# PUKU SOLUTIONS

*Be Better*

# HR APP PITCH DECK PRESENTATION

Puku Solutions is a member of the Zambia Institute of Human Resource Management

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Puku Solutions is a leading human resource consulting firm. We offer a wide range of services to help organizations with their human resource planning, development of workplace policies, maintain employment law compliance, discipline administration, employee engagement that drives performance.

# PUKU HR APP

The Puku HR App is a comprehensive, user-friendly solution designed to streamline payroll and leave administration for small and medium-sized enterprises (SMEs) in Zambia. Tailored to meet local statutory compliance needs, it empowers businesses to independently manage their HR functions with ease and accuracy. Backed by Puku Solutions' team of experienced HR professionals, the app offers end-to-end payroll services, ensuring timely and compliant processing while enabling SMEs to focus on growth. With its affordable, subscription-based model, the Puku HR App delivers reliable support to simplify HR operations, making it an essential tool for modern Zambian businesses.
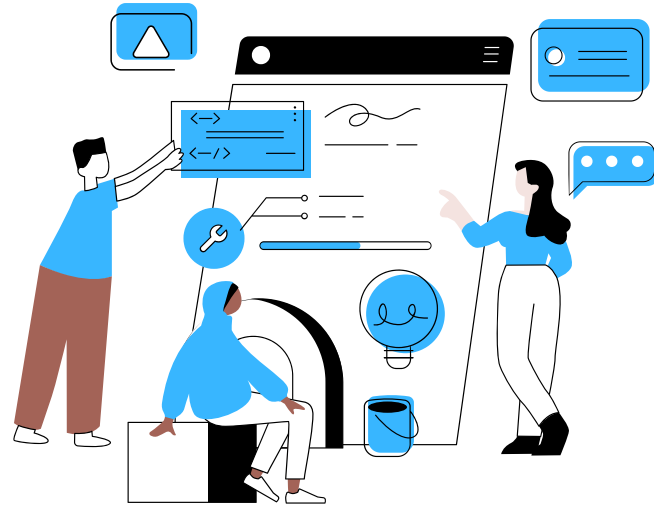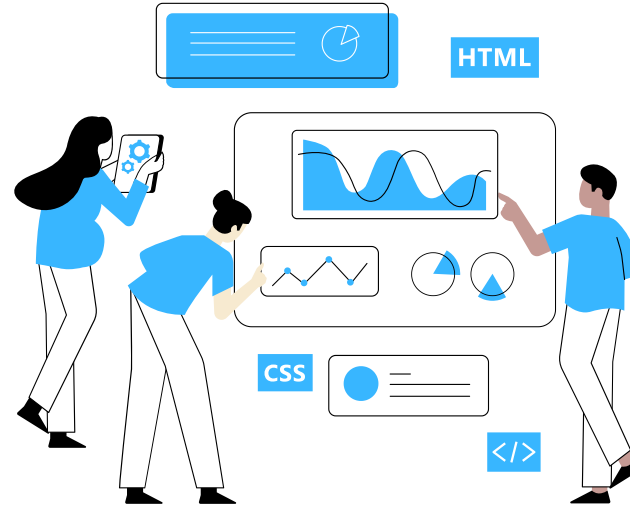
## STATUTORY COMPLIANCE

✓ **PAYE**

✓ **NAPSA**

✓ **NHIMA**

# PUKU HR APP FEATURES

## Track Holidays

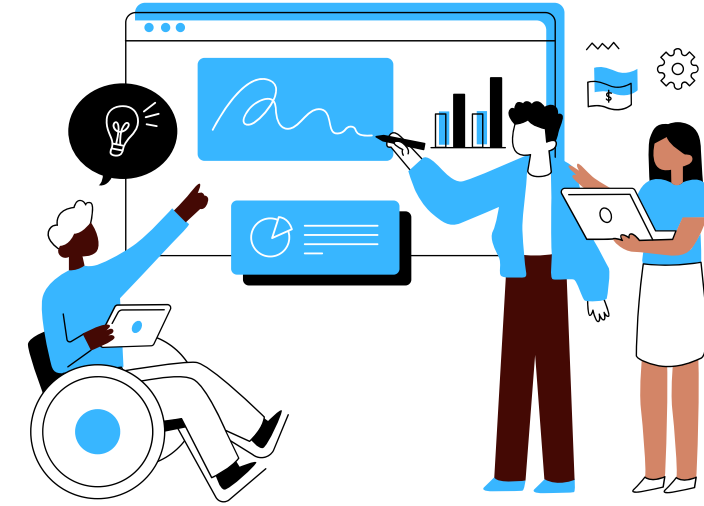✓ Schedule Public & Company Holidays

## Generate & Email Payslips

✓ Set Basic Pay, Allowances & Deductions

✓ Email Payslips

✓ Generate payroll reports

## Leave Management

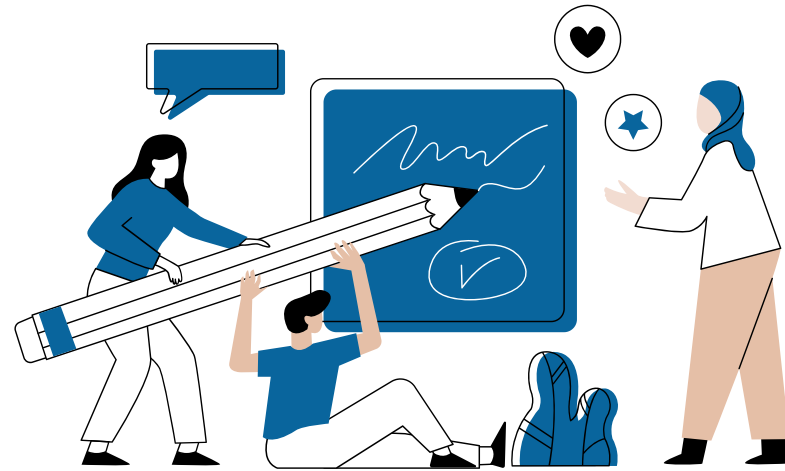✓ Create different leave types e.g. annual, maternity, sick etc.
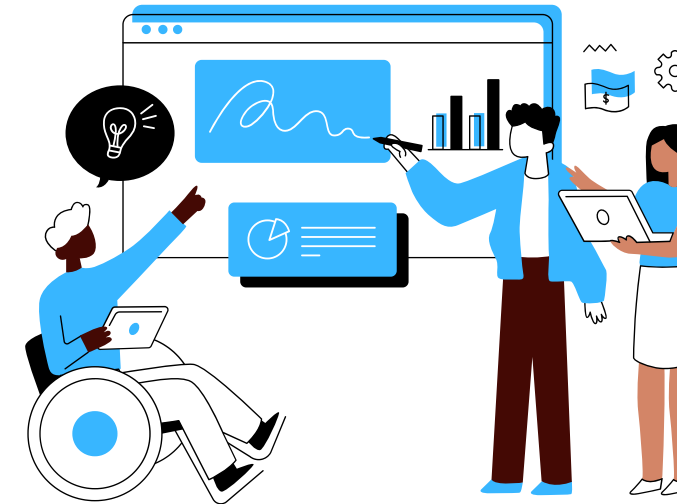
✓ Easy application and approval of leave vis app

✓ Up to date leave records

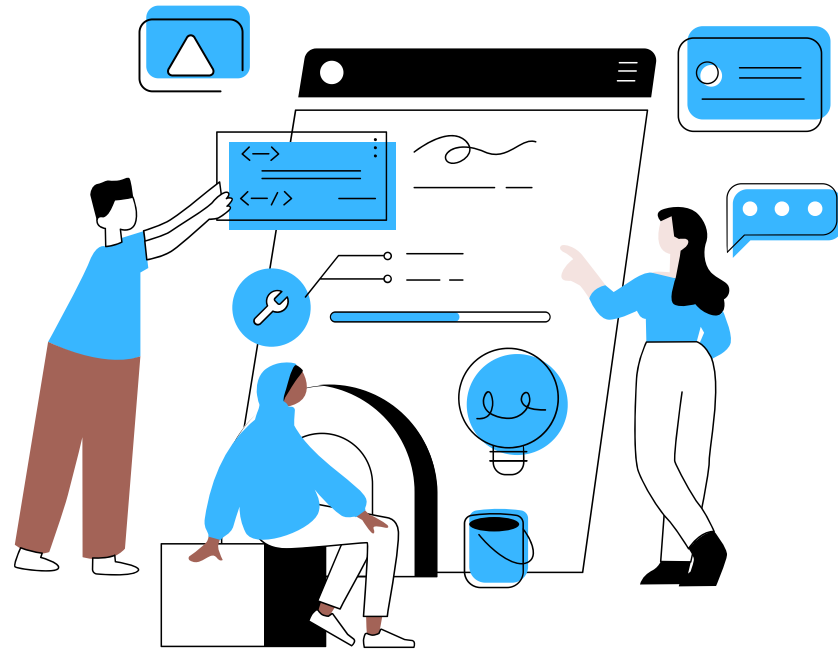# PUKU HR APP FEATURES

## Organisation Structure & Grading

- Automated organisation chart maker

- Shows Supervisors & Supervisees

- Create job grades

## Contract, License & Permit Renewals
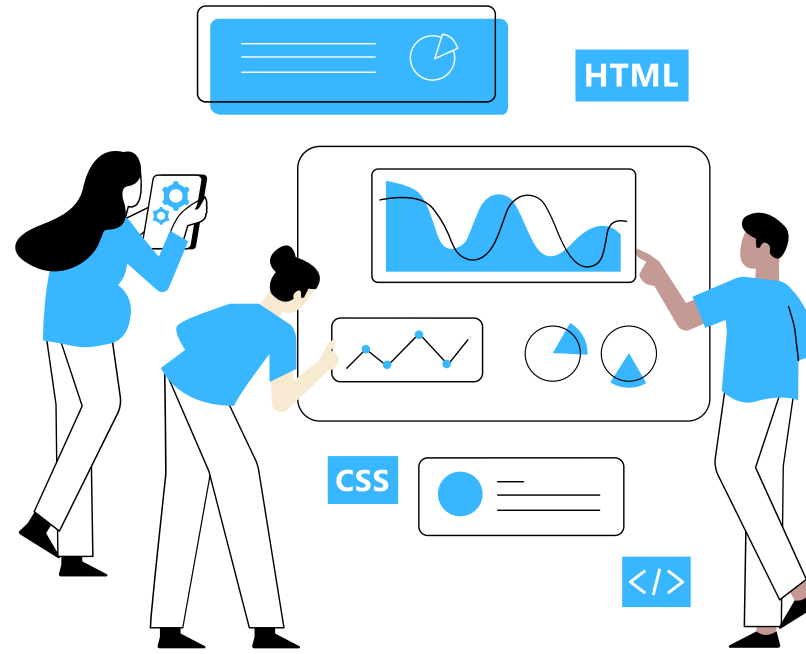
- Store fixed and permanent contracts

- Set reminders for contract renewals

- Store practising licence & permits
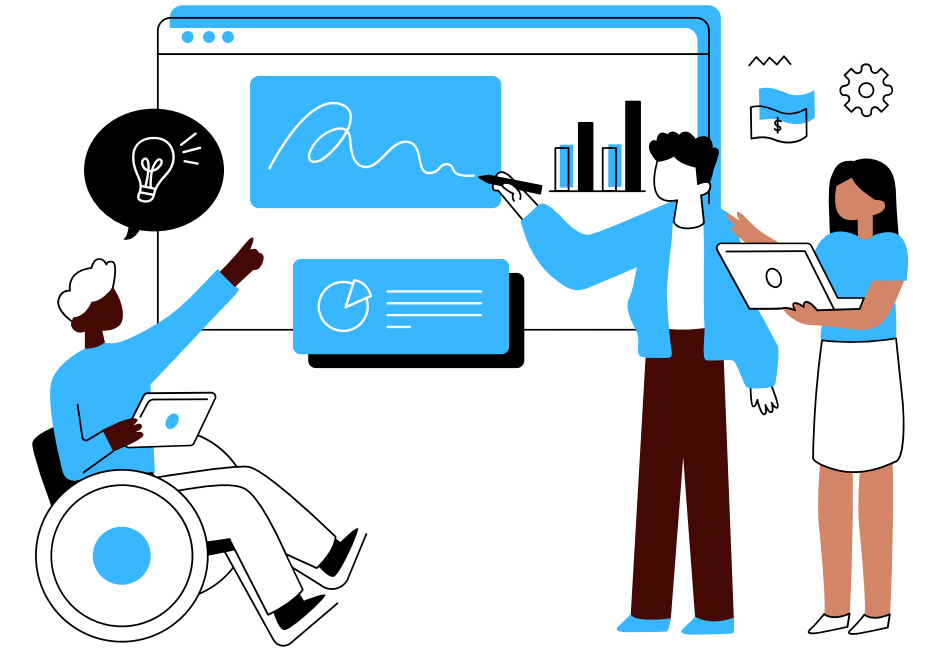
# PUKU HR APP FEATURES



## Legal Compliance

Employment Code 3 of 2019 requires employers to compile and maintain records for each employee, including details of wages, allowances, benefits, and any other relevant matters.
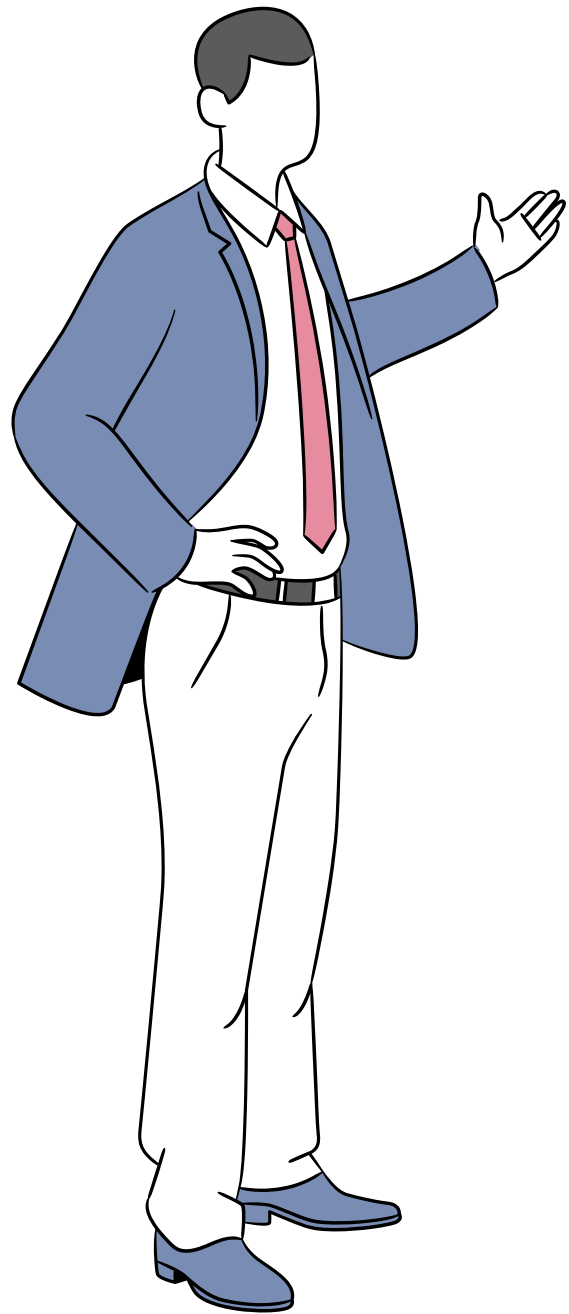
## Generate & Email Payslips

Employers must keep a record of all wage payments made to employees and any deductions from wages, including the reasons for these deductions.

## Leave Management

The Puku HR App enables employees to apply for various types of leave and upload sick notes directly from their smartphones, ensuring efficient record-keeping and easy access to leave histories.

# EMPLOYEE SELF SERVICE FEATURES

✔ **Mobile Access**

Employees can log in using their smartphones, anytime, anywhere.

✔ **Leave Application**

Submit and track different types of leave (e.g., annual, sick, maternity) directly from the app.

✔ **Leave Balance Tracking**

Instantly check available leave days and leave history.

✔ **Payslip Access**

View and download payslips securely every month.

✔ **Leave Balance Tracking**

Improves communication between HR and employees by giving staff visibility into their own records.
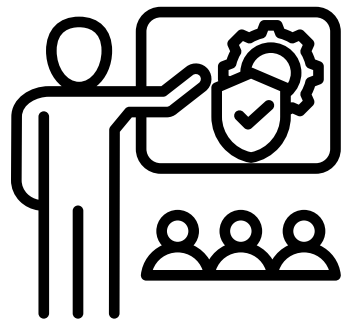
✔ **User Friendly Interface**

Designed for ease of use with minimal training required.

## BEST HR APP IN ZAMBIA

# WHY CHOSE PUKU HR APP

### Training & Technical Support

Our support includes guided setup assistance, live training sessions, user manuals, and ongoing technical support. Our team is here to ensure a smooth and confident transition to digital HR management.
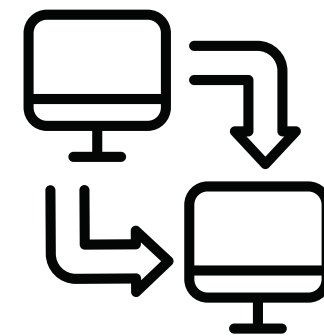
### Convenience

Fully online, accessible-anywhere platform that streamlines HR tasks.

### Cost Effective

Reducing administrative costs and saving time through automation.

### Compliance

Integrates local legislative requirements to ensure compliance.

### Employee Engagement

With self-service features that empower staff to manage their HR needs effortlessly

# PUKU HR APP PRICING

## Plans Start From
## K650 / month

# CONTACT US



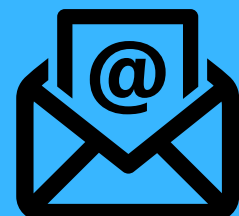Florence Tukuta

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