



# 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

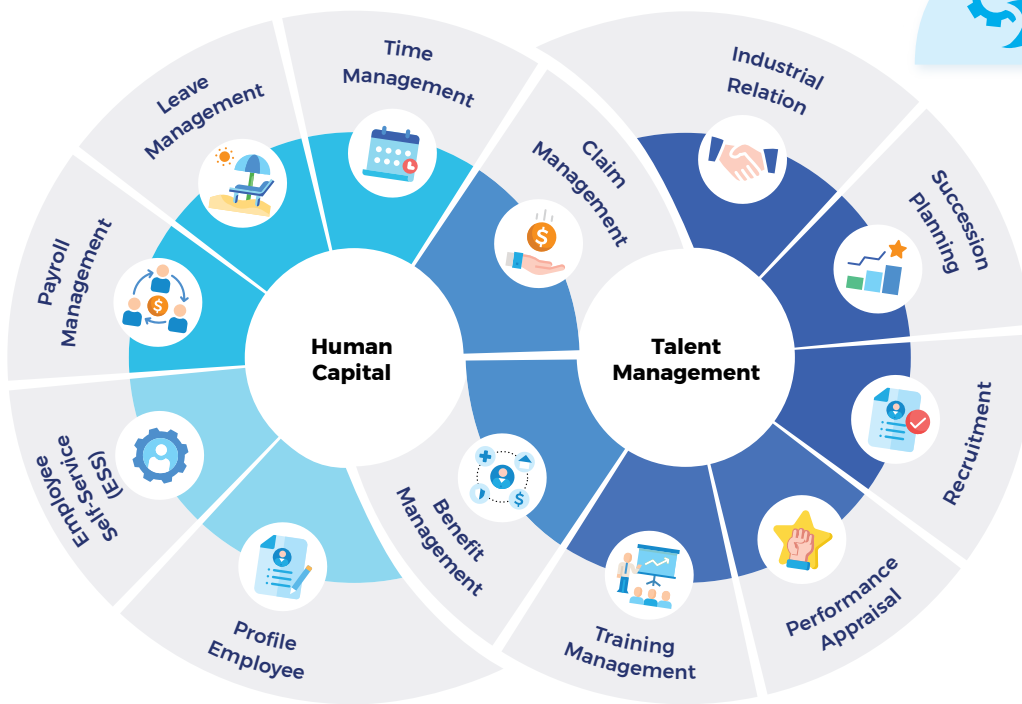
Starvision is rooted amongst strong company values so as to offer an optimum customer satisfaction and encompasses Cloud Based Business Management solution software.

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

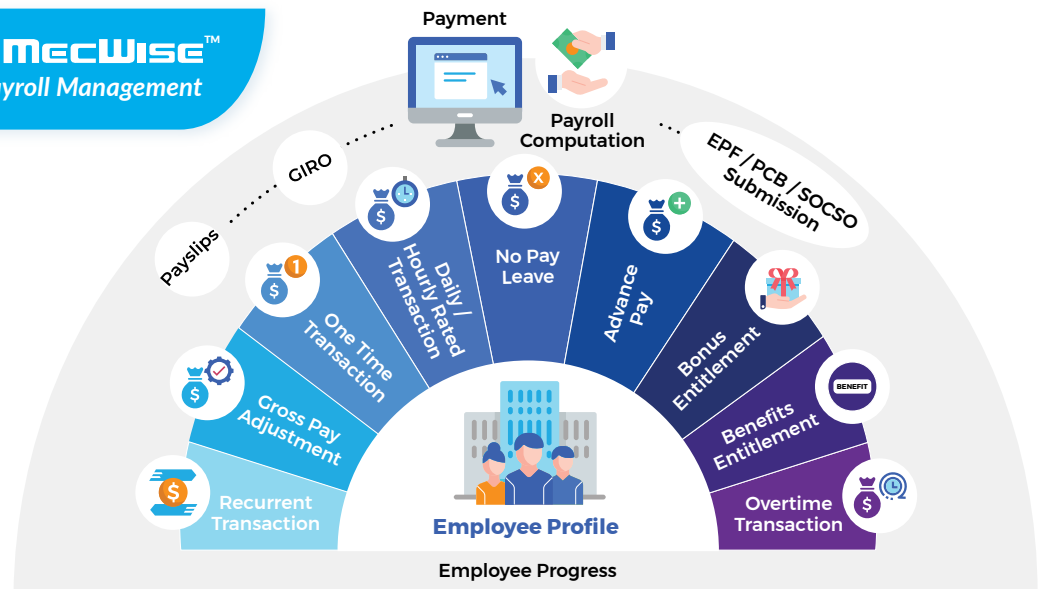
### Report Generations



Comprehensive data query & management reports



**MecWise™**  
Payroll Management



## 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 EPF, PCB, SOCSO, etc as well as GIRO services.

## 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 & approver for approval

## Enquiry and Report:

- ◀ Setting Recurrent Transaction
- ◀ Gross Pay Adjustment
- ◀ One time Transaction
- ◀ Computes Daily / Hourly Rated Entry
- ◀ Computes Overtime Entry / No Pay Leave
- ◀ Process Advance Pay / Deduction
- ◀ Bonus & Benefits Entitlement
- ◀ Overtime Transaction

## Payroll Process

**Payroll Calculation**

Batch No: PEA  
Payroll Mode: PEA  
Process Year/Wh: 2020  
Process Date From: [Date]  
Created By: [User]

**Selection Criteria**

Payroll Run Type: ALL  
Organization Unit: [Unit]

**Payroll - One Time Transaction Entry**

Transaction No: [Field]  
Employee ID/Name: [Field]  
Pay Year/Period: 2020 / S  
Transaction Code: [Field]  
Transaction Group: [Field]  
By Units: [Field]  
No. of Unit: 0.0000  
Factor: 0.00  
Basic Pay/Wh: [Field]  
Date From: 01/01/2020  
Date To: 31/12/2020  
Taxable Year: 2020  
Remark: [Field]  
Created By: [Field]  
Modified By: [Field]

**Payroll Payment**

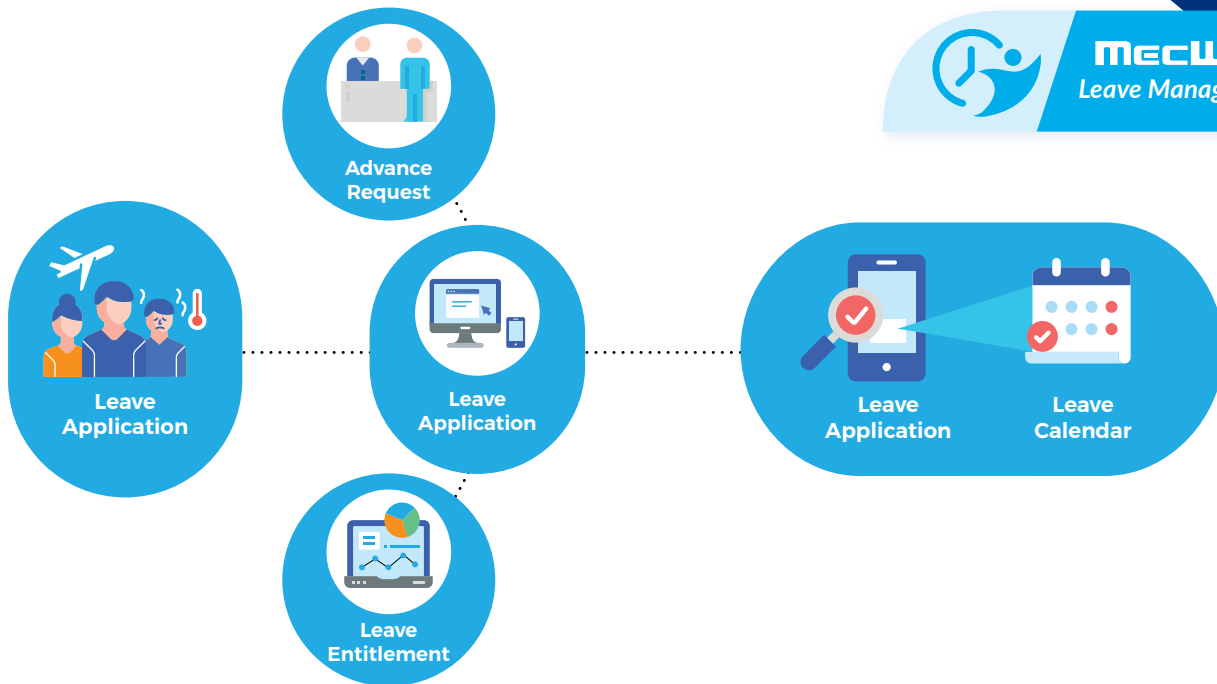
Payment To: [Field]  
Bank Code: [Field]  
Bank Branch: [Field]  
Bank Account No: [Field]  
Pay Year/Period: 2020 / S  
Value Date: [Field]  
Created By: [Field]  
Job Status: [Field]  
Bank AC Name: [Field]  
Pay Period: [Field]  
Modified By: [Field]  
SUBMIT SHOW DETAILS CANCEL

Amount: [Field]  
Converted Amount: [Field]

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

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





## 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

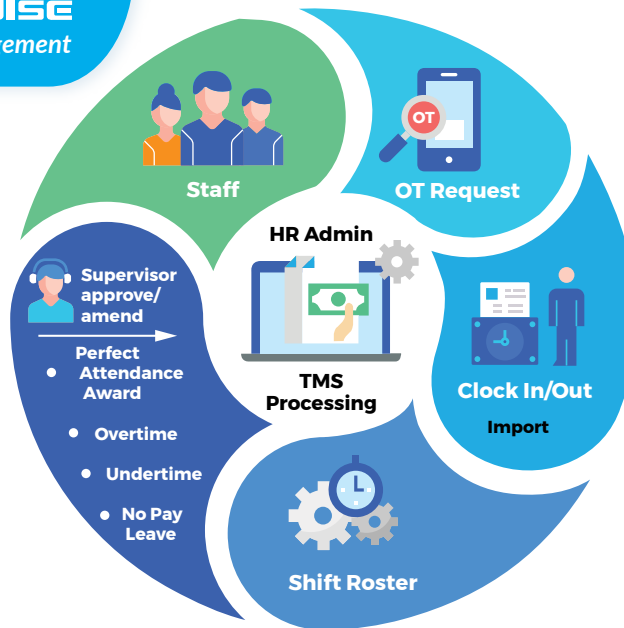
### Standard Leave Reports

- ◀ Leave Entitlement Summary
- ◀ Employee Leave Transaction
- ◀ List of Staff Leave Status
- ◀ Employee Leave Record

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
DR. ZOU BERG																															
HERNIES CONRAD																															



**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**

Employee ID: A00010  
Department: [Dropdown]  
OT For (Department): [Dropdown]  
Request Status: [Dropdown]  
Claim Scheme: [Dropdown]  
OT Date From: [Date Picker]  
Time From (minutes): [Time Picker]  
Total OT Hours: [Text Field]  
OT Type: Rate, Unit, Trans: [Dropdown]  
OT Type: Rate, Unit, Trans: [Dropdown]  
Task Type: [Dropdown]  
Reason: [Text Field]  
Planned Task: [Text Field]

**Over Time Claim**

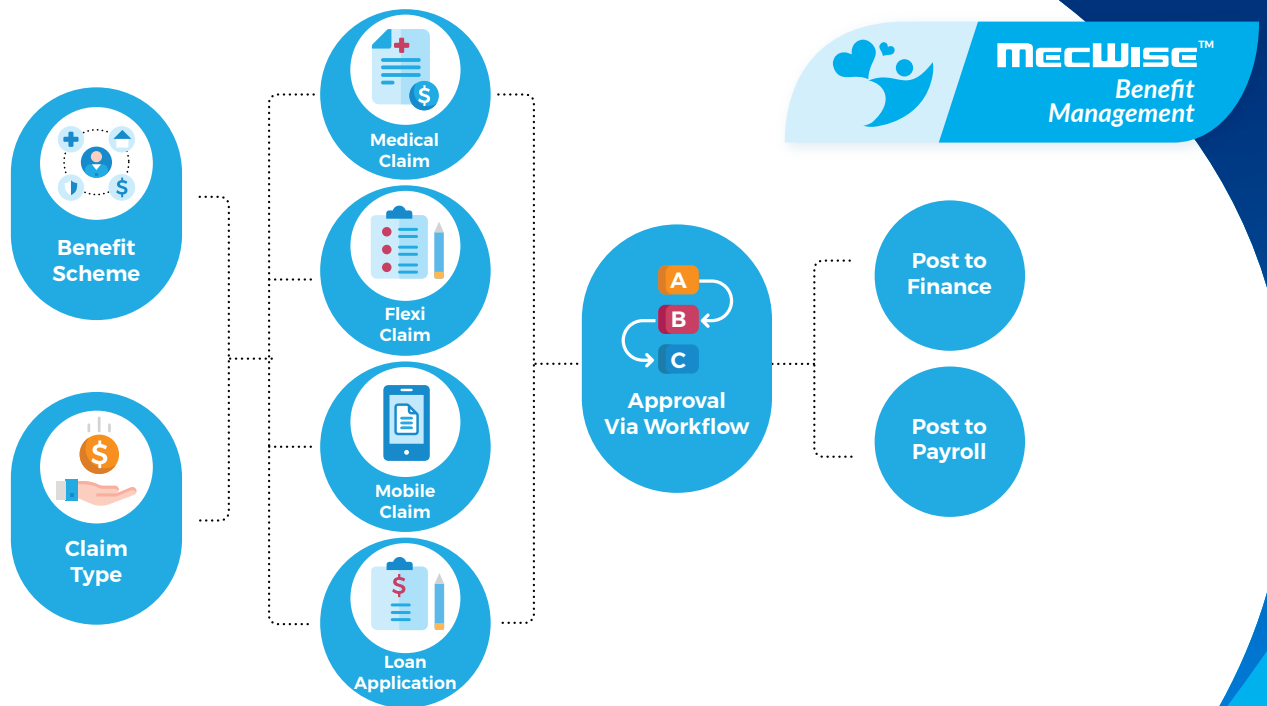
EMPE\_ID: A00010  
Org Unit: [Dropdown]  
NRJC No: [Text Field]  
Claim Scheme: [Dropdown]  
OT For (Department): [Dropdown]  
Claim Amount: [Text Field]  
Claim Status: [Dropdown]  
Allowable Claim Amount: [Text Field] (MYR)  
Year: 2020  
Month: 7

**Daily / Monthly Reports**

- ◀ Overtime Report
- ◀ Lateness Report
- ◀ Undertime Report
- ◀ Absent Report
- ◀ Error Report
- ◀ Time Clock Report by Organization Unit

**Mobile Clock In**

Attendance Register  
Clock In  
[Photo]  
17:08:30  
03 Apr 2020  
CLOCK IN



## 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

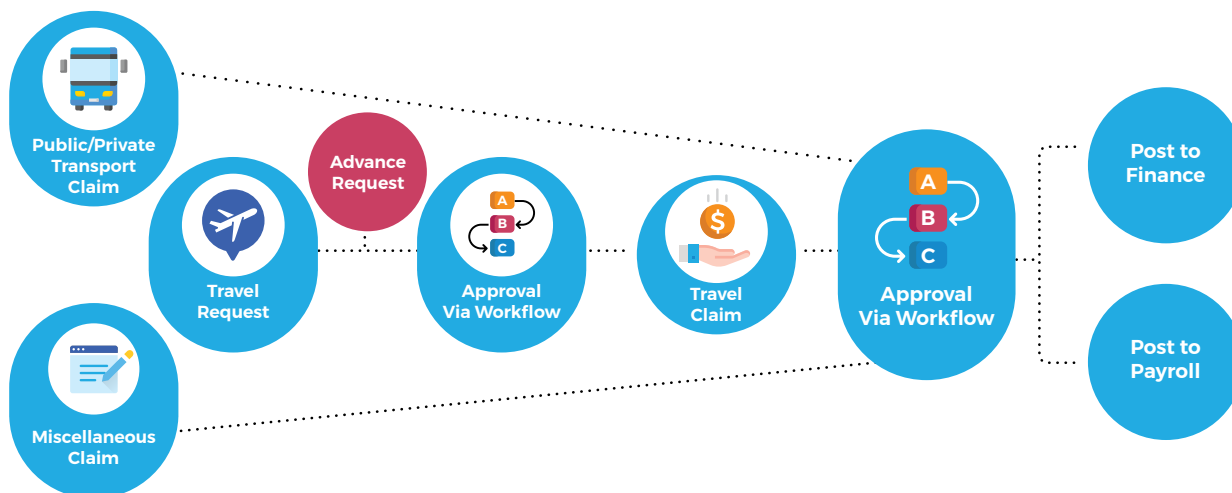
- ◀ Simple staff assessment and appraisal system process allows higher work efficiency and productivity
- ◀ Wealth of features and functionalities tailored to meet specific needs
- ◀ Clocking data to cater for multiple staff movement providing up-to-date and real-time leave information
- ◀ Leaving service administer the different service modes of staff
- ◀ Keeps track of employee's career progression and movement



## Benefit Management

The screenshot displays three overlapping windows from the MecWise Benefit Management software:

- Employee Claim Entitlement:** A window for managing employee claims, showing fields for Employee ID, Benefit Scheme, Effective Date From, and Remarks. It includes buttons for NEW, SAVE, DELETE, and RETURN.
- Benefit Scheme:** A window for managing benefit schemes, showing fields for Benefit Scheme, Description, Yearly Posting By, Effective Date From, and Created by. It includes buttons for NEW, SAVE, DELETE, and RETURN.
- Benefit Scheme by Group Entitlement:** A window for managing benefit schemes by group, showing fields for Benefit Scheme, Group ID, Description, Group Cap For, Staff Group Cap Amount, Per Family Member Group Cap Amount, Family Group Cap Amount, Total Group Cap Amount, and Remarks. It includes buttons for NEW, SAVE, DELETE, and RETURN.



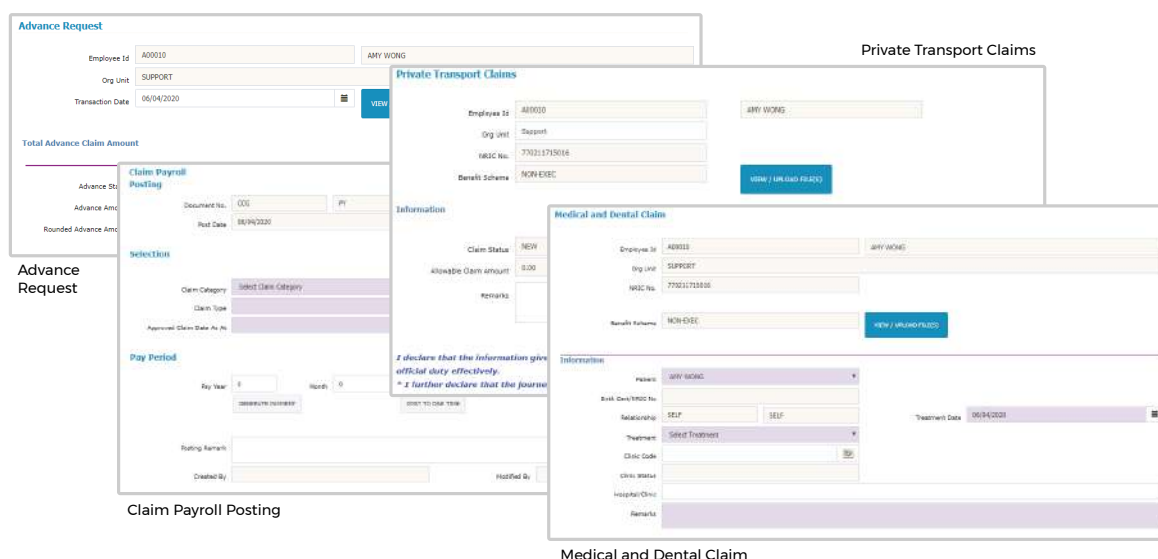
## MecWise™ eClaim Management

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

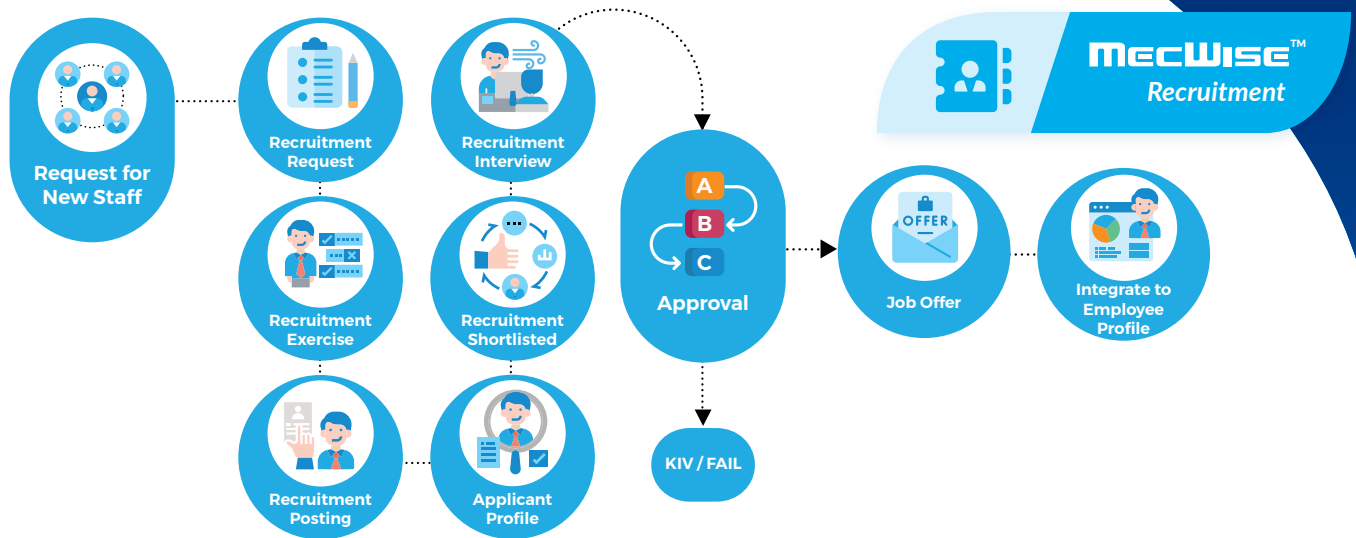
## eClaim Management



The image displays four screenshots of the eClaim Management system interface:

- Advance Request:** Shows fields for Employee ID (A00010), Org Unit (SUPPORT), Transaction Date (06/04/2020), and Total Advance Claim Amount. It includes a 'Claim Payroll Posting' section with fields for Advance Sts, Advance Amt, and Rounded Advance Amt.
- Private Transport Claims:** Shows fields for Employee ID (A00010), Org Unit (Support), NASC No. (775011713016), and Benefits Scheme (NON EXEC). It includes a 'Claim Status' field (NEW) and a 'Allowable Claim amount' field (0.00).
- Medical and Dental Claim:** Shows fields for Employee ID (A00010), Org Unit (SUPPORT), NASC No. (775011713016), and Benefits Scheme (NON EXEC). It includes a 'Patient' field (ANY MEMBER) and a 'Relationship' field (SELF).
- Claim Payroll Posting:** Shows fields for Pay Year (8), Month (0), and Pay Period (01/01/2020 - 01/01/2020). It includes a 'Rating Remarks' field and a 'Created By' field.





## 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

The image displays three overlapping screenshots of the MecWise Recruitment Management system interface:

- Recruitment Request:** Shows fields for Requested No., Description, Requested Date, Requesting Officer, Designation, Org Unit, Type, Recruitment Type, Replace Employee One, Replace Employee Two, Replace Employee Three, Purpose of Recruitment, and Created by.
- Recruitment Exercise File:** Shows fields for Exercise No., Exercise Desc., Advertisement Start Date, Advertisement Method, Responsible Officer, Designation, Recruitment Status, and Created by.
- Recruitment Interview Details:** Shows fields for Interview No., Exercise No., Job Grade Applied, Exercise No., Backlist this applicant?, Interview Type, Venue Address, Officer name, Criteria, Start Date, Start Time, and Created by.
- Applicant Profile:** Shows fields for Applicant No., Job Grade Applied, Exercise No., Backlist this applicant?, Name, Address, Personal, Identification, Foreigner, NO, Payroll, Progression, Additional Info, Solution, Alias Name, Permanent Address, and Exercise Comm Date.



**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

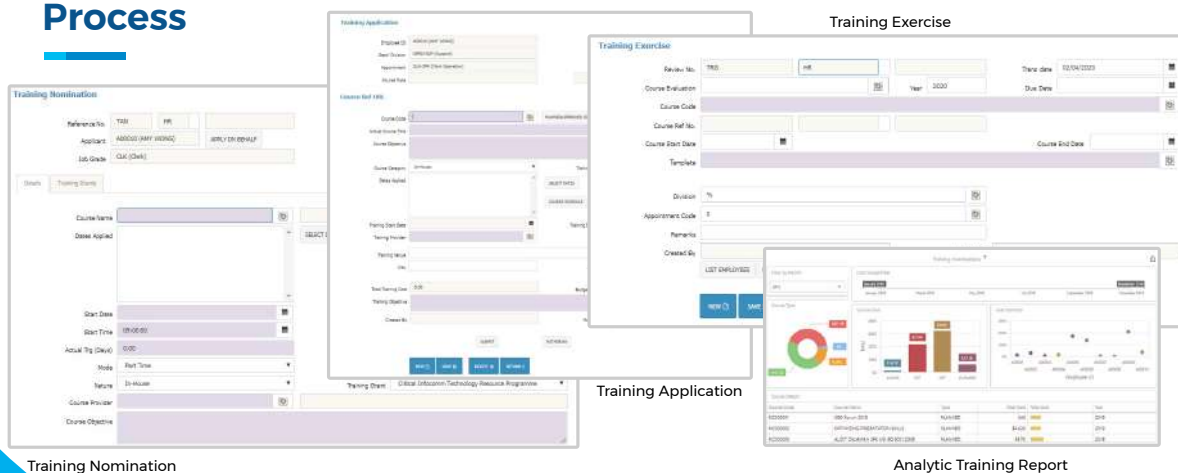
The module administers training courses and maintains staff training history records. It also tracks the course expenditure and provides training statistics for the organization.

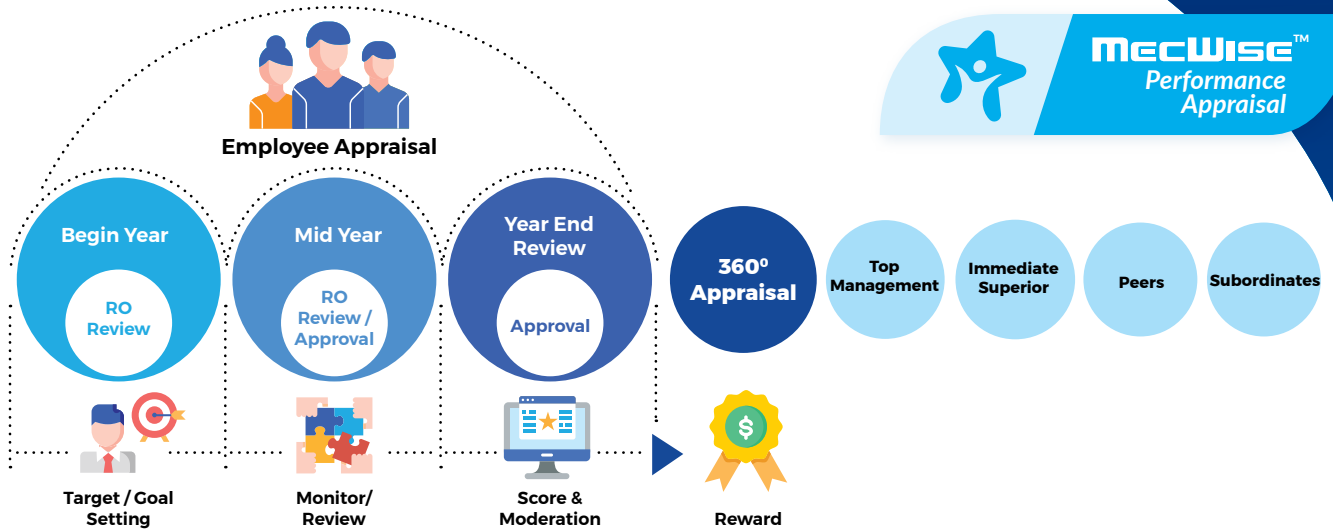
It is designed to provide a systematic process for employer to plan the training course for their staff, review the employee's practices, improve training effectiveness; tracking of training needs analysis (TNA) and selecting the right employees for training courses. The approval and routing processes 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





## 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.

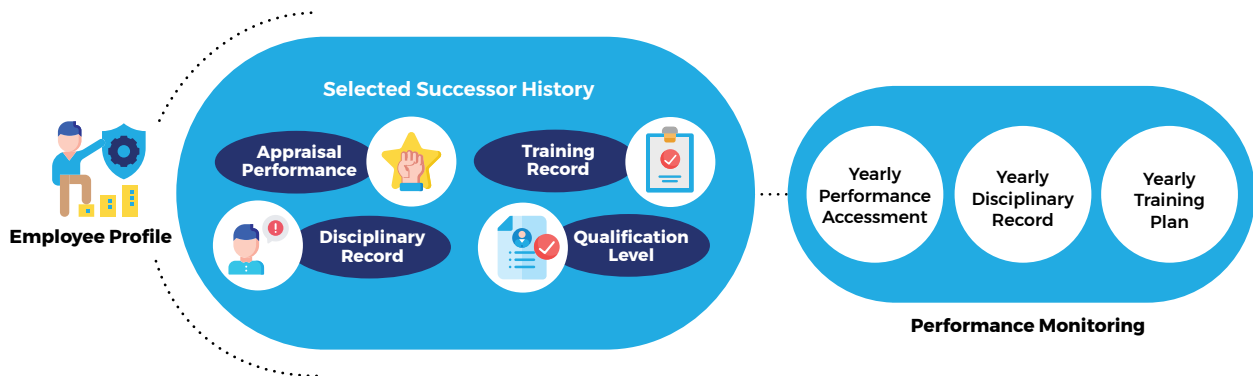
Discretionary points are points on the salary scale, which a staff has to be given permission to cross. When a staff reaches this point, he has to be given permission to proceed to the next salary point on the scale. A salary scale may have more than one discretionary point on any one-salary scale.

## 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



## 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**

Transaction ID: SUC GEN Date: 03/04/2020

Staff ID/Name: [Field]

Scheme of Service: [Field]

Job Category: [Field]

Appointment code: [Field]

Created By/ date: [Field]

PROCESS NEW SAVE

**Succession Planning Enquiry**

Staff ID: [Field] Grade: [Field] ENQUIRE

Successor List

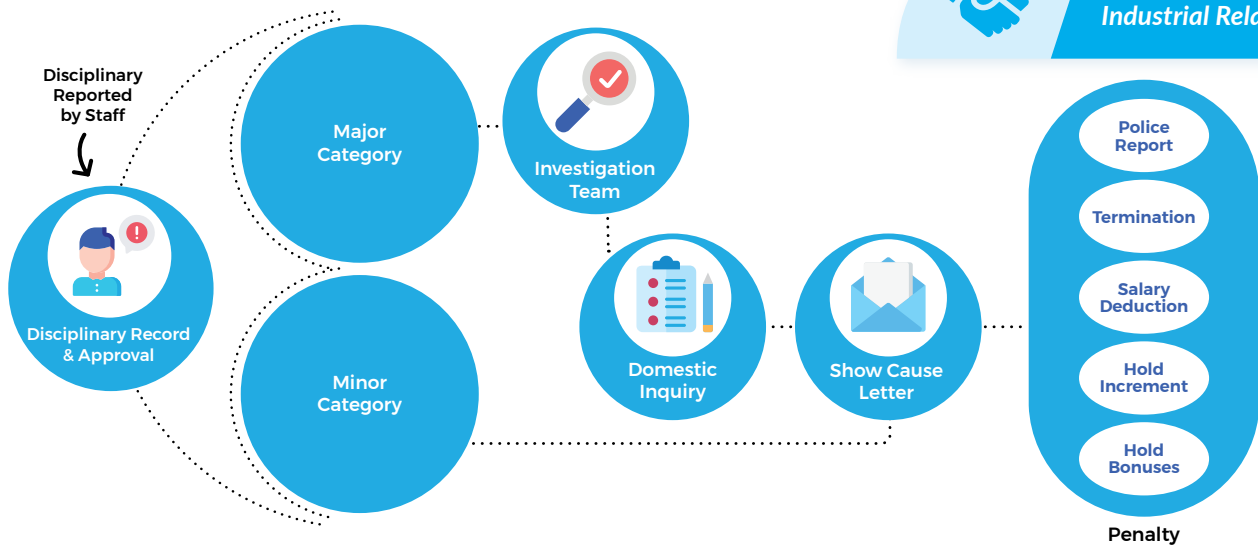
Staff ID	Successor ID	Successor Name	Appointment Code	Appointment Desc

Show/Hide FilterRow Query Builder Export To Excel

**Succession Planning Details**

No	Staff ID	Staff Name	Job Category	Appointment Code	Appointment Code Desc	Date Join	Selected successors	Created Date	Created By	Modified Date

Routing Officers Routing Status



## 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**

Industrial Relations No.: DCP, HR  
Reported Date: 01/04/2020  
Reported By: [Name]  
Employee ID Name: [Name]  
Complaint Detail: [Text]  
Industrial Relations Date/Time: [Date]  
Industrial Relations Code: [Code]  
Industrial Relations Case: [Case]  
Created By/On: [Name]

**Appeal**

Appeal No.: DCP, HR  
Date: 01/04/2020  
Case No.: [Case No.]  
Employee ID Name: [Name]  
Complaint Detail: [Text]  
Industrial Relations Code: [Code]  
Industrial Relations Case: [Case]  
Created By: [Name]

**Industrial Relations Code Master**

Industrial Relations Code	Description	Created By	Modified By
NEW	SAVE	DELETE	RETURN

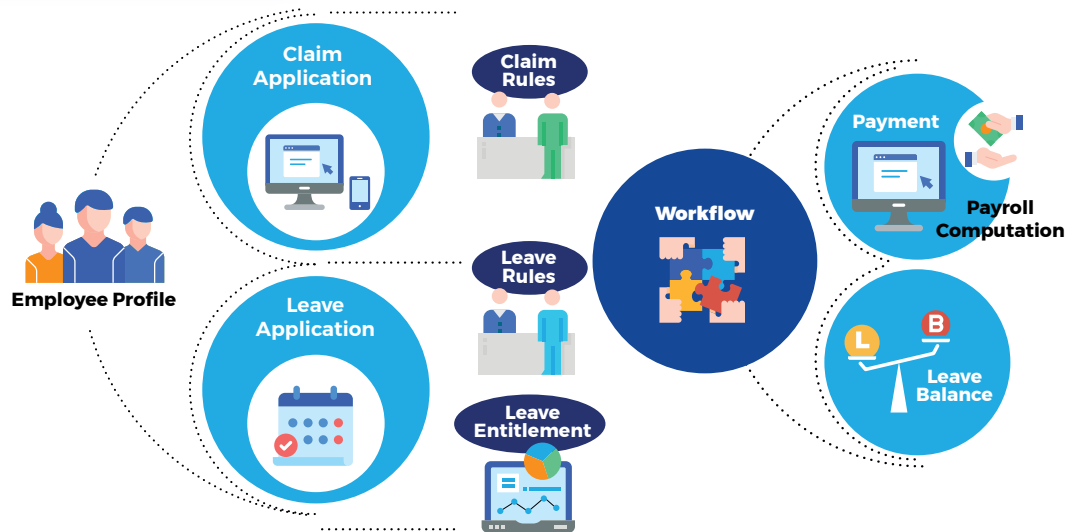
**Industrial Relations Detail Reports**

No.	Industrial Relations Number	Industrial Relations Date	Reported By	Date	Industrial Relations Code	Employee Name	Industrial Relations Case	Industrial Relations Detail	Severity	Severity Description	Status	IP Address	IP Date	Investigation By	Investigation Date	Investigation Detail	Resolution	Resolution Date	Resolution Detail
1	DCP-01-0000001	01/04/2020	HR	01/04/2020	01/04/2020	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR	HR





**MecWise™**  
Employee Self-Service



## MecWise™ Employee Self-Service

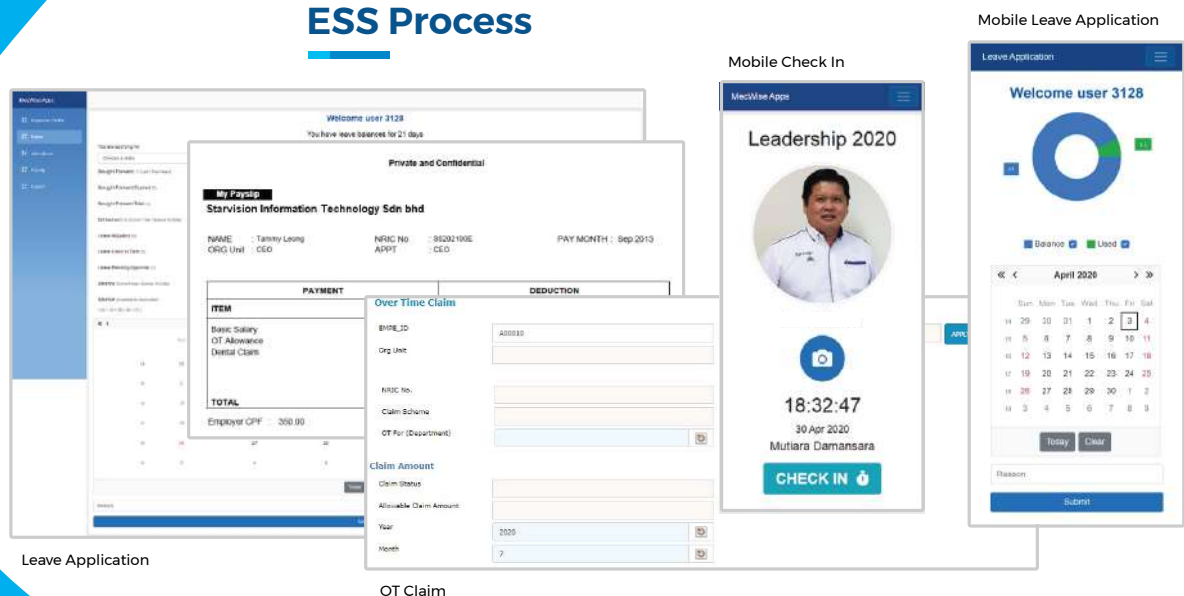
MecWise Employee Self Service is a fully integrated system which brings together all elements of your ESS operation into one manageable and accessible location. Empowers all employees to easily access and maintain their own information including updating personal particulars, applying leave and submitting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





### 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, EPF, SOCSO & PCB and other statutory related contribution.
- ◀ Submission to banks (compliance to all bank format submission).

### Statutory Submission



### Bank Submission



### Employee Self-Service

- ◀ Online ePayslip
- ◀ Online EA form
- ◀ eLeave Application
- ◀ 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!



+603 7621 6325



fb/MyStarvision



enquiry@starvisionit.com.my



www.starvisionit.com.my

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.



**Microsoft**  
**GOLD CERTIFIED**  
Partner

### Starvision Information Technology Sdn Bhd

D-13-5, Menara Mitraland, No. 13A, Jalan PJU 5/1,  
Kota Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan

**StarVision®**