

# eHR2000

# Workflow Edition

## *Human Resources Information System*

### **Definition of Workflow:**

"The automation of a business process, in whole or parts, where documents, information or tasks are passed from one participant to another to be processed, according to a set of procedural rules." (WfMC 1996)

### **Who needs Workflow Edition?**

- All organizations that demand high management control and monitoring.
- All organizations that have high population of employee using computers at work.

### **"Workflow" is different from "GroupWare"**

Workflow software is not the same as workgroup software, otherwise known as GroupWare. Workflow deals with the step-by-step processes, whereas workgroup systems are concerned with information sharing and threaded discussions among users.

You can imagine, eHR2000 Workflow Edition, helps reducing all data entry work of routine task, such as leave application, OT claims, and records automatically placed in appropriate location of the system database after the transaction completed. That do not require data input again by administrator. It highly enhanced the credibility of data and employee satisfaction.



IMA System and Management Consultants Ltd.  
[www.ima-system.com](http://www.ima-system.com) [contact@ima-system.com](mailto:contact@ima-system.com)

Tel.: (852) 27 631515

# Big Improvement from Manual Document Flow to Workflow Technology

## Manual Document Flow

Manually and physically moved document from one person (place) to another

Passive flow of information to each step of business cycle on request by the responsible person. It may take a few times of requests for information that a manager can make one single decision. Hence decision making is slow.

No automatic alert provided. Only human reminder occasionally given.

No preventive action can be aware of. Therefore, only do remedy when problem occurred.

Easily prone to errors. Documents can get lost or be constantly shuffled to the bottom of the "IN" basket.

Consume a great deal of paper and resources to process the document flow. Huge cost will also involve when change of flow and document layout.

## Workflow Technology

Automatic routing of documents to the users responsible for working on them.

Proactively providing the necessary information required supporting each step of business cycle at the required time. It can be a physically moved information over the network or maintained in a single database with the appropriate user given access to the data at the required times.

System alerts automatically generate to managers everytime when it comes to their responsibility.

Proactively be aware of the task overdue and prevent potential problems.

Nearly zero error and highly accurate in time and person that information should send. Workflow sets timers to ensure that documents move along at a prescribed pace and that the appropriate person process them in the correct order.

Do not consume (or consume least) paper resources to process each step of business process in Workflow. Very little to no cost involved when change of document flow and information content.



## Characteristics of IMA eHR2000 Workflow Edition

1. It brings necessary information to support decision making processes in the HRM workflow
2. It can provide "what if" hypothesis for approvers to make decision from this forecasting information.
3. Employees can always check the application status in the system.
4. It has the most flexible workflow engine design that supports dynamic workflow requirement.
5. IMA eHR2000 Workflow Edition is not only using email system as workflow agent but also sending email notification to each user when there is action required to take in the workflow system. You do not need to login to check new task in the workflow system, it will send email to notify you of new arriving task(s).



# eHR2000 Workflow Edition

## *Human Resources Information System*

### **Benefits**

We provide innovative workforce solutions to companies of all sizes worldwide to meet the challenges of today's changing business environment. We have the global resources and local focus to help companies maximize the efficiency and productivity of their workforce through our wide array of services and e-capabilities.

### **Key Benefits**

- Better process control through standardizing work methods
- Reduce process error and collapse process transfer times
- Reduce operation and administration costs
- Improved efficiency by eliminating unnecessary steps
- Consistency in the processes leads to greater predictability
- Every step keeps a log record for audit trail.

### **Other Benefits**

- High flexibility enables re-design for new business needs
- Workflow engine supports up to 256 process levels
- Dynamic approver setting with "OR" and "AND" conditions
- Compliant with the WFMG standard to ensure effectiveness
- Email notification to complete at right time by right person.
- Support Internet and Intranet for monitoring remote offices
- Browser-based environment to access any-where and anytime.
- Job duty and responsibility is well-defined and enforced.
- Electronic document delivery services
- Improved services and productivity
- Decision support and improved planning capability



**IMA System and Management Consultants Ltd.**  
[www.ima-system.com](http://www.ima-system.com) [contact@ima-system.com](mailto:contact@ima-system.com)

Tel.: (852) 27631515



## Basic Applications of eHR2000 Workflow Edition

### 1. Employee Self Service

The management of everyday employee data strains your organization's HR resources, and leads to out-of-date files and inaccurate employee records. It is high cost for printing, excessive paperwork if the employee information is accessed and managed by HR Department only, leading to dissatisfied employees. eHR2000 Workflow Edition Employee Self Service provides the following services:

- Employee can check their personal profile and work profile from the system
- Employee can change their personal information in the system themselves.
- Employee can retrieve the payroll information of himself or herself.

#### ***Benefits of eHR Employee Self Service:***

- The eHR2000 Workflow Edition Employee Self Service provides a simple, affordable way to start letting employee manage their own information online.
- Employee Self Service provides the core service you need to help employee begin managing their own information - any time, any where, from any web-enabled PC if it is running on Internet/Intranet.
- It helps to keep files accurately and up-to-date by having employees input and verification on their personal information.
- eHR2000 uses electronic signature for verification to achieve maximum data integrity.
- With the help of Internet technology, you can process each step in workflow at anytime and anywhere that is accessible to Internet. This enhances the mobility of your workforce and provide updated information to management at anytime and anywhere.

As a result, it helps you reduce administrative cost, increase productivity, improve accuracy, and enhance employee satisfaction. And it allows your HR staff to focus more time and resources on serving customers and achieving critical business goals.



## 2. Manager Self Service

Managers very often rely on quick and up-to-date manpower information to make decision. How much you have spent in printing and file searching for managers? In today's technology booming age, information sharing becomes a necessary success factor of corporate management.

Simply implement eHR2000 Workflow Edition Manager Self Service today to empower managers to make the kind of smart HRM decisions with immediate information at their fingertips. All your managers can become more efficient, effective and proactive. It increases managers' job satisfaction and efficiency and ultimately brings tangible benefits to the company.

eHR2000 Workflow Edition Managers Self Service provides the following services:

- Managers can check their personal profile and work profile from the system.
- Managers can change their personal information in the system themselves.
- Managers can retrieve the payroll information of himself or herself.
- Managers can retrieve the personal information, work profile, leave records and even pay records (if necessary) of his subordinates as well.



### 3. Leave Management Workflow

Employee, managers and HR administrators are beneficiaries. The functions of eHR2000 Workflow Edition help reducing a lot of routine workload and time spent in managing employee leave days records:

- When login to the workflow system, all users can check the leave days balance and leave history record of themselves. It lets your HR staff free from answering enquiries on leave information.
- Leave application transactions will be automatically routed to the designated approvers (can be supervisors or managers).
- Applicants can check the leave application status from the Workflow Edition. If the application is rejected, they will know the reason of reject there.
- With the supporting information from the Workflow Edition, such as leave balance of the staff and the leave mapping of his/her department, approvers can either approve or reject the leave application with simple clicks.
- Approved leave record, will directly insert to the HR database that it does not require any manual effort to input data. You can also enhance the data integrity and avoid human error in data entry.



## Enhancement and Integration

On top of the eHR2000 Workflow Edition basic applications, you can add other optional workflow application modules to enhance larger extent of improvement in operation efficiency and save more cost.

### Optional Workflow Applications

#### 1. Overtime Work Compensation Claims

No matter you will compensate overtime work with leave days or money, it already involves a lot of resources to receive claim form, calculate compensation and data entry to people database. This gives us hints to design this workflow application to reduce time and effort spent in overtime work compensation. Most important, since the overtime records are in electronic form, they can be traceable on each unit and it helps to prevent abuse of overtime claims in an organization.

The functions provides are:

- Employee can, after the overtime work, input the overtime work time and reason(s) and submit for approval.
- Approvers can approve or reject on **each** overtime work record.
- Employee can at anytime, retrieve the status of the application in the workflow system.
- When the application is approved, it immediately become an input for compensation calculation.





## 2. Business Travel Expenses Management

One of the most significant corporate expenses is business travel in many organizations. eHR2000 lets your managers control these expenditures and make sure every dollar you spent on travel is necessary. You can surely have an immediate return on investment at your enterprise. In this application,

- employee submits the electronic itinerary form that includes travel, accommodation information, for approval.
- Based on some preset rules and regulation on employee business travel, approvers can either approve or reject the application.
- During the travel, with the access to the Internet, employee can update his/her itinerary to supervisor together with the detailed expenses of the travel, or he/she can update the system when comes back from travel.
- Since every item of expenses is recorded in the system, you can make decision on every step and trace back the expenses when comes to time of auditing.



### 3. Reimbursement Claim

Similar to how workflow technology applies to business travel expenses management, reimbursement management can also be benefited from the Workflow Edition. It transparently every reimbursement detail and every step in approving the expenses claim. Cost control becomes easier, same as to expenses auditing. Transforming reimbursement claim to workflow solution also makes statistics possible at any time and helps you make every expense claimed under real-time monitoring. You can prevent potential problem instead of remedy problems when they occurred. In this application

- Employee fill the electronic reimbursement claim form even they have only one item of claim, indicating whether this item has invoice backup or not.
- Approver, based on the reimbursement invoices and applications, approve or reject application.
- Since this application can be running on the Internet, applicants and approvers can update the system at anytime and at anywhere. It fastens the operation flow and make the transactions more transparent to management and auditors.



#### **4. Performance Appraisal**

You can save a considerable amount on paper work and resources using in employee performance appraisal. Workflow helps process transformed from paper to electronic process and saves a lot of concurrent cost, as well as the cost to change the appraisal content, when it is necessary. It also produces the information about the employee performance and trend, which your managers need for management planning, right at their fingertips.

#### **5. Training-on-Demand**

eLearning reduces the need for costly classroom training and supports an optimal balance between traditional and innovative forms of knowledge transfer. Training-on-demand Workflow creates new opportunities for individual development. Learning becomes flexible and customizable according to need. In long run, eLearning creates and structuring modularized, reusable, learning content. It ensures the right training assigned to right person at their own pace of learning.



#### **6. Saturday Shift Swapping Management**

By using convenient user interfaces, managers now can make smart decision in Saturday shiftswapping with a broader foundation of data enabled by eHR2000 Workflow Edition. Providing optimized information to carry out each step of process by employees is an important goal to use Workflow technology.

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



**IMA System and Management Consultants Ltd.**  
[www.ima-system.com](http://www.ima-system.com)      [contact@ima-system.com](mailto:contact@ima-system.com)

**Tel.: (852) 27 631515**