

HR-Assistant

The Human Resources Management Assistant

Key Features by Module

System Setup

- Multi-company
- Multi-currency and multi-regime
- Employee class & Designations management
- Designation and Organization Structure
- Department and Departmental Structure
- Company Loans
- Pay points and Pay point branches management
- Documents management (CVs, Scanned copies, etc.)
- Statutory Deductions (PAYE, NSSF (2013) and NHIF(2012), Pension for Occupational Pension Schemes
- Other Deductions (Company specific)
- Leaves management

Employee Register

- Personal and Legal details management
- Employee Approval and Confirmation
- Beneficiaries Register management
- Batch importation
- Education and Employment history management
- Directory Management
- Exits (Retirement, Resignation) Processing
- Claims Processing (Overtime, Piece of Work, Other Additional Payments, Exit claims, Unconsumed Leave Claims)
- Deductions and Company loans management
- Benefits and Leave Management
- Notice Board and company level communication
- Employee Recruitment
- Skills management and Training needs assessment (TNA)

Payroll Management

- Register management
- Suspension and Stoppages management
- Payroll processing (including casuals, etc.)
- Cheques writing
- Mobile payments integration
- Payroll Deductions

Performance Management

- Calendar, Agenda, To-do List and Reminders,
- KPIs and Performance Evaluations
- Meetings Management (Track and Share Minutes, Action Items, e.t.c)
- Employee Signing In and Out (Attendance Management)

- Business Process Management (Workflow)

Inventory

- Assets management
- Depreciation

Accounts

- Receivables management
- Payables management
- Cashbook and Imprest management
- General Ledger and its operations
- Budget management
- Financial Statements

Support

- Issue tracking sub-module
- Complaints/Complements/Suggestion Box
- Chats and Hangouts
- SMS and Emailing modules
- Automated error reporting (Errata)