

# Administer - Understand - Develop



## Benefits of SunFish HR

- Increase Data Accuracy, Transparency and Reduce Errors
- Improve Cost & Budget Control and Expense Tracking
- Improve Efficiency of HR Tasks
- Centralize Data and Process Management
- Standardize Workflows & Rules when Integrating Multiple Companies
- Enhance Management Oversight & Decision Accuracy
- Optimize the Deployment & Productivity of Human Assets
- Align the Workforce with Company Goals
- Embed long-term Employee Development and Recruitment Planning
- Engage Employees and Increase Employee Satisfaction

Organizations around the world are undergoing a startling transformation. With human capital in short supply, organizations are gaining competitive advantage by improving the way they attract, retain, develop, and network people.

Human resource departments are leading this revolution. They are using new analytical technologies to align employees with organizational objectives and enhance workforce strategy.

These new collaborative technologies give employees fast access to the personalized information they need to do their jobs. Technologies such as the Internet, web portals, and analytics enable fast, informed decision-making and empower employees to make the best use of their talents.

SunFish HR is a new kind of HR information system. It combines comprehensive HR administration and planning functionality with the latest Internet and workflow technologies to help transform the way you work.

With SunFish HR, anyone, anywhere in your organization can be provided with access to comprehensive functionality through a standard web browser - while ensuring that HRD retains control of both data and processes. Workflow automatically routes tasks through review and approval trails, thereby improving productivity and ensuring that important tasks are not overlooked.

SunFish HR lets you manage your HR business processes—from recruitment to retirement—with pure Internet applications that are built on best-practices and performance oriented.

With SunFish HR, you can:

- Extend the reach of your organization by pulling external content into the suite of employee and manager self-service applications, all of which are delivered through a role-based portal.
- Align your workforce and strategic business goals with better and faster decision-making.

We have applied tremendous HR experience to create SunFish HR, a web-native HR information system. Specifically designed for medium and large enterprises, SunFish HR offers all of the functionality you would expect from a HR system, plus a host of features to help you better recruit, develop and retain your people.

## SunFish HR Includes

# SunFish HR

### 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 management including employee demographic reports
- ESS allows employees' access to their own data & participation in HR administration
- Promotes relationship building and teamwork and provides a platform for more complex interaction in the future

### 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
- Flexible definition of shift and work patterns that can be combined into multiple working schedule variations
- Automatically tracks overtime in relation with schedules, overtime rules, attendance recording and approvals
- 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

### Tax Management

- Calculates and generates tax summary reports for all employee
- Prints required local government form for each employee
- Calculates income tax automatically based on employee status

### Organization Management

- Manages organizational structures effectively
- Displays current management and all its pertinent information through an organizational chart
- Drag and drop capability for arranging vertical departmental hierarchies; clear visualization of the tree set-up simplifies management of positions, divisions, and business unit movements

### 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

### Balanced Scorecard

- Aligns employees together with overall business objectives and engages them in achieving individual goals
- Utilizes key performance indicators as systematic framework for communication of corporate strategy throughout the organization and to measure goal achievement
- Trend settings signal the performance of the company when it comes to achieving defined overall objectives



### 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
- Calculates wages automatically
- Calculates and processes severance payments automatically
- Manages income information, automates pay slips and other transaction journal generation
- Generates payslips in password-protected PDFs and delivers by email
- 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
- Reimbursements and loans can be included in the payroll process
- Automated government compliance reporting

### 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

### 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 files easily
- The setting and review of job objectives allows for a more objective outlook and review of each position
- Allows the creation and monitoring of individual development plans after performance/competency assessment utilizing different methods including coaching, training, special assignments, etc.

### Loan Administration

- 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
- Processes actual monthly payments and calculates outstanding balance
- Seamless integration with payroll system to offer ease of loan control and payment

### Recruitment Management

- Allows to create manpower plans to predict recruiting levels and times
- Automates the application process by placing job postings and applications online
- Lets users formulate position selection procedure including different activities, time frames and multiple people in charge
- Evaluates employees on a quantitative system for different selection steps; combines different forms of evaluation such as test scores, competency ranking, interview comments, pass/not pass recommendation, etc.
- Keeps track of applicant information such as personal particulars, start date, work division, and applicant's competency report
- Provides capability to locate applicant information quickly without wasting precious time searching

### Career Administration

- Tracks employees' career information, history, awards and disciplines
- Manages and reviews employee's track record quickly
- Career and succession planning allows strategic future planning
- Employee and management interact to plan the career development of employees; based on competency gaps see potential career options and set specific goals for achievement
- Automated training suggestions based on competency gaps

### Training Management

- Manages employee training such as seminars, courses and informal education in conjunction with competencies and corporate objectives (through closing identified gaps)
- 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, enables online training through eLearning features, evaluates online learning progress via tests and exams
- Tracks acquired skill sets of employees
- Allows supervisors, managers, and employees to evaluate training programs through feedbacks and post training surveys to ensure their effectiveness