



Tertiary Scholarship and Loans Board

“Building a Smarter Fiji”

SPECIFICATION FOR TSLB’s HUMAN RESOURCES INFORMATION SYSTEM

Workforce Planning & Organizing

- Ability to capture online application from vacancies internal and external vacancies
- Ability to create multiple staff profiles
- Information from application forms are automatically analysed and classified based on standard evaluation matrices.
- Bio data of applicants is stored in a suitable format that enables additional analytics to be performed in case of future opportunities for recruitment
- Produce system generated evaluation reports based on standard evaluation matrices.
- Create & maintain employee files electronically with automatic triggers for important dates e.g. probation end dates, contract expiry, etc.
- Provide robust classification system to identify each employee e.g. a unique id for each staff
- Flexibility to add, amend, remove position descriptions at any level within the organization structure subject to authorization for this function.
- Include a business intelligence tool that conducts analysis on historical data, future projections, simulations, etc. for better workforce planning and organization design. Reports are generated in multiple formats e.g. PDF, excel, etc.
- Produce system generated standard reports which are prepopulated from existing data.

Performance Management

- Individual performance & work plans are stored electronically and directly linked to position descriptions.
- Individual performance & work plans are linked to sectional & organization plans.
- Key Performance Indicators are updated & reported in multiple formats with triggers to highlight underperformance, etc. Multiple methods for performance ratings is available.
- Performance appraisals can be generated from work plans and linked to benefits e.g. bonus, salary increments, etc. Scores or ranking capability is possible based on predetermined criteria.
- Set up rewards & recognition system based on best practices. This should be linked with all relevant functionalities.
- Interactive web-based portal that allows staff, managers, teams to communicate updates, access work history, seek feedback, etc.
- Automated process from point of application for leave applications, overtime, meal claims, etc. to point of approval.
- Automated reconciliations and checks are in place prior to approval.
- Documents can be uploaded and saved for each employee.
- Provide tracking system for discipline cases.

- Robust workflow management is in place that allows automated processes and notifications for approvals, escalations, providing feedback, etc.
- Include a business intelligence tool that conducts analysis on historical data, future projections, simulations, etc. for better performance management, leave & claims administration. Reports are generated in multiple formats e.g. PDF, excel, etc.
- Produce system generated standard reports which are pre - populated from existing data.

Health & Safety

- Keeps a records of health & safety equipment for all staff
- Provides standard templates for incident reports.
- Allows for separate tracking of wellness programs
- Produce system generated standard reports which is prepopulated from existing data

Leave Management & Counseling

- Ability to calculate the leave balances e.g. annual, sick & bereavement leave
- Staff should be able to login and check their leave balances at any point in time
- Staff should be able to apply for leave online
- Ability for the staff to check his counseling history and schedule his next counseling session

Remuneration

- Input of salary and other financial conditions within a controlled & secure environment
- Financial profile is entered once and directly linked with various components of the system enabling further analytics & processing e.g. cost/organization structure, KPIs ranking, pay processing, etc.
- All financial amendments have a clear auditable trail that can be drilled down to time, date, user, etc.
- Allow for changes to pay periods from weekly, fortnightly or monthly. Changes can take place at any time within the financial year.
- Special payments can be processed outside of normal pay runs.
- Automate calculation of pay, deductions, benefits, etc. based on specific standards & classifications.
- Electronic submissions from staff for salary deductions, overtime, etc. are computed automatically during pay runs.
- Automatic triggers are raised for any discrepancies in calculation, entitlements, etc.

- Automate reconciliation of pay run variations and generate reports detailing variances at individual and summary level
- Able to set multiple formulas using different variables for calculating pay rates or benefits.
- Changes in income tax rates or mandatory deductions can be changed by the administrator and in a controlled and secure environment
- Blanket changes in pay structures, rates, benefits, etc. that affect all or large groups of employees can be uploaded in one file across multiple employee records and will automatically update all related records
- Ability for the staff to print his/her pay slip
- Upload and download documents & files from external sources
- Tax calculations are compliant with Fiji tax law especially PAYE. Payroll software must be accredited by FRCA
- Pay & financial data is easily accessed by employees Interface or integrate with external systems where shared data is necessary for processing employee information or financial reports e.g, accounting system, time & attendance, etc
- Robust workflow management is in place that allows automated processes and notifications for approvals, escalations, providing feedback, etc
- Include a business intelligence tool that conducts analysis on historical data, future projections, simulations, etc. for effective management of payroll, overtime, leave & other financial benefits. Reports are generated in multiple formats e.g. PDF, excel, etc
- Produce system generated standard reports which are prepopulated from existing data.
- Can set different standards easily for leave administration e.g. pro rate to prepaid leave.
- Run multiple leave reports analyzing different variables
- Offsetting leave from different periods is done automatically via a standard process.

Talent Management

- Generate statistical analysis across system functionalities using different variables to identify potential & high performing pool of employees
- Generate surveys to increase employee engagement
- Managers are able to extract profiles

Training & Development

- Maintain a record of learning & professional development for all employees.
- Generate reports or provide real-time data that identify best fit employees to undertake specific training programs

- Allow setting of specific criteria for identifying employees using variables from various system functionalities e.g. employee profile, performance plans, work history, etc
- Automate process from application to approval
- A repository of training materials, reports, etc. that is accessible by all employees. Operates as a 'library' for knowledge retention
- Include a business intelligence tool that conducts analysis on historical data, future projections, simulations, etc. for effective management of training & development. Reports are generated in multiple formats e.g. PDF, excel, etc.

Leadership

- Generate statistical analysis across system functionalities using different variables to identify potential leaders for succession planning
- Generate leadership surveys & analyse results
- Interactive engagement portal with staff for recording coaching and mentoring sessions

HR Analytics

- Strong workflow management is in place that allows automated processes and notifications for approvals, escalations, providing feedback, etc.
- Able to run multiple analytics using data sourced from the core system and external systems
- Able to develop surveys & produce analytical reports
- Evaluate & run risk reports based on predefined criteria
- Generate regular reports & triggers based on risk classifications
- Include a business intelligence tool that conducts analysis on historical data, future projections, simulations, etc. for effective management of training & development. Reports are generated in multiple formats e.g. PDF, excel, etc
- Ability to generate EMS flat file
- Ability to generate FNPF flat file
- Ability to generate Year to Date (YTD) report
- Ability to generate Tax Withholding Certificate
- Ability to generate payroll summaries (fortnightly, monthly, yearly)

Technical Requirements

- Ability to link bio-matric device to the system
- Multiple levels of profiles can be created
- All changes are done within a stringent Change Control process and detailed audit trail

- Level of customization & configuration should follow a standard & stringent process.
- There should be a robust search engine allowing multiple search functionalities.
- All data and attachments should be easily stored, retrievable, and backed up.
- Solution is web based and has provision for self-services. Employee number is approximately 30
- Ease of interfacing or integrating with external systems.