sky software

Expanding Horizons

Bayan Workflow System

Bayan Workflow Features

1. Self-services
2. Requests
3. Approval Management
4. Posting Interface to HR and Payroll

Introduction

Many HR processes are based on conventional paper-based, error-prone, and inefficient methods that lead to incorrect and misrouted information causing substantial delays in the process. A solution is needed to address the problems and challenges faced by every manager in every organization.

HR processes affect every employee in every department and therefore managing human resources has become quite complicated and a time-consuming job. The organizations have taken a challenge to find more effective ways to manage their administrative HR processes and at the same time maintain and increase their productivity.

Bayan Workflow System has been developed to provide the essential solution for organizations to manage and optimize the process of the HR functions which extends from the time an employee sends a resume to the company till the day the employee leaves consisting of a number of critical processes which must take place in order to ensure the productivity of both; the employee as well as the organization. Some of those HR functions that **Bayan** Workflow attempts to manage are the leave requests, job requisitions, warnings, recognitions, change of employee status, performance appraisals and probation periods evaluations.

Bayan Workflow System is completely customizable and fully integrated with **Bayan** Human Resources Management System. Thus, allowing online and complete employee information for employees and managers while performing their HR daily tasks and saving unnecessary delays.

With **Bayan** Workflow and **Bayan** Self Services Systems, it is possible for organizations to solve problems like errors in data entry, delays in the process due to gathering missing information, confusion by managers who are unable to see the status of their personnel requests, high costs, poor customer service, and risk of not meeting regulatory requirements.

Bayan Workflow also helps in streamline processes and creates true organizational connectivity. The result is an enhanced productivity that works within the existing environment and extends into other departments, manages time-critical matters, and provides appropriate access and visibility.

Bayan Workflow helps HR departments to enhance productivity and achieve greater organizational efficiency by automating their internal HR processes, facilitating inter- and intra-departmental connectivity and collaboration, managing time-sensitive issues and monitoring process performance, which will also enable HR managers and their departments to stop pushing paper around, allowing them to focus on more strategic functions.

Bayan Workflow Self-services

1. Monthly Pay-slip
2. Daily Attendance Records
3. Monthly and Daily Attendance Subtractive Hours
4. Change Personal Info
5. Employee Official Documents

Bayan Workflow Posting

1. Salary change, loan, and salary advance requests can be posted to **Bayan** Payroll after full approval
2. All other requests can be posted to **Bayan** Human Resources after being fully approved

Bayan Workflow Requests

1. Leave and Vacation Requests
2. Public Holiday Work Requests
3. Warning and Recognition Requests
4. Salary Change Requests
5. New Employee Hire and Contract Renewal Requests
6. Employee Termination
7. Employee Status Change Requests
8. Loan and Salary Advance Requests
9. Probation Period Evaluation Requests
10. Internal and External Training Requests
11. Overtime Requests

Bayan Workflow Approval Management

1. Request approval signees are user-defined with no limit on number of signees
2. Request approval rules definition by role, department, section, occupation, category, grade, and employee type
3. Request approval rules can be defined per request type and also per vacation type
4. Request approval notification for signees by email
5. Approval escalation in case of request not signed
6. Signature Forwarding
7. User-defined notification lists and request notification text
8. Report designer for printing requests

Practical Case Studies

Bayan Workflow System reduces costs associated with reduction in time spent and stationary used. In summary, **Bayan** Workflow will save the hours it takes to complete unnecessary paperwork and get all requests signed. It saves the time spent by the HR Officer, HR Manager, Financial Controller (FC), Accounting team, and the Head of Department (HOD).

Case Study 1: Job Requisition Life-cycle

What happens when a Job Requisition is being submitted, which is an HR function that takes about 1 week to be processed?

1. The HOD types in a Job Requisition, signs it, and sends it down to the Human Resources Department.
2. The HR Manager reviews the job requisition, compares it with allocated budget, reviews the salary, signs it, and sends to the Financial Controller (FC).
3. The FC reviews again all of the above and signs the request.
4. The Job Requisition then goes to the GM for the final approval.

With **Bayan** Workflow, budget is being calculated automatically and vacancies are clearly visible while all it takes is a quick review.

Case Study 2: Why to Invest in Bayan Workflow?

1. Time saver for both; HR Department and HODs.
2. Provides a paperless working environment.
3. Ensures that proper HR procedures are being followed.
4. Speeds up the approval process as it contains escalations that forward the request to the 2nd in-command.
5. Reduces the possibility of human errors.
6. Reduces the workload of the Accounting department as Pay-slips are instantly available on the employee's profile.
7. Automatic calculation and availability of key documents such as those required for Income Tax Department.

Technical Specifications

1. **Operating System (Client):** Microsoft Windows 7 Enterprise or later
2. **Operating System (Server):** Microsoft Windows Server 2012 R2 (64-bit)
3. **Database Engine:** Microsoft SQL Server 2012 (64-bit) Standard or Enterprise Edition with Service Pack 2 installed
4. **Deployment:** Microsoft .NET Framework 4.5
5. **Maintenance**: Automatic Backups to either Local Storage or to External Media
6. **Integrity**: On-demand Database Optimizer and Integrity Check-ups