

Unleashing the Power of Your Human Resources

SunFish HR

Administer - Understand - Develop



Benefits of SunFish HR

- Increased Data Accuracy, Transparency and Fewer Errors
- Improve Cost & Budget Control and Expense Tracking
- Improve Efficiency of Handling HR Tasks
- Centralize Data and Process Management
- Standardization in Workflows & Rules when Integrating Multiple Companies
- Better Management Oversight & Decision Accuracy
- Optimize the Deployment & Productivity of Human Assets
- Align Workforce with Company Goals
- Reliable long-term Employee Development and Recruitment Planning
- Engage Employees and Increase Employee Satisfaction

Organizations around the world are undergoing a startling transformation. With human capital in short supply, organizations are gaining competitive advantage by improving the way they attract, retain, develop, and network people.

Human resource departments are leading this revolution. They are using new analytical technologies to align employees with organizational objectives and enhance workforce strategy.

These new collaborative technologies give employees fast access to the personalized information they need to do their jobs. Technologies such as the Internet, web portals, and analytics enable fast, informed decision-making and empower employees to make the best use of their talents.

SunFish HR is a new kind of HR information system. It combines comprehensive HR administration and planning functionality with the latest Internet and workflow technologies to help transform the way you work.

With SunFish HR, anyone, anywhere in your organization can be provided with access to comprehensive functionality through a standard web browser - while ensuring that HRD retains control of both data and processes. Workflow automatically routes tasks through review and approval trails, thereby improving productivity and ensuring that important tasks are not overlooked.

SunFish HR lets you manage your HR business processes—from recruitment to retirement—with pure Internet applications that are built on best-practices and performance oriented.

With SunFish HR, you can:

- Extend the reach of your organization by pulling external content into the suite of employee and manager self-service applications, all of which are delivered through a role-based portal.
- Align your workforce and strategic business goals with better and faster decision-making.

We have applied tremendous HR experience to create SunFish HR, a web-native HR information system. Specifically designed for medium and large enterprises, SunFish HR offers all of the functionality you would expect from a HR system, plus a host of features to help you better recruit, develop and retain your people.



SunFish HR Includes

Employee Information Management

- Maintains employee personal information, including medical, education, financial, competency, psychological profile and other pertinent information
- Provides skill-set and work performance tracking to employees and management
- Provides quick access for the HRD and management to employee information
- Provides tools to create employee reports for top managements including employee demographic reports
- Promotes relationship building and teamwork by making general employee data available to all company employees
- Embeds employee engagement surveys to measure satisfaction, motivation and increase employee retention

Attendance Tracking

- Records employee attendance and related requests via log-in at work including Log-In Stations, biometric devices, etc.
- Manages employee leave and overtime information
- Manages employee permission requests and daily status
- Tracks employee worked hours, sick days, progress and performance
- Provides real-time attendance reporting to the management
- Interfaces with external time attendance devices such as barcode, magnetic card, and finger print, etc
- Connects with external time records to offers more sophisticated employee tracking
- Provides fast and accurate reporting of the number of hours and days worked

- Accesses employee review result files easily
- The setting and review of job objective allows for a more objective outlook and review of each position
- Combines data of performance/ competency targets and actual achievements in the Human Asset Value graph to determine an employees value, see top as well as under performers
- Embeds different methods for assessment and individual development to achieve best results in employee development

Organization Management

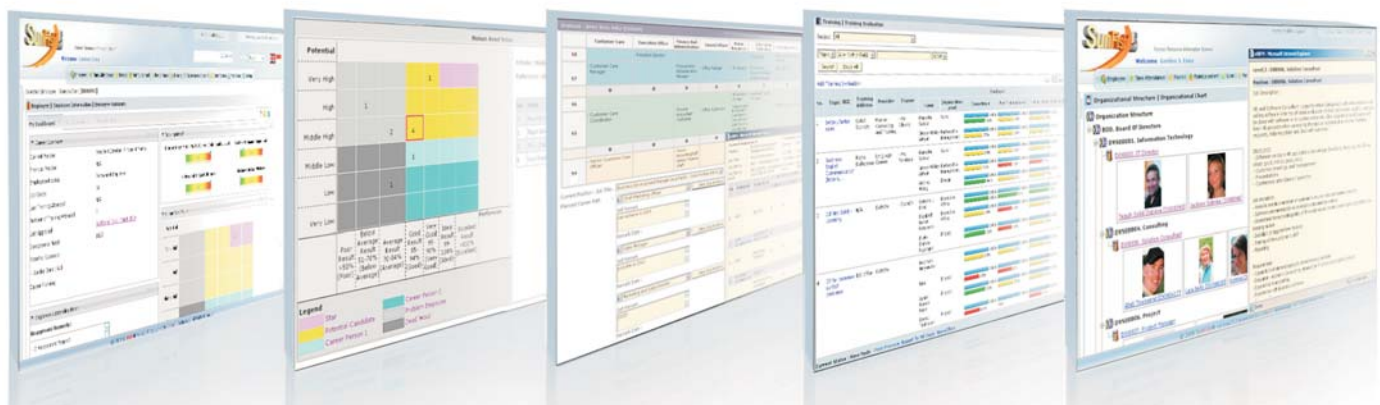
- Manages organizational structures effectively
- Displays current management and all its pertinent information through an organizational chart
- Address both private and public sector requirements and enable position control as well as vacancy tracking

Tax Management

- Calculates and generates tax summary reports for all employee
- Prints required local government forms for each employee
- Calculates income tax automatically based on employee status

Training Management

- Manages employee training such as seminars, courses and informal education
- Online registration, approval process and the ability to track employee course completion
- Online calculation of training budgets, attendance and results
- Manages training sessions and events through training plans
- Tracks training attendance
- Tracks acquired skill sets of employees



Payroll Management

- Maintains and processes salary, tax and other benefits
- Includes a flexible matrix for working shifts, overtimes, allowances, and much more
- Offers complete management of all payroll activities including taxes, government reporting, bank transfer notifications, and other extraordinary payments
- Manages income information, automate pay slips and other transaction journal generation
- Calculates wages automatically
- Simplifies the process by automatically bringing hours worked over from the time and attendance sector to calculate benefits
- Frees up the HR department to concentrate on more important tasks such as improving employee productivity
- View and approve reimbursement request so that expenses can be processed quickly

eLearning and Online Exams

- Allows to flexibly create, manage and deliver Online training courses, lessons and exercises including related materials
- Lets users take unique tests and exams to evaluate the learning progress
- Tracks conducted exams, employee answer sheets, scores and reports result summaries

Loan Administration and Management

- Designed to keep the best employees and enhance their loyalty
- Maintains and processes online loan requests and approvals
- Calculates loan installment based on current rates and valid loan types
- Integrates with company's liquid asset management
- Processes actual monthly payments and calculates outstanding balance
- Seamless integration with payroll system to offer ease of loan control and payment

Recruitment Management

- Automates the application process by placing job postings and applications online
- Allows the definition of different selections steps (e.g. test, interview, etc.) that employees have to complete during the hiring cycle
- Evaluates employees on a quantitative system
- Keeps track of applicant information such as personal particulars, start date, work division, and applicant's competency report
- Provides capability to locate employee information quickly without wasting precious time searching
- Maximizes the value of employee information while minimizing the amount of works needed to gather, access and analyze
- Puts an end to the tedious task of working through files to find information

Entitlement Management

- Complete paperless entitlement management system facilitates fast and easy processing of entitlements
- Online reimbursement requests and approvals
- Manages reimbursement and integrates with the payroll system for controlled reimbursements history
- Full reporting of all entitlement activities

Career Administration

- Manages career history, awards and disciplines
- Tracks employee's career information, history, awards and disciplines
- Manages and reviews employee's track record quickly
- Career and succession planning allows strategic future planning
- Employees and supervisors can work together to map out an employees career plan and to assign targeted career steps to dates as well as specific development actionsz

Performance Appraisal and Review

- Provides the framework for aligning employees' competencies with job requirements and strategic business goals
- Provides review of performances and manages appraisals for employees
- Includes online support for reviewing and evaluating employees performance
- Allows the creation of an evaluation template with a standard set of questions that can be used for all employee reviews

Customizable Dashboard

- Configurable Alerts, Lights, Gauges and Graphs allow an easy overview of HR performance
- Selectable modules for document management, email, discussions and tasks create a full Intranet within your HR portal
- A fully integrated content management platform allows publishing of company information, news and announcements directly to the HR Dashboard