<br>f. Minimum Rank<br>g. Tax indicator<br>h. Start of benefit<br>3. Should have the facility to create deductions and the corresponding payroll account for each | |

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| | | | benefit/deduction based on the following parameters:<br>3.1. Mandatory Deductions*<br>a. Deduction Description<br>b. Payroll Account<br>3.2. Optional Deductions<br>a. Deduction Description<br>b. Deduction type (fixed/continuing)<br>c. Payroll account<br>d. Total amount<br>e. Amount<br>f. Employee status (e.g. all, regular only)<br>g. Tax indicator (for checking)<br>h. Start Period<br>i. Priority number<br>j. Provident fund<br>k. Employee Salary loan<br><br>*- Computations based on applicable laws.<br><br>4. Should have the facility to create a request or instruction to trigger processing of the special payrolls to include differentials for salary adjustments.<br>5. Should have the facility to generate statistical data for HRODD programs/activities (dashboard).<br><br>6. See Annex-B for the reports to be generated. | |
| **1.6** | **BR# 6** | **TRAINING MODULE**<br><br>System should have a facility to monitor the training profile of each employee, identify Training requirements and recommend attendance to particular training programs.<br><br>The system Should also be used to manage the training programs of the Corporation. | | |
| | | **FR#19** | **Training Needs Assessment**<br><br>Should have the functionality to conduct Competency Needs Assessment/Analysis (CNA)<br>Should have the functionality to craft Learning and Development Plan (L&D Plan). | |
| | | **FR#20** | **Management of Internal Programs**<br><br>3. Should have the facility to generate target participants to a particular L&D Plan.<br>4. Should have the facility to generate List of Participants to particular L&D Plan.<br>5. Should have the facility to monitor attendance and submission of post training report (PTR).<br>6. Should have the facility to update the Individual training profile of the employee.<br>7. Should have the facility to record in the L&D Plan The actual results of the Training conducted.<br>8. See Annex A-Report A.7.20 for the report(s) to be generated. | |

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| | | FR#21 | **Management of External Programs/Scholarships**<br><br>9. Should have a facility to record all L&D Plan Received for processing and identify corresponding skill area of concerns<br>10. Should have the facility to generate target participants to particular external programs based on set criteria.<br>11. Should have the functionality to process nominations from targeted participants and generate the corresponding Special Order.<br>12. Should have the functionality to monitor the submission of post training requirements (i.e. Certificate of Attendance. Handouts and Training Report).<br>13. Should have the facility to record attendance to training programs in the Individual Training Profile.<br>14. Should have the facility to record in the L&D Plan the Training attended.<br>15. see Annex-B for the report(s) to be generated. | |
| | | FR#22 | **Management of Membership to Professional Organization**<br><br>16. Should have the functionality to process requests for Membership to Organization (MO).<br>17. Should have a facility to generate Office Order No.<br>18. Should have the facility to maintain and update record of all MOs<br>a. Profile of the Organization<br>b. Representative(s) and period covered<br>c.Monthly activities on Membership to Organization<br>d. Details of participation of PHILGUARANTEE Representatives to regular activities of an organization.<br><br>19. See Annex-B for the report(s) to be generated. | |
| **1.7** | **BR# 7** | **STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)**<br><br>**MODULE**<br><br>System should be able to monitor individual performance rating, rank, force rank and calibrate employee performance. | | |
| | | FR#23 | **Performance Planning and Commitment**<br><br>1. Should have the facility to monitor submission of all IPCRs/DPCRs/GPCRs per employee job level/office/department/group.<br>2. Should allow employees to input their performance target for the year using the IPCR/DPCR/GPCR forms | |

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| | | | 3. Ability to prompt the immediate supervisor for their approval and rating<br>4. Should have the functionality for the supervisor to indicate his approval and prompt HR on the submitted forms.<br>5. See Annex-B for the reports to be generated. | |
| | | **FR#24** | **Performance Monitoring and Coaching**<br><br>1. Should have the facility to monitor the submissions of the Mentoring/Coaching Journal (MCJ) | |
| | | **FR#25** | **Performance Appraisal and Evaluation**<br><br>1. Should have the facility to accommodate multiple Performance Rating reports.<br>2. Should have the functionality to consolidate ratings for those with prorated or multiple/shared ratings (due to change of department, head, promotion or transfer to other units).<br>3. Should have the functionality to maintain and update Employee Performance Rating Record per year (with raters).<br>4. See Annex-B for the reports to be generated. | |
| | | | **Performance Rewards and Development Planning**<br>**A. Professional Development Plan**<br><br>1. Should have the functionality to consolidate/collate all submitted Individual Development Plan by Department/Office/Group/ Employee (refer to the template of Individual Development Plan).<br>2. Should have the functionality to capture the Professional Career Plan (page 2 of the Form).<br>3. See Annex-B for the reports to be generated.<br><br>Note: No need to submit hard copies to HRODD.<br><br>**B. Performance Rewarding**<br><br>1. Should have the functionality to Force Rank/Calibrate the Employee Numerical Performance Ratings by Office/Department/ Group/Corporate Wide, by Functional Grouping and Governance Commission for GOCCs (GCG) prescribed Distribution.<br>2. See Annex-B for the reports to be generated.<br><br>**Productivity Enhancement Incentive (PEI) & Step-Increment (SI)**<br><br>3. Should have the functionality to monitor all submissions of Certifications of at least Satisfactory Rating for the relevant period/s. | |

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| | | | Note: Implementing Guidelines for the Grant of Step-<br>Increment. refer to the Guidelines from HRODD | |
| 1.8 | BR# 8 | **EMPLOYEE SELF-SERVICE MODULE**<br><br>Should provide 2 sets of access (i.e. employee and as supervisor acting on the request).<br><br>System must be available 24/7, anytime and anywhere | | |
| | | FR#27 | **Employee Services**<br><br>**A.** Should have the facility for employees to log-in and log-out using the Employee Self Service for employees working from home or offsite.<br>**B.** Should have the facility for the employees to view the following:<br>a. Employees log-in/log-out for a particular date or date range.<br>b. Raw time entries for a specified date range or a specific date<br>c. Missing time/day entries<br>d. Attendance report<br>e. Applications for the following:<br>e.1. Flexi-time<br>e.2. Overtime (OT)<br>e.3. Compensatory Time Off (CTO)<br>f. CTO ledgers.<br>g. To view the following:<br>g.1. Leave applications including the status of the applications<br>g.2. Leave monetization including monetary computations<br>g.3. Leave balances<br>h. To view own payroll data as follows:<br>h.1. Pay Slip<br>h.2. Individual Payroll Ledger<br>i. IPCR (Individual), DPCR, or GPCR<br>j. Position Description Form (PDF)<br>k. Employee requests for the certificate including the corresponding status.<br><br>**C.** Should have the facility for the employees to request, encode, update and submit the following as applicable:<br>a. To request time entries for corrections for a specified date range or a specific date.<br>b. To request flexi-time, OT request/applications, as well as the OT accomplishments.<br>c. To request CTO availments<br>d. To re-schedule, shorten or cancel CTO availment subject to approval of the supervisor and head of the requesting employee<br>e. Request for Travel Authority Order | |

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| | | | f. To file in advance application of CTO within the year<br>g. To submit Application for leave<br>h. To view Leave Balances<br>i. To cancel/update the leave application<br>j. To submit monetization of leave credits application<br>k. To encode/submit of FVL schedule<br>l. To request an update of employees' personal information.<br>m. To encode, update and submit PDS and SALN.<br>n. To encode and submit the following<br>n.1. Nomination Form<br>n.2. Post Training Report (PTR)<br>n.3. Training Effectiveness Assessment report<br><br>Note: System should be able to disapprove Nomination Forms of employees who have not yet submitted his/her last external training.<br><br>o. To encode and submit the:<br>o.1. Performance Rating Matrix<br>o.2. Individual / Department/Group Performance Commitment and Review Form (IPCR/DPCR/GPCR) format as follows:<br>o.2.1. With performance rating period per individual and facility for editing revision<br>o.2.2 With performance rating period per office/department/group<br>o.2.3. Capable of re-targeting<br>p. To encode accomplishments and submit the Self-Assessment/Accomplishment Report.<br>q. To request Certificate of no-pending administrative case.<br><br>**Managerial Services**<br><br>**D.** Should have the facility for the Managers to view the following:<br>a. To view their subordinates' raw time entries and missing time/day entries<br>b. To view/print attendance report (rank and file, officers)<br>c. To view statuses of requests.<br>**E.** Should have the facility for the Managers to approve and submit request of the following:<br>a. To approve flexi-time, OT requests/applications, as well as the OT accomplishments.<br>b. To approve CTO application<br>c. To approve application for leaves<br>d. To submit online Certification of at Least "Satisfactory" Rating<br>e. To record their comments and approvals in the IPCRF<br>f. To view/print employee IPCR (Office/Department Head) or DPCR (Group Head)<br>g.To approve the transaction of subordinates | |

**Application Forms**

**F.** Should have the facility for the employees to fill-out the following forms:

a. HRODD Forms*

*- Please see details at Annex A

Note: Forms can be edited, deleted and saved for later submission. Also, the system should allow attachments to the forms.

**G.** Should have the functionality to indicate the required fields and must not allow submission if fields have not been completely filled-out.

**H.** All other functionalities stated in other modules which require employee Self Service access and not stated herein Should be included in this module.

Note: In all applications, only the employee number Is required for employee Information; all other data associated with the given employee number (birthday. address, assumption date, etc.), will be automatically displayed by the system.

**I.** Provides viewing of employees detailed information as follows:

1. · Personal Information
2. · Employment Details
3. · Service Record
4. · Family Background
5. · Educational Background
6. · Civil Service Eligibility
7. · Work Experience
8. · Voluntary Work
9. · Training Programs
10. · Disciplinary Actions
11. · Submitted Documents

**J.** Accessible by employee anytime, anywhere through the internet

**K.** Summary of leaves

**L.** Company News Feed

**M.** Viewing of Company Policies

**N.** Suggestion and Feedbacks platform

**O.** Viewing of employee records

**P.** Leave and overtime request

**Q.** DTR correction request

**R.** Application for Official Business, travel order

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| | | FR#28 | **Linkage with ERP through API**<br><br>1. Should have the functionality to facilitate creation of accounting entries (debit/credit) to be posted in the ERP such as:<br>a. Regular Payroll<br>b. Special Payroll<br>The ERP will maintain the General Ledger and HRIS Payroll module Should maintain their corresponding Subsidiary Ledger | |
| | | FR#29 | **Linkage with Disbursement Voucher/Budget Utilization Report (DV/BUR) Facility through API**<br><br>1. Should have the functionality to automatically upload all active employees and their organizational units.<br>2. Should have the functionality to provide information from the payroll, Internal Programs, External Program/Scholarships, Membership to Professional Organization to be used for DV/BUR preparation and processing. | |
| 1.9 | BR# 9 | | **SUCCESSION PLANNING AND MANAGEMENT (SPM)**<br><br>Systems must be able to provide tools to plan and maintain a succession planning method. | |
| | | FR#30 | 1. Should have the facility to set-up criteria for selection of candidates.<br>2. Should have the facility to identify prospective candidates for succession planning based on the criteria set.<br>3. Should facility to tag employees participating in the succession planning program.<br>4. Should have the facility to monitor/track the implementation of the individual Development Plan (IDP) of the candidate. | |
| 1.10 | BR# 10 | | Secure application by Implementing (1) access rule during user login, creation/approval of transactions, (2) an audit trail of all changes to the System and (3) backup, recovery, archiving and reloading policies to manage the data. | |
| | | FR#31 | **User Login**<br><br>1. Should have the facility to update user login credentials (user name, password).<br>2. User accounts should have integration with Microsoft Active Directory (AD) with an option to use either single sign-on or multiple sign-on during authentication.<br>3. Should have the facility to support activation of a separate password policy, which includes, but not limited to, the following: | |

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| | | | a. Password history<br>b. Password aging<br>c. Password length and complexity<br>d. Forced changing of password<br>e. Account lockout due to failed login attempts<br>f. Password encryption when stored in the database. | |
| | | **FR#32** | **Maintain users**<br>4. Should have the facility to update user accounts.<br>5. Should have the facility to configure User idle time to trigger automatic logout. | |
| | | **FR#33** | **User Roles/Rights**<br>6. Should have the facility to assign and update user access rights (add, view, modify, delete) per role (maker, reviewer, approver, viewer, auditor).<br>7. Should have the facility to restrict access to menus and data sources such as databases, tables and folders. | |
| | | **FR#34** | **Provide an Audit Trail/Log Report**<br>8. Should include, but not limited to, the following:<br>a. File updating and maintenance<br>b. Errors and abnormal activities in the system<br>c. User and system administrator activities<br>d. User logon/logoff<br>9. User activities relative to the stored information which include updating, printing, downloading, deletion, annotation, and other changes.<br>10. List of records/files removed from the active database for backup purposes.<br>11. Should have the facility to view, print and download audit trail reports in PDF, Excel and CSV file format.<br>12. Should have the facility to display current users of the system any time<br>13. Every attempt by a user to access a restricted item of data Should be recorded in an audit trail. | |
| | | **FR#35** | **Backup, Recovery, Archiving and Reloading**<br>14. Should have the facility to define backup, recovery, archiving and reloading policies. | |

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