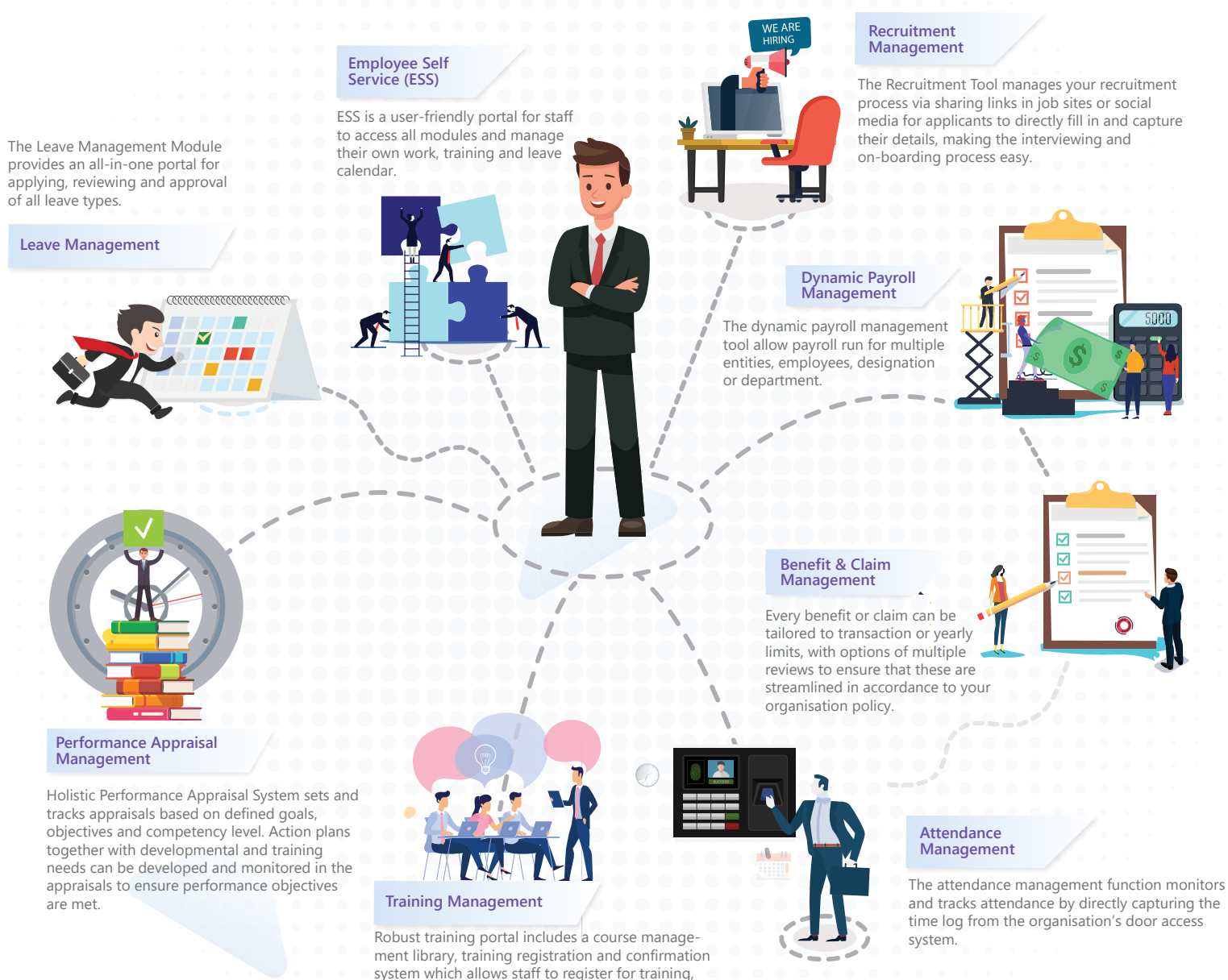


HRMS Application that streamlines and automates every aspect of human resource function into a single platform to manage and drive your single most valuable asset – People.



## Recruitment Management

The Recruitment Tool manages your recruitment process via sharing links in job sites or social media for applicants to directly fill in and capture their details, making the interviewing and on-boarding process easy.

The screenshot displays a 'Job Application' form for a position titled 'Interviewer'. The form includes a profile picture placeholder, a name field (John Doe), a location field (Singapore), and a salary field (S\$10,000). There are also fields for 'Employment Status' (Full-time), 'Date of Birth' (28/04/1990), and 'Language Spoken' (English).

The screenshot shows a table with columns for 'Employee ID', 'Employee Name', 'Designation', 'Department', 'Salary', and 'Status'. The table contains several rows of employee data.

| Employee ID | Employee Name | Designation | Department | Salary | Status |
|-------------|---------------|-------------|------------|--------|--------|
| 001         | John Doe      | Manager     | IT         | 10000  | Active |
| 002         | Jane Smith    | Developer   | IT         | 8000   | Active |
| 003         | David Lee     | Analyst     | IT         | 6000   | Active |
| 004         | Emily Chen    | Designer    | Marketing  | 7000   | Active |
| 005         | Michael Tan   | Sales       | Sales      | 5000   | Active |

## Dynamic Payroll Management

The dynamic payroll management tool allow payroll run for multiple entities, employees, designation or department.

## Benefit & Claim Management

Every benefit or claim can be tailored to transaction or yearly limits, with options of multiple reviews to ensure that these are streamlined in accordance to your organisation policy.

The screenshot shows a 'CLAIM DETAILS' form for a claimant named 'John Doe'. The form includes fields for 'Claim Type' (Medical), 'Claim Amount' (S\$1000), 'Claim Status' (Pending), and 'Claim Date' (28/04/2020). There are also fields for 'Claim Description' and 'Claim Remarks'.

The screenshot displays an 'Attendance' log table with columns for 'Date', 'Employee Name', 'Time In', 'Time Out', 'Late In', and 'Late Out'. The table shows attendance records for several employees over a period of time.

| Date       | Employee Name | Time In | Time Out | Late In | Late Out |
|------------|---------------|---------|----------|---------|----------|
| 02/05/2020 | John Doe      | 08:45   | 05:45    | 00      | 00       |
| 02/05/2020 | Jane Smith    | 08:45   | 05:45    | 00      | 00       |
| 02/05/2020 | David Lee     | 08:45   | 05:45    | 00      | 00       |
| 02/05/2020 | Emily Chen    | 08:45   | 05:45    | 00      | 00       |
| 02/05/2020 | Michael Tan   | 08:45   | 05:45    | 00      | 00       |

## Attendance Management

The attendance management function monitors and tracks attendance by directly capturing the time log from the organisation's door access system.

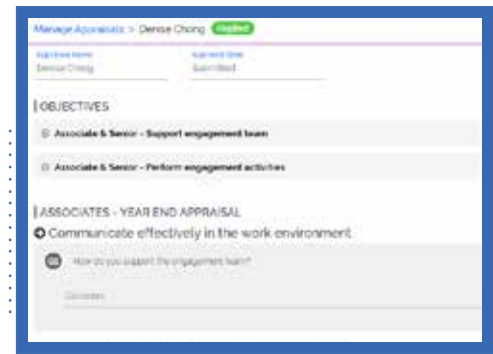
## Training Management

Robust training portal includes a course management library, training registration and confirmation system which allows staff to register for training, provide feedback, and track training hours to monitor individual's training roadmap.

The screenshot displays a 'TRAINING SCHEDULE' form for a training course titled 'Training'. The form includes fields for 'Course Name', 'Course Code', 'Course Date', 'Course Time', 'Course Location', and 'Course Status'. There are also fields for 'Course Description' and 'Course Remarks'.

## Performance Appraisal Management

Holistic Performance Appraisal System sets and tracks appraisals based on defined goals, objectives and competency level. Action plans together with developmental and training needs can be developed and monitored in the appraisals to ensure performance objectives are met.



| My Leaves: All       |                 |               |                 |              |              |
|----------------------|-----------------|---------------|-----------------|--------------|--------------|
| 2019 Jan 01 - Dec 31 |                 |               |                 |              |              |
|                      | All (40)        | Submitted (0) | Recommended (0) | Approved (0) | Rejected (0) |
| Date of Application  | Type            | Start Date    | End Date        | Days         |              |
| 10/09/2019           | Annual Leave    | 09/09/2019    | 09/09/2019      | 1            |              |
| 20/05/2019           | Annual Leave    | 20/05/2019    | 20/05/2019      | 1            |              |
| 20/05/2019           | Annual Leave    | 20/05/2019    | 20/05/2019      | 1            |              |
| 06/05/2019           | Annual Leave    | 06/05/2019    | 06/05/2019      | 1            |              |
| 28/07/2019           | Annual Leave    | 28/07/2019    | 28/07/2019      | 1            |              |
| 09/07/2019           | Hospitalisation | 09/07/2019    | 09/07/2019      | 1            |              |
| 09/07/2019           | Hospitalisation | 09/07/2019    | 09/07/2019      | 1            |              |

## Leave Management

The Leave Management Module provides an all-in-one portal for applying, reviewing and approval of all leave types.

## Employee Self Service (ESS)

ESS is a user-friendly portal for staff to access all modules and manage their own work, training and leave calendar.

