StarVision®

DRIVING HR DIGITISATION

Through MecWise Cloud Technology

MecWise™
Human Resource System Management

MecWise™

Stay above the rest thru MecWise
e-Business Suite

About Us

Starvision MecWise e-Business Suite is equipped with reporting and business intelligence engine to help you produce periodically report which you can use to manage and lead your organization better. Our reporting system can be integrated with 3rd party software to provide you most comprehensive insight of your company's financial performance and how you can now use these data to maximum effect.

MecWise e-Business Suite gives you the power to transform data into actionable insights that inform an organization's business decisions.

Drive your business today to SUCCESS through

Starvision Cloud Business Technology

Starvision is rooted amongst strong company values so as to offer an optimum customer satisfaction and encompasses Cloud Based Business Management solution software.

Our technology is state of art and insightful as it sits On-the-Cloud platform that operates 24/7 that provides a perfect business management solutions, which is user friendly and resourceful.

Our services and solutions are designed for the businesses of today that want to grow with the technologies of tomorrow.

MecWise™ Human Resource System Management
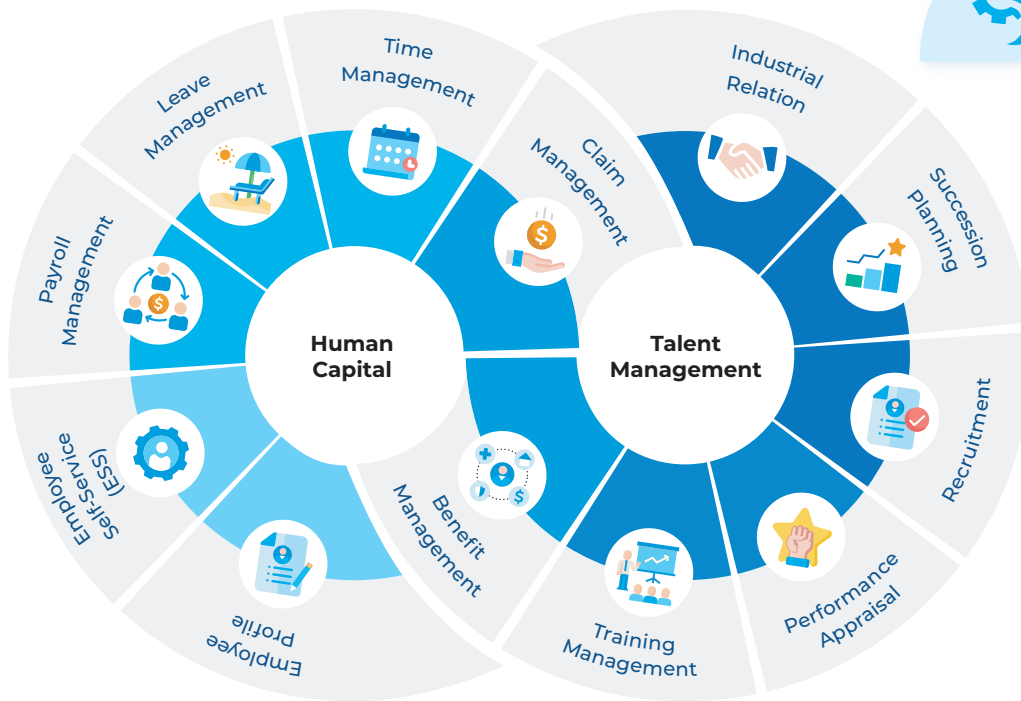
MecWise™ Human Resource Management System (HRMS)

MecWise HRMS is an intuitive, comprehensive, user-friendly Human Resource Management System (HRMS) for businesses and organization. We understand the importance of Human Resource and the need for efficient management. A good Human Resource management will result in a more productive organization.

MecWise HRMS functions as comprehensive platform that lets businesses collate their employee and organisational data and streamline all HR process at one place.

Our HRMS software efficiently manages the HR requirements of your organization employing features such as Employee Information management, Payroll, Claims, Leave, Compensation and Expense Management and more.

Features

◄ Full HR Management features and functionalities to meet every industry's specific needs

◄ Complete Training Module to reduce HR administration

◄ Easy to use Staff Assessment and Appraisal Module to increase work efficiency and productivity

◄ Super efficient Leave Management System

◄ Designed with customization capabilities to meet your specific requirements

Employee Profile

Maintaining comprehensive employee details

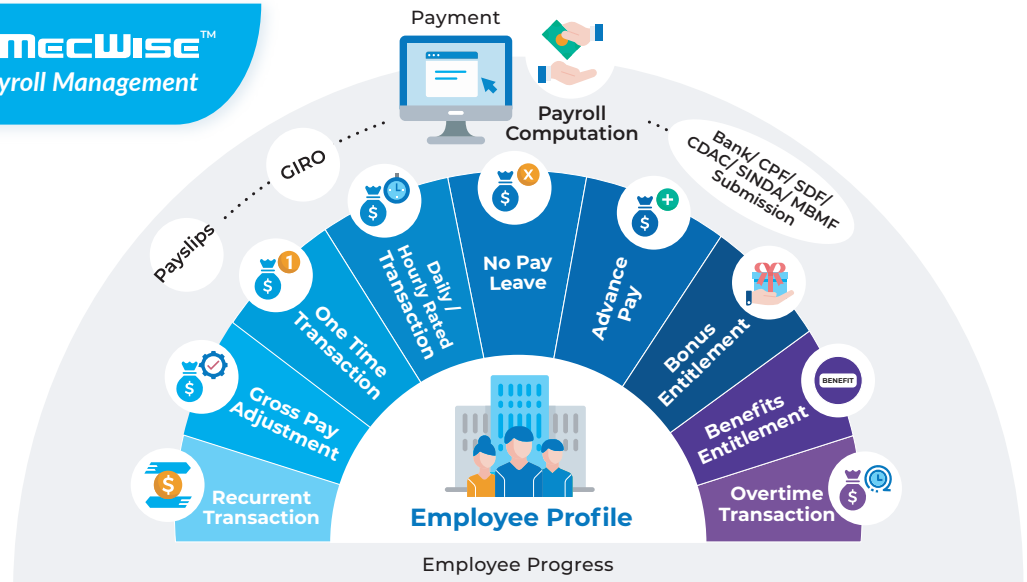**Employee Progress**

Tracking & maintaining records of employee

Report Generations

Comprehensive data query & management reports

MecWise™ Payroll Management

Handles various complex computation such as overtime adjustment, back pay, variable bonus adjustment & deduction based on user-defined conditions.

With built-in Business Intelligence, the system processing in managing payroll functions from recruitment to termination with increased efficiency. It supports electronic submissions for Bank / CPF / SDF / CDAC / SINDA / MBMF.

Features

◄ Automates computation of payroll
◄ Allows thorough tracking & reporting of employee pay out
◄ Provides centralized & integrated database
◄ Increases productivity & effectiveness in administration
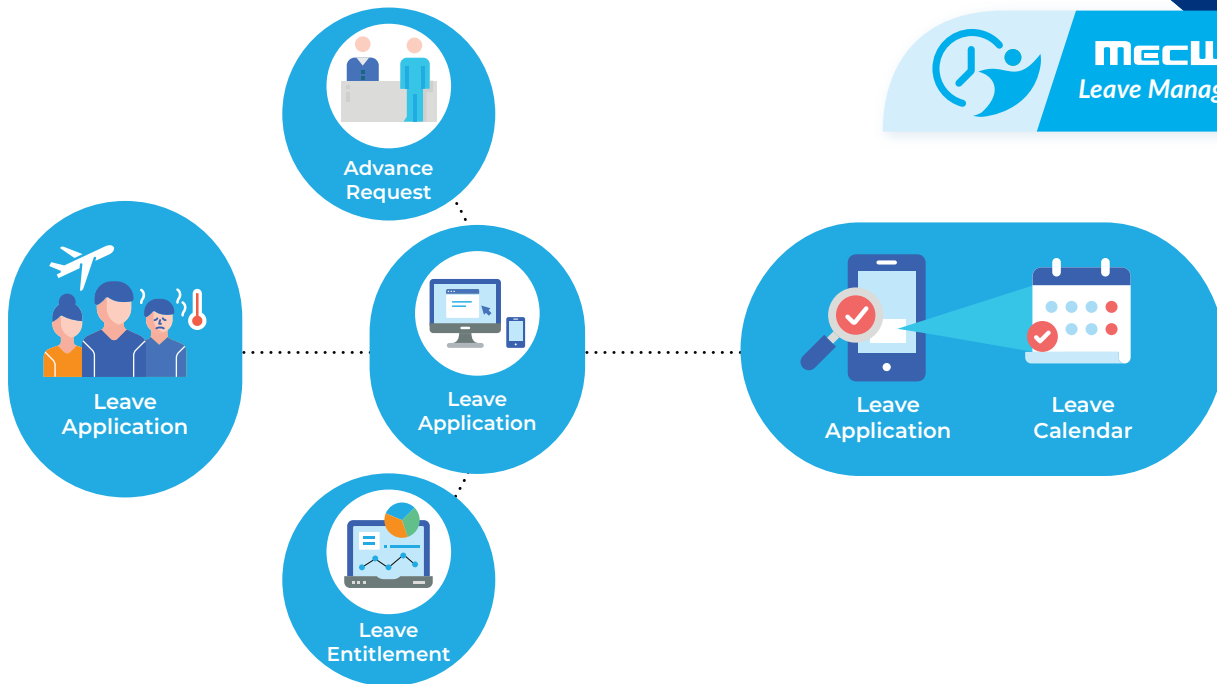◄ Routes submissions to authorized verifier & approvar for approval

Enquiry and Report:

◄ Setting Recurrent Transaction
◄ Gross Pay Adjustment
◄ One time Transcation
◄ Computes Daily / Hourly Rated Entry

◄ Computes Overtime Entry / No Pay Leave
◄ Process Advance Pay / Deduction
◄ Bonus & Benefits Entitlement
◄ Overtime Transaction

Payroll Process

System allow user to specify the type of payroll processing. It allows multiple batch of payroll to be done within a same payroll period.

Transactions can be entered as One Time, Recurrent, Standard Allowance/ Deduction, Bonus, Overtime or Advance Pay

Advance Request

Leave Application

Leave Application

Leave Application

Leave Calendar

Leave Entitlement

MecWise™ Leave Management

The Leave Management System maintains leave records of all employees, handles leave application and computes leave eligibility.

It enables interface with modules that have an impact or are affected by the leave application process.

Features

◄ Process various types of leave application

◄ Compute leave entitlement, leave balance and bring forward leave, providing up-to-date and real-time leave information
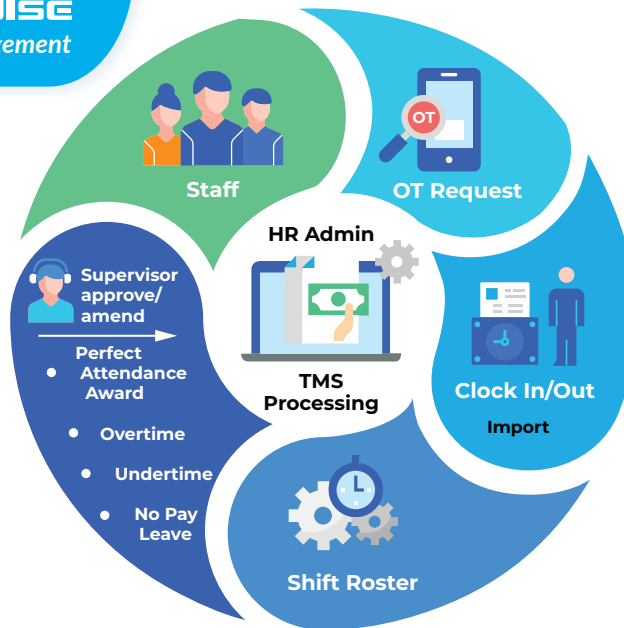
◄ Generate relevant management and statistical reports

Leave Application

Standard Leave Reports

◄ Leave Entitlement Summary
◄ Employee Leave Transaction
◄ List of Staff Leave Status
◄ Employee Leave Record

Employees can view current leave balance before applying for leave

MecWise™ Time Management

MecWise™ Time Management

Time Management System ensures full flexibility in processing time clock data and user defined variables to calculate information on daily working hours for payroll computation.

The system provides automatic computation of overtime, undertime, early hours, lateness and absent days. Available in setting of meals & allowances according to an employee's clocked time.

Features

◄ Handles staff strength of over 1,000
◄ Handles unlimited pairs of in and out clocking data to cater for multiple staff movement
◄ Supervisor can approve and amend overtime hours claims made by staff
◄ Staff is able to view work plan roster
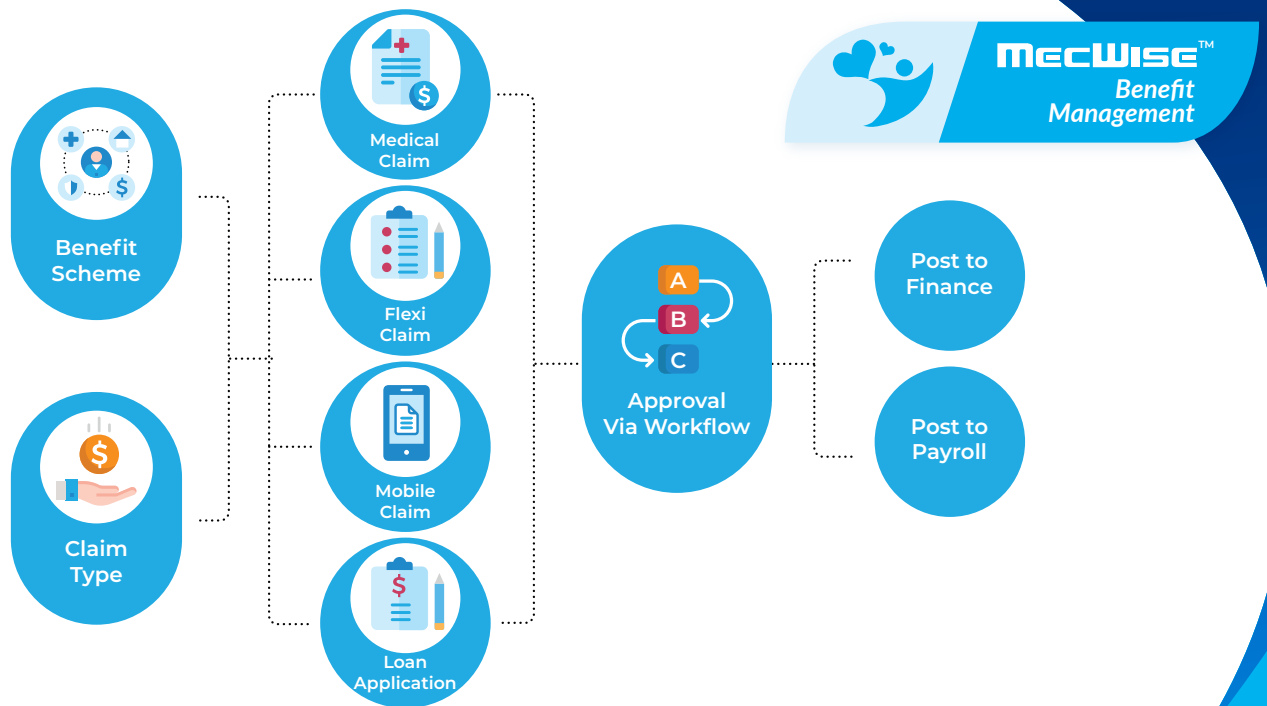◄ Compute work hours, under time, lateness, overtime and allowances

TMS Record

OT Request

OT Claim

Mobile Clock In

Daily / Monthly Reports
◄ Overtime Report
◄ Lateness Report
◄ Undertime Report
◄ Absent Report
◄ Error Report
◄ Time Clock Report by Organization Unit

MecWise™
Benefit
Management

Benefit
Scheme

Medical
Claim

Flexi
Claim

Mobile
Claim

Loan
Application

Claim
Type

Approval
Via Workflow

Post to
Finance

Post to
Payroll

MecWise™ Benefit Management

Seamless transfer of employee's expense claim to payroll
◄ Easy tracking of claims:
  The module tracks all staff benefit records for payroll processing
◄ Cater variety of claims and allowances:
   Different formula with different types of payment
◄ Integrated with Payroll:
  Approved claims can be transferred automatically into payroll processing

Features

◄ Simple staff assessment and appraisal system process allows higher
   work efficiency and productivity

◄ Wealth of features and functionalities tailored to meet specific needs

◄ Clocking data to cater for multiple staff movement providing up-to-date
   and real-time leave information

◄ Leaving service administer the different service modes of staff

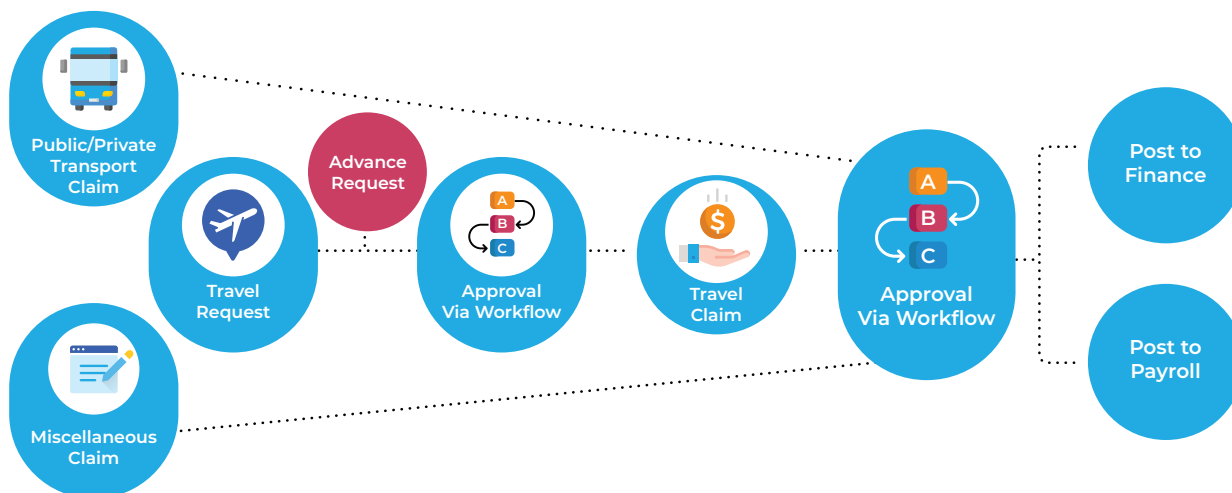◄ Keeps track of employee's career progression and movement

Benefit Management

Benefit Scheme by Group Entitlement

Benefit Scheme		Proration type	Effective Period ▼
Group ID		
Description		
Group Cap For	Staff ▼	
Staff Group Cap Amount	0.00	
Per Family Member Group Cap Amount	0.00	Family Group Cap Amount	0.00
Total Group Cap Amount	0.00	
Remarks		

NEW 🗋 SAVE 🖫 DELETE 🗑 RETURN ↑

Benefit Scheme by
Group Entitlement

Benefit Scheme

Benefit Scheme	
Description	
Yearly Posting By	Fixed Calendar
Effective Date From	06/04/2020
Created by	

NEW 🗋 SAVE 🖫 DELETE 🗑 RETURN ↑

Benefit Scheme

Employee Claim Entitlement

Employee ID	
Benefit Scheme	
Effective Date From	06/04/2
Remarks	

CREATE DETAILS   CLAIMS POSTING

NEW 🗋 SAVE 🖫 DELETE 🗑 RETURN ↑

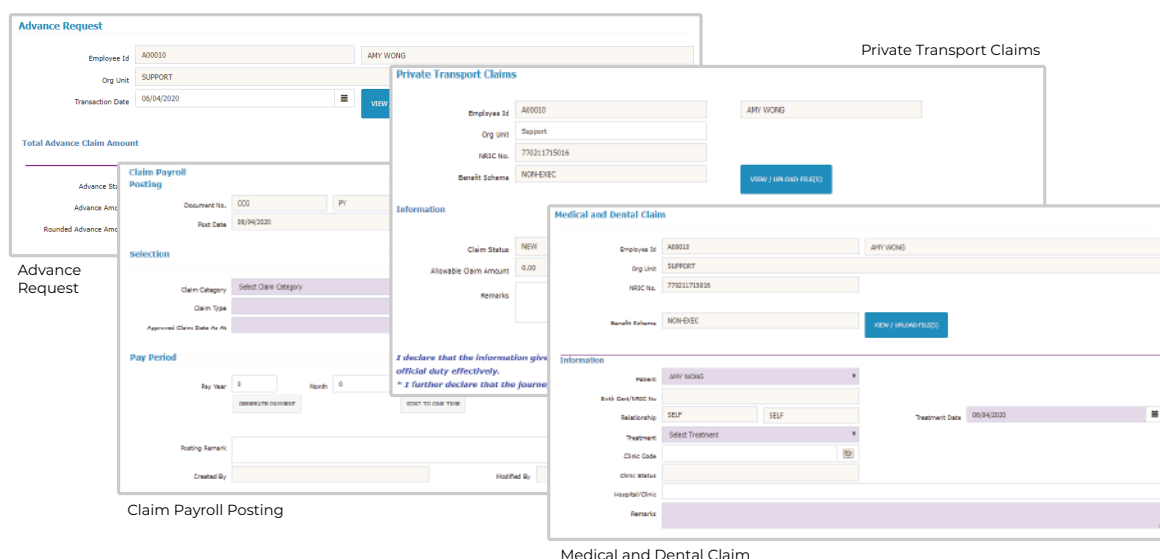Employee Claim Entitlement

MecWise™ eClaim Management

The eClaim Module tracks all staff benefit records for payroll processing of reimbursement of claims.
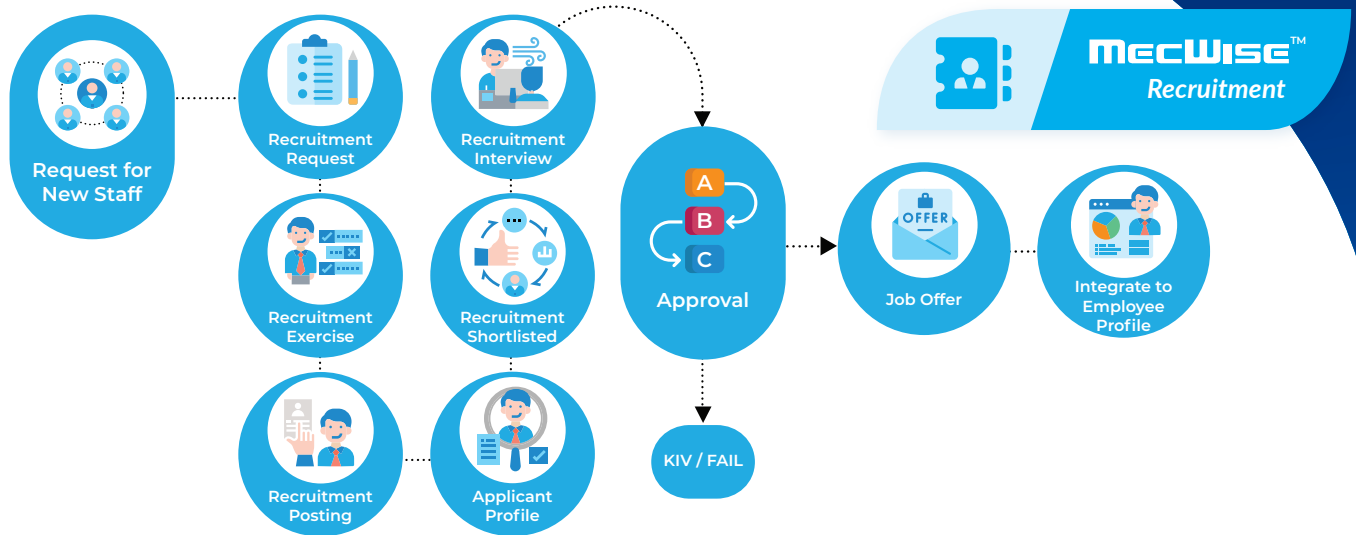
Features

- The system caters for, but not limited to the different types of benefit claims:

◄ Medical claim (for both staff and dependents)
◄ Dental claim (working day)
◄ Overtime claim
◄ Overtime (public holiday / rest day)
◄ Entertainment/ Meal reimbursement
◄ Holiday subsidy
◄ Driving allowance
(for different classes of vehicles)

◄ Night duty allowance
◄ Field allowance for MREs
(Monthly Rated Employees)
◄ Counter allowance
◄ Good conduct allowance
◄ Transport Claim
◄ Etc

eClaim Management

Advance Request

Claim Payroll Posting

Private Transport Claims

Medical and Dental Claim

MecWise™ Recruitment

MecWise Recruitment facilitates the process of staff recruitment. It captures applicant details for those elected for interview and tracks the status of applicants throughout the interview and selection process. It interfaces with the appointment module to create appointment record upon successful recruitment of new staff.

Features

◄ The system captures details on the post(s) advertised for.

◄ For applicants selected for interview, the system captures particulars of each applicant - personal particulars, qualification, employment history, computer knowledge, academic scholarships and awards, membership details, health condition, language proficiency and others as defined by the user.

◄ The system enables web-based applications for vacant positions.

◄ The system allows import of applicants' details via the Internet

◄ The system provides for automated processing of applicants, including issue of acknowledgement slips, scheduling for interviews, arrangement of logistics for interviews etc.

Recruitment Management

Recruitment Request

Recruitment Exercise File

Recruitment Interview Details

Applicant Profile

MecWise™ Training Management

Training Budget & Roadmap

• Planned Courses
• Training Nomination
• Ad-hoc Request

Course Arrangement & Training
Pre & Post Course Evaluation
Post Course Assignment
Feedback

Training Need Analysis (TNA)
Training Need
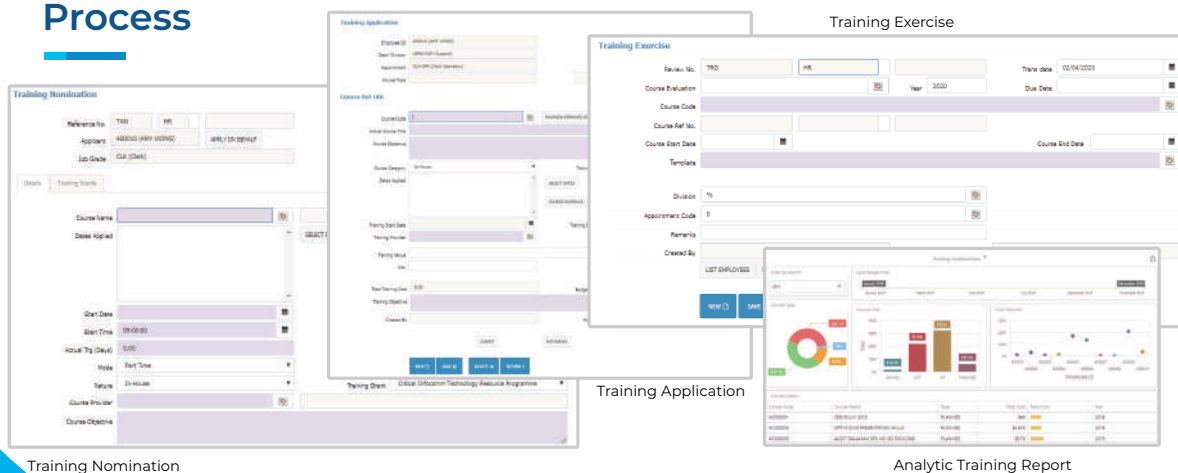Accomplishment
GAP

MecWise™ Training Management

The module administers training courses and maintains staff training history records. It also tracks the course expenditure and provides training statistics for the organization.
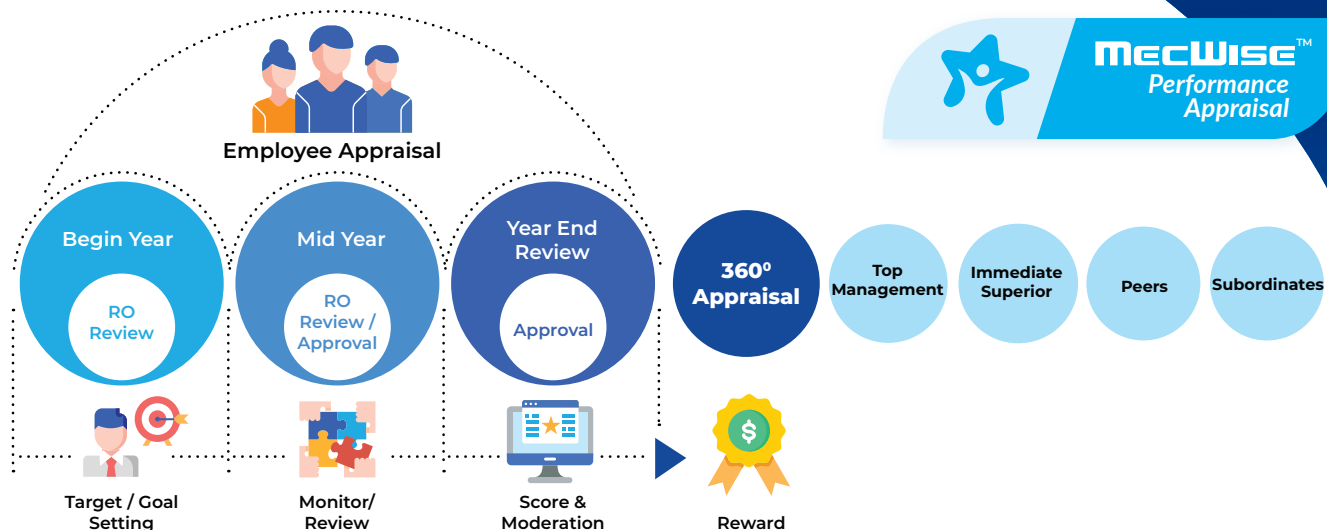
It is designed to provide a systematic process for employer to plan the training course for their staff, review the employee's practices, improve training effectiveness; tracking of training needs analysis (TNA) and selecting the right employees for training courses. The approval and routing processes are supported by workflow component to enable the electronic approval.

Features

◄ Keeps record of the course information as well as the employees who have been nominated for each course by employee and course codes

◄ Allows the tracking of Skills Development Fund (SDF) claims for the training courses and generates summary reports on these SDF claims

◄ Capture the training needs of staff, which is usually identified during staff appraisal, and/or compilation of training roadmaps

◄ Captures & maintains training budget for local & overseas training / conference

◄ Courses with bonds attached, the module captures sureties' details of the trainee

◄ Map out the Corporate & Departmental Training Road Map

Training Management Process

Training Exercise

Training Nomination

Training Application

Analytic Training Report

Employee Appraisal

Begin Year — RO Review

Mid Year — RO Review / Approval

Year End Review — Approval

360º Appraisal

Top Management

Immediate Superior

Peers

Subordinates

Target / Goal Setting

Monitor/ Review

Score & Moderation

Reward

MecWise™ Performance Appraisal System

The module maintains the staff appraisal records for confirmation, crossing of efficiency bar/ discretionary point, anniversary increment, re-employment of retirees and contract appointments and annual appraisal. It tracks when a staff is due for appraisal and if appraisal report has been submitted.

Discretionary points are points on the salary scale, which a staff has to be given permission to cross. When a staff reaches this point, he has to be given permission to proceed to the next salary point on the scale. A salary scale may have more than one discretionary point on any one-salary scale.

Features

◄ Online reporting and countersigning (automated forwarding mechanism)

◄ Performance appraisal and work review to be carried out via document workflow process

◄ Prompts the user to submit work review and performance appraisal forms

◄ Capture of staff potential information and performance grading

◄ For appraisal purposes, the system interfaces with staff details from the discipline and award modules

◄ Allows authorized reporting officer to sign on and to carry out staff appraisal electronically. It will be routed to the relevant authorized officers for verification

Performance Appraisal Process

Selected Successor History

Employee Profile

Appraisal Performance

Training Record

Disciplinary Record

Qualification Level

Yearly Performance Accessment

Yearly Disciplinary Record

Yearly Training Plan

Performance Monitoring

MecWise™ Succession Planning

The Succession Planning module identifies employees who can be selected as successors and allows monitoring of their training schedule. It is integrated to multiple modules to allow monitoring of progress and performance of the identified successor.

When an employee is selected as successor, required skills for the successor to take over the position that he/she has been selected for and necessary registered trainings will be identified. The monitoring of performance, where expectations and training information to enhance successor's skills to be evaluated will be recorded in the Appraisal module.

Features

◄ To help company in planning and quick decision making to choose success candidates.

◄ To assist company in structuring training and development.

◄ To help company minimize the risk of position fulfillment when the key person leaving the job.

◄ To help company invest in employee resource and development with lower financial cost.

Succession Planning

Successor Notification

Succession Planning Enquiry

Disciplinary Reported by Staff

Disciplinary Record & Approval

Major Category

Minor Category

Investigation Team

Domestic Inquiry

Show Cause Letter

Police Report

Termination

Salary Deduction

Hold Increment

Hold Bonuses

Penalty

MecWise™ Industrial Relation

MecWise™ Industrial Relation

The Industrial Relations module is used to record misconduct by employees. The module also allows system to capture information on the person who reports and what has been done by the employee.

Misconducts can be categorized as minor or major. The Industrial Relations module is able to record actions taken as penalty to the employee, all domestic enquiries and details of show cause letters/ feedbacks by the employee.
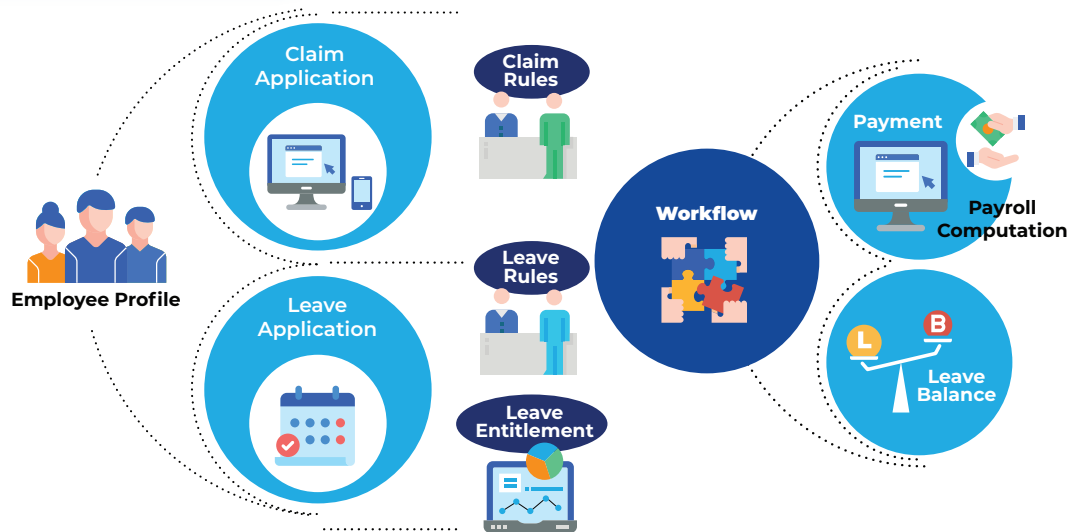
Features

◄ To help better management of misconduct issue within the company
◄ To protect employees again unethical practices in managing misconduct
◄ To help company maintaining the harmonious employee-employer relations
◄ To encourage the growth of employees' productivity, motivation, and morale towards others

Industrial Relation Process

Industrial Relations Record

Appeal

Industrial Relations Code Master

Industrial Relations Detail Reports

Employee Profile

Claim Application

Claim Rules

Leave Rules

Leave Application

Leave Entitlement

Workflow

Payment

Payroll Computation

Leave Balance

MecWise™ Employee Self-Service

MecWise Employee Self Service is a fully integrated system which brings together all elements of your ESS operation into one manageable and accessible location. Empowers all employees to easily access and maintain their own information including updating personal particulars, applying leave and submitting claims.

◄ Cost effective   ◄ Customized system   ◄ Security

Features

◄ Employee Hub : more efficient update of personal information
◄ Reduces HR administration cost, eliminates paper work associated with relocation
◄ Online claim system: allow paperless submission & simpler approval process
◄ Provide access to the personal information from a single page & single sign on (SSO)
◄ Online leave system : Simplifies the process of leave application & approval
◄ Extensive use of Web & Workflow based technology
◄ Comprehensive data query & management reports

ESS Process

Mobile Leave Application

Mobile Check In

Leave Application

OT Claim
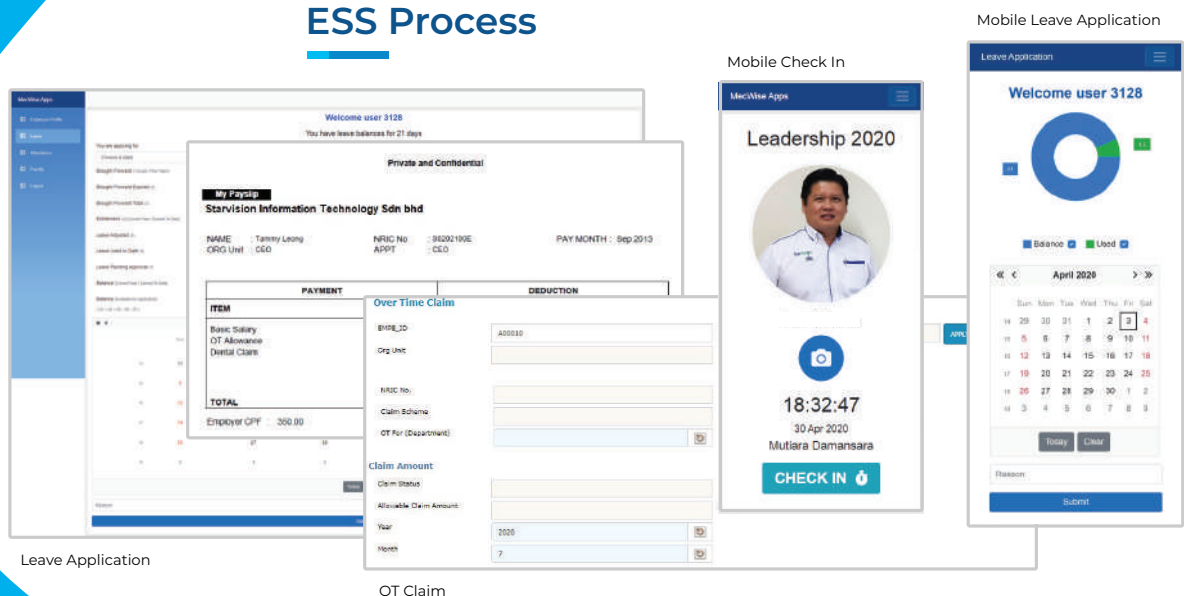
Outsource Agent

◄ Maintenance of Employee Information
◄ Maintenance of Employee Leave entitlement
◄ Monthly Payroll Processing
◄ Computation of New Joiner or Resignee payment
◄ Preparation and Submission of Bank / CPF / SDF / CDAC / SINDA / MBMF.
◄ Submission to banks (compliance to all bank format submission).

Statutory Submission

Majlis Ugama Islam Singapura
Islamic Religious Council of Singapore

CDAC
华社自助理事会

SINDA
Singapore Indian Development Association

Wsg
Workforce Singapore

Bank Submission

ANZ

中国银行 BANK OF CHINA

citibank

BEA 東亞銀行

CIMB BANK

HSBC

DBS

RHB Bank

Standard Chartered

Maybank

UOB 大华银行

OCBC Bank

Employee Self-Service

◄ Online ePayslip
◄ eLeave Application
◄ Online IR8A form
◄ eClaims Submission

HOD / Manager Approval

◄ Online approval by HOD and Supervisor

HR / Finance

◄ Provide Monthly Payroll Reports
◄ Monthly Payroll cost report for finance department

Contact Us

We have your back!

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Whatever your needs, let's work together to put your business to the forefronts. Contact us now for a system demonstration and further discover how we can help manage and grow your business.

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