



i-HCMS

i-Human Capital Management System

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i-Human Capital Management System



Human Capital Management (HCM) combines processes, transactions, analysis and intelligence across the organization in order to achieve one ultimate goal - to enhance people value. HCM also helps your organization to enhance the ability to attract, develop, manage and retain your workforce. The interest in the use of new technology to enhance HCM practices is growing. Internet-based HCM solution would provide organizational benefits such as accurate up to date information on employee records, training enrolment and recruitment activities. It offers important advances to improve management accountability. It can dramatically improve the ability of HR managers to track areas such as: payroll, performance appraisals, skills development, absenteeism and training, so that issues can be foreseen and resolved quickly.

i-HCMS provides authorized personnel - HR, business unit heads and line management - much greater control over People Value Management. Now they can view company-wide HR information and interact with it too, wherever and whenever they choose. i-HCMS lets HR manager provide strategic and best-practice people management.

i-HCMS Modules Include:



Personnel Management Module



Personnel Management module assists HR Department to define the structure of the organization and HR policies by defining the positions and the reporting relationships between them. A detail employee profile can be built so you can record the employees currently occupying each position, and use vacant positions as the basis for recruitment.

New employee's personnel profile can be transferred directly from Recruitment Management module. i-HCMS allows you to specify the compensation and benefit package for each employee according to job position. The cost of each employee can also be allocated to multiple Cost Centre by amount or percentage for accounting purpose.





Payroll Management Module

As a HR practitioner, you understand the fundamental importance of accurate and on-time payroll management. So **i-HCMS** provides you an integrated payroll system that is flexible, reliable and full of functionalities.

Payroll Management module provides you the flexibility to define the payroll formula for earnings and deductions and it allows you to define each pay element whether it is taxable and is included in MPF calculation or not. With multiple pay cycle capability, it helps to process payroll for different kinds of employees who are paid at different pay dates. You can deliver pay slips and pay history to employees electronically.



Leave Management Module

Leave Management module allows you to fully chart the course of an employee's leave history. You can enter details of the leave requested, whether it is annual leave, sick leave, injury leave, maternity leave, compensation leave or other special leave.

With the capability of Internet access, employees can easily track their leave entitlements and leave balance. They can also apply for leave and the applications will be automatically sent to Department Head and HR department for approval. Pattern and cost of absenteeism and leave can be simply analyzed graphically.



Attendance Management Module

Attendance Management module interfaces with electronic attendance control system to compare the official working hours of each staff. Apart from normal shift, **i-HCMS** allows you to input a roster for staff who work in shop or factory. Manual adjustment of attendance record can be done for special occasion.

HR staff can generate daily time and attendance report at their fingertips. Relevant transactions will be automatically generated to Payroll Module for overtime payment and late deduction calculations.



Recruitment Management Module

Recruitment Management module includes the processes of vacancy definition - both the management role of setting and monitoring staffing levels and the technical role of specifying the skills and expertise required - as well as candidate selection, screening, approval, offers, negotiation hiring and the management of the workflows. This link in the chain offers great potential for automation and, therefore, reduction in time and cost.

i-HCMS focuses across all players and stages in the recruitment supply chain. The objective is to manage the flow of people from "talent bank", via recruitment channels, to stable and long term employees. The internal recruiting function, which embodies the processes of selection, screening, approval, offers, negotiation and hiring, is the key to success.



Training Management Module

Training Management module allows you to match the training needs of the workforce to the training courses planned by the organization. Details of each course can be recorded including course materials, facilities and tutors booking, booking status, attendance, course evaluation history and so on.

Apart from resources planning on facilities and tutors, **i-HCMS** supports online training course booking and status tracking. It helps to streamline the workload of Training and Development Department. Through budget and cost analysis, company can easily plan for the training approach.



Appraisal Management Module

Appraisal Management module is designed to measure employees' performance through 360-degree appraisal method for multiple level appraisal processing. It turns human resources into a measurable and quantifiable asset. By using **i-HCMS**, you now have the ability to measure employees' performance regularly via Internet and efficiently automate appraisal processes that traditionally paper-based.

Based on the result of the performance appraisal, you can now create training and career development programs that help to increase productivity, improve individual's performance and reduce turnover rate. Also you can review salary and benefits according to the appraisal result.





***i*-HCMS Special Features:**

- Eliminate administrative tasks with Employee Self Service & Manager Self Service functions.
- Email Notification for alerting user-defined important tasks.
- Online graphical HR data analysis.
- Roster management and overnight shift handling.
- Support Auto-pay, MPF, IR56 Forms and Pay Scale calculation.
- Support the PRC Payroll, Taxation and Social Welfare handling.
- Piece rate calculation with integration with ERP solution.
- Fully integrated with Financial Management Solution & Time and Attendance System.

System Technology:

Newest Business Platform (Microsoft®.NET)

Microsoft®.NET is the Microsoft XML Web services platform. XML Web services allow applications to communicate and share data over the Internet, regardless of operating system, device, or programming language. The Microsoft .NET platform delivers what developers need to create XML Web services and stitch them together. The benefit to individuals is seamless, compelling experiences.

Developed by using the .NET platform, *i*-HCMS promises easier integration within and between businesses, while creating opportunities to more meaningfully connect with employees. With the tools of the .NET platform, businesses can realize improvements in the time and cost associated with developing and maintaining their business applications, as well as benefiting from empowering employees with the ability to act on human resource information anywhere and anytime.

Language:

Interface, Input fields and Reports support multiple languages:

- English
- Traditional Chinese
- Simplified Chinese

