



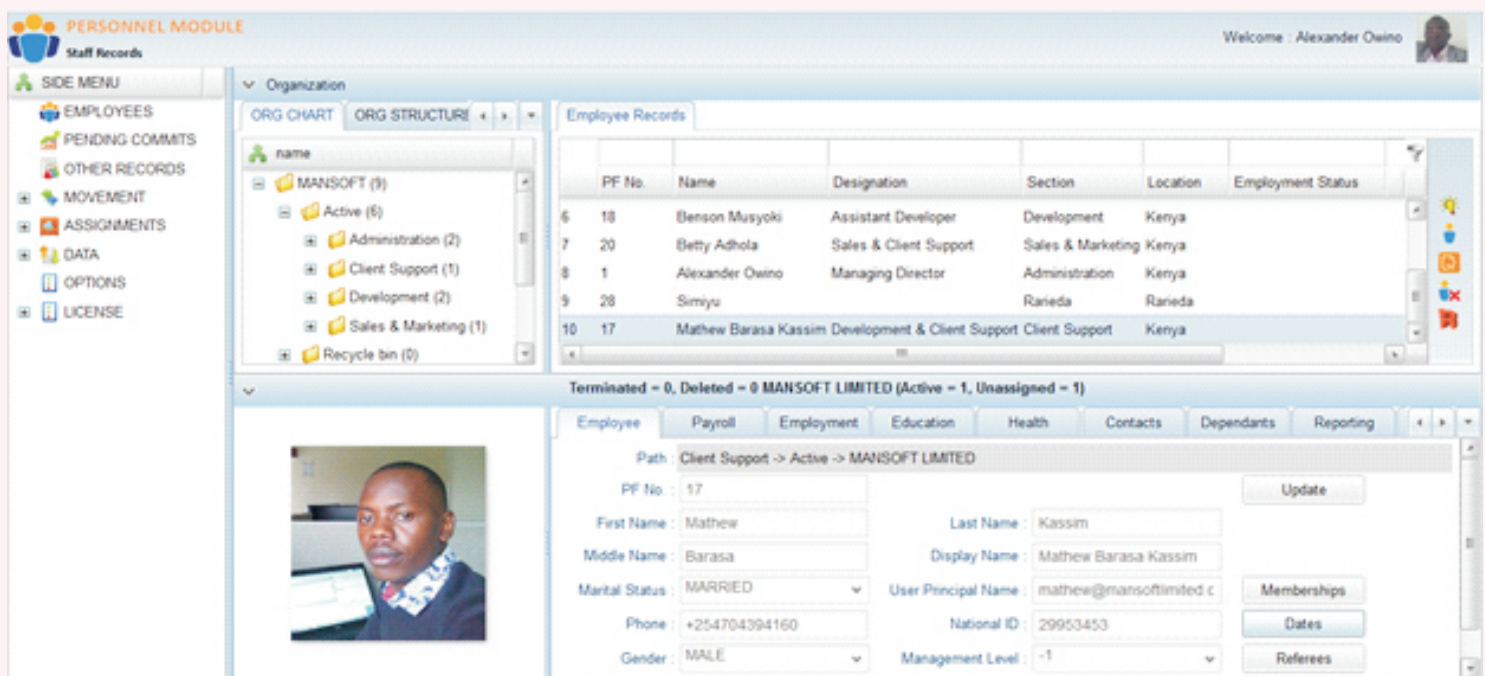
STAFF RECORDS

Personnel Management

PERSONNEL Management System Features...

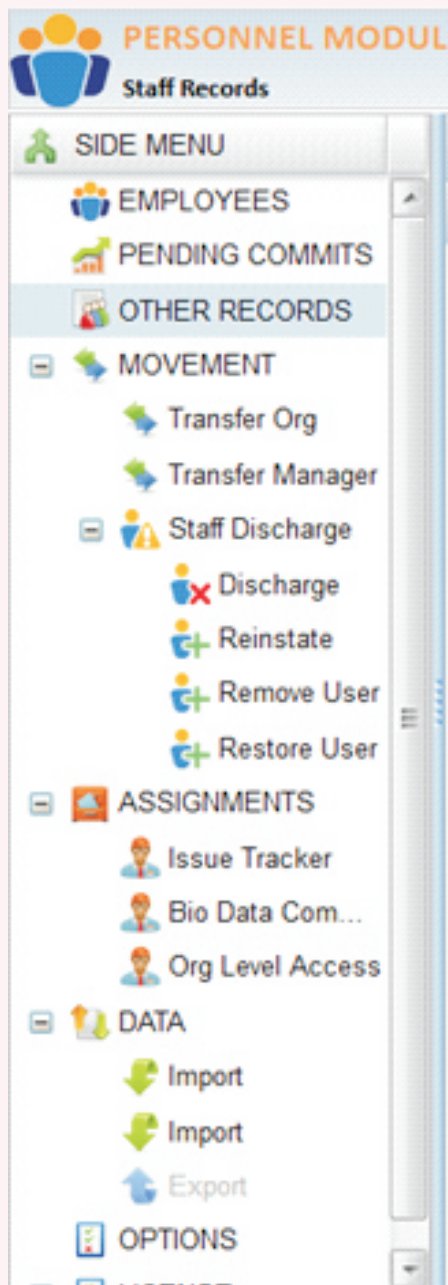
Access It Everywhere

- Eliminate the old manual files system ✓
- Digitize all the bio-data records for each employee ✓
- Capture educational background and upload certificates ✓
- Entry of requisite dependants records/images and occupation ✓
- Capture staff contacts including detailed domicile administrative areas ✓
- Define staff designation/roles and link to ESS portal for workflow processes ✓
- Define the organisation chart and structures complete with reporting-to profile ✓
- Manage staff hire, reinstatements, departmental transfers, data imports & discharge ✓



The Personnel Management Module interface showing the layout of menus, the org charts and the employee records. The org chart defines what staff records will be displayed to the right.

More detailed bio-data records are displayed at the screen bottom.



The expanded menu shows what the HR Administrator can do within this system of managing staff HR records.

The first selection EMPLOYEES gives you the user interface above. It is the default display.

PENDING COMMITS is an approver's interface. The HR Manager can approve requests made by staff from their ESS portal. Until this is done, the bio-data change requests by staff are not recorded into the database.

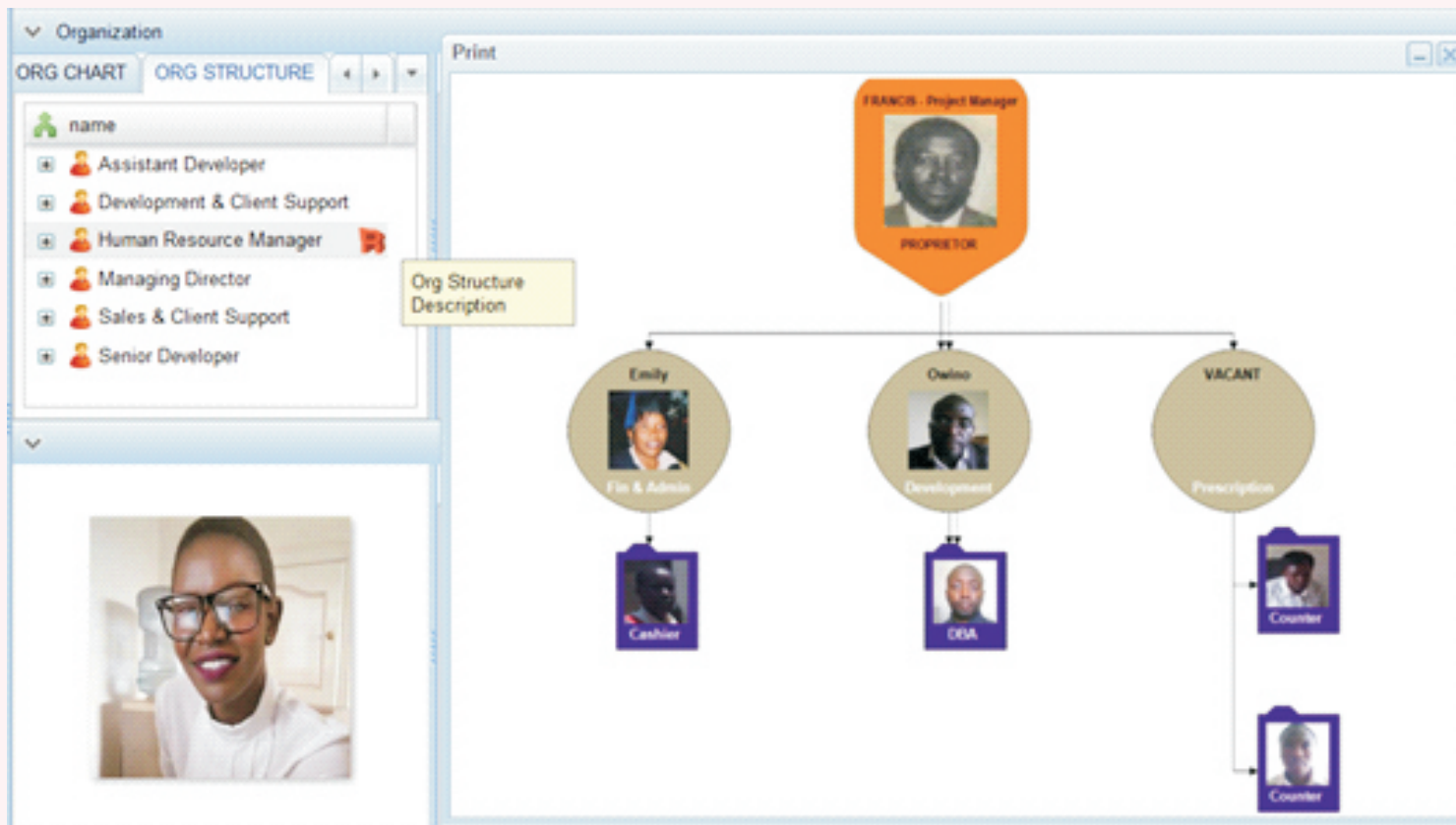
OTHER RECORDS stored company-related data e.g. reasons for staff exits, previous employer records, training institutions, dependant relationships, country specific data like administrative units, etc

Under the MOVEMENTS, staff can be transferred from one unit to the other. This transfer can also affect the staff reporting structure i.e. change of managers or supervisors.

Staff DISCHARGE is used for terminations. This is linked to the payroll module to effect salary prorations where necessary.

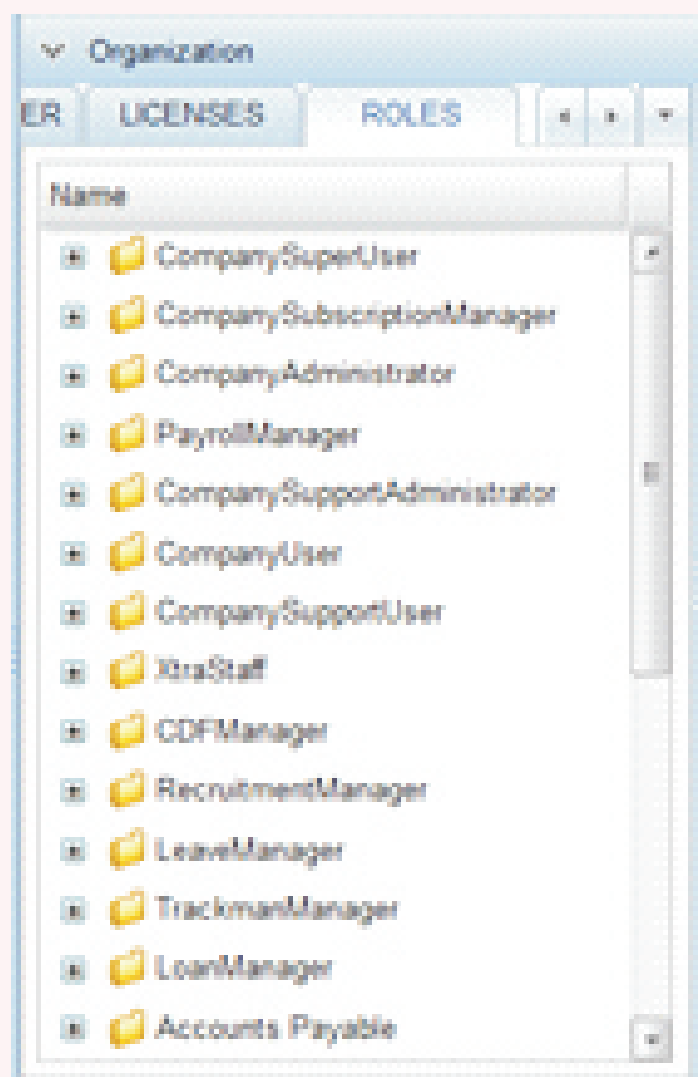
REINSTATE staff allows you to reactivate a previous staff member who is re-engaged. In this case all the bio-data remains intact as they were before staff exit.

DATA IMPORTS is used mainly during system setup whereby we import staff records without the need to manually capture every little bio-data record. This helps to reduce the implementation period.



The ORG STRUCTURE above gives you the other view of your staff data. It shows the titles and displays the records of staff who bear that title.

Since you had also defined the reports-to, we are now in a position to plot the org chart at any level of the organisation i.e. at compan or branch level, department or even section level



ROLES:

The system has an inbuilt set of ROLES. It depends on the PAYMAN HR Modules that have been licensed to you. AN individual can have one or more of the listed roles

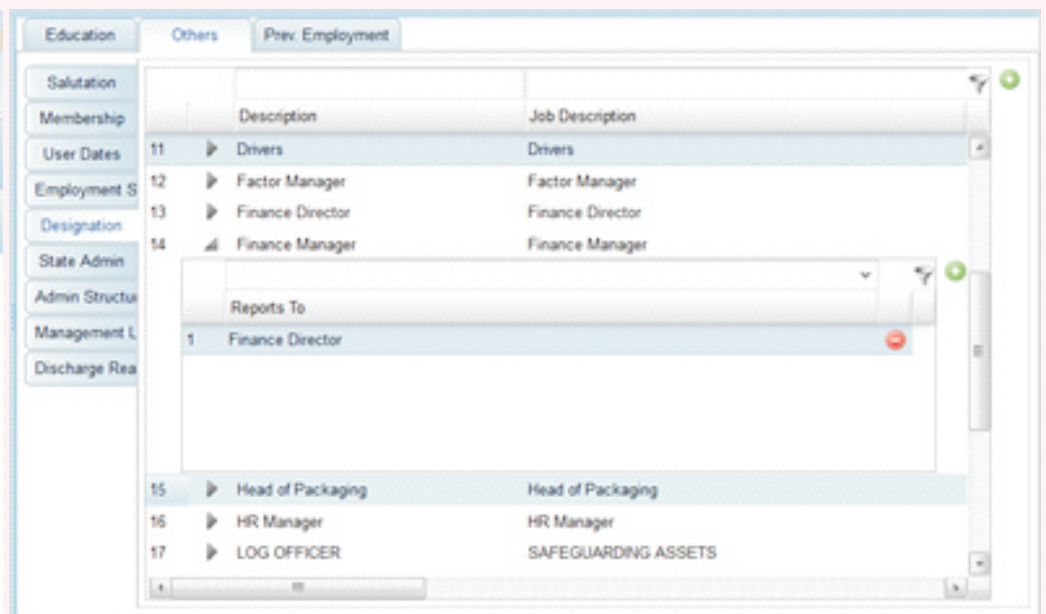
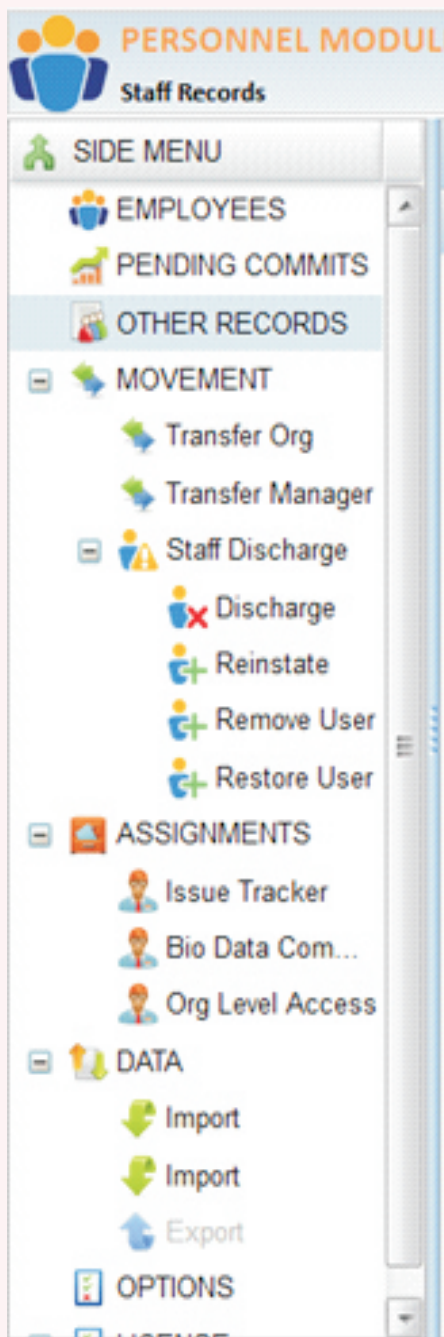
Comp-any Super User: Will be able to assign new users to the system and define their roles

Payroll Manager: This person is allowed to process payroll. He is the only one who can view, process and print payroll data

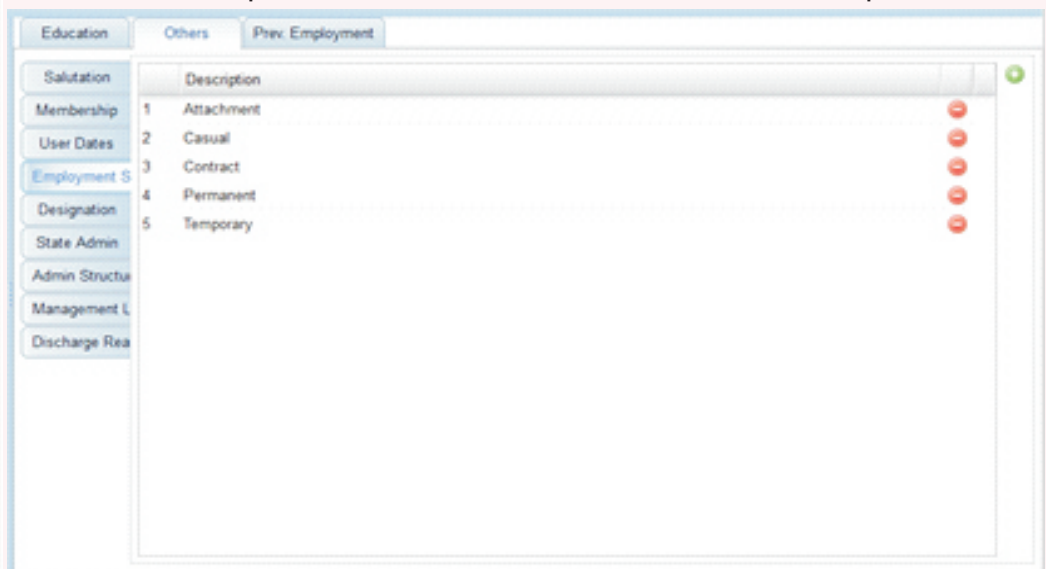
Company User: All employees have this role. It allows one to access his/her own portal. He or she will be able to only view personal records via ESS (Employee Self Service)

Recruitment Manager: This is the person who handles staff recruitment and advertising using PAYMAN Recruitment Module

Loan Manager: The individual who only handles loans. It could be the person who head the SACCO whose contributions are reflected on the payslip. LOAN is a separate

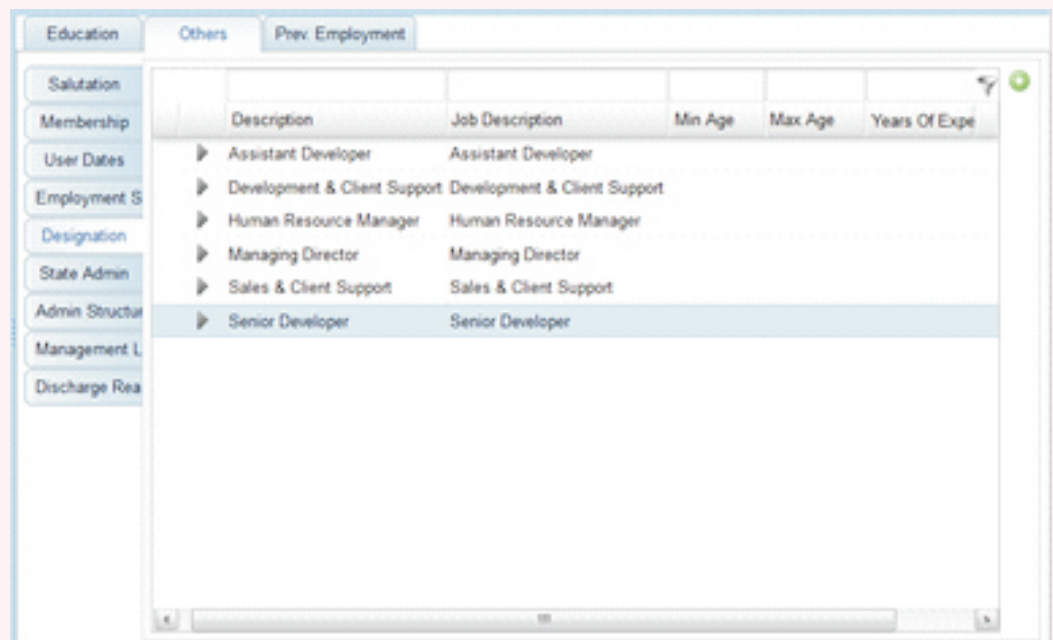


The OTHER RECORDS menu item allows you to define certain specific company-wide records. In the above screenshot, DESIGNATIONS tab allows you to create all the titles used in your company and define to whom the title reports-to. Below is EMPLOYMENT TYPES options



EDUCATION tab will list all the institutions your staff normally go to for training. This is useful record if you have the TRAINING Module.

You also define the job titles and requirements. Other than age and experience, it also captures the educational requirements, gender, max number etc. If the number is less, it will inform you of the need to hire. This is linked to our RECRUITMENT Module





Name	Relation	D.O.B	C
Daliah Abdul	Daughter	09/08/2006	✖
Nelimah Abdul	Daughter	25/07/2014	✖
Dennis Abdul	Son	19/05/2004	✖



DEPENDANTS: Capture dependants details and image



End	Level	Award
08/07/2015	University	MASTERS
01/07/2020	High School	Kenya Certificate of Secondary Education

Upload Awards

Upload Users: No file selected.

Acceptable formats are JPEG, JPG and PNG and PDF with the maximum size approximately 50kbs per upload

EDUCATION: Formal Education records. We also upload the certificate/diplma/degree achieved



PF No.	Name	PF No.	Name	Gender	Emp Status	User-ID	
5	21	Mary	1	16	Kennedy Maina Ndenya	MALE	ken@mansoftlimite
6	18	Benson Musyoki	2	18	Benson Musyoki	MALE	benson@mansoftlimite
7	20	Betty Adhola	3	20	Betty Adhola	FEMALE	betty@mansoftlimite
8	1	Alexander Owino	4	17	Mathew Barasa Karim	MALE	mathew@mansoftlimite
9	28	Simiyu					
10	17	Mathew Barasa Karim					

REPORTTEES: Capture staff who report to you. You'll approve their online leave/travel/training requests



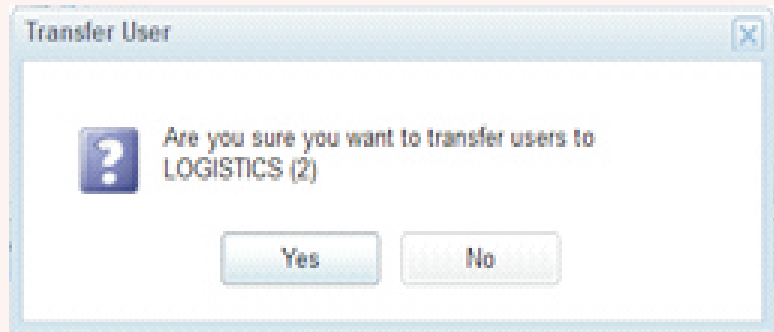
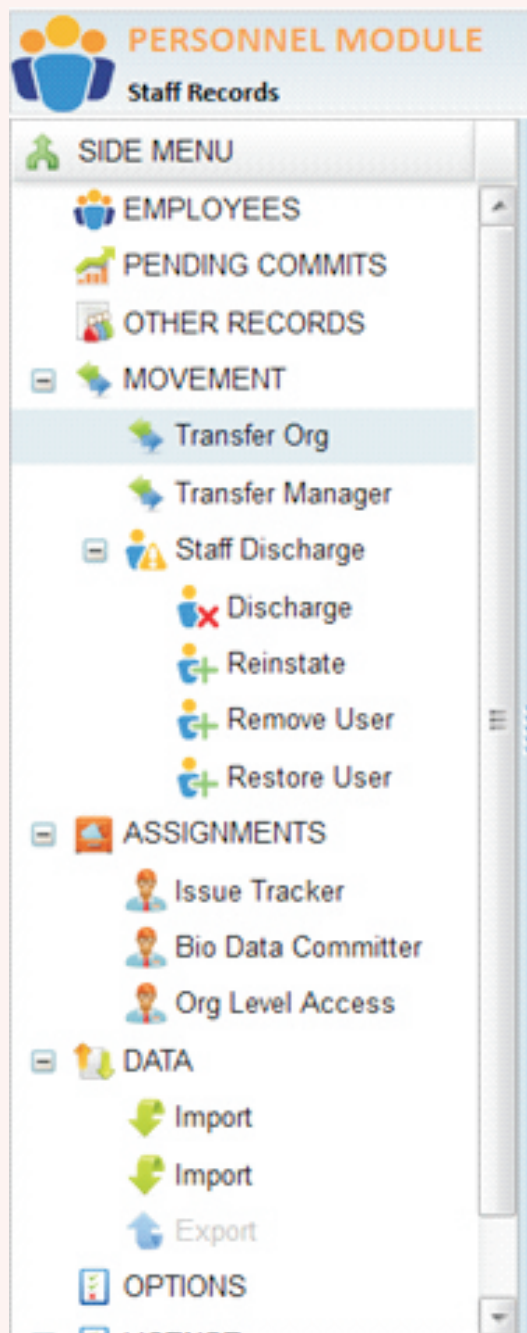
Payroll	Paymode	Grade Scale	Currency	Country	TAX-NO	NSSF-NO	NHIF-NO
1	Main	Bank Transfer	Tanzanian Shilling	TANZANIA			
2	Casual	Cash	Kenya Shillings	KEN			

PAYROLL: Define which payroll the staff belongs to

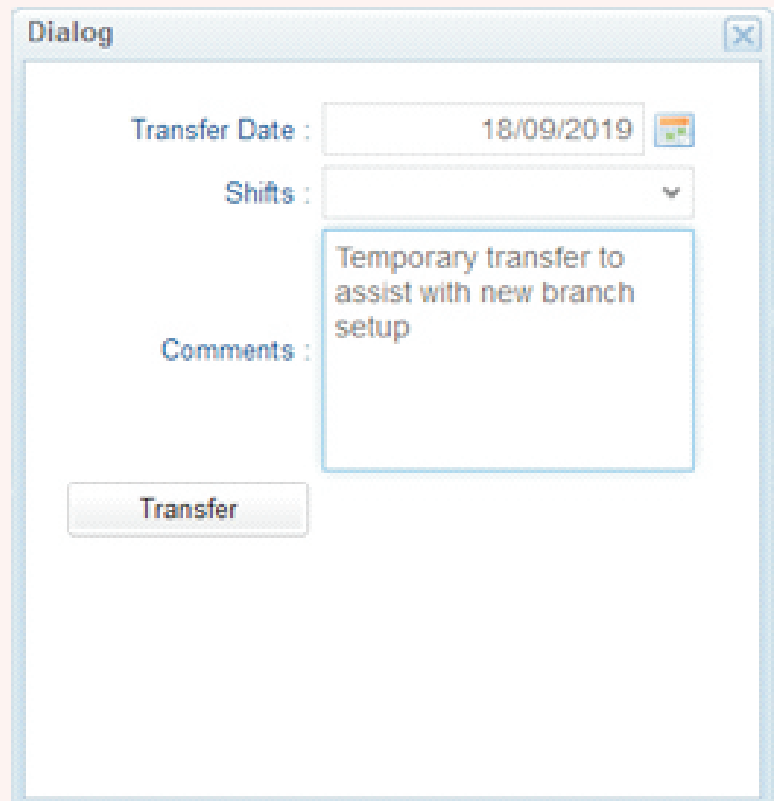


Blood Pressure	Blood Group	Height	Weight	Chronic Illness	Next Of Kin	Relationship	Mobile No	Emergency Doctor	Doctor Mobile No
120/80 mmHg	AB	5.2 Ft	57Kg		George	Brother	072251487	Dr. Shah	0787 450192

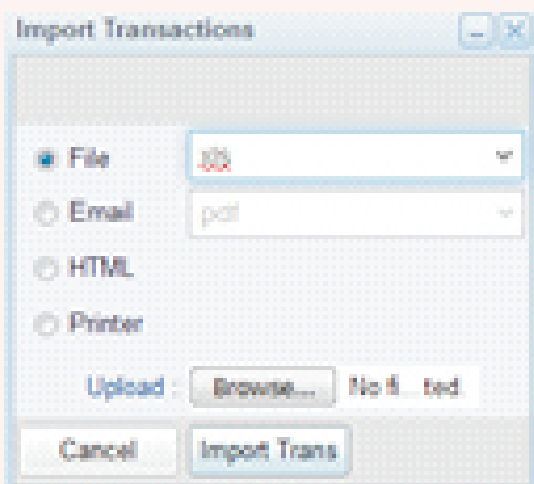
HEALTH: Personal health bio-data



TRANSFER ORG: This means moving a staff from one unit to another. It could be department or branch or section



Transfer will need an explanation. This will form part of the audit trail. The move may require a shift change if the employee works on shift



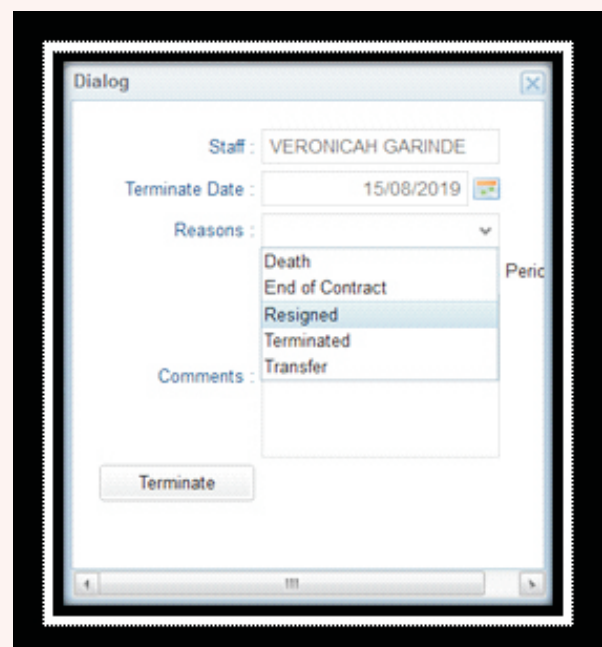
IMPORT: Data import is used mostly during setup which happens in the installation/implementation phase.

The import facility uses any format and helps reduce the need to do data entry and thus helps expedite the process.

The data can be in Text, CSV or Excel.

DISCHARGE: This is the process of a staff leaving the company. Once the reason and the date are inserted, the terminate button is pressed.

Once a staff is terminated, the system informs the payroll for purposes of prorating the final salary payments. Also considered is the number of leave days which assists in encashing balance leave days. During termination the system also checks if the staff had any company assets in his/her possession

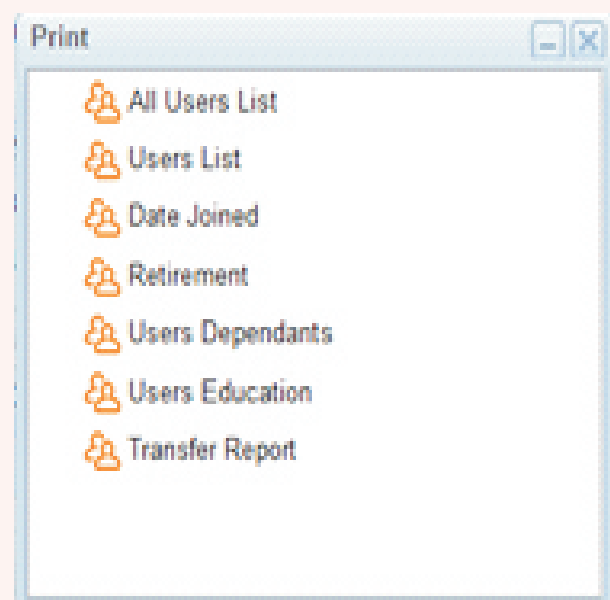


The 'Dialog' window is used for terminating staff. It contains the following fields and options:

- Staff:** VERONICAH GARINDE
- Terminate Date:** 15/08/2019
- Reasons:** A dropdown menu with options: Death, End of Contract, Resigned (highlighted), Terminated, and Transfer.
- Comments:** A text area for additional notes.
- Peric:** A checkbox.
- Buttons:** A 'Terminate' button at the bottom.

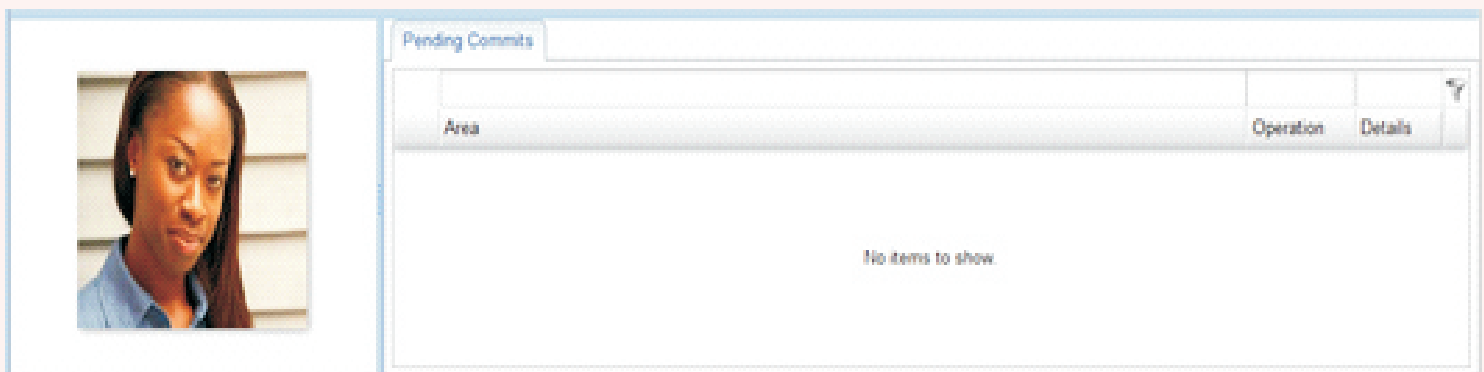
REPORTS:

These are some of the basic reports. There is a list of all the staff and their detailed HR data. We also list staff who have left and joined within a specific range of dates. The retirement dates lists staff who are going to reach the retirement age with a set date



The 'Print' window displays a list of reports available for printing, each preceded by a person icon:

- All Users List
- Users List
- Date Joined
- Retirement
- Users Dependants
- Users Education
- Transfer Report



The 'Pending Commits' section shows a profile picture of a woman on the left. On the right, there is a table with the following structure:

Area	Operation	Details
No items to show		

PENDING COMMITS: In the graphic above, the administration manager is able to view bio-data change requests made by various staff. From here she can action by approving the requests or reject it. Notification will be sent to the applicant once the approver acts on it. Once approved, the request get committed to the HR Database



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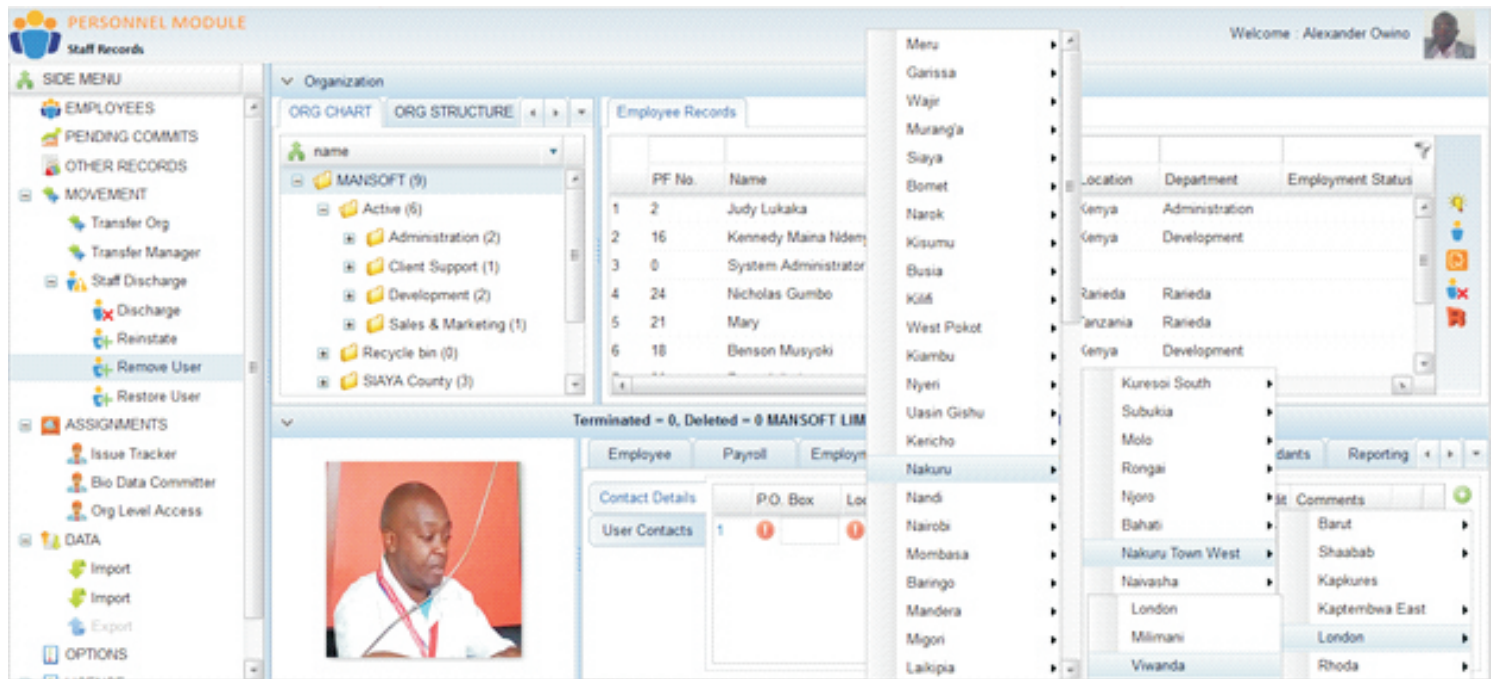
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Domicile

Track each employee to their home district. This is beside capturing where he or she stays currently. We also capture details of foreign employees or expatriates.

We have captured all the administrative areas of Kenya, Uganda, Tanzania and Ethiopia liability report at the end of the financial year.

Paperwork

PAYMAN helps you abandon the manual paper-based systems.

Digitize all the HR personnel data for easy archival and retrieval process.



STAFF RECORDS Personnel Management



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