WEB BASED PEOPLE MANAGER WRITE UP

Features

Web based

Online

Work flow Notifications

Latest technology platform

Key changes and improvements requested overtime

Modules

Parameters

Payroll

Recruitment

Leave

Evaluation

Reports

Security

Features Explained

Web based. The System is accessed using a Web browser such as Mozilla Firefox, Internet Explorer, Opera, Google chrome among others and this allows for System access on any Computer designated by the System Administrator without need for either installation or reinstallation on the Client machine. The System is installed on the Server and accessed by the different Users in a fast and easy manner therefore updates and upgrades once done on the Server are available to all System Users.

Online. With the right infrastructure such as Dedicated servers or Cloud deployment, the System is available Online and Users can access the System outside the Company premises provided they logon with the required security parameters. This eliminates lots of Paper work allowing for Online Leave applications, authorizations and overall Leave management; Job adverts, Applications, Shortlisting and

Interviews done online; Employee access to their private information such as Bio data, Payslips, Leave schedules; designated Users need not always perform System tasks from the office premises. These among others are the benefits of an Online System.

Workflow Notifications. Email notifications, SMS alerts and System notifications are key in this System to alert Supervisors, Human Resource, Department Heads and Employees about Contract processing, Leave application processing, Recruitment processing and Evaluation processing. Notifications have a workflow process right from Application to Approval stages and the Feedback hence giving the System an interactive element with the Users.

Latest Technology Platform. Operating Systems have been evolving from Windows 7 to Windows 8 and now Windows 10 hence the need to keep to date with these changes. The System was developed on the .NET Framework, JavaScript and JQuery with the Database Management System being SQL Server which platforms are compatible with the Latest operating Systems thus eliminating any compatibility Issues.

Key Changes and Improvements Requested Overtime. During implementations and trainings, Users (over 35) requested for new features, suggested improvements and also proposed new developments and all these modifications have been imbedded in Our Latest version of the People Manager System. Payroll processing time has been improved, Easier payroll edits, automated Salary Increments, Improved Search feature, Ease of System navigation and access among other numerous changes have been implemented.

Modules Explained

Parameters. This module covers the System setup and involves fine tuning the System to the Company structures and way of operation. Information such as Banks, Posts, Company Details, Trading Periods, Departments, Employee Profile and Transactions, Tax brackets, Locations and Salary scales are defined in the Parameter module.

Employee Bio data maintenance is improved allowing for Contract renewals to be entered per Employee with a notification to the Employee of their Expiry date thus creating a record of all Contract renewals and changes. The Human Resource Officer, Department Heads and Supervisors are defined in the System as they are Key in Leave and Appraisal processes and also Employees can have more than One bank account deciding what percentage of their Net should go to a particular Account.

The search mechanism is improved allowing for quick access to Employees information and a new feature

– Time Attendance is available. Records of an Employee Clocking In and Out of office are recorded and as per the Company policy may be attached to the Payroll or Leave modules. Employee Bio data details that are tracked include: Names, Posts, Supervisors, Assistants, Date Of Birth, Payroll Transactions, Next Of Kin, Contact Information, Marital Status, Nationality, Acting Post, Languages, Qualifications, Accessories and Dependants among other details. Employees through the Online Employee Self Service have access to their Payslips, Bio Data details and can therefore update their Qualifications, Dependants, Contact and Next Of Kin Information among other information without necessarily going through the Human Resource Office. The System Administrator may limit what Information an Employee may edit.

Payroll. The Payroll module has been re-engineered to five payroll types namely Project Payroll, Full Time Payroll, Casual Payroll, Temporary Payroll and Part Time Payroll. The Project Payroll caters for Organizations that work with Donors or have Projects and Employee's salaries that need to be charged to one or more Donors or Projects depending on their Time Sheets. The Full Time Payroll manages the Employees fully employed by the Organization, Casual Payroll manages Employees that are paid per work done with a predefined rate, Temporary Payroll manages Employees that are working at the Organization for a short time span usually covering for another Employee that's away for a while and lastly the Part Time Payroll that manages Employees who are not Full Time at the Organization instead they work as per a predefined schedule.

The Payroll split allows for the Company to categorize their Employees appropriately when necessary and also a General Payroll can be viewed by combining all the Information from all the Payroll Types. The Payroll routine has been improved to allow for faster Payroll processing with 1000 Employees being processed under 40 Seconds and Payroll editing has been simplified with a smarter Roll Back option that allows for easier and faster Corrections of errors to figures, Adjusting Transaction types, Adding of New Employees to the Payroll and Removing Employees who should not be paid.

The Payroll also automates Loan and Advance recoveries with a Schedule created for any Employee that needs to be recovered from and the defined deduction Installments are automatically attached to the Payroll each month till the balance is 0. The Recoveries can be written off or adjusted as per the Organizations policies. Monthly, Fortnight and Weekly Payrolls can also be processed.

Recruitment. The Recruitment process is re-engineered and now also Online, Job Adverts can be created and advertised via Website with Applicants applying Online on a predefined form. The Application form is fine tuned to the Post being applied for so as to capture relevant details such as the Qualifications, Job History (used to calculate the years of Experience), Skills, Added advantage and Referees among other details.

Shortlisting for an Open position is automated as the System checks for the minimum requirements and qualifications and pits them against each Applicant with only the successful Applicants being shortlisted. Interviews are also tracked electronically with each Panelist having access to the Recruitment Portal of the System and entering their scores for each Interview type against each shortlisted Applicant, the System then computes an average score for all the Panelists and provides the Qualified Applicants in line with the Vacancies available.

Offer and Appointment Letters are also generated with successful Applicants being transformed automatically into Employees. The Recruitment process can be reversed if need be to edit Applicant Scores, Requirements or Qualifications if granted by the System Administrator. Also applicant documents such as Academic documents, Photos, Identity Cards among others can be uploaded.

Home	My Account ▾	Parameters ▾	Payroll ▾	Recruitment ▾	Leave ▾	Evaluation ▾	Reports ▾	Security ▾	

Home Page > Recruitment > Interview > Qualified Applicants

Generate Qualified Applicant	Rollback	Generate Offer Letters	Generate Appointment Letters

Advert Name   01   *

Generate Qualified Applicants

PostCode	Post Name	Post Experience	Vacancies	AppType	PostMark
ACC	Accountant	2 Year(S)	1	Contract	100

Applicant Name	Gender	TotalScore	Contacts	Email
Wamuntu Ronald	M	100	0751724839	ron2000@yahoo.com

Evaluation. Employee evaluation is online allowing all involved parties such as the Human Resource, Supervisors, Department Heads and every Employee to login to the Evaluation portal of the System and Set objectives, targets, performance parameters against which scores and grades can be attached. The Evaluation is 360 degrees Type whereby an Employee performs self-evaluation on themselves, each Supervisor then evaluates their respective Employees assigning scores and grades to the set objectives and confirming that the performance parameters were fully met or partially met or not met at all, lastly both the Supervisor and the Employee agree on a final performance score and grade.

The Supervisor and the Employee also set new objectives and performance parameters for the next Evaluation period and Trainings are also scheduled depending on the Evaluation recommendations. Different evaluation Types can be setup with objectives, targets and performance parameters to be tracked at different lengths of time for a particular Post or Individual.

Leave. The Leave module is online allowing for a paperless Leave application, approval and return from Leave process. Employees schedule their Leave using the Leave portal of the System and depending on the Leave workflows of the Organization, the different hierarchies that are involved in the Approval process are notified at their respective levels through Emails and System notifications.

The System notifies the Human Resource, the Employee and their respective Supervisor through Emails and System notifications the Leave Start date when due and also the Return date when due. An Employee that Applies for Leave is notified about the State of their Leave Application if it's Pending, Approved, Rescheduled or Rejected with reason. The Employee also logs in their return from Leave so the System may compute their leave balances.

The System allows for different Leave Types and also takes in an Organization's Leave policy such as Days entitled per Leave Type, Pro rating, Defined Holidays, Working Days, Cumulative leave days, Maximum days to carry forward and the Leave calendar.

Profile ▾	Evaluation and Appraisal ▾	Leave Application ▾	Reports ▾	Allowance Accumulations ▾	Notice Board ▾

Kamugisha Derrick

🔒 Password   ⏻ Logout

Applicant Details

Employee Name	Kamugisha Derrick	Department	Factory
Post Name	Weeders	Leave Package	General
Cycle Start Date	1/1/2013	Cycle End Date	12/31/2013

Leave Applications   Sign In

Employee Leave Schedule

Leave Schedule

	Leave Type	Days Entitled	Days Taken	Days Outstanding
Apply	Annual Leave	24	3	21
Apply	Maternity Leave	60	0	60
Apply	Compassionate Leave	5	0	5
Apply	Study Leave	60	0	60

Reports. Extensive reports for all the modules (Leave, Evaluation, Parameters, Payroll, Recruitment and Security) are available and exportable to various formats such as Microsoft Word, PDF, Microsoft Excel, Web archive and Microsoft Power point among others.

Examples of the Reports include: NSSF, Payslips, Payroll comparisons, PAYE, Payroll Sheet, Employee Dash board, Attendance Reports, Department Staff, Leave Schedule, Shortlisted Applicants, Qualified Applicants, Offer Letters, Appointment Letters and many other customizable Reports.

Security. The System Administrator creates Roles that define access to Modules or Screens and when accessed the functions that are available include Add, Edit, Delete or View. Users are assigned these Roles as per their level of System use and whichever functions are performed by the users, an audit trail is made. Every System User requires a User name and Password to gain access to the System and the System Administrator can then view the Audit reports showing what screens and modules were accessed by the Users and what actions such as Adding, Deleting, Editing and Viewing were performed. These Reports can be viewed daily, weekly, monthly or over a period of time.

PEOPLE MANAGER CLIENTS

1. DOCTORS WITH AFRICA - CUAMM
2. POPULATION SECRETARIAT
3. ULTIMATE SECURITY LIMITED
4. PEOPLE PERFORMANCE GROUP
5. REACH OUT MBUYA
6. SANLAM LIFE INSURANCE
7. FIRST INSURANCE COMPANY
8. SAINT JOSEPH HOSPITAL KITGUM
9. SOLITON TELMEC
10. FHI 360 UGANDA
11. INTER AID UGANDA
12. OXFAM UGANDA
13. BISHOP STUART UNIVERSITY
14. AFRICA HUMANITARIAN ACTION
15. UGANDA RETIREMENTS BENEFITS AND REGULARTORY AUTHORITY
16. PRELNOR
17. UGANDA HOUSE INVESTMENTS
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19. UNIVERSITY RESEARCH COMPANY – SUSTAIN PROJECT
20. UGANDA PROTESTANT MEDICAL BUREAU
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