

Excel Systems, Your **1** stop HR solution Center

HRLite Module



An additional features to WinCom Payroll 7



Provides you with the ability to keep track of expansive personal information.



Employee's bio data, education, working experience training attended , salary movement, disciplinary history and performance appraisal.

Human Resource Management Series

WinCom HR (Lite Edition) for Windows

An additional module in
WinCom Payroll

It is a Human Resouce Centre to provides a comprehensive employee database to keep track of expansive personal information, such as employee bio-data, education, working experience, training attended, salary movement, disciplinary history, as well as performance appraisal.

BIO-DATA

- All information from bio-data will be updated automatically from Employee Master file except Location.

The screenshot displays a software window titled "Staff Profile : 264 records" with a sub-header "A001 : ZAIFUL BIN MOHD REDZUAN". The window contains several tabs: "Bio-data", "Education", "Working Experience", "Training Attended", "Salary Movement", "Disciplinary History", "Performance Appraisal", and "Listing". The "Bio-data" tab is active, showing the following fields:

Employee No.	A001	ZAIFUL BIN MOHD REDZUAN		
Position	PR ASS	PROJECT ASSESSOR	Join	19-09-2005
Department	HQ-MMK	MINOR WORKS DEPT	Resign	
Designation	PROJECT ASSESSOR			
Location				
Nationality	MALAYSIAN			
Mobile #	012-6608952			
e-Mail				

EDUCATION

Helps you maintain and update employee's education status.

- Year
- Education Award's Title
- Professional Body Membership
- School/College/University
- Grade Scored



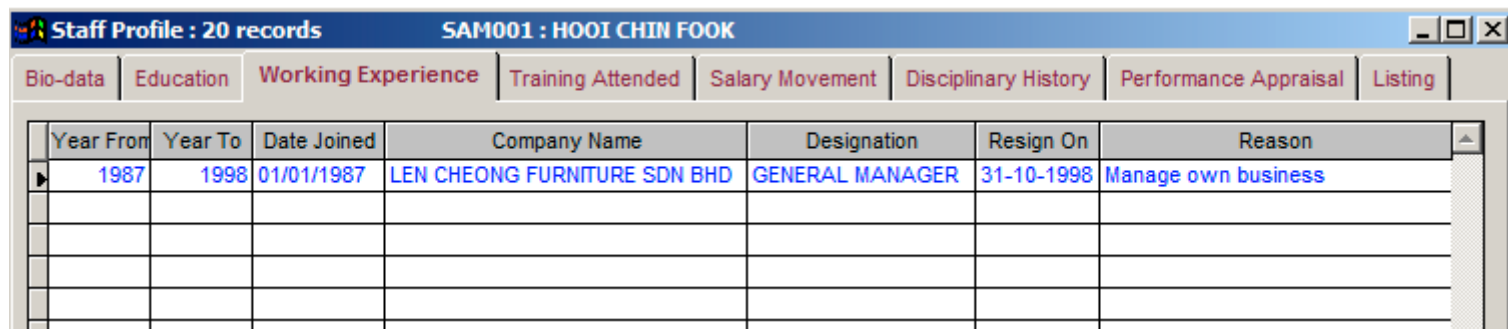
The screenshot shows a software window titled "Staff Profile : 20 records" and "SAM001 : HOOI CHIN FOOK". The "Education" tab is selected, showing a table with the following data:

Year	Education Award's Title	Professional Body Membership	School/College/University	Grade Scored
1982	DIPLOMA IN COMPUTER SCIENCE		UPM	

WORKING EXPERIENCE

Information on employee's working experience in the previous company.

- Year From
- Year To
- Date Joined
- Company Name
- Designation
- Resign On
- Reason

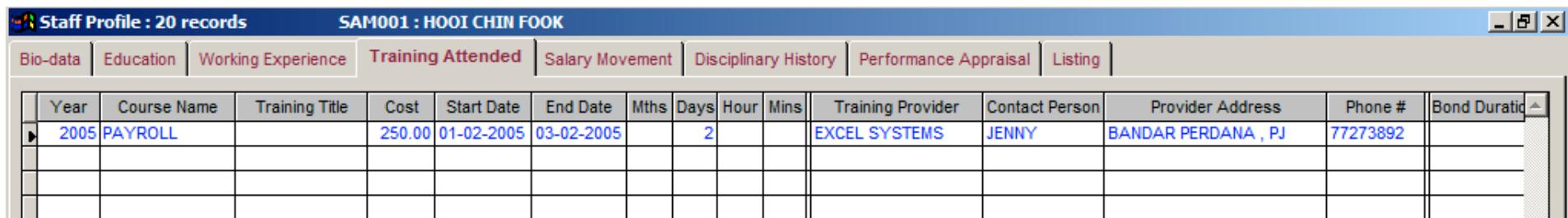


Year From	Year To	Date Joined	Company Name	Designation	Resign On	Reason
1987	1998	01/01/1987	LEN CHEONG FURNITURE SDN BHD	GENERAL MANAGER	31-10-1998	Manage own business

TRAINING ATTENDED

Allows you to keep record of the training and courses that employee has attended during his/her employment in the company. You can monitor :

- Year of attendance
- Types of course attended
- Training title
- Costs
- Start date and End date
- Duration of the course
- Training Center
- Bond provider
- HRDF Claim
- Remark

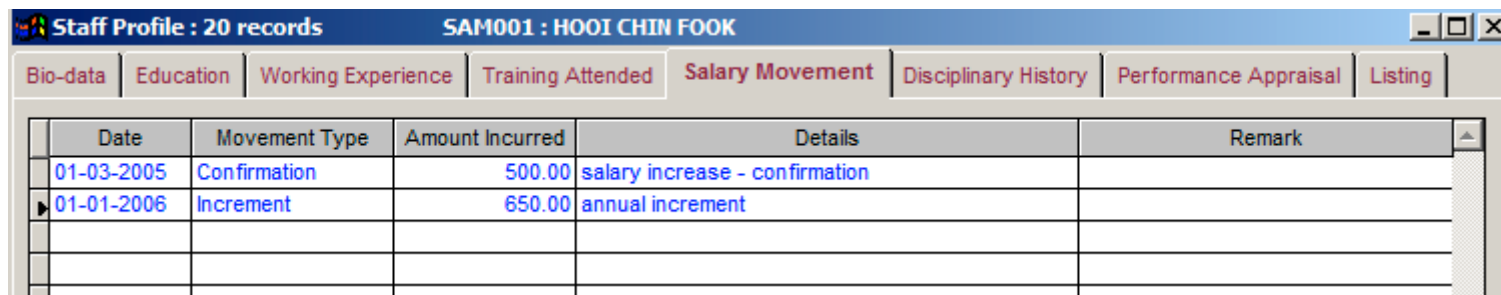


Year	Course Name	Training Title	Cost	Start Date	End Date	Mths	Days	Hour	Mins	Training Provider	Contact Person	Provider Address	Phone #	Bond Duratic
2005	PAYROLL		250.00	01-02-2005	03-02-2005		2			EXCEL SYSTEMS	JENNY	BANDAR PERDANA , PJ	77273892	

SALARY MOVEMENT

Keep track of employee's salary changes during the length of employment.

- Date of salary change
- Movement Type - Bonus / Increment / Promotion / Confirmation
- Amount Incurred
- Details
- Remark

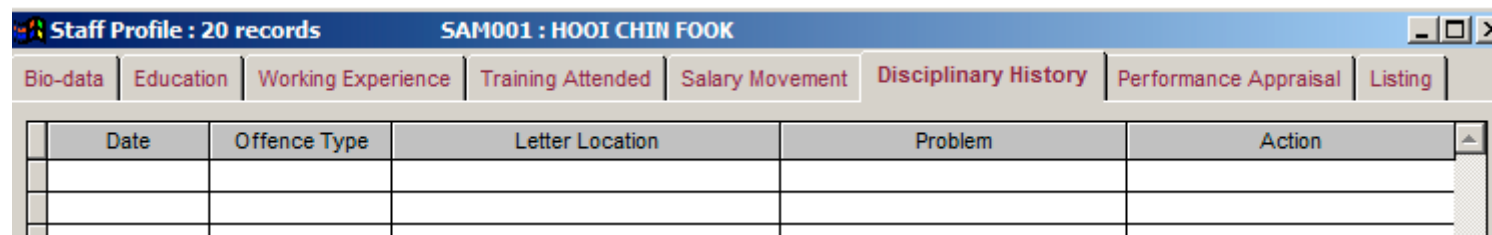


Date	Movement Type	Amount Incurred	Details	Remark
01-03-2005	Confirmation	500.00	salary increase - confirmation	
01-01-2006	Increment	650.00	annual increment	

DISCIPLINARY HISTORY

This helps to track disciplinary records of an employee :

- Date of incident
- Offence Type
- Letter Location
- Problem occurs
- Actions taken



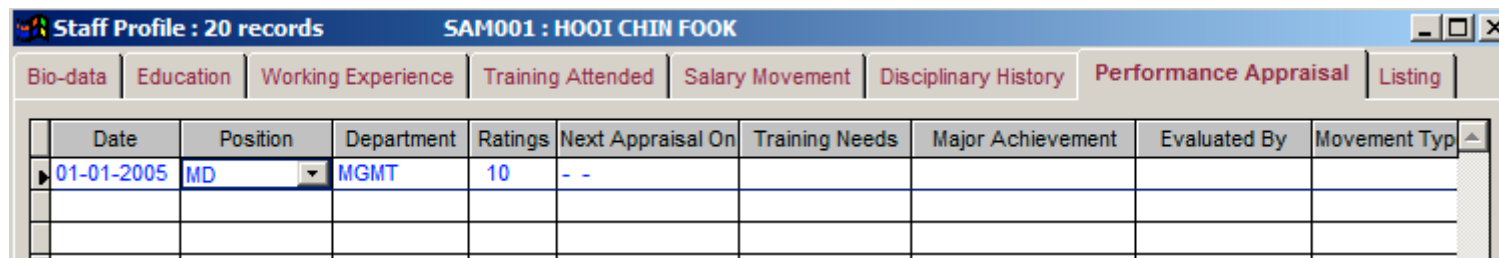
Staff Profile : 20 records SAM001 : HOOI CHIN FOOK

Bio-data Education Working Experience Training Attended Salary Movement **Disciplinary History** Performance Appraisal Listing

Date	Offence Type	Letter Location	Problem	Action

PERFORMANCE APPRAISAL

This allows you to evaluate the effectiveness, efficiency and productivity of the employees. In addition, their weaknesses and type of training needs is recorded, so that the employees are empowered to perform their job effectively. The system also tracks the history of performance appraisal for each individual employee by clicking a button to send it to History Performance Appraisal file.



The screenshot shows a software window titled "Staff Profile : 20 records" and "SAM001 : HOOI CHIN FOOK". The window has several tabs: "Bio-data", "Education", "Working Experience", "Training Attended", "Salary Movement", "Disciplinary History", "Performance Appraisal", and "Listing". The "Performance Appraisal" tab is active, displaying a table with the following data:

Date	Position	Department	Ratings	Next Appraisal On	Training Needs	Major Achievement	Evaluated By	Movement Typ
01-01-2005	MD	MGMT	10	- -				

REPORTS

- Staff Profile Record (All in One)
- Staff Bio data List
- Staff Education List
- Staff Working Experience List
- Staff Training Attended List
- Staff Training Costing List
- Staff Salary Movement List
- Staff Disciplinary List
- Staff Performance Appraisal List





THANK YOU

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