

Personnel Administration

Introduction

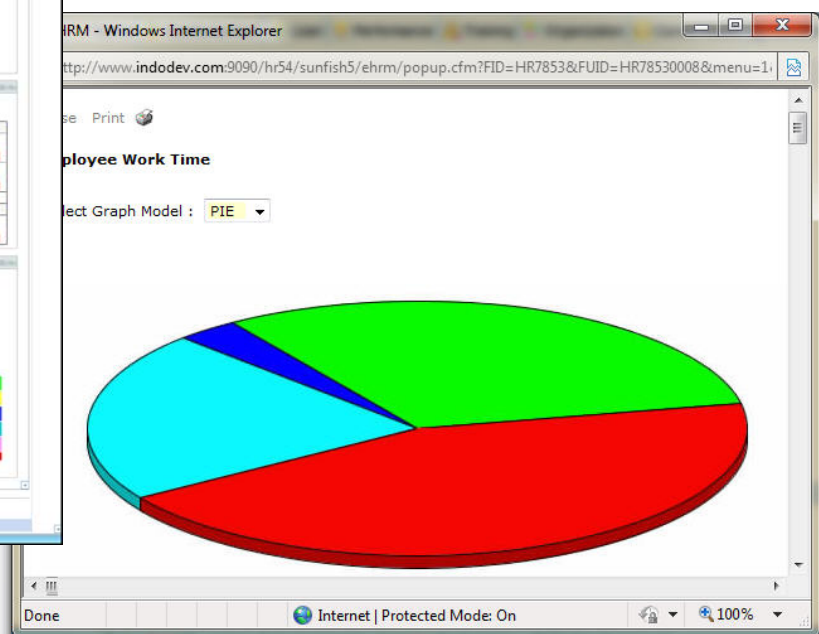
Human Resources management often involves significant resources to administer and track employee information; to keep employee data up-to-date; and to produce employee reports, demographical, turnover and headcount statistics.

In the traditional human resource management, information sources are often inaccurate and out of date. It may also get updated only on the most crucial data such as: change in salary information, bank information; and it is only accessible to the Human Resource (HR) staff and management. Employees wait endlessly on hold for change of information and inquiries. Incorrect answers to inquiries cause problems and misunderstanding. At the end, the HR staff are stuck with unnecessary or redundant administrative paperwork.

The SunFish HR system provides the complete way to properly manage employee administration. Not only does it provide HRD a comprehensive profile of employees before and during the employment, but SunFish HR also permits employees to manage their personal information by allowing them to request data updates online. Information travels online following the proper workflow for approval and consolidation instantaneously and transparently.

Through automation and self-service, SunFish HR improves the process efficiency and allows to accomplish administrative tasks much faster meaning that one person can handle more tasks at the same time while costs of help desks, rework, paper files and errors are reduced.

Alternatively, this automation can also lay the foundation for the HRD to take on a more strategic role as each person can use the time savings to focus on higher valued activities that drive employee engagement and retention, and, ultimately, help to establish a more productive workforce.



Personnel Administration

Benefits

Features

SunFish HR provides a complete profile of employees before and during the employment. It enables your employees to access and update their human resources information through an online process, with the following benefits:

Employee Self-Service

Enables users to view and, in some cases, change important personal and work-related information. This achieves two results: Firstly, employees can quickly find answers to questions themselves, thus reducing the HR department's time and costs for help desk. And secondly, with all important personal, career and employment information transparently available, employees can make more informed work-life decisions.

Lower Operations Cost

Through self-served requests for data completion and updates, employees can edit and control their own personal information thus reducing the costs of help desk support, errors and paper files. Requests will travel a proper workflow for approval and automatically be integrated into the database, which may effect the payroll administration and other aspects of the company operations.

Enhanced Service Quality

Employees conveniently manage their personal information whenever they need to. Giving them the tools to participate and interact in many aspects of these HR processes online ensures that they will not be overlooked or forgotten, thus promoting employee engagement and satisfaction. Moreover, through automation HR processes are seamless and the organization delivers decisions that are not only fast but also consistent and accurate.

Relationship Building and Teamwork

By making the general employee data available to all company employees, SunFish HR promotes relationship building and teamwork among employees. The system also allows the management to have a better knowledge of each employee resulting in a better control and planning of the entire workforce.

HR Managerial Focus

By processing the administrative tasks seamlessly and quickly, the HR Manager can focus more on the HR planning and strategies. HR would be able to respond in alignment with corporate policies and consistently provide the correct answers to the employee inquiries.

Employee Personal Information

Provides complete employee information during work-life and historical information from personal data to current employment, bank and insurance details to tracking employment histories, education, work experience, family members and dependents, etc. An employee summary page shows authorized users all career related data in one glance: current position, last performance and competency match KPIs, potential successor, potential future career path, positioning in the human asset value matrix, as well as current balance scorecard related targets and achievement trends. The function is also used by the HR Department to add new employees to the system.

Employee Portal

The system embeds a portal-style one page summary for passive users that don't have actively access to system. It allows them to control the completeness and maintain the accuracy of their personal information, and to view historical data related to salaries, loans, reimbursements, income tax forms, etc. Moreover they can see at one glance what outstanding balances they have for leave, reimbursement, permits and which of their submitted requests are still pending approval.

Powerful Search Module

The Employee module is equipped with an easy and comprehensive query to find employee details including their specific skills, interest, competencies, the number of children they have, their employment status, or the department they work in, the assigned cost center, and so on. Queries can be submitted for only one specific detail or a combination of various different information to be displayed together.

Employee Reports

Provides comprehensive reports with the click of a mouse to view and print reports of employee's general information such as by employee, by specific criteria, employee log data and demographic report, labor turnover, etc. There are approximately fifty standard reports already available in the Employee Module, however, they can be adjusted or amended as required.

Employee Data Changes

SunFish HR empowers all employees to keep track of their information and to make sure that they are up-to-date. It provides them with a self-service function to submit change requests of his or her data online and to follow up that it was changed in the system.

Employee Onboarding Process

Allows companies to formalize their "onboarding" procedure by allowing HRD to create and track an item checklist used for the successful integration of new employees. The checklist can range from items to be issued to new employees (ID cards, uniforms), benefit package selection, data submission; product/ knowledge training participation, surveys to take, etc. With this orientation HR is able to provide a fast track to productive work and strong employee relationships.

Employee Engagement Surveys

Allows design of different types of employee surveys tailored to target organizational topics and challenges so that authorized personnel and management can measure employee satisfaction, determine employee engagement and to increase employee retention.



eHRM - Microsoft Internet Explorer

Employee | Empl Information | Onboarding Process | Detail

Employee No : DO00414
Employee Name : Yan Onested
Effective Date : 18/Feb/2010
Unit : Information Technology
Position : Assistant Project Manage

Onboarding Process		Data Completion	Mandatory Trnng
		37.5%	0%
		25%	0%
		25%	0%
		37.5%	20%
		50%	0%
		25%	0%
		25%	20%
		100%	20%
		25%	20%

No.	Data Type	Completed
1.	Personal Information	✓
2.	Address and Phone Information	✓
3.	Emergency Contact Information	
4.	Family and Dependent Information	
5.	Educational Background	✓
6.	Bank Account Information	✓
7.	Course Information	