



Online Corporate Card Booking System

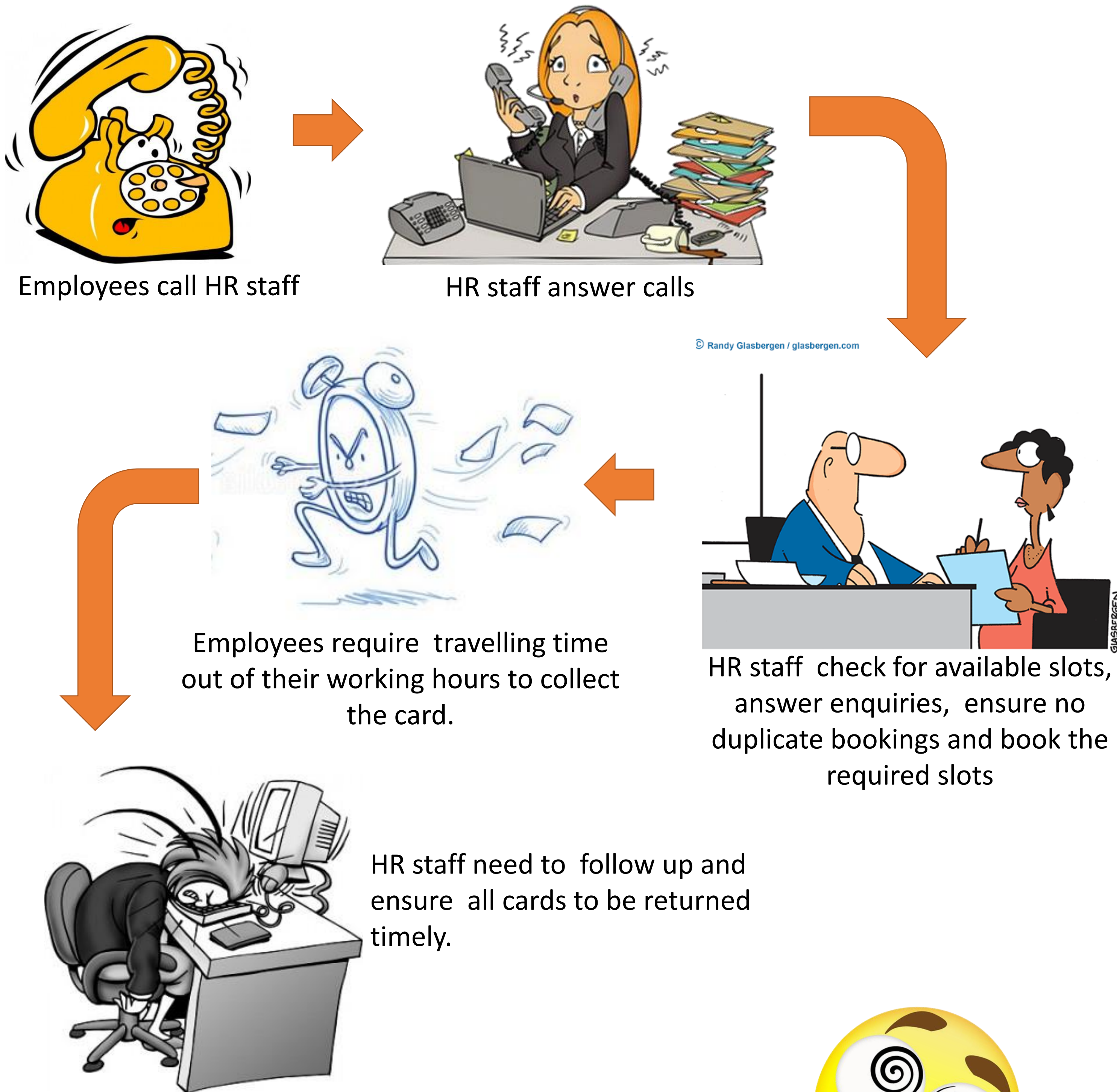
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INTRODUCTION

Employees were required to contact HR to check on availability and booking of corporate cards (Zoo, River Safari and Jurong Bird Park). HR staff had to refer to the record book to (1) check on available slots (2) check if the same employee had made a booking previously as our policy does not allow same employee to have multiple bookings and (3) book the slot for employees into the record book. Once the bookings were made, employees had to travel to (1) collect the cards prior to their visit and (2) return the cards after their visit.



PROBLEMS

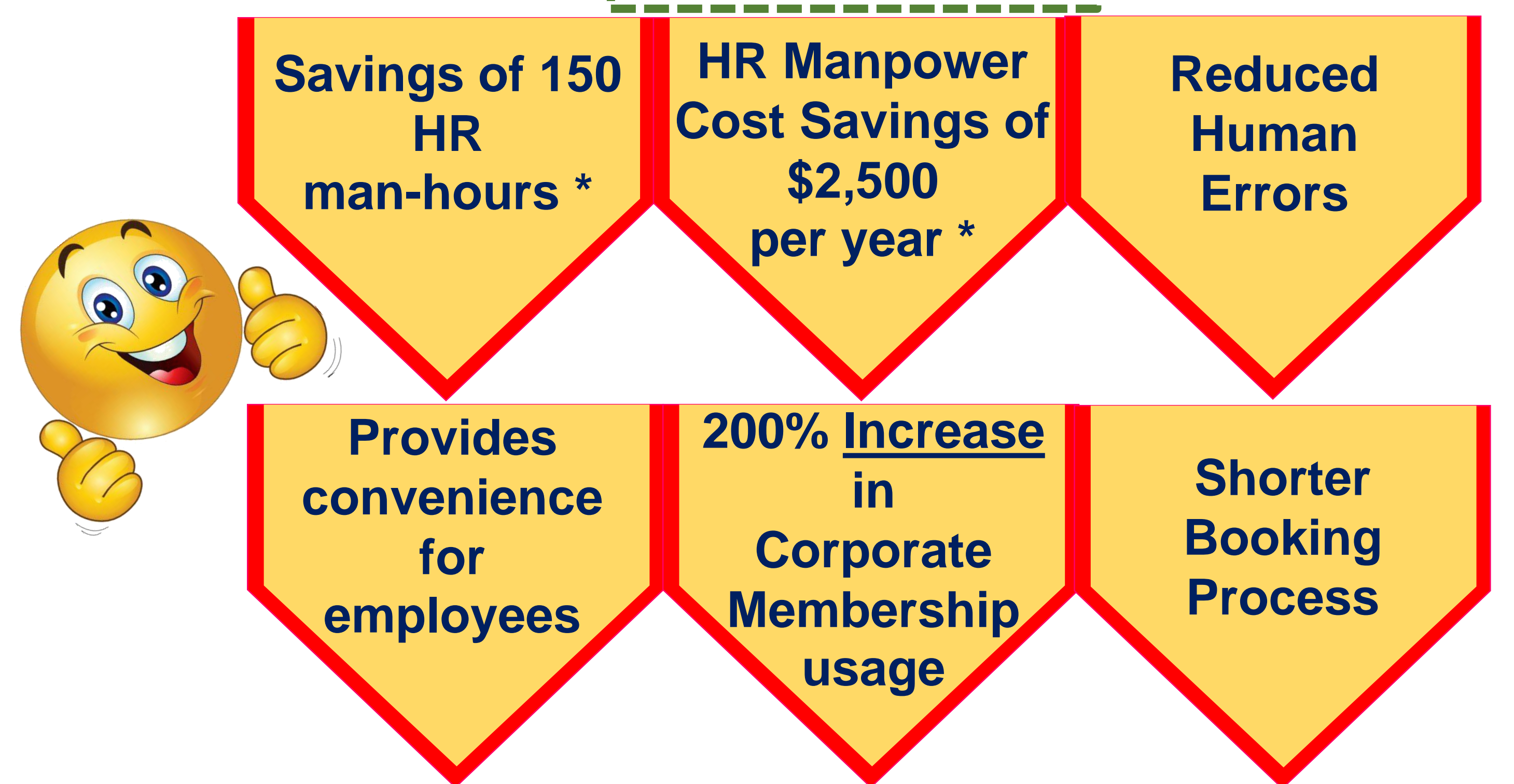


METHODOLOGY

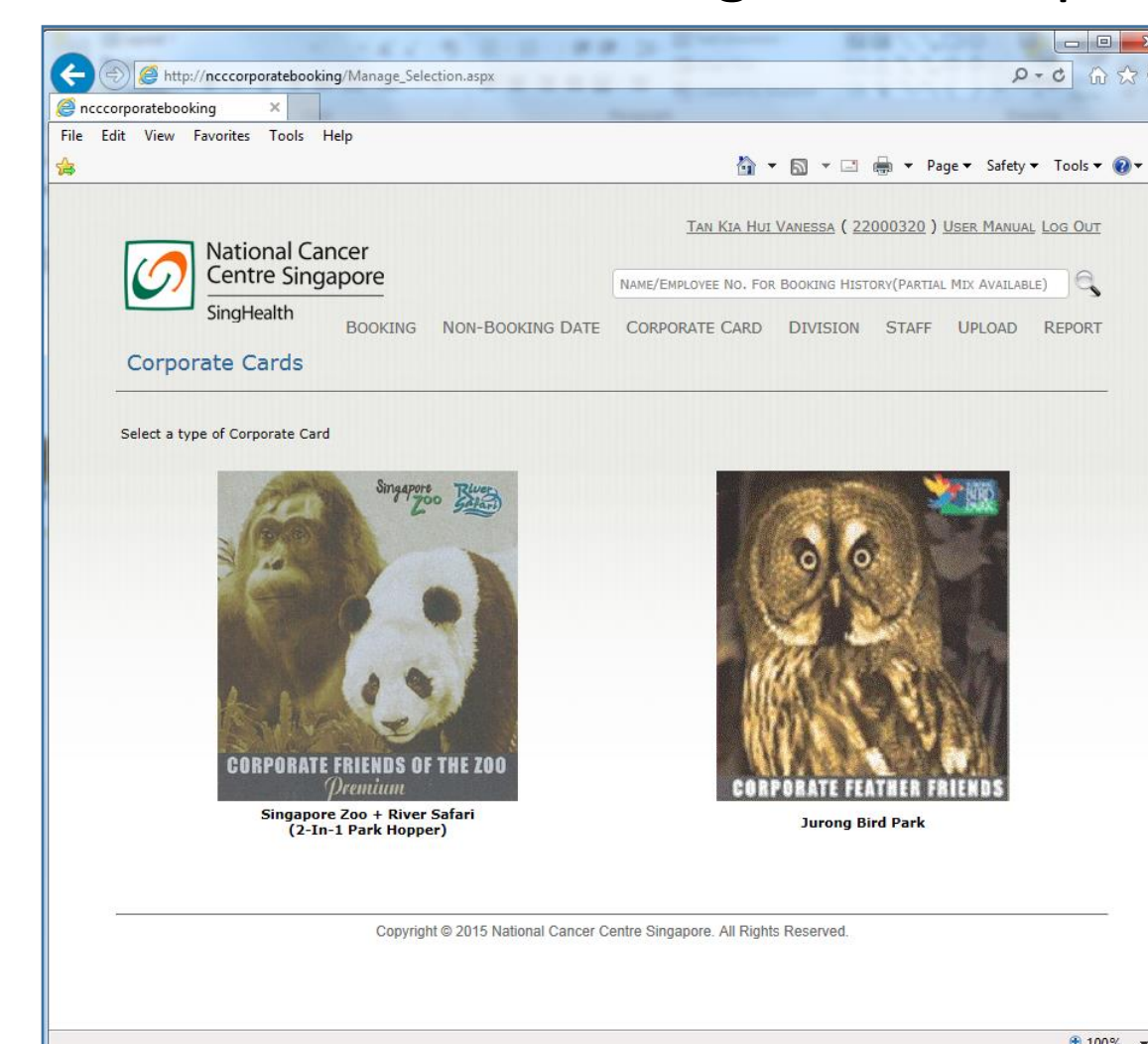
An in-house self-service Online Corporate Card Booking System was designed and developed to enable employees to :

- ✓ Login to view real-time slot availability anytime without having to check with HR staff
- ✓ Book and/or cancel their preferred slots online without any duplicate bookings from same employee
- ✓ Print Corporate Membership Authorization Letter to replace collection of cards and eliminate travelling time to collect and return the cards

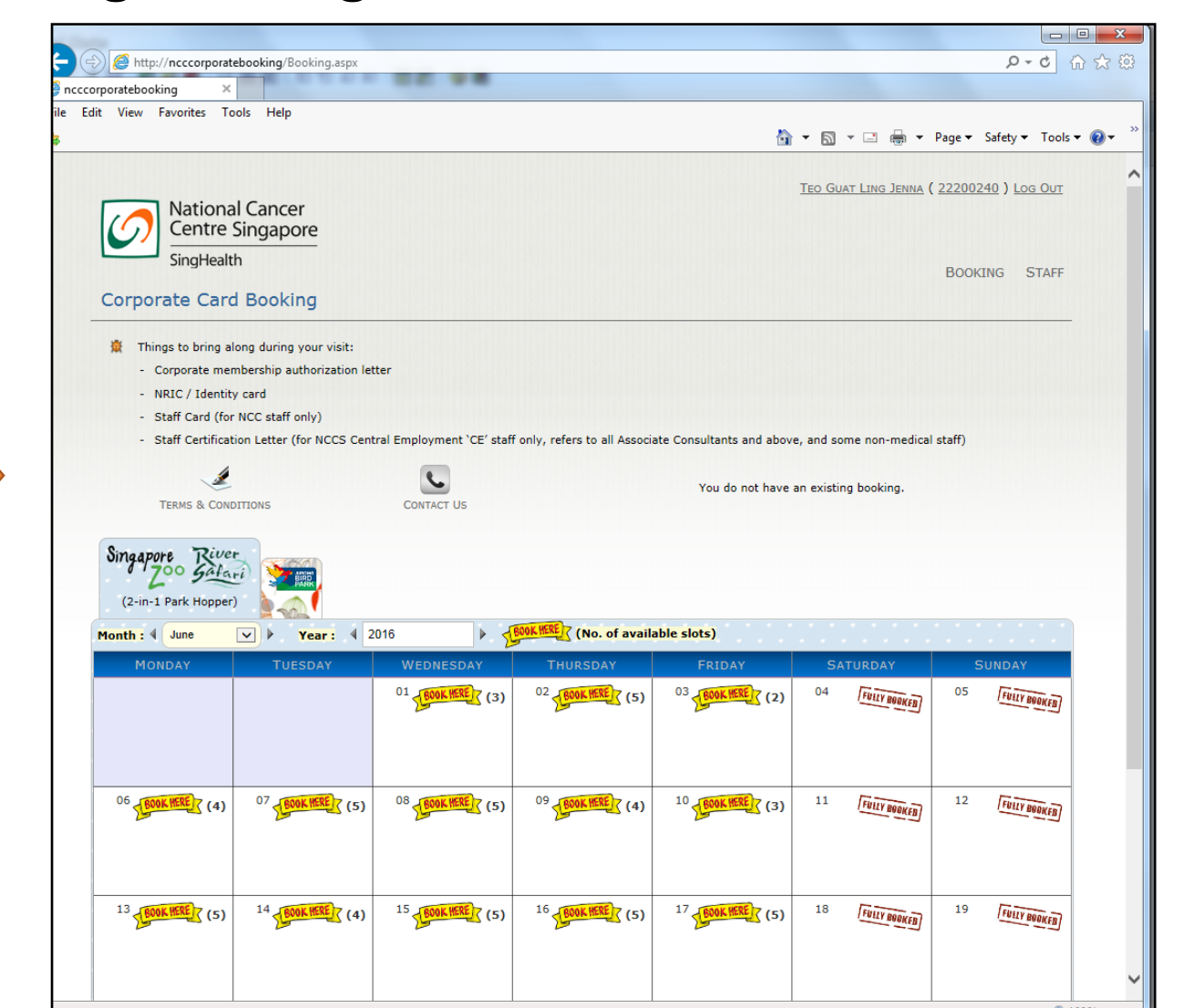
RESULTS



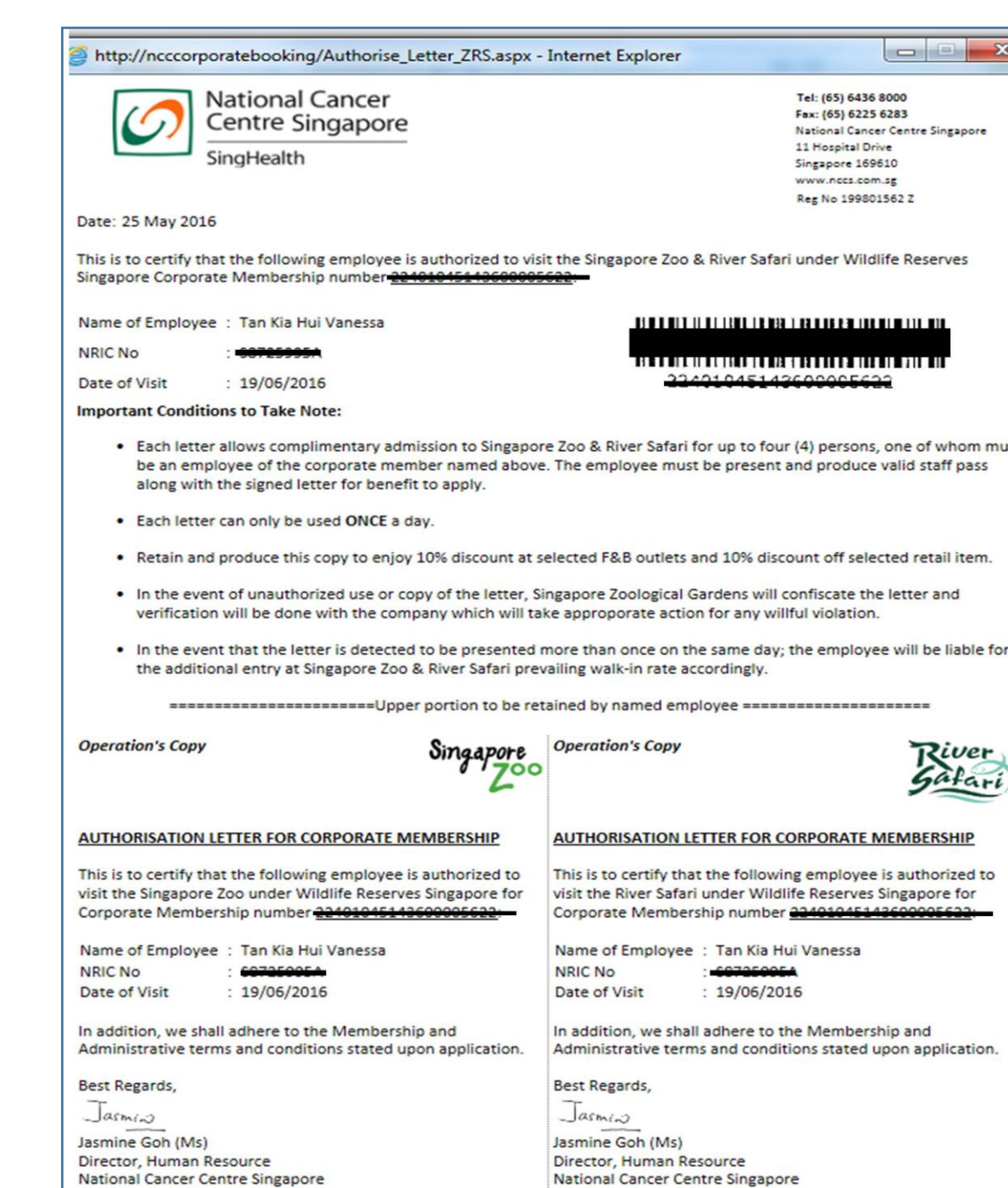
*Excludes savings from employees' time, eg booking time, collection of cards



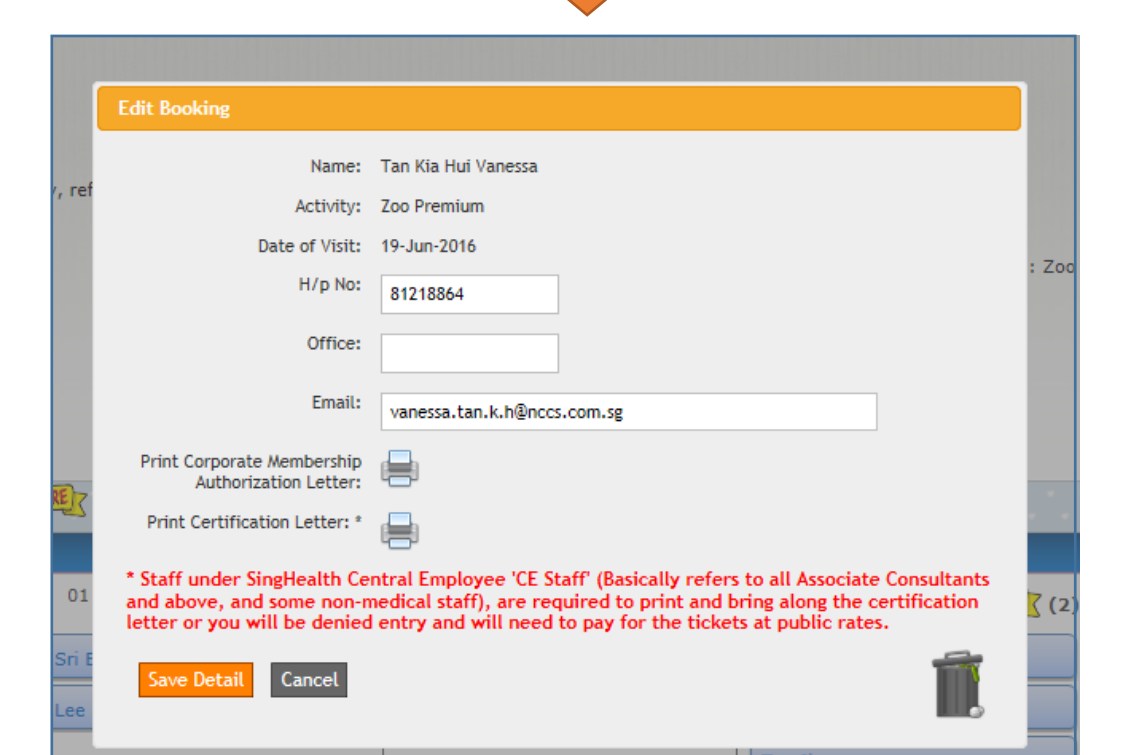
Employees login Corporate Card Booking System



Employees are able to view available slots and book their preferred slots. The system does not allow duplicate booking for same employee.



Employees no longer need to travel to collect cards prior to their visits as they can print the Corporate Membership Authorization Letter in the system.



Employees can view, edit, cancel and retrieve their booking.

CONCLUSION

The online system resulted in man-hour savings which translated to more productive and value-added work in HR and increased job satisfaction of HR staff. Employees no longer need to travel to collect/return the cards.