

# eHR2000 Internet Edition

## *Human Resources Information System*

### **Who needs Internet Edition?**

- For organizations who have many operation sites or offices.
- For managers who have frequent travel but would like to, at anywhere and at any time, obtain real-time information about the employees or their direct subordinates..
- For organizations who have offices in different countries to apply this boundariless solution.



### **Industrial Difficulties**

- Ineffective staff communication between different operation locations.
- Difficult staff information retrieval, update and management.
- Ineffective manpower monitoring and control
- Very difficult to chase back the source of error.
- Time consuming in collecting data and updating the employee database.
- No real time information for managers to make decision and monitor the employees effectively.



## Our Solution

In today's Internet world, managing people in different business locations becomes more efficient and cost-effective. eHR2000 Internet Edition helps enterprises linking up the information of various business locations and offers you up-to-date human resources information at anytime and anywhere. In another way, it helps you communicate quickly and consistently the information of human capital with offices.

Time is a very important factor for a successful enterprise. Wherever you go, you can obtain the real-time information to make decision if you can access to the Internet. eHR2000 brings you effective and boundary-less management.



## Core Functions and Features

### Employee Profile

#### Broad data foundation

It keeps comprehensive employee personal information and employment information in a structural manner. 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 will be keep in a structural and organized manner for retrieval in the future as history record and make you better understand of each of your human resources capital.



## **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 of 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 and one 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.

## **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 awarded 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.





## **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 flexible 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. It will 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 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!

### **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 expenses 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**

Internet 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 in hard copy or export to 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 the related HR staff.





## Benefits

### Effective solution to manage employee of remote offices

Internet Edition is the robust tool for multi-office organizations to manage their employee information together with a central people database. It is the most effective way to overcome the geographical and time barrier. Surely, it is the robust way to monitor employee in various remote office of their profile, leave records, and even attendance, if appropriate.

### Centralised people database with integrated system functions and features

This edition integrates staff profile, leave management, staff movement and payroll via the web that centralizes the people information of various business locations or offices and perform human resources management and payroll as if they are in the same location.

### Sharply shorten the payroll preparation time

It is very time consuming each month for the payroll administrator to collect, verify and input data from various business locations / remote offices to produce an accurate payroll result. Internet Edition provide a boundariless and secured platform for various offices to input their verified data directly to the system for payroll. Payroll calculation and administration becomes more direct and avoid the maximum chance of human error.

## Enhancement and Integration

### Enhancement

The eHR2000 Internet Edition can be upgraded to **Workflow Edition**,

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

### Integration

eHR2000 Internet Edition is built on a rock-stabled database engine and 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**



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