OPTIMIZE AND MANAGE ATTENDANCE WITH HRIQ'S ATTENDANCE MANAGEMENT SYSTEM

Create flexible and unique rostering, work patterns and multi-shift patterns set up in the attendance management module enable painless workforce planning that fits to many industries while staying compliant to Singapore's Statutory Regulations e.g. Manufacturing, Logistics, F&B etc.

Accurately Plan Your Work Rosters

- Create multiple shift patterns, working groups, rostering, fixed shift allowances for different work shifts.
- Pre-plan overtime, optimize on resources and accurately plan your work rosters.

Ensure Compliancy to Singapore's Regulations

- Ensure compliance to Singapore's overtime pay regulations with automated calculations for overtime pay.
- Alerts to system when maximum number of overtime hours reached.
- Configure the system to calculate overtime pay according to your policies.

Effortlessly Reward Your Staff an Attendance Incentive Plan

- Set up to 4 specific criteria for your attendance incentive plans to filter for employees you want to reward.
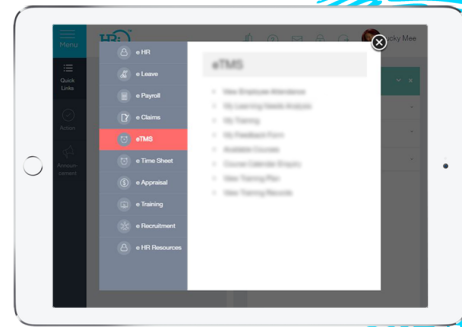
Seamless Integration with Time clock, Biometric and 3rd party vendors

- Integrate our system to your time clock or biometric to accurately capture and keep track of the timings your employees are logging in and out of work.
- Set up a time limit tolerance for latecomers in the system to note employee penalties and capture overtime work for employees staying after official work hours.

Integration to HRiQ's Payroll, Leave Software, Human Resource and Dashboard Modules

Never waste time switching between different systems ever again with HRiQ's integrated HRMS and Talent Management Modules. With a completely integrated HRiQ System, enjoy seamless real-time updates on all related modules when you input information.

- Gain more control over the release of overtime payment by sending all overtime claims to an approving officer before releasing payment information to our software for payroll for processing.
- Integration with our leave software also allows for more efficient roster scheduling.
- Quick overview of all employee attendance ratings with our Human Resource Module (HRI portal).
- Extract timely analytical reports from our Dashboard module to support your key business decisions.

Conveniently Capture Attendance On-The-Go

- Take attendance on the go with your mobile phone by simply scanning the bar code located on the employee's work permit or pass and/or take a photo of your employee's face.
- To further ensure the validity of attendance taking, this feature can only be administered by the managing supervisor on site with location-based tracking.
- Information from your managing supervisor's app is automatically pushed to our Time Attendance System for processing.

Human Resource Information
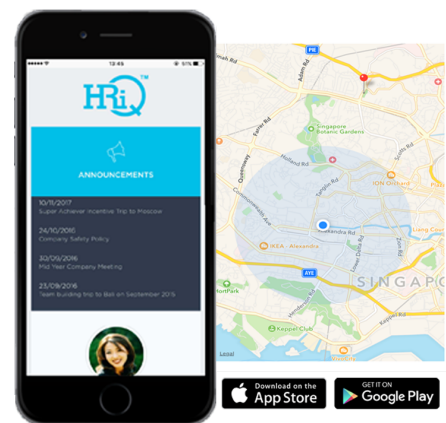
Access comprehensive employee information on an intuitive dashboard, allowing your HR teams to stay on top of diverse administrative processes and streamline HR management.

CONFIGURABLE FIELDS

## Convenient Employee Self-Service Portal

- Lessen your Human Resource administration's workload by allowing employees to easily log in and update their own personal data pending approval of your designated admin.
- Employees can also easily access their employee web-based portals from the HRIS anytime.

Smart Employee Query Tool for Grouping of Employees

- Our intuitive query tool easily assists you in identifying groups of employees based on criteria set by you.
- Easily export the information extracted from the HRIS into excel or word formats to create a simple information report on the spot.

Highly Informative Employee Centric Database

- Real-time access to employee information pulled from other HRiQ HRMS modules.
- Integrate your 3rd party software to enhance your existing HRIS employee database.
- Notify staff of important company news or upcoming retreats with pin up announcements or PDFs on a central announcement board for all employees to see when they log in.
- Set up alert systems in the HRIS to remind specific employees for important approvals and task deadlines such as renewal of employee visas or performance appraisal deadlines.
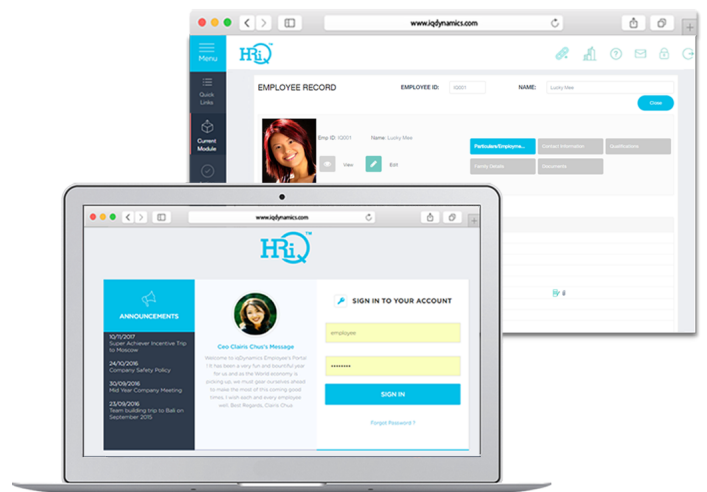
## Intuitive Onboarding and Offboarding Workflow

Our on-boarding module allows you to:

- Import external employee data using excel (especially for mass recruitment).
- Integrate with HRiQ recruitment management module to bring over details of the new employee over to your system.
- Record checklist of company-issued items during the on-boarding process.
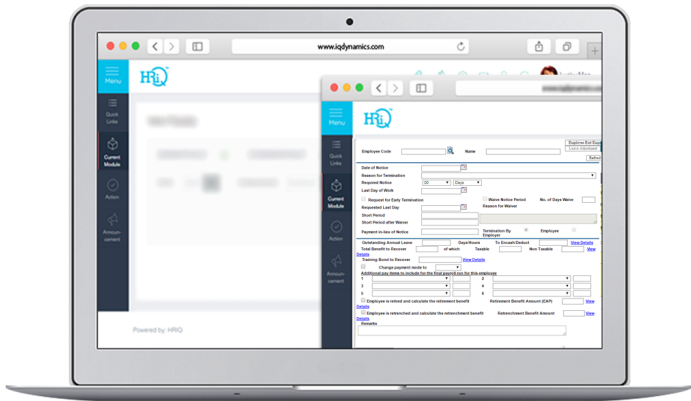
Our off-boarding module allows you to:

- View note of resignation/termination with 360° detail of employee.
- Auto-calculation of encashment of leave and remaining salary to be paid.
- Calculates remaining training bond to recover.
- Export payment information straight to payroll.
- Check on-boarding list again to recover company- issued items such as access card/key or uniform.
- Records reason for employee exit for future reviews.
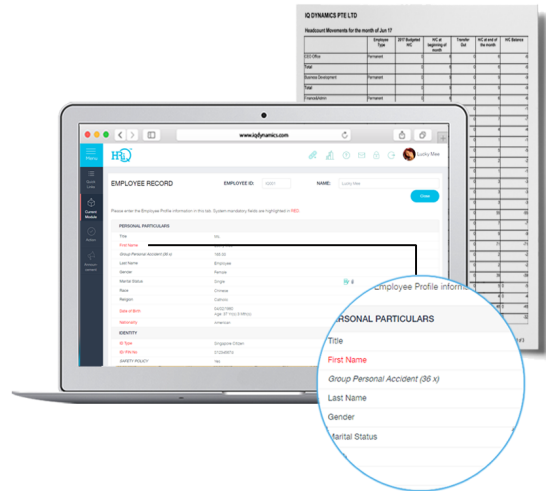
Integration with Dashboard Report Builder

- Our HRI module is highly integrated with a separate powerful dashboard report builder module that creates intelligent reports with valuable insights for high-level management personnel. With intuitive and visual representation, turn raw data into compelling reports showing information to measure the success and continuity of the organization.
- To build such insightful reports, the Dashboard Report Builder pulls real-time data from the HRI portal to provide you a full integrated report about every domain in your company.

Strict Control of Security and Access Rights

- Ensure the security of sensitive employee data between different entities by setting specific access rights to employee information in each separate entity.
- Set specific access rights to each individual module to ensure that only relevant personnel with the right authority will be able to read or input data.

STATUTORY- COMPLIANT AND ACCURATE PAYROLL SOFTWARE SUPPORTING MULTI-CURRENCY CAPABILITIES

Minimize payroll headaches and enforce unique and accurate financial controls supporting multi-currency capabilities with a highly configurable and statutory-compliant HRiQ Payroll module.

Our cloud-based HRiQ HRMS Payroll module integrates seamlessly with the wider range of HRiQ HRMS products to ensure that the need for manual data entry is eliminated.
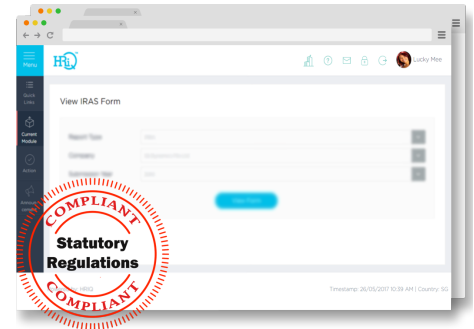
Ensure Compliancy to Statutory Regulations

- Stay compliant with Singapore's Payroll statutory regulations such as employee contributions for CPF, IRAS, Foreign Worker Levy and SDF.
- Stay compliant to Malaysia's Payroll statutory regulations as well for SOCSO, EPF and PCB.
- Our yearly patch updates ensure our software assists you with the most up to date regulations in Singapore and Malaysia.
- Save time with auto generation of Singapore's compulsory MOM Labor Survey form for quarterly submission.

Easily Manage Global Operations from One Place

- Our payroll software has the smart technology to process outputs of multiple payroll for your entire company in one reporting system.
- Translate foreign currency components into a base equivalent for posting and reporting purposes.
- Process payment instructions to pay electronically into multiple foreign currency bank accounts.
- Easy uploading of pay items onto our payroll software for accurate calculation of salaries.

Seamless GL Interface with your Accounting System

- Eliminate human errors and the need for data entry with integration of your accounting system with our Payroll Software.
- Tailor made GL interfaces for your company's accounting system ensure a seamless connection between your GL software and our software.
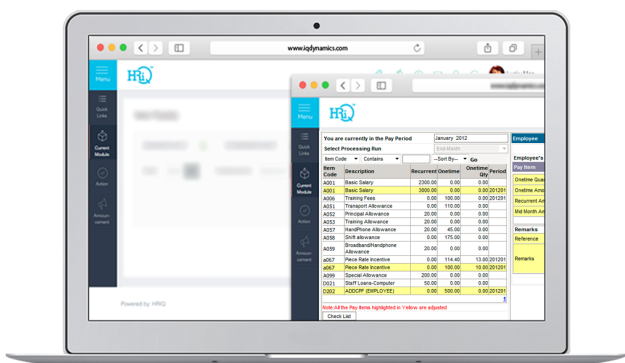
Full Integration with a Wide Range of Modules

- Our Payroll Software can fully integrate with our powerful suite of HRMS solutions to provide you with a more powerful HR workflow.
- You can choose to connect our payroll software with your current HRMS in place at your company or import time-sheet data using excel forms into our payroll software.

Adaptable to Your Payroll Schedules

- Up to 4 payroll runs per month including Mid and End month payroll runs to accommodate employees on different schedules with the inclusion of festive and ad-hoc runs.
- Process your payroll as many times you'd need to check for errors, or verify information without running your payroll every time.

User Friendly Employee Self–Service Portals

- Employees can submit relevant e-IRAS forms for processing via a self-service portal to reduce your HR administration tasks.
- HRiQ's Payroll Software includes a mobile application to allow your employees to view their payslips conveniently anytime.
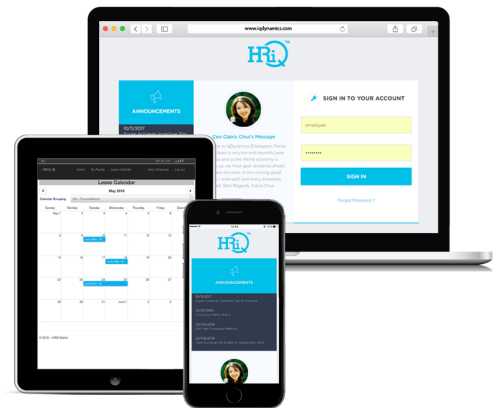
Gain Insight into your Workforce

- Create operational reports for your management team or ground staff to check the accuracy of data.
- 20-30 report-ready templates to give you flexibility in writing comprehensive reports.
- Get a focused insight into your workforce with the ability to filter data for report creation.

Ensure Security and Control Accessibility of Payroll Data

- Control and decide which personnel in your organization will have access to raw data in the payroll software to ensure the security of data kept in the software.
- Our software for payroll adds a layer of security by encrypting sensitive data such as salaries, bank account details to ensure that sensitive payroll data is kept safe.

STREAMLINE AND BOLSTER LEAVE MANAGEMENT WITH FLEXIBLE
## POLICY CONTROLS WITH HRIQ SINGAPORE'S STATUTORY-COMPLIANT LEAVE SOFTWARE
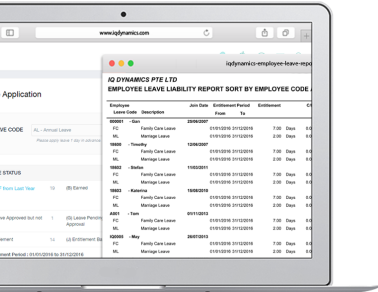
Fine-tune leave administration & effectively manage employee absence without compromising business operations with customized leave policy controls while establishing standard leave eligibility setup to ensure government policy compliance.

Conforming to Singapore's Statutory Requirement

- Our system can handle comprehensive leave policies and statutory leave policies to ensure you conform to Singapore's statutory requirements on employee leave benefits.
- It is also able to cater for the different leave systems of various countries.

Flexible and Configurable

- Our system can be easily configured to fit your company's specific leave compliance policies.
- Set up unlimited types of employee leave benefits in accordance to company policies with up to 9 -tiers of approval for leave applications.
- Our system can cater for leave rounding and bloc leave requirements to suit your company's needs.
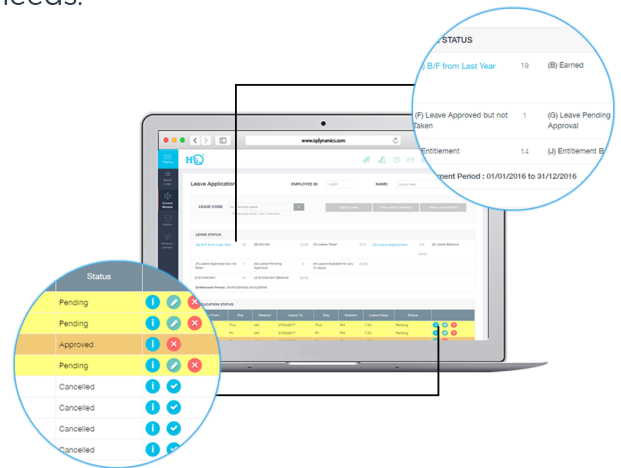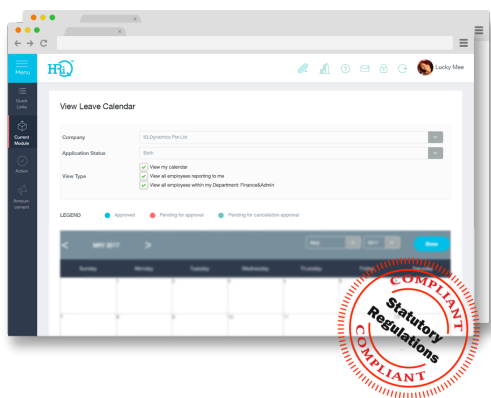
Detailed Leave Reporting for Accurate Capacity Planning

- Gain ability to track and analyze employee leave information to determine leave patterns and trends in real time which assists in accurate capacity planning.
- Effortlessly create and export leave accruals reports for costing and resource planning purposes in PDF or Excel format for easy reporting to management team.
- Accurately track special leave (i.e maternal leave and paternal leave) and create supporting documents for government subsidy claims.
- Automatically record and track leave adjustments from our leave software for auditing purposes.

Tight Integration with HRiQ HRMS Modules

- Our Leave Management System is integrated with our Payroll software to help automate the process of accounting for no-pay leave and leave liabilities for your year end Profit & Loss.
- The Leave Management System can integrate with the Time Attendance System to automate the process of crediting overtime as off in lieu leave days.


Mobile Employee Self-Service

- Apply for leave on the go with our web-based portal on any device.
- Configure for managers to receive and approve leave applications via emails.
- Provide reminders for employers with remaining credit leave or transferable leave before the end of the financial year.
- Allow employees to view leave calendar of other employees in the department or organization to avoid clashes in leave schedule.

Interface for Leave calendaring

- Interface with popular office calendar with ability to generate iCal. E.g. Microsoft Outlook

Integrate ICal
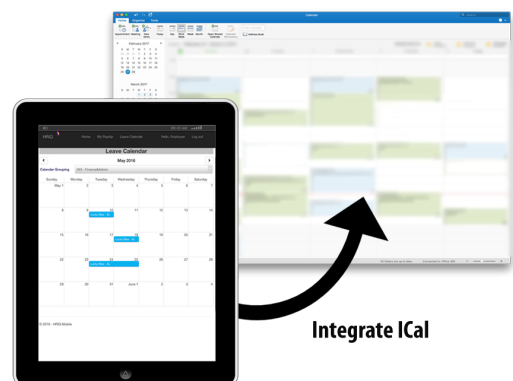
ROBUST TRANSACTION VEHICLE FOR FLEXIBLE BENEFIT AND EXPENSE CLAIMS MANAGEMENT

Forget inefficient spreadsheet reporting and lengthy calculations for tedious benefit and claims management our software streamlines centralized HR management by automating accounting processes, limits and policy tracking of complex benefits, and eliminating intensive expense management.
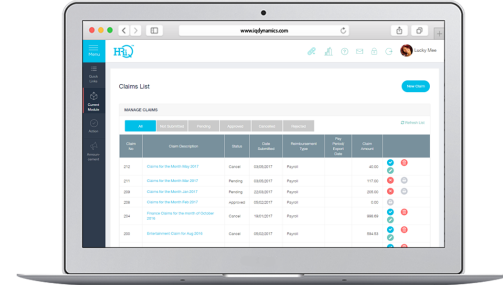
Highly Intuitive Workflow

- Our Benefit and Expense Claims
- Management System can easily handle
- Employee Benefit Claims, Financial Expense
- Claims and Travel Claims with most of the
- processes automated for your convenience.
- Dependent on the claim form chosen, our
- system will route you to the relevant form to
- ensure you only fill in what you need to and
- nothing more.

Conveniently upload and attach any necessary supporting financial documents or receipts to the claim in our system for full accountability.

- User-friendly composite claims using single
- user interface.

Easily Handle Multi-Currency Claims

- Handling foreign currency claims is no longer a hassle with an automation of benefit and expense claims.
- Configure various currency exchange rates accordingly to your company's currency exchange tolerance rate to account for realized gains and losses.
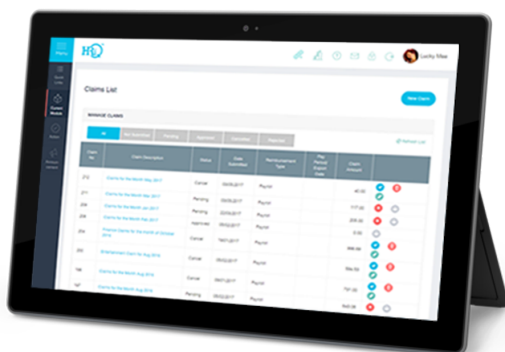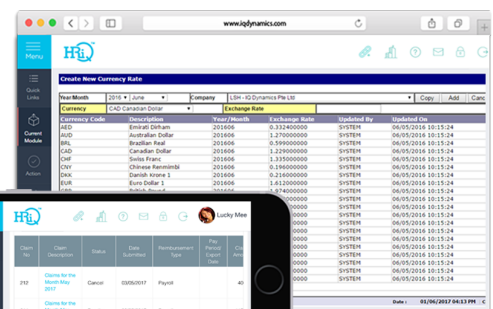
## Integration with HRiQ HRMS Payroll Module & Financial Software

- Our Benefit and Expense Claims module is highly integrated with our payroll module to assist you in automating the process of pushing claims information to payroll for necessary payouts.
- Our system can easily automate taxable claims to pay through payroll for IRAA purposes.
- Optional interface to your Financial Accounting software
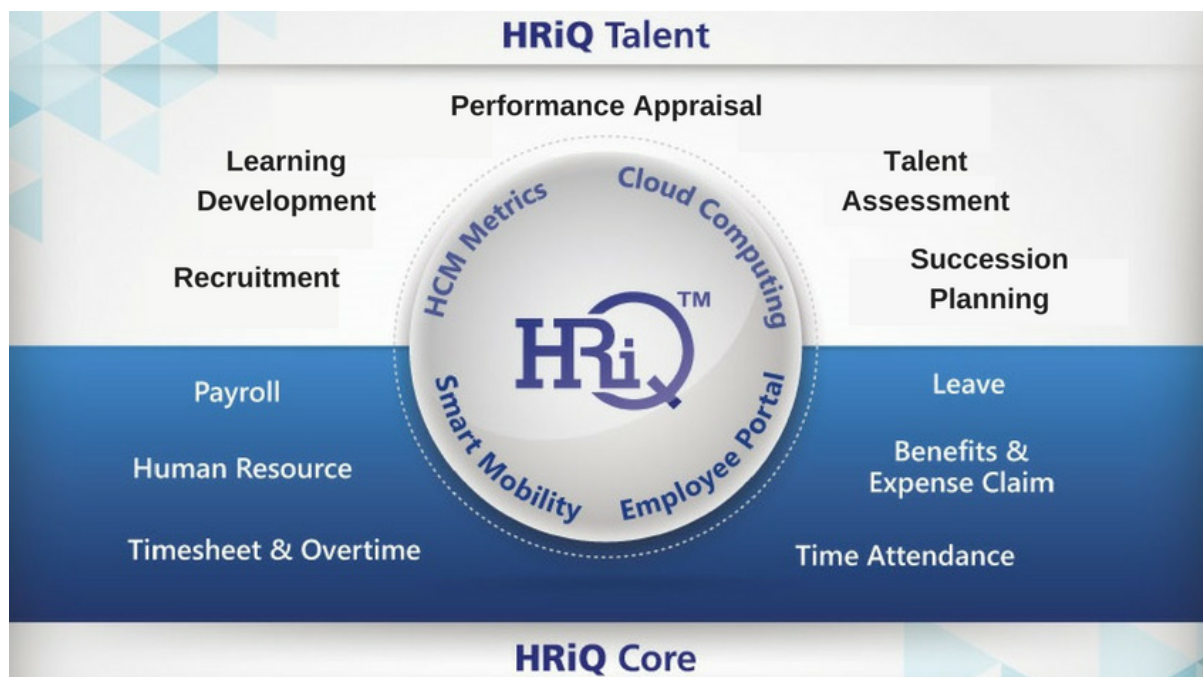
User-Friendly Employee Self Service Portal

- Our convenient and user-friendly employee self-service portal allows employees to easily submit claims and attach any necessary supporting financial documents or receipts on the go.
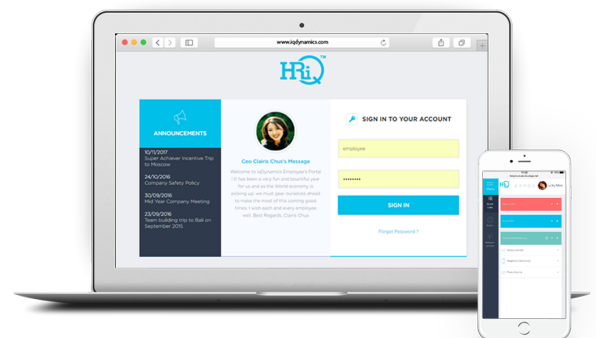
Comprehensive Policy Control

- Instill up to nine levels of approval if needed to ensure compliance to company policy.
- Set up strict controls according to your company's own policies for per claim limits, per year limit, co- sharing payment limits, per country limits, dependent claims limit and composite claims.
- Define a panel of healthcare providers or businesses that employees can claim from to ensure adherence to your company's claim policy.

Timesheet & Overtime

ACCURATELY TRACK AND REPORT BILLABLE WORK HOURS WHILE STAYING COMPLIANT WITH SINGAPORE'S STATUTORY REGULATIONS

Analyze workforce performance and optimize resource utilization for multiple projects and employees simultaneously by capturing regular billable hours as well as overtime information accurately and efficiently.

Accurately Capture, Track and Report Project Billable Hours

- Set up defined work shifts for employees to choose or allow project managers to report billable hours for an accurately tracking of information.
- Define and track list of fixed or flexible allowance amounts employees can claim for each shift or project.
- Enhance the accuracy of your manpower planning process with captured information.

Accessible Employee Self–Service Portal

- Take the workload off your HR admins by enabling your employees to upload and view information about billable work hours and overtime information on the web-based employee self-service portal.

Stay Compliant to Singapore's MOM Regulations

- Our system automatically assists in you in adhering to MOM's overtime compliance regulations accordingly by alerting you of the violated item and bring it to your immediate attention.

Integration with HRiQ's Payroll Software

- Setup up to 9 levels of approval from managing supervisors before payment information is pushed to our Payroll Software for processing.

Cloud Based HRIS System

- Get utmost flexibility in using HRiQ on a subscription basis, minus the substantial upfront capital investment for hardware systems and infrastructure.
- Enjoy the secure and shared system environment of a Tier 3 certified Singtel datacenter (SS507, BCA Green Mark Gold, ISO27001). Strict access controls are always in place to ensure your confidential organization data stays secure.
- Additionally, you can choose to host your data with us by obtaining a perpetual HRiQ license enjoy the benefits of our secured cloud hosting services while you focus on your human capital.

Mobile Applications

- Allow your employees and managers alike stay connected to your organization regardless of their location via mobile applications
- The mobility solution is available in HRMS modules such as payroll, HRi, leave and time management system.

HRiQ Employee Self-Service Portal

- Our portal improves communication and productivity between staff and HR team by serving as a central communication channel for company announcements, events and company photos etc.
- Employees can read the most updated company policys, handbook and compliance documents.
- Employees can also view, edit and perform necessary updates to their personal information and details. E.G. apply leave, view payslips, fill in project time sheet etc. This frees up the HR department from repetitive administrative tasks.

HRiQ Employee Self-Service Portal

- HRiQ Executive Dashboard brings your critical HR and talent management metrics together in an intuitive and visual representation providing the valuable insights required visually at the top management levels to measure the success and continuity of the organization.
- The dashboard allows further drill-downs into reported variables and tables for a detailed analysis of what's going on in your company.