



HR SUITE OF SOLUTION

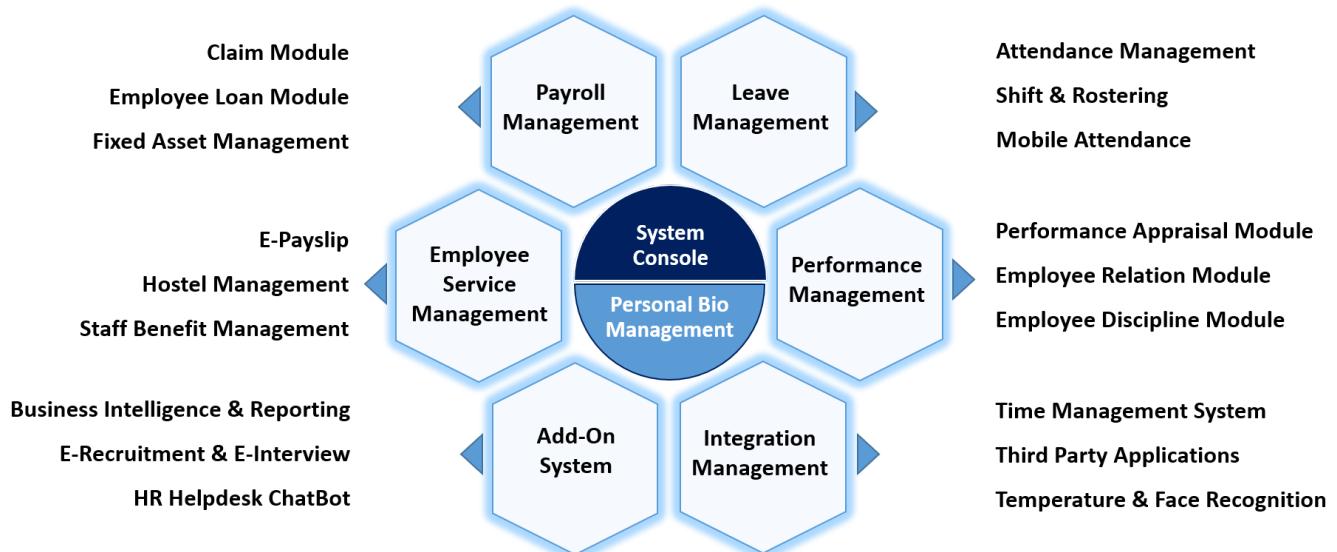
365HR SERVICE CORE MODULE

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 :-

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365HR Service suite of solutions :-

FUNCTIONALITIES OF 365HR SERVICE SOLUTIONS	CORE MODULES
System Console Security login setup, which can categorized by:- <ul style="list-style-type: none">• Accessible employee group• Accessible function group• User login maintenance• Transaction locking• Salary field locking	Comprehensive Template report for audit trails
Transaction Audit record <ul style="list-style-type: none">• Any data update , delete, edit, add will save to audit record by "timestamp".	Report export functions to ms excel and plain text formats.
365HR Service Personal Bio Management setups that encompasses:- <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.	Detail staff information storage which covers :- <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
365HR Service Payroll Management setups that encompasses :- <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	Supports photographs attachment
365HR Service Leave Management setups that encompasses :- <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	Support files attachments
365HR Service Rostering Management setups that encompasses :- <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	Emergency Contact information
365HR Service Audit Trails Management for all Module	Easy transfer of staff within organisation
	Staff listing
	Previous work experience information
	Education information
	Monitor employee history transaction
	User definable employment types
	Comprehensive report which covers : <ul style="list-style-type: none">• Head Count Report By Pivotable
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