

# Employee File Update –R1

EMPLOYEE FILE UPDATE CHANGES –R1

Prepared By

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Approved By

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## Employee Pool Amendments Analysis Report

Based on the meeting with CTO on 30.12.2021 below changes to be done on Employee Pool,

### Amendments

1. Search to be case insensitive
2. Search must be for all tabs not limited to selected tabs.
3. Remove Today's Absent Tabs from Employee Pool
4. All Employees tab to see status of all Employees.

### Employee File Update

Employee File Update to be started from Employee for any changes in Mobile number, Email and other personal details. Employee/HR Must attach a consent letter from Employee/ Related Document copy with every change request.

### Request Stage

Request will be started from Employee profile of HR /ESS. With every changeable event there will be an edit button and update the new data. New data will be saved on Employee data change Request Table and workflow will be started after submission.

- Change only one type of data at a time (Types: Passport Update, Iqama Update, Address Update ,Account Update , Mobile/Email Update , Name Update etc. ).
- If Mobile Number or Employee Name is changing, Consent letter from Employee is to be attached.
- Display of Changing document. (Such as Passport Scanned copy in case of passport update)


Work flow: Employee/HR Admin → HR Manager (110) → Legal (716) → HR Admin Manager (600) → Archive

Sub Stages: Employee Request → Legal Review → Confirm → Archive

Validations: New data must be correct and genuine, must attach a consent letter from Employee/ Related Document copy

## Sample Forms:

Profile | Appointments | Vacations | Bank Accounts | Contracts | Assets | Payslips | Documents | Insurance | Card



**Personal Details**

**Name**  
Sumesh Manakkaparambu Mani

**Recent Activities**

**Vacation**

**Vacation Start Date**  
11-Jan-2022

**Duration :**  
36 Days

**Status**  
Under Progress

**Additional Work**

**Additional Work Date**

**Contact Details**

**Mobile**  
0564143775

**E-mail**  
615@daffah.sa

**Address**  
4295 المدينة  
الرياض 12745  
7676  
Saudi Arabia

**ID Details**

**Employee ID**  
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Mobile Update

**Mobile Update**

Item[Mobile Number]	0564143775
Item[New Mobile Number]	<input type="text"/>