

***i*-Human Capital Management System**

Human Capital Management (HCM) helps your organization to enhance the ability to attract, develop, manage and retain your workforce. The interest in the use of new technology to enhance HCM practices is growing. Internet-based HCM solution would provide organizational benefits such as accurate up to date information on employee records, training enrolment and recruitment activity. It offers important advances to improve management accountability. It can dramatically improve the ability of directors and managers to track areas such as: payroll, performance appraisals, skills development, absenteeism and training so that issues can be foreseen and resolved quickly.

***i*-HCMS** provides authorized personnel - HR, business unit heads and line management - much greater control over People Value Management. Now they can view company-wide HR information and interact with it too, wherever and whenever they choose. ***i*-HCMS** lets HR manager provide strategic and best-practice people management.

***i*-HCMS** allows users to create their own ad-hoc reports, based on pre-defined criteria without the need to understand the underlying database structures. Users can choose from a range of output formats: tables, 2D and 3D graphs.

Other features include integration with Email System and Calendar; an 'HR activity desk' which provides users greater functionality for career, benefits and pay management; ESS request approvals; recruitment process tracking and an interface to create an HR content library and resource pool for policies, procedures and website links.

Our HCM solution helps corporate achieve ultimate goals by:

- Attracting, retaining and motivating the best people.
- Aligning staff aspirations and skills with your company's strategies and solutions.
- Managing demand and improving efficiency by central coordination of standard HR workflow processes.
- Reducing costs by managing employees in an integrated solution with single database.
- Monitoring HR activities anytime and anywhere.

***i*-HCMS Modules Include:**





Personnel Management Module

Personnel Management module assists HR Department to define the structure of the organization and HR policies by defining the positions and the reporting relationships between them. A detail employee profile can be built so you can record the employees currently occupying each position, and use vacant positions as the basis for recruitment.

New employee's personnel profile can be transferred directly from Recruitment Module. **i-HCMS** allows you to specify the compensation and benefit package for each employee according to job position. The cost of each employee can be also be allocated to multiple Cost Centre by amount or percentage for accounting purpose.



Features Highlight

- + Centralized employee profile
- + Insurance record
- + Taxation information
- + Employment history and education background
- + Expense claim administration
- + Files attachment: e.g. photo, CV
- + Detailed personnel transaction tracking with Filter, Sort and Export capabilities
- + Define Multiple Cost Centre for cost allocation
- + Employee change status
- + Mail Merge function for letter processing

i-Function

- + Online employee handbook
- + Online phone directory
- + Online personnel information change
- + Online expense claim



Recruitment Management Module

Recruitment Management is an important function within HR department. It includes the processes of vacancy definition – both the management role of setting and monitoring staffing levels and the technical role of specifying the skills and expertise required – as well as candidate selection, screening, approval, offers, negotiation and hiring and the management of the workflows. This link in the chain offers great potential for automation and, therefore, reduction in time and cost.

i-HCMS focuses across all players and stages in the recruitment supply chain. The objective is to manage the flow of people from “talent bank”, via recruitment channels, to stable and long term employees. The internal recruiting function, which embodies the processes of selection, screening, approval, offers, negotiation and hiring, is the key to success. Support for customizable, templated workflows managing the main recruitment processes is essential.

The focus today is to:

- Reduce time to hire;
- Minimize cost to hire;
- Maximize retention;
- Self-managed careers.

Features Highlight

- ✚ Talent bank building
- ✚ Automated manpower requisition & authorization
- ✚ Automated distribution of vacancies
- ✚ Automated applicant/vacancies matching
- ✚ Prioritized searching of current staff, in-house database and then preferred agencies
- ✚ Interviewers/Interviewees booking
- ✚ Mail merge function for letter processing. E.g. Interview letter, offer letter
- ✚ Pre-employment checks on qualifications, competence, references and registration
- ✚ Cost analysis
- ✚ Reporting: percentage unfilled vacancies; average time to fill; total employment cost

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- ✚ Online job application
- ✚ Online job posting
- ✚ Update vacancy availability
- ✚ Monitor assignments
- ✚ View internal vacancies
- ✚ Online CV submission





Payroll

Payroll Management Module

As a HR practitioner, you understand the fundamental importance of accurate and on-time payroll management. So **i-HCMS** provides you an integrated payroll system that is flexible, reliable and full of functionality.

Payroll Management module provides you the flexibility to define the payroll formula for earnings and deductions and it allows you to define each pay element whether it is taxable and/or include in MPF calculation or not. With multiple pay cycles capability, it helps to process payroll for different kind of employees who are paid at different pay date. You can deliver pay slip and pay history to employees electronically.

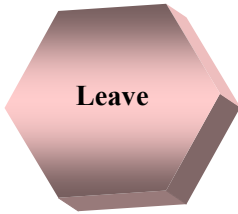
Payroll review and adjustment can also be done at anytime according to the management decision and/or the result of appraisal result. Through the use of the cost analysis, HR department can plan for the remuneration and benefit policy.

Features Highlight

- + Compensation and benefit package setting
- + User-defined payroll types & pay codes
- + Support multiple pay cycles such as monthly, bi-monthly, weekly, etc.
- + Flexible payroll formula set up
- + Support monthly salary, daily-rate and hourly rate calculation
- + Multiple payroll calendar and multiple currencies
- + MPF/ORSO handling
- + Autopay is ready for major banks and pay slip can be printed or email to distributed to employees.
- + Employer's Tax return: IR56B,E,F,G,M forms ready
- + Cost analysis on compensation and benefits
- + Interface with general ledger of financial accounting solution

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- + Online pay & benefits tracking
- + Online payroll & benefit approval
- + Online pay slip printing



Leave Management Module

Leave Management module allows you to fully chart the course of an employee's leave history. You can enter details of the leave requested, whether it is annual leave, sick leave, injury leave, maternity leave, compensation leave or other special leave.

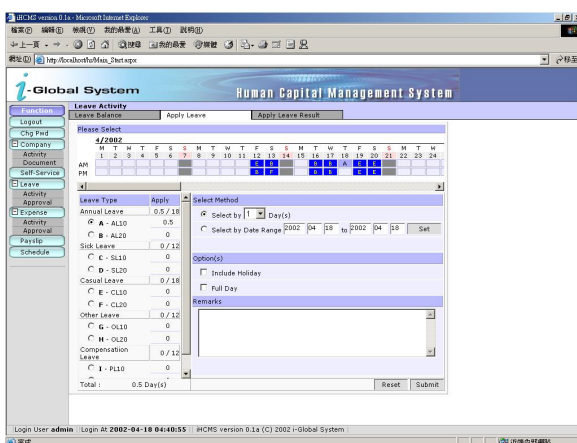
With the capability of internet access, employees can easily track their leave entitlement and leave balance. They can also apply for leave and the application will be automatically sent to Department Head and HR department for approval. Pattern and cost of absenteeism and leave can be simply analyzed graphically.

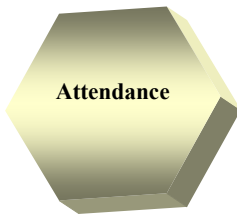
Features Highlight

- ✚ Multiple leave types setting. E.g. annual leave, sick leave, compensation leave, causal leave etc.
- ✚ Leave entitlement/balance
- ✚ Multiple calendar & holiday set up
- ✚ Mass leave transaction generation
- ✚ Leave entitlement and balance calculation for new join staff and terminated staff
- ✚ Match with the Attendance Control Module to perform attendance analysis

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- ✚ Online leave application
- ✚ Online leave approval
- ✚ Online leave approval status tracking
- ✚ Online leave balance and history tracking





Attendance Management Module

Attendance Management module interfaces with electronic attendance control system to compare the official working hours of each staff. Apart from normal shift, **i-HCMS** allows you to input a roster for staff who work in shop or factory. Manual adjustment of attendance record can be done for special occasion.

HR staff can generate daily time and attendance report at their fingertips. Relevant transactions will be automatically generated to Payroll Module for overtime payment and late deduction calculations.



Features Highlight

- ✚ Multiple shift and roster setting
- ✚ Late/early/overtime analysis
- ✚ Interface with electronic attendance reader
- ✚ Interface with payroll module to calculate overtime payment or other deduction

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- ✚ Online roster/shift input
- ✚ Online attendance report
- ✚ Department Head Approval for abnormal attendance records
- ✚ Employee attendance enquiry



Training Management Module

Training Management module allows you to match the training needs of the workforce to the training courses planned by the organization. Details of each course can be recorded including course materials, facilities and tutors booking, booking status and attendance, course evaluation history and so on.

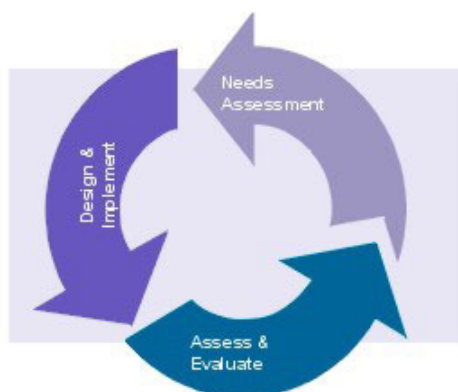
Apart from resources planning on facilities and tutors, **i-HCMS** support online training course booking and status tracking. It helps to streamline the workload of Training and Development Department. Through budget and cost analysis, company can easily plan for the training approach. What's more, you can actually realize the benefits by using the comprehensive training plan approach that have the business results to prove it.

Features Highlight

- ✦ Comprehensive company training plan
- ✦ Perform training needs analysis
- ✦ Course & facilities booking
- ✦ Tutors & resources capability tracking
- ✦ Mail merge function for booking confirmation
- ✦ Post course evaluation
- ✦ Budget and actual cost analysis
- ✦ Employee training history

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- ✦ Online training application/approval
- ✦ Online booking status tracking
- ✦ Online training course searching with course outline and details





Appraisal Management Module

Appraisal Management module is designed to measure employees' performance through 360-degree appraisal method for multiple level appraisal processing. It turns Human Resources into a measurable and quantifiable asset. By using *i-HCMS*, you now have the ability to measure employees' performance regularly via internet and efficiently automate appraisal processes that traditionally paper-based.

Based on the result of the performance appraisal, you can now create training and career development programs that help to increase productivity, improve individual's performance and reduce turnover rate. Also you can review salary and benefits according to the appraisal result.

Features Highlight

- ✚ Multiple level appraisals
- ✚ User-defined appraisal codes
- ✚ User-defined appraisal processing by period
- ✚ User-defined weighted average evaluation terms
- ✚ Integrated with Payroll Module for salary and benefit changes
- ✚ History of performance appraisal

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- ✚ Online appraisal processing
- ✚ Online appraisal result tracking

System Technology:

Newest Business Platform (Microsoft .NET)

Microsoft® .NET is the Microsoft XML Web services platform. XML Web services allow applications to communicate and share data over the Internet, regardless of operating system, device, or programming language. The Microsoft .NET platform delivers what developers need to create XML Web services and stitch them together. The benefit to individuals is seamless, compelling experiences.

Developed by using the .NET platform, **i-HCMS** promises easier integration within and between businesses, while creating opportunities to more meaningfully connect with employees. With the tools of the .NET platform, businesses can realize improvements in the time and cost associated with developing and maintaining their business applications, as well as benefiting from empowering employees with the ability to act on human resource information anywhere and anytime.

Language:

Interface, Input fields and Reports:

Support multi-lingual

- ✓ English
- ✓ Traditional Chinese
- ✓ Simplified Chinese
- ✓ Japanese

System Requirements:

Workstations:

Operating system: Microsoft Windows XP/2000 Professional/ME/98
CPU: Intel Celeron 433MHZ
Memory: 64MB memory
Hard disk space: 200MB hard disk space
Database: MS SQL 2000
Microsoft Internet Explorer 6.0 (required if using web functions)

Server:

Operating system: Microsoft Windows 2000 Server
CPU: Intel Celeron 800MHZ
Memory: 256MB memory
Hard disk space: 1GB hard disk space
Database: MS SQL 2000
Microsoft IIS 5.0 (required if using web functions)
.net framework (required if using web functions)