HRMS

Human Resources Management System

Personnel | Leave | Overtime | Benefit
Payroll | Tax | |
Training | Recruitment | |

"Your
HR Management System
for adding value to
HR Operation of your Company"

Personnel | Leave
Payroll | Tax

English
中文

Human Resources Management System (**HRMS**) is a versatile and comprehensive suite of management and administrative software modules developed for the modern practice of human resource management today.

HRMS is a proven application software used by many multinational and local companies in banking, finance, manufacturing and service industries. Its flexible and modular design allows companies to choose the functions they require to meet their current needs.

New modules developed recently include **Employee Self Service Intranet** and **Internet Payment Submission**.

Highlights

- Modular Design
- Graphical User Interface
- User Definable Parameters
- MPF Calculation
- Security Control Levels
- English and Chinese Support
- MIS/EIS Reporting

HRMS

Human Resou..
Management
System

User ID
Password
Company

Flexible Design

The flexibility of HRMS is achieved through the use of user-definable parameters. Company specific data types and categories such as compensation elements (salary, commission, allowance etc.), employment terms (permanent, temporary, contract etc.), cost centers, organization, and many more can be defined with functions of simple steps.

Professional Experience

Being a third generation product developed by professionals very experienced in the human resource, HRMS represents a cumulated base of HR best practices and processes.

User Friendly Interface

The graphical user interface, and the careful grouping of functions and data make HRMS very easy to learn and to use. Features such as *Payroll Trial Run* will help to reduce mistakes and avoid last-minute adjustments.

Extensive Reports

HRMS comes with an extensive list of standard reports that give HR department information on all aspects of its operations. Furthermore, its *Data Export* function allows data to be downloaded to Microsoft Excel spreadsheets for manipulation.

Specific Customizations

For very specific requirements not catered by the current version of HRMS, HR21's experienced system consulting team can provide the necessary customization service to make special functions available along with the implementation of HRMS.

Functions Overview

Personnel Information

Core module using relational database technology to keep and maintain employee information, pay and MPF contribution history as well as data used by other modules.

Payroll & Tax Processing

Core module to process regular and ad-hoc payments and deductions, including MPF contributions, and to generate payroll and MPF instructions for diskette or Internet submission. Payroll job can be run anytime during the month with the flexibility of multiple trial runs to allow verification prior to actual posting.

Benefits Administration

Taxable and non-taxable benefits are tracked and analyzed as part of the total staff remuneration package. Benefits such as provident and retirement funds, life and medical insurance, performance /attendance based bonus payments, and unlimited allowances and deductions are covered.

Salary Administration

This module provides the capability to conduct salary revision by department and grade, and supports performance based salary administration.

Time & Attendance

Supports capturing of attendance record by individual staff in the organization using electronic time clock or other means. Attendance records taken can be used for payroll calculation as well.

Recruitment

Tracks the organization's staff portfolio, vacancies, strengths, as well as information on new applicants and their application status.

Roster

Different types of shift and working hours can be defined and assigned to staff. Attendance data captured through the Time and Attendance module will then be used to map against the defined roster and to calculate the salary.

Leave Administration

Tracking of unlimited numbers of leave types. Leave administration includes user-defined business rules for leave calculation and rounding, online enquiry of leave balances, annual leave brought forward and forfeiture with override, sick leave handling compliant with Hong Kong Labour Ordinance , and web-enabled leave application and approval.

Training & Development

To facilitate staff development by tracking training needs, scheduling classes, maintaining training records, and reporting on results and course evaluations. It helps HR department to identify skills and experience for position planning.

Budgeting

Direct salary and indirect HR costs such as allowances, benefits of medical and life insurance, training, recruitment and relocation expenses are tracked for budgeting.

Performance Appraisal

Performance appraisals, evaluation records, merit and pay increase information are kept for analysis and planning purpose. Data is also used by the Training and Development module to monitor training needs.
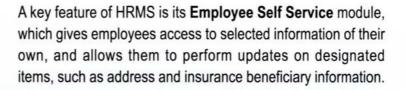
HRMS

Special Features

Electronic Submission

For companies using payroll and/or MPF service of selected banks, **HRMS** can be used to submit the autopay instructions for payroll and MPF contributions through their Internet based electronic payment gateway. You can do away with the physical diskette submission, and gain the flexibility of making last-minute change online.

Employee Self Service

A key feature of HRMS is its **Employee Self Service** module, which gives employees access to selected information of their own, and allows them to perform updates on designated items, such as address and insurance beneficiary information.

This Employee Self Service module can be integrated into existing Intranet websites which offer other HR information such as employee handbook, company guidelines and policies, company announcement etc.

HR21 offers service to set up a complete Employee Intranet with desired Employee Self Service functions.

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