

CORE FUNCTIONALITY

General Functionality

- Multiple Users
- Multiple Company management
- Employee/Manager Self Service
- Multiple User Profiles
- Comprehensive System Security
- Employee Statistics View
- Auto-created reporting and company structure organograms
- Quick employee statistics graphs
- Active, terminated and temporary employee management
- Built-in Help Guides and online Support Desk
- Audit log for company and all employee profiles
- Documents and note attachments throughout employee profiles

Human Resource Information System

- Employee and personnel file management
- Electronic filing system (e-filing)
- Job profile
- Disciplinary management and history
- Medical Aid management
- Pension/Provident fund management
- Organisational details
- Qualifications
- Login settings and access control
- Terminations
- Transfers
- Promotions
- Union membership management
- When Away settings
- Promotions
- Union membership
- When Away settings

Leave Management

- Setup multiple leave types (annual and general) and rules
- Online applications
- Online approvals
- Automatic leave balance adjustment on approval

CORE FUNCTIONALITY

LEAVE MANAGEMENT Continued

- View leave balance and leave history online
- Supervisor/approver leave calendar
- Leave Trend analysis for company and all employees
- Document attachments to applications
- Escalation on approvals
- Email notifications of application, approval and notification

TASKS AND REMINDERS

- Setup own Tasks and Reminders
- Assign to multiple employees
- Task and Reminder dashboard

WORKFLOWS

- Create unlimited Workflows
- Automatic New Engagement and Termination Workflows
- Manually triggered Workflows
- Multiple tasks per workflow
- Task management

PERFORMANCE APPRAISALS

- Create Performance Contracts with KPA's
- Weighting and rating scales
- Free response questionnaires
- Online self-assessment
- Online supervisor assessment
- Previous appraisals

DOCUMENT MANAGER

- Multiple document categories
- Unlimited documents
- Specified, secure viewing privileges

REPORT WRITER (ADVANCED)

- Easy-to-use report writer
- Multiple standard reports

CORE FUNCTIONALITY

REPORT WRITER (ADVANCED) Continued

- Export reports to MS Excel
- Print branded reports
- Share generated reports with other users
- Unlimited possibilities of reports using report writer

STATUTORY REPORTS

- Employment Equity reports (EEA2 and EEA4) generated in format
- Training reports (Workplace Skills Plan and Annual Training Report) generated in format
- Online verifications of employees
- Employment Equity reports (EEA2 and Import data through Excel template
- Online verifications of employees

ADMINISTRATION

- Online verifications of employees
- Secure super administrator access
- Additional privileges
- Maintenance of system

JOB PROFILER/LIBRARY

- Job titles, descriptions and categories
- Survey information
- Job levels and occupational details
- Role definitions
- Scorecard creation with deliverables/KPA's
- Skills and Competencies
- Qualifications
- Motivational drivers
- Learning requirements
- Succession planning