

HRMS & Payroll

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 standard 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 of the HR and Payroll System

It is comprised of the following features:

Human Resource Management

- Probations and employee Contract expiry reminders and alerts.
- Employee Absence, attendance logs and time management.
- Complete employee record keeping, therefore, employee files, folders, 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.
- Leave Management Module, this feature lets you manage leave administration and enforce specific leave policies that suite your organisation, making the leave process a piece of cake. The leave management module is also fully integrated with the pay roll.
- Document management share point module, this module takes care of your document filing and makes it easy for you to easily track and find documents.
- 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.
 - Employee count by departments.
 - Employee exits per month and reasons for leaving.

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Human Resource & Payroll Software

Payroll:

- Accurate regulatory PAYE, NAPSA, Employee retirement, Pensions, Annual Tax reports, Workers compensation reports, medical insurance, attendance and Pay roll reports in PDF and spread sheet formats for online submissions.
- 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. Our loan module is also packaged with a loan calculator that helps you calculate loan interests and monthly deductions.
- 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:

- Employee viewing of company or Organisation Structure.
- 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.
- Employee sharing of files and information in a secure self-service

environment.

- Upload and storage of employee CV's, Qualification's and employment History.

Time Management and Attendance

Our time management and attendance module helps you control punctuality, overtime hours, short time and control your user access.

Our time management package is fully integrated with our Payroll and Human resources module and gives you control over lost time and productivity, thereby dramatically reducing the time it takes to process employee time records.

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Why choose our HRMS?

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

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