

# Feature Overview

The people are the most valuable asset of an organization. Building, sustaining and developing the organization's workforce will always be a key component of achieving the company's strategic objectives. SunFish HR is a modular HR application designed with the flexibility to support the needs of HR management in medium to large organizations, from a variety of industries. With the vast array of features in SunFish HR, human resource professionals, management and even each individual are given access to the powerful tools needed to develop your organizations workforce with a focus on achieving corporate strategic objectives.

SunFish HR integrates all functions of HR on a single system, providing a variety of advantages not available in traditional HR environments.

SunFish HR brings together all aspects of the HR domain: information, administrative and strategic functions. SunFish HR allows your organization to develop HR management to include each of the three areas above by supporting a variety of modules including:

## Understand

Maintain complete records of all HR data. Freely analyze any data using a variety of tools and reports. Develop a complete understanding of your organization and employees that was never before possible

## Administer

Simplify Administration of your HR. Allow HR professionals, staff and management to focus on developing organizational competency rather than routine paperwork.

## Align

Define and understand your organization's short/long term objectives and strategy. Use SunFish HR to bring together information and function driving your organization towards longer term objectives.

# Feature Overview



## **Personnel Administration**

Manages and administers employee in the organization properly and effectively. SunFish HR not only provides the complete profile of employees before and during the employment, but also permits employees to manage their personal information by allowing employees to request the update online.

## **Organization Management**

Manages organizational structures effectively and easily. Organization Management module enables important information related to organization to be shared with authorized users, providing clear understanding of each position and responsibility vertically and horizontally in the organization.

## **Compensation Management**

Improves the efficiency for payroll processing by reducing the cost and time to process employee compensation with a few mouse clicks. SunFish HR supports these needs by providing extremely flexible methods for the definition of compensation scenarios accurately and automatically, together with the complete set of reporting and analysis tools.

## **Time and Attendance**

Improves the efficiency of the time attendance processing by reducing the cost of time attendance calculation. Time and Attendance module is a tool to measure the productivity of employees—a comparative analysis of their time and attendance record with their scheduled work. Different workdays and working hours (also known as flex-work) for individual employees are supported as a SunFish HR standard feature.

## **Reimbursement Management**

Improves the efficiency and quality in the organization by allowing the complete online and paperless reimbursement processing subject to the companies' rules and policies. Reimbursement Management module supports these needs by providing extremely flexible methods for the definition of reimbursement policies, an open employee self-service environment, definable approval workflows and a complete set of reporting and analysis tools.

## **Notifications and Alerts**

Notifies and alerts every employees of related issues and identifies issues prior to problems. Combined with the comprehensive reporting available, the Notifications and Alerts assure that while SunFish HR adsorbs many of the tedious administrative tasks, management are also able to improve oversight and keep informed about all HR issues.

## **Appraisal Management**

Automates the appraisal process, improving efficiency and eliminates error of appraisal process in the organization. SunFish HR takes the Appraisal Process to next level, providing transparency to the management of understanding competencies in the organization and accurate information for strategic planning.

## **Career and Succession Planning**

Simplifies succession planning process and provides powerful tools to management to identify potential succession gaps within the organization. SunFish HR enables the organization to create an ongoing and durable succession-planning environment rather than an ad-hoc process, ensuring the capability to achieve a distinct competitive edge continuously.

## **Training Management**

Simplifies and automates the training management process, improves efficiency and expands knowledge constantly in the organization. SunFish HR provides an open, employee self-service environment with definable workflows and accessible set of reporting and analysis tools.

## **Recruitment and Selection**

Automates and improves the recruitment quality using this module. SunFish HR supports interview scheduling, applicant flow statistic generation, request and approval routing, offers processing, complete hiring process tracking, letter generation and much more.

## **Competency Management**

Aligns the strategic objectives of the organization with the competencies of the human resources and develops a sustainable competitive advantage. SunFish HR applies a systematic approach of measuring individual competencies and ongoing snapshots of the overall knowledge capital within the organization to perform individual and organizational analysis, reduces education costs, improves hiring practices, improves retention, improves your human resources performance and developmental planning processes, deploys the human capital more effectively, and supports management make strategic decisions.