



# CHESCO-TECH HRM & PAYROLL SYSTEM



**Manage your employees the easy way**



## OVERVIEW

Our HR Management & Payroll System is a self-customizable software solution that suits any small, medium or large organization. It is designed to reduce the time and effort associated with payroll processing to provide seamless operations that enable you to handle all staff and payment processes in a simple and accurate manner. Our Software allows your organisation to automatically generate pay slips, takes care of Employee Leave, Overtime, Allowances,

Loans, Advances, Arrears and other statutory deductions such as PAYE and NAPSA Pensions. The system features an elaborate set of functions to automatically send reminders on impending Probation Assessments for Confirmations to Supervisors and HR, Leave Application notifications to Supervisors, and other pending actions. This ensures HR and Staff are fully in control of their processes without much human intervention

## KEY FEATURES

### PERFORMANCE MANAGEMENT

- ★ Enables you to conduct performance appraisals for each employee
- ★ Enables you to set KPIs for each department and employee
- ★ Provides a graphical presentation of employee's performance
- ★ Provides a suggestion for the recommended action for each employee's
- ★ Sends reminders for when an appraisal is due for completion

 **PERFORMANCE MANAGEMENT**

 **TIME & ATTENDANCE MANAGEMENT**

 **PAYROLL MANAGEMENT**

 **LEAVE MANAGEMENT**

 **EMPLOYEE MANAGEMENT**

# KEY FEATURES OF THE HR & PAYROLL SYSTEM

## PAYROLL FEATURES

- ★ Accurate regulatory PAYE, NAPSA, medical insurance, attendance and Pay roll reports & many more.
- ★ Automated pay slips generation and email distributions of pay slips.
- ★ PDF Storage of Pay slips.
- ★ Employee Loans management module, this module gives you a lending hand in managing and recording your employee loans.
- ★ Self-customizable Tax settings, therefore, tax bands, tax rates and NAPSA ceilings.
- ★ Payroll expense graphical statistics by month, year and expense type.

## EMPLOYEE SELF SERVICE

- ★ Reporting time logging and viewing of attendance logs.
- ★ Employee Leave Applications, Leave balances, Leave History and Leave Approvals for heads of departments or supervisors.
- ★ Email Notifications and alerts to Managers, supervisors and Heads of departments for leave applications.
- ★ Viewing, printing and downloading of pay slips.
- ★ Profile Information Customization, therefore, change account password and editing of profile information.
- ★ Manager leave reports that give managers a report of employees on leave by department.
- ★ Upload and storage of employee CV's, Qualification's and employment History.

## HRM

- + Probations and employee Contract expiry reminders and alerts.
- + Employee Absence, attendance logs and time management.
- + Complete employee record keeping, therefore, employee files, qualifications, previous employment information and other document attachments.
- + Employee Performance Management, this feature will allow you prepare and conduct performance and competency reviews as well as put together performance goals and personal development plans per employee performance.
- + Leave Management Module, this feature lets you manage leave administration and enforce specific leave policies that suite your organisation.
- + Disciplinary records module, this module lets you keep track of employee disciplinary records, dates of disciplinary charge, levels of discipline and many more.
- + Statistical and graphical regulatory reports such as:
- + Employees on leave by department, reason for leave and date of leave.

## Why choose our HRMS?

**Simple User Interface:** We have built our Payroll and HR software to be simple to learn and integrate to any other systems.



**Security and Uptime:** Our average uptime for the past years has been 99%. We value your data, therefore, we ensure that your data is kept secure and accessed by users who are authorized to access it.



**Support:** We are available to support you all the way, our competent and highly qualified staff are always available to listen to your problems.



**Automated backups and recovery:** You do not have to worry about losing your data because our servers ensure that your information is periodically backed up for restoration in case of a failure.