WRITE UP

(WorkmateHR)

Human Resource and Payroll Management System

by;

Software Elegance
everyday, improving your bottom line

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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 inorder to increase overall efficiency, productivity and profitability.
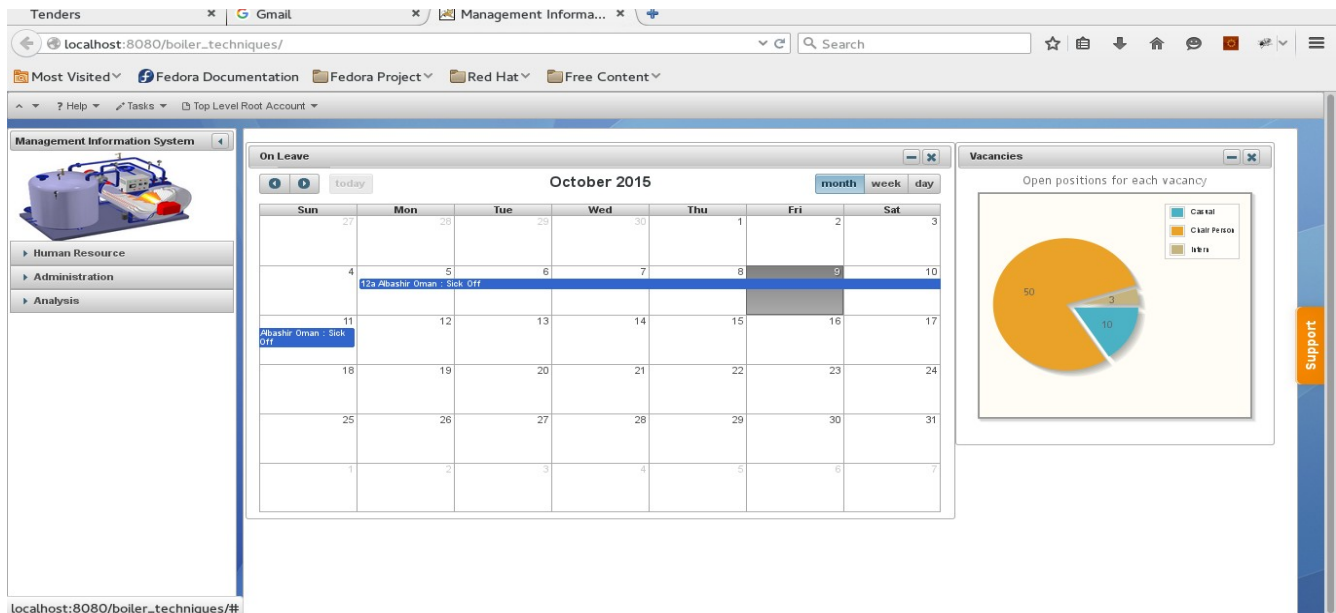
Instead of visiting the HR/Accounts departments for payslips, leave applications, salary advance applications among others, employees will be able to access the same from the comfort of their desktops or tablets and phones. Likewise, employers need not ask employees about their current contacts, skills, 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.
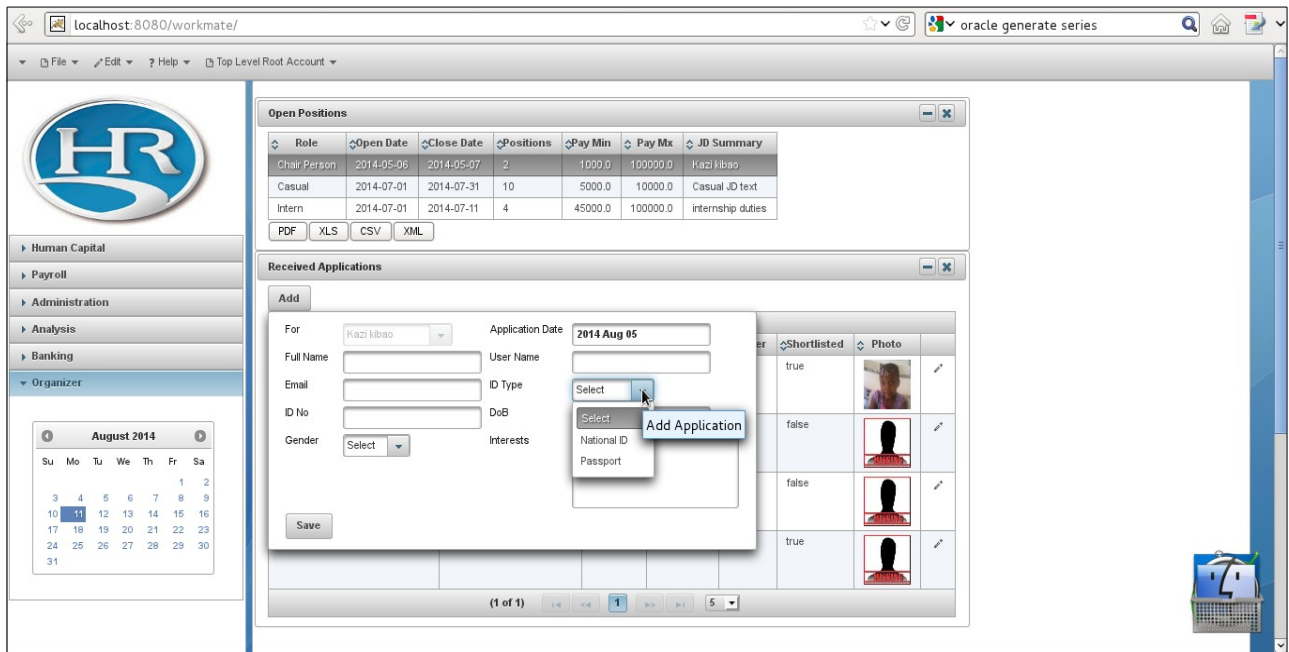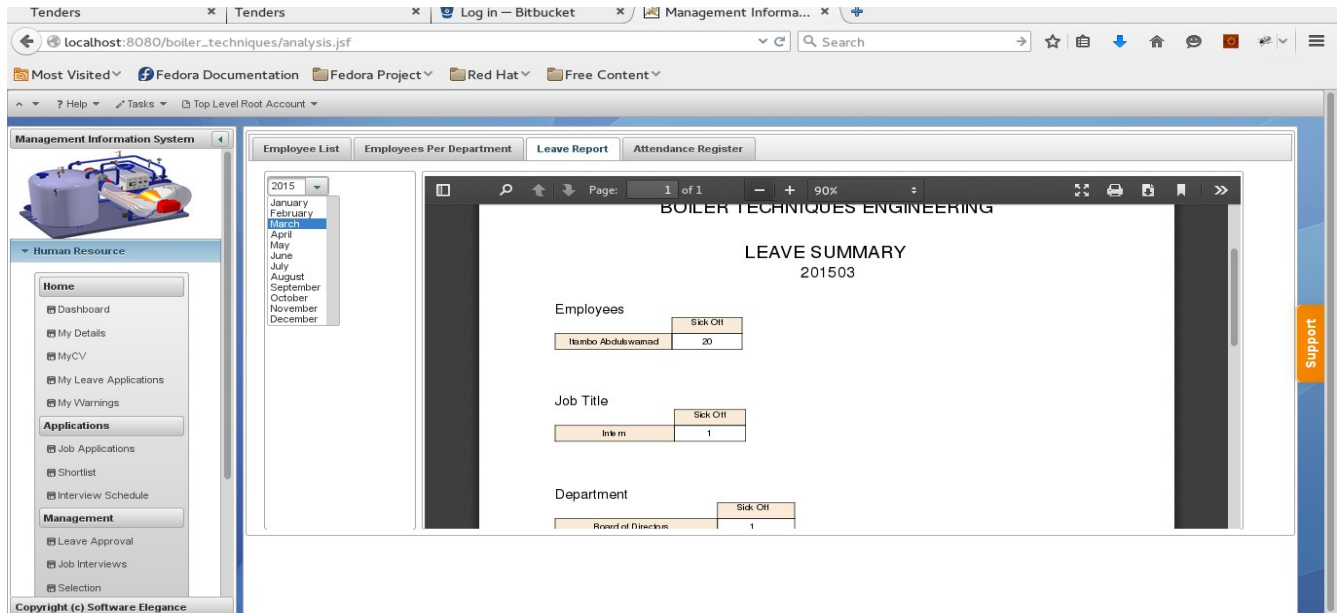
A. UI FEATURES

Home Screen

Dashboards, calendar, charts plus integrated support feature.

User Friendly Interface

Management Reports

Employee Database

Generate Employee CVs

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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