



HumanManager Modules

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HumanManager modules are the result of over 18 years experience working with over 200 top organisations in different sectors across Africa to develop and implement total people management solutions to meet the most complex and varied needs.

The heart of HumanManager is the Foundation Module. This is where the system set-up is carried out to reflect the peculiar nature of your company's HR and Payroll processes.

Your specific business requirements will determine which other modules you may need in addition to the Foundation Module.

HumanManager is presented in 14 modules: **Foundation, Payroll, Co-operative, Pension, Leave, Claims, Performance, Medical, Recruitment, Training, Biometrics, Alumni and Career Management.**

Below are **selected features** these modules can offer to your organisation:

FOUNDATION

Organisation Profile

- Organisational structure
- Organisation calendar
- Staff directory
- Messages and notifications
- Multicurrency
- Multilingual
- Multi Subsidiary and Business Units

Employment and Personnel Data

- Unique staff ID numbers and photographs
- Bio-data including families, dependants and domestic staff
- Educational qualifications
- Job history
- Job movements and internal transfers
- Employment anniversary and awards

Confirmation

- Monitor new employee performance
- Set probation targets and tenure
- Multi level performance evaluation
- Probation extension
- Monitor documentation requirement
- Convert to permanent staff

Disengagement

- Final pay computation
- Define documents required
- Monitor documentation requirements
- Tools and company assets recall
- Disengagement interviews

RECRUITMENT ADMINISTRATION

e-Applicants

- World wide reach
- Receive applicants via Internet
- Best brains get attracted
- Announce job vacancies on the Internet
- Acknowledge applications automatically
- Up to date database of applications

Interview & Employment

- Growing assets of applicants' database
- Analyse large pool of applicants
- Multiple shortlist criteria
- Interview process management
- Efficient organisation/applicant communication
- System generated responses
- Schedule applicant's interview
- Faster recruitment process
- Automatic recruitment letters
- Direct applicant integration into employee database

TRAINING

- Automate training administration
- Track training requests from staff and managers
- Maintain corporate training diary
- Comprehensive list of training programmes
- Match training with actual business needs
- Skills gap focused training
- Manage in-house training
- Track training feedback

- Identify untrained staff
- Track in-house, local and offshore courses
- Maintain training budget

LEAVE

- Leave scheduling
- Alerts on leave due to employees and relief officers
- Leave days tracking
- Computation of leave entitlements
- Partial leave management
- Manage various leave types
- Leave and training clash detections
- Leave resumption processing

MEDICAL

- Monitor medical incidences
- Medical history
- Track medical expenses
- Maintain approved healthcare providers list
- Set and monitor medical limits
- Track sick leave

PERFORMANCE MANAGEMENT

Appraisals

- Define and assign tasks to employees
- Task progress monitoring and reporting
- KPI definition and monitoring
- Employee self assessment
- Comprehensive staff appraisal
- Automated performance-based reward options
- Appraisal due notifications
- Repository of historical performance appraisals
- Performance trends analysis
- Training needs assessment
- Skills gap identification and management
- Replicate your existing appraisal forms

- Multilevel appraisal system

Promotion

- Define promotion criteria
- Short-list employees due for promotion
- Identify preparedness of employees for next position
- Simulate financial implications of promotions
- Direct update of payroll records
- Promotion history tracking

Discipline

- Issues and track queries online
- Track disciplinary actions
- Status of outstanding queries
- Match sanctions with corporate guidelines
- Disciplinary history

PENSION

- Employer and employee contribution definition
- Pensionable income computation
- Employee PFA selection
- Pension account opening initiation
- PIN application
- Direct interface with PFA/PFC capability
- Pension deduction management
- Regulatory compliance

COOPERATIVE

- Staff contributory scheme
- Promote employee saving scheme
- Register of cooperative members
- Manage multiple savings schemes
- Investment dividend distribution
- Manage disengagement payments

PAYROLL

Allowances

- Multiple allowance types

- Flexible allowance rates
- Allowance payment frequencies
- Taxable and non-taxable allowances
- Event triggered allowances
- Prorate allowances as applicable
- Payment suspension

Deductions

- Pre-set deductions
- Unlimited types of deductions
- Statutory deductions compliance
- Deductions remittance management
- Deduction suspension

Time and Attendance

- Corporate calendar
- Weekday, Weekend and Public holiday rates
- Import attendance records
- Time sheets
- Multiple overtime limits
- Eligible overtime categories definition

Loans

- Multiple types of loans
- User-defined loan rules
- Various interest computation
- Loan repayment management
- Repayment completion certificates
- Statutory compliance
- Ex-Staff loan management

Tax

- Tax laws compliance
- Taxable and non-taxable pay items
- Employee tax sheets
- Tax exemptions

Salary Processing

- Multiple pay periods
- Bank listing
- Simulated payroll processing
- Online payslips

CAREER MANAGEMENT

- Clear career path for each staff
- Comprehensive development plan for each staff
- Skills gap management
- Internal vacancy management
- Possible job fit for any staff
- Job fit assessment for any staff
- Internal shortlist for any vacancy

ALUMNI

- Update contact details
- Monitor outstanding loans
- Access corporate news

SELF-SERVICE

Employee Self-Service

- View personal profile
- Submit leave, loan & other requests
- Perform self appraisal
- View and print personal payslips
- Give training feedbacks

Manager Self-Service

- Appraise subordinates
- Approve leave, loan & other requests
- Perform transactions for subordinates
- Nominate subordinates for training

BIOMETRICS

- Capture employee fingerprints & images
- Manage staff identities
- Validate database

CLAIMS

- Capture cash advances and Direct Settlement forms
- Reconcile Cash Retirement forms
- Reimburse employees electronically

e-PAYMENT

- Upload payroll schedule into Remita
- Pay salaries electronically
- Instant feedback on status of payment