

2019

MECWISETM

Human Resource Management System

Whitepaper

Starvision Information Technology Sdn Bhd
D-13-5, Menara Mitraland, No. 13A, Jalan PJU 5/1, Kota
Damansara, 47810 Petaling Jaya Selangor
Tel : +603 7621 6325



Table of Contents

1.0	ANSWERS BY SV PRODUCTS	5
2.0	STARVISION'S SOLUTIONS & SERVICES	6
2.1	USER INTERFACE.....	7
2.2	SCREEN APPEARANCE	8
2.3	DATA ENTRY APPEARANCE.....	9
2.4	DATA ENTRY.....	9
3.0	THE TECHNOLOGY FRAMEWORK	10
3.1	THE APPLICATION ARCHITECTURE	12
3.1.1	<i>Enquiry</i>	<i>12</i>
3.1.2	<i>Run Control</i>	<i>13</i>
3.2	PROCESSING CONTROL	14
3.2.1	<i>MecWise® Workflow Engine.....</i>	<i>14</i>
3.3	SECURITY AND AUTHORIZATION.....	16
3.3.1	<i>MecWise® Security</i>	<i>16</i>
3.4	MECWISE® REPORT SERVER	19
3.4.1	<i>Distinctive Features</i>	<i>19</i>
4.0	HRMS MANAGEMENT.....	21
4.1	EMPLOYEE PROFILE.....	22
4.2	PAYROLL MANAGEMENT.....	24
i.	<i>Description</i>	<i>24</i>
ii.	<i>Functions.....</i>	<i>24</i>
iii.	<i>Enquiry and Report</i>	<i>25</i>
4.2.1	<i>Bonus Entitlement</i>	<i>26</i>
4.2.2	<i>One Time Entry</i>	<i>26</i>
4.2.3	<i>Advance Pay.....</i>	<i>28</i>
4.2.4	<i>Standard Allowance/ Deduction Entry (Recurring Transaction)</i>	<i>29</i>
4.2.5	<i>Payroll Processing</i>	<i>30</i>
4.3	LEAVE MANAGEMENT.....	31
4.3.1	<i>Purposes</i>	<i>31</i>
4.3.2	<i>Functions.....</i>	<i>32</i>

4.3.3	<i>Application and Cancellation</i>	33
4.3.4	<i>Management</i>	33
4.3.5	<i>Enquiry</i>	34
4.3.6	<i>Reports</i>	35
4.3.7	<i>Interface</i>	35
4.4	CLAIM MANAGEMENT	36
4.4.1	<i>Claim Module</i>	36
4.4.2	<i>Functions</i>	38
4.5	TIME MANAGEMENT SYSTEM	40
4.5.1	<i>Functions</i>	41
4.5.2	<i>Advantages</i>	41
5.0	EMPLOYEE SELF SERVICE	43
i.	<i>Functions</i>	43
ii.	<i>Advantages</i>	44
5.1	E DATA.....	44
5.2	E LEAVE.....	45
5.3	E CLAIM.....	46
6.0	BENEFIT OF THE PROPOSED SOLUTIONS	47
6.1	BUSINESS BENEFITS	48
6.2	TECHNICAL BENEFITS	50
i.	<i>Interface</i>	50
ii.	<i>Browse</i>	50
iii.	<i>Report</i>	50
iv.	<i>Security</i>	50
v.	<i>Enhancement</i>	51
vi.	<i>Measurable Values / Improvements</i>	51

List of Figure

Figure 1 – Software Products and Services	6
Figure 2 – Welcome screen MecWise HRMS version 5.0	7
Figure 3 – MecWise HRMS Menu	7
Figure 4 – Payroll Calculation Screen	8
Figure 5 – Compulsory field (Travel Claim Screen)	9
Figure 6 –Submission Screen (Leave Application)	9
Figure 7 – ePlatform .Net Architecture	11
Figure 8 – System Architecture with Integration of Optional Modules from MecWise™ Suite	12
Figure 9 – Travel Claim Enquiry List.....	12
Figure 10 – Routing List.....	13
Figure 11 – MecWise Workflow Engine.....	14
Figure 12 – Routing List Setup	15
Figure 13 – Security Group	17
Figure 14 – User Account Profile.....	18
Figure 15 – MecWise Report Server	19
Figure 16 – MecWise HRMS	21
Figure 17 – Employee Profile Information Repository.....	22
Figure 18 – Employee Profile Panel.....	22
Figure 19 – Example of Multiple Records Storing Capabilities	23
Figure 20 – Next of Kin Details.....	23
Figure 21 – Payroll Management Process	24
Figure 22 – Bonus Entitlement Screen	26
Figure 23 – One Time Entry Screen	27
Figure 24 – Advance Payment Screen.....	28
Figure 25 – Standard Allowance / Deduction Entry Screen.....	29
Figure 26 – Payroll Calculation.....	30
Figure 27 – Leave Management Process	31
Figure 28 – Leave Type Master.....	32
Figure 29 – Leave Rooster	34
Figure 30 - Claim Entitlement.....	36
Figure 31 – Claim Payroll Processing	37
Figure 32 – TMS Flow.....	40
Figure 33 – OT Request	41
Figure 34 - OT Claim.....	42
Figure 35 - Employee Self-Service Process	43
Figure 36 - Employee Self-Service Personal Data	44
Figure 37 - Employee Leave Application	45
Figure 38 - Transport Claim Submission	46
Figure 39 – MecWise Mobile Screen	47
Figure 40 – Dashboard Presentation Layer	47

1.0 ANSWERS BY SV PRODUCTS

First generation of automated HRMS solutions consisted of excel spreadsheets for record-keeping and small database systems such as Microsoft Access. The current HRMS takes on web-based solution as a de facto standard, with robust relational database management and modular structure for rapid expansion.

MecWise HRMS solution integrates various mainstream technologies and bundles the solution with our experience in HRMIS implementations. For over a decade, MecWise HRMS solution has successfully taken on HRMIS challenges in MNCs, government offices and SMEs.

Built on Microsoft's proven technologies, MecWise HRMS currently resides on-top of Microsoft .Net framework. The various well-designed modules enable employees to practice self-service, for the HR department to streamline HR processes, cut administrative tasks and lower costs.

Employee self-service empowers the individual employee, enabling him to update his particulars via the system. He may also apply for leave and claims reimbursement, submit electronically and the system will automate the workflow process. No worries on forms being misplaced or supervisors missing out action datelines.

Delivered with useful reports which facilitate presentation to the Board. The reports also allow senior management to perform customized query on status and support decision-making. In short, MecWise HRMS solution aligns workforce with the organization's strategic business goals with analytics for better informed and faster decision-making.

Solution / benefits

To reap the benefits, as measured in time, accuracy, efficiency, professionalism, connectivity and integration, organizations need to deal with most if not all of the above-mentioned challenges. They are all measured in terms of cost saving and increased profits, and are imperative in the increasingly competitive business environment we currently face. We must continuously improve our efforts, as our competitors will be improving theirs'.

2.0 STARVISION'S SOLUTIONS & SERVICES

In the one-stop solution series of MecWise business management systems, StarVision offers standard and customized solutions for any business need.

The total solution offered by the Group range from Financial System, Budget Forecasting Module to General Ledger System to Customer Relationship Management System. For ease of reference, we are pleased to append herewith, the list of products / services developed and supported by the Group: -

Software Product and Services

MecWise™ e-Business Suite

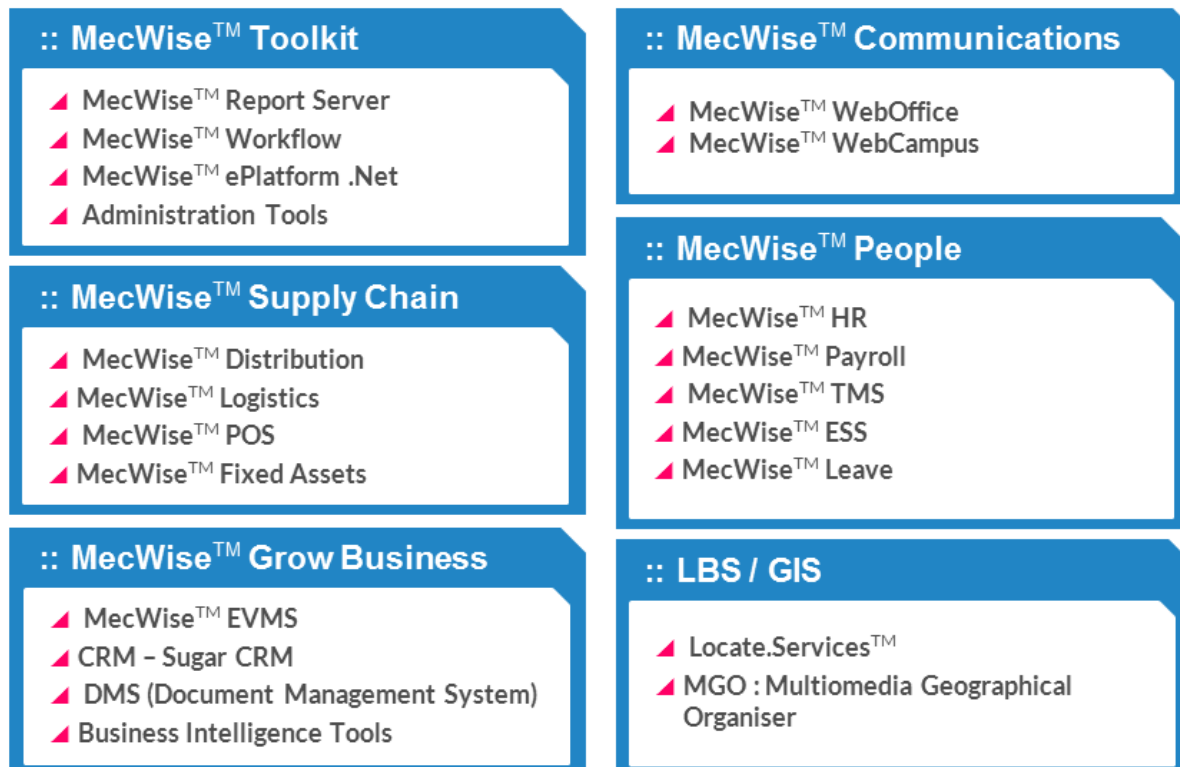


Figure 1 – Software Products and Services

2.1 User Interface

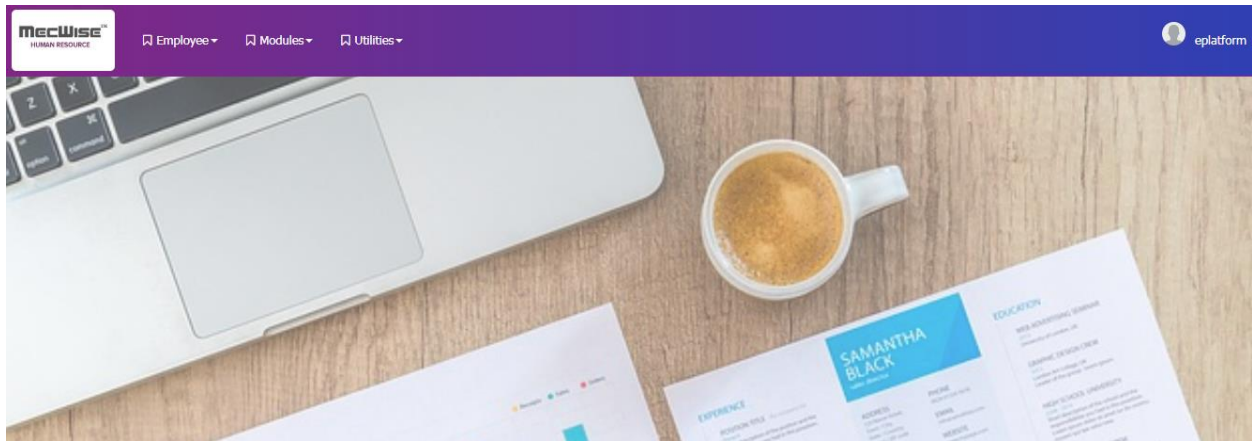


Figure 2 – Welcome screen MecWise HRMS version 5.0

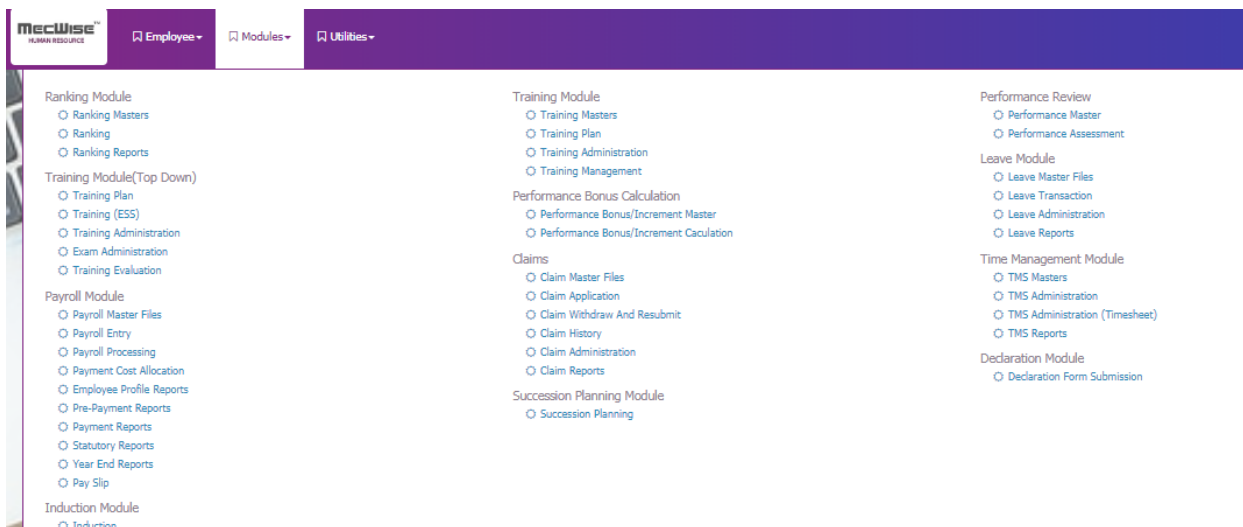


Figure 3 – MecWise HRMS Menu

2.2 Screen Appearance

Payroll Calculation

Batch No	PBA	PY	
Payroll Mode			
Process Year/Mth	2019		
Process Date From			
Created By			
Run Date			
Pay Period			
Date To			
Modified By			
Job Status	NEW		

Selection Criteria

Payroll Run Type	ALL		
Organisation Unit			
Appointment Code			
Employee ID From			
Job Family			
Grade			
Employee ID To			
ADDITIONAL SELECTION		CHECK...	

SHOW SELECTION	SHOW DETAILS	SHOW ERRORS	SUBMIT
----------------	--------------	-------------	--------

NEW	SAVE	DELETE	RETURN
-----	------	--------	--------

Figure 4 – Payroll Calculation Screen

2.3 Data Entry Appearance

On screen view, compulsory field which is differentiated by purple color must be filled up and updated to proceed.

Travel Claim

Employee Id	<input type="text" value="10012"/>	<input type="text"/>
Org Unit	<input type="text"/>	
NRIC No.	<input type="text"/>	
Benefit Scheme	<input type="text"/>	<input type="button" value="VIEW / UPLOAD FILE(S)"/>

Information

Claim Date	<input type="text"/>	<input type="button" value="📅"/>
TNT Amount	<input type="text"/>	
Total Amount	<input type="text"/>	Claim Status <input type="text"/>

Figure 5 – Compulsory field (Travel Claim Screen)

2.4 Data Entry

User require to click add button to create new data and ended with save button to proceed the transaction. For transaction which require approval over online workflow, user need to click submit to proceed with the process.

Dates Applied	<input type="text"/>
Total No Of Days	<input type="text"/>
Leave Reason	<input type="text"/>
Going Overseas?	<input type="text" value="No"/>

Figure 6 –Submission Screen (Leave Application)

3.0 THE TECHNOLOGY FRAMEWORK

The ePlatform (EPF) .NET is built on Internet standards to achieve high degree of platform independency and inter-operability. By platform independent, we mean that the model can be relevant and be ported to different kinds of industrial standard platforms. Interoperability is very necessary in the Internet connected world. Web Services technology becoming a more important player in regard to interoperability support is built into ePlatform to support and use this technology. Web Services use Simple Object Access protocol (SOAP) to communicate the data and commands in an extensible manner.

ePlatform .NET is based on Microsoft .NET technology leveraging the latest technological innovations and development paradigms. The interface design is built on the User Control model of ASP.NET. What this means is that it is a pre-defined but extensible design model where the interface i.e. the looks can be customized according to user specifications.

HTML Forms are rendered to the browser. CSS and client side scripting technology is used to provide customizable and high performance application.

The main components of the ePlatform .NET architecture are: -

1. ePlatform .NET Core Object.
2. State Management
3. Messaging
4. Post Back handler
5. User Control Rendering engine
6. Business Object

ePlatform .NET core object is the heart of the application. It Controls the complete application from handling of all user request to transferring commands and invoking the various objects.

State Management is the web state management component. Web technology requires the Web Forms must be stateless in order for it to be scalable. Therefore state is manages explicitly by storing and recalling it each time a web request is made.

The Messaging component as the name implies is used to transfer messages between the different objects. All requests and information to the clients are passed as messages.

The Post Back handler is responsible for handling the client requests (Post back's) when the web-form is already loaded. This reduces the number of unintuitive screen refreshes. This handler has client side as well as server-side code.

The user control-rendering engine is used to create Web Forms on the fly. This generation is done during the first invocation of the form after which the forms are saved for future use.

The business object component provides the business rules. If default operations are acceptable in cases of most Master files, there is no need for a business object. We are componentizing the Business object into mini-business objects. This paves the way for component reusability.

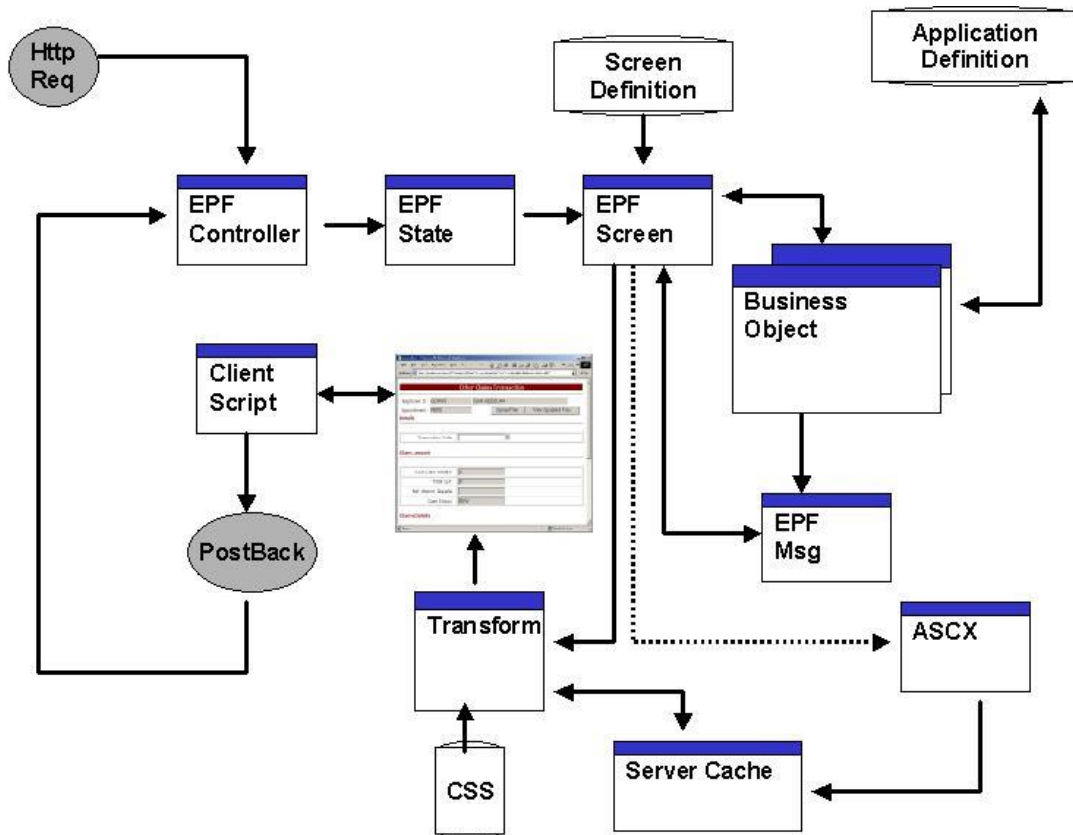


Figure 7 – ePlatform .Net Architecture

3.1 The Application Architecture

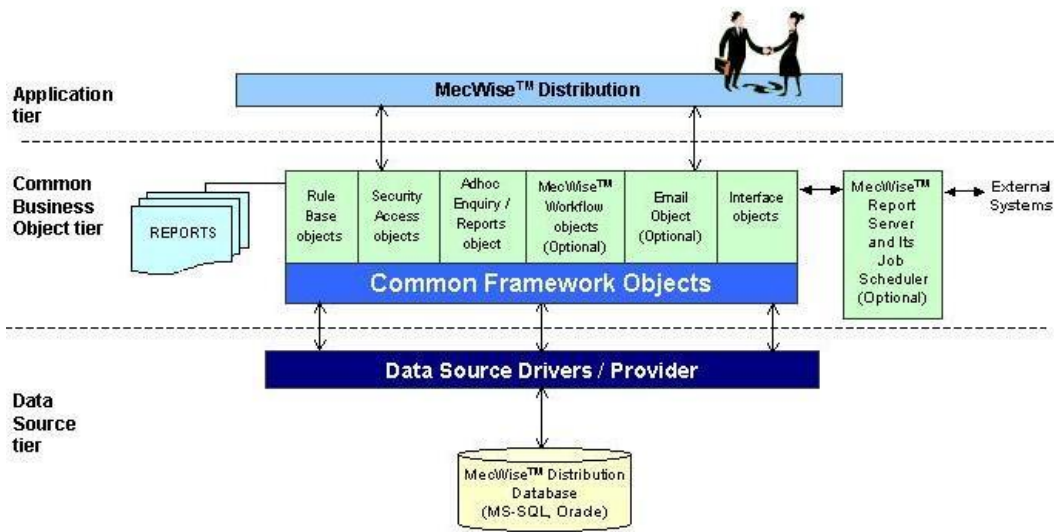


Figure 8 – System Architecture with Integration of Optional Modules from MecWise™ Suite

3.1.1 Enquiry

MecWise HRMS has been completed with Enquiry screen. This screen can be used by Administrator to get fast information such as claim submission.

Travel Claim Enquiry

Transaction Date	Run No	Employee Id	Employee Name	Claim Amount	Allowable Claim Amount	Claim Status	Submitted By
21/12/2018	1811000003	10012	Blue	358.0000	358.00	NEW	10012
13/11/2018	1811000001	10012	Blue	0.0000	0.00	NEW	10012
14/11/2018	1810000006	10012	Blue	80.0000	80.00	NEW	10012
02/10/2018	1810000002	10012	Blue	0.0000	0.00	NEW	10012

Figure 9 – Travel Claim Enquiry List

3.1.2 Run Control

Processing control over the system functions. The approval for each transaction required to ensure that the transactions properly checked before confirmed as final transactions.

Routing List

Routing Officers
Routing Status

Show/Hide FilterRow
Query Builder
Export To Excel

Routing Sequence	Recipient	Role
20	Yellow	Approval

NEW
SAVE
DELETE
RETURN

Figure 10 – Routing List

3.2 Processing Control

3.2.1 MecWise® Workflow Engine

The **HRMS** system will build on the existing MecWise® Workflow Engine.

The proven MecWise® Workflow Engine is a generic component of STARVISION's application development and will be packaged in the proposed solution.

Workflow is a vital component in any process management systems. Workflow involves passing information to a number of recipients to act upon and make decisions. For example, Recipients involved in an Application Approval system could be the applicant, the approver and maybe optional recommender.

Recipients can be persons as well as automated systems, that make decisions and actions are based on workflow rule engines. The rule engine takes care of the pattern of routing, deadlines, reminders, actions and acknowledgements.

The workflow also consists of a payload, usually a document or a form, to be routed to the recipients.

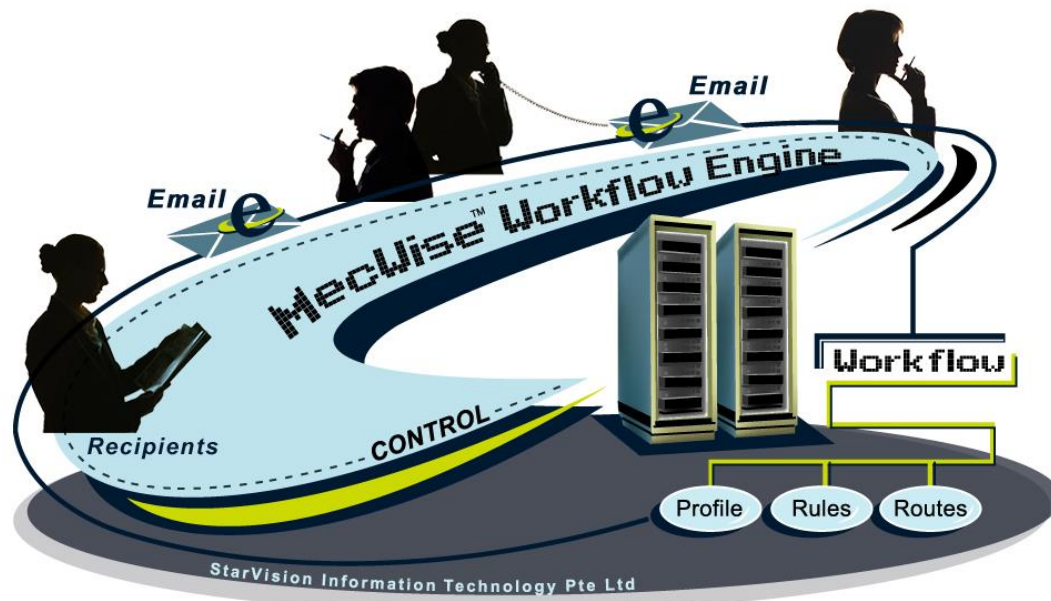


Figure 11 – MecWise Workflow Engine

The above diagram depicts the various working relationship between the different roles involved in the course of a case submission by VWO. The workflow engine intelligently routes the process for action. Workflow is also integrated to SMTP mail for alerts and reminders.

In the sample screen captures below, the screens also show features of the Workflow Engine. These include the Workflow Administration Module, which allows for Profile Setup, Delegation, etc

Routing List Setup

Application: DECL_EX_APPT

Routing By: Routing by Employee

Position Code: [Empty]

Employee Id: A000005 Chan Suet Boey

NEW SAVE DELETE RETURN

Routing List Setup Details

Recipient By	Recip Position Code	Recip Id	Generic Position Code	Role Id	Role Description
✖ By Employee		A000002		RA	Approval

Figure 12 – Routing List Setup

3.3 Security and Authorization

3.3.1 MecWise® Security

With the underlining security provided by the host platform, we have further enhanced it so that it is consistently implemented across our ePlatform to: -

- Control user access to function / data
- Monitor and track database accesses
- Ensure data integrity

Various methods can be used for trusted login access control like simple User ID/password (with or without encryption) authentication. The logon methods can also be extensible.

Having successfully authenticated, the User ID is used for access control. Access control can be individual based or role-based. Access controls are bound to DB views and stored procedures. The controlled entity can be anything that is defined in the application, i.e. a module, a view, a task etc. The security can also be fine grained, up to data row-level control.

Other security implemented are tracking, audit trails and data integrity.

Following are some screen captures for the Security module. It shows also, some of the features of the security module, including:

- Effective and Expiry date;
- Minimum length of password;
- Password Aging;
- Password Grace Logins after Expiry;
- No. of Password History Generation

Security Groups

Group ID: ADMIN PMR
 Description: ADMIN PMR
 Modified By: Access\$StdV5 - 22/02/2018 18:24

PICK MODULE PICK USER

Module Access Users

Pages: <<< 1 2 3 4 ... 22 >>> All

	Group	Module Id	Module Desc	Sel	Del	Ins	Upd	Prt	Modified on	Modified by
✖	Admin PMR	Competency-2015000052	Competency-2015000052	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/06/2016 15:38:34	dbo
✖	ADMIN PMR	EMPE-PROFILE	Employee Master File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/02/2016 00:07:11	dbo
✖	ADMIN PMR	EPF-ADHQRV-PRFM	EPF-ADHQRV-PRFM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02/06/2017 15:40:14	dbo
✖	ADMIN PMR	MF-PRFM-APR360	MF-PRFM-APR360	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/02/2016 09:26:45	dbo
✖	ADMIN PMR	MF-COMPETENCY	Competency Master	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/02/2016 09:25:41	dbo
✖	ADMIN PMR	MF-COURSE	Course Master Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/02/2017 14:14:49	dbo
✖	ADMIN PMR	MF-FORM-TEXT	MF-FORM-TEXT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/02/2016 09:26:10	dbo
✖	ADMIN PMR	MF-PRFM_TMPL	MF-PRFM_TMPL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/02/2016 10:17:57	dbo
✖	ADMIN PMR	MF-PRFM-AREA-DETL	MF-PRFM-AREA-DETL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/02/2016 10:19:05	dbo
✖	ADMIN PMR	MF-PRFM-TMPL	MF-PRFM-TMPL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18/02/2016 09:27:10	dbo

NEW SAVE DELETE RETURN

Figure 13 – Security Group

User Account Profile

User ID	A000001	
Description		
Security Profile	(DEFAULT)	PROFILE SETTINGS
Employee ID	A000001	
Data Access	%	

Account	Password	Reset Password
---------	----------	----------------

Effective Date	01/01/2012
Expiry Date	18/09/2018
<input type="checkbox"/>	Account is disabled
Last Login Time	12/06/2018 09:44:32
Created by	eplatform -

Modified By eplatform - 12/06/2018 09:44

NEW	SAVE	DELETE	RETURN
-----	------	--------	--------

Figure 14 – User Account Profile

3.4 MecWise® Report Server

The proposed HRMS shall be re-configured from MecWise® Report Server. Report generation tools are very powerful tools that enable data to be presented in an easy-to-analyze fashion. The effectiveness of such tools is multiplied many times if its delivery is web-enabled (on the Internet). With the ease of accessibility comes the need for security access control. Security measures have to be put in place to protect information from falling into the wrong hands. That is where MecWise® Report Server comes in.

MecWise® Report Server generates reports and delivers the results through the web or as an email. It can even notify the user the completion and availability of the results via web, email, fax, smart devices and some other mobile devices. It is scalable to meet the heavy demands of the enterprise and extensible for flexibility. It also manages contents on web cache for performance.

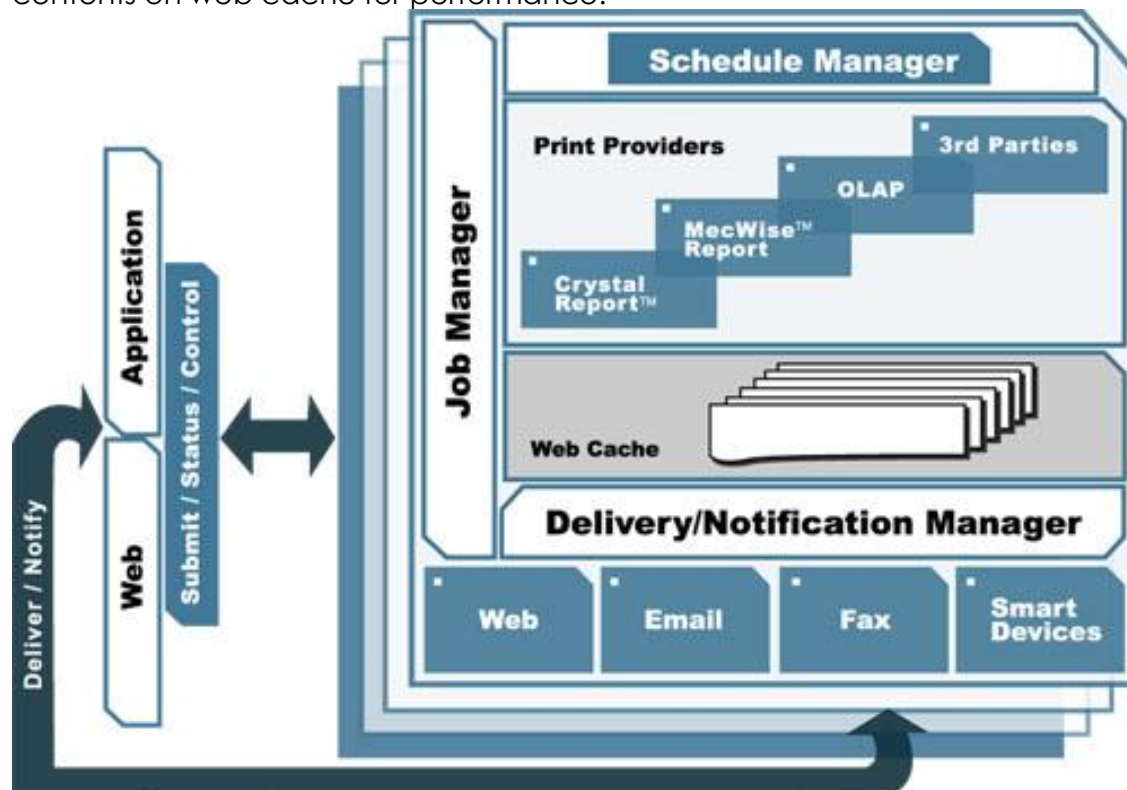


Figure 15 – MecWise Report Server

3.4.1 Distinctive Features

- Web-enabled Generation of commonly used report formats like Crystal Report, MecWise® Reports, etc.
- Extensible to other report formats as well
- Prioritize reports accordingly to finely control their queuing in very high concurrency conditions

- Direct printing supported for no-wait reports
- Delivers reports via web, email, fax and so on
- Notifies user through web, email, fax and smart devices
- Can recall report generated as long as it is not expired
- Web cache
- Comprehensive queue management capability
- Job concurrency is configurable
- Comprehensive scheduling options
- Central management form a Console
- User account management
- Report definition editing, i.e. parameterize without need to recompile report
- Housekeeping to keep storage and performance optimized
- Job execution partitioning i.e. Will not affect other server processes
- Using industry standard-Web Services

The application software and middleware are performed on STARVISION's development environment: MecWise® ePlatform, a proven development environment, based on Microsoft .NET framework.

4.0 HRMS MANAGEMENT

MecWise HRMS is a fully integrated human resource system designed for Human Resource Professionals to streamline administration and maximize strategic management. It enables you to keep track of all the HRMS within your organization and empowers employees to administer their own requirements. **MecWise HRMS** brings together all elements of your human resource operation into one manageable and accessible database. It enables crucial employee data to be entered, stored, retrieved and analyzed in an instant.

MecWise HRMS empowers you to integrate your enterprise by connecting HRMS, process, and data in real time. **MecWise HRMS** makes extensive use of Web and Workflow based technology to create a seamless environment within the organization, which provides the customer with the latest status to operate their business efficiently and effectively. Below diagram shows the Overview of **MecWise HRMS**.



Figure 16 – MecWise HRMS

4.1 Employee Profile

Employee Profile is the heart of MecWise HRMS solution. It carries all information pertaining to the employee records. MecWise HRMS makes use of this centralized information for all of the sub system such as, Payroll, TMS, Leave, Claim, Employee Self Service, Training, etc.

The Employee Profile keeps track of the employee information such as:

Employee Profile Information Repository	
Employee ID	Old Identity No
Employee Name	New Identity No
Appointment	Hometown Address
Department	Mailing Address
Job Grade	Home/Office Telephone No
Gender	Handphone No
Nationality	Socso Information
Race	EPF Type
Religion	EPF Reference No
Date of Birth	Tax Reference No
Place of Birth	Emergency Contact

Figure 17 – Employee Profile Information Repository

Employee Profile

Figure 18 – Employee Profile Panel

Below is the detail information which will be used to store the multiple record under a particular employee record. For example, one employee could have multiple Past Employment records.

Employee Profile Information Repository	
Awards	Skills/Other
Career Planning	Experiences
Career Progression	Training
ECA	Vehicle Information
Emergency Contact	Identification References
Exams Taken	Languages
Foreigner Particulars	NS Service Details
Ideas/Suggestion	Next of Kin/Contacts
Membership	Occurrence Record
Personal Particulars	Past Employment
Qualification/Skills	Payroll Information
Screening Records	

Figure 19 – Example of Multiple Records Storing Capabilities

Next of Kin

Employee Id: A000005 (Chan Suet Boey)

S/N: 10

Relation Code: WIFE Seq/Sex: M

Alias Name: Name: Flora

Address Personal Occupation Education

Building #: 808 Fir/Unit #: 11 33

Street Name: Alexandra Road 2

Country Code: SGP State Code:

State Name: Postal Code: 516221

Email Id:

Home Tel #: Office Tel #:

Pager #: Handphone #:

COPY ADDRESS

Remarks:

Created by: eplatform - 24/05/2012 18:00 Modified By: eplatform - 24/05/2012 18:00

NEW SAVE DELETE RETURN

Figure 20 – Next of Kin Details

Next of Kin detail can be used to track Spouse Name, Spouse Contact No., Spouse Office Address, Siblings and Next-of-Kin Information.

4.2 Payroll Management

i. Description

Payroll has been designed to support and automate activities of the payroll system. It incorporates a complete range of business applications required in all areas of payroll. It also enables thorough tracking, reporting and automatic computation of personnel and payroll information. The Payroll module enables the processing of your payroll efficiently by providing the built-in intelligence to assist in managing the payroll functions from recruitment to termination. It is extremely easy to use as it caters to vary policies relating to wages, leave entitlement and salary payment methods.

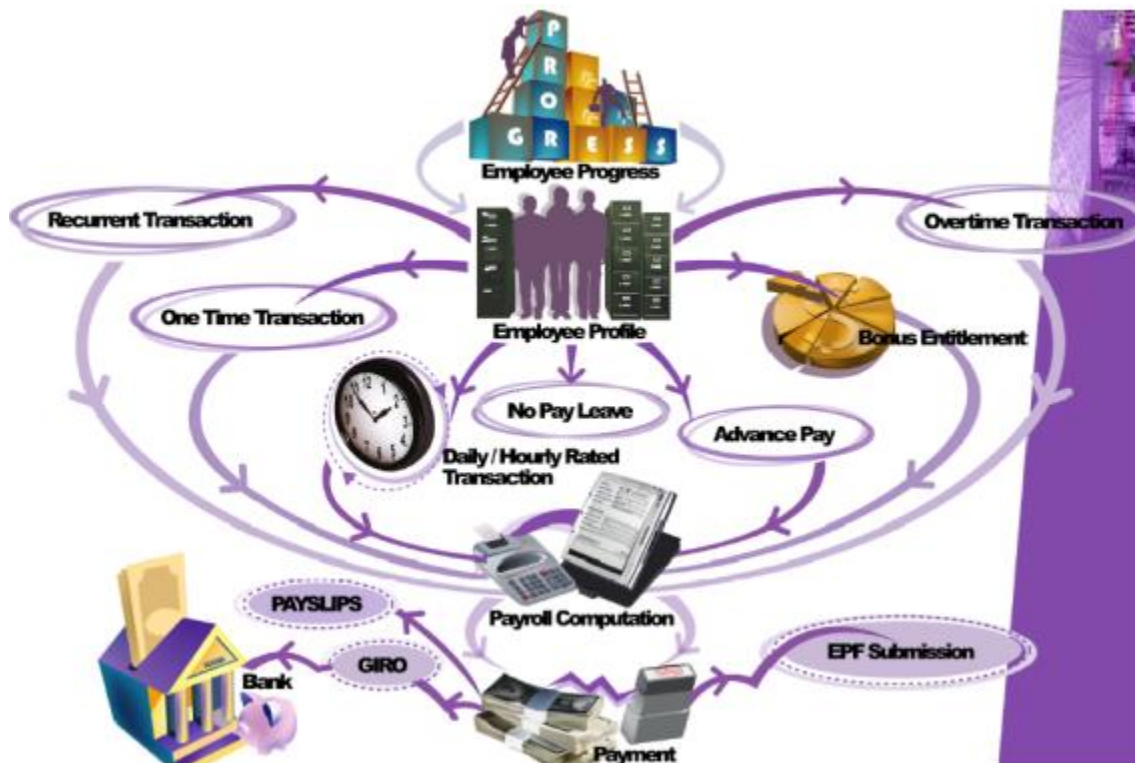


Figure 21 – Payroll Management Process

ii. Functions

- The system automates computation of payroll.
- The system allows thorough tracking and reporting of employee pay out.
- The system provides various reports for banks and government bodies.
- The system provides centralized and integrated database.
- The system increases productivity and effectiveness in payroll administration and data processing.
- The system routes submissions to authorized verifier and approver for approval.

iii. Enquiry and Report

- The system enables queries and reporting based on single or group selection criteria on either adhoc or scheduled basis. These include:
 - Employee Gross Pay
 - Salary Listing by Bank, Cheque, Cash
 - Pre-Payment Transaction Listing
 - Allowance Payment Listing By Organisation Unit
 - Deduction Payment Listing By Organisation Unit
 - Overtime Listing By Employee
 - Monthly Control Listing
 - Pay Slip
 - EA Form

4.2.1 Bonus Entitlement

Bonus processing is an option reserved for special pay periods when companies declare bonus payment, such as their mid-year or year-end bonus. This module allows user to specify which employees are eligible to the bonus based on different criteria or selection defined by the user. It also allows the user to specify the qualifying period so that the system will automatically perform prorate accordingly.

Payroll - Bonus Entitlement

Entitlement No	BET	PV	15010	Transaction Date	07/01/2015
Organisation Unit	ADMHR-CUSTSRV			Job Family	DEV
Appointment Code	DEV			Grade	B
Pay Yr/Mth	2015	1		Pay Period	4
Employee Profile Check... Check Criteria...					
Employee Progress Check... Check Unselected...					
Effective Date	07/01/2015			End Date	31/01/2015
Created by	ADMIN1 - 07/01/2015 17:42			Modified by	EPLATFORM - 12/09/2018 17:23
<input type="button" value="NEW"/> <input type="button" value="SAVE"/> <input type="button" value="DELETE"/> <input type="button" value="RETURN"/>					

Figure 22 – Bonus Entitlement Screen

4.2.2 One Time Entry

The system provides the entry for one time payroll item by transaction code. This module is used for the payroll user to perform the payroll entry for the given transaction code. User can define which employee is eligible to the allowance / deduction.

Payroll - One Time Transaction Entry

Transaction No	POV	PY	1809000004
Employee ID/Name	A000001 (TAN FAH YIN)		
Pay Yr/Mth/Period	2018	1	4
Transaction Code	BACKPAY (BACK PAY)		
Transaction Group	ALLWCY		
By Units	UOM	By Amount	By Allowance Code
	NA	Currency Code	MYR
No. of Unit	0.0000	Exchange Rate	1.0000000
Factor	0.00	Amount	1.00
Basic Yr/Mth	0	Converted Amount	1.00
Date from	01/01/2018	Date to	31/01/2018
Taxable Year	2018		
Remark	Fixed Bonus		
Created by	EPLATFORM - 11/09/2018 12:47	Modified by	EPLATFORM - 11/09/2018 12:47

NEW	SAVE	DELETE	RETURN
-----	------	--------	--------

Figure 23 – One Time Entry Screen

4.2.3 Advance Pay

Advance pay is the payment made in advance of salary. This option is usually reserved for special pay period like when companies advance their employees their salaries in time for a festive season – for example Hari Raya or any unforeseen circumstances. This module lets users to set the condition for processing advance pay.

Payroll - Advance Payment

Advancement No: ADV PY 1810000002 Transaction Date: 10/10/2018

Organisation Unit: [] Job Family: []

Appointment Code: [] Grade: []

Employee Profile Check... Check Criteria...

Employee Progress Check...

Adv Payment Date: 09/10/2018 Repayment Start Date: 09/10/2018

Repayment End Date: 31/10/2018

Created By: EPLATFORM - 10/10/2018 19:40 Modified By: EPLATFORM - 25/01/2019 09:24

NEW SAVE DELETE RETURN

Figure 24 – Advance Payment Screen

4.2.4 Standard Allowance/ Deduction Entry (Recurring Transaction)

This module allows recurrent payroll entry to be set for monthly payroll processing. Users are not required to re-enter the payroll transaction every month and yet the re-current history are automatically keep tracked.

Payroll - Standard Allowance / Deduction Entry

Transaction No.	PST	PY	1809000002
Empe ID/Name	A000001 (TAN FAH YIN)		
Pay Period	4		
Transaction Code			
Transaction Group	ALLWCY		
By Units		By Amount	
UOM	NA	Currency Code	RM
No. of Unit	0.00	Exchange Rate	1.50
Factor	0.00	Amount	100.00
Basic Yr/Mth	0	Converted Amount	150.00
Eff. Date From	01/09/2018		End Date
Remark			
Created By	EPLATFORM - 22/09/2018 10:33		Modified By
<input type="button" value="NEW"/> <input type="button" value="SAVE"/> <input type="button" value="DELETE"/> <input type="button" value="RETURN"/>			

Figure 25 – Standard Allowance / Deduction Entry Screen

4.2.5 Payroll Processing

System allow user to specify the type of payroll processing. For example, user can choose to process payroll for Bonus, Advance Pay, or Normal Payroll. It allows multiple batch of payroll to be done within a same payroll period.

Payroll Calculation

Batch No	PBA	PY	1312000010	
Payroll Mode	H		Run Date	06/12/2013
Process Year/Mth	2013	11	Pay Period	4
Process Date From	01/11/2013		Date To	30/11/2013
Created By	EPLATFORM - 06/12/2013 15:16		Modified By	EPLATFORM - 06/12/2013 15:16
			Job Status	COMPLETED

Selection Criteria

Payroll Run Type	ALL	Job Family	GEN
Organisation Unit	CEO-OPER-WSHOP	Grade	
Appointment Code	CLEANER	Employee ID To	
Employee ID From			

ADDITIONAL SELECTION CHECK...

SHOW SELECTION	SHOW DETAILS	SHOW ERRORS	RE-SUBMIT
----------------	--------------	-------------	-----------

NEW	SAVE	DELETE	RETURN
-----	------	--------	--------

Figure 26 – Payroll Calculation

4.3 Leave Management

The Leave Management System maintains leave records of all employees, handles leave application and computes leave eligibility. The system also enables interface with modules that have an impact or are affected by the leave application process.

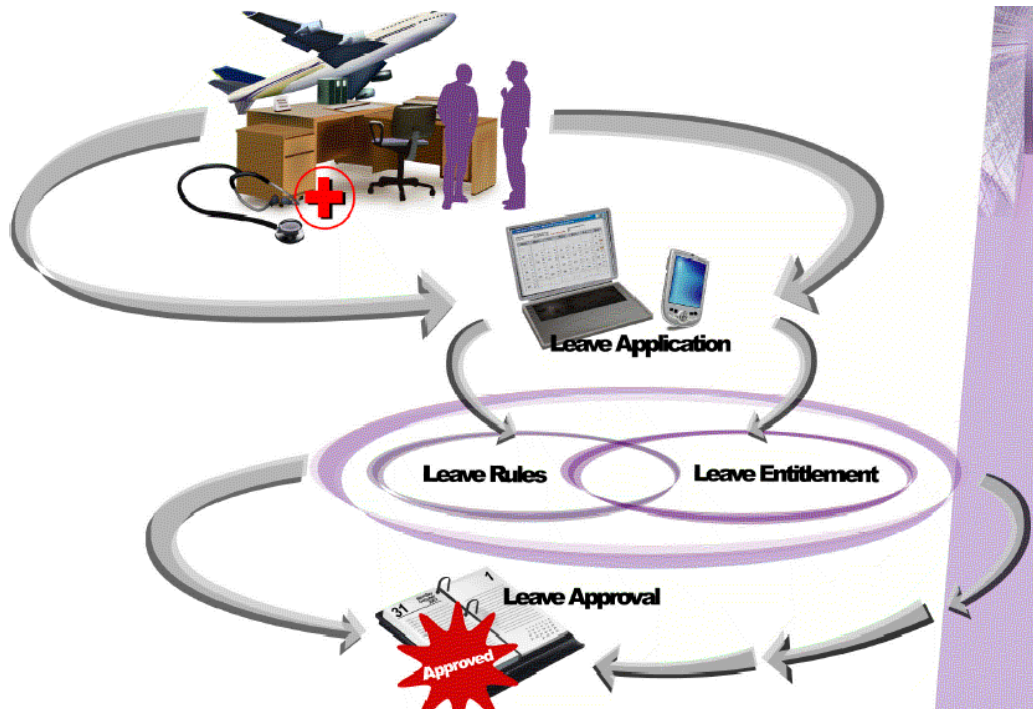


Figure 27 – Leave Management Process

4.3.1 Purposes

The main purposes of the system are to:

- process various types of leave applications and compute the number of leave days remaining and update into the system;
- process uncomputed leave and pay the amount due to the employees through the monthly payroll run;
- generate relevant management and statistical reports.

Leave Type Master

Leave Type	<input type="text"/>	Unit of Measurement	DAY
Leave Description	<input type="text"/>		
Has Brought Forward	No	Has Entitlement	Yes
Has Earn To Date	No	Balance based on ETD	No
Has Leave Balance	Yes	Apply by Date Range	No
Leave Rounding	0.5000	Rounding Method	Fixed Scale
Help Message	<input type="text"/>		
Created By	<input type="text"/>	Modified by	<input type="text"/>

Figure 28 – Leave Type Master

4.3.2 Functions

Following are the numerous types of leave processed (not exhaustive) under the system:

- Vacation leave (including half-day leave)
- Matrimonial Leave
- Paternity Leave
- Compassionate Leave
- No-Pay Leave
- Ordinary Sick Leave
- Maternity Leave
- Injury Leave
- Employee leave application and cancellation is serially numbered by the system and identified by a transaction number.
- Different ranges of serial numbers are generated to differentiate the various types of leave applications made through the system.
- Where there are documentation proofs (e.g. certificate of medical leave, maternity leave, copy of birth certificate, marriage certificate, etc) involved in a leave application, the relevant documentation can be forwarded with the transaction number indicated on them to HR Division to process the leave applications.
- Business rules for leave calculations are set up by leave type and leave schedule. However, in cases, which require exception handling, the system can provide the option of updating the re-calculated eligibility directly on-line.
- Processing rules by leave type for expired leave can be user-defined using VB script. The rules determine if unconsumed leave is carried forward to the following year or commuted to pay for the employee.

- The system allows leave applications submitted via workflow software.
- The system prohibits the user to submit a leave application if the leave applied for exceeds the current leave balance.
- After the user has confirmed the leave application, the system routes the application to the relevant approving authority.
- The approving authority can choose to be presented with summary information of all leave applications submitted for mass approval or drill down to the individual applicant's leave details. However, no amendment on the leave application by the approving authority is allowed. The leave record will be updated upon the approval of the leave application.
- Leave eligibility is calculated on a pro-rata basis and rounded up to a whole day.

4.3.3 Application and Cancellation

Employees are allowed to input relevant information in the system for leave application and to validate information where appropriate.

The system displays the leave scheme of the employee, his leave eligibility, the calendar year-to-date leave consumption and leave balance. The system can also account for leave eligibility for new employees based on the date of commencement of work.

Authorised HR Officers can have access to set and change the leave eligibility.

The system rejects applications under certain conditions that include the following:

- if all employee vacation leave has been consumed;
- if the employee has reached the maximum number of days allowed per calendar year for the leave type.
- Once approval has been indicated, the system will compute the year-to-date leave consumption and leave balance, and send an e-mail notification to the employee.
- Serial numbers indicated on documentation proofs (certificate of medical leave, maternity leave, birth certificate, marriage certificate, etc.) will be forwarded to the HR Division for verification.

4.3.4 Management

- The system allows authorised HR officers to input the relevant information for leave application/cancellation on behalf of employees and validate the

information where appropriate. In such cases, the system shall compute and update the calendar year-to-date leave consumption and leave balance of the respective employee.

- For the application of no-pay leave, the system shall calculate the new incremental month and the eligibility date for the next Long Service award taking into account the number of days of no-pay leave taken.

4.3.5 Enquiry

Status of Leave Application/Cancellation by employees

- The system updates the status of the leave application/cancellation at each stage of the processing.
- Employees can view and check the status of his leave application/cancellation by listing his unprocessed or processed leave application/cancellation under each type of leave or, regardless of the type or a specific leave, using the serial number assigned.
- The system allows display of further details, both before and after amendments by the Finance or HR Division.
- Printouts can be generated for HR officers for leave application/cancellation.
- Staff Movement Roster, to see the movement of staff. The roster shows information from all modules including clock in and clock out, where staff did not clock in or late clock in compare to the shift assigned to him.

The screenshot shows the 'Leave Roster' interface for December 2018. It features a grid where rows represent employees and columns represent days of the month. The employees listed are Fakhrurazi Bin Abd Aziz, Khairul Faiz Bin Khuzaiman, Mohd Farius Bin Kamarudin, and Siti Zubaidani Bt Mallek. The grid uses color coding to indicate leave status: orange for 'CUW' (Casual Leave), green for 'ECS' (Emergency Casual Leave), and grey for non-leave days. Navigation buttons for 'Prev' and 'Next' are visible at the top of the grid, along with a 'View Legend' link.

Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Fakhrurazi Bin Abd Aziz				ECS																											
Khairul Faiz Bin Khuzaiman											CUW	CUW	CUW	CUW					CUW	CUW	CUW										
Mohd Farius Bin Kamarudin				CUW	CUW	CUW						CUW	CUW	CUW																	
Siti Zubaidani Bt Mallek																															

Figure 29 – Leave Roster

Status of Leave Application/Cancellation by authorised HR officers

- The system allows authorised HR officers to view the various types of leave application/cancellation, list and sort the leave application by their status of processing, date of leave, serial number, division, cost centre, employee.

- The system shall give the authorised HR officers the option to have a printout of the leave application/cancellation.

4.3.6 Reports

The system allows authorised HR officers to generate on a regular basis the reports for the different types of leave including, but not limited to, the following:

- Weekly listings of leave application for each leave type taken sorted by division and cost centre or by serial number;
- Ad hoc statistical report of number of applicants for a certain of leave;
- Year-to-date listing of application of the different types of leave of individual employees;
- Monthly statistical listing of number of leave application;
- Quarterly listings of summary of medical leave of each officer to be given to the respective division heads;
- Leave record for individual staff;
- Listing of days taken for each leave type;
- Listing of officers who have taken vacation leave during a specified period for a particular leave type, giving details on personal particulars, divisional status, division, designation, dates and days taken;
- The system can generate report output form as hardcopy, data files for reading or manipulation by other program or to be exported to spreadsheets and word processors such as Microsoft Excel and Word 7.0.

4.3.7 Interface

- The system allows interface with the Payroll module for any adjustment to salary due to leave not consumed, leave converted to pay, no pay, half pay, make-up vacation leave, etc.
- The system allows interface with the leaving service for leave entitlement as at last day of service.

4.4 Claim Management

4.4.1 Claim Module

The module tracks all staff benefit records for payroll processing of reimbursement of claims.

Employee Claim Entitlement

Employee ID:

Benefit Scheme:

Effective Date From:

Remarks:

CREATE DETAILS

NEW SAVE DELETE RETURN

CLAIMS POSTING

Claim Scheme	Description
000E	0000 E Fee
A	13 040 48 ATAS
AD8	8027 HOTEL
AAA	
B	Scheme B
C	5 Year Endowment
014-018	SK04 014 HONGDA 018
019-021	SK04 019 HONGDA 021
022-024	SK04 022 HONGDA 024
025-028	SK04 025 HONGDA 028
029-031	SK04 029 HONGDA 031
032	Leviage
040	Scheme for Staff Insuran
041	ansh leviage
050	Lantikan Other Insurance
07-08	SK04 07 HONGDA 08
09-011	SK04 09 HONGDA 011
0900 12	PR00000000000000000000
0900 14	
0900 15	
0900 16	
0900 17	
0900 18	
0900 19	
0900 20	
0900 21	
0900 22	
0900 23	
0900 24	
0900 25	
0900 26	
0900 27	
0900 28	
0900 29	
0900 30	
0900 31	
0900 32	
0900 33	
0900 34	
0900 35	
0900 36	
0900 37	
0900 38	
0900 39	
0900 40	
0900 41	
0900 42	
0900 43	
0900 44	
0900 45	
0900 46	
0900 47	
0900 48	
0900 49	
0900 50	
0900 51	
0900 52	
0900 53	
0900 54	
0900 55	
0900 56	
0900 57	
0900 58	
0900 59	
0900 60	
0900 61	
0900 62	
0900 63	
0900 64	
0900 65	
0900 66	
0900 67	
0900 68	
0900 69	
0900 70	
0900 71	
0900 72	
0900 73	
0900 74	
0900 75	
0900 76	
0900 77	
0900 78	
0900 79	
0900 80	
0900 81	
0900 82	
0900 83	
0900 84	
0900 85	
0900 86	
0900 87	
0900 88	
0900 89	
0900 90	
0900 91	
0900 92	
0900 93	
0900 94	
0900 95	
0900 96	
0900 97	
0900 98	
0900 99	
0900 100	

Figure 30 - Claim Entitlement

Claim Payroll Posting

Document No.	CCG	PY	1907000001
Post Date	15/07/2019		NEW

Selection

Claim Category	Select Claim Category	Payment Mode	PAYROLL
Claim Type			
Approved Claim Date As At			

Pay Period

Pay Year	0	Month	0	Period	0	Payroll Mode	Select Payroll Mode
GENERATE PAYMENT		POST TO ONE TIME					

Posting Remark			
Created By		Modified By	

NEW	SAVE	DELETE	RETURN
-----	------	--------	--------

Figure 31 – Claim Payroll Processing

4.4.2 Functions

- a. The system caters for, but not limited to the different types of benefit claims/allowance:
 - Medical claim (for both staff and dependents)
 - Dental claim claim (working day)
 - Overtime claim
 - Overtime (public holiday)
 - Overtime claim (rest day)
 - Entertainment/ Meal reimbursement
 - Holiday subsidy
 - Driving allowance (for different classes of vehicles)
 - Night duty allowance
 - Field allowance for MREs (Monthly Rated Employees) doing field work
 - Counter allowance
 - Good conduct allowance
 - Transport Claim
 - Handphone Subsidy
 - Lecture Allowance
 - Subsistence Allowance
 - Warm Clothing Allowance
 - Miscellaneous/Petty Cash Claim
 - Staff suggestion award
 - Long service award
 - Group insurance scheme for staff, their spouse and children
 - Group personal accident insurance scheme for staff travelling on official duty in connection with post-graduate training or for scholars on undergraduate training programs
- b. The system allows user to indicate relevant benefits upon confirmation of appointment.
- c. The system caters for different formulas of different types of payment with effective dates.
- d. For medical claims, the system captures the claimable percentage for in-patient and outpatient charges for both staff and dependents under different medical schemes. The system also checks the claimable amount where there is ward upgrade requested by staff and staff with pre-existing illnesses. The system also checks whether the staff is on no-pay leave of one continuous month or more, as the staff will not be eligible for any medical and dental benefits during the no-

pay leave period. User is allowed to change these parameters and set an effective date to activate the changes.

- e. The system checks for eligibility of claims/ allowance that may be restricted to a selected group of staff only. Claims are to be verified and approved by approving officer. It should also cater for allowance that is disbursed on a regular basis to selected group of staff
- f. For claims with maximum limit, the system highlights when a staffs claim reaches the limit.
- g. The system provides the facility for the Benefit Administrator to either individually enroll or change the employee's benefit plan(s) or for a mass change, to initiate a batch auto-enroll facility, which automates the enrolment.
- h. The system allows input of computation formula and rates to derive the amount of the claims/allowance.
- i. The system allows for changes to employees benefit plan(s) and enables effective dating so that updates could be captured in the system ahead of the effective date, or vice-versa. The system also caters for implementation of flexi benefits (cafeteria style benefits).
- j. The system enables customised reporting of benefits, according to benefit types, class of employees, or any other filters as decided by user.
- k. The system maintains claims history for staff and ensures if applicable, that the claim amount or accumulated claim amount does not exceed the entitlement. Where claim amounts exceed staff's entitlement, the system must have option to recover the excess from staffs' salary.

4.4.2.1 Generation of Standard Letters

The system allows generation of letter to notify when a staff claim reaches the maximum limit using standard template.

4.4.2.2 Enquiry and Reports

The system enables query and reporting based on single or group of selection criteria on either adhoc or scheduled basis. These include:

- Staff claims report
- Transaction listings for checking before updating
- Benefit/Claims analysis reports for management decision-making

4.4.2.3 Interface Requirements

- The system allows interfacing with other modules to facilitate user requirements.
- The system accepts medical data from external source appointed panel of doctors.

4.5 Time Management System

Enables your organization to record labor details, summarize time, present analyses, and make adjustments to time through a single point of entry. Allow the flexibility to schedule and rotate your employees' time before they perform the work. Supports a range of business functions, multiple times reporting, including payroll, employ profile and HR system.

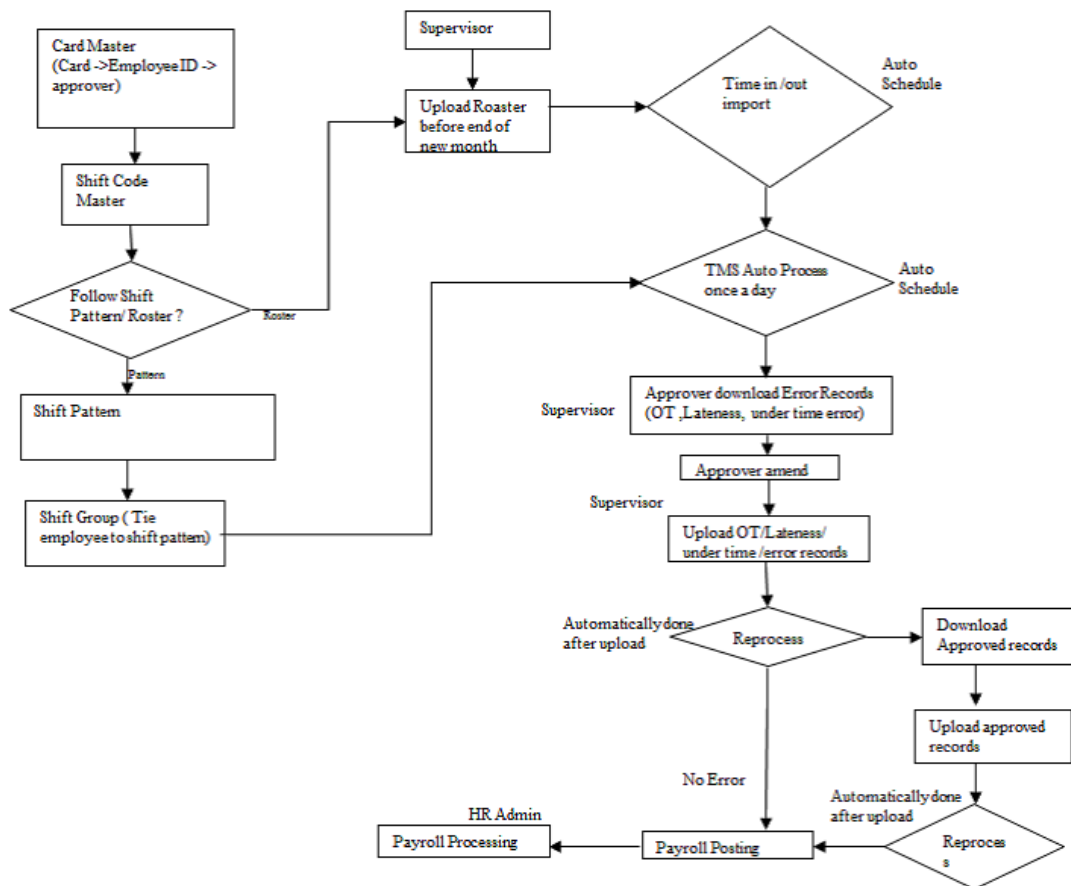


Figure 32 – TMS Flow

4.5.1 Functions

- a. Interface with most time clock system to import clocking data directly from ASCII file.
- b. Handles 5 pairs of In and Out clocking data to cater for multiple staff movement
- c. Allows new or part-time employees to use temporary staff card with function to link to the employee profile for processing
- d. Handles computation of overtime, under time, early hours, lateness and absent days
- e. Process perfect attendance award to reward staff
- f. Supervisor can approve and amend overtime hours claims made by employees

4.5.2 Advantages

- a. Supervisor can approve and amend overtime hours claims made by staff
- b. The system links to the Payroll module for payment
- c. Staff is able to view work plan roster
- d. Compute work hours, under time, lateness, overtime and allowances

OT Request

Employee ID	P00077			
Department				
OT For (Department)				
Request Status				
Claim Scheme				
OT Date From		OT Date To		<input type="radio"/> NORMAL DAY
Time From (HH:mm)		Time To (HH:mm)		<input type="radio"/> REST DAY
Total OT Hours		OT Category		<input type="radio"/> PUBLIC HOLIDAY
OT Type, Rate,Unit,Trans				
OT Type, Rate,Unit,Trans				
Task Type				
Reason				
Planned Task				

NEW SAVE DELETE RETURN

Figure 33 – OT Request

Over Time Claim

EMPE_ID	<input type="text" value="P00077"/>	<input type="text"/>	<input type="button" value="APPLY ON BEHALF"/>
Org Unit	<input type="text"/>		
NRIC No.	<input type="text"/>		
Claim Scheme	<input type="text"/>		
OT For (Department)	<input type="text" value=""/>	<input type="button" value="VIEW / UPLOAD FILE(S)"/>	
Claim Amount			
Claim Status	<input type="text"/>	<input type="button" value="OT REQUEST"/>	
Allowable Claim Amount	<input type="text"/>	(MYR)	
Year	<input type="text" value="2019"/>		
Month	<input type="text" value="7"/>		
<input type="button" value="NEW"/> <input type="button" value="SAVE"/> <input type="button" value="DELETE"/> <input type="button" value="RETURN"/>			

Figure 34 - OT Claim

5.0 EMPLOYEE SELF SERVICE

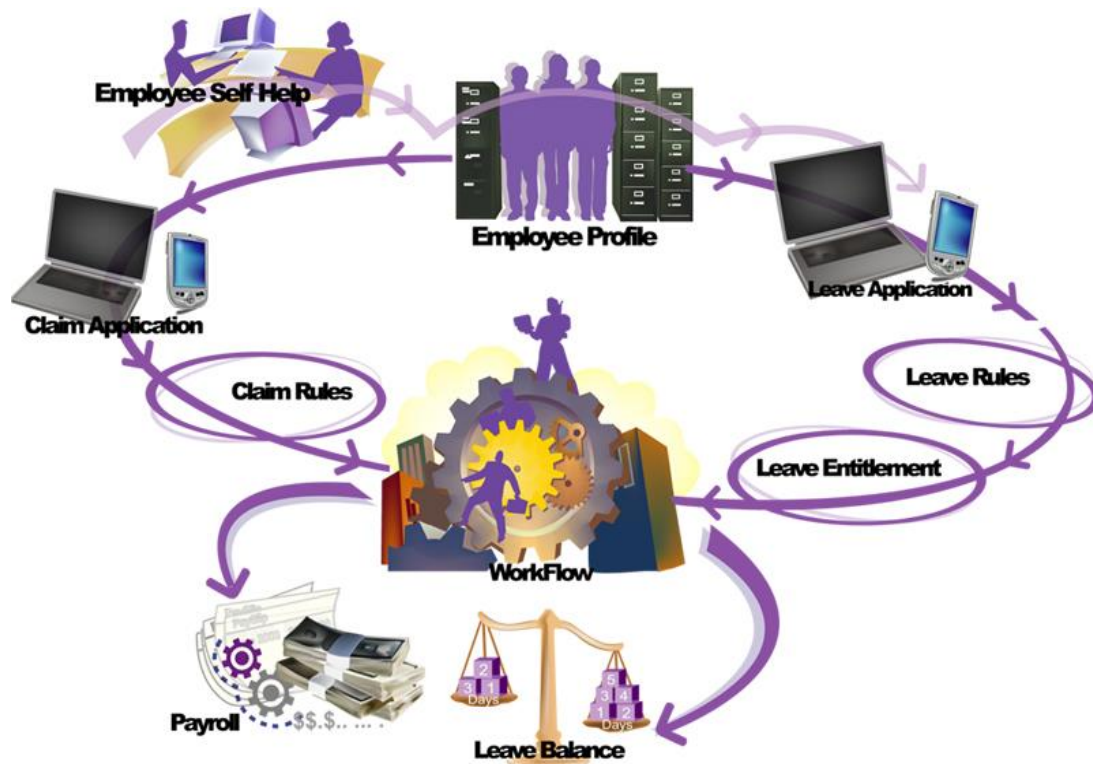


Figure 35 - Employee Self-Service Process

i. Functions

From the ESS System, the employee should be able to:

- Submit Leave Applications, Training Applications, Monthly Claims (Advance Request, Monthly Claims, Medical Claims, OT Claims and Request (TNT, OT)
- Check their Applications' status
- Generate and print their (respective) monthly pay slip

ii. Advantages

Employee Self Service System is a more efficient way for employee to update their personal data, submit their claims and apply their leave via online. HRMS will be notified for changes or updates made via online and action can be taken with minimal time. Having this way, company may reduce its HRMS administration cost.

5.1 eData

Employee Self Service

Employee Name: 10012 Blue 25 January 2019

Approval Status: Now

NEXT OF KIN QUALIFICATION PCS CATEGORY

Job Info

Joined Date: PRINT CV

Designation: System Engineer

Personal Info

Address

Building No: Floor/Unit No:

Street Name:

Country:

Postal Code:

Email ID:

Phone

Office Tel: Handphone:

Home Tel: Pager No:

National Service Info

NS Code: Place:

Start Date: End Date:

Unit: Length of Srv:

Rank:

Voc/Dien:

SAVE

Figure 36 - Employee Self-Service Personal Data

5.2 eLeave Leave Application

Employee ID:

Designation:

Balance

Leave Type:

1. Brought Forward [Last / Prev Years]	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
2. Brought Forward Expired	<input type="text" value="0.00"/>	
3. Brought Forward Total	<input type="text" value="0.00"/>	
4. Entitlement [Current Year / Earned To Date]	<input type="text" value="30.00"/>	<input type="text" value="22.00"/>
5. Leave Adjusted	<input type="text" value="0.00"/>	
6. Leave Used to Date	<input type="text" value="0.00"/>	
7. Leave Pending Approval	<input type="text" value="0.00"/>	
Balance [Current Year / Earned To Date]	<input type="text" value="30.00"/>	<input type="text" value="22.00"/>
Balance [Available for Application] (= [3]+[4]+[5]-[6]-[7])	<input type="text" value="30.00"/>	
Last Updated On	<input type="text" value="24/09/2018 00:00:00"/>	

January 2019							
<>	Sun	Mon	Tue	Wed	Thu	Fri	Sat
>	30 am pm	31 am pm	1 am pm	2 am pm	3 am pm	4 am pm	5 am pm
>	6 am pm	7 am pm	8 am pm	9 am pm	10 am pm	11 am pm	12 am pm
>	13 am pm	14 am pm	15 am pm	16 am pm	17 am pm	18 am pm	19 am pm
>	20 am pm	21 am pm	22 am pm	23 am pm	24 am pm	25 am pm	26 am pm
>	27 am pm	28 am pm	29 am pm	30 am pm	31 am pm	1 am pm	2 am pm
>	3 am pm	4 am pm	5 am pm	6 am pm	7 am pm	8 am pm	9 am pm

Dates Applied:

Total No Of Days:

Leave Reason:

Going Overseas?

Figure 37 - Employee Leave Application

5.3 eClaim

Public Transport Claims

Employee Id: 10012 BLUE

Org Unit: Administration and HR

NRIC No.: G5042946L [VIEW / UPLOAD FILE\(S\)](#)

Benefit Scheme: PKS_TEST

Advance Reference No.: Advance Amount:

Information

Claim Status: NEW

Allowable Claim Amount: 257.00

Remarks:

Transport Details

TNT Reference No	Date From	Date To	Total Hours	From Location	To Location	Advance Run No	Advance Amount	Purpose Of Trips	Daily Allowance	Meal Allowance
	11/09/2018	12/09/2018	24.00	asdfg	asdfg			asdfg	23.00	12.1

Figure 38 - Transport Claim Submission

6.0 MECWISE MOBILITY

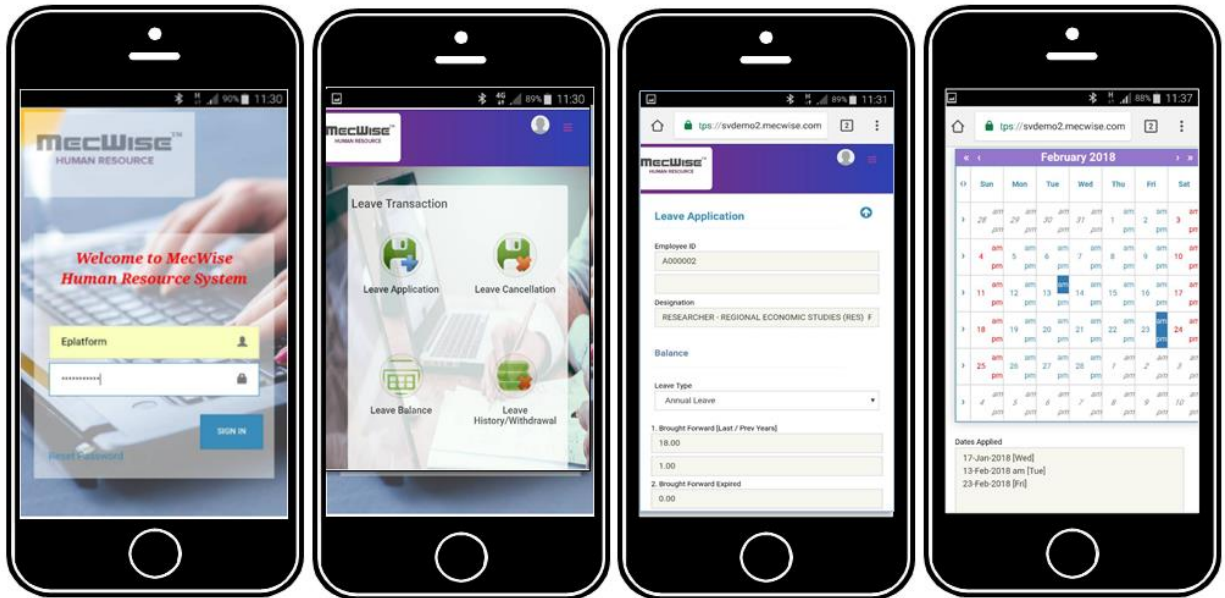


Figure 39 – MecWise Mobile Screen

7.0 MECWISE DASHBOARD MANAGEMENT

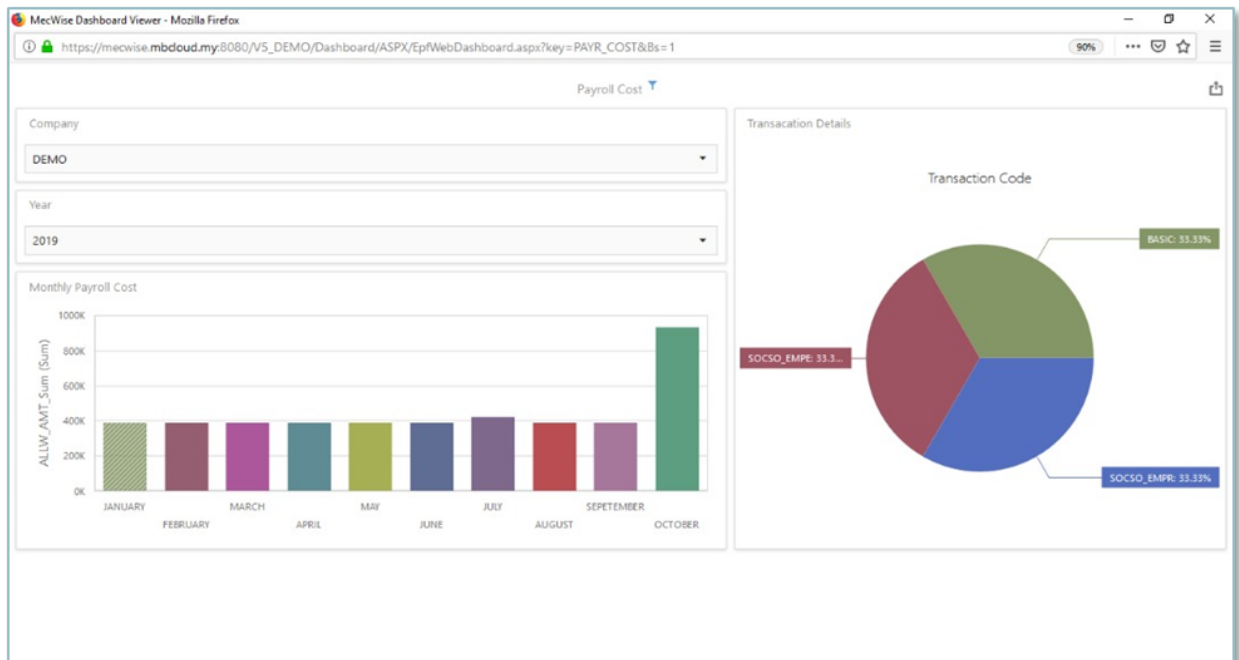


Figure 40 – Dashboard Presentation Layer

8.0 BENEFIT OF THE PROPOSED SOLUTIONS

8.1 Business Benefits

- Fully integrated system supported by Workflow feature to automation the business processes. For example, the approval of Purchase Requisition, Purchase Order.
- Fully web based and developed on ePlatform (EPF) .NET. It is built on Internet standards to achieve high degree of platform independency and interoperability. By platform independent, we mean that the model can be relevant and be ported to different kinds of industrial standard platforms.
- Enable remote access to the system via the fully enabled solution. Remote access to the system from remote office is made possible by the thin-client access without having to invest on expensive infrastructure.
- Business Intelligent feature in MecWise suite of product enable management to generate intelligent reports on Graphical Representation. Example, generation of Trend analysis reports, plotting of Pie Chart or Bar Chart by just clicking of buttons.
- MecWise suits of product allow Multi-company setup in a single database, hence generation of consolidated reports between company-to-company, department-to-department is much easier compare to Single Company databases.
- Standardized screen convention over modules makes the look and feel of the system almost looks the same. This design simplifies and shortens the learning curve for the new user to use the system.
- Wealth of features and functionalities tailored to meet your company's specific needs
- Proven Solution - an established system used by MNCs and government bodies
- Enhances productivity and effectiveness in HRMS administration and data processing
- Useful and clear road map for complete planning of training logistics. Online training request reduce HRMS administration
- Simple staff assessment and appraisal system process allows higher work efficiency and productivity
- Leaving service administer the different service modes of staff
- Keeps track of employee's career progression and movement in the company

- Designed with customization capabilities to meet your specific requirements
- Comprehensive data query and management reports
- Optional integration / interface with third party products
- Supports toggling between English & Chinese - users may switch between the two languages as desired
- Intuitive and user friendly
- Online Appraisal System: simplifies the staff assessment process thus enhances work productivity
- Extensive use of Web and Workflow based technology to create a seamless environment within the organization

8.2 Technical Benefits

i. Interface

- Interface with Enterprise Information System.
- Documents can be exported to Document Management System.
- Related data can be pull from one document to another.
- A workflow can be set up for documents that need approval.
- All modules are fully integrated with one another.

ii. Browse

- Incremental search available for fast access to database.
- Data shown on the browse screen can be exported to HTML, MS WORD or EXCEL format.
- Data shown on browse screens can be filtered by selection criteria.
- Data shown on browse screens can be sorted.

iii. Report

- Access financial reports online, anytime, even across multiple currencies.
- Reports can be previewed/stored on screen, printer.
- Instant credit information on each customer during sales enquiry and quotation.

iv. Security

- Multiple Level of Security.
 1. User Group
 2. Module Level Access Control
 3. Rights Access Control (Read/Write/Update/Delete/Print)
 4. Data Access Control
- Complete audit trail feature. Maintained traceability hence, reduce dispute of data update.

v. Enhancement

- Modular structures to cater to your needs and future expansion.
- Multi-user capability allows you to run the system on a single PC, network.

vi. Measurable Values / Improvements

- **Fully integrated solution** which ensures data integrity among all HRMS users. Information being shared by HRMS, payroll, Leave administrator
- **Enhance paperless** Operation, for example Leave Application is without any use of Application form, claim submission without claim form.
- **Improve transparency** as database will be updated automatically and employees are allowed to perform self-service on the service made available.
- **Reduce HRMS workload** on serving the Employee, providing Leave information, staff profile update, etc.
- **Tighter security** control on data accessible by the user.
- Enhance **Traceability**, especially on multi user environment to avoid disputes.