

Req Num	Feature (Module)	Business Requirements Description (Final)	Process	Respondent Response	Respondent Comments
HCM-01-006	HCM - 01 Absence Management	Ability for managers and HR specialists to make updates to employee absences. The addition of access for secretary in the same department can be met using customized roles.	Absence Access		
HCM-01-015	HCM - 01 Absence Management	Ability to allow managers to make leave adjustments for any leave type for an employee. Manager must enter the reason code when making the adjustment.	Absence Adjustment		
HCM-01-020	HCM - 01 Absence Management	Ability for employee to enter, update & retain attachments, comments & reasons when requesting an absence. Ability for HR specialist to manage attachments, doc type with any other relevant absence file linked to absences requested by employee.	Absence Data Storage		
HCM-01-019	HCM - 01 Absence Management	Ability to notify an employee and their Manager if a sick note is required for approval of leave. An employee should be able to select annual or unpaid leave in lieu of sick leave if sick leave is exhausted.	Absence Note		
HCM-01-014	HCM - 01 Absence Management	Ability to provide Attendance Leave reports targeted at leave data for an individual, department and overall organization for one or more types of leave through the OTBI tool.	Absence Report		
HCM-01-017	HCM - 01 Absence Management	Ability for employees to view a summary of their yearly sick leave amount used for the year and balance, and receive formal notification annually of this information from HR.	Annual Summary Notification		
HCM-01-008	HCM - 01 Absence Management	Ability to re-direct the approval when the original approver has not reviewed the transaction.	Approval of Absences		
HCM-01-022	HCM - 01 Absence Management	Ability for an employee to request annual leave payouts in December.	Cash Payouts		
HCM-01-018	HCM - 01 Absence Management	Ability to send notification to Human Resources Officers (HRO) when an employees' absence is greater than 5 days, to trigger the disability management program.	Disability Notification		
HCM-01-021	HCM - 01 Absence Management	Ability to allow managers and HR specialists to make updates to employee absence. The addition of access based on job level can be met using customized roles.	Job Level Access		
HCM-01-009	HCM - 01 Absence Management	Ability to assign users to managers for Attendance Leave transaction approvals.	Manager Approvals		
HCM-01-010	HCM - 01 Absence Management	Ability for managers to address all Attendance Leave transactions on a single page.	Manager Approvals Page		
HCM-01-011	HCM - 01 Absence Management	Ability to allow approvals to be re-directed in cases where the original approver has not reviewed the transaction.	Re-assign Absences Approvals		
HCM-01-012	HCM - 01 Absence Management	Ability to built custom notifications to flag to recover annual leave not earned based on a bargaining unit employee not working at least 2/3 of the month, and Management working at least 1/2 of the month.	Recover Balance Notification		
HCM-01-016	HCM - 01 Absence Management	Ability to allow employees to log time on and off work using mobile applicable. Users can use self service functionalities to enter, approve and update absences.	Remote access		
HCM-01-004	HCM - 01 Absence Management	Ability to enter and process absence related date that route to required approvals.	Requesting and Submitting Absence Entries		
HCM-01-001	HCM - 01 Absence Management	Ability for designated staff to review leave requests that were never approved through the OTBI tool.	Unapproved Absences		
HCM-01-002	HCM - 01 Absence Management	Ability to provide a unionized employee with their Employee Sick Leave Yearly Summary details through the OTBI tool.	Union Report		
HCM-01-013	HCM - 01 Absence Management	Ability to allow managers and employees to view absence entries, absence balances and update absence entries through Self Service pages.	View Absence details		
HCM-01-005	HCM - 01 Absence Management	Ability to display all Attendance Leave transactions recorded for all employees. The time period provided by Oracle is as follows: 1) Last 6 months, 2) Last 12 months, 3) Last 2 years, 4) Last 3 years, 5) Last 5 years, 6) Future, 7) All.	Viewing Absence Entries		
HCM-02-004	HCM - 02 Benefits	Ability to identify what Pension Plan type an employee is receiving.	Benefits Enrollment		

HCM-02-005	HCM - 02 Benefits	Ability to produce a report on eligibility for retirement based on years of service (transfer of pensionable service and WorkplaceNL service) and age.	Benefits Enrollment		
HCM-02-006	HCM - 02 Benefits	Ability to establish benefits relationships upon new hire of employees	Benefits Enrollment		
HCM-02-007	HCM - 02 Benefits	Ability to detect life events when an employee is hired.	Benefits Enrollment		
HCM-02-019	HCM - 02 Benefits	Ability for a Benefits Administrator to approve or reject a document uploaded by an employee.	Benefits Enrollment		
HCM-02-020	HCM - 02 Benefits	Ability for a Benefits Administrator to complete a action item for the employee after they have reviewed the document. Once the action item is completed, it no longer shows up as a pending action item to the employee.	Benefits Enrollment		
HCM-02-021	HCM - 02 Benefits	Ability to add contacts for the employees.	Benefits Enrollment		
HCM-02-022	HCM - 02 Benefits	Ability to create benefits group for specific eligibilities like retirees, grandfathered benefits etc.	Benefits Enrollment		
HCM-02-023	HCM - 02 Benefits	Ability for a Benefit Administrators to add a life event manually. This can be required in instances where the administrator wants to make some changes to employee enrollments or when the administrator adds a benefits group and would need to process the enrollments after adding the group.	Benefits Enrollment		
HCM-02-024	HCM - 02 Benefits	Ability for the Benefit Administrators to manually process a life event.	Benefits Enrollment		
HCM-02-025	HCM - 02 Benefits	Ability to view the pending action items for the employees.	Benefits Enrollment		
HCM-02-026	HCM - 02 Benefits	Ability for a Benefits Administrator to upload the action items on behalf of the employee.	Benefits Enrollment		
HCM-02-027	HCM - 02 Benefits	Ability to unprocess a life event that was processed in error.	Benefits Enrollment		
HCM-02-028	HCM - 02 Benefits	Ability to override the enrollment details (coverage start date, coverage end date, rates, coverages etc.) for the employees.	Benefits Enrollment		
HCM-02-029	HCM - 02 Benefits	Ability for a Benefits Administrator to record a note for a given employees.	Benefits Enrollment		
HCM-02-032	HCM - 02 Benefits	Ability to upload billing payment information.	Benefits Processing and Uploads		
HCM-02-033	HCM - 02 Benefits	Ability to complete certificates for multiple employees at a time.	Benefits Processing and Uploads		
HCM-02-034	HCM - 02 Benefits	Ability to upload benefit balances for multiple persons at a time.	Benefits Processing and Uploads		
HCM-02-035	HCM - 02 Benefits	Ability to update benefit group information for the employees.	Benefits Processing and Uploads		
HCM-02-036	HCM - 02 Benefits	Ability to update disability status, student status, and other benefits information for multiple contacts at a time.	Benefits Processing and Uploads		
HCM-02-001	HCM - 02 Benefits	Ability to extract benefit enrollment information for benefit providers.	Benefits Providers		
HCM-02-002	HCM - 02 Benefits	Ability to validate / compare the benefit information recorded in the Oracle HCM Solution with the data recorded with Great West Life.	Benefits Report		
HCM-02-003	HCM - 02 Benefits	Ability to query pension information including printable and downloadable forms for exchange with Provident10.	Benefits Report		
HCM-02-030	HCM - 02 Benefits	Ability to collapse (consolidate) multiple life events in to one winning life event.	Collapsing Life Events		
HCM-02-031	HCM - 02 Benefits	Ability for the administrators to delete the court orders if no longer required.	Court Orders		
HCM-02-008	HCM - 02 Benefits	Ability for employees to change or update contact details.	Self Service		
HCM-02-009	HCM - 02 Benefits	Ability for the employees to change or update beneficiary organizations/trusts.	Self Service		
HCM-02-010	HCM - 02 Benefits	Ability to display a warning to add the contacts before the employee makes his plan selections.	Self Service		
HCM-02-011	HCM - 02 Benefits	Ability to view/update primary care physicians.	Self Service		
HCM-02-012	HCM - 02 Benefits	The ability to provide authorization or instructional text to employees during plan / program selections.	Self Service		
HCM-02-013	HCM - 02 Benefits	Ability for employees to provide signed hard copies for the benefit plans they have elected.	Self Service		

HCM-02-014	HCM - 02 Benefits	Ability for employees to provide signed hard copies for the benefit plans they have elected.	Self Service		
HCM-02-015	HCM - 02 Benefits	Ability for Employees to upload the action items from employee self serve. The action items are the documents that might be required from the employees or their contacts for verification purposes.	Self Service		
HCM-02-016	HCM - 02 Benefits	Ability to attach a document along with the action item.	Self Service		
HCM-02-017	HCM - 02 Benefits	Ability to trigger a notification based on the action item uploaded by the employee or when the benefits administrator approves/rejects the document.	Self Service		
HCM-02-018	HCM - 02 Benefits	Ability to view the uploaded documents.	Self Service		
HCM-06-013	HCM - 06 Payroll	Ability to record extra deductions for employees.	Calculate Payroll		
HCM-06-014	HCM - 06 Payroll	Ability to process payroll according to the payroll frequency such as weekly, bi weekly etc.	Calculate Payroll		
HCM-06-015	HCM - 06 Payroll	Ability to specify holidays in the Payroll calendar.	Calculate Payroll		
HCM-06-016	HCM - 06 Payroll	Ability to create or modify/use delivered payroll cycle flow patterns.	Calculate Payroll		
HCM-06-017	HCM - 06 Payroll	Ability to calculate prorated amounts for payroll.	Calculate Payroll		
HCM-06-018	HCM - 06 Payroll	Ability to apply payroll changes retroactively.	Calculate Payroll		
HCM-06-019	HCM - 06 Payroll	Ability to calculate payroll elements based on various formulas.	Calculate Payroll		
HCM-06-020	HCM - 06 Payroll	Ability to calculate gross payroll given net payroll amounts.	Calculate Payroll		
HCM-06-021	HCM - 06 Payroll	Ability to calculate payroll for overtime using multipliers (e.g. time and a half, double-time).	Calculate Payroll		
HCM-06-022	HCM - 06 Payroll	Ability to validate earnings, deductions as per specific validations that are mandated by company rules / policies.	Calculate Payroll		
HCM-06-024	HCM - 06 Payroll	Ability to integrate with external Time recording system for time sheets and absences for payroll calculations.	Calculate Payroll		
HCM-06-037	HCM - 06 Payroll	Ability to update and maintain Canada Tax information.	Canadian Taxation		
HCM-06-035	HCM - 06 Payroll	Ability to convert payroll related data from legacy systems.	Conversion		
HCM-06-008	HCM - 06 Payroll	Ability to process payroll for pay elements such as base pay, benefits and absences and other earnings, deductions and supplemental earnings.	Elements		
HCM-06-009	HCM - 06 Payroll	Ability to group earnings and deduction elements that can be applied to employees, based on company policies.	Elements		
HCM-06-010	HCM - 06 Payroll	Ability to process and calculate voluntary/involuntary deductions, pension, garnishments etc.	Elements		
HCM-06-011	HCM - 06 Payroll	Ability to prioritize and place a cap on deductions.	Elements		
HCM-06-012	HCM - 06 Payroll	Ability to create wage basis rules that affect tax calculations.	Elements		
HCM-06-038	HCM - 06 Payroll	Ability to create pre-tax and voluntary deductions like DPSP, RPP, PSPP etc.	Elements		
HCM-06-045	HCM - 06 Payroll	Ability to generate electronic file for T4/T4A or RL1/RL2 slips and generate printed or online slips for employees.	End-of-Year Processing		
HCM-06-046	HCM - 06 Payroll	Ability to select a specific month and date to make generated T4/T4A, RL-1/RL-2 slips to employees.	End-of-Year Processing		
HCM-06-047	HCM - 06 Payroll	Ability to make any adjustments to the T4/T4A boxes will be done by adjusting the balances for the elements for each employee.	End-of-Year Processing		
HCM-06-032	HCM - 06 Payroll	Ability to create integrations with Oracle modules and other external systems.	Integrations		
HCM-06-023	HCM - 06 Payroll	Ability to accumulate balances for certain period of time for certain earnings for reporting purposes.	Payroll Balance		
HCM-06-031	HCM - 06 Payroll	Ability to perform payroll costing.	Payroll Costing		
HCM-06-025	HCM - 06 Payroll	Ability to make payroll payments to employees using different payment methods.	Payroll Payments		
HCM-06-026	HCM - 06 Payroll	Ability to make payments to multiple accounts for employees (e.g. payments to a chequing account and a savings account).	Payroll Payments		
HCM-06-027	HCM - 06 Payroll	Ability to issue payments to third-parties who aren't on the payroll.	Payroll Payments		
HCM-06-028	HCM - 06 Payroll	Ability to void and re-issue payments.	Payroll Payments		
HCM-06-029	HCM - 06 Payroll	Ability to pay to employees from multiple bank accounts.	Payroll Payments		

HCM-06-041	HCM - 06 Payroll	Ability to define payment methods for your enterprise and define any rules for validating or processing the distribution of pay.	Payroll Payments & Distributions		
HCM-06-042	HCM - 06 Payroll	Ability to Generate Payslip for each pay period.	Payroll Payments & Distributions		
HCM-06-005	HCM - 06 Payroll	Ability to run payroll for certain groups of employees.	Payroll Process		
HCM-06-006	HCM - 06 Payroll	Ability to run payroll for employees with multiple assignments.	Payroll Process		
HCM-06-007	HCM - 06 Payroll	Ability to differentiate workers between Contingent workers, Employees, Nonworker Paid, Nonworker Unpaid. Payroll will be processed only for workers designated as Employees and Nonworker Paid.	Payroll Relationship		
HCM-06-044	HCM - 06 Payroll	Ability to capture provincial medical rate and accounts.	Provincial Medical Plans		
HCM-06-030	HCM - 06 Payroll	Ability to reconcile payroll payment with financials.	Reconcile Payroll		
HCM-06-039	HCM - 06 Payroll	Ability to Generate Record of Employment for employees.	Record of Employment		
HCM-06-040	HCM - 06 Payroll	Ability to trigger alert to generate record of employment with certain absence type and termination action.	Record of Employment		
HCM-06-036	HCM - 06 Payroll	Ability to run payroll reports.	Reports		
HCM-06-033	HCM - 06 Payroll	Ability to segregate access to setup tasks, payroll processing tasks, reporting etc.	Security		
HCM-06-034	HCM - 06 Payroll	Ability to restrict number of bank accounts employees can have for their payment.	Security		
HCM-06-001	HCM - 06 Payroll	Ability to capture legal entity information, including legal registration numbers and employer account numbers.	Structure		
HCM-06-002	HCM - 06 Payroll	Ability to process payroll for multiple legal entities within a country at one time or individual legal entities.	Structure		
HCM-06-003	HCM - 06 Payroll	Ability to report on Payroll Taxes (Year-End data) by Jurisdiction (by province/state/county).	Structure		
HCM-06-004	HCM - 06 Payroll	Ability to run payroll for employees in different provinces/states.	Structure		
HCM-06-043	HCM - 06 Payroll	Ability to capture employer's accounts and rates for WCB.	Workers' Compensation Board		
HCM-06-049	HCM - 06 Payroll	Ability to change and update rates as required for different grade/grade steps and time types.	WorkplaceNL		
HCM-06-050	HCM - 06 Payroll	Ability to create a payment request to internal staff and external organizations.	WorkplaceNL		
HCM-06-051	HCM - 06 Payroll	Ability to enable employees to buy back pension service which would trigger payroll change.	WorkplaceNL		
HCM-06-052	HCM - 06 Payroll	Ability to record employee saving deduction amount to be remitted to the Public Credit Union.	WorkplaceNL		
HCM-06-053	HCM - 06 Payroll	Ability to send Provident10 the Earnings and Pension Contributions for employees per pay period.	WorkplaceNL		
HCM-06-055	HCM - 06 Payroll	Ability to upload an MS Excel file containing EI Rebate data that should be paid out to employees into the Oracle ERP Solution.	WorkplaceNL		
HCM-06-056	HCM - 06 Payroll	Ability to produce a Remittance Records File in a fixed length text file format and an MS Excel file format.	WorkplaceNL		
HCM-06-057	HCM - 06 Payroll	Ability to produce a Remittance Records File in a fixed length text file format and an MS Excel file format.	WorkplaceNL		
HCM-08-024	HCM - 08 Time and Labour	Ability to edit rejected time cards and resubmit for approval.	Administer Time		
HCM-08-025	HCM - 08 Time and Labour	Ability to view time cards in different statuses.	Administer Time		
HCM-08-026	HCM - 08 Time and Labour	Ability to view time card summaries.	Administer Time		
HCM-08-027	HCM - 08 Time and Labour	Ability to delete time cards.	Administer Time		
HCM-08-028	HCM - 08 Time and Labour	Ability to export time card details to Excel.	Administer Time		
HCM-08-021	HCM - 08 Time and Labour	Ability to route time cards for approval.	Approve Time		
HCM-08-022	HCM - 08 Time and Labour	Ability to enter approval / rejection notes when completing the approval/rejection action.	Approve Time		
HCM-08-023	HCM - 08 Time and Labour	Ability for employees to be notified when their time cards are approved or rejected.	Approve Time		
HCM-08-001	HCM - 08 Time and Labour	Ability for time entered by employees to be produce calculated time. (e.g. employees enter 12 hours regular but this needs to be calculated to 8 regular hours and 4 overtime.).	Calculate Time		

HCM-08-012	HCM - 08 Time and Labour	Ability to have employees' assignment number populate automatically when entering time.	Enter Time		
HCM-08-013	HCM - 08 Time and Labour	Ability for WorkplaceNL employees to enter their time types using the Oracle user interface.	Enter Time		
HCM-08-014	HCM - 08 Time and Labour	Ability to enter time entry using: 1. Hours and start and stop time 2. Start and stop time only 3. Hours only.	Enter Time		
HCM-08-015	HCM - 08 Time and Labour	Ability to enter time for different payroll time types (e.g. Regular Hours, Overtime, Sick Leave, Vacation).	Enter Time		
HCM-08-016	HCM - 08 Time and Labour	Ability to restrict when employees can make changes to time cards in different statuses.	Enter Time		
HCM-08-017	HCM - 08 Time and Labour	Ability for employees to request changes for historical time cards.	Enter Time		
HCM-08-018	HCM - 08 Time and Labour	Ability for managers to edit time cards on behalf of direct reports.	Enter Time		
HCM-08-019	HCM - 08 Time and Labour	Ability to prevent employees from entering time incorrectly or restricting the use of certain time types (e.g. overtime or statutory holiday time type on statutory holidays, etc.).	Enter Time		
HCM-08-003	HCM - 08 Time and Labour	Ability to extract time information to send to third-party payroll providers.	Extracts		
HCM-08-008	HCM - 08 Time and Labour	Ability to group employees using various criteria (e.g. legal entity, full-time/part-time status, etc.) for the purposes of generating time cards in the correct format and scheduling.	Generate Time Cards		
HCM-08-009	HCM - 08 Time and Labour	Ability to create time cards for weekly, bi-weekly, monthly etc. that start on a specific day (e.g., Sunday).	Generate Time Cards		
HCM-08-010	HCM - 08 Time and Labour	Ability to generate time cards populated with scheduled hours or empty time cards.	Generate Time Cards		
HCM-08-011	HCM - 08 Time and Labour	Ability to generate time cards with different fields for different employees.	Generate Time Cards		
HCM-08-004	HCM - 08 Time and Labour	Ability to assign different types of work schedules to employees.	Schedule Workers		
HCM-08-005	HCM - 08 Time and Labour	Ability to define shifts for adhoc scheduling.	Schedule Workers		
HCM-08-006	HCM - 08 Time and Labour	Ability to schedule workers on an adhoc basis.	Schedule Workers		
HCM-08-007	HCM - 08 Time and Labour	Ability to schedule statutory and other holidays or non-working days for workers.	Schedule Workers		
HCM-08-030	HCM - 08 Time and Labour	Ability to restrict access for time entry, time approval and payroll processing.	Security		
HCM-08-020	HCM - 08 Time and Labour	Ability to submit the time cards for approval.	Submit Time		
HCM-08-002	HCM - 08 Time and Labour	Ability to export data to time collection devices including person information, payroll time types, and published worker schedules.	Third Party Interface		
HCM-08-029	HCM - 08 Time and Labour	Ability to import reported time data from third party time collection devices and handle exceptions.	Third Party Interface		