

1.0 Feature List		
1.1	Administration Module	<p>The System Administration module offers centralized control to your HR Manager or other personnel to carry out basic HR functions. Define your organizational structure or your pay scale with this module. Work in a secure environment to manage core information and business projects or address security issues such as user rights and permissions.</p> <p>This is accessible through the Home >>Admin Module</p>
1.2	User Management	<p>Manage System Users and Access Control Lists</p> <p>Assignment of security permission levels shall be done using passwords management functionality and creation of several user access levels all included with creation, deletion, editing and updating functionality.</p> <p>Specific modules shall be unlocked to specific users based on the information required also secure links between modules avoid hacking shall be created to avoid unprivileged access to the information An employee can be of type HR,ESS(employee supervisor or HOD) ,finance or Admin. These roles come with different rights of access</p> <p>This is accessible through the Home >>Admin >>Users</p>
1.3	Personnel Information Management	<p>As a centralized employee database, the Personal Information Management (PIM) gives you the capability to easily and productively store and utilize all aspects of your employee information.</p> <p>The PIM database captures bio data of the employees,their contact information,their pay grade etc.</p> <p>Under the salary tab,different configurations are made available.Importantly are the salary components(Basic,allowances) etc plus the Direct debit /Bank information.</p> <p>The system administrator should always set the payment mode of an</p>

		<p>employee(CASH,BANK,CHEQUE) in order for them to appear under the different registers.</p> <p>Similarly,they should configure the correct statutory setups eg PAYE,NSSF,NHIF enabled and in case of directors of a second company,add the “fixed_tax” option.</p> <p>The PIM module also incorporates reports</p> <p>This is accessible through the Home >>PIM >>Reports</p> <p>That can be customized by the user to include/exclude required fields in a report</p>
1.4	Employment Records/Document Manager	<p>Manage employee file,educationqualifications,skillsets,jobexperience,photos,bankdetails,tax history etc</p> <p>This is a subset of the PIM module and allows one to upload documents directly into the system</p>
1.5	Recruitment	<p>The Recruitment module gives HR professionals a comprehensive solution for the entire recruitment cycle. Effectively streamline your applicant tracking process from job vacancy to hire.</p> <p>This is accessible through the Home >> Recruitment and allows one to record vacancies, setup interview criteria and actually record evaluation for a candidate throughout the interview.</p> <p>On completion, the user can mark the interview as either “passed, conducted or failed” and if messaging is enabled by the developer, the candidate should be send a notification</p>
1.6	Leave Management	<p>Using web-enabled and self-service concepts, management of vacation and leave requests was never easier. This integrated module enables online processing of requests and approval for leave and vacation time. Significantly streamline all your leave-related procedures, eliminate</p>

		paperwork and reduce scheduling hassles with this module.
1.7	Performance and Evaluation	Assessment of job performance and communication of critical business expectations is essential for any business. The Performance module simplifies this vital process through creation of employment reviews and self- assessments.
1.8	Discipline	Manage cases of indiscipline,disciplinary measures configuration,workflow for carrying out disciplinary measures,circumstancesetc
1.9	Warning letters and dismissal	Create,manage,customize letters of warning and dismissal
1.10	Employment Termination	Manage terminations,terminationreasons,process employee through a termination for clearance eg. For assignments pending,contractual terms etc
1.11	Salary Review	Use a set of rules in collaboration with performance module to review employee salary
1.12	Trainings	Ensure your staff is well equipped to handle their internal/external assignments by creating a comprehensive schedule for on and off job trainings
1.13	Dispute Resolution	A utility tool to manage the process of internal dispute resolution
1.14	Staff Payroll Management	<p>Single/multiple employee processing ,support for Payroll rollback ,emailing,multi-payslips and many more Manage Statutory rates,deductions,reliefs,and end of month payments for your employees,generate payslips and manage previous payslips</p> <p>The module also allows us to enumerate the earnings/deductions an employee has acquired over the month,configure them as taxable,active or not etc.</p> <p>Once these have been confirmed,the payroll is generated from Payroll >>process payroll The employees required are checked the click on “Process Payroll” button.</p>

HRMIS SYSTEM BRIEF

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		<p>The subsequent reports are available from “Payroll >> Payroll Reports” with the most consequential being “Bank Register, Payroll Register and Payroll Summary”</p> <p>Statutory reports are also available from Payroll >> Statutory Reports</p>
1.15	Search Module	Uniform search module on all pages, search by name, department/location, job title category etc
1.16	Time and attendance Module	Can be achieved in 3 ways, by employees logging into the system via a portal and checking in, Hr manually ticking against days that employees were missing and automated through an integrated Biometric System
1.17	Employee Self Service	When hosted on a WAN, the system can be accessed by employees using their login credentials to perform functions such as : apply leave online, view loan statements, view salary slips, update the biodata etc
1.18	Statutory Deductions	All statutory reports incorporated; NSSF, NHIF, PAYE, p9, p10, Itax support available
1.19	Meetings Module	A comprehensive meetings for scheduling and managing committee/plenary meetings, venues, time and members attendance to generate allowances as set
1.20	Other customized features as required	More features can be explored by sending a request to cto@techsavanna.technology for more information on the system