

## Employee Information Management

Computerise all your employee data and access staff information anywhere, anytime and from any device. Get quick insights to employee data using built in reports or use the custom report generator to extract the specific information you require



## Payroll

Automate employee payroll calculation and generate electronic pay slips which are accessible to employees at any time and from anywhere. Make direct deposits to staff bank account using the bank upload feature



## Corporate Directory

Easily discover employee information complete with image and contact details



## Audit & User Access Control

Determine what each user can or cannot do on the system. Allow users to update basic information while maintain oversight over what has changed and who has changed it



## Manager & Employee Self Service

Decentralise information management thereby allowing employees and managers to handle common tasks while freeing up your HR staff to create better value for the organisation



## Automatic Updates

Keep your system updated automatically with no need for human intervention. Receive new features and enhancements at no extra cost.



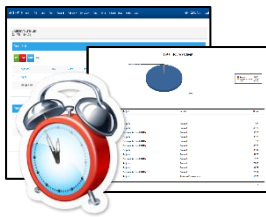
## Dashboard

Get all items requiring your attention in one place including links which allow you to directly take action on such items thus enabling you to work smarter and saving you time.



## Leave Management

Manage employee leaves and time-offs easily and efficiently. Employees can apply for leave and get it approved by their manager along with relevant notifications. Use the leave calendar to decide whether a leave should be approved



## Time and Attendance

Easily view employee time and allocation of such time to projects and activities. Get useful information for client billing and internal budgeting. Capture employee location during employee punch in and punch out to ensure employees are where they say



## Asset Tracking

Keep track of your company assets assigned to your employees such as mobile phones, laptops and even company cars. Attach important documentation for easy retrieval.



## Organisational Structure

Get quick and easy view of your departmental and employee structure. Easily see the managers and subordinates of any employee and also see the parent and child departments of any department in your organisation



## Recruitment

Easily manage your job vacancies and get applications from internal and external applicants through your own dedicated job site. System automatically ranks applications made for vacancies so that you can focus on the highest ranking applications thereby saving time. Have your own unique web address for jobs which can be placed in your job adverts



## Training

Catalogue available training courses across the organisation. Empower your employees to take control of their own professional development by registering for courses or adding to their planner for later. Assign compulsory training to employees and track to completion.



## Performance Management

Remove the subjectivity from your employee appraisal process and get an objectively measured rating for each employee which is comparable across the organisation and based on which promotion and salary increases can be based. Engage your employees early on in the process thus providing a better chance for objective achievement



## Electronic Document Management

Effortlessly upload all organisational documents relating to employees such as company policies, forms or any other document regularly used by your employees. Employees can easily search for required documents and get instant access from any location or device thereby saving time. Provide easy access to documents while maintaining control over which employee see what document



## Corporate News

Provide easy access to corporate news by employees across the organisation while maintaining control over which news can be seen by what type of employees. Provide better engagement with the organisation to your employees

## Comparison Chart

| Feature   | Basic | Professional | Enterprise |
|---|-------|--------------|------------|
| Employee self service                             | ✓     | ✓            | ✓          |
| Notifications                                     | ✓     | ✓            | ✓          |
| User Roles  | ✓     | ✓            | ✓          |
| User Management                                   | ✓     | ✓            | ✓          |
| Report Exporting                                  | ✓     | ✓            | ✓          |
| Personnel Information Management                  | ✓     | ✓            | ✓          |
| Employee Reports                                  | ✓     | ✓            | ✓          |
| Payroll   | ✓     | ✓            | ✓          |
| Payslips  | ✓     | ✓            | ✓          |
| Direct payment to bank                            | ✓     | ✓            | ✓          |
| Dashboard   | ✓     | ✓            | ✓          |
| Audit Trail                                       | ✓     | ✓            | ✓          |
| Corporate Directory                               | ✓     | ✓            | ✓          |
| Organisational Chart                              | x     | ✓            | ✓          |
| Asset Tracking                                    | x     | ✓            | ✓          |
| Electronic Document Management                    | x     | x            | ✓          |
| Corporate News                                    | x     | x            | ✓          |
| Unlimited Leave Types                             | x     | ✓            | ✓          |
| Unlimited Leave Rules                             | x     | ✓            | ✓          |
| Country Based Public Holidays                     | x     | ✓            | ✓          |
| Custom Work weeks                                 | x     | ✓            | ✓          |
| Leave Calendar                                    | x     | ✓            | ✓          |
| Leave Reports                                     | x     | ✓            | ✓          |
| Timesheets  | x     | ✓            | ✓          |
| Attendance  | x     | ✓            | ✓          |
| Timesheet and Attendance Reports                  | x     | ✓            | ✓          |
| Magnetic card reader and Biometric device support | x     | ✓            | ✓          |
| Create Vacancies and Publish                      | x     | x            | ✓          |
| External Jobsite                                  | x     | x            | ✓          |
| Create Application Forms                          | x     | x            | ✓          |
| Matching Criteria                                 | x     | x            | ✓          |
| Vacancy Reports                                   | x     | x            | ✓          |
| 360 Employee Review                               | x     | x            | ✓          |
| KPI & KPI Groups                                  | x     | x            | ✓          |
| Automatic Final rating calculation                | x     | x            | ✓          |
| Performance Reports                               | x     | x            | ✓          |
| Full Training catalogue                           | x     | x            | ✓          |
| Employee Course Planner                           | x     | x            | ✓          |

|                        |   |   |   |
|------------------------|---|---|---|
| Training Reports       | x | x | ✓ |
| Automatic Updates      | ✓ | ✓ | ✓ |
| Flexible Deployment    | ✓ | ✓ | ✓ |
| Free Technical Support | x | ✓ | ✓ |
| Free Initial Training  | ✓ | ✓ | ✓ |
| Free Forum Support     | ✓ | ✓ | ✓ |