

Employee Registry Window

Workspace HRMS

Workspace HRMS is a complete Human Resources Management System that seamlessly integrate with Microsoft Dynamic NAV 2009 to provide a transparent link to the Navision's general ledger:

- Employee Registry
- Payroll
- Loans and Sacco's
- Leave Management
- Performance Evaluation
- Assets Allocation
- Corporate Communication
- Insurance
- Corporate Modeling

Employee Registry.

Record employees' employment details and attach a picture to the employee record. Capture statutory and other numbers such as PIN, NSSF, NHIF, Driving License, Passport, Union and corporative Number.

Record other details such as Banking Details, Dependants, educational history, next of kins, and Employment history.

Leave Manager.

Leave manager module enables your personnel management easily manage employee leaves such as Annual Leave, Maternity, and other user defined leave types.

The module Links to a Microsoft Word 2007 template that can be used as the leave application form. The template automatically updates the Leave Manager when the leave is approved.



Employee Registry Features

- Capture the Employee's Bio Data.
- Link Employee Picture to Employee Record.
- Record Employee's Contacts.
- Record Employee's Next of Keens.
- Record Employees Statutory Numbers.
- Set Employee's Recurrent Earnings and Deductions.
- Capture Employee's Banking Details.
- Record Employee's Dependants.
- Record Employee's Educational History
- Record Employee's Employment History

“The most Advanced HRMS system for the Kenyan Market.”

Workspace Payroll.

Workspace HRMS comes with a complete Payroll system.

The system automatically generate all the statutory reports such as P9, P10, P10A, Monthly and Annual NSSF Reports, and NHIF reports. Other Management reports such as the Payroll journals are also included. Other custom made reports can be easily added into the system by the customer.

Bank Transfers: The system generate SFI files in the format of most Kenyan Banks to enable easy salary transfers.

Loans and Shares Manager.

Workspace HRMS Includes a Loans and Shares module that enable you manage Company Loans and Sacco Loans for your employees.

The module Links to Workspace Payroll to facilitate automatic deduction of Sacco Contributions and Loans repayments.

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Microsoft Office Integration

Seamless Integration to remote office using Microsoft Office Templates.

All workspace Products can be integrated with Microsoft Office Template in either disconnected or connected mode. This enables easy remote office data integration to the Workspace system. For example, Sacco Loans can be captured at the Sacco Office using a disconnected Microsoft Office Template, which is sent to the Head Office at the end of the Month for processing.

Workspace automatically reads this data from the Template and updates itself.

Performance Evaluation.

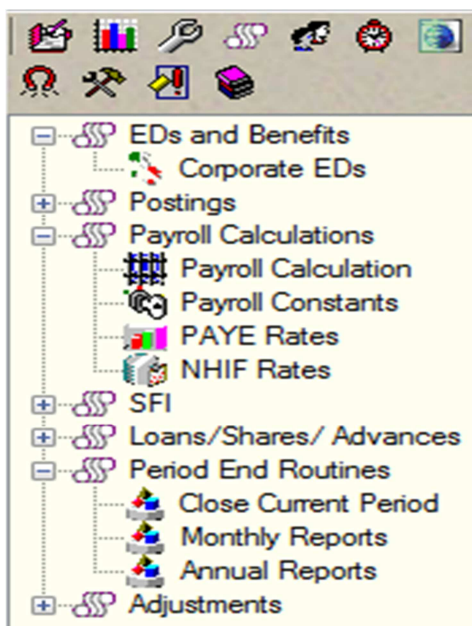
Define Evaluation Dimensions, Factors and Rating for performance evaluations and then generate a Microsoft Word 2007 performance evaluation template that you use to administer performance evaluation. You can optionally attach each evaluation factor to a corporate goal.

Once performance evaluation is completed, update the system from the Templates and then generate the summary reports.

Yes! It is as easy as that.

Asset Allocation.

Record Assets assigned to each employee for ease of employee clearance. This module helps record asset responsibility - information that is normally missing from the Fixed asset module in most Financial system.



*Workspace Payroll
Commands View*

Insurance.

Define Risks that your company is insured against and the charge items for each risk.

Record Insurance policies for the organization, and generate policy management reports such as employee earnings list for Workmen's Compensation, assets registers for Fire & Special Perils etc.

Corporate Modeling.

Define the organization structure – Branches, department, sections – that is used to drive reports generation and process parameters.

Define corporate goals that drive performance evaluation.

Setup organization's calendar and define Holidays for holiday pay computation.

Other Workspace Features

- Role Based Security.
- Easy addition of Custom made reports.
- User Configurable Data Lists for record searches.
- Easy and intuitive user interface.
- Multi – Database and Multi-company.
- Easy Integration with Financial System.
- Context sensitive Help.
- Data Management and Back-Up via Microsoft SQL 2005.
- Easy automatic system update.
- Time Management module that integrate to bio-metric clock.