

HCM Use Case 05: Dependency Administration – Self-Service and benefits enrolment

Description: Dependency status of staff dependents determine various entitlements for staff members. The staff can introduce and enroll his/her dependents via employee self-service along with supporting documents. Once dependency verified and administered staff gets enrolled in various dependency related entitlements.

Pre-conditions:

System is running in normal conditions. The User has the required permissions to access the functionality described in the Use Case.

Post conditions:

Dependency details of the initiator (employee) is administered correctly. The requisite impact on Payroll as well demonstrated.

ID	User	HCM	HCM-FR-#	Associated requirements/Comments
UC501: Dependency Administration – Self-Service and benefits enrolment				
UC501	Using self-service, staff enters the spouse details Full Name, Date of Birth, Nationality, Gender, start date of relationship, etc.	<p>Ability to initiate self-service transaction with necessary validations</p> <p>Staff has self-service option to introduce a new dependent</p> <p>There are various types within dependents and the type selected for this process is 'spouse'</p> <p>The additional fields associate with additional information needed are dynamic and dependent of relationship type</p>	HCM-FR-357 HCM-FR-358	
	Staff uploads the mandatory supporting documents to the self-service application, for example, passport, marriage certificate etc.	Supporting documents are uploaded in records management system for future reference (after successful submission of the request?)	HCM-FR-034 HCM-FR-358	

	<p>Once data entered and supporting documents are uploaded, the application is submitted for review and approval</p>	<p>Routing of transaction to approval authority (HR Administrator)</p> <p>The notification is routed to HR Administrator</p>	<p>HCM-FR-359</p>	<p>Exceptions and validations:</p> <p>Validate the transaction if future dated transaction is entered</p> <p>Self Service Transaction cannot be submitted if all the necessary supporting documents are not attached</p>
	<p>HR Administrator reviews the application and supporting documents, and approves or rejects</p>	<p>HR Administrator should be able to reject the transaction/ return it for correction with necessary comments</p> <p>Once approved by HR Administrator the staff spouse is recorded and 'Dependent Spouse' within application</p> <p>Upon update to the dependency, the life event reflection in enrollment of dependency entitlements and insurance:</p> <ul style="list-style-type: none"> • If staff is 'Professional Staff' then staff is enrolled for 'Spouse Allowance', if staff is General Service staff, system checks whether 'Spouse Allowance' is applicable at Duty Station and in accordance to Duty Station parameter staff is enrolled/not enrolled for spouse allowance • Date of enrollment for spouse allowance is in accordance to the date of recognition for dependency 	<p>HCM-FR-361</p>	<p>Exceptions and validations:</p> <p>The enrollment dates of benefits match with dates entered by staff/ updated by HR Administrator while reviewing the transaction</p>

		<ul style="list-style-type: none">• Staff Spouse is enrolled for insurance (SHI) contribution (employee and employer)		
UC501: Dependency details of the initiator (employee) is correctly administered				