

UNIT4 Prosoft



Unit4 Prosoft HRMS

Human Resource Management designed for the speed of business

Welcome to the world of smart, flexible HRMS software that scales from project team to global workforce.

Your organization deserves a complete and seamless solution to manage all your HR needs. Designed to make human resource management both simpler and more effective, Prosoft HRMS from Unit4 is a suite of HR software solutions that is comprehensive, fully integrated, flexible, and easy to use, from project teams up to a global workforce.

Prosoft has been voted one of the best HRMS vendors because it doesn't just simplify your processes – it empowers your staff to accomplish more. Choose the platform that lets your organization make its own rules so you can engage your people and adapt to change.

Agile, Effective Human Resources Management

Businesses and organizations operate in a dynamic landscape, and their tools must help them adapt and grow if they want to succeed. Prosoft HRMS provides a complete and seamless solution for HR management, from routine leave and payroll administration to complex appraisal management. Streamlined HR capabilities help you maximize your organizational efficiency and respond to change, rather than being constrained with static processes. The solution scales from small and midsize business up to multinationals and public service sector agencies.

Prosoft HRMS consists of administrator and employee self-service modules. Administrator modules allow HR to manage the flexible configuration of HR policies and workflows directly. Employee self-service modules facilitate speedy and efficient management of HR transactions such as leave applications, claim applications, attendance verification, appraisal exercises, self-update of personal particulars.

By integrating the platform that your entire organization uses, your people data will be more complete, accurate, and relevant to help you fulfill your mission.

Comprehensive Capabilities

- **Leave** – Define unlimited types of leave. Ensure accuracy with leave management among employees and managers.
- **Attendance** – Calculate time elements based on clock timings captured by electronic clocks. Manage viewable attendance, overtime hours, overtime approval and payments.
- **Training** – Easily organize and oversee the training and learning, which employees need to successfully complete their job.
- **Resource Booking** – Eliminate scheduling problems among resources and facilities, increasing your teams' efficiency and saving time.
- **Recruitment** – Gain a one-stop hiring management resource to streamline your recruiting operations, saving time and money through integration, automation and collaboration.
- **Manpower** – Streamline and standardize the manpower requisition process and gather essential data to support more effective resource planning and budgeting.
- **Appraisal** – Replace manual appraisal forms with a more flexible paperless environment.
- **Claim** – Allow various trackable claims for entitlements or reimbursements via payroll. Submit multiple claims in one app
- **Time Clocks** – Together with the Leave module, manage organizational time and attendance using state-of-the-art Time Clocks, including Face Recognition, Palm Vein, Fingerprint, Handpunch, Barcode, Magnetic and Proximity.
- **Timesheets** – Monitor and track overtime hour records that are self-updated by employees, with minimum overhead. Export approved hours to Payroll system for processing without additional data input.
- **Personnel** – Ease and enhance employee database management. Track all employee information, including historical changes, and provide easy retrieval of information.

Designed for People

Unit4 Prosoft HRMS is built to fulfill the needs of the people using it. By automating key tasks, your HR processes become more efficient. Everyone at the organization can enter and view the information they need, when they need it. The solution provides a clear, intuitive user experience – the kind of simple and contextualized interaction that's common in personal technology, recreated for the business area. The result is that tools are easy to use, while also providing powerful insight and analytics capabilities: simplicity without sacrificing functionality.

By providing the right context for information and helping users make the best choice based on business context, tasks can be executed more quickly – freeing up resources to focus on higher-value areas.

Designed for Change

Organizational change can be driven by a variety of factors: growth and expansion, new business models, acquisitions, cost-cutting, and others. The ability to transform and adapt is key – especially true in today's world, where new opportunities are introduced instantly. You need software that is adaptable so that your organization can match and lead competitors who are also trying to stay ahead of the curve.

To accommodate change as part of its fundamental structure, Prosoft HRMS is built on an elastic foundation that extends as you evolve. Its unique architecture enables you to respond to changing market conditions, resource availability and new rules and regulations more cost-effectively and without the typical disruption. Information, workflow and data are all seamlessly integrated so one change automatically populates throughout the software to keep your enterprise applications working at the speed of your teams.

Designed for Mobility

The Prosoft HRMS system doesn't just simplify your organization's Human Resources processes – it engages your people by offering full functionality for each person's position, with information tailored for a specific point in time and location. So when your staff are in the office with access to their notebook or computer, they can build staff assessments and match the company's pool of talent with program needs.

When your staff are traveling, their smart phones and tablets become their best vehicles to capture their expenses or time. Prosoft offers fully functional mobile apps, including full mobile leave management to complement the web-based leave system. From a simple interface, check leave availability and pending status in real time, see who else is on leave on the same dates, and attach documents as easily as taking a picture.

Designed for Choice

You are in control when you choose how to deploy Prosoft HRMS. Choose the Purchase Model and install the software on your cloud, with ownership of the software license. This gives you complete flexibility in managing your software and servers. Or, choose a cloud-based SaaS model designed to take care of your HR IT infrastructure and provide you with the full functionalities of Prosoft's software applications, without having to manage upgrades, firewalls, or anti-virus yourself.

A Full-Function HRMS Solution

Prosoft HRMS has modules that support every facet of your HRMS programs.

Plan Scheduling and Record Work

- **Prosoft Leave**
Streamline the entire leave administration process in your organization – from leave eligibility and entitlement, to leave application and tracking, to leave compensation.
- **Prosoft Attendance**
Calculate all the time elements, based on employees' clocking, using a wide range of electronic clocks and the latest biometric verification devices with a comprehensive, flexible and extensible solution
- **Prosoft Timesheets**
Simplify and streamline the submission, tracking and processing of working hours, with online submission of work-related claims as well as reliable capture and access to working hours and cross-charging information.
- **Prosoft Resource Booking**
Adopt a powerful, flexible and user-friendly one-stop scheduling solution for all your office resources.

Build and Enhance Your Talent

- **Prosoft Training**
Organize and oversee employees' training and learning needed to complete their job at the highest level of success.
- **Prosoft Talent**
Support the development and utilization of your staff's skills and experience, identify critical roles within the organization, and manage how those positions are resourced.
- **Prosoft Manpower**
Manage your entire organization's manpower requisition process and support easier resource planning and budgeting.
- **Prosoft Appraisal**
Conduct performance appraisals completely online, without time consuming and inefficient traditional paper-based forms.

Reduce Administrative Burden

- **Prosoft Forms**
Gather information from specific individual employees with a targeted online survey system for all sorts of HR matters.
- **Prosoft Claims**
Simplify expense claim administration for your organization with a user-friendly solution.

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Unit4 Prosoft is supported across the Asia Pacific region.

About Unit4

Unit4 is a leading provider of enterprise applications empowering people in service organizations. With annual revenue of close to 600M Euro and more than 4200 employees worldwide, Unit4 delivers ERP, industry-focused and best-in-class applications. Thousands of organizations from sectors including professional services, education, public services, not-for-profit, real estate, wholesale, and financial services benefit from Unit4 solutions. Unit4 is in business for people.

For more information, go to:

 prosoft.unit4.com

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