APPENDIX I

Thank you for taking time out of the busy schedule to participate in this demand survey. The survey result is only used to discuss the current situation analysis and information demand of the human resources management and only used for the academic research. Please fill in according to your real demand, and check one you think is the right answer from "1" to "5" in the column of "Evaluation Standard"..

Thanks again for your cooperation!

Staff Demand Questionnaire

S/N	Function point	Clarification of requirements	Evaluation standards
1	Personal information management	Provide the staff self-help personal information modification function, and choose which information can come into force after the examination and approval; Make setting through the system function privilege after the whole company data quality reaches the standard.	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary
2	Name card management	When the user need to look at the personal name card, the related operation can be carried out through the function point. 1. After logging in e-HR web portal, the user can check the personal name card information in the self-help homepage, including the personal photos, staff name, staff ID number, department, my work position, office phone, mail, office location, etc.	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary

3	Common application	The most common staff application is displayed under the staff self-help4 Not Need homepage [Common Application] function. The system provides the user with the common application in the column of [Common Application], such as Talent application, professional qualification application, leave application, official business application, transfer application, etc. The common application list can be configured and maintained by the administrator;	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary
4	My remuneration	When the user needs to check the personal remuneration information, the related operation can be carried out through the function point. 1. After logging in e-HR web portal, the user can check the personal remuneration sheet and remuneration detail in the column of [My Remuneration] in the self-help homepage. 2. It shall reflect the staff's other remuneration information, including the remuneration change information, remuneration	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary

		promotion information, social security information and annual earnings trend analysis chart.	
5	My Performance	When the user needs to check the personal performance information, the related operation can be carried out through the function point.　1. After logging in e-HR web portal, the user can check the personal performance plan and executive condition in the column of [My Performance Plan] in the self-help homepage.　2. The performance information at least includes the performance plan, performance plan implementation, etc.	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary
6	My Attendance	When the user needs to check the personal related attendance information, the related operation can be carried out through the function point.　1. After logging in e-HR web portal, the user can check the personal related all previous attendance information in the column of [My Attendance] in the self-help homepage. 2. The attendance information can be displayed according to the year,	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary

		month and week; 3. Other specific contents shall be supplemented according to the specific business of the "attendance management" module.	
7	My Professional Qualification	When the user needs to check the personal related professional qualification information, the related operation can be carried out through the function point. 1. After logging in e-HR web portal, the user can check the personal professional qualification information in the column of [My Professional Qualification] in the self-help homepage.	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary
8	Personal settings	Modify the user personal information	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary

APPENDIX II

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Thanks again for your cooperation!

Human resources management demand survey

S/N	Function	Business role	Clarification of requirements	Evaluation standards
1	Staff information management	Human resources commissioner	Carry out the updating, maintenance and management of the personnel information which shall be grasped by the company's daily human resources management, provide various personnel information reports, and provide the decision-making information support of related leaders through the statistics and analysis of part of key indexes.	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary
2	Labor contract management	Human resources commissioner	1.Make the process control of the signing, change, modification and termination of the labor contract 2. Inquire about the labor contract account; 3. Make the alarm setting of the staff probation period and labor contract expiration	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary
3	Post management	Human resources	1.Basic post setting: The basic post setting includes the post	1Greatly needed,

		commissioner	classification, post level, post grade, duty level and other contents and shall be specified by the post managed business personnel of the head office, and the branch only need to check and quote under the unified post system. 2. Post directory management: The post management business personnel of the head office can maintain the post directory under such column and carry out such operation of the standard post as addition, modification, deletion, cancellation, enabling, query and check, and the branch quotes on this basis. 3. Post design management: The post design management involves the post set, adjustment and cancellation, and such function records the different information according to the different post design types. 4. Post instructions management: According to the common form of the post instructions, the system default template includes the basic information, qualification, post responsibilities and other information, and the user can modify and delete the default	2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary

			information and create other new instructions contents. The post management business personnel of the head office can require the whole company to use some contents in the instructions.	
			5. Post evaluation management: In the case of the first post system construction or great adjustment of post responsibilities, the post value and grade can be determined through the post evaluation. The post evaluation can be managed as a project.	
			6. Post information management: The user inquiries about the current post information and post change information within the extent of competence under the module.	
			7. Post system diagram management: The user draws the current post system diagram and inquiries about the historical post system diagram through the module.	
4	Organization management	Human resources commissioner	1. The system will display the different data item according to the different data types. The system default data type includes the basic information, It supports the data addition,	1Greatly needed, 2 Needed, 3Partially needed, 4 Not Need,

			deletion and modification. geographic information and economic situation of the organization. 2. The total amount plan is developed and prepared, the control and adjustment of the establishment of organization within its jurisdiction is carried out, and the undertaker of the institution management business at various levels can maintain the related information. 3. The system supports the inquiry of the current or historical organization change details and displays the results in the form of lists.	5Very unnecessary
5	Training management	Training commissioner	1. Training planning management: It supports the maintenance, release and other management of the training planning information. 2. Training plan management: It supports the formulation, release, storage, reporting, storage, export and other business functions of the training plan of various units. 3. Training class management: It supports the declaration of training class and participating trainees, examination and approval, release of notice of	1Greatly needed, 2 Needed, 3Partially needed, 4 Not Need, 5Very unnecessary

			beginning class and maintenance of trainee' attendance records. If the training class allows the autonomous application, it also can release the application notice. 4. Training archive management: It supports the query, check, addition, modification, deletion and export function of the training archives. 5. Training fund management: It supports the management of the training fund information, including 4 submodules - fund item setting, fund budget management, fund reimbursement management and training fund management. 6. Training resource management: It supports the maintenance of the training resource information.	
6	Remuneration management	Remuneration commissioner	1. Basic remuneration setting: It can add, modify and delete the remuneration items, and determines the type of remuneration items, such as numeric type or logical type; Data source of remuneration item; Calculation rules of remuneration item, etc. The validity period of the	1Greatly needed, 2 Needed, 3Partially needed, 4 Not Need, 5Very unnecessary

			remuneration item can be set, and the automatic switching can be realized within the effective range. It can determine the basic attributes of remuneration item, such as item addition and reduction, tax assessment, participation in the remuneration calculation, etc. It can establish the allocation proportion of fixed remuneration and performance bonus at various levels as well as the allocation proportion of institution, department team and individual in the performance bonus, and the allocation dimension can be added, modified and deleted by the user on its own. 2. Remuneration adjustment management: The remuneration adjustment results can be maintained according to the remuneration adjustment approval results, and the batch processing of remuneration information can be carried out, including the updating, import and export.	
7	Performance management	Performance commissioner	1. It has the modules of basic data setting for the organization and staff performance management, including 4 submodules - performance	1Greatly needed, 2 Needed, 3Partially needed,

			management grouping, grade evaluation rules, result distribution rules and performance module. 2. It can design, modify and delete the performance management index. 3. The user can carry out the configuration of the assessment plan for the assessment object requiring the result distribution within the same scope according to the performance management measures of the institution at this level in terms of the evaluation period, classification index weight, evaluation relationship, scoring rules and result distribution rules. 4. It can develop the performance plan and carry out the adjustment and management of the performance plan. 5. It can carry out the management of the staff performance evaluation and adjust the performance evaluation results.	4 Not Need, 5Very unnecessary

APPENDIX III

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Thanks again for your cooperation!

Decision-making Demand Survey Results

S/N	Function	Clarification of requirements	Evaluation standards
1	Talent Strategy	1. According to the manager's daily needs, it can define the multiple registers for facilitating the data query and the data export, and the system administrator sets the register form and the data source. 2. According to the decision-making requirements, the analysis on the personnel structure is made (education background, age, service year, professional background, etc.), Including historical situation and current situation, the personnel structure diagram is displayed, and the manager can predict the company's future talent strategy according to the analysis results.	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary
2	Organizational structure	When the user needs to check the organizational structure within the jurisdiction, it can be realized through this function. 1. The system can provide the user with the diagram display of the organizational structure within the jurisdiction under the organizational structure diagram. 2. It can display the business situation of the current institution and provide the	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary

3	Statistical analysis and prediction	analysis data. 3.It can display the historical situation of the company's institutions, and predict the institutions which may be established in the future according to the company strategy.	
3	Statistical analysis and prediction	1. It can realize the connection with the company's office, financial and business system, and check the staff performance. 2. It can carry out the statistics and analysis of the company's human cost through the historical and existing remuneration data, and predict the company's total human costs in the future according to the manager's demand.	1 Greatly needed, 2 Needed, 3 Partially needed, 4 Not Need, 5 Very unnecessary