*flex*HR®

TOTAL HUMAN RESOURCE SOLUTIONS PROVIDER

visual
SOLUTIONS

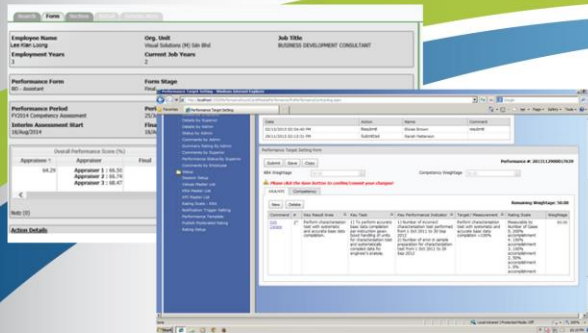## Human Capital Strategy Execution: Transform

*flex*HR®, is a comprehensive and integrated human capital system with flexible design to accommodate an organization's needs as it grows globally. Its proven service track record cutting across diverse industries, empowers human capital management at the strategic as well as administrative levels.

Of the 5M in management, the Manpower is the weakest 'M' in most business management systems. *flex*HR® offers an optimal human capital management system to raise workforce performance, transforming it into a competitive strength.

It stands out with its width & depth of among the best human capital management's strategic, self-service and administrative practices. Converging creative and innovative designs, *flex*HR® affords human capital managers significant advantages in strategic functions such as talent management and retention, KPI and competency performance management, aligning and optimizing workforce development.

The high-level overview of *flex*HR®'s offering is as follows:

HRMS

- Employee
- Payroll
- Attendance
- Leave
- Benefits
- Transport
- Inventory
- FSI (Financial Interface)
- Import
- ESOS
  (Employee Share Option Scheme)
- BzAlert

*flex*HR®

ESS

- eLeave
- eOvertime
- eAttendance
- eCanteen
- eClaims
- eStaff
- eShare
- ePayslip
- eAnnual Earnings (tax purpose)
- eMonthly Tax Witholding
  (also PAYE or monthly tax deduction)
- eTransfer
- eTrainex
- eConfirmation
- mAttendz
- mLeavz

*flex*HR®

HRSS

- Blenz
- Performance Scorecard
- Performance Reward
- Trainex
- Training Needs Analysis (TNA)
- Recruitment & Selection
- Recruitment Portal
- Succession Plan
- Career Plan
- Employee Relations
- OrgChart
- BzAnalytics

*flex*HR®

Outsourcing & Cloud

- SaaS
- Payroll Outsource

*flex*HR®

BUSINESS ALIGNED PEOPLE AND TALENT DEVELOPMENT

*flex*HR® : Trainex + Succession Plan + Career Plan

- Performance gaps factored training needs analysis
- Career Plan for HIPO talent development and management
- Succession Plan for critical job position's successor development and management
- Catalogue of approved and ad-hoc courses and vendors
- User definable assessment form for course and trainer
- Post training assessment levels 1, 2 & 3
- Approval workflow in budgeting, self-service application and assessment feedback
- Administration for calendar of courses, seats availability and costs distribution
- Integration to:
  - Performance management for people development direction aligned to business direction
  - Succession Plan for focused successor development
  - Performance Improvement for poor performer turnaround development

Performance Management & Optimisation

*flex*HR® : Performance Scorecard + Performance Reward

- User defined performance assessment templates, by job, department, grade, staff, etc.
- User defined KPI and Competency with parent-child alignment allows organisation to staff cascaded alignment of performance strategies
- Flexibly caters to KPIs and Competencies of quantitative and qualitative nature
- Graphical framework for weightage assignment at organization through to KPI and Competency level
- User defined, unlimited level, workflow routing for whole performance cycle from plan/contracting, interim, final assessment stages and through to the moderation & reward management
- Performance results with 'bell' curve and quadrant analysis
- Integration for follow through strategic actions:
  - To Payroll for rewards
  - To Trainex for training plan
  - Successor Plan for succession management
  - Career Plan for career and talent management

MANAGING RECRUITMENT AND SELECTION

*flex*HR® : Recruitment & Selection + Recruitment Portal

- Full recruitment cycle from recruitment request and publication, select, interview, job offer to reporting for work
- Job applicant curriculum vitae data bank
- User definable applicant CV search and filtering criteria
- Approval workflow in recruitment request and job offer processes
- User definable assessment form for job interview
- Integration to:
  - Corporate or recruitment website vis plug-in Recruitment Portal
  - Manpower planning for budgeting of manpower
  - Employee profile master for new joiner profile update

MANAGING EMPLOYEE RELATIONS

*flex*HR® : Employee Relations And Organization Chart

- Self-service submission of grievances and administration
- Case creation via grievance, performance intervention or directly
- User definable grievance and case process stages, offence types and disciplinary action types
- Full process case administration from counseling through to industrial court
- Approval workflow for grievance, disciplinary action and performance intervention
- Parent-child structure for job position report
- Dynamic top-down job position based organization chart graphical display
- Level-by-level display of organization chart structure with drill-down & up to next levels
- Intergration to:
  - -Payroll for disciplinary action affectivity
  - -Performance scorecard for performance intervention cases

EMPLOYEE RECORDS & STAFF SELF-SERVICE

*flex*HR® : Employee + eStaff

- Comprehensively detailed employee records i.e. personal, family, addresses, qualification, work experience, employment & service history, compensation, benefits scheme, skills, performance, training & disciplinary
- History of changes to employee's service record
- Powerful employee profile search capability
- Accurate point-in-time composition of historical employee's profile
- Data entry template of default values for efficient high volume repetitive data keying
- User definable categories for employees, employment
- Deep integration into Microsoft Excel & Word
- Self-service administration to selected personal, family & beneficiary details, with approval workflow
- Self-service viewing of service history, bank information and education details

*flex*HR® : Attendance + eAttendance + eOvertime

- Supports various electronic time clocks e.g. biometrics, proximity, magnetic and bar code
- User definable shift group, shift scheduling, overtime planning & approval and shift rotation
- Attendance base allowances calculation
- Bus and route management
- Productive and unproductive hours analysis
- Manpower scheduling and balancing
- Proactive critical alerts e.g. absenteeism, lateness through email and SMS
- Online viewing and feedback submission on attendance records, shift roster, overtime planning & approval, manpower schedule and availability
- Integration to:
  - -Payroll processing on attendance related items
  - -Transport management

*flex*HR® : eClaims + eLeave

- Leave self service covering application, planning, status and historical viewing and cancellation
- Self service claims submission e.g. medical, transport and miscellaneous
- On behalf application and submission
- Entitlement enquiries
- Rule base workflow automation
- Backup approver and auto escalation
- Status notifications through emails and SMS
- Integration to:
  - -Payroll on reimbursement payout and deduction calculation
  - -Leave entitlement deduction
  - -Financial system for claims reimbursement

Workflow Automation System

This is a suite of web based application that is both a workflow automation system as well as an online decision support tool for managers. It allows employees and managers to transact with the *flex*HR® system through a standard internet web browser.

- Leave inquiry and approval
- Attendance verification and approval
- Overtime scheduling and approval
- Claims submission and approval
- Staff profile updating
- Viewing secured documents such as ePayslip and eAnnual Earnings

Multiple Point-In-Time Data Advantage

*flex*HR® delivers Point-In-Time information in real-time, without the necessity to restore historical data. Furthermore, *flex*HR® gives real-time Point-In-Time information by providing:

- Concurrent Point-In-Time information that allows multiple users to access different information of the same staff simultaneously.
- Multiple-Point-In-Time information that enable multiple users to access information from multiple sources and for different time periods simultaneously.
- This revolutionary multiple Point-In-Time system provides accurate time sensitive information.
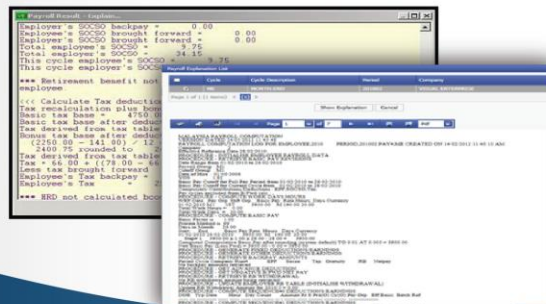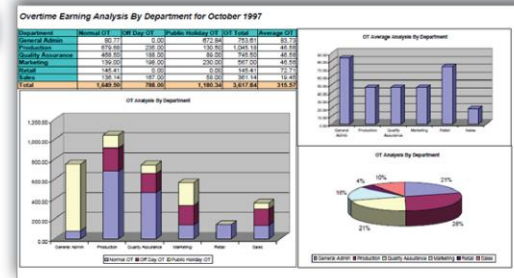
Computed Results Explanation

This feature tracks every step of a logical formulation or calculation and provides explanation for management's action. This takes the chore away from digging through voluminous piles of information to provide explanation for query from employees on things like payroll, tax computation etc.

MANAGING BY EXCEPTION & ROUTINE TASKS AUTOMATION

*flex*HR® : BzAlert + Auto Polling

- Proactive business critical information management through emails and SMS
- User definable trigger point with date & time parameters – daily, weekly, monthly and yearly
- Effective exception management such as absenteeism, high net pay variance, high overtime & allowance, employee confirmation, expiration of passports/contracts/permits
- Scheduler on auto attendance data polling and processing
- Seamless link with Word processor for auto generation of letters such as warning, confirmation etc.
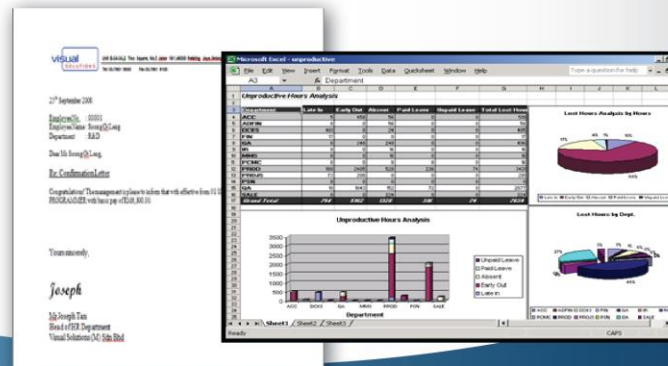- Reports generation and delivery through email with definable group recipients
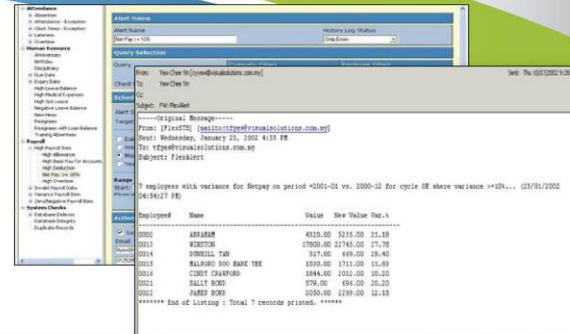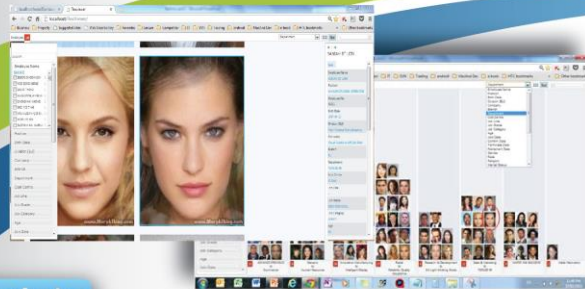

Proactive Alert Manager

Business alert automation system designed to alert users and managers on user definable situations.

User can define the alert criteria, manager's alert list as well as the alert means – email and /or SMS

Seamless Integration with Microsoft® Office

*flex*HR® provides seamless integration with Microsoft's Excel and Word software. With the ease of automated and/or user mouse clicks, the user is able to move data to and fro between *flex*HR® and the aforesaid Microsoft Office software. In Excel's Pivot table, fields in a report are automatically converted to user selectable pivot items.
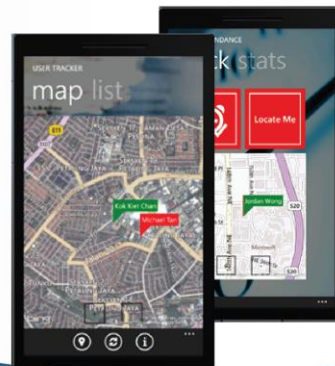
Blenz

Blenz converges conventional dashboard design with the apps design of mobile devices, to elevate dashboard value to the next level. Data Lenzes within Blenz are user selectable & installable (akin to an apps marketplace), thus decision makers can assemble required business intelligence, in real-time to gain critical insights for optimal decisions. Blenz is a powerful tool for optimal management of an increasingly dynamic and competitive business environment.
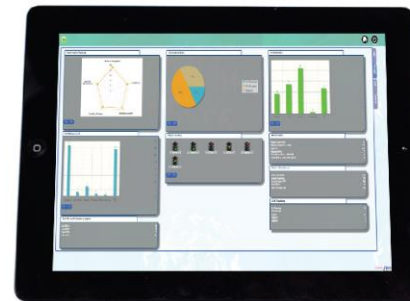
BzAnalytics

The world of business analytics is changing. In today's data-driven world, companies that rely only on structured data for business analytics are bound to find themselves at a distinct competitive disadvantage.

BzAnalytics is a next generation, innovative and insightful analytics platform. Its distinguishing characteristics are its enhanced and distinct user-centric experience and very friendly system navigation. Its use of creative info-graphical design provides easy to grasp and insightful information wherever and whenever required on multiple platforms (desktop and tablets).

mAttendanz

mAttendanz extends staff attendance functionality to Andriod™ or iPhone® devices. Users can clock-in/out from wherever their job requires of them. mAttendanz replaces manual timesheet filling by enabling details keying-in during clocking in/out. An added advantage is the auto GPS geo-location capturing. The accuracy & timeliness of staff attendance & movement information is significantly enhanced together with work productivity.

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