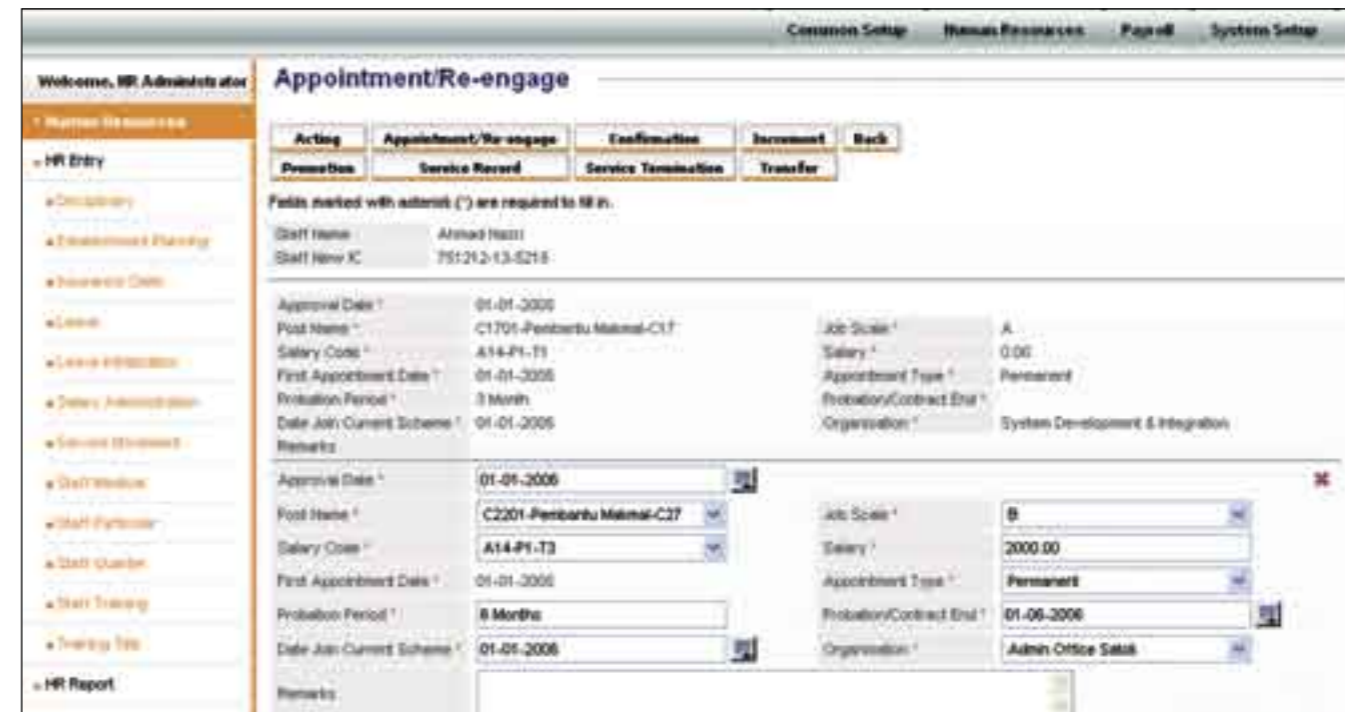
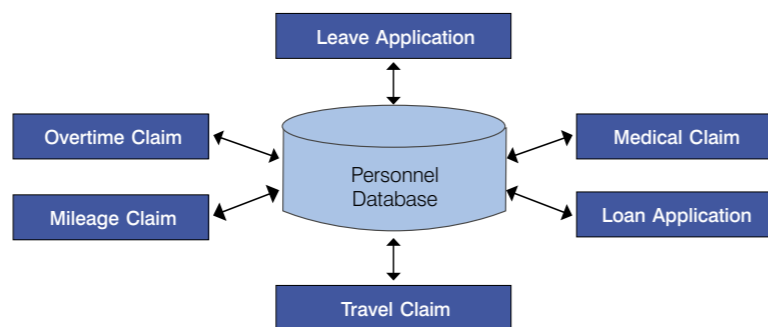


PROGRESSIVE HR SYSTEMS: EMPLOYEE ADMINISTRATION MADE SIMPLE



Employee administration is more than just staff particulars, service records and payroll. From the moment an employee is employed to the time when he/she leaves, thousands of HR related activities and transactions will have occurred and been processed within the organization, creating a large amount of paperwork.



Traditionally, to deal with the vast amounts of paperwork, HR departments and management have had no choice but to expand their workforces to cope. However, even with these measures, in some instances the time taken to process paperwork does not improve.

Today, more and more corporations are extending their personnel and payroll systems as well as streamlining their computerized HR processes to take advantage of the centralized data collected within the personnel information database.

In recent years, many firms have begun to invest in integrated HR Systems that support online submissions and approvals and that are directly updated to a centralized database. This is to combat the high cost of managing their workforces and the related personnel records. Integrated HR Systems also allow firms to deal more efficiently with the complaints and requests, such as leave applications, loan applications, overtime, mileage, medical and travel claims that invariably come with a large workforce.



Employee Self Service System

ESS was designed to simplify the task of the HR Department. Employees may access the system via the intranet. They are then able to make requests and fill in the relevant forms online. Confirmations are given via email. As everything is done electronically, the amount of paperwork is drastically reduced.



Leave Application



Employees can now apply for leave without the trouble of manually securing their superior officers endorsement and their department heads' approval. Once an application has been filled out online, the system will route their application to their immediate superior for endorsement and thereafter route it to the next in line for approval. This workflow is possible because the organization hierarchy will have been pre-configured into the ESS Administration module.

Employees may check on the status of their leave application, leave balance and leave history on the system at anytime. Furthermore, they may also enquire as to the leave status of their colleagues.

Loan Application



This module caters to three types of loan applications that is; Computer Loans, Housing Loans and Vehicle (car or motorcycle) Loans. Only eligible employees may access the system to submit a loan application.

Employees will be able to monitor the progress of their application on the system. When a loan application is submitted online, the system will send an email notification to the loan processing action officer in-charge. If the first action officer is on leave or fails to respond within a given length of time, the application will be rerouted to a second action officer.

There are three levels in the Loan Application process:

- Human Resource Recommendation
- Finance Recommendation
- CEO Approval

The system also provides a Loan Repayment Statement module for users to monitor their loan repayments. Loan repayments may be made via payroll deductions.

Overtime Claim



The system is set so that only eligible employees are allowed to submit overtime claims. overtime is claimed on a monthly basis (this means only one submission per month is allowed).

The ESS Administrator module allows the following features to be configured:

- Overtime rate factor
- Approval routing structure
- Maximum overtime claim allowable e.g. less than 75% of the basic salary, else CEO approval is required

Mileage Claim / Medical Claim / Travel Claim



This module allows employees to submit their mileage, medical and travel claims to the HR Department online. As with the other modules, the claim-processing routing structure is configurable and the module allows employees to:

- Trace the progress of their current claim
- Make enquiries on their claim history

Integration that reduces multiple data entries is the key benefit of a progressive HR System.

This is an important key feature that ultimately simplifies the HR administration functions.

Integration of leave information allows automatic verification of staff availability for workflow routing management. Integration of the payroll system for loan repayment deductions as well as the posting of approved claims saves data entry time.