

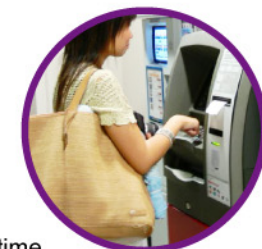
Your gate way to managing  
your most valuable asset

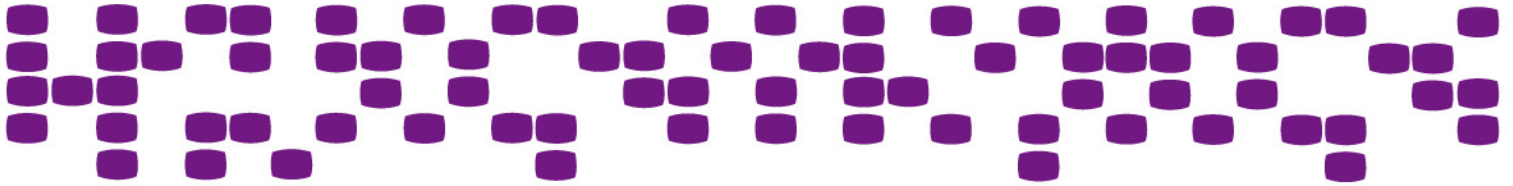
### Description

HR<sup>2</sup>, Human Resource and Human Response, is an integrated web-based human resources information system covering important areas of daily human resource tasks: recruitment and hiring, employee records management, time keeping and monitoring, prompt and accurate payroll processing, and training and performance monitoring. A facility called the ESS (Employee Self-Service) is also made available for employees to access their important personal information. times.

### Benefits

- Integrated system facilitates changes or updates to employees records once positions or assignments have been updated
- Streamlines personnel, timekeeping and payroll processes and increases productivity
- Cost savings arising mainly from reduction of processing time, reduction of overtime, administrative costs eventually effecting administrative cost savings.
- Availability of management reports for management to make sound decisions and plans. Easily configured to interface with company's own systems for production and accounting
- Fast, easy, and economical to deploy and maintain reducing IT infrastructure costs.
- Enables employees to view and update personal information, file time adjustments and leave availment thru self-service inventory information





HR² System is an integrated set of application that will provide the company a tool that will best manage its people.

- It also includes the following features:
- Statistics page that gives easy access for all frequently needed data within the company
- Personnel Transactions related to employee record.
- Time Track Transactions particularly monitoring and recording of time and attendance.
- Payroll Processing and all Non-regular Processing which includes computation of Company Bonuses, Last Pay Computation, Retro Pay, Annualization, etc.

## Features

- Standard yet flexible way of defining Company's organization structure.
- Configurable definition of codes suitable to company's local or own language
- Maintenance of manpower requisition and data.
- Integration of recruitment process and hiring.
- Maintenance and management of employees' vital records and company assigned properties
- Skills and competencies analysis for every employee as against position
- Provision for company to analyze actual vs budgeted work related costs
- Flexible and configurable rules definition for the calculation and maintenance of work schedules
- Addresses local statutory rules related to payroll
- Integrates movements, leaves and work or training schedules to employees' payroll calculation
- Provision for flexible generation of management reports other than standard package.



<http://www.ist-global.com>

