



**HRMS**

**Information Booklet**



HRMS

# Product Overview



## qHRMS is a Human Capital Management solution

fit for small to medium enterprises made for the future generation, offering a secure, reliable, scalable service, that is available from any device and at any time, all while it lowers costs and minimizes integration complexity.

A fully integrated system that will enable organizations to efficiently manage workforce by supporting the entire employee lifecycle and its relevant processes and in so doing help to align the workforce with strategic objectives and Human Resource strategic areas.

Embodying the latest best practices in Human Resources, qHRMS is designed using the most modern technology, and the most flexible approach to managing constantly evolving business processes & rules.

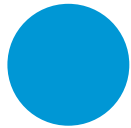
Deliver seamless management of permanent employees, temporary employees and other employee types across your organization that may have simple or complex work relationships.



# Product Features

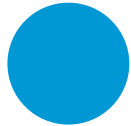
## HR Management

Our HR module enables the efficient management of workforce data and supports all standard HR activities, including workforce organization, development, and measurement. Eliminate data redundancy, reduce the possibility of error, and create a consistent record of every employee by



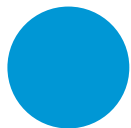
### Optimizing the use of human assets

this end-to-end strategy ensures that everyone who needs to work with human capital can do so on-line as part of a single, coherent system of people management throughout the enterprise;



### Attracting and retain people cost-effectively

by enabling innovation in offering compensation packages which meet the many and varying needs of the people your company is trying to attract and retain, while at the same time exerting strong control over compensation costs;



### Controlling workforce costs with flexible work structure management

optionally perform position, qualifications, grades, positions, jobs, and organizations management.

## Benefits



### Adoption is Fast and Easy

Organizations looking to take control of their Human Resources can rely on fast and easy roll out.



### Flexibility: For Users and the Business

Access the qHMRS anywhere and everywhere! Make decisions for your business anywhere you are in the world.



### Get the Latest and Greatest Feature

qHRMS will seamlessly receive updates, upgrades and new functionality as soon as they are ready. We are continuously updating the software, not only to improve functionality, but for security, usability and bug fixes.



### Cut Your Application Costs

Given the lower infrastructure and maintenance costs, significantly lower the percentage of your organization's budget that is devoted to infrastructure.



# Product Features

## Leave Management

Our Leave Module has a robust absence management component that is a highly configurable rules-based application that enables organizations to efficiently manage employee absenteeism. Organizations will define and consistently implement their policies and rules while eliminating the manual managing of the absence process. Absence Management provides organizations with the ability to reduce effects associated with absenteeism such as: cost, risks, and productivity. The Leave management module has an in-built business component that will allow organizations to monitor planned and unexpected absence events to gain greater insight into lost productivity; and measure absence events across time periods to highlight trends and exceptions.

## Payroll Management

Our payroll module is a high-performance, rules-based payroll management system that is designed to keep pace with the changing needs of your national policies. It simplifies the payment process with very configurable solutions and easily changeable tax tables. Have accuracy, timeliness, and good financial controls everytime you process payments for your work force.

## Employee Dashboard

Our employee dashboard allows employees to submit their overtime and leave requests online which integrates with the compensation & payroll module, while providing useful analytics that employees might require on a daily basis.

### Solution Matrix

With qHRMS your company will be able to:

#### Employee Administration

- Amend personal details of employees (e.g. address, telephone numbers, etc.)
- Apply for different types of leave (annual, sick, study etc.)
- Query on available leave and history of leave type
- Generate reports for all different types of leaves
- Attach supporting documentation for leave workflows
- View employee benefits and payslips
- Receive notifications regarding approvals or actions required
- Able to access self-service functionality from portable devices, web, intranet

#### Payroll

- Maintain benefit eligibility Assign different salaries to different pay groups
- Enable benefit plans and maintain statutory benefits
- Facilitate automatic deductions including arrears
- Assign start and end dates to benefits
- Ability to process one time benefits
- Ability to assign salaries based on job grades
- Ability to process ACB Files for all banks for electronic payment
- Process Electronic Data Interchange for example insurance, tax, banks, etc
- Process different payroll groups and arrears
- Apply national tax rules and laws Handle employee termination
- Process salary advances and subsistence travel
- Process and pay Third Parties
- Allow generation of various standard reports for example variance reports, payroll verification, etc



# Product Features

## Performance Management

Annual reviews are a thing of the past. In today's fast-paced world, your team needs feedback and guidance in real-time. Our Performance Management module replaces rigid paperwork with an agile, people-centric approach designed to inspire excellence every day. Foster continuous improvement through ongoing dialogue, align individual goals with company objectives, and use data-driven insights to make fair, informed decisions about your team's growth and development.

## Attendance Management

Do you know who's working where—right now? In an era of remote desks and mobile teams, relying on manual timesheets or a single desktop terminal just doesn't cut it. Our device-friendly Attendance Management feature turns any smartphone, tablet, or computer into a secure time clock, giving you real-time visibility into your workforce. Eliminate time theft, support flexible work arrangements, and seamlessly integrate accurate hours directly into payroll—all while empowering your team to work from anywhere.

### Solution Matrix

With qHRMS your company will be able to:

#### Performance Management

- Replace annual reviews with ongoing dialogue
- Real-time feedback drives continuous improvement
- Align team goals with business objectives
- Data-driven insights for fair evaluations
- Boost engagement and accountability
- Reduce performance management admin time

#### Attendance Management

- Know who's working, where, and when
- Eliminate time theft and buddy punching
- Works online and offline
- Automatic payroll-ready timesheets
- Support remote, hybrid, and field teams
- Reduce timesheet errors by 90%



# Cloud Infrastructure

## We handle your hardware

We handle the backend, there's no need to be concerned about infrastructure cost, such as; cost of hardware maintenance (server room electricity & cooling cost, server parts replacement etc) as well as cost associated with disaster recovery sites. Hardware and software upgrades costs are cut as this is all included in the subscription fee.

## Data Security

Worried about your data? The data centers used to protect qHMRS data are the most technological advanced in the world. Our data protection requirements comprise of the following:



### Data protection in transit

When data moves from your device up onto the cloud drive, or between the cloud provider data centers, the data is encrypted as it travels. Known as "encryption in transit," this protects the transmission using transport layer security (TLS) encryption.



### Data protection at rest

The files stored in its data centers are encrypted, known as "encryption at rest." Each file should ideally be encrypted at rest with at least a unique AES256 encryption key.



### Network protection

The network is defended against threats like Denial of Service (DoS) attacks, phishing, social engineering and penetration attempts. Firewalls, and limiting network traffic into the data center from unauthorized locations and suspicious IP addresses are all part of the solution.



# Cloud Infrastructure



## Physical protection

The data center where the files are stored has very tight on-premise security. For example, only a limited number of essential employees have access to the data centers. Their identities are verified with multiple factors of authentication—including smart cards and biometrics—before being allowed entry.

Additionally, the data centers have on-premises security officers, motion sensors, video surveillance and alarms.



## Mass file deletion protection

If you inadvertently delete a large number of files, recovery methods are in place. The process starts with sending you an alert, followed by the steps required to recover your files.



## Application security

The engineers who build cloud storage software follow application security (AppSec) protocols and perform automated and manual analyses to keep vulnerabilities from entering into the code.



## Continuous validation

This level of service involves careful inventory management, which provides the basis for helpful monitoring and reliable operation of the computing equipment that stores your files in the cloud. Continuous deployment ensures that each machine and cloud drive receives the latest software updates and current anti-virus signatures.



## Data mirroring

Your files will be in two different data centers to ensure that if something happens at one data center, your files are safe and accessible at another data center. A “mirror site” creates a secure backup in a fault-tolerant data center located in a different geographic region. Your files and data will mirror in at least two places that are several hundred miles away from each other. This backup mitigates the impact of a natural disaster or loss event (e.g., a cyberattack) within one of the regions.



## Suspicious activity monitoring

To keep your files and account secure, systems are actively scrutinizing and will block any suspicious sign-in attempts—such automated surveillance guards against unauthorized access to your account.



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