

Human Resources Management System

Enterprise Solution

Scalable, Reliable, Cost-effective

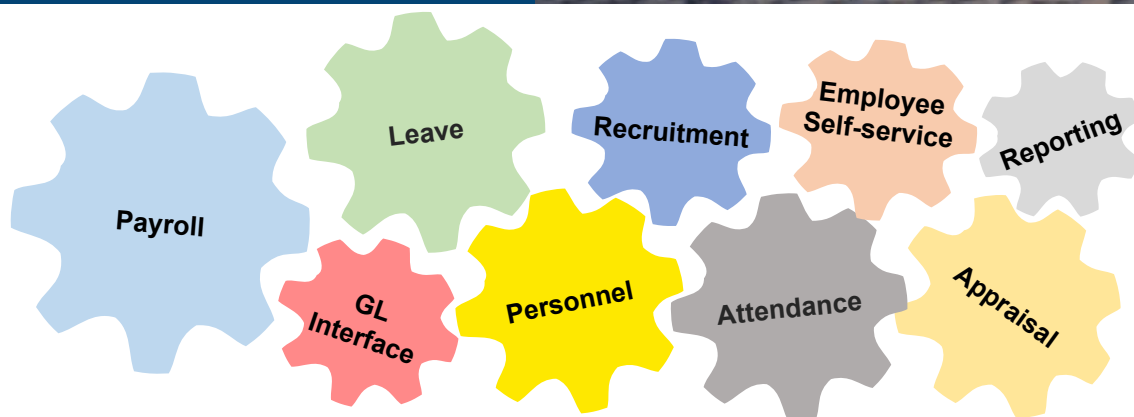
Personnel & Payroll, Leave, Attendance

Shift & Roster, Recruitment & Appraisal

Employee Self-Service, Report Analysis

Workflow Customisation, GL Integration

User Roles & Permissions



KEY FEATURES

- **Scalable** - Suitable for small and large enterprises in Hong Kong, Macau and Mainland China; support multi-entity, multi-currency and multi-language.
- **Personnel Module** - Manage full set of employee profile, change of role, remuneration package, termination, training, etc. Employee self-service.
- **Payroll Module** - Flexible setup of pay item types and formulas; bank autopay, payslips, MPF, tax return, chart of Accounts and GL Integration, flexible payroll month end process. Employee self-service.
- **Leave Module** - Setup leave types, leave entitlements, leave balance, leave forfeit, leave compensation calculations, leave reports; user-definable leave approval process. Employee self-service.
- **Attendance Module** - Integration with 3rd party time access reader; generate late arrival deductions, overtime allowances, time sheets, absent and exception attendance reports. Employee self-service.
- **Employee Self-Service Module** - Web-portal for employee self-service, update personal information, submit forms, apply leave, make enquiry, check shift/roster schedule, log working hours.
- **Recruitment Module** - Provide e-forms for candidates to fill in personnel information and submit attachments via web portal. Support PDF and JPG document upload.
- **Appraisal Module** - Create evaluation schemes, generate e-forms from evaluation questions in Excel, import KPIs and marking scheme for calculations, assign examiners to examinees.
- **Reporting** - Provide ready-made and custom-built reports, export/import data in Excel file.
- **User Roles & Permissions** - Admin users create and manage user roles and access permissions.
- **GL Integration** - can integrate with Queue system, Room Booking system, eDirectory.
- **Other Smart Office Modules** - Room booking & Hot desking, event & visitor management.

HARDWARE

- Server: Windows Server 2019, SQL Server, Web server.

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HR2001 HRM System ~20 Years Experience~