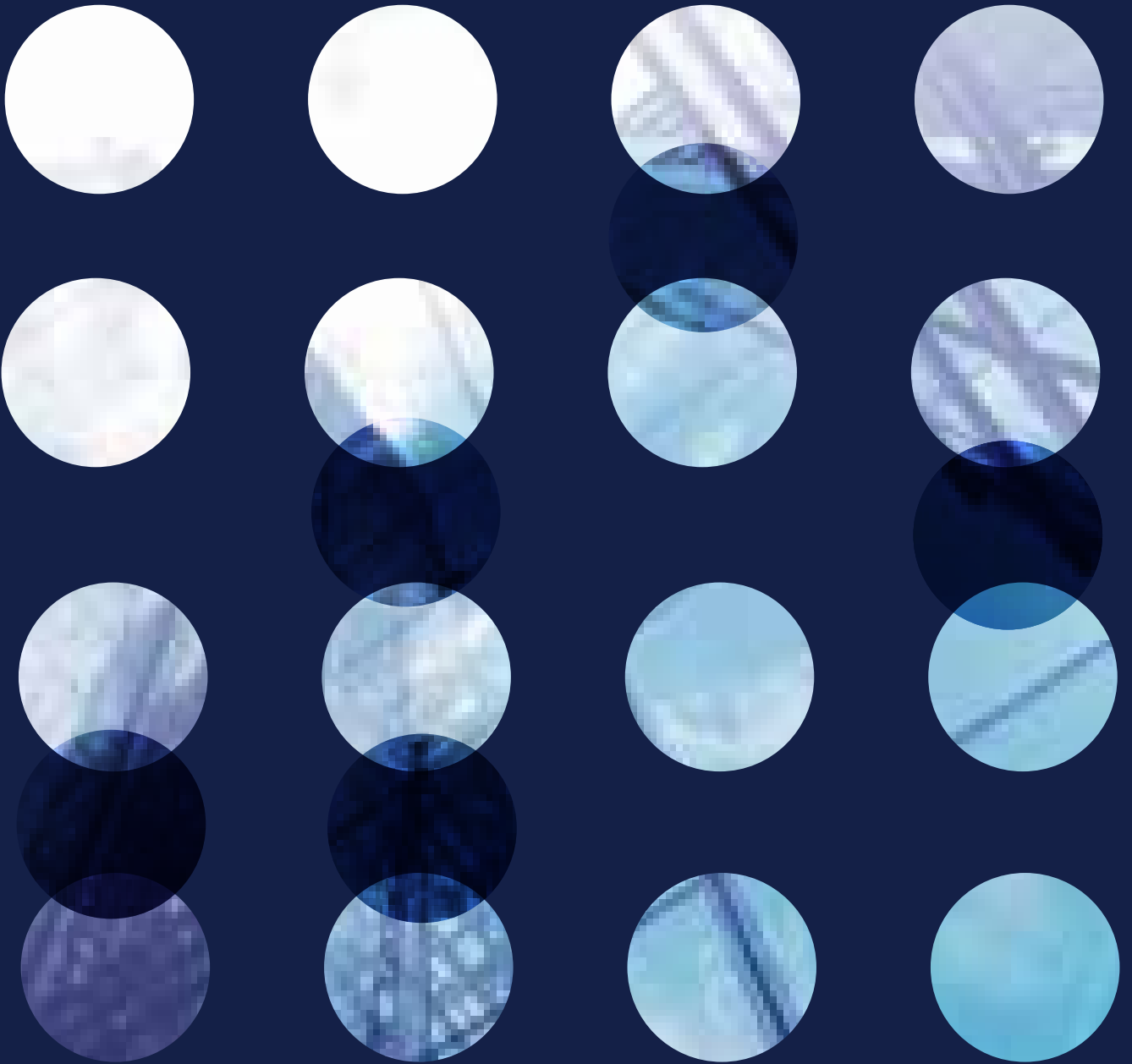# PRO-INT

Human Capital

Demystifying Integrated Human Capital Management

PRO-INT

INTRODUCTION

These recent days, Human Resource Management has become an essential factor of successful business. The competitive environment of this era, with its economic and technological challenges, will affect all areas of your enterprise.

Since information is no longer specifically owned by individual departments, HR is challenged a breakthrough, retain, and motivate the best people to accomplish vision & mission of the company, integrate human resource efficiency and utilize every system within the organization to achieve company's success. Responding to the crucial business challenges, Pro-Int Human Capital has become strong concerns with the most comprehensive HR Solution in Indonesia.

All the process to supports managerial level to make better decision through Pro-Int analytical applications has been delivering better services in less cycle time and simultaneously reduce total HR operational costs.

Every day, Pro-Int Human Capital manages thousands of employees of many companies that aware of their most important asset: Human Capital. We satisfy both company's and employee's interests in all aspect of HR Management. This is the simplest rational explanation why we need Pro-Int Human Capital.

The Modules

An integrated Human Capital and Talent Management application designed to enable strategic management of the entire recruit-retain-retire cycle and to create competitive advantage by identifying and developing talents. Pro-Int HRIS provides a complete toolkit that helps accelerate business executions by preparing the right people with the right competency ready to do value creating activities.

Workforce Administration

- System Manager
- Personel Management
- Organization & Job Design
- Leave Administration
- Termination
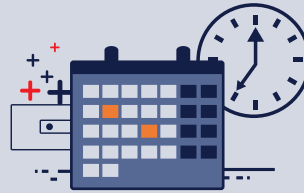
Compensation & Benefit

- Payroll Manager
- PPh-21
- Loan Management
- Medical Administration
- Time Management
- Social Security
- Labour Costing
- Benefit Administration

People Development

- Recruitment
- e-Recruitment
- Training Management
- Performance & Competency
- Talent Management

Self Service

- Employee Self Service
- Management Self Service

Pro-Int Human Capital was a ready package Application, but it's still a very flexible application/ can be adjusted with the client needs. The standard packaged basic that we have will be the standard that we adjusted with the client needs, in this case we will issued gap/ categorize which we could accommodated and couldn't accommodate by system. For gap/categorize which couldn't be accommodated will be segmented as modification to the system that already exist.

Product Spesification

Pro-Int Human Capital application can bedivided to 3 big modules, that is:

1

Workforce Administration

Workforce Administration
- System Manager
- Personel Management
- Organization & Job Design
- Leave Administration
- Termination

1. System Manager

Ensures every individual to get the right information to support their work by limiting user access not only to software functions, but also to specifically employee data, based on Job Level and Organization. As a result, the right information can be well distributed.

2. Personnel Management

The center of employee detail and comprehensive information, integrated to all modules, avoids unwanted data entry duplication. Handy as a window ofi nformation, this does not only belong to HR Department, but also can be distributed through the organization. It records various aspects of employee data, such as violations, medical check-up, etc; makes it possible for users to define other factors of employment data or information. Workflow function simplifies processes to maintain status change or employee mutation, which is commonly dynamic, on-line.

3. Organization & Job Design

Brings ease to design the organization chart that dynamically changes in line with the corporate goals and strategy. Integration of Microsoft Visio will provide user with desired organization chart format. Job Description and Job Specification for every company is certainly various. This module offers you simplicity and flexibility to meet your needs. Job Specification will be used by Recruitment module to seek the best-fitted candidate from Applicant Data Center.

4. Leave Administration

More often HR Department is tasked to record both annual and special leave entitlements, although they are not involved in managing leave permission in each department. This module will empower all departments to administer their own leave management system on-line. Starting from leave request to the approval. Moreover various company policy associated with leave are also handled by this module will empower all departments to administer their own leave management system on-line. Starting from leave request to the approval. Moreover various company policy associated with leave are also handled by this module; such as compensation of due leave, extended leave period, etc.

5. Termination

It handles all activities associated to termination process. Exit interview can be flexibly set. Calculation for severance payment and tax has been tailored to comply with government regulation. It provides user defined reference letter for employee leaving.

Compensation & Benefit

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1. Payroll Management

Compensation is one of many tangible forms of appreciation given to the employees for their contributions. In that sense, careful handling would be required to maintain and generate motivations. Besides that, handling such confidential data would need an extra secure media. Integrated with other modules, monthly or daily payroll process is just as easy as a single click of a button. The whole salaries and wages calculation will automatically be computed. All kinds of complex salary components can be flexibly defined by the user. The outcome of payroll process can be transferred in the form of softcopy for payment via bank transfer. This module will keep tracks of salary changes for each employee. Furthermore, user can easily set up salary increase scheme provided by the module. Back dated salary payment can also be automatically calculated.

2. PPh-21

Complicated tax calculation should no longer be a threat since this module has been set up to Indonesia's tax regulatory. Stop worrying over late monthly or annual tax payment. 'Grossup' and 'Net' tax calculations, or even the mixed of both can be easily and accurately handled.Using year-to-date calculation method, this module will calculate 'final' monthly and annual taxes, and certainly integrate to Payroll Management module. All required reports has been provided according to the government format.

3. Loan Administration

Managing a long term loan installment should take extra attention and accurate calculation. However, simple data entry on this module will automatically generate accurate installment schedule, both interest and noninterest rate method such as annuity and actual rate. Even rescheduling can be easily managed. This module is integrated to the Payroll Management system that automatically deducts the salary according to the loan installment schedule. This module also keeps tracks on employee loan history, and is able to setup loan eligibility formula, integrated to the employee income that indicates loan eligibility.

4. Medical Administration

Administers employees and the families. Designed with high flexibility to accommodate company policy that complies with common practice in Indonesia and is integrated to the Payroll Management module for medical reimbursementor deduction.

5. Time Management

All data collecting activities associated with employee working hour will be well maintained in this module. Starting from the delegation of each organization to design their own working hour/schedule, which can be automatically generated based-on predefined working patterns, integrated to various electronic attendance recording devices or with an additional attendance module. Each organization isable to manage overtime records with the help of workflow. While policies regarding overtime can be flexibly set up. Absenteeism is also maintained by individual organization. Calculation of allowances, incentives, overtime wages, and deduction related to employee's working hour are integrated to the Payroll Management module.

6. Social Security

One of many government programs associated to employees health and safety; membership registration, premium calculation and provision of necessary reports. It is all linked to the Payroll Management module.

7. Labour Costing

Integration between Pro-Int Human Capital and Pro-Int Financial or any accounting software implemented by the company, in transferring the cost maintained throughout Pro-Int Human Capital, such as salary cost, can be easily performed through this module. With the definite expense items according to Chart of Account, it can be flexibly designed. Cost Center definition for each employee allows this module to create even advance reports required by the accounting department.
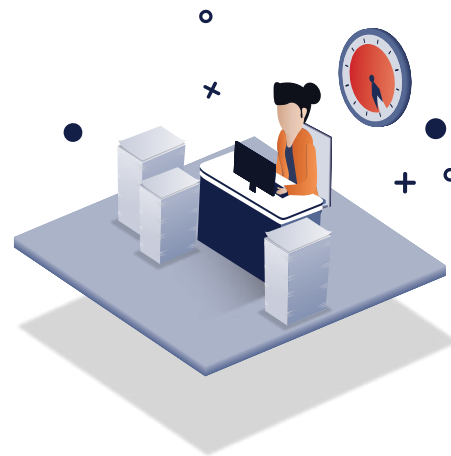
8. Benefit Administration

Generally, the company has certain Benefit Scheme designed for the employees. In order to increase employees motivation and welfare, as well as a form of appreciation to their contributions apart from their regular monthly salary entitlement. Vehicle, housing and other type of benefits can be defined by users to comply with the company policy. Standardized benefit scheme can be grouped based-on Job levels. Benefit claims associated with the employee's benefit entitlements, can also be administered in this module

People Development

People Development
- Recruitment &
  e-Recruitment
- Training Management
- Performance &
  Competency
- Talent Management

1. Recruitment & e-Recruitment

Getting the right person for the right job is not a simple to do. Surely it will require a comprehensive Recruitment, Selection and Hiring process.Therefore, it requires a tool to accommodate all necessary information about candidates, and at the same time enables you to manage all the process simultaneously. This module provides it all, starts from administering 'employment request' collected from all organizations. Managing advertisement and its cost, as well as potential candidate evaluation responded to various advertised vacancies. Recording potential candidates in the Data Center, that accommodates all necessary information. Candidate Call Out for further selection process, where user if given a freedom to design call out letter. Administering selection process can be done with user defined criteria as desired. It even records medical examination results data. After negotiation process, the obtained candidate's personal data will be automatically transferred to the Personnel Management.

2. Talent Management

Talent management combines the result of employee's performances appraisal and competency assessment that managed by Performance Management and Competency. Management. The result of both aspects will form into Human Asset Value and will determine the classifications of the employees in the company. It will deliver the further results such as Individual Succession Plan and Replacement Table Chart which will help the company to determine the employee's Career Path.

3. Training Management

Training is one of the ways to improve increase or develop employee competencies, as organization requires, in order to achieve its goal. Defined standard training programs would keep the stability and standardization of employee's performance to accomplish their duties. Training execution plan can be composed in the Training Program; Training schedule can be sent to each listed participant. Instructor or outsourcing Institution appointed as trainer can be determined from the list, which has been pre-defined, even to administer the required training venues. In order to improve training quality, user can be flexibly set Training Evaluation scheme to the organizer, instructor, and institution. Eventually, the company will have a comprehensive information regarding Training Management.

4. Performance & Competency

Measuring employee's performance is a very crucial aspect for the company to maintain and improve its performance Various measurement methods are offered in this module, 'Management by Objective', 'Competency', 'Trait-Based', etc. This module allows users to actively interact with the system, for example when appraiser is working on the assessment and recording Critical Incident, or even an appraise, while completing his own self-assessment. Interaction also takes place between appraiser and appraise during coaching and feedback discussion. It also offers more freedom to design performance management scheme. With the integration to Time Management and Personal Management modules, it provides summarize information associated to employee's absenteeism or violation records during assessment period. At the end, result obtained is used as reference for Development Plan of the employee. One of the Development Plan is Training Suggestion integrated to the Training Management module. The final results can be integrated to the salary increase in Payroll Management module. A module that can be used for managing the competency valuation. User can definite the valid competency model also allocate for each position. That valuation result will be compared with the competency position requirement to obtain the gap analysis competency.

Self Service

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- Management Self Service

4 Self Service

Pro-Int HRIS answer the latest trend in Human Resources Management that allows employees and managerial level to do Human Resources (HR) transaction by operating the self-service features which also could strategically save excess cost and time. In addition, employees and managers can be more responsible with their own information and HR transaction. Also give the opportunities to HR Professionals to be the expert consultant partner for the HR transactions

Few Fact about Pro-Int

Successfully replaced the TOP 2 Enterprises System with hassle free in our Clients

Average lifespan of our solution has been used more than 10 years.

We help our client to grow their business from em ploying 600 person to more than 10,000.

We support our client's growth from their initial 8 store to 100 plus nationwide.

Processing at least 30.000 employees every month

We are the leading HRIS Vendor for TOP 3 Retail and Manufacturing Company in Indonesia

Has been implemented more than 70 companies in one single Database

We handle 8 plus of BIG Group of Companies

Client

and Many More

PRO-INT
Dinamika