



**KILIFI-MARIAKANI WATER AND SEWERAGE COMPANY
LIMITED**

**Human Resource Management Information System
(HRMIS)**

Proposed User Requirements

May 2023

Human Resource Management & Administration Department User Requirements

EMPLOYEE DATA
Ability to capture personal data such as: <ul style="list-style-type: none"> a) Name b) Employee number (Staff number) c) National ID number/Passport number d) Address: Postal address, Physical address, Email address e) Phone number f) Employment terms details: Employment date, employment type etc. g) Date of birth h) Position/Title i) Marital status j) Gender k) NSSF, NHIF, PIN numbers l) Section/Department / Region m) Photo n) Disability status o) Exit date
Dependents Data
Next of kin details
Beneficiaries' details
Emergency contact details
Terms of Service (Internship, casual, temporary, contract or permanent and pensionable)
Banking details
Benefits entitlement details
End of probationary period alerts
Alerts for contract renewal and expiry 6 months before the contract ends
Alerts for end of probation and confirmation of appointment
Ability to issue alerts on retirement date (1 year in advance)
Pension/Gratuity details
Qualifications, skills and trainings
Memberships to professional organizations
Flexibility to define who can access what data in HR
Ability to capture transfers (station and period), and retain previous information on postings
Reporting
Automatic generation of reports based on gender, age, ethnicity, qualifications, disability, years of service, job grades, section/department/region etc.

Generation of listings of employees with ability to filter based on captured data e.g. list by position
STAFF ESTABLISHMENT AND JOB DESCRIPTIONS
Ability to define the organization staff establishment including AE, In-Post, Variance.
Ability to link the position to a staff record
Ability to define the staff grading structure in the system and assign grades to staff.
Maintain multiple employee addresses and contact details
Ability to attach any relevant document
Ability to generate notifications via email, distribution/work lists or online notifications. These notifications should be user-definable (such as anniversaries, retirement dates, over-expenditure recoveries, among others) data items.
The system should be flexible enough for administrator to define new fields
Reporting
Generate reports on positions and occupant(s)
Generate job descriptions per position
RECRUITMENT AND SELECTION
Ability to maintain information about vacancies
Ability to track vacant positions based on the defined number of staff required for each position (staff establishment)
Ability to indicate the employment status of staff as either "On Probation", "Permanent" "Contract," "Temporary" or "Casual," Intern" etc.
Ability to track confirmation in appointment status (Probationary to Permanent).
Ability to issue reminders to HR staff to prepare a probation report on elapsing of the six-month probation period
Ability to issue reminders on elapsing of a further six months
Ability to enforce the requirement that no staff member should be on probation for more than a year and should either be confirmed in appointment or have the appointment terminated
Ability to export online forms to a PDF, Excel, MS Word document for offline operation.
Ability to update the staff establishment once position is filled
CAREER PROGRESSION
Ability to maintain history of promotion and demotion data including effective date, amount of pay change, reason for promotion/demotion
Ability to incorporate various Schemes of Service and Career Progression Guidelines
LEAVE MANAGEMENT
Ability to define allowed leave days per year for each staff member
Ability to define rules on maximum number of leave days that can be carried over to the following year

Ability for employees to define leave plans in the system and send to appropriate persons for approval
Ability for employees and management to view leave records
Ability to set up calendar with national holidays.
Automatic calculation/update of employee's leave accruals according to defined policies
System records the number of leave days planned and those actually utilized including start-end dates, entitlements and balances
Ability to provide a year-end roll-over calculation and process for leave plans and processes
Ability for authorized personnel to make adjustments when actual leave days taken are more or less than leave days applied for and approved
Ability to add additional leave days based on weekends that staff work
Ability to define and track allowed maternity, paternity and study leave
Ability to provide web-based (portal) leave applications and approvals
Integration with employee email system for updates on leave status
Direct integration of leave schedule with payroll system for automatic posting of leave allowance to employee salary for the end of financial year (July)
Ability to capture all the leave schedule for all staff/departments and update it
Employee should be able to track the position of his/her leave applications online
Ability to track disciplinary compulsory leave i.e., interdiction with half pay and suspension without pay or with half pay
Automatic processing of leave allowance at the end of the financial year (July)
Reporting
Report on leave balances by staff/department/region etc.
Provision of customizable/ad-hoc report facility
Report on leave taken by staff for a specific periodic and by leave type
Report on approved/rejected leave request
TRANSITIONS
Ability to keep track of staff retirement dates and provide reminders to HR in advance and staff as well
Ability to compute terminal benefits due to staff
Ability to record deaths and provide follow up notifications to compute any applicable dues
Ability to record staff transfers, secondment, promotions and demotions in the system and update job descriptions and training needs
Ability to generate a report on staff exits through death, retirement, resignation, termination, non-renewal of contract, retrenchment, etc.
TRAINING AND DEVELOPMENT
Ability to capture details of training carried out per employee

Ability to capture and track training budget on the system and notify when budget is exceeded
Ability to provide an interface with Finance and Accounts Department for course billing and allocation
Ability to restrict modification of training data and feedback captured in the system
Ability to alert employees to submit a training evaluation/feedback report 2 weeks after training and capture report
Ability to maintain Training Needs Analysis reports and Training Plans
Reporting
Ability to generate reports showing trainings carried out and staff who attended them
Ability to generate report on staff who have missed scheduled trainings
Ability to generate a report on actual training costs against budget and balances
Ability to generate report on cost of training per employee
PERFORMANCE EVALUATION
Ability to incorporate the Staff Performance Appraisal System (SPAS)
Ability to integrate the SPAS with the Company's Rewards and Sanctions Framework
Ability to integrate SPAS with Company's and Departmental Performance Contracts
Ability to restrict access to appraisal information to only relevant personnel.
Ability to capture training needs arising from the appraisal and link them to the training module to feed into the training needs assessment report
Reporting
Report on staff appraised/ not appraised by designation, section, department, region, etc.
Ability to generate reports on performance ratings, performance improvement actions etc.
INSURANCE
Ability to track payments for staff medical insurance and life insurance premiums and create recurring payment journals
DISCIPLINE
Ability to record identification of offences committed by employees. The system should also capture the date of offenses
Ability to generate report on disciplinary incidents per staff and actions taken
Report on disciplinary cases in a period (quarterly, yearly)
Report on disciplinary penalties issued (warnings, surcharge, demotion, termination, etc.)
SUBSCRIPTIONS AND CONTINUOUS PROFESSIONAL DEVELOPMENT
Ability to capture and track employee memberships to professional bodies (including classes/categories of membership)
Ability to generate payment journals for finance to pay when membership fees are due.
Ability to capture CPD points required by each professional body where applicable

Ability to capture details of employees sponsored for CPD workshops in a given period (by designation, profession, gender, department, etc.)
Reporting
Report on all employees who are members of professional bodies by designation, department, gender including membership status (e.g., Full Member, Member, Affiliate, Graduate, Associate, Fellow, etc.)
Report on annual subscription paid to professional bodies (amounts paid) per period (quarterly, yearly)
Report on conferences and seminars attended by members of professional bodies and amounts paid per period
PENSIONS AND GRATUITY
Ability to compute pension and/or gratuity per employee in a monthly and yearly basis
Capture lump sum pension and/or gratuity of employees
Ability to capture changes in employment status (e.g., promotion, demotion)
Ability to capture a pensioner's withdrawal from the scheme
Ability to generate pension statutory reports
PAYROLL
Payroll Processing
Support integration with the HR module so that staff details e.g., Names are captured once
Ability to accumulate deductions according to deduction codes
Ability to accumulate earnings according to earning codes
Produce all statutory reports required by Kenya's laws and regulations
Support automatic computation of Kenyan statutory deductions, insurance, tax relief and report generation
The system should maintain data up to statutory period of (6 years) without downgrading the performance of the system
Ability to allow e- communications (email reports/statements/pay slips automatically from the application – interface to an email application)
Ability to support timed deductions, i.e., provide deductions for a specific period
Allows for unlimited number of loans in the system and support multiple loans per employee
Ability to limit the number of loans given to an employee
Ability to detect when an employee's earnings fall below the recommended one third and send alerts to the payroll administrator
Provide integration with the financial management system/General Ledger
Ability to pre-run the payroll before the final run and commitment
Ability to support various benefits such as car loan, mortgages
Ability to administer involuntary deductions e.g., recovery of advances

Ability to automatically calculate employee and employer taxes
Ability to make adjustments after payroll run with audit trails
Ability to process part of the payroll
Ability to distribute payroll processing throughout payroll period, e.g., processing static data at the beginning of period and making adjustments at period end
Ability to automatically detect and effect an employee's salary progression based on his/her appointment anniversary
Ability to generate a payroll bank payment file for electronic transfer of funds
Ability to compute annual leave allowance for each staff in June
Ability to process pension deductions and contributions through the payroll
Ability to specify deductions for a specific period and automatically stop the payment deductions when complete
Ability to specify and effect additional earnings such as acting/special duty and automatically stop them when the period lapses
Ability to integrate/link with the disciplinary module and enable automatic deductions associated with suspension or interdiction
Ability to view pay slip messages
Reporting
Ability to generate report of changes/variance from previous payroll
Ability to produce pay slips and also reprint pay slips and reports from prior periods
Ability to report on earnings by gender for different salary bands
Ability to maintain audit logs of changes to employee records
Allow customization of reports for ad hoc reporting
Provide standard payroll reports e.g., all deductions report, net deductions reports, summary of statutory reports
Ability to generate a monthly reconciliation report indicating the shift in the salary and reasons
Ability to generate exception reports for cases where the one third rule is not met
GENERAL REPORTING
Ability to generate reports on staff costs per employee based on training costs, medical costs, insurance, subscriptions, payroll etc.
Ability to generate ad-hoc reports