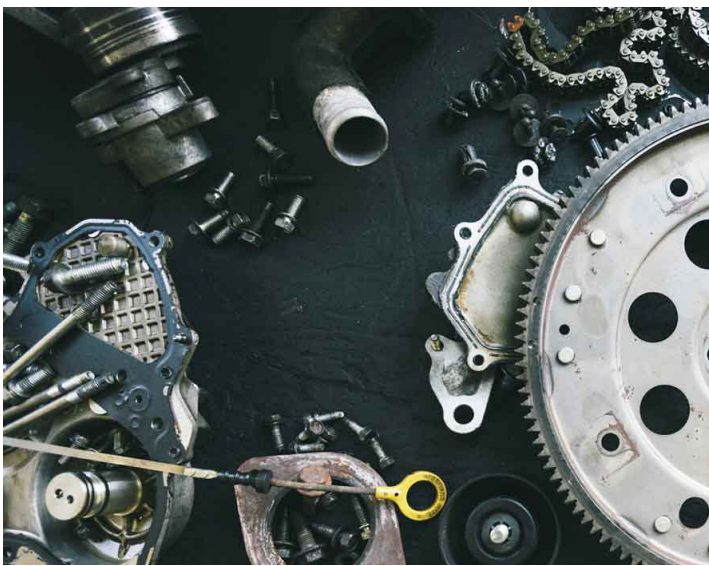


365HR
service



HR SUITE OF SOLUTION

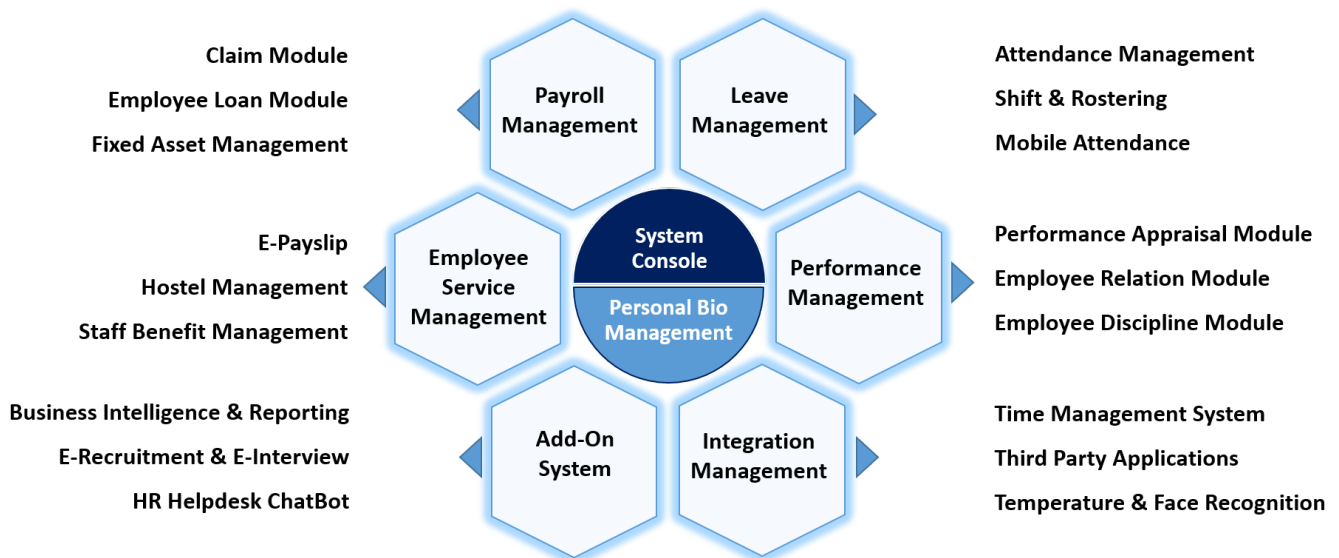
365HR SERVICE CORE MODULE

Core Module

365HR Service of Solutions

Human Resources in the New Economy is no longer driven by industrialization and mass production alone, but has also been led by information and technology, which is also termed as the new commodity. This shift of focus carries great significance as organizations, large or small, begins to leverage on creativity and innovation in information and communication technology (ICT) to address this development in the Human resources arena.

365HR Service's Suite of Solutions, is a total Solution, Which caters for your organization's HR Information Solutions needs now and for the future.



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



365HR Service suite of solutions :-

FUNCTIONALITIES OF 365HR SERVICE SOLUTIONS	CORE MODULES
<p>System Console Security login setup, which can categorized by:-</p> <ul style="list-style-type: none"> • Accessible employee group • Accessible function group • User login maintenance • Transaction locking • Salary field locking <p>Transaction Audit record</p> <ul style="list-style-type: none"> • Any data update , delete, edit, add will save to audit record by "timestamp". <p>365HR Service Personal Bio Management setups that encompasses:-</p> <ul style="list-style-type: none"> • Organisation bank's information • Organisation setup • Organisation grouping • Organisation level setup • Organisation setor setup • Job grade and job title maintenance • Citizenship type maintenance • Type of description for race , religion, resignation reason and IC color. <p>365HR Service Payroll Management setups that encompasses : -</p> <ul style="list-style-type: none"> • Payroll cut-off date • Overtime rates • Allowance type & rates • Deduction type & rates • Consecutive allowance & deduction type • Bonus • Employee provident fund • Inland revenue • Family relieve maintenance <p>365HR Service Leave Management setups that encompasses : -</p> <ul style="list-style-type: none"> • Unlimited Leave type configurations • Leave cut-off date • Leave Entitlement by Job Grade /Job Title • Apply leave, By Leave Sequence • Carry forward by leave balances rule • Leave Deductions and Payback <p>365HR Service Rostering Management setups that encompasses : -</p> <ul style="list-style-type: none"> • Multi-Shift, Calendar, Group, Day Types • Overtime Break time types • Overtime Conditions • Minimum Overtime conditions. • Overtime off date • Overtime Effective start time <p>365HR Service Audit Trails Management for all Module</p>	<p>Comprehensive Template report for audit trails</p> <p>Report export functions to ms excel and plain text formats.</p> <p>Detail staff information storage which covers :-</p> <ul style="list-style-type: none"> • Employee personal information • Date of Birth • Marital status • Address • Type of employment • Salary information • Staff bank information • Staff statutory information • Employment status • Fixed allowance & Deductions • Staff Grouping • Additional remarks <p>Supports photographs attachment</p> <p>Support files attachments</p> <p>Emergency Contact information</p> <p>Easy transfer of staff within organisation</p> <p>Staff listing</p> <p>Previous work experience information</p> <p>Education information</p> <p>Monitor employee history transaction</p> <p>User definable employment types</p> <p>Comprehensive report which covers :</p> <ul style="list-style-type: none"> • Head Count Report By Pivotable <div> <p>For more information about 365HR Service Solutions :-</p> <p>No.34, Jalan Bandar 13, Pusat Bandar Puchong, 47100 Puchong, Selangor Malaysia. Tel : +6010-316-2460 E: admin@find-me.com.my</p> </div>