

## Core HR (Phase IV)– Man Power Planning & Vacant Requisition

UAT Release – V 4.2.0


Prepared by: Myat Thazin Aye

QA/SA Department

Cooperate Information Division

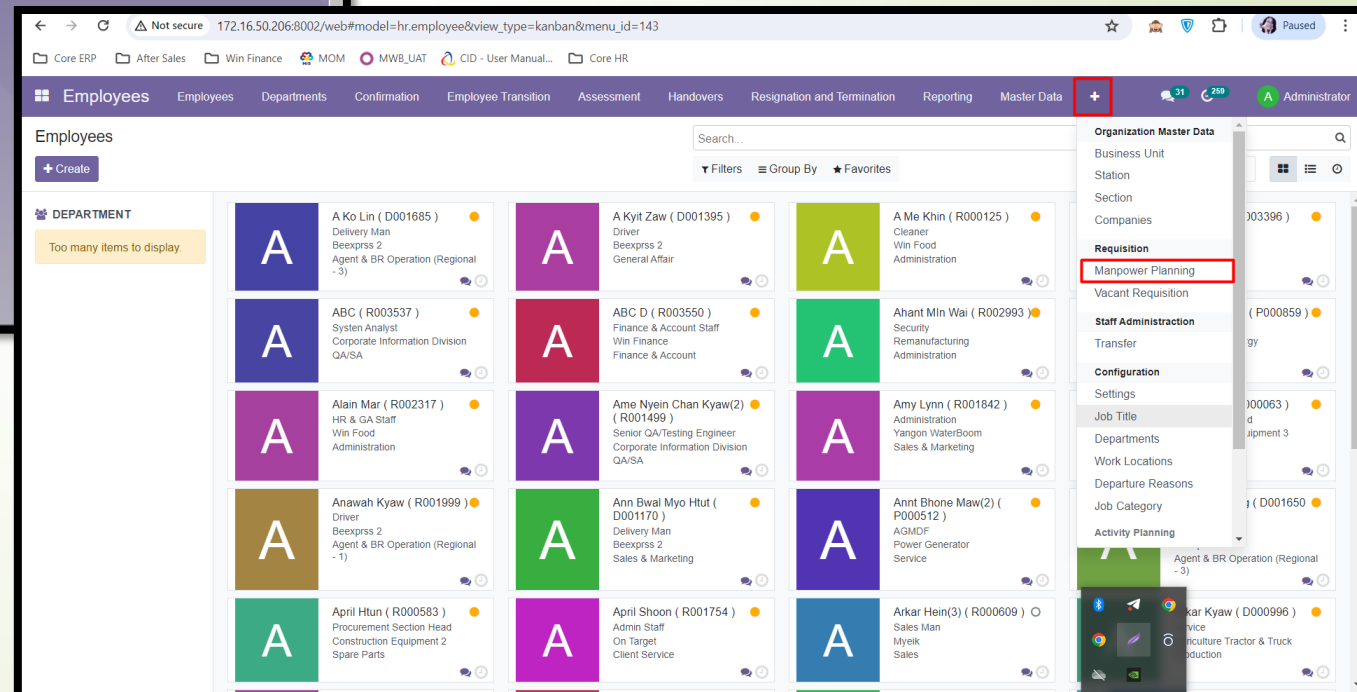
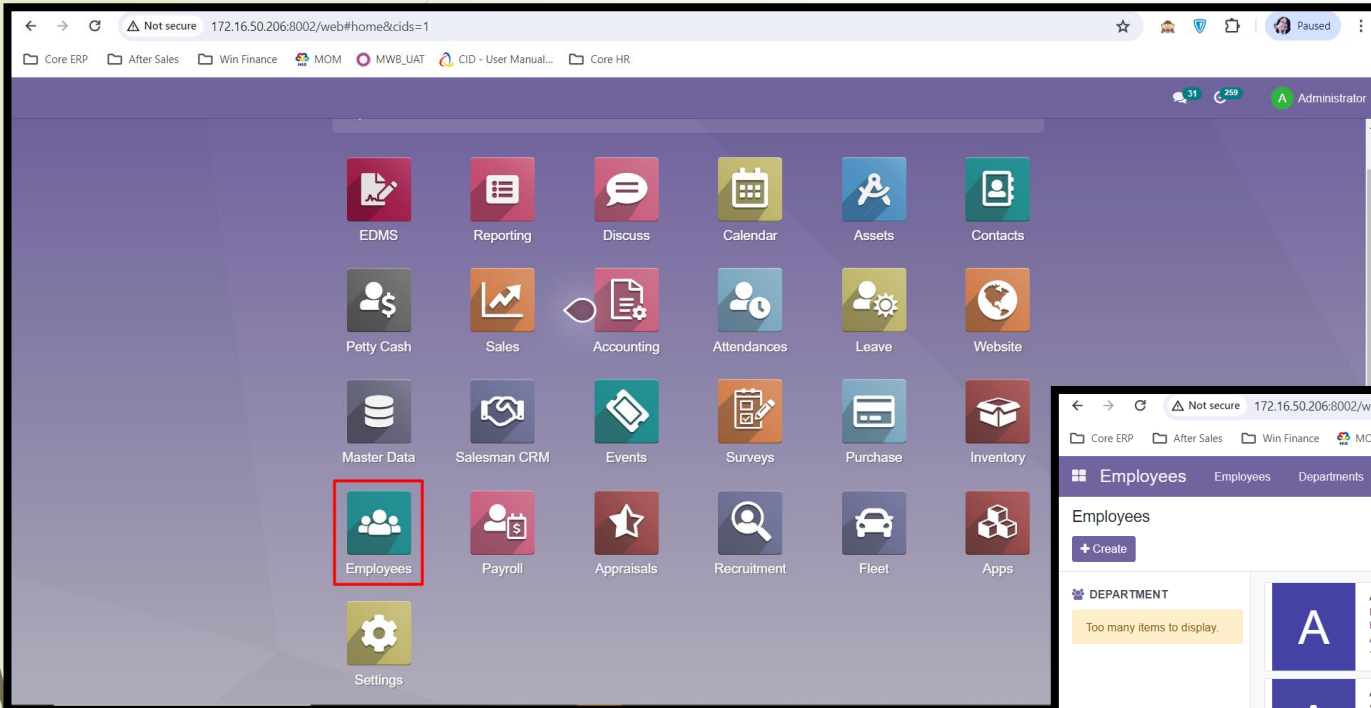


## **UAT Release –V 4.2.0**

- ❖ Manpower Planning
  - ❖ Vacant Requisition
  - ❖ Vacant Fulfillment
- 

# Manpower Planning

❖ Create Manpower Planning => Employee >> Manpower Planning >> Create



# Manpower Planning

❖ Create Manpower Planning => Employee >> >> Manpower Planning >> Create

Manpower Planning

Search...

+ Create

#	Document No:	Holding Business
1	2024-2025_MP_CID_01	Corporate Information Division
2	2024-2025_MP_ZCN_02	Zay Chin
3	2024-2025_MP_WFN_03	Win Finance
4	New	ShweBo
5	2024-2025_MP_Test_BU_05	Testing BU
6	2024-2025_MP_TKT_06	Tharkayta

1. Fiscal Year
2. Holding Business
3. GM/AGM Name
4. Related Chief Name
5. Sub Business
6. ACHLO Name

Manpower Planning / New

Save Discard

Request

New Requested GM/AGM Approved Related Chief Approved ACHLO Approved

For Fiscal Year: 2024-2025

From Date: 04/01/2024

To Date: 03/31/2025

GM/AGM Name:

Related Chief Name:

Holding Business: Remanufacturing

Sub Business:

Document No: New

ACHLO Name:

Plan

#	Department Name	Employee List	Target MP	Actual Current MP	Current MP	Vacant(Planned)	Vacant(Fulfillment Status)	Extra
1	Administration	Employee List	0	29	30	0	0	30
2	Finance & Account	Employee List	0	7	7	0	0	7
3	Management	Employee List	0	1	1	0	0	1
4	Production	Employee List	0	39	39	0	0	39
5	QA	Employee List	0	5	5	0	0	5
6	Recondition	Employee List	0	23	25	0	0	25
7	Sales & Marketing	Employee List	0	18	18	0	0	18
8	Spare Parts	Employee List	0	8	9	0	0	9
9	Used Machine Sale	Employee List	0	0	0	0	0	0
			0	130	134	0	0	134

❖ Manpower of selected fiscal years will displayed.

# Manpower Planning

❖ Create Manpower Planning => Employee >> Manpower Planning >> Create

Manpower Planning

Search...

+ Create

#	Document No:	Holding Business
1	2024-2025_MP_CID_01	Corporate Information Division
2	2024-2025_MP_ZCN_02	Zay Chin
3	2024-2025_MP_WFN_03	Win Finance
4	New	ShweBo
5	2024-2025_MP_Test_BU_05	Testing BU
6	2024-2025_MP_TKT_06	Tharkayta

1. Fiscal Year
2. Holding Business
3. GM/AGM Name
4. Related Chief Name
5. Sub Business
6. ACHLO Name

Manpower Planning / New

Save Discard

Request

New Requested GM/AGM Approved Related Chief Approved ACHLO Approved

For Fiscal Year: 2024-2025

From Date: 04/01/2024

To Date: 03/31/2025

GM/AGM Name:

Related Chief Name:

Holding Business: Remanufacturing

Sub Business:

Document No: New

ACHLO Name:

Plan

#	Department Name	Employee List	Target MP	Actual Current MP	Current MP	Vacant(Planned)	Vacant(Fulfillment Status)	Extra
1	Administration	Employee List	0	29	30	0	0	30
2	Finance & Account	Employee List	0	7	7	0	0	7
3	Management	Employee List	0	1	1	0	0	1
4	Production	Employee List	0	39	39	0	0	39
5	QA	Employee List	0	5	5	0	0	5
6	Recondition	Employee List	0	23	25	0	0	25
7	Sales & Marketing	Employee List	0	18	18	0	0	18
8	Spare Parts	Employee List	0	8	9	0	0	9
9	Used Machine Sale	Employee List	0	0	0	0	0	0
			0	130	134	0	0	134

❖ Manpower of selected fiscal years will displayed.

❖ Target MP can edit.

# Manpower Planning

- ❖ Document number will generate automatically after finished ACHLO approve.

Employees

Employees

Departments

Confirmation

Employee Transition

Assessment

Handovers

Resignation and Termination

Reporting

Master Data

31

259

A Administrator

Manpower Planning / 2024-2025\_MP\_BRM\_07

Save

Discard

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New

Requested

GM/AGM Approved

Related Chief Approved

ACHLO Approved

To Date

03/31/2025

Document No:

2024-2025\_MP\_BRM\_07

GM/AGM Name

ACHLO Name

Related Chief Name

Plan

#	Department Name		Target MP	Actual Current MP	Current MP	Vacant(Planned)	Vacant(Fullfillment Status)	Extra
1	Administration	Employee List	30	29	30	0	0	0
2	Finance & Account	Employee List	10	7	7	3	0	0
3	Management	Employee List	1	1	1	0	0	0
4	Production	Employee List	10	39	39	0	0	29
5	QA	Employee List	10	5	5	5	0	0
6	Recondition	Employee List	30	23	25	5	0	0
7	Sales & Marketing	Employee List	20	18	18	2	0	0
8	Spare Parts	Employee List	10	8	9	1	0	0
9	Used Machine Sale	Employee List	5	0	0	5	0	0
			126	130	134	21	0	29

Employees

Employees

Departments

Confirmation

Employee Transition

Assessment

Handovers

Resignation and Termination

Reporting

Master Data

31

259

A Administrator

Manpower Planning

Create

Search...

Filters

Group By

Favorites

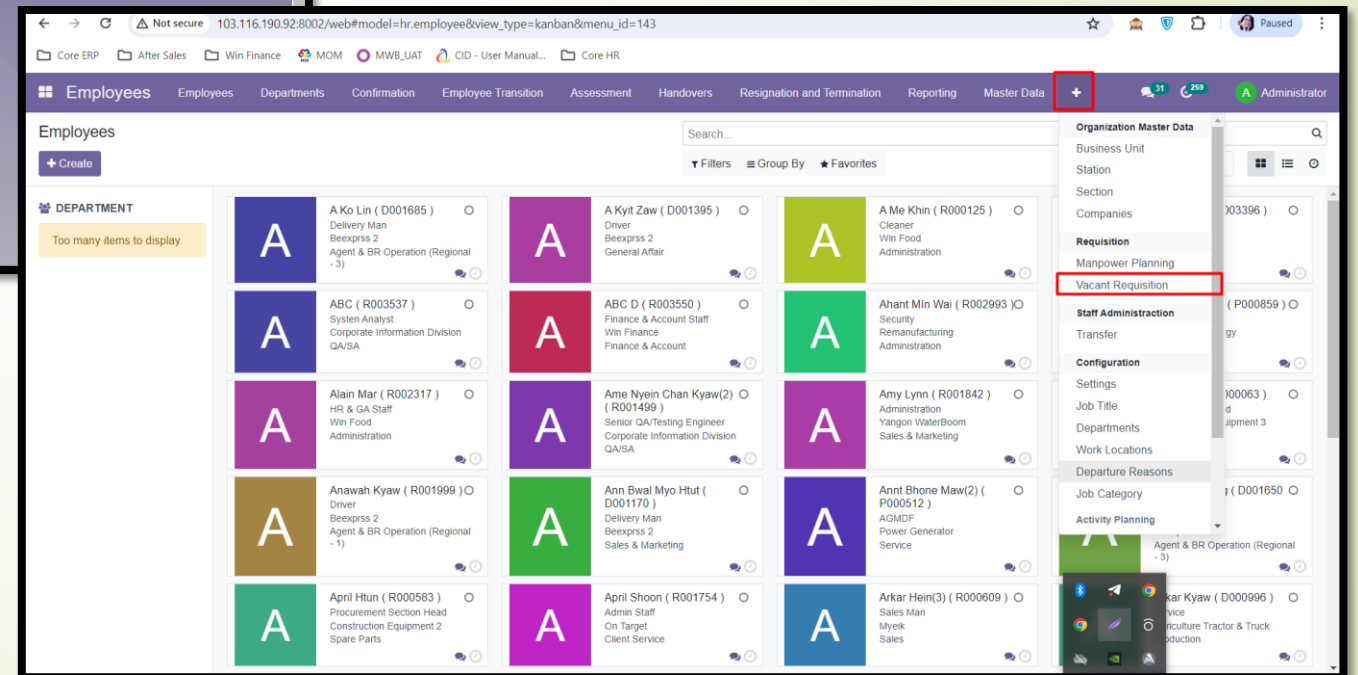
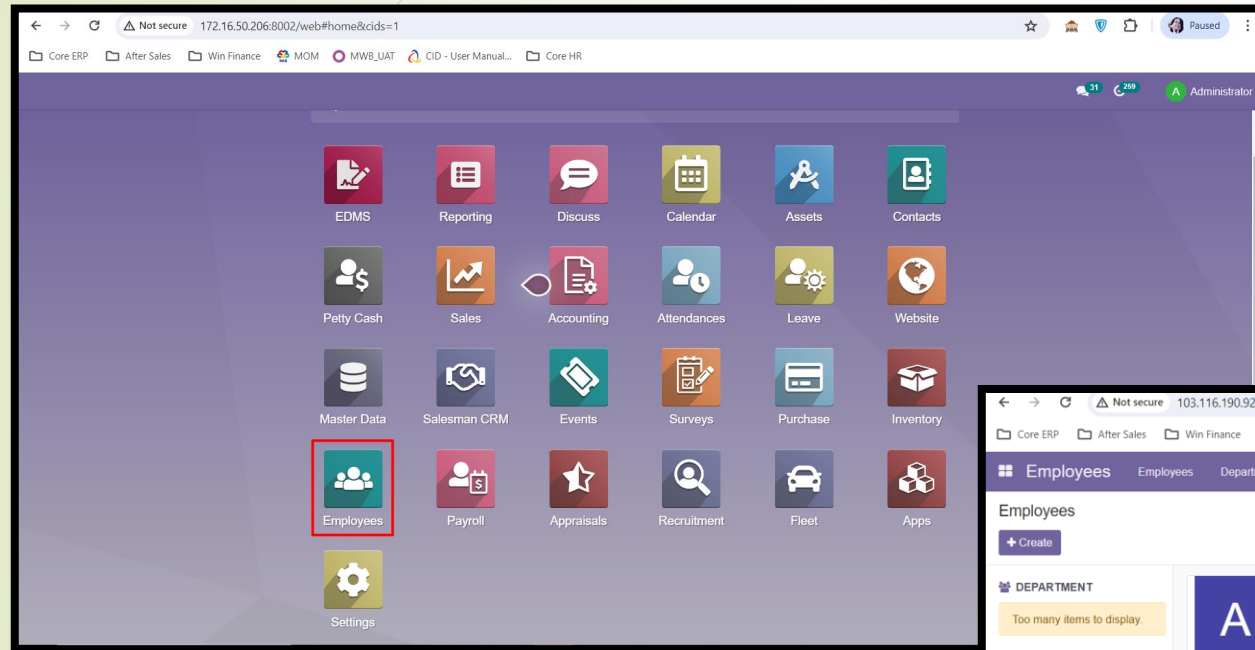
1-7 / 7

#	Document No:	Holding Business	Sub Business
1	2024-2025_MP_CID_01	Corporate Information Division	
2	2024-2025_MP_ZCN_02	Zay Chin	
3	2024-2025_MP_WFN_03	Win Finance	
4	New	ShweBo	ShweBo
5	2024-2025_MP_Test_BU_05	Testing BU	
6	2024-2025_MP_TKT_06	Tharkayta	
7	2024-2025_MP_BRM_07	Remanufacturing	



# Vacant Requisition

❖ Create vacant requisition => Employee >> Vacant Requisition >> Create



# Vacant Requisition

❖ Create vacant requisition => Employee >> Vacant Requisition >> Create

**Vacant Requisition / New**

Save Discard

Request

Document No: New

Holding Business: Remanufacturing

Manpower Planning: 2024-2025\_MP\_BRM\_07

Planning Line: BRM -> Finance & Account

Planning Date: 05/24/2024

Vacant Type: ☒ Replacement for Resign ☐ Replacement for Transfer ☐ New Hire ☐ Other

Requested Date: 05/23/2024

Department: Finance & Account

Section:

Job Title:

Employment Type: Regular

Position Level: Experience Level

Specialist Employee: ☐

Direct Superior:

Minimum Salary: 800000

Maximum Salary: 100000

1. Holding Business
2. Manpower Planning
3. Planning Line
4. Planning Date
5. Vacant Type
6. Requested Date
7. Department
8. Section
9. Job Title

10. Employment Type
11. Position Level
12. Specialist Employee
13. Direct Superior
14. Min Salary
15. Max Salary

**Vacant Requisition / 2024-2025\_REQ\_BRM\_00001**

Save Discard

Fulfill

Document No: 2024-2025\_REQ\_BRM\_00001

Holding Business: Remanufacturing

Manpower Planning: 2024-2025\_MP\_BRM\_07

Planning Line: BRM -> Finance & Account

Planning Date: 05/24/2024

Vacant Type: ☒ Replacement for Resign ☐ Replacement for Transfer ☐ New Hire ☐ Other

Requested Date: 05/23/2024

Department: Finance & Account

Section:

Job Title:

Employment Type: Regular

Position Level: Experience Level

Specialist Employee: ☐

Direct Superior:

Minimum Salary: 800,000.00

Maximum Salary: 1,000,000.00

❖ Document number will generate automatically after finished ACHLO approve.



# Filled Vacant

- ❖ After approved ACHLO for vacant requisition, vacant can fill by transferring employee or creating new employee.

Transfer / New

Request

From

Job Function: Finance, Accounting Audit

Job Title: Cashier

Position Level: Entry Level

Business Name: Win Finance

Department: Account

Section:

Company: Win Progress Services Co. Ltd

Current Station: Min Da Ma

Work Shift: WFN-Normal Shift (WFN)

Related Management: Aye Thida Thein

Related Superior: Aye Thida Thein

Related HR: Aye Thida Thein

Transfer Description

Remark by HR

To

Job Function: Finance, Accounting Audit

Job Title: Account Coordinator

Position Level: Entry Level

Business Name: Remanufacturing

Department: Finance & Account

Section:

Company: Chrysanthemum Wealth Co. Ltd

To Station: Yangon (Reman)

Work Shift: BRM-M

Buttons: Save, Discard, Request, Draft, Done

Employees / New

Request Appraisal

Service: u years, u months, u days

DISC Type:

Employment Type: Regular

Job Title: Account Coordinator

Position Level: Entry Level

Job Function: Finance, Accounting Audit

Holding Business: Remanufacturing

Sub Business:

Company: Chrysanthemum Wealth Co. Ltd

Department: Finance & Account

Employee RAA:

Section:

Station: Yangon (Reman)

Location:

Employer Number: 13008.313.7.2.83

Job Description:

Employee Status:

Report To Person:

Manager:

Buttons: Save, Discard, Request Appraisal, Launch Plan

- ❖ Must have Vacant requisition to transfer employee.
- ❖ Must be Same Business Unit & Department with vacant requisition.
- ❖ If there was not vacant requisition for transferring or creating new employee, department will not appear.

# Filled Vacant

- ❖ After request transferred employee or inserting new employee, actual current MP count will increase.
- ❖ If request transfer employee is rejected, actual current MP count will decrease.

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New Requested GMI/AGM Approved Related Chief Approved ACHLO Approved

For Fiscal Year: 2024-2025  
From Date: 04/01/2024  
To Date: 03/31/2025  
Holding Business: Remanufacturing  
Sub Business:  
Document No: 2024-2025\_MP\_BRM\_07  
GM/AGM Name:  
ACHLO Name:  
Related Chief Name:

Plan

#	Department Name		Target MP	Actual Current MP	Current MP	Vacant(Planned)	Vacant(Fulfillment Status)	Extra
1	Administration	Employee List	30	29	30	0	0	0
2	Finance & Account	Employee List	10	8	7	3	0	0
3	Management	Employee List	1	1	1	0	0	0
4	Production	Employee List	10	39	39	0	0	29
5	QA	Employee List	10	5	5	5	0	0
6	Recondition	Employee List	30	23	25	5	0	0
7	Sales & Marketing	Employee List	20	18	18	2	0	0
8	Spare Parts	Employee List	10	8	9	1	0	0
9	Used Machine Sale	Employee List	5	0	0	5	0	0
			126	131	134	21	0	29

# Vacant Fulfillment

- ❖ After making employee transfer process or inserting new employee, must need to make vacant fulfillment.
- ❖ Go Employee >> Vacant Requisition.
- ❖ Vacant requisition lists will appear.
- ❖ Select and click on document number to make vacant fulfillment.

Employees											
Employees Departments Confirmation Employee Transition Assessment Handovers Resignation and Termination Reporting Master Data Organization Master Data + 31 259 Administrator											
Vacant Requisition											
Search...											
+ Create											
Filters Group By Favorites 1-17 / 17											
#	Document No:	Vacant Type	Holding Business	Department	Section	Job Title	Position Level	Direct Superior	Minimum Salary	Maximum Salary	State
1	2024-2025_REQ_CID_00005	New Hire	Corporate Information Division	Odoo Development			Supervisory Level		300,000.00	500,000.00	ACHLO Approved
2	2024-2025_REQ_CID_00001	New Hire	Corporate Information Division	QA/SA	SA	System Analyst	Supervisory Level	A Me Khin	500,000.00	1,000,000.00	Fulfilled
3	2024-2025_REQ_CID_00002	New Hire	Corporate Information Division	QA/SA	SA		Supervisory Level		600,000.00	800,000.00	Fulfilled
4	2024-2025_REQ_CID_00003	New Hire	Corporate Information Division	QA/SA			Entry Level		300,000.00	400,000.00	ACHLO Approved
5	2024-2025_REQ_CID_00004	New Hire	Corporate Information Division	QA/SA			Entry Level		300,000.00	400,000.00	ACHLO Approved
6	2024-2025_REQ_ZCN_00001	New Hire	Zay Chin	Administration			Entry Level		200,000.00	300,000.00	ACHLO Approved
7	2024-2025_REQ_WFN_00001	Replacement for Resign	Win Finance	Finance & Account		Finance & Account Staff	Entry Level		200,000.00	300,000.00	Fulfilled
8	2024-2025_REQ_WFN_00002	New Hire	Win Finance	Loan		Collector	Entry Level		40,000.00	50,000.00	Fulfilled
9	2024-2025_REQ_WFN_00004	New Hire	Win Finance	Loan		Collector	Entry Level		40,000.00	50,000.00	Fulfilled
10	2024-2025_REQ_WFN_00005	Replacement for Transfer	Win Finance	Management			Supervisory Level		100,000.00	900,000.00	ACHLO Approved
11	2024-2025_REQ_Test_BU_00001	New Hire	Testing BU	Test Department 1			Manager Level		100,000.00	200,000.00	Fulfilled
12	2024-2025_REQ_Test_BU_00002	New Hire	Testing BU	Test Department 1			Supervisory Level		100,000.00	200,000.00	Fulfilled
13	2024-2025_REQ_Test_BU_00003	New Hire	Testing BU	Test Department 1			Experience Level		500,000.00	600,000.00	Fulfilled
14	2024-2025_REQ_Test_BU_00004	New Hire	Testing BU	Test Department 1			Experience Level		500,000.00	600,000.00	Fulfilled
15	2024-2025_REQ_TKT_00001	New Hire	Tharkayta	Administration	Administration	HR & Admin Staff	Entry Level	Ei Nandar Kyaw Zin Oo	300,000.00	500,000.00	Fulfilled
16	New	New Hire	Tharkayta	Sales	Sales	Sale Man	Experience Level	A Ko Lin	400,000.00	500,000.00	Corp RNS Approved
17	2024-2025_REQ_BRM_00001	Replacement for Resign	Remanufacturing	Finance & Account			Experience Level		800,000.00	1,000,000.00	ACHLO Approved

# Vacant Fulfillment

- ❖ Select and click on document number that to make vacant fulfillment.
- ❖ Click Fulfill.

The screenshot shows the 'Vacant Requisition' form for document 2024-2025\_REQ\_BRM\_00001. The form includes fields for Holding Business, Manpower Planning, Planning Line, Planning Date, Vacant Type, Requested Date, Department, Section, Job Title, Employment Type, Position Level, Specialist Employee, Direct Superior, Minimum Salary, and Maximum Salary. The 'Fulfill' button is highlighted with a red box.

- ❖ Vacant Fulfill wizard will appear and select employee name.
- ❖ Click Fulfill then will change fulfill status.

The screenshot shows the 'Vacant Fulfill' wizard with a dropdown menu for 'Employee Name' showing 'San San Nive'. Below the wizard, the 'Vacant Requisition' form is shown with the 'Fulfill' button highlighted in the top right corner, indicating the status change.

# Vacant Fulfillment

- ❖ After making fulfill, total number of Vacant (Planned) count will decrease, and number of Vacant (Fulfillment Status) will increase.

Employees

EmployeesDepartmentsConfirmationEmployee TransitionAssessmentHandoversResignation and TerminationReportingMaster DataOrganization Master Data

31259A Administrator

Manpower Planning / 2024-2025\_MP\_BRM\_07

← Edit + Create

Action

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GM/AGM Name

ACHLO Name

Related Chief Name

Plan

#	Department Name		Target MP	Actual Current MP	Current MP	Vacant(Planned)	Vacant(Fulfillment Status)	Extra
1	Administration	Employee List	30	29	30	0	0	0
2	Finance & Account	Employee List	10	8	8	2	1	0
3	Management	Employee List	1	1	1	0	0	0
4	Production	Employee List	10	39	39	0	0	29
5	QA	Employee List	10	5	5	5	0	0
6	Recondition	Employee List	30	23	25	5	0	0
7	Sales & Marketing	Employee List	20	18	18	2	0	0
8	Spare Parts	Employee List	10	8	9	1	0	0
9	Used Machine Sale	Employee List	5	0	0	5	0	0
			126	131	135	20	1	29

**Thank you !**