The EIS and PaMS Basal Interface  
for the MUNI INET – Four Case Studies

# Travel orders (EIS)

Travel orders are entered, approved, and accounted for on the Masaryk University intranet (“INET”), i.e. not in the EIS. The workflow is as follows:

* INET (before the trip): submission of the order, approval by the line manager and other authorized persons, submission to the EIS, financial control before the trip (using the order data stored in the EIS)
* INET (after the trip): completion of the statement, submission to the EIS
* EIS: control by the economic department, launching the financial control after the trip
* INET: financial control after the trip (using the statement data stored in the EIS)

The EIS provides the INET with the data and features for the processing and approval processes (the interface for reading the data) and with the features for recording the approved orders/statements (interface for submitting the data).

Note: The INET serves as a user interface for submitting travel orders to the EIS, not as a separate register of orders. The EIS registers that the orders were created in the INET but enables you to store them in documentation series along with orders created using the EIS user interface. The university accountants decide whether the orders submitted via the INET will be stored in separate document series or in shared ones. The EIS document series enable you to decide whether they are dedicated for the EIS/INET, or shared.

## Interface for reading the data

### Submission of the travel order (before the trip) and the statement (after the trip)

* The traveler’s employment contract or part-time contract, including the history and future development
* The traveler’s academic functions (vice-chancellors and the chancellor have a different system for authorizing their travel orders)
* The traveler’s home address and work address
* The traveler’s membership in boards and committees (for members of the Academic Senate who can travel without having employment or part-time contracts)
* The traveler’s line manager
* List of vehicles for the economic center
* Fixed price of fuel
* Information on training for drivers completed by the traveler
* Search for the order and its analytical breakdown according to various parameters
* Price calculation (in one step)
* Calculation of the food allowance for the trip (specified time intervals in different countries and cuts in food allowance, incl. any interruption of the trip)
* Ditto for other allowance
* Calculation of the fare according to the specified kilometers, state, and vehicle ID
* List of available states with entered food allowance to the given date
* List of available currencies and exchange rates to the given date
* Actors of the financial control (FC) of the order and the analytical breakdown
* Retrieval of the travel order data submitted to the EIS during the continuous editing of the order
* Retrieval of the travel order documents specified in the EIS (flights, etc.).
* Representation of the FC process

### Financial control of the travel order before and after the trip

* Overview of the documents for the FC according to various parameters
* All the data required for the document FC
* Retrieval of the next/previous document

## Interface for recording the data

### Submission of the travel order

* Creating a travel order in the document series
* Launching the FC before the trip
* Continuous completion of the travel order with data (at first with the basic data, then with the calculation of the fare, etc.)

### Financial control of the travel order (before the trip, after the trip)

* Approval/Rejection of the order with comments
* Comments of another authorized person

# Contracts (EIS)

Economic (supply-demand) contracts are submitted, approved, and completed in the INET, and the results are stored in the EIS where the economic processes within the framework of the contract (setting the payment schedules, invoices, etc.) take place. The workflow is as follows:

* INET: submission of the contract, approval by authorized persons, including the financial control, transfer to the internal registry of contracts (IRS)
* IRS: registration of the contract, transfer to the information system of the registry of contracts (ISRS), and retrieval of the data from the ISRS (if the contract is subject to publication)
* INET: retrieval of the data from the IRS, transfer of the contract to the EIS

Economic contracts have to be registered in the EIS but they may be concluded out of the INET. The source of such contracts is then the IRS. In such a case, the workflow can be simplified to the retrieval of the data recorded in the IRS directly from the EIS, using the “New as IRS” feature.

## Interface for reading the data

### Submission, approval, and completion of the contract

* Code list for demand-supply contracts (directory of business partners, sources of funding, etc.)
* Actors of the financial control (FC) for the contract funding sources

## Interface for recording the data

### Transfer of the contract to the economic system

* Contracts ready to be performed, i.e. approved, signed, and published contracts (if subject to publication)

## Special features of the EIS

### Transfer of the contract to the economic system

* The “New as IRS” feature (button) calls the IRS interface, which provides a list of contracts for transfer to the EIS; the EIS returns the information about the retrieved contract identification to the IRS

# Changes in labor relations (PaMS)

Changes in labor relations are submitted and approved in the INET; the results are stored in the PaMS.

## Interface for reading the data

### Submission, approval, and signing of the contract draft

* The employee’s employment contract (EC), including the funding sources (FS)
* Code lists linked to the EC (e.g. the salary bracket, the job role) and the FS (economic contracts)
* The employee’s line manager
* HR officers of the economic center the EC or FS fall under
* Actors of the financial control (FC) for the modified FS
* Manager of the economic center (to e-sign the amended document)

## Interface for recording the data

### Transfer of the draft to the economic system

* Approved changes in the EC and FS + documents (e.g. a draft of the amendment in PDF)

# Systematization of jobs (PaMS)

In the INET, department managers at all levels can view the overviews of jobs (OJ) registered in the PaMS; amendments to the OJ are submitted and approved in the INET as well, and the results are stored in the PaMS. The OJs are displayed in a hierarchical breakdown according to line relations and ties to the methodically superior OJs. Jobs in the PaMS are linked to the funding sources of the EC.

## Interface for reading the data

### Viewing, submission, and approval of jobs

* Code list of jobs with line and methodological relations
* Job posts to EC funding sources

## Interface for recording the data

### Transfer of the job to the PaMS

* New or modified job posts with line and methodological relations and ties to the funding sources of the EC