

**365HR**  
service



## HR SUITE OF SOLUTION

### 365HR Employee Service Management

# Employee Service Management Modules

## 365HR Service of Solutions

- The Modules within the 365HR Service suite of Solution recommended for Employee Services Management, are stated :-
  - Human Resources Uniform And Shoes Management (HRUni)
  - Human Resources Locker Management (HRLOC)
  - Human Resources Hostel Management (HRHOS)
  - Human Resources Transportation Management (HRTrans)
  - Human Resources Food Subsidy Management (HRFOOD)

Two Module are the compulsory Module within the 365Hr Service solution offering as they act the controlling module within the suite of solution and they HRSC, HRPBM, HRUni, HRLoc, HRHOS, HRTrans, and HRFOOD.

- **Key Benefits :**
  - Tracking of Uniforms and Shoes Provided to Employee Thus maintaining organization image.
  - Tracking if Employee Lockers and Hostels, which enables organisation to monitor these benefits provided.
  - Full planning of transportation routing for busses provided to ferry its employee to and from work.
  - Automated monitoring of meal allowances provided based on work times.

- **Tracking of Uniform and Shoes Provided**

With the HR Uniform & Shoes module, organisation is able to track all sizes and amount of uniforms and shoes provided to its employees. Provision of the correct sizes of uniform and shoes is usually important to the organisation as this would in turn depict the image of the organisation to the general public.

- **Tracking of employees' Lockers & Hostels**

Monitoring of the lockers provided would enable the feature of locker sharing among its workforce. These modules would also provide full tracking of hostels management. This gives the organisation a bird eye view of these 2 benefits provided to its employees.

- **Transportation Planning**

In an environment that the organisation provides transportation to its employees in the form of buses, it has al- ways been a challenge to manage the usage of this buses. This module provides a complete view of the routes that the allocated bus route.

Planning and allocation of employees to each bus can then be done so as to optimise the usage of these buses. Listing of the employees taking the buses can also be provided to the bus drivers based on who is working on each work shift.



# 365HR Service suite of solutions :-

Functionalities Of 365hr Service Solutions	Employee Services Management Modules
<b>Services Management Module</b> <ul style="list-style-type: none"> <li>User definable uniform items &amp; sizes.</li> <li>Uniform entitlement settings</li> <li>Uniform Suppliers setup &amp; Items provided by suppliers</li> <li>User friendly uniform allocation screen.</li> <li>Historical uniform issuance based on employees.</li> </ul> <ul style="list-style-type: none"> <li>User definable locker entitlement to employee groups.</li> <li>Management of lockers by type, lo cation and locker blocks.</li> <li>Definition of locker maintenance De types.</li> <li>Availability of lockers</li> <li>Automated application of lockers via Employee Self Service</li> <li>Listing of occupied lockers</li> <li>Listing of lockers under maintenance</li> <li>Tracking of locker usage by employee with locker details issuance dates and return dates</li> </ul> <ul style="list-style-type: none"> <li>Tracking of hostels by area, blocks types and other facilities within the hostel compound.</li> <li>Hostel offence listing (e.g. 12 mid- night closing time)</li> <li>Hostel guest tracking</li> <li>Hostel maintenance cost tracking</li> </ul> <ul style="list-style-type: none"> <li>Transportation listing by bus operators.</li> <li>User definable Bus Zones and Bus Routes.</li> <li>Detail tracking up to bus stops and bus types</li> <li>Organisation definable bus schedules based on the routings set within the solution.</li> <li>Tagging of bus riders to the buses via a user friendly screen</li> <li>Ad-hocbus request for shift overruns</li> <li>Tracking of buses provided by the bus operators</li> </ul> <ul style="list-style-type: none"> <li>User managed food subsidies type</li> <li>Allocation of food subsidies based on job grades with criteria setup.</li> </ul>	<b>Comprehensive Template report for audit trails</b>  <b>Report export functions to MS excel and plain text formats.</b>  <b>Web Enabled Leave application engine</b>  <b>Workflow enabled application with routing features (with HR Approval Management)</b>  <b>send email alerts with application engine</b>  <b>Monitor All transaction history</b>  <b>Comprehensive report which covers:</b> <ul style="list-style-type: none"> <li>Report By Pivotable</li> </ul>   

For more information about 365HR Service Solutions :-

No.34, Jalan Bandar 13, Pusat Bandar Puchong, 47100  
Puchong, Selangor Malaysia. Tel : +6010-316-2460  
E: [admin@find-me.com.my](mailto:admin@find-me.com.my)