



SunFish 5 HR

HUMAN RESOURCE MANAGEMENT SYSTEM



SunFish HR Includes



Employee Information Management

- Maintains employee personal information, including medical, education, financial, competency, psychological profile and other pertinent information
- Provides skill-set and work performance tracking to employees and management
- Provides quick access for the HRD and management to employee information
- Provides tools to create employee reports for top managements including employee demographic reports
- Promotes relationship building and teamwork by making general employee data available to all company employees

Attendance Tracking

- Records employee attendance and related requests via log-in at work including Log-In Stations, biometric devices, etc.
- Manages employee leave and overtime information
- Manages employee permission requests and daily status
- Tracks employee worked hours, sick days, progress and performance
- Provides real-time attendance reporting to the management
- Interfaces with external time attendance devices such as barcode, magnetic card, and finger print, etc
- Connects with external time records to offers more sophisticated employee tracking
- Provides fast and accurate reporting of the number of hours and days worked

Payroll Management

- Maintains and processes salary, tax and other benefits
- Includes a flexible matrix for working shifts, overtimes, allowances, and much more
- Offers complete management of all payroll activities including taxes, government reporting, bank transfer notifications, and other extraordinary payments
- Manages income information, automate pay slips and other transaction journal generation
- Calculates wages automatically
- Simplifies the process by automatically bringing hours worked over from the time and attendance sector to calculate benefits
- Frees up the HR department to concentrate on more important tasks such as improving employee productivity
- View and approve reimbursement request so that expenses can be processed quickly

Recruitment Management

- Automates the application process by placing job postings and applications online
- Evaluates employees on a quantitative system
- Keeps track of applicant information such as personal particulars, start date, work division, and applicant's competency report
- Provides capability to locate employee information quickly without wasting precious time searching
- Maximizes the value of employee information while minimizing the amount of works needed to gather, access and analyze
- Puts an end to the tedious task of working through files to find information

Performance Appraisal and Review

- Provides review of performances and manages appraisals for employees
- Includes online support for reviewing and evaluating employees performance
- Allows the creation of an evaluation template with a standard set of questions that can be used for all employee reviews
- Accesses employee review result easily
- The setting and review of job objective allows for a more objective outlook and review of each position

Training Management

- Manages employee training such as seminars, courses and informal education
- Online registration, approval process and the ability to track employee course completion
- Online calculation of training budgets, attendance and results
- Manages training sessions and events through training plans
- Tracks training attendance
- Manages training materials online and enable online training through optional eLearning features
- Tracks acquired skill sets of employees

Tax Management

- Calculates and generates PPh 21 summary reports for all employee
- Prints 1721 forms for each employee
- Calculates PPh 21/PPH 21 Final/23 tax automatically based on employee status
- Interfaces to government eSPT functions

Organization Management

- Manages organizational structures effectively
- Displays current management and all its pertinent information through an organizational chart

Inventory Request and Management

- Manages company assets and provide comprehensive information for every asset in the company
- Online inventory control for moving, lending or usage tracking
- Online inventory requests and approvals
- Allows for a fast, paperless and efficient order and fulfillment of requests
- Prints asset reports, their location, users and other value added information
- Allows easy and fast reviews of inventory consumption patterns

Loan Administration and Management

- Designed to keep the best employees and enhance their loyalty
- Maintains and processes online loan requests and approvals
- Calculates loan installment based on current rates and valid loan types
- Integrates with company's liquid asset management
- Processes actual monthly payments and calculates outstanding balance
- Seamless integration with payroll system to offer ease of loan control and payment

Entitlement Management

- Complete paperless entitlement management system facilitates fast and easy processing of entitlements
- Online reimbursement requests and approvals
- Manages reimbursement and integrates with the payroll system for controlled reimbursements history
- Full reporting of all entitlement activities

Career Administration

- Manages career history, awards and disciplines
- Tracks employee's career information, history, awards and disciplines
- Manages and reviews employee's track record quickly
- Career and succession planning allows strategic future planning
- Calculates and processes severance payments automatically

Online Employee Manual

- Create and store the entire operations and employee manual online
- Easily accessible by permitted users

Customizable Dashboard

- Configurable Alerts, Lights, Gauges and Graphs allow an easy overview of HR performance
- Selectable modules for document management, email, discussions and tasks create a full Intranet within your HR portal
- A fully integrated content management platform allows publishing of company information, news and announcements directly to the HR Dashboard

Employee-based and Position-based Organizational Structures

- Address both private and public sector requirements and enable position control as well as vacancy tracking

Competency Management

- Provides the framework for aligning employees' competencies with job requirements and strategic business goals

SunFish HR Strategic

Benefits of SunFish HR

- Minimize HR Administration Cost
- Generate Financial Saving
- Increase Speed
- Automate Information and Processing
- Eliminate Errors
- End the Paper File
- Optimize Human Assets
- Improve Productivity

SunFish HR vastly reduces the need for time consuming paper work by automating a large portion of daily HR tasks and providing tools for the HR Department as well as the entire organization to become more efficient. These efficiencies free up professionals to focus their time on the task of ensuring that the organization can make the most of it's people. The SunFish HR Strategic Features are design to support this process through the functionality shown below:

Competency Library

- Competency Library contains a list of all the organizations competencies including hard, soft and job specific competencies
- User-managed competency definitions including detailed scoring definitions to ensure consistency across the organization
- Competencies can be selected or defined according to company culture or attitude
- The library ensures cross-functional comparison is possible
- Track competency for each individual from recruitment, training and appraisal
- Include psychological analysis
- Eliminates manual recording of employee's competencies and automates analysis of employee's competencies against the company standard and job requirements

Competency Analysis

- View competency by employee
- Search for certain competencies
- Develop required competency through training
- Measure all competencies, or by job requirements
- Be alerted to competency gaps

Competency Centric Training

- Auto generate employee training plan based on competency gaps
- Define training courses based on the competency library

Competency Job Definition

- Define competency requirements from the library
- Control job description relating competency and other requirements using weighting
- Define job requirements (education, work experience, skills, etc.) for all positions

Recruiting For Competency

- Automate job requirements
- Automate application and the complete recruitment process
- Quickly reject bad applicants
- Easily overview and schedule employees for interviews, psychological testing, etc.

Employee Self-Analysis

- Employees can perform self analysis of their skill match for current and future positions
- Training suggestions are made for employees
- Employees can understand competency gaps and develop skills to minimize these gaps.

Succession Planning

- Easily analyze succession and plan employee competency development and career paths
- Reduce the time spent in identifying replacement candidates and key positions
- Compare and analyze candidates or successors in the succession analysis and assignment module
- Automatically be alerted to succession problems.

Organization Chart

- Quickly see all employee information
- Lights indicate succession or competency problems
- Link to personal information, position information, competency, succession and reporting details
- Drill-up/down and center functions.

eLearning

- Develop unlimited courses
- Develop and manage testing
- Link testing to competency
- Easily define, edit and manage courses.

Key Performance Indicator

- Personalized KPI allow an easy overview of potential problems
- See and be alerted to important issues regarding performance of employees
- Quickly drill into details to analyze warnings

Performance Objectives

- Assign and create performance objectives by position with certain targets
- Measure performance objectives over time
- Use performance during appraisals to measure actual job competency
- Integrate performance data with other systems
- Increase salary based on employee's performance and competency (Pay for Performance)

HR Quick View

- Daily generated graphs give a quick overview of performance and trends, allowing the HRD to quickly respond to problems

