

**Multi User**  
**Multi Company**  
**Employee/Manager self service (ESS)**  
**Multiple User Profiles**  
**Administration Module**  
**Comprehensive System Security**

### **COMMUNICATION PORTAL**

- Online staff communication portal
- Company news
- New engagements
- Internal Vacancies
- Internal company events
- My news
- Archived news
- Employee benefits
- Staff loyalty programme

### **POSITION PROFILING**

- Job titles
- Job purpose
- Job levels
- Role definitions
- Deliverables
- Competencies
- Skills
- Qualifications
- Motivational drivers

### **TALENT MANAGEMENT (E-RECRUITMENT)**

- Branded career site
- Applicant login creation with password authentication and reminders
- Create job competencies
- Create job skill requirements
- Create vacancies
- Job posting to Intranet and Internet
- Applicant matching based competency and skill gap analysis
- Rules based activities
- Bulk email to applicants and line managers
- Customisable email templates with corporate branding and style sheets
- Link successful applicants to Performance Management system for probation assessments
- Summary views with applicant process status, profiles, questionnaire results,
- CV attachments and interview scores
- View vacancies by status and applicants in the workflow

## Solution Functionality

### **HUMAN RESOURCE INFORMATION SYSTEM**

- Employee information
- Contact details
- Electronic filing system (e-filing)
- Employee dependants
- Injuries on duty
- Job description
- Disciplinary history
- Medical aid
- Organisational
- Pension fund
- Qualifications
- Login settings
- Terminations
- To do list
- Transfers/Movements/Promotions
- Union membership details and Union fees
- Company allocated assets
- Away Settings
- Payroll Settings
- View Payslips
- Apply for online for leave, training
- Online performance assessments

### **TASKS AND REMINDERS**

- Setup own tasks and reminders
- Assign multiple tasks and reminders
- Task and reminders dashboard
- Approve Leave applications
- Approve training applications
- Complete performance assessments
- Approve time sheets

### **LEAVE MANAGEMENT**

- Setup multiple leave types and rules (Annual/General)
- Apply and approve leave applications online
- Leave balance report
- Leave history report
- Leave calendar
- Leave trend analysis

## Solution Functionality

### **DISCIPLINARY BUILDER**

- Disciplinary offence categories and associated explanatory notes
- Disciplinary sanctions and associated explanatory notes
- Disciplinary compliance wizard (step by step guide)
- Disciplinary history
- Document and note attachment
- Auto generated disciplinary forms and reports

### **PERFORMANCE APPRAISALS**

- Create Key Performance Areas (KPA's)
- Create weighting and rating scales
- Generate Performance Contracts
- Self-Assessment
- Manager Assessment
- Appraisal reports

### **PERFORMANCE MANAGEMENT**

- Create Scorecard – Individual, Team, Department
- Weighting by element
- Deliverables
- Evaluators
- Evaluator scheduling
- 360 Performance assessment
- Electronic evaluation
- Assessment guidelines
- Graphic view
- Remuneration and Incentives

### **LEARNER MANAGEMENT**

- E-Learning / Induction
- Matching and learning requirements by job profile
- Training service provider contact management
- Employee qualifications, skills and competency matching against job requirements
- Personal development plans
- Training event management
- Online training applications and approvals
- Training management to all users via email, web messaging and text messages
- Certificate data generation
- Audit trails and audit reports
- Automatic creation of Workplace Skills Plans and Annual Training Report

### **DOCUMENT MANAGER**

- Create multiple document categories
- Security viewing privileges

# Talenger

HUMAN CAPITAL MANAGEMENT SOLUTIONS

Empowered  
**EMPLOYEES**  
Equals  
Improved  
**PERFORMANCE**

## Solution Functionality

### **PAYROLL**

- Import data through Excel templates
- Monthly, Weekly and Fortnightly payroll
- Special runs
- Predefined IRP5 codes, medical aid tax deductions etc.
- Tax Methods – Periodic, Average, Directive (Average or Amount)
- SARS e-Filing
- Variance reporting for validation purposes
- Online or printed payslips
- Loans and Garnishees
- Backup and restore
- Bargaining Councils

### **REPORT GENERATOR**

#### **HR REPORT WRITER (Includes Advanced Report Writer)**

- Multiple standard reports
- Export data to MS Excel
- Share reports
- View onscreen reports
- Branded print reports
- Publish reports with built-in security
- Report creation, viewing and edit rights
- Create unlimited custom reports with the advanced report writer
- Generate reports by holding company, division, branch, cost centre or any combination thereof

#### **PAYROLL REPORT WRITER (Includes Advanced Report Writer)**

- Company Summary
- Payslip Summary
- Pension report
- Provident report
- Medical report
- Garnishee and Loan report
- Net salary report
- Bank File (EFT)
- EMP201
- EMP501
- COID report
- UIF declaration
- SARS Easy File submission
- Create unlimited custom reports with the advanced report writer
- Generate reports by holding company, division, branch, cost centre or any combination thereof

## Solution Functionality

### **STATUTORY REPORTS**

- Employment equity reports (**EEA2 / EEA4**)
- Workplace Skills Plan (**WSP**)
- Annual Training Plan (**ATR**)

### **ONLINE TIMESHEETS**

- Generate online timesheets (daily, weekly, fortnightly & monthly)
- Online submission for approval
- Seamless import of hours into payroll
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### **ONLINE TRAVEL CLAIMS**

- Online travel expense claims (Local and foreign currency)
- Pre-approved online expense claims
- Reconciliation of claims
- Attachment of claims receipts
- Workflow for approval of expense claims
- Automatic backup of expense claims and documentation

### **DIGITAL SIGNATURE**

- Sign HR/Payroll documents from different geographical locations
- Security of documents as they never leave the secure server
- Authentication of signatory
- Online documents save space and easy to audit
- Embedded security functionality

### **OCUPATIONAL HEALTH AND SAFETY COMPLIANCE MODULE**

#### **First Aid Medicine / Consumables**

- Log first aid medicine and consumables available
- Set minimum order quantities
- Log and monitor first aid visits
  - Treatment history
  - Prescribed medication
  - Treatment costs
  - Medical Surveillance
- Monitor costs per clinic visit

## Solution Functionality

### Equipment Asset Register

- Log all equipment and assets
- Automatic notification for license renewals
- Automatic notification on equipment certification
- Upload and attach equipment certificates

### Injury on duty

- Date of injury
- Cause of injury
- Injury report
- Injury on duty leave allocation

### Personal Protective Equipment (PPE)

- PPE issued
- PPE date issued
- PPE replacement date
- Quantity in stock

### Contractor Management

- Ensure contractor compliance with Occupational Health and Safety Legislation
- Monitor Contractor registration compliance with regards to:
  - UIF ,WCA,PAYE,VAT,BBBEE
- Monitor contractor employees with regards to:
  - Safe working procedure training
  - Induction training
  - Authorised equipment operator licenses
  - Attach documents and notes per contractor.
- Advanced reports on contractors and contractor employees

### WORKFLOW

- Create unlimited workflows
  - New Engagement
  - Terminations
  - Disciplinary
  - Grievance etc...

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