



# WRITE UP

*(WorkmateHR)*

**Human Resource and Payroll Management System**

*by;*

**Software Elegance**

*everyday, improving your bottom line*

Email: [info@softwareelegance.net](mailto:info@softwareelegance.net)

Web: [www.softwareelegance.net](http://www.softwareelegance.net)

Demo: <https://vimeo.com/zeguru/workmatehr>

Mobile: 0736 563 163

Tel: 020 205 8726

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# OVERVIEW

**WorkmateHR** is a state-of-the-art Human Resource and Payroll Management system designed to provide control and tracking of the entire value chain of Human Capital in your organization in order to increase overall efficiency, productivity and profitability.

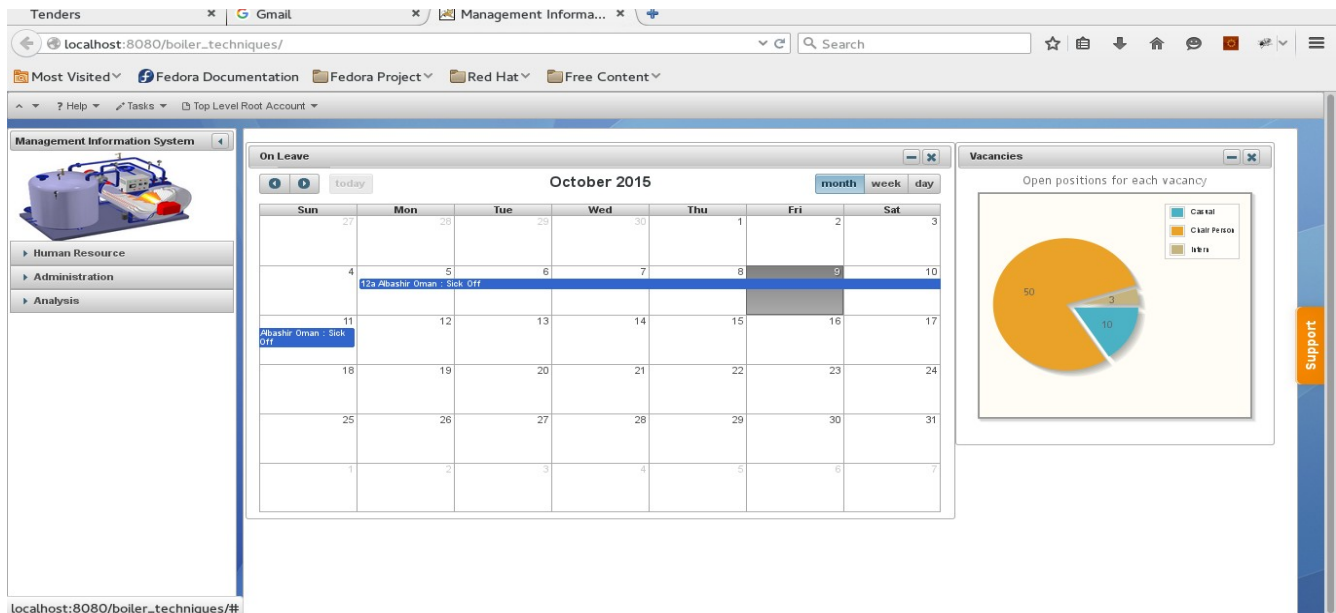
Instead of visiting the HR/Accounts departments for payslips, leave applications, salary advance applications among others, employees will be able to access the same from the comfort of their desktops or tablets and phones. Likewise, employers need not ask employees about their current contacts, skills, educational background and so on.

With **WorkmateHR**, organizations will be able to track and leverage the human resources from recruitment, scheduling and benefits management. Performance trends and bottlenecks will also become visible.

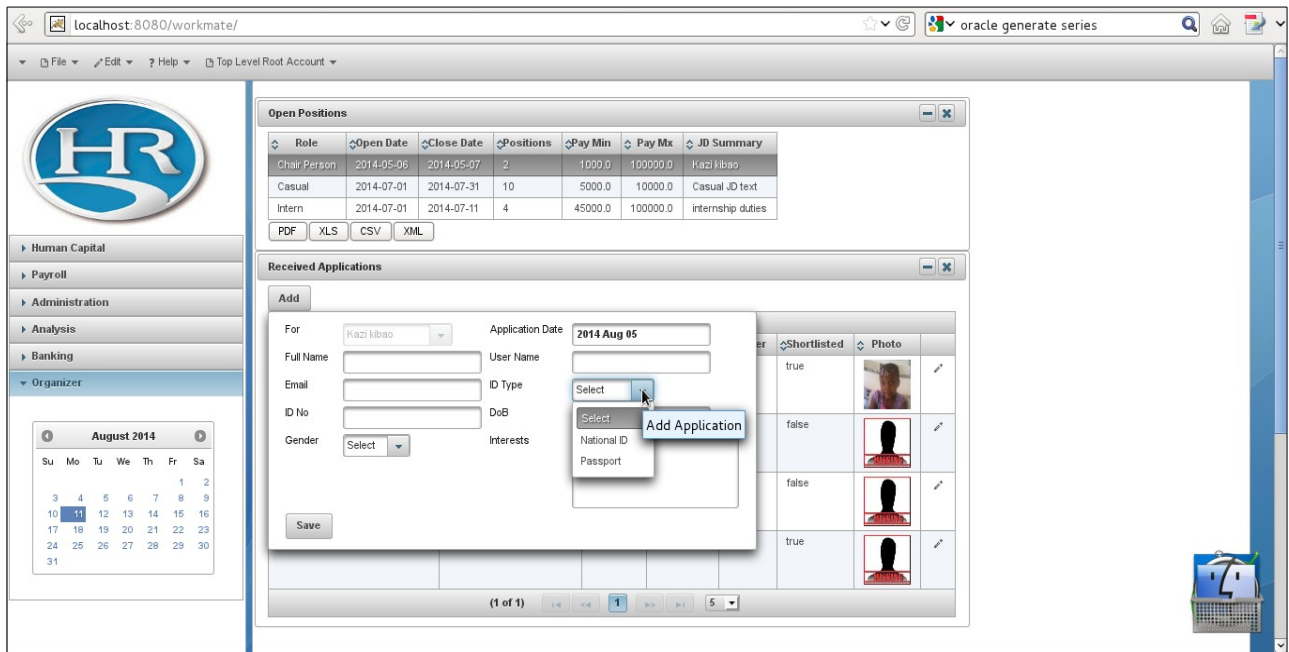
## A. UI FEATURES

### Home Screen

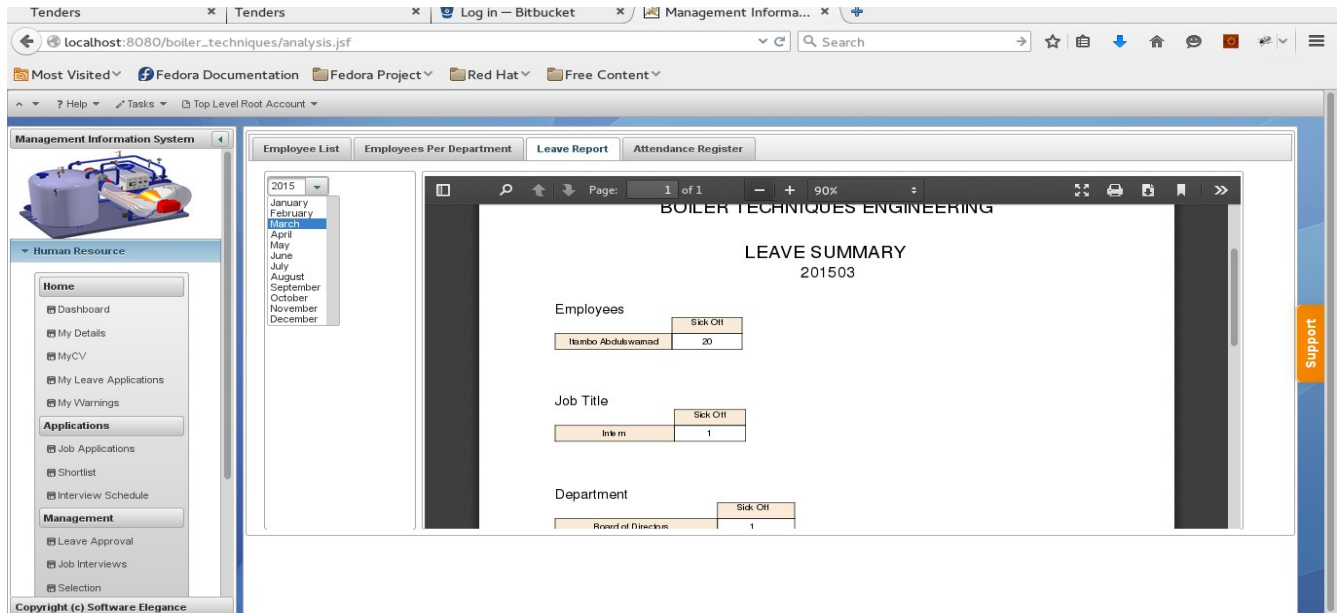
Dashboards, calendar, charts plus integrated support feature.



# User Friendly Interface



# Management Reports



# Employee Database

Management Information System

Human Resource

Administration

Back Office

- Employee DB
- Warning Letters
- Employee CV
- Departments
- Vacancies
- Training

Settings

- HR Settings
- Questionnaires
- Onboarding Checklist
- Employee Objectives
- Contract Settings

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Employee Database

Sur Name	Position	Staff No	ID Number	Sex	PIN	MHIF	NSSF	Entry Date	Exit Date	Photo
Albasbir Oman	Casual			Male				2015-9-9		
Rambo Abduswamad Ibrahim	Intern	1254	1254	Male	111111	55555		1982-9-8		
James Oswago Mike	Casual Technician	45	4526	Male				1977-9-7		
								Engagement	Terminal	

Support

# Generate Employee CVs

Management Information System | Boiler Techniques Engineering - Mozilla Firefox

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**CURRICULUM VITAE**

Name: Albasbir Oman  
 Date Of Birth: September 08, 1995  
 Sex: M

**Academic Qualifications**

Level	From	To	Institution	Exam	Grade
Primary School	2015, Sep	2015, Sep	Iteanga	KCPE	A-

**Work Experience**

Position Held	Employer	From	To
Accountant	Bandari Sacco	2015, Sep	2015, Sep

**Relevant Skills**

Skill	Institution	Level
Management	Kilafaf	I
SQL Programming	Digital Age	II

CV

## General Features

- ⤴ Web-based Employee Self-Service portal
- ⤴ Configurable role-based access
- ⤴ Simple and Intuitive User Interface
- ⤴ Dashboards with excellent reports and charts
- ⤴ Data is readily exportable to Excel, PDF, Word and CSV
- ⤴ Accessible by all devices; PC, laptop, tablet, smartphone, via a web browser
- ⤴ Supports multiple branches and departments for a single client (with data isolation)
- ⤴ Client-server and multi-user with concurrent access
- ⤴ Customizable reports
- ⤴ Supports employee photos in all formats
- ⤴ Available on-premise or in the Cloud

## HR Features

1. Job Applications and Intake process
2. Staff/Applicant details including photos, education, employment and skill history
3. Permanent, Casual/Contractual Staff and Interns accommodated
4. Employee Onboarding
5. Job Reviews and Appraisal Reporting
6. Online employee leave application and Management
7. Automated CV generation
8. Keep track of Trainings and Seminars
9. Customizable and configurable workflow engine
10. Warning and disciplinary facility
11. Attendance register and reporting
12. Skill gap analysis
13. Arbitration of staff matters and grievances

## Payroll Features

1. Employee self-service portal (for payslip access and salary advance application)
2. Monthly payroll generation
3. Payroll adjustments
4. Salary advances and Statutory deductions
5. Staff Loans
6. Statutory Reports (KRA, NSSF, NHIF)
7. Banking and Reconciliation (optional)
8. Benefits Management

## B. BENEFITS

1. Web based access allows easy access with no configuration on the client side.
2. Self-service facility increases the system visibility and ownership by system users(employees).
3. Dashboard layout allows the user to work with fewer mouse clicks. This is because the system provides multiple views on a single page.

4. The application logic and reports are customizable and extensible according to user requirements.

### C. ADVANTAGES

1. This system is not a one-size-fits all. It is modified to fit each individual client's requirements during implementation.
2. This system imposes no limits on number of users, number of machines or data captured.
3. Flexible warranty period starting from 6 months upto 1 year.

## SUPPORT

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