

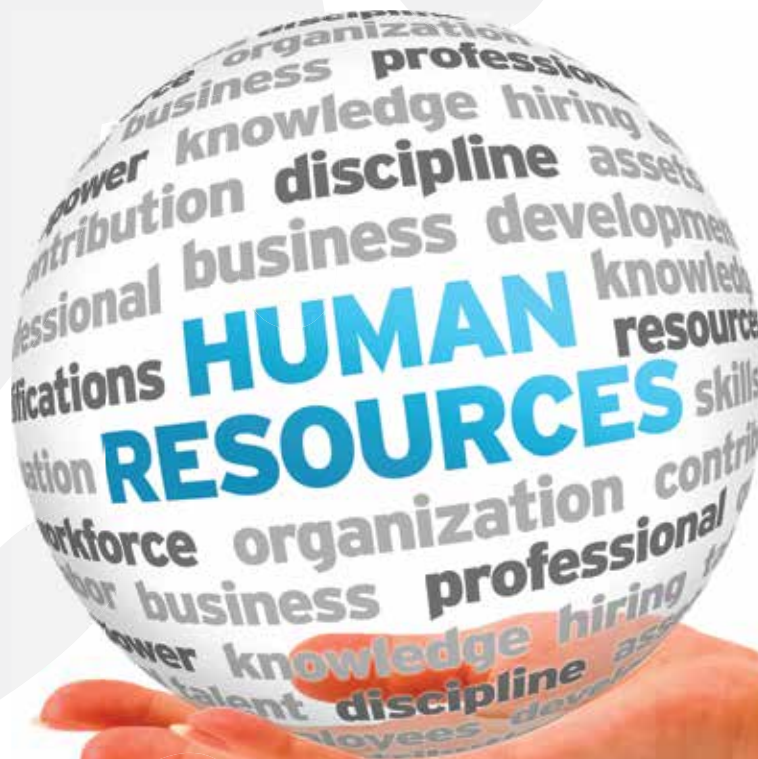


ENDEAVOUR
AFRICA GROUP

HRMASTER

HUMAN RESOURCE MANAGEMENT SYSTEM

**AUTOMATE YOUR HR PROCESS TO MAXIMIZE YOUR MOST IMPORTANT ASSET
YOUR EMPLOYEES**



www.endeavourafrica.com

HUMAN RESOURCE SOLUTIONS

KENYA • UGANDA • TANZANIA • NIGERIA • INDIA

HR Master is a high end web-enabled Human Resource Solution from Endeavour Africa, focused on the complex needs of every HR manager in mind. HR Master is a comprehensive state of the art software application which focuses on effective and efficient way to manage an organization's most valuable assets, its EMPLOYEES. The HR Master is a real-time, seamlessly integrated system, facilitating the management of human resources by senior managers throughout the organization in a distributed fashion.

CENTRALIZED MANAGEMENT

HR Master lets you manage all your HR and benefits programs from a central location making it easier than ever to attract, retain and reward top talent

EMPLOYEE SELF-SERVICE

Our fully-mobile self service system allows employees and managers to access their HR data anywhere, anytime. Your staff stays empowered and engaged with more input and control over their work life

EASY AND FLEXIBLE CUSTOMIZATION

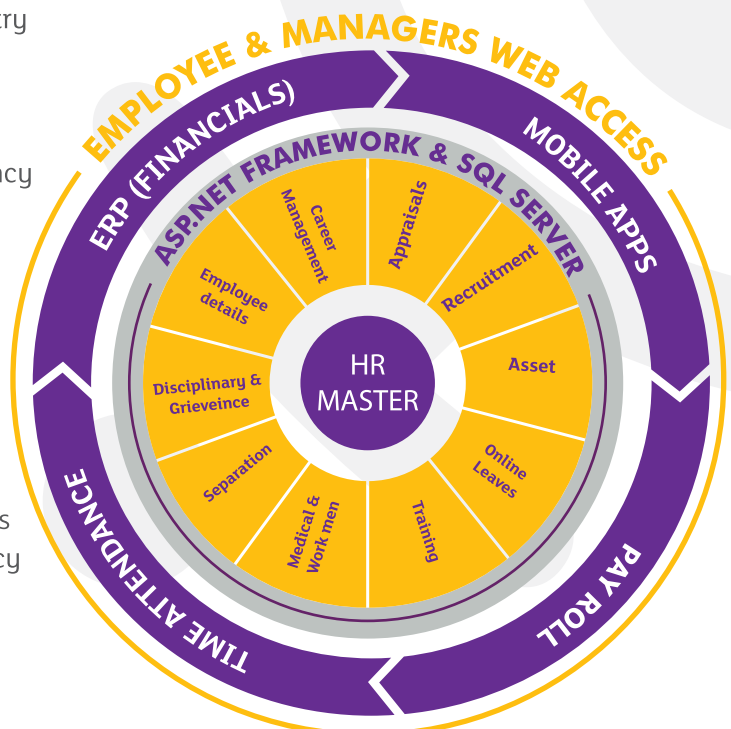
No two businesses are alike. That's why HR Master lets you quickly build custom fields that reflect your unique work flows and processes

INTELLIGENT AUTOMATION

By automating the vast majority of your everyday HR tasks, HR Master eliminates redundancy, increases accuracy, and ensures your data is always timely and complete

MAIN FEATURES

- Provide management functionalities and business processes of HR
- Easy to use interface & quick learning curve
- Multi-company, multi-branch & multi-country
- Automates and streamlines HR procedures
- Provides centralized procedures
- Allows workforce planning
- Improves admin responsiveness and efficiency
- Graphical personalized dashboard
- Audit trail & error log reviews
- Scalable to suit growing HR needs
- Ensures employee data security & accuracy
- MIS reports & analysis
- Detailed master & transaction reports
- Extensive and user-friendly help
- Data import/export
- Scalable database platform with error checks
- Fine grained user access with password policy
- Dynamic search with advance filter
- Facility to export data to PDF and excel
- Auto Email based on rules
- Complete web based solution



CORE EMPLOYEE MODULES

- Captures detailed employee information e.g. Personal contact details, statutory information, medical, family, bank, past history and archive.
- File & folder management :- Upload scanned documents e.g. National ID, Passport, License etc.
- Contract management & renewal
- Customized reporting structure of depict organization chart
- Employee self service module
- Employee career history tracking
- Organization hierarchy at different levels
- User defined fields
- Easy information sorting & filtering
- Search facility for easy finding of staff details
- Approval forms with template & flow
- Forums, messages & notifications
- Onboarding process

Disciplinary / Grievance

Helps to record Disciplinary — Grievances. Tracks internal inquiries, warnings, harassments, etc. Supports separate reporting structures for Disciplinary & Grievances.

Contracts

Manages employee contracts, renewals, terminations & maintains history. You can print Contracts with Terms directly from Application. Contracts also controls various operations in payroll, leave & other modules.

SYSTEM ADMINISTRATION

- Create user rolls and grant rights to user
- Email setup with alert configuration
- Upload company specific HR policies
- Export data from any screen
- Filter records from any modules - any screen
- Audit trail to track and trace user activity
- Grant branch and global access to user
- Allocate document upload quota to users
- One-click software update
- Define job information (job titles, pay grades, employment status, job categories)
- Create and generate organizational structure through definition of company information including geographical locations and organizational hierarchies.
- Changing of labels / colour schemes
- Job profiling

Awards

Facilitates employee engagement by noticing, acknowledging and recognizing their efforts, contributions and accomplishments within an organization

Separations

Covers the process of ensuring that an employees exit is in structured and orderly manner. Complete employee exit cycle including exit questionnaire, handing over duty and clearance from respective departments

SPECIAL FEATURES

Customized Template :

User can create customized dynamic email templates. HR Master application has an inbuilt template designer which is integrated to database

Question Bank :

It is a powerful tool, that helps you develop, manage and maintain multiple choice examination which can be used in different modules.

UDF - User Defined fields :

HR has user defined field (udf) module to create multiple fields as per requirement, that allow to you to store additional information. It allows to capture various known statutory employee details as required by organizations.

Email Triggers :

Every procedure has email trigger/notification integration. Admin can define SMTP settings and flow. System works on module wise and event wise. It is also incorporated with organization structure or flow specific to each module.

Smart Search :

HR Master Supports Smart Search in employee List browser enabling user to Look for employee records quickly. It is also used at all the places where employee selection is required, enabling the data entry & viewing process.

Work Flow :

Model forms to capture information and depict the flow of business processes throughout your organization. This is provided through access provision based on user roles and definitions.

LEAVE MODULE

HR Master's leave module streamlines the interface between people, process and policies to make it a simple yet efficient way of managing leaves. Having a web-based interface, employee can apply for leaves themselves and check their leave balances and history. Easy to use leave approval also keeps all transaction and history of approval.

- Comprehensive Leave Master, which helps in implementing organization leave policies
- Leave request by employee through ESS module, view due leave balance summary as well as history transaction
- Automatically send personalized email on specific events
- Work assignment
- Connection of leave to payroll for paid leaves, encashment
- Complementary leave management
- Request salary & travel allowance
- Multiple leave annuity methods (Financial Year Wise, Joining date wise)
- Multiple leave accrual methods (Start of the Month, End of the Month)
- Create and manage leave plans for different employee categories that are finely tuned to the needs of the organization and of the individual
- Customize leave types and set up complex leave policies for any type of industry
- User friendly administrator set up screens helps set up leave types and policies quickly
- Employees can plan their leave around the team calendar to make sure your departments are adequately staffed.
- Centralized absence management which ensures that your resources are managed well
- Carry forward leave policy
- Transparent leave approval workflow, access to leave balances and current status information
- Employees can view current leave balances, request leaves, view past leave history, and managers can review and approve leave applications on the dashboard
- Obtain confirmation of approved leave via email
- Multi-level approval flow
- Leave encashment
- Leave travel allowance
- Leave pre-planning module



ASSET MODULE

Asset Module helps HR and Admin department to keep a track of all assets issued to employees. They can request items and managers can approve items requested, check stock availability, and manage lost or damaged items with recover option.

- Add suppliers for asset purchase and serial number tagging option
- Store and display asset acquisition policy
- Handle asset return or loss, track asset condition & charge penalty
- Asset requisition with approve, cancel or eject option for approver

TRAVEL EXPENSE MODULE

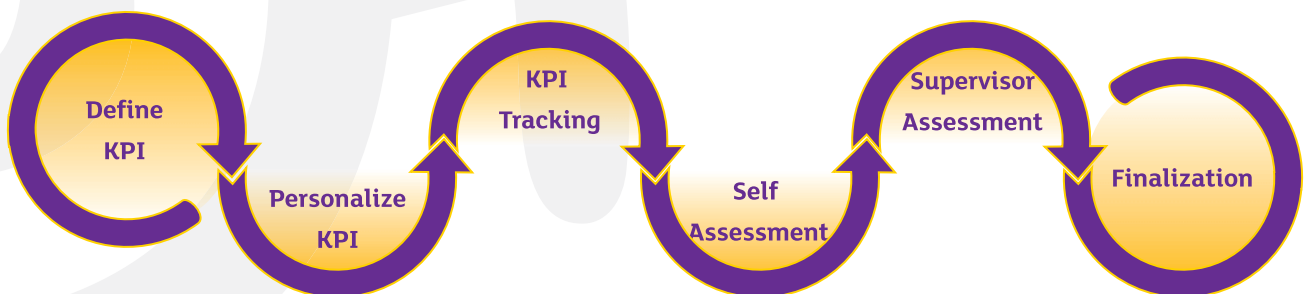
HRM Travel and Expense Module is an integrated travel management system and an employee expense management system in one application. Built around employee self-service, it provides an easy, automated process of requesting, approving travel as well as a very efficient system for employees to track their expense claims.

- Full travel itinerary with client tracking
- Approval processing for claim requests
- Export claims to integrate with accounts
- Control travel spend budgets
- Track claims online and get timely disbursements
- Organize and monitor expense reports

APPRAISAL MODULES

HR Master's performance management is a flexible way to manage the performance of individuals. KPI and Balance scorecards are both measurement systems built on integrated data and help an organization view the business performance. Scorecard is a business performance measurement (BPM) used mostly at senior management level to view the business performance through indicators. This helps the organization to carry out a pulse check to see how the business is performing towards achieving the strategic goals in different units of business which are operating as per the strategy map.

- Establish quantitative and qualitative employee goals, define expectations, and align employee goals to broader company objectives
- Define both organization wise and personal KPI
- Multiple level approvals of KPI while setup
- Quickly and easily initiate the review process from your desktop
- Define and monitor the full employee review cycle
- Multiple appraisal cycles during same calendar year (quarterly, mid yearly, yearly, etc.)
- Self assessment and review comments
- Multiple level assessment ranking
- Provision for recommendations
- 360° appraisal
- Training needs capturing
- A comprehensive question bank to get feedback from employee about resource requirements for current performance cycle/next performance cycle
- Full appraisal clarity by offering review of comments at each level of appraisal
- Auto display of disciplinary actions and awards on appraisal for better decision making and auto penalty on overall score
- Option to upload various files justifying the ranking (e.g. sales targets)
- Option to review previous appraisals both detail and summary
- Promotion/demotion recommendations.



PROJECT TRACKING MODULE

Project tracking system helps to indicate projects and track each task done in a particular project. It saves time in previewing employees' projects within a financial year. Complete analysis on time/hours spent by employee can be obtained which can also be passed to the payroll (depends on hourly rate).

- Streamline the project management process by viewing and reporting progress
- Visually track project and task progress, view deadlines and task dependencies
- Record expenses against projects and tasks
- Easily setup recurring tasks
- Easily fill out timesheets and submit them for approval

MEDICAL CLAIM AND COMPENSATION

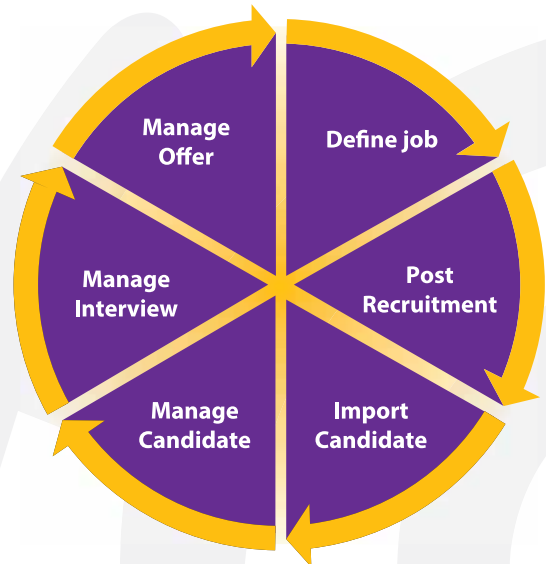
Manages complete medical claim cycle including statutory declaration forms.

- Create & track injury cases
- Track expenses on each injury case
- Register settlements
- Register court cases & track hearing dates & verdicts
- Variety of statutory & internal reports.

RECRUITMENT MODULE

HR Master's Recruitment module is an easy-to-use applicant tracking system that helps staffing agencies and recruitment department track job openings, resumes, candidates and contacts more quickly and efficiently. It allows you to spend less time on the process and more time on what you do best. Complete employ tracking right from candidate stage to hiring as an employee.

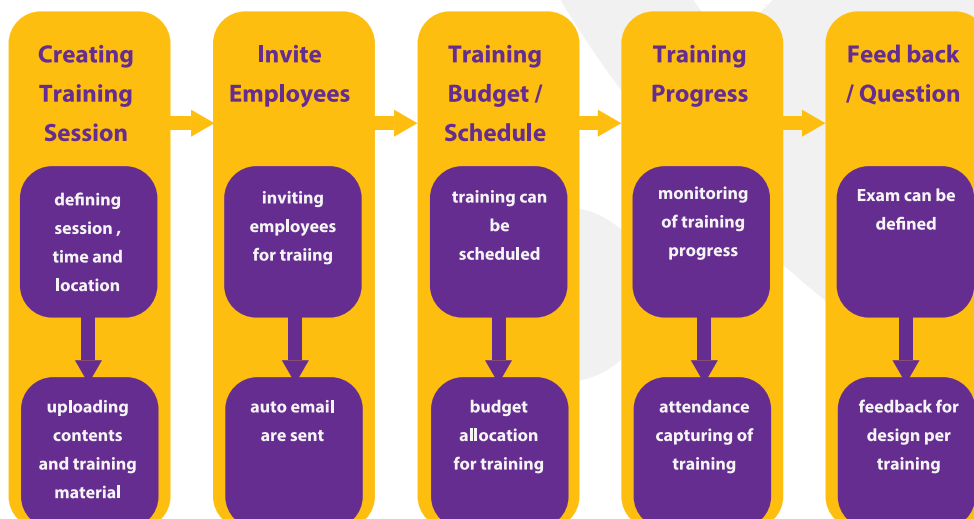
- Easily track and manage every requisition
- Create candidate database
- Make all information about a candidate available to everyone involved in the hiring process
- Pre-defined customizable approval process
- Built-in workflow automation, for automatic creation of alerts, follow-ups and actions
- Create vacancies with custom workflow steps, questionnaires & documents required
- Integrates with web portal
- Manage multiple interview process through stage levels
- Create correspondence templates for various stages to be sent to candidates
- Search for internal database for new openings to just track recruitment process
- Track interviews, offers & appointments
- Rank listing & decision recording
- Linking of recruitment data once employment is finalized to employ master
- Online recruitment portal



TRAINING MODULE

The training module provides a system to administer and track employee training and development efforts. Training module simplifies and automates the entire training process. Manage employees' training requirements, fulfillment and the feedback process with effortless ease.

- User definable training requirements grouping based on job position and user definable groups
- Create course profiles for training
- Automatic notification of invites and when courses are scheduled or canceled
- Training feedback forms
- Allow users to request new training
- Training evaluation exams
- Handles internal and external trainers
- Ability to easily create user definable reports and charts
- Training Calander



REPORTS

- Employee registrations, all contributions & growing contract/probation reports
- Staff ageing reports (Services & age)
- Disciplinary/grievance/awards reports
- Project wise time costing reports
- Application, transactions
- Leave history reports
- Training need reports
- Training budget & variance reports
- Asset allocation & history reports
- Travel claim reports
- Appraisal balance, scorecard & progress reports
- Candidate data reports

AUDIT TRAIL

A record showing who has accessed a HR Master and what operations he/she has performed during a given period of time. Audit trails are useful both for maintaining security and for recovering lost transactions. Track 'updates' and 'deletes' of all information. Gives more control in tracking any activities in the system.



REPORTS LAYOUT MANAGER - (BI)

Report Layout Manager is a report designer and viewer that shifts the focus of business intelligence solution from technology group to the business group

Key Features of Report Layout Manager:

- Allows creation of reports by specifying business rules, design format and filter parameters
- Supports various reporting formats including charts, pivots, labels, letters, cross tabs etc which can be designed by the user
- Advanced formula builder to create simple to complex formula / calculations
- View and export reports to Excel, PDF, Work, HTML
- Generate report output based on roles ensuring data security

MOBILE APP FOR ANDROID

State of art mobile app which accelerate workflows with informative alerts & notifications.

- Deliver the insight people need to make better decisions in the moment
- Increase the adoption of HR processes to maximize the value of your back-end systems

Employees can now perform the below self-service through their mobile phones :

- Request, approve and /cancel Leave
- Travel Request and approvals
- Basic contract details and sub-ordinate information view

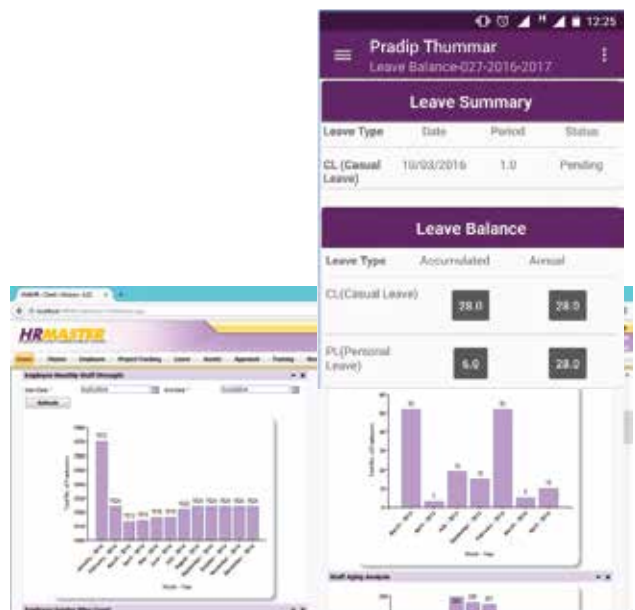
PLUGINS

- Succession planning
- Active directory (AD) integration
- ERP / Finance integration
- Earning and deduction module
- Learning Management
- Employee Task, planning and scheduling

TIME ATTENDANCE & PAYROLL INTEGRATION

HR Master is seamlessly integrated with our time attendance and payroll solution. It can also be integrated to third party payroll or time attendance solution.

- Leaves updated to Time Master directly
- Payroll & attendance information can be viewed in HR management system
- Payroll :- Request petty cash, reimbursement & penalty deduction





Cortex Technologies

56D Lami Dwaah St, Adenta Housing Estate
P.O BOX DT 2758, Adenta, Accra
Email: info@cortexghana.com
Tel: (+233) 302 915 986