

Personnel Administration Management



- User defined Company, Division, Branch, Department, Section and Unit, to be attached to each individual employee of the organization.
- Database of staff grading and grade category.
- Definable employment types such as PERMANENT, CONTRACTUAL, TEMPORARY, etc.
- Personnel Attributes codings for Marital status, Race, Religion, Country of Origin, Nationality etc.
- Employment information include Staff No, Name, Branch, Division, Department, Section, Unit, Job Position Code, Grade Code, Employment Type, Date Join Company, Years Of Service Date, Date Join Group, Probation Months, Confirm Date, Resignation Date, Date Of Birth, Retirement Date, Contract Due Date, Visa Expiry Date, Work Permit Expiry Date, Permit No, Salary Information.
- Employee's children & other relationship member record eg. Parents, brothers or sisters.
- Staff reference numbers eg. EPF, SOCSO, Union Membership, Loan reference, Tabung Haji, etc
- Staff notes for additional information required.
- Accident record and printing of SOCSO PKS 21 form.
- Company asset allocated to employee with information pertaining to the type of asset, date issued, date returned, serial no., qty. & asset value.
- Awards details eg. Employee of the month award.
- Disciplinary and grievances record. The system have the flexibility to keep details of disciplinary cases that goes into DI (event, accused, DI panel, to do list, etc.) and easily perform generation of letters thru mail merge facility via MS-Word mail merge.
- Staff medical checkup records.
- Project involvement by staff.
- Qualification and past working experience records.
- Professional membership records.
- Field area expertise.
- Language capability, both spoken and written.
- Full history of employee's transfer movement across group wide with the option to allow change of staff number during transfer of companies. System allow management and maintenance of full history of salary adjustments, job title change, grade re-assignment and employment type change across the entire group.
- Staff salary adjustment with information such as effective date from and until, adjustment amount, old and new adjusted salary, breakdown of adjustment amount with reason and adjusted amount for each reason
- Staff re-assignment from and to different job position.
- Graph on headcount and turnover analysis.
- Up to 60 additional User defined fields .
- Full contract documents information pertaining to type of contract, date effective from and until, contract no., etc. for each employee of the organization.
- Guarantee Letter/s to staff or dependant/s and producing multiple types of letter format for mail merge.
- Staff service bond details.
- Unlimited type of checklist.