

VALUE ADD FUNCTIONALITY

Communication Portal

- Communication portal
- Caters for all Intranet needs
- Internal vacancy applications
- Company news
- Staff news
- Company events
- Employee benefit downloads
- Staff loyalty programme

Disciplinary Builder

- Real-time disciplinary capture
- Current and expired disciplinary display
- Documents and notes attachments
- Auto-generated disciplinary forms
- Employee and personnel file management
- Offence, sanction and additional information help notes

Learning/Training Management

- eLearning/inductions/online tests
- Matching of learning requirements
- Training service provider management
- Employee qualifications, skill and competency matching
- Personal development plans
- Training event management
- Online training applications
- Online training approvals
- Training management to all users via email and text messages
- Certificate data generation
- Automatic creation of Workplace
- Skills Plan and Annual Training

Performance Management

- Create scorecard with individual, team and company deliverables
- Weighting and rating scales
- Evaluators from team, internal and external sources
- Electronic evaluation

VALUE ADD FUNCTIONALITY

Performance Management .Continued

- Graphic view of performance assessments and averages
- Increase and incentive guidelines
- Succession planning

Value Based Appraisals

- Create scorecard with company values as assessment criteria
- Weighting and rating scales
- Evaluators from team, internal and external sources
- Electronic evaluation
- Unlimited scheduling
- Rater acceptance
- Appraisal outcome adjustments

Talent Management

- Branded career site
- Applicant login with authentication and reminders
- Applicant skill and competency requirements match up
- Vacancy management
- Job posting to Intranet (Communication Portal) and Internet (specified website)
- Option to post vacancies to third party portals
- Email and text message communication to applicants, candidates and recruiters
- Link successful applicants to Performance Management system for probation assessments
- Summary views with applicant status, profile and match-up results
- CV and scorecard attachments
- Bulk auto-regret email and text message to applicants
- Agency applicant management
- Vacancy cost tracking
- Access to own talent pool/database

Occupational Health and Safety Compliance

First Aid Medicine/Consumables

- Log first aid medicines and consumables available
- Set minimum order quantities
- Log and monitor first aid visits
- Monitor costs per clinic visits
- Medical surveillance and expiries

VALUE ADD FUNCTIONALITY

Occupational Health and Safety Compliance .Continued

Equipment Asset Register

- Log all equipment and assets
- Automatic notification for license renewals
- Automatic notifications for certifications
- Upload and attach certificates
- Manage service provider records

Injury On Duty

- Date of injury
- Cause of injury
- Injury report
- Automatic leave allocation

Personal Protective Equipment (PPE)

- PPE issued
- Date issued
- Replacement date
- Quantity in stock

Contractor management

- Ensure contractor compliance with OHS legislation
- Monitor contractor registration compliance with regards to UIF, WCA, PAYE, VAT, BBBEE.
- Monitor contractor employees with regards to safe working procedures, induction training, authorised equipment operation licenses
- Attach documents and notes to contractors
- Reporting on contractors and contractor companies
- Keep contractor employees outside of company headcount

Payroll Module

- Bulk data imports through MS Excel templates
- Multiple payroll companies – monthly, fortnightly and weekly
- Predefined IRP5 codes, medical aid, tax deductions etc
- Multiple tax methods
- SARS e-Filing upload files
- Variance reporting for validation purposes

VALUE ADD FUNCTIONALITY

Payroll Module. Continued

- View online or print payslips
- Loans and Garnishees management
- Manual backups and restores when needed
- Bargaining Councils
- Automated system backups
- Process full payroll or selected employees
- Payroll period error log
- Global and individual payslip messages
- Lock/close current payroll
- Easy-to-read layout
- Multiple display options

Payroll Standard Reports

- Easy-to-use report writer
- Multiple standard reports
- Export reports to MS Excel
- Print branded reports
- Share generated reports with other users
- Unlimited possibilities of reports using report writer
- Employment Equity reports (EEA2 and EEA4) generated in format

Payroll Advanced Report Builder

- Easy-to-use report writer
- Multiple standard reports
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- Employment Equity reports (EEA2 and EEA4) generated in format