



Passive Software Technologies Ltd

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INTEGRATED HUMAN RESOURCE AND PAYROLL INFORMATION MANAGEMENT SYSTEM

❖ Software Developer, Licensor and Distributor

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THE SENIOR SALES MANAGER

PASSIVE SOFTWARE TECHNOLOGIES LTD

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HURLINGAM – NAIROBI

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INTEGRATED HUMAN RESOURCE INFORMATION MANAGEMENT SOFTWARE

INTRODUCTION STATEMENT

- ❖ HR Gateway is an Integrated Human Resource Information Management Software that has been engineered for medium and enterprise organizations. HR Gateway is characterized by numerous functionality, with over 26 human resource management modules, security, stability, customizability, biometric system support, unlimited employees support, integration with QuickBooks financial software, integration with sage pastel accounting software and centralization of data for companies with multiple branches

TECHNICAL STATEMENT

- ❖ HR Gateway is developed, supported and run under the Microsoft platform as the core deployment environment. The software is developed with C#.NET and MS SQL Sever. The software is run under windows server 2003 under above
- ❖ Although the software runs under windows platform, the software is also deployed under LINUX OS, ORACLE and DBA.



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INTEGRATED HUMAN RESOURCE INFORMATION MANAGEMENT SOFTWARE

KEY MODULES

1. Organization Management
2. Security Management
3. Time & Attendance Management
4. Biometric / Clocking System
5. Leave Management
6. Employee Information Management
7. Payroll Management
8. Staff Statutory Deductions
9. KRA Forms - All (P 9, 910, P11)'s
10. Audit Trail
11. Employee Portal – Self Service
12. Branch HRM Management
13. Multi Companies
14. Recruitment or Staffing
15. Online Recruitment Portal
16. Performance Management
17. Medical Management
18. Human Resource Budget Management
19. Sucking Module
20. Casual Employees Management
21. Overtime and Penalty Management
22. Internal Communications Management - Bulk SMS / Bulk Email
23. Business Intelligence Centre - Real Time MS Excel Reporting
24. Integrated with Accounting / ERP Systems (SAGE PASTE, SAP, ACCPAC, QUICKBOOKS, MICROSOFT DYNAMICS NAVISION)



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SYSTEM ADMINISTRATION MODULE

- ▶ User Management
- ▶ Company Information Management
 - ▶ Name, Logo, PIN Number, NSSF Number, NHIF Number, Email, Cell phone
- ▶ User Roles / Groups Management
- ▶ User Access Levels (Very Important)
- ▶ Advanced User Account Tacking
 - ▶ Password Retrieval
 - ▶ Account Locking
 - ▶ Account Un-Locking
 - ▶ User Activity Tracking
- ▶ Bulk SMS Settings
- ▶ Email Settings
- ▶ Data Backup / Restore Operations
- ▶ Database Management
- ▶ Software Usage Trail Tracking
 - ▶ Financial Inputs Tracking
 - ▶ Financial Updates Tracking



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EMPLOYEE MANAGEMENT

- ❖ Employee No / Employee Code / Payroll No
- ❖ Title, First Name, Middle Name, Last Name
- ❖ Gender
- ❖ Status
- ❖ ID Number
- ❖ PIN Number
- ❖ NSSF Number
- ❖ NHIF Number
- ❖ Email Address
- ❖ Cell Phone
- ❖ Date Of Birth
- ❖ Contract Start / End Date
- ❖ Date Of Employment
- ❖ Postal Address
- ❖ Employment Designation
- ❖ Employee Next Of Kin's
- ❖ Employee Documents

PAYROLL PROCESSING

← ERP I CRM I Integrated HRM & Payroll I Performance Management I Time and Attendance I Bulk SMS I Electronic Banking I Hospital Information Mgmt. I School Information Mgmt. →

ERP Integrations (SAP / MS Dynamics / Sage Pastel / QuickBooks) - Server Administration - Cloud Computing - Oracle - MS SQL - Internet / Computer / Database Security



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- ❖ Allowances
- ❖ Commissions
- ❖ Co-operative's
- ❖ Sacco's
- ❖ Non Cash Benefits
 - Employee Passport
- ❖ Pensions
- ❖ Reliefs
- ❖ Custom Payroll Parameter's
- ❖ Basic Pay
- ❖ NSSF
- ❖ NHIF
- ❖ Payment Mode
- ❖ Payment Frequency
- ❖ Banks, Bank Branches
- ❖ Bank Account Type
 - ❖ Account Name
 - ❖ Account Number
- ❖ Employee Pay slip's, Company Pay slip's



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LOAN AND ADVANCE PROCESSING

▶ Loans Processing

- Loans Form Part of the Payroll Accounting Structure
- Loan Types
- Flexible Payment Periods
- Automated Loans Calculations
- Loan Accruals
- Fridge Benefits
- Loan Integrates

▶ Advances Processing

- Advances Form Part of the Payroll Accounting Structure
- Batch Leave Processing
- Individual Employee Leave Processing

▶ Fridge Benefits

- Customizable fridge benefits per KRA



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PAYROLL ACCOUNTING

▶ Payroll Accounting

- Unlimited Payroll Accounts
- Unlimited Mappings
- All payroll transactions are posted in a ledger
- Accounting Standards are adhered to ~

▶ ERP / Accounting Systems Integrations

- QuickBooks
- Sage Pastel
- Dynamics Navision
- SAP
- ACCPAC

▶ Payroll Transactions Tracking

- All payroll transactions are managed with 100 % user control



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HUMAN RESOURCE MANAGEMENT

- ▶ Human Resource Management Lists
 - Company Offices
 - Company Departments
 - Supervisors
 - Employment Types
 - Employment Status
 - Job Titles
 - Job Grades
 - Employee Groups
 - Employee Working Shifts
 - Employment Terms
 - Contract Types
 - Sub Contractors
 - Sub Contractor Projects
 - Gender
 - Country
 - Penalize Preference
 - Overtime Preference



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HUMAN RESOURCE MANAGEMENT

▶ Advanced Employee Information Processing

- Primary School Attended
 - School , Start Date, End Date
- Secondary School Attended
 - School , Start Date, End Date
- College Attended
 - College , Start Date, End Date, Course Pursued
- University Attended
 - University , Start Date, End Date, Course Pursued
- Professional Courses Done
 - Training Institution , Start Date, End Date, Course Pursued
- Working Experience / Previous Companies Worked
 - Company , Job Start Date, Job End Date, Position Held



LEAVE MANAGEMENT

- ▶ Employee Leave Information Processing
 - Various Leave Types
 - Normal Leave
 - Sick Off
 - Maternity Leave
 - An off
 - A Paternity Leave
 - Leave Management
 - From Date, To Date, Reason, Doctor, Hospital, Medical Report
 - Leave Tracking
 - Automated Leave days calculations, un attended leave days
 - Advanced Leave Integrations
 - Time and Attendance Integrations
 - Leave Statements
 - Current Leaves
 - Pending Leaves
 - Un Attended Leaves
 - Tracking Statement Per Leave Type



TIME AND ATTENDANCE

- ▶ Employee Time and Attendance Management / Processing
 - Working Shifts Management
 - Time of Day
 - Night Shifts
 - Day of Week
 - Start Time, End Time
 - Optional and Casuals Shifts
 - Penalty Rates, Pay Rates, Overtime Rates, Fixed Pay
 - Batch Shift Updates
 - Daily Attendance Registers
 - Register's Grouped Per Shifts for easier Management
 - Automated Attendance Data update from BIOMETRIC SYSTEMS
 - Attendance Statements
 - Attendance Calculator
 - Biometric Systems Integrations
 - Automated / Complex / Robust integrations
 - Bridging the gap between Human Resource Software and Biometric Systems
 - Infact it works with all market wide biometric systems



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CASHUAL EMPLOYEES PAYMENTS PROCESSING

- ▶ Casual Employee's Management / Payment Processing
 - Sub Contractors
 - Employee Management per sub contractor
 - Sub Contracts
 - Sub Contract Types
 - Sub Contractor Projects
 - Sub Contractor Payment Vouchers
 - Sub Contractor Statements
 - With Holding Tax Preference
 - Retention Accruals
 - Retention Payments
 - Express Casual Payments
 - Time and Attendance Integrated Casual Payments
 - Batch Casual Payments



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PERFORMANCE MANAGEMENT

- ▶ Employee Performance Management
 - Performance Preference
 - Either a fixed value equated to a performance measure
 - Or
 - Range values equated to a performance measure
 - Employee Performance Distributions
 - General Performance Distributions
 - General Statement
 - Employee Statement



EMPLOYEE SELF SERVICE PORTAL

Employee Self Service (ESS) is a web-based application that provides employees with access to their personal records and their payroll details. The most common features of ESS allows employees to change their own address, contact details and next of kin. The ability for employees to

- Apply for leave
-
- Apply for advances
-
- Apply for loans
-
- Apply for medical remittances and have that application directed to the employees manager for consideration.
-
- Provide details of pay slips, both current and historical.
-
- ESS can operate as a feature on an employer's intranet or via a web ASP.NET service.

Empowering employees and managers to take more responsibility for their jobs and development. Career planning, skills profiles, learning, objective settings, appraisals and more and more analytics are increasingly popular ESS applications. This development is driven by improved technology, a better understanding of human resource management (HRM) with a more hands off role of the HR department and by an increasingly web savy workforce .

The principal advantage for employers providing ESS is that it is a more efficient means of collecting changes to employee's details and distributing payroll related details to employees. This is particularly true for organizations dispersed over a number of physical locations. Human Resource Management professionals increasingly value ESS as a means of empowering employees and reducing paperwork errors. ESS is becoming increasingly popular as more companies 'go green' in an effort to reduce paper waste.



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EMPLOYEE ONLINE RECRUITEMENT PORTAL – TALENT MANAGEMENT

Some of the features that are available to you if you subscribe to the On-Line e-Recruitment

- Job Notice Board Integration
-
- Virtual Interviews
-
- Applicant Profile Management
-
- Applicant Qualifications
-
- Applicant Certificates
-
- Applicant Address
-
- Applicant Availability
-
- Applicant References
-
- Applicant Vacancy Stage Overview
-
- Applicant Questions
-
- Job Alerts and Notifications
-
- Graduate Profile Management
-
- Careers Portal for Your Corporate Website. Easy-Set-up
-
- Apply for Vacancies
-
- Provide Applicants with Specific Vacancy Details
-
- Easy Applicant details submission. Quick, Enjoyable



BUDGETING

Develop effective HR budgeting strategies

In many sectors, the cost of human capital represents one of the largest operating expense items. This Budget Module is a powerful tool that helps compensation specialists develop effective human capital budgeting strategies. The system leverages technology to improve the accuracy with which companies can predict these costs, gaining better control over their budgets - and realizing significant savings.

Incorporate data from multiple sources

Using this module software, the compensation specialist can bring together data from multiple sources, including HRIS, Payroll, performance management and sales forecasting, and build a complete picture of their current and future business situation. This means they can accurately predict the overall costs and easily identify where savings could be made.

See the financial impact of your HR budget

This Budget module incorporates flexible, easy-to-use simulation tools, which allow compensation specialists to quickly perform a large number of "what-if" scenarios to see the impact of different interventions on the overall budget. Interventions may be related to compensation items, organizational events (such as a change in location, unit or position) as well as industry-wide agreements and regulatory objectives.

THE BUDGET MODULE HELPS YOU TO MANAGE YOUR BOTTOM LINE BY:

- Bringing together the information that is required to accurately forecast current and future budgets
- Allowing you to simulate alternative budget policy scenarios, and instantly see the impact
- Providing visualization tools that help you "see" and work with data quickly and easily



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TRAINING AND MAN POWER DEVELOPMENT

Mature organizations have a defined training process and a dedicated training department to ensure optimal training for the workforce. Such departments have a number of activities that need to be coordinated efficiently. As a training manager you will need to tackle with questions like:

- Who needs to be trained in what areas?
-
- What courses should we conduct for the current year?
-
- How many courses are possible given the overall training budget?
-
- Given the constraints, which candidates should be trained on priority?
-
- Are the candidates available for attending the course?
-
- How effective is the course? Did it help improve competence?
-
- What's the trainees' feedback about the trainer and vice versa?
-
- How are we doing? (budget vs actuals, training days per employee, etc.)



KRA REPORTING

The main reason to use a payroll software is to be KRA compliant. And we have ensured that our payroll processing module is KRA compliant, in PAYE processing and all required forms.

- ❖ PAYE Monthly Statement
- ❖ PAYE Annual Statement
- ❖ P 9 Form
- ❖ P 10 Form
- ❖ P10 A Form
- ❖ P10 B Form
- ❖ P10 C Form
- ❖ P10 D Form
- ❖ P11 Form

NSSF REPORTING

- ❖ NSSF Monthly Statement
- ❖ NSSF Annual Statement

NHIF REPORTING

- ❖ NHIF Monthly Statement
- ❖ NHIF Annual Statement



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IMPLIMENTAION / TRAINING / SERVICE LEVEL AGREEMENT

➤ INSTALLATION

- ❖ Server Installation
- ❖ Software Perquisites
- ❖ Database Installation
- ❖ Configurations
- ❖ Training
- ❖ Excel / CSV Imports (-- Date Entry --)

➤ SERVICE LEVEL AGREEEMENT

- ❖ Software Upgrades
- ❖ Software Support
- ❖ Software Updates
- ❖ Training
- ❖ Strategic Data Recovery
- ❖ Strategic Data Backup
- ❖ Onsite / Telephone / Email Support
- ❖ Online (Internet Support)



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Five editions & industry specific customizations

HR GATEWAY Standard Edition KEY FUNCTIONALITES FOR THIS EDITION

❖ PAYROLL PROCESSING

HR GATEWAY Professional Edition KEY FUNCTIONALITES FOR THIS EDITION

❖ PAYROLL PROCESSING

❖ TIME AND ATTENDANCE

HR GATEWAY Accountants Edition KEY FUNCTIONALITES FOR THIS EDITION

❖ PAYROLL PROCESSING

❖ ERP INTEGRATION

❖ TIME AND ATTENDANCE



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HR GATEWAY Corporate Edition KEY FUNCTIONALITES FOR THIS EDITION

- ❖ PAYROLL PROCESSING
- ❖ ERP INTEGRATION
- ❖ TIME AND ATTENDANCE
- ❖ HUMAN RESOURCE
- ❖ BRANCH ADMINISTRATION

HR GATEWAY Enterprise Edition KEY FUNCTIONALITES FOR THIS EDITION

- ❖ PAYROLL PROCESSING
- ❖ ERP INTEGRATION
- ❖ TIME AND ATTENDANCE
- ❖ HUMAN RESOURCE
- ❖ BRANCH ADMINISTRATION
- ❖ E - RECRUITMENT
- ❖ EMPLOYEE PORTAL
- v WORKFLOW MANAGEMENT

QUICKBOOKS INTEGRATION MODULE

SAGE PASTEL INTEGRATION MODULE

MICROSFT DYNAMICS INTEGRATION MODULE

SAP / ACCPAC INTEGRATION MODULE



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IMPLIMENTATION REQUIREMENTS: WE PROVIDE / INSTALL ALL THE BELOW REQUIRED

➤ SERVER MACHINE REQUIREMENTS

- ❖ 1 GB RAM
- ❖ WINDOWS XP Pro , WINDOWS SERVER 2003/ 2008
 - ❖ ACTIVE DIRECTORY CONFIGURED
 - ❖ APPLICATION SERVER ROLE CONFIGURED
 - ❖ .NET 4.0
- ❖ MS SQL SERVER 2008 / 2005
- ❖ 80 GB HARD DISK
- ❖ 2.8 GHZ CORE 2 DUO

➤ CLIENT MACHINE'S REQUIREMENTS

- ❖ 512 GB RAM
- ❖ WINDOWS XP and above / can also run on linux / unix / mac



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