

Project Title

Streamline of Employment Contract Template

Project Lead and Members

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Organisation(s) Involved

ALPS Pte Ltd

Healthcare Family Group(s) Involved in this Project

Healthcare Administration

Applicable Specialty or Discipline

Human Resource

Aims

1. Streamline the template to minimise and prevent typos and errors
2. “Go Green” by reducing paper wastage from potential mistakes
3. Enhance work efficiency by reducing total time taken for this process
4. Improve overall company branding to new hires

Background

See poster appended / below

Methods

See poster appended / below

Results

See poster appended / below

Conclusion

See poster appended / below

Additional Information

Singapore Healthcare Management (SHM) Conference 2021 – Shortlisted Project
(Human Resource Category)

Project Category

Care & Process Redesign, Quality Improvement, Workflow Redesign

Keywords

Employment Contract, Microsoft Word

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Singapore Healthcare Management 2021

STREAMLINE OF EMPLOYMENT CONTRACT TEMPLATE

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INTRODUCTION

As part of on boarding process, HRBP would prepare the employment contract for CHRO's signatory.

Prior to this process review, the template used was an open editable version, which resulted in an increase of grammatical errors and inconsistency across the team.

OBJECTIVES



1. Streamline the template to minimise and prevent typos and errors
2. "Go Green" by reducing paper wastage from potential mistakes
3. Enhance work efficiency by reducing total time taken for this process
4. Improve overall company branding to new hires

METHODOLOGY



Improved Internal Process

Using a simple Microsoft Word function

– Restrict Editing to restrict the fields that HR Staff will need to amend in the employment contract for each new hire.

Location / Site	:	[ALPS-HQ]
Department	:	[ALPS-HQ]
Position	:	[Executive]
Monthly Base Salary	:	[\$x,xxx.00]
Contract Duration	:	[xx months]

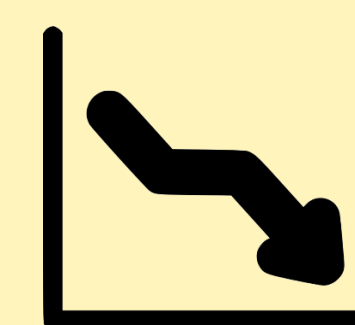
Improved Consistency

The password for the restricted fields will only be authorized to the HR team lead and project POC to ensure control and compliance.

RESULTS



- ✓ Significant reduction of grammatical typos and errors
- ✓ Reduced paper wastage
- ✓ Total savings of 125 man-hours per year led to overall HR efficiency to focus on better talent search and staff engagement activities.



CONCLUSION

This initiative helps to streamline the process across the team, eliminates the risk of grammatical typos and errors and thus led to improved workflow efficiency, staff productivity and satisfaction. In addition, the total saving of man-hours also helped to increase the productivity of the other aspect of HR functions.

