

Project Title

HR Digitalisation: Pop-Up for Employee Self-Declaration on Overseas Personal Travel

Project Lead and Members

- Tan Peck Hwee

Organisation(s) Involved

SingHealth

Healthcare Family Group(s) Involved in this Project

Healthcare administration

Applicable Specialty or Discipline

Human resource

Aim(s)

- Empower our employees through the enablement of self-declaration to acknowledge the prevailing travel guidelines.
- Ease work processes and bring about convenience by saving time and manpower costs for our employees, HODs, People Supervisors and HR.
- Ensure consistent messaging with updated travel guidelines at any point of personal travel application.

Background

See poster appended/ below

Methods

See poster appended/ below

Results

See poster appended/ below

Conclusion

See poster appended/ below

Project Category

Workforce Transformation

Job Redesign, Service Design, Digital Dexterity

Care & Process Redesign

Quality Improvement, Workflow Redesign, Job Effectiveness, Tools and Methodologies

Keywords

Self-Declaration, Prevailing Travel Guidelines, Personal Travel Application, HR Digitalisation

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**Singapore Healthcare
Management 2022**

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Strategic Human Resource
Tan Peck Hwee
Strategic Compensation & Benefits Team
HR Technology Team



INTRODUCTION

The COVID-19 pandemic has resulted in employees being subjected to tightened cross border travel restrictions and prevailing corporate guidelines for overseas personal travel. Given the unprecedented global pandemic, national and corporate travel advisories are regularly revised to respond to the evolving COVID-19 situation. The rapid pace of change meant that employees found it hard to keep themselves updated on the various travel advisories.

To better support our healthcare employees, our initiative aims to:



EMPOWER

Our employees through the enablement of self-declaration to acknowledge the prevailing travel guidelines



EASE

Work processes and bring about convenience by saving time and manpower costs for our employees, HODs, People Supervisors and HR



ENSURE

Consistent messaging with updated travel guidelines at any point of personal travel application

METHODOLOGY

Through the incorporation of technology and adoption of HR Digitalisation, the team aspired to ease the acceptance of overseas travel conditions and acknowledgement process for our healthcare employees.

Through Strategic Compensation & Benefit's strategic collaboration with HR Technology, the effected HRIS system enhancements enable our employees to self-declare on their overseas personal travel. Upon the creation of a leave application to travel overseas, a pop up on the prevailing travel guidelines would appear, requiring acceptance and acknowledgement from the employee in order to proceed further with the leave application.

Type of Leave
Type of Leave:* Annual Leave
If you wish to leave Singapore during this period, kindly fill up the following Fields: "Country", "State/City", "Contact No. (Overseas)" and "Emerg. Contact No.(Local)".
Are you going overseas?:*
Full Day / AM / PM: Full Day AM PM

RESULT

1. The implementation of the pop-up for employee's self-declaration has greatly shortened the time required for all stakeholders involved to be informed of the prevailing guidelines
2. Any changes or updates to the travel guidelines can be seamlessly updated through the intranet with agreement by both HR and HR Technology Team, to ensure consistency in the messaging that is being disseminated to employees at the point of their application
3. This process has eased the workload and the responsibility of keeping up to date of travel restrictions for both people managers and HR. It has also removed inefficiencies in job tasks with the help of technology.



CONCLUSION

Without a doubt, the COVID-19 pandemic has speed up digitalisation and transformed key workplace processes, including HR. The use of HR Digitalisation to transform HR Process has certainly helped in achieving an effective outcome within the organization.

By making a small change, such as tapping on technology with employees in mind, can result in a positive influence on Employee Experience.