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King Faisal Specialist Hospital & Research Centre
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DATE: 21 Dhu Al Hijja 1441
11 August 2020

REF: GD:795-41

FROM: Majid Alfayadh, MD, MMM
Chief Executive Officer, Kfsh&RC
Office Of The CEO

SUBJECT: ON-SITE/TELEWORK ATTENDANCE MANAGEMENT AND TELEWORK PRODUCTIVITY

Human Capital (HC), in collaboration with Healthcare Information Technology Affairs (HITA), would like to announce the development of new tools pertaining to on-site/telework attendance management and telework productivity monitoring as follows:

On-site/Telework Attendance Management Application: A new feature is added for employees during the discontinuation of the Employee Attendance Log System (EALS) as per [GD:707-41](#) under the IG Mobile Application in "My Info" Tab to be utilized effective immediately.

- All employees on-site are required to record their attendance using smart phones to punch in / out. The smart phone must be connected to the Hospital Wi-Fi and a confirmation message will pop-up upon successful entry.
- All employees on telework are required to use this application for punch in / out using private network or hospital Wi-Fi; however, they should have an approved telework request in Oracle system along with assigned tasks and activities during the telework period as detailed below in line with the Telework Arrangements policy (APP-12425).
- Latest IG mobile application version is needed in order to use this feature. The newest version can be downloaded from the App Store or Play Store. A user manual is attached for reference.

Employee Returning Back to Work from Leave: This functionality is now included in the following Self Service / Absence Management options:

- KFSH Secretary Self-Service
- KFSH Employee Self-Service
- KFSH Manager Self-Service

All employees including Physicians returning back to work from their leaves should utilize

“**Employee back to work from leave**” request to confirm their return to work and avoid suspension of their salaries.

Monitoring Productivity of Employees on Telework: A new tool is now developed under Oracle-ERP system to capture and monitor employees’ productivity during the telework period, user manual is attached. Productivity measurement and objectives alignment are vital for effective and efficient operation, managers and employees are advised to consider the following:

- Using the new function of (Telework Task Management) is mandatory on a weekly basis for all employees who are teleworking.
- Each assigned task should be linked to one of the SMART Objectives/KPIs that were assigned during the Planning/Mid-Year phase. Managers need to ensure all employees have an existing Employee Performance Management (EPM) template.
- All teleworking employees should update their productivity progression pertaining to the assigned tasks and add relevant attachments on a weekly basis.
- The weekly productivity assessment consists of three (3) options without numeric ratings (On Target, Above Target, Below Target). This assessment is part of the EPM appraisal process but is not a final rating considering other EPM criteria.











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Attendance and Leaves - Jeddah	HR Jeddah: 49548
Attendance and Leaves - Madinah	HR Madinah: 46641
Productivity	HC P&RM: 46490, 43164

Thank you.

MIF

Attachment: As Stated

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