

eHR2000 Standard Edition

Human Resources Information System

Who needs Standard Edition?

- For organizations who start implementing automation in Human Resources Management.
- For organizations who need an ***all-in-one and economical*** solution for HRIS.
- For small-to-medium enterprises that may not have a full-time human resources professional or/and IT staff.



Industrial Difficulties

- Paper files that leads to retrieval inconvenience and storage problem
- Repeative manual workload that is very boring and time consuming
- Manual work that may lead to high chance of human error.
- No record to chase back the source of error.



Our Solution

eHR2000 Standard Edition is the ideal solution for the enterprises are in these particular problems. This edition is ideal for general expectations and, to most of the companies, the easiest way to implement systematic human resources information system to replace manual processes.

Core Functions and Features

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 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. Now making leave days statistics becomes 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) 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.



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 Provident 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 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 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

Standard 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 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.



IMA System and Management Consultants Ltd.
www.ima-system.com contact@ima-system.com

Tel.: (852) 27 631515

Benefits

1. Add value to human resources quickly !

You can immediately install and start the eHR2000. It is a ready-to-implement solution that you do not need to invest in hardware and third party software. It helps you replace redundant work in a very short period of time and immediately release your HR staff to focus on strategic moves. This adds value to the most expensive human capital and in other words, lower your operation cost

2. A robust tool to streamline HR processes

In this Standard Edition, it already includes functions like employee profile, leave management, payroll, MPF/ORSO, taxation and reports. It streamlined all these processes and provides a broad foundation of data for general human resources management. Since the data transaction flow of these processes is automatic within the system, it enhances the data credibility and retrieval efficiency.

3. Smarter solution that make you more competitive

eHR2000 lets you generate useful reports easily at any time. That helps you make smarter HRM decisions and optimize your investment in employees. Not only it can improve the work productivity and efficiency, but also make you proactively prevent future problems. If your enterprise doesn't have insight into its personnel expenses, it runs the risk of wasting resources and losing market share to its competitors.



4. Unlimited and flexible expansion to support your business need

The system design can support expansion needs for corporate business. It is capable to manage few to numerous employee profiles and multiple companies. You can flexibly expand the system functions to cope with different challenges in this edition.

5. Lower startup and maintenance cost

Many companies do not have in-house IT staff and it could be a barrier to implement technology change. eHR2000 Standard Edition has built-in some easy-to-use and useful DIY (do-it-yourself) system maintenance functions for you HR staff to perform some general system maintenance tasks.



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Enhancement and Integration

Enhancement

The eHR2000 Standard Edition can be upgraded to Professional, Enterprise, Workflow and Internet Edition. It is also easy to enhance to Contract Staff Edition and Special Edition with Staff Attendance Management.

- Contract Staff Edition (Please refer to the factsheets of eHR2000 Contract Staff Edition)
- 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 factsheets of the Enterprise Edition for more details)

Intergration

eHR2000 Standard 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***

