eHR2000
Enterprise Edition

Human Resources Information System

Who needs Enterprise Edition?

- Organizations that have roster duty planning.

- Organizations that have staff attendance that work with roster duty planning.

- Organizations that have large employee populations and looking for a rock-stabled operation platform.

- Organizations that have electronic time clock punching system to record the staff attendance

Industrial Difficulties

When come across staff roster duty planning and time attendance, it is talking about heavy administrative burden each month before the launching of eHR2000 Enterprise Edition.

A great deal of time and effort is required to match the roster time schedule, leave records and time attendance in producing the full picture of staff attendance.

Before the launching of eHR2000 Enterprise Edition, HR professionals may work with a few systems together to do task separately and manually matching the output from the various systems to produce meaningful data for payroll and analysis. This is wasting time and high risk for error.

IMA eHR2000 Enterprise Edition helps you to release administrative burden and makes it easy for you to transform your HR organization's approach from a routined, reactive one to one that's strategic and proactive. So instead of struggling with administrative issues, you can generate business value and meet the challenges of today's economy.

Our Solution

eHR2000 Enterprise Edition is a definite robust tool for organizations that have roster shift planning, staff attendance system and complex payroll. It is extremely flexible and user-friendly for users to plan roster, match the roster schedule with the attendance data and leave records and finally producing a payroll result. All of this talking to work in terms of weeks can now be done with eHR2000 in a few hours.

Core Functions and Features

Dynamic Duty Roster Planning

IMA Dynamic Duty Roster Planning System (Roster) mainly serves the sectors which have floating shift duty and holiday of staff such as Chain Stores, Department Stores, Manufacturers, Hotels, Restaurants and etc. eHR2000 Roster is a big step advanced than the traditional paper roster planning or other "computerized shift planning system"

Benefits of Roster Planning with eHR2000

1. Multiple 24-hours time line for overnight duty planning
Overnight shift is no longer a difficulty for system to handle. eHR2000 breakthroughs the logic in handling the overnight shift and provides a 24-hour time line to handle irregular shift planning. Truly free the administration burden.

2. No extra input because supervisor can access the roster

A true Client/Server Version of Roster System which serves true multi-user purpose and section heads can plan the roster directly on eHR2000 at the same time. It saves you time and effort.

3. Drag and Drop Design -- Extremely User Friendly
eHR2000 roster is extremely user-friendly, mouse-click through operation, even a green supervisor now can perform like an experienced Duty Roster Planner.

4. Better Manpower Planning

eHR2000 Roster Planning provides all necessary information for roster planning. Hence it reduces the chance of labour under-estimation or over-estimation. This is especially helpful to companies that have large number of temporary or part-time employees.

## 5. Unlimited Shifts and Shift Groups Setting

Administrators can set up unlimited shifts and shift groups to facilitate the roster planning. Roster planners can enjoy a efficient but flexible manpower planning through eHR2000.

6. No More Meaningless Shift Codes

Each shift group can be described fully. This replaces the traditional DOS-based meaningless code. Everyone can be the roster planner on the first day without learning to remember the shift codes.

7. Plan the Work Shift and Holiday Shift at the Same Time

eHR2000 integrates the leave application function in the Roster. Once a leave is planned in the roster, it simultaneously applies the same leave for the employee. This enables the planner to plan the shift duty and staffs leave schedule at the same time and do not require extra work. Leave application will be active after the roster has been confirmed.
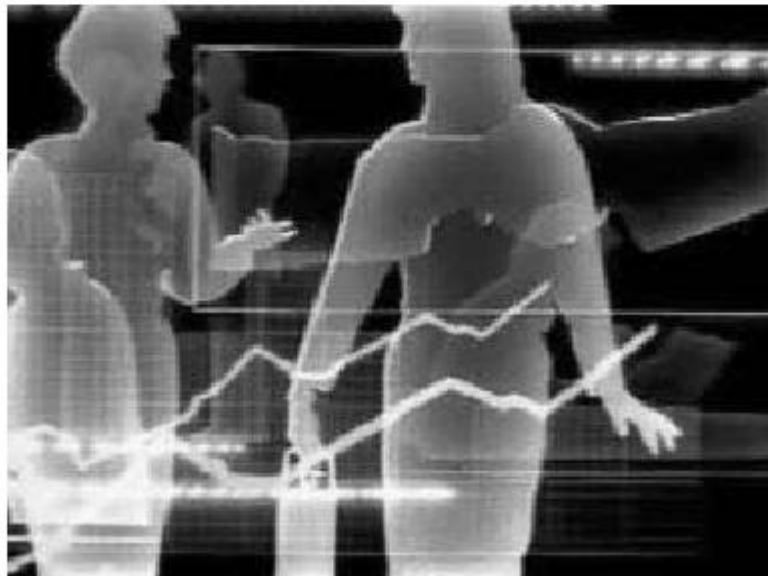
8. 4-18 Control Enabled

For organizations that have numerous mobile temporary staff, eHR2000 can check against the total working hours of the temporary staff to cope with the 4-18 rule.

9. Support multi-shift in a day

For some industries, multiple shifts per day of a staff is very common. With eHR2000, it is no longer troublesome to plan multiple shifts in a day for a staff. When it works with the time attendance modules for data actualization, it is nearly zero administration from planning and actualization of roster.

10. Takes Care of Fixed Shifts, Group Shifts Planning and Flexible Shift Planning

When planning the same shifts to a group of employees, eHR2000 facilitates the planners with the Global Shift Planning feature and save your time to input repeative data. Therefore roster planning features can apply to a wide range of organizations. It is an idea tool for organizations to implement flexible manpower management solutions.

11. Search for Suitable Part-time Staff to Fill the Outstanding Manpower Needs

Whenever extra manpower is needed, the system is capable to search suitable temporary work force to fill the duty gap according to an archived available time schedule of temporary or part-time staff
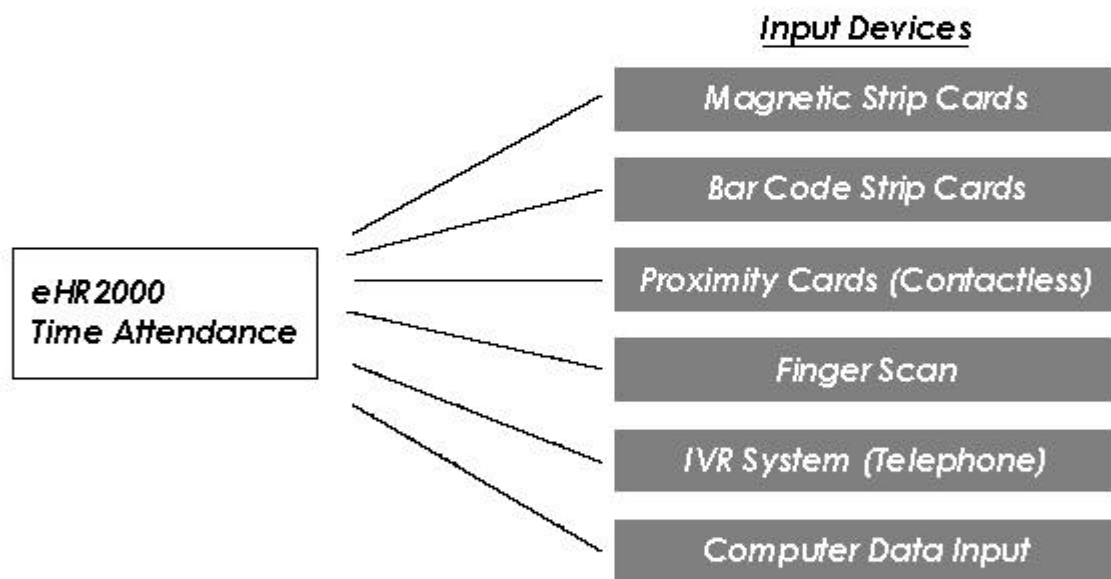
Time & Attendance Management

eHR2000 Time Attendance Management module is the ideal partner of Dynamic Duty Roster to produce meaningful actualized employee attendance information. It is designed for real-time monitoring of staff attendance. This is not only for easy payroll administration, but most important, for **better management control and monitoring.**

Input

eHR2000 can accept different input mechanism

Input Devices

eHR2000 Time Attendance	→	Magnetic Strip Cards
		Bar Code Strip Cards
		Proximity Cards (Contactless)
		Finger Scan
		IVR System (Telephone)
		Computer Data Input

Output

Routine and simple time and attendance record reports will be generated for users to monitor the accuracy of the records and the attendance discipline of the employee.

- *Useful reports to managers and individual in attendance records and its statistics.*

- *Direct input for payroll administration. In the same time, eHR2000 produces relevant output from the time attendance records such as bonus, allowance, overtime payment etc..*

- *Real time information for Manpower Utilization System of eHR2000. For details, please refer to the factsheets of the eHR2000 Manpower Utilziation System*

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Employee Profile

Broad data foundation

It keeps comprehensive employee personal information and employment information in a structural presentation.   eHR2000 is flexible to customized for other useful employee information to cope with different corporate needs.

Intelligent Search Mechanism

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.

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 analysis an easy job.

Direct input to payroll

The leave records are directly related to payroll calculation as input and one of the deduction item 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.

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) about this change 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 reacords. eHR2000 helps you meeting this requirement without extra effort because the employee movement module already take care of keeping the history of record change.

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. The payroll records can be easily traced 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.

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

Highly credible result

No matter how hard your HR staff try, it is still possible to have careless mistakes in making statutory tax reports to yhe 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!

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 to prepare reports.

Wide range of reports for all purposes

Enterprise Edition provides you a wide range of reports on general HR functions: employee information, leave records, payroll, MPF and taxation. It serves for all purposes such as informative, analysis, forecasting and comparison. You can print these reports to hard copy or MS Excel with eHR2000 at anytime to support decision making.

Task Reminder

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 related 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.
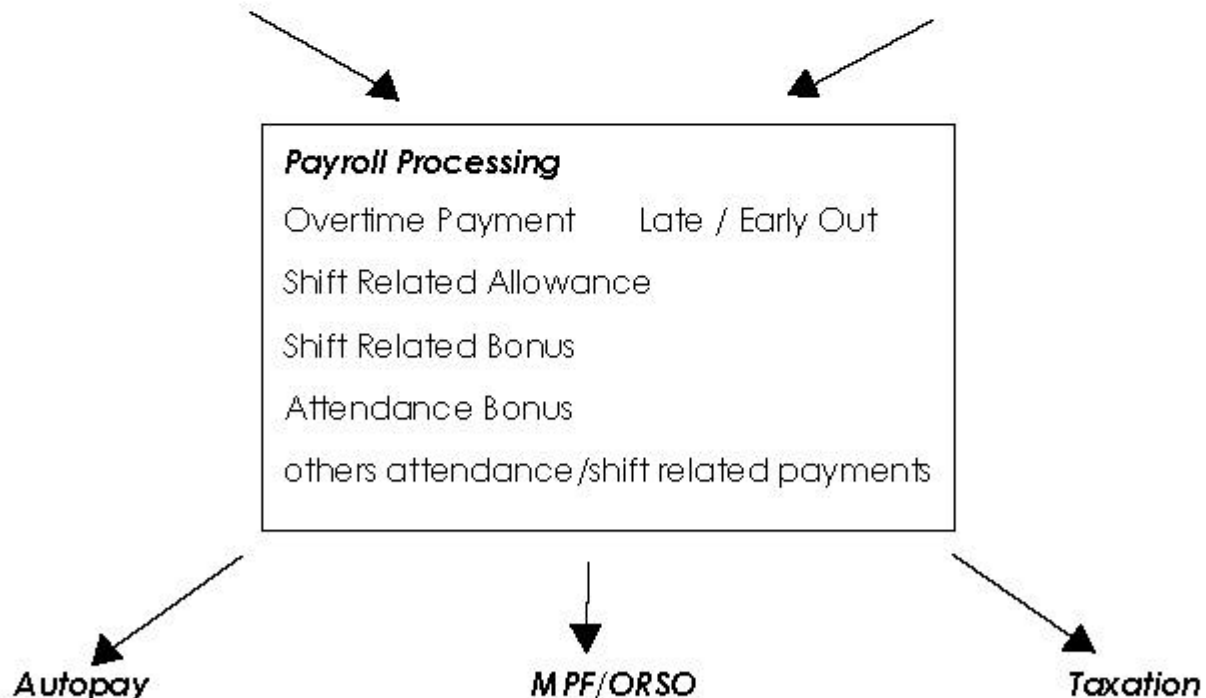
Benefits

1. Streamlined process from Roster Duty Planning to Payroll

eHR2000 streamlines and integrates HRM processes, such as administration, payroll, roster duty planning, employee attendance records and reports. Because it is a single, scalable solution, you can deliver better service. Up-to-date and broad information help you make smarter HRM decision and optimize your investment in your employees.

Automatic Processes in eHR2000 Enterprise Edition

Dynamic Duty Roster Planning　　　　　　　**Time Attendance Records**

Payroll Processing

Overtime Payment　　　Late / Early Out

Shift Related Allowance

Shift Related Bonus

Attendance Bonus

others attendance/shift related payments

Autopay　　　　　　**MPF/ORSO**　　　　　　**Taxation**

2. The Robust tool for management empowering

The roster planners can share the resources of eHR2000 to plan and retrieve rosters. They can also know the staff attendance in response to the planning. This is a very good information for planners to make future plan so as not to under-estimate or over-estimate the manpower.   Now your managers can also have instant access of information from the eHR2000 to make decision efficiently and accurately. Only a rock-stabled platform, such as the eHR2000, can support many users access to the system at one time.

3. Save a great deal of time in making reports on staff rosters and attendance

All data about staff rosters and attendance are in the eHR2000. You can quickly produce reports on staff attendance. Raw data will also be kept in the eHR2000. Managers can have a full pictures on staff attendance. eHR2000 provides a real-time staff attendance information for managers who are authorized to access the information, they will not need to enquire the Human Resources Professionals to provide information. This implies better management control and monitoring with faster information but least effort.   Real-time information is at their fingertips.

4. Upgrade the role of HR professional to strategic partner of the corporate

Get yourself ready for a better standard HR system that is designed for higher demand of Human Resources Professionals. The role of HR is no longer passive as administrator but can actively provide more management support and become a role of strategic partner in your corporate

5. A Stabled Operation Environment for Heavy Data Processing

Organziations who needs Enterprise Edition usually are large organizations that have hundreds and thousands employee information. In eHR2000 Enterprise Edition, we adopted an industrial standard database engine, Microsoft SQL that can handle heavy duty of data processing. It is stable and reliable.

6. Flexible database structure to fulfill different requirements

eHR2000's flexible database structure enables high degree of customization to fulfill different needs from organizations. Stable and advanced databases engine is ideal to support higher level of customization.

7. Higher Security Control Standard for Maximum Data Protection

To share information with other parties in the corporate, we need a better system security control standard. SQL database engine is at industrial standard that comes with high level of security measurement. We knows that your data kept in eHR2000 is highly sensitive and confidential, therefore, we further develop our own security measurement, such as data encryption, to eHR2000 to achieve maximum data protection.

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Enhancement and Integration

Enhancement

The eHR2000 Enterprise Edition can be
upgraded to
Workflow Edition, or
Internet Edition

(Please refer to the fact sheets of the
respective eHR2000 HRIS Editions)

Integration

eHR2000 Enterprise Edition is built on a rock-stabled
database engine and is designed to be flexible and
compliant to integrate with 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