



# MiHCM for Small & Medium Business

## Reinventing the SMB HR Process

Employee Self Service Manage Attendance Leave Request

Leave Type: Casual Leave  
Leave Reason: Personal  
From: 29/08/2019  
To: 30/08/2019  
Comments: type here

No Days  
1

Allocation Details

- Pending Approval 4
- Approved Leave 10.5
- Balance 6.5
- Allocation 21 Days

Attach Documents  
CLEAR APPLY LEAVE

9:41 AM 100%

Leave Management

- Leave CALENDER
- Apply LEAVE
- Cancel LEAVE
- Leave SUMMARY

Employee Profile 669 | Sara Jayawardane | sara@mihcm.com

Personal Work Contact Documents Timeline

GENERAL INFORMATION

- Job Category: Unit Manager
- Reporting Person: 612 - B Peter Brown
- Grade: Grade I
- Designation: Director - Business Development
- Reporting Designation: Group CEO
- Job Description: Business Development
- Joined Designation: Admin Assistant
- Location: Singapore
- cost centre: Singapore

PERSONAL INFORMATION

- Known Name: Sara
- Surname: Jayawardane
- Employee ID: ART21

PROFILE COMPLETION 75% COMPLETED

9:41 AM 100%

Time

6:36 AM Shift General

Vihara Mahia Devi School

Singer Mega

Kiribathgoda Junction

Commercial Bank Kiribathgoda

Arpico Super Store

Dalugama

Kiribathgoda

YMBA

Fingerprint icon

MIHCM Analytics

Workforce | Snapshot | Attendance | Talent | 360 Feedback

PEOPLE HEADCOUNT

TOTAL HEADCOUNT 97

HEADCOUNT GROWTH / REDUC. 67.24%

IN-OUT COUNT 0 in or 11 out

IN-OUT RATIO ∞ 0%

EMPLOYEE TURNOVER

Year (Monthly)

ANNUAL TURNOVER 11

WORKFORCE GROWTH / REDUC. 3.55%

DIVERSITY

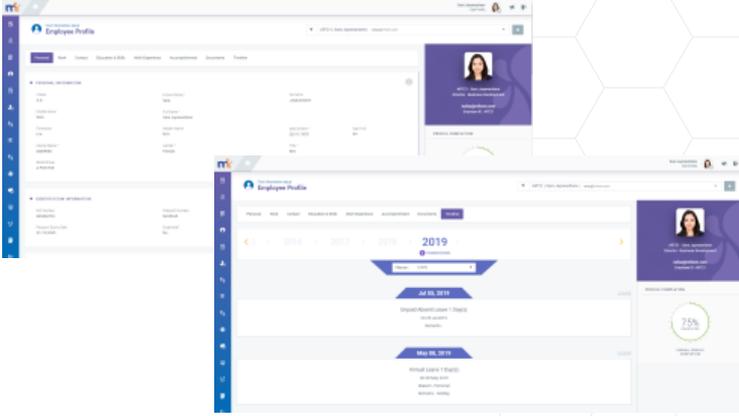
- Variance (with last year) 3.55%
- 48.65%
- 52y
- Workforce Age (with last year)
- Variance (with last year) 43.3%
- 100%
- Years of Service





## MiHCM Core

MiHCM Core provides you with all essential functionality, processes and intelligence you need to manage core HR needs of your workforce. MiHCM facilitates Microsoft and Google authentication.



## Timesheet for Employees

Enable your workforce to update their daily tasks along with the time spent on each task on MiHCM Timesheet. Team leaders can review and approve these timesheets and understand their subordinates' productivity.



## MiHCM Payroll

MiHCM Payroll can speed up the process of calculating salary, statutory information and other legislatives. You can now perform fixed & variable transactions with ease and calculate bonus within minutes. Additionally handling loans, salary advances and automated pay slip generation will ease your administrative burden with a smooth payroll process.



## Time Attendance

Configure complex time & attendance policies and gain greater visibility to employee attendance information for effective insight driven decision making.



## MiHCM Analytics

Make smart business decisions with real-time and accurate insights on employee dynamics and attendance.



## MiHCM Mobile

Inspire a Mobile Workforce to better engage with HR through intuitive Mobile Apps. MiHCM Mobile App delivers unique mobile experiences for employees to fulfil core HR services, enhance productivity with access to team insights and improve continuous engagement through a design-centric modern user interface.



## MiHCM Localisation

MiHCM has been localised to cater to the HR requirements of small and medium businesses in Malaysia, Cambodia, Thailand, Indonesia and Sri Lanka.

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