



INTEGRATED HUMAN RESOURCE AND PAYROLL MANAGEMENT SYSTEM

Below are some of the minimum core characteristics of our solution.

1. ADMINISTRATION

The system is designed to do the following:

- Setup user groups.
- Setup user rights to specific users.
- Global settings i.e. system paths, automatic employee numbers and reminders.

2. JOBS MANAGEMENT

The system allows the HR personnel to:

- Create jobs
- Define job descriptions
- Define positions supervised and the position reporting to.

3. RECRUITMENT MANAGEMENT

- Add applicants' details.
- Automatically add applicants to staff list upon hire
- Attach documents e.g. CV's.

4. EMPLOYEE MANAGEMENT

- Maintain employee personal details (name, DoB, age, ethnicity, county, district)
- Track employment history (record of previous employment, history of positions held etc.)
- Academic and professional qualifications.
- Maintain employees dependants details
- Competency profile
- Maintenance work order processing
- Allow attachments of CVs, certificates etc.
- Employee self-service such as updating contact information
- Load employee photos.
- Manage statutory details e.g. NHIF, HELB, NSSF, PIN.

- Job progression.
- System caters for Staff level budgeting.
- Contract setups and tracking including alerts when a contract is due for renewal or expiry.
- Data importation capabilities incorporated into the system.

5. PERFORMANCE MANAGEMENT

- Performance Planning; setting high-level goals for the organization and cascading them downwards.
- Performance Tracking: tracking the progress of tasks, completion of performance appraisal.
- Set and schedule performance reviews.
- Facilitate performance related salary increments based on predetermined rules and criteria.

6. TRAINING MANAGEMENT

- Allow personnel to capture training courses or programs to fill gaps identified in Training needs assessment.
- Capture recommended /accredited training institutions and their courses.
- Facilitate application and approval of training.
- Support online group courses nomination and feedback
- Posting course available for the season online.
- Track progress of training for individual or groups.
- Management of training bonds for programs that attract bonds.
- Online approval of training needs.

7. DISCIPLINARY MANAGEMENT

- Track offenses done by employees.
- Allow for definitions of various disciplinary actions.
- Allows tracking of the disciplinary actions taken.

8. LEAVE MANAGEMENT

- Define unlimited leave types
- Custom rules for leave entitlement
- Online completion and submission of leave application
- Generation of system alerts and notifications at every stage of leave processing.
- Online Leave approvals
- Generate notification status of leave applied
- Notification of due date for leave.
- Leave accrual capability.
- Accessibility of leave system is open to both intranet and internet.

9. HEALTH AND SAFETY MANAGEMENT

The system allows management of illnesses and accidents occurring at work and away from office.

The system:

- Define rules for reportable health and safety incidences.
- Allows attachments of physical evaluation attachments
- Medical claims

10. SEPARATION MANAGEMENT

The system is able to:

- Capture details of termination
- Generate Termination notice as an alert.
- Termination approval and finalization.

11. SELF-SERVICE MANAGEMENT

The system should allow the employees to access and where applicable change specified information related to them online and on the internet. Some of these include:

- Leave application and approvals.
- Training applications and approvals.
- Performance management training ratings.
- Mail Alert notifications.
- Each module has customizable reports.

12. PAYROLL

- Produce pays lips and update the relevant G/L accounts
- Automatically & accurately calculate all payroll figures gross pay, net pay, PAYE, loan balances etc.
- Assign unlimited number of earnings and deductions per employee
- Produce standard reports such as earnings and deductions, statutory reports such as P9A forms, P10, P10A etc.
- Online PAYEE
- EFT
- Provision for adhoc monthly deductions and earnings.
- Audit trails
- Support for different staff categories in payroll processing such as management, temporary, casual etc.
- Support end month routines (payroll to go through approval before closure, automatically cascade current period entries to the new period where applicable, allow payroll admin to view payroll variance reports(changes), payroll reconciliation report (debits/credits), automatically Generate payroll journal, automatically Generate payment vouchers for NSSF, HELB etc. automatically , allow admin to email copies of pay slips to all employees).

- Multiple payrolls processing capability.
- Integration capability to a financial system
- Multi-currency capabilities
- Statutory exemptions e.g. PAYE for staff with such privileges.
- Loans management window to track loan repayments.
- Insurances schemes tracking.

13. REBATES MANAGEMENT

- Rebate application.
- Rebate approval

14. REPORTS

- Highly customizable for all modules.
- Web based reports.
- Easily convertible to different formats i.e. excel, pdf, text etc.