

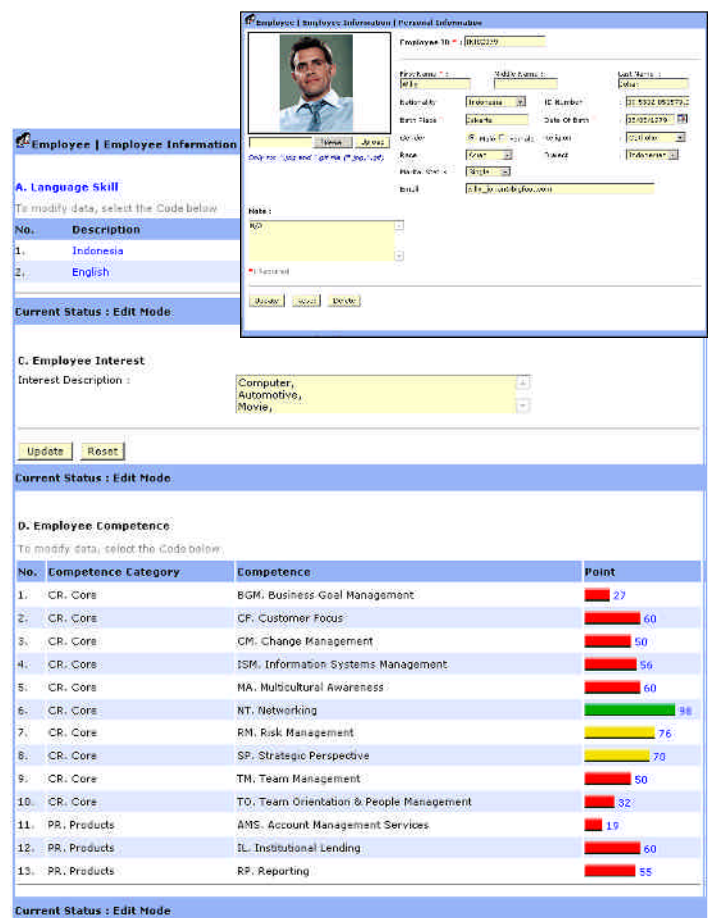
# Personnel Administration

## Introduction

Human Resources management tasks involve administering and keeping records of all employees. Employees information must be kept updated not only during one's employment but it also must be kept on file for future reference on repeat hiring. In the traditional human resource management, information sources are inaccurate and out of date.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 HR staffs 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 human resources (HR) staffs are stuck with unnecessary or redundant administrative paperwork

SunFish HR system provides the complete way to properly manage employee administration. Not only provides HRD the complete profile of employees before and during the employment, but SunFish HR also permits employees to manage their personal information by allowing employees to request the update online. Information travels online with the proper workflow for

approval and consolidation instantaneously. Thus, SunFish HR improves the efficiency through self-service and reduces costs of help desks, paper files and errors. Furthermore, the role of the HRD is now shifted to focus more on HR planning and strategy developing rather than mundane administrative tasks.



The screenshot displays the 'Employee | Employee Information | Personal Information' form. It includes fields for Employee ID, Personal Details, and a 'Notes' section. Below the form, there are sections for 'A. Language Skill', 'C. Employee Interest', and 'D. Employee Competence'.

**A. Language Skill**

No.	Description
1.	Indonesia
2.	English

**C. Employee Interest**

Interest Description : Computer, Automotive, Movie

**D. Employee Competence**

No.	Competence Category	Competence	Point
1.	CR, Core	BGM, Business Goal Management	27
2.	CR, Core	CF, Customer Focus	60
3.	CR, Core	CM, Change Management	50
4.	CR, Core	ISM, Information Systems Management	56
5.	CR, Core	MA, Multicultural Awareness	60
6.	CR, Core	NT, Networking	98
7.	CR, Core	RM, Risk Management	76
8.	CR, Core	SP, Strategic Perspective	70
9.	CR, Core	TM, Team Management	50
10.	CR, Core	TO, Team Orientation & People Management	52
11.	PR, Products	AMS, Account Management Services	19
12.	PR, Products	IL, Institutional Lending	60
13.	PR, Products	RP, Reporting	55

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## Features

### Employee personal information

Provides complete employee's information during work-life and historical information.

### Powerful search module

Provides an easy and comprehensive query to find employee detail including for their specific skills, interest and competency.

### Edit status mode

Allowing specific users to easily change user authorization in the system.

### Employee report

Provides comprehensive reports in a click of mouse-button to view and print report of employee's general information such as by employee, by specific criteria, employee log data and demographic report.

### Employee data change

Provide employees to submit request for change of his or her data online.

## Benefits

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

Enable users to view and, in some cases, change important personal and work-life information. As a result, they can make more informed work-life decisions, while helping to improve the collaboration and communications between themselves and HR.

### Lower operations cost

Through self-serviced requests for change, employees can fill and edit 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 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. Through the automation system, the 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.