eHR2000
Contract Staff Edition

Human Resources Information System

Who needs Contract Staff Edition?

- For organizations that have a significant population of employee as contract staff.

- For organizations that have many contract staff that will in various periods of time serving the organizations in different contract jobs.

- For organizations that want to get rid of the burden to handle the various contract payments in a months for contract staff and calculating their MPF respectively with ease.

Industrial Difficulties

- It requires extra administrative care to contract staff data and payments calculation.

- Handling the MPF contribution of contract staff is complex as they may have more than one date of joining.

- Contract staff in many cases, may serve the same organization repeatively in different period of time.

- When handle contract staff who is having more than one contract with the same organization, the calculation and administration is even more complicated.

- There is no particular automation solutions to solve the above-mentioned challenges, except eHR2000 Contract Staff Edition which is built especially for these challenges.

Our Solution

eHR2000 Contract Staff Edition is the ideal solution for managing contract staff and normal staff together or separately. Employers can on the demand of business expansion to hire contract staff and do not hesitate the heavy administrative burden in return. eHR2000 gives you the maximum flexibility in manpower management and this is always one of the aims of eHR2000 series.

Employee Profile

Broad data foundation

It keeps comprehensive employee personal information and employment information in a structural presentation. Information of permanent staff and contract staff can now put together in one database and enables centralized management. It provides a broad based information to make smarter decision. eHR2000 is also flexible to customize and cope with different corporate needs.

Intelligent Search Mechanism

eHR2000 helps you quickly identify the personnel information of permanent staff and contract staff; active staff and separated staff; this lets you retrieve up-to-date and all-round employee information at fingertip. There are at least six searching mechanism built-in that helps users to find employee information quickly and accurately.

Structural employee historical data

Out-dated transactions are kept in a structural and organized way for retrieval in the future as historical information.

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Leave Records Management

Automatic leave balance accumulation

eHR2000 is probably the first system in the region that supports automatic leave balance accumulation according to leave plans and years or service. Administrative burden in managing the leave balance records and carry forward leave days become unnecessary in the age of eHR2000.

Summarized and detailed leave records

Turn your piles of leave record forms to eHR2000! It keeps each leave record details and is capable to summarize leave records for further analysis. eHR2000 makes leave days statistics an easy job.

Direct input to payroll

The leave records are directly related to payroll calculation as input andone of the deduction items if applicable. The leave type and deduction rate can be user-defined. Your expensive work time can be free up to focus on higher value tasks.

Payroll Administration

Precise calculation for credible result

In the past, administrators tried a lot of methods to maintain a precise and error-free payroll. However, the effort is great and recurrent. eHR2000 helps you produce credible payroll result with its precise system payroll processing. It can calculate precisely to the exact pay or deduction rate of a day. The payroll records can be easily traceable for audit trial.

More flexible remuneration

You can flexibly determine the salary change effective date to employee because eHR2000 can automatically pro-rated the salary proportion and other payroll items related to this change of salary, i.e. overtime compensation. For repeated deduction or payment items, eHR2000 only requires one-time input and transmit the items to payroll in the specified payroll months.

Make payroll easy but highly credible

eHR2000 lets your expensive HR staff or accounting staff to manage all payroll items in one simple click and produce highly credible and traceable results. All payroll items, including MPF and ORSO provident fund calculation can be handled together in one step by eHR2000.

Directly output useful data to other systems. Error Free !

To facilitate further manipulating of payroll data, payroll result can be output as hard or soft copies for autopay and MPF contribution. Payroll result or breakdown can be output as hard copy or MS Excel file for accounting department.

Employee Movement Management

Buidling tracable records for auditing

One of the biggest advantages of eHR2000 HR System is its function in managing employment movement. It is capable to restrict user to make changes in the database directly but all transactions shall be changed only through movement application in eHR2000. A log record will then be kept (who, when, what) for audit trail in the future.

Meeting the requirement of ISO

Organizations with ISO9000 certification or organizations that are working to apply the ISO recognition shall be awared to ISO requirement in documentation to creat traceable records. eHR2000 helps you meeting this requirement without extra effort because the employee movement module already take care of keeping the history of record change.

Mandatory Profident Fund (MPF) / ORSO

Eliminate human errors by automatic calculation

MPF and ORSO provident fund schemes involves complicated calculation and criteria. eHR2000 calculates automatically according to the user-defined formula. You will not have calculative error or misunderstanding any more.

Save time in preparing reports

All necessary reports for government and trustees can be printed easily with a simple click in eHR2000. You can save a lot of time in routine reporting and indeed, saving time for value-added service.

Single or Multiple Trustee for MPF

With eHR2000, you can enrol one trustee to your company; or multiple trustees to your company; or multiple trustees to your multiple companies. You do not need to purchase more than one system to handle this requirement.

Taxation Management

Highly credible result

No matter how hard your HR staff try, it is still possible to have careless mistake in making statutory tax reports to the government. Why not rely on eHR2000 to replace manual process? It directly gets taxable payroll data from payroll records and generate tax reports in government-acceptable format. It is error free! Since this Contract Staff Edition conglomerates your permanent employee and contract employee, you can at one time, output tax reports for them together with eHR2000.

No extra work to separate taxable and non-taxable payment items

With eHR2000, tax preparation for employee is talking about a few minutes of work. It identifies the taxable and non-taxable payment items in monthly payroll and only draw the taxable payment figures to the tax report. That means you can further put other reimbursement payments into payroll autopay and do not need to pay separately.

Management Reports

Speedy information for quicker and smarter decisions

In a high-speed business world, timely information is crucial to a company's success. You can only rely on systems to provide speedy information to you. Manual reports making are time-consuming and not reliable. eHR2000 lets you immediately enjoy useful standard reports for productive and efficient work. It saves a lot of time and resources in preparing reports.

Wide range of reports for all purposes

Contract Staff Edition provides you a wide range of reports on general HR functions: employee information, leave records, payroll, MPF and taxation. It also provides useful reports on managing contract staff. All these reports serve for all purposes such as informative, analysis, forecasting and comparison. You can print these reports with eHR2000 at anytime to support decision making.

Task Reminder

Saving a lot of administrative cost in managing lots of due dates

Contract staff employment will produce many due dates to meet and usually result in heavy administrative cost. eHR2000 task reminder helps monitoring the contract expiry and payroll dates for contract staff and you can save a lot of administrative cost. It helps reminding the important dates of each contract with preset criteria.

Never miss any of the service deadline

Your HR staff, no matter they are generalist or professionals, will need to face many deadlines that arising from employee information such as the deadlines to enroll medical scheme and MPF for new staff. The ability of your staff to meet the deadlines determines their service quality. eHR2000 allows administrator to automatically delegate due date reminder to right person sometimes before the service due and ensure efficient and well-prepared service can be provided to right person at right time.

Multi-purposed for individual task organization

This task reminder function also serves as the personal task organizer of your HR staff to remark individual tasks. You can use one organizing tool to present all tasks and their due dates to the HR staff.

Power Search

High-speed result for high-speed market development

High-speed information is a key of business success in today's knowledge-based economy. How long does your HR staff take to retrieve a staff information according to specific searching criteria? One hour? One day? Man-hours are so valuable and costly to your business. eHR2000 lets you search employee information by unlimited criteria and get you the result in only seconds. Intelligent searching functions simplify and accelerate the identification of information.

Benefits

This Contract Staff Edition offers you new benefits and functions:

1. Very efficient information retrieval for quick decision making

One of the main objectives of this Contract Staff Edition is to allow speedy information retrieval on the contract details and staff contract history that helps managers to make better manpower planning and forecast. It allows you react quickly to dynamic marketplace and make smart decision on manpower planning.

2. More flexible payroll packages you can offer to contract staff

It supports different pay rates to contract staff: contract-rate, monthly-rate, daily-rate and hourly-rate salary that you can offer different remuneration packages to contract staff according to the job requirements. Hence, eHR2000 allows multiple payroll and autopay in a month to facilitate special payroll administration needed to take care of the contract staff. You can further allocate the manpower cost of contract staff to multiple cost centres with specific percentage of cost allocation. You can now flexibly manipulate your most valuable manpower by extending or shortening the contract period of staff without extra administrative burden.

3. Reduce a great deal of administrative cost and burden in managing contract staff information

We understand that you may eager to keep a contract staff database that helps you to make analysis and further recruitment needs. Therefore, eHR2000 builds a people-oriented database structure for Contract Staff Edition that only requires one-time data input of the employee profile record but can support multiple contracts of staff in a period and contract history for one contract staff. eHR2000 is your robust tool to contribute once of the MPF contribution for many contract periods in a month according to the mandatory requirements of the MPF Ordinance.

Enhancement and Integration

Enhancement

The eHR2000 Contract Staff Edition can be upgraded to Professional, Enterprise, Workflow Edition, Internet Edition and especial easy to upgrade to the Standard Plus edition for Staff Attendance Management.

- Standard Plus Edition for Managing Staff Attendance Records

This special edition is built as an affordable solution for small corporations that records staff attendance by electronic time clock system. eHR2000 provide a full pictures of staff attendance by matching the attendance records, leave records and holidays into a full picture. In the other word, it is a simplified version of Enterprise Edition in its features about staff roster planning and time attendance. (Please refer to the fact sheets of the Enterprise Edition for more details)

Integration

eHR2000 Contract Staff Edition is designed to be flexible in integrating the other HRIS solutions of eHR2000 series. Please refer to the fact sheets of other HRIS solutions.

IMA eHR2000 are the most comprehensive and smarter solutions for you. To find out more about IMA HRMS solutions, please contact us