

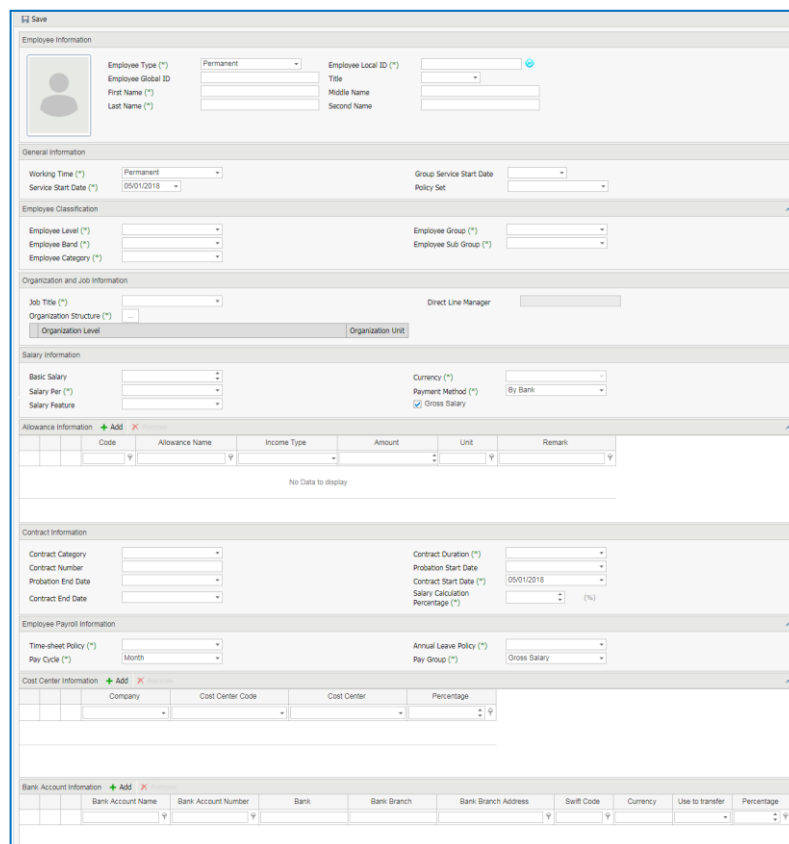


# Product Description

# 1. Human Resources

## 1.1 Staffing Management

- Manual data entry of new employees or upload in batch by Excel spreadsheet
- Multiple employee classifications for reporting purposes (e.g. level, group, subgroup, category)
- Manual or automatic employee code assignment (with or without prefix)
- Employee profile management with detailed personal information (e.g. personal, contact, employment, family relationship and education information)
- Employee transaction management to manage contractual changes (e.g. promotion, demotion, salary change, position change and cost center change)
- Resignation management
- Organization structure setup with unlimited levels of organizational units (e.g. location, department, division, unit, section)
- Organization chart of direct reporting lines



The screenshot displays a comprehensive 'Employee Information' form. It is organized into several sections:

- Employee Information:** Includes fields for Employee Type (Permanent), Employee Global ID, First Name, Last Name, Employee Local ID, Title, Middle Name, and Second Name.
- General Information:** Contains Working Time (Permanent), Service Start Date (05/01/2018), Group Service Start Date, and Policy Set.
- Employee Classification:** Features dropdown menus for Employee Level, Employee Band, Employee Category, Employee Group, and Employee Sub-Group.
- Organization and Job Information:** Includes Job Title, Organization Structure, and Direct Line Manager.
- Salary Information:** Contains Basic Salary, Salary Per, Salary Feature, Currency, and Payment Method (By Bank, with a checked box for Gross Salary).
- Allowance Information:** A table with columns for Code, Allowance Name, Income Type, Amount, Unit, and Remark. It currently shows 'No Data to display'.
- Contract Information:** Includes Contract Category, Contract Number, Probation End Date, Contract End Date, Contract Duration, Probation Start Date, Contract Start Date (05/01/2018), and Salary Calculation Percentage.
- Employee Payroll Information:** Contains Time-sheet Policy, Pay Cycle, Annual Leave Policy, and Pay Group.
- Cost Center Information:** A table with columns for Company, Cost Center Code, Cost Center, and Percentage.
- Bank Account Information:** A table with columns for Bank Account Name, Bank Account Number, Bank, Bank Branch, Bank Branch Address, Swift Code, Currency, Use to transfer, and Percentage.

## 1.2 Competency

- Configurable competency library (e.g. skills, knowledge and behavior)
- Competency specification per job (proficiency level and weight)
- Monitor improvement of competencies by employee
- Search employees with a specific competency set (e.g. competency set required for specific position)
- Identify successor or replacement by comparing employees on competency acquired score
- Identify competency gaps (linked to training and performance appraisal modules)
- Evaluate candidates on job required competencies during interview sessions (linked to recruitment module)

Job Competency		Job Group Competency					
Code	Job	Competency Name	Competency Type	Proficiency Level	Weight	Remark	
GM	General Manager						
AM	Admin Manager						
RE	Receptionist						
HRM	HR Manager						
OF	Officer						
FC	Finance Controller						
C&B	C&B Executive						
REE	Recruitment Executive						
CSE	Customer Support Executive						
REA	Receivable Accountant						
CSM	Customer Support Manager						
PRS	Production Supervisor						
WT	Waitress						
CD	Caddie						
Dev01	Developer						
IT	IT Manager						
IT Executive	IT Executive						
Sales Executive	Sales Executive						
Marketing Manager	Marketing Manager						
Finance Manager	Finance Manager						
Accountant	Accountant						
Sales Manager	Sales Manager						

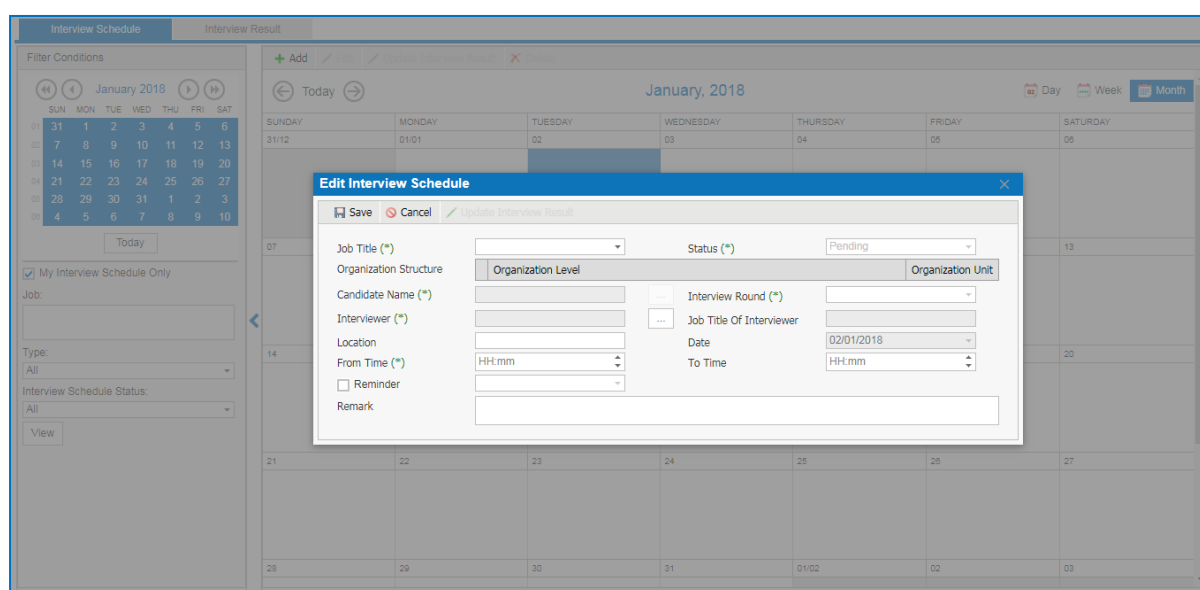
  

Competency List						
Competency Name	Competency Type	Proficiency Level	Weight	Remark		
Communication: Weight 10.000						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Collaborative Working	Skill	Proficiency	20.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Listening Skill	Skill	Proficiency	20.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reading Comprehension	Skill	Advanced	20.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Social and Emotional Learning	Skill	Advanced	10.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Speaking Skill	Skill	Advanced	20.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Writing Skill	Skill	Advanced	10.000	
Personal Effectiveness: Weight 20.000						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accountability And Dependability	Attitude	Advanced	10.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attention To Detail	Skill	Expert	20.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Career Progression	Attitude	Advanced	10.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Commitment To Excellent	Attitude	Advanced	10.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ethics And Integrity	Attitude	Advanced	10.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flexibility And Adaptability	Flexible	Advanced	5.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Safety Focus	Attitude	Advanced	10.000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Self Management	Skill	Advanced	5.000	

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## 1.3 Recruitment

- Job requisition requests and approval management
- Create job templates to be used for job postings
- Manage job postings and posting sources
- Publish job postings on external job portal (linked to recruitment candidate portal)
- Candidate database management
- Interview process management (screening, testing, interviewing, schedule, recruiter and results)
- Review interview statuses (e.g. failed, keep in view, offered or assigned to other job)
- Email notifications to candidates for status changes (offered, interview appointment, rejected)
- Generate (and send) the offer letter by email to candidates
- Approved candidates are transferred to staffing management module

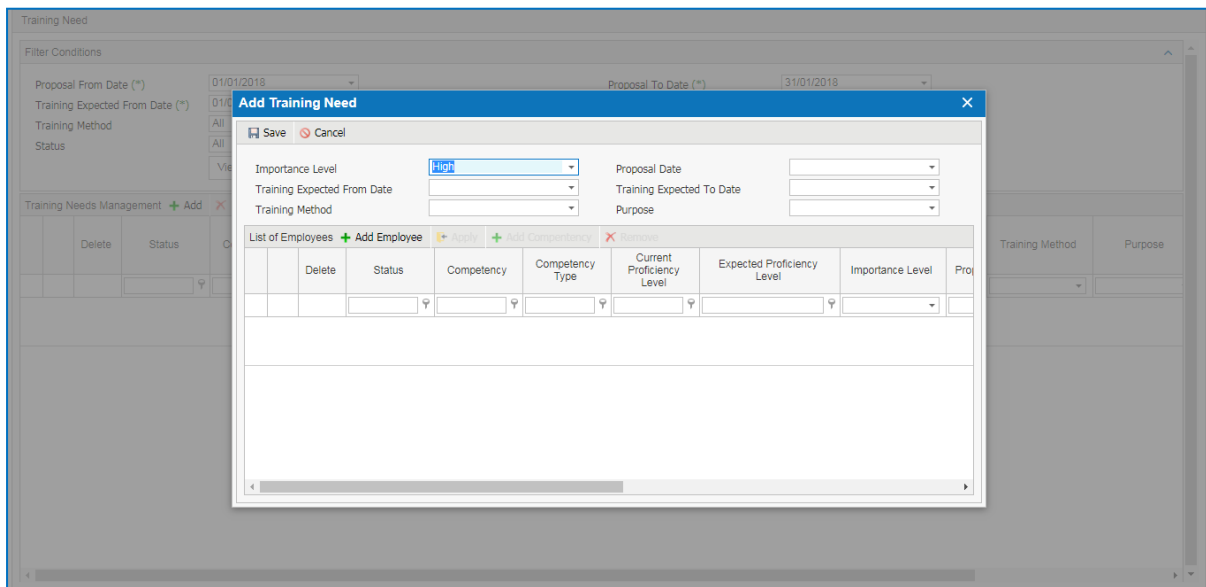


## 1.4 Recruitment Candidate Portal

- Job search and online CV creation for candidates
- Online application for vacancies
- Approved candidates are pushed into candidate database (linked to recruitment module)

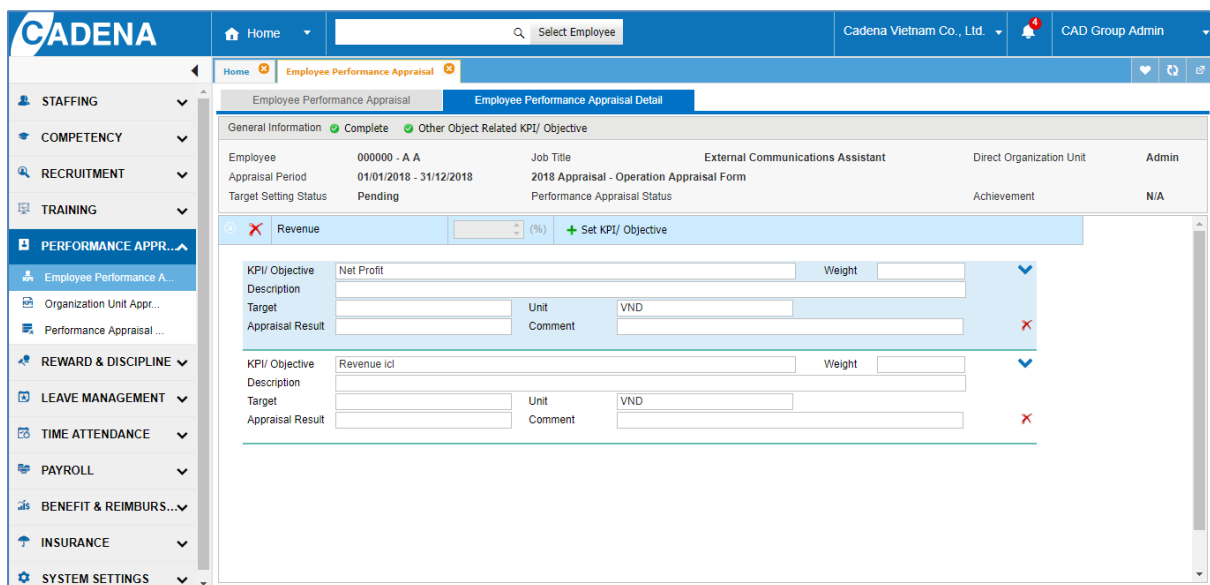
## 1.5 Training

- Training needs management
- Compulsory courses management
- Training course planning and management
- Training attendance tracking and result management



## 1.6 Performance Appraisal

- Appraisal form generation for different employee groups and with different intervals (e.g. ad hoc, annual or bi-annual)
- KPI and objective setting and library management (e.g. following BSC methodology)
- Employee competency based performance appraisal (linked to competency module)
- Flexible appraisal workflow configuration (e.g. employee-initiated feedback, manager-initiated performance feedback or 360-degree feedback)
- Review scheduler and reminders by email
- Performance reviews can be tied to compensation



The screenshot displays the 'Employee Performance Appraisal Detail' page in the CADENA HRM system. The interface includes a left-hand navigation menu with categories like STAFFING, COMPETENCY, RECRUITMENT, TRAINING, PERFORMANCE APPR., REWARD & DISCIPLINE, LEAVE MANAGEMENT, TIME ATTENDANCE, PAYROLL, BENEFIT & REIMBURS..., INSURANCE, and SYSTEM SETTINGS. The top header shows the company name 'Cadena Vietnam Co., Ltd.' and the user 'CAD Group Admin'. The main content area is divided into two tabs: 'Employee Performance Appraisal' and 'Employee Performance Appraisal Detail'. The 'Employee Performance Appraisal Detail' tab is active, showing a 'General Information' section with fields for Employee (000000 - A A), Job Title (External Communications Assistant), Direct Organization Unit (Admin), Appraisal Period (01/01/2018 - 31/12/2018), and Appraisal Form (2018 Appraisal - Operation Appraisal Form). Below this, there is a table of KPI/ Objectives. The table has columns for KPI/ Objective, Description, Target, Unit, Weight, and Appraisal Result. Two rows are visible: one for 'Revenue' and one for 'Net Profit'. The 'Revenue' row has a 'Target' field with a dropdown set to 'VND' and an 'Appraisal Result' field with a red 'X' icon. The 'Net Profit' row also has a 'Target' field with a dropdown set to 'VND' and an 'Appraisal Result' field with a red 'X' icon.

KPI/ Objective	Description	Target	Unit	Weight	Appraisal Result
Revenue			VND		
Net Profit			VND		

## 2. Time Attendance

- Configure different time-sheet and leave policies per employee group
- Roster time-sheet for complex or flexible shift management (combines shift assignment, holidays, off days and leave registration)
- Night and split shift recognition and compensation
- Default time-sheet for office operations
- Import time-sheet components (e.g. normal working days, overtime hours, leave) by Excel spreadsheet
- Overtime and approval management
- Overtime recognition based on daily shift deviations, registered overtime shifts or as working hours that exceed the total number of “normal” hours per week
- Multiple overtime periods and corresponding pay rates within a day
- Compensation policy setup for working overtime, on public holidays and day offs (compensation leave or pay rate in %)
- Day off balance management
- Time attendance terminal integration with attendance records directly and in real time retrieved from fingerprint or proximity card reader
- Filter and validate invalid time attendance data (employees that show up late, leave early, work on a leave day, forgot to check in/out or were not following the correct shift)
- Lock time-sheets on a daily, weekly or monthly basis

Employee	Monday, 08/01/2018	Tuesday, 09/01/2018	Wednesday, 10/01/2018	Thursday, 11/01/2018	Friday, 12/01/2018
STFD001 Patrick Tan (Customer Support Executiv)	08:00 - 17:00	09:00 - 14:00	08:00 - 17:00	09:00 - 14:00	
STFD002 Blackburn Wilfred (HR Manager)	08:00 - 17:00	09:00 - 14:00	08:00 - 17:00	09:00 - 14:00	
STFD003 Paul Dobson (HR Manager)	08:00 - 17:00	09:00 - 14:00	08:00 - 17:00	09:00 - 14:00	
STFD004 Symia Gordon (Officer)	08:00 - 17:00	09:00 - 14:00	08:00 - 17:00	09:00 - 14:00	
STFD005 Anthony Jones (Customer Support Executiv)	08:00 - 17:00	09:00 - 14:00	08:00 - 17:00	09:00 - 14:00	
STFD006 Anderson Paula (Officer)	08:00 - 14:00	08:00 - 17:00	09:00 - 14:00	08:00 - 17:00	
STFD008 Liu Lisa (Receivable Accountant)	08:00 - 14:00	08:00 - 17:00	09:00 - 14:00		
STFD009 Sarah Williams (Receptionist)	08:00 - 14:00	08:00 - 17:00	09:00 - 14:00		
STFD010 Kelly Ridley (Production Supervisor)	08:00 - 14:00	08:00 - 17:00	09:00 - 14:00		
STFD011 Lie Benjamin (Production Supervisor)	08:00 - 14:00	08:00 - 17:00	09:00 - 14:00		
STFD012 Wesley Wong (Customer Support Manage)	08:00 - 14:00	08:00 - 17:00	09:00 - 14:00		
STFD013					

Shift

- ADM 08:00 - 17:00 Assign
- S2 06:00 - 14:00 (S2)

Day Off

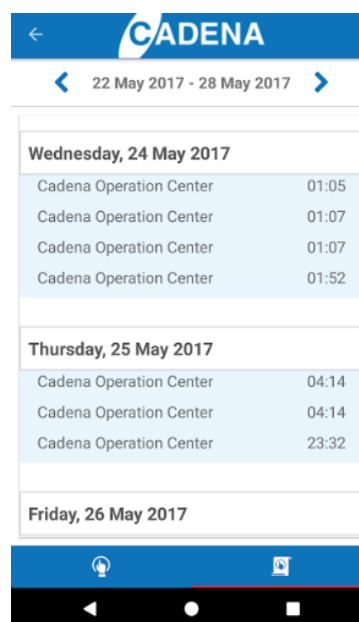
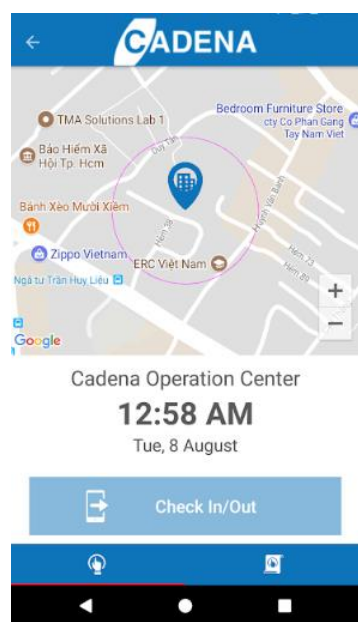
- Full Day
- First Half Day
- Second Half Day

Leave

- AL Annual Leave
- SL Sick Leave
- MRL Marriage Leave
- PTL Paternity Leave
- UP Unpaid Leave
- CL Compensation Leave
- BT Business Trip
- CCL Childcare Leave

## 2.1 GPS Employee Time Clock

- Mobile application (IOS/ Android) for employees to check in/out via GPS within a defined area
- Multiple locations can be defined and differ per employee



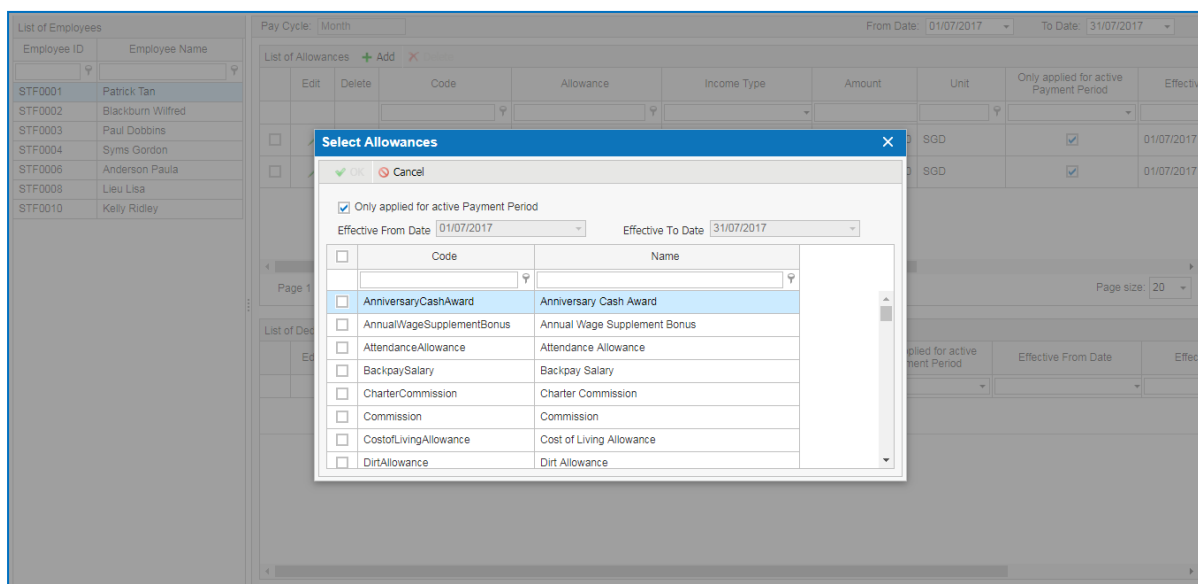
## 2.2 Leave Management

- Configure annual leave and other leave types (e.g. sick leave, unpaid leave)
- Accrued annual leave build up or yearly assignment
- Annual leave rollover policy definition (leave surplus payable at the end of the year or (partly) transferable to the next year)
- Leave assignment per day, half day or per hour
- Compensation hours management

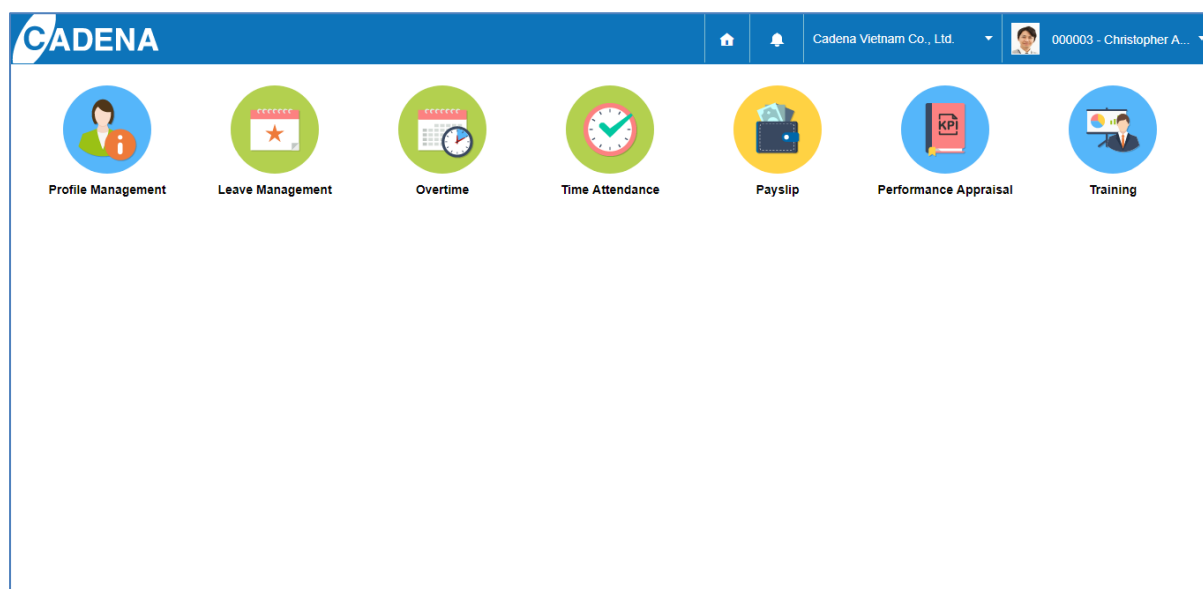


### 3. Payroll

- Allowances and deductions configuration and management (e.g. ad hoc or re-occurring, taxable or nontaxable or connected to a specific parameter)
- Different salary calculation policies per employee group through configurable payroll formulas (e.g. different for full-timers, part-timers, casual labourers or by business unit)
- Gross to net and net to gross salary calculation
- Compliance with latest tax regulations
- Payslip can be generated for a single employee or in bulk
- Payslips can be generated for previous periods
- Payroll period definition per employee group (e.g. weekly, biweekly, monthly)
- Payroll periods can deviate from time attendance periods
- Feature to close the payroll of a month
- Final settlement calculations for resigned staff (including annual leave proration and leave encashment)
- Retro-active salary capability to be able to formally correct past errors or for backdated changes to the values of allowances/salaries
- Salary comparison between multiple payroll periods with detailed differences
- Bonus calculation for thirteen month's salary calculation or other ad hoc payments



## 4. Employee Self Services



### 4.1 Profile

- Employees can review selected personal information
- Employees can send update requests for changes to their personal information
- Configurable approval levels with email notifications to subordinates and supervisors

### 4.2 Payslip

- Employees can view their current month's payslip and from previous periods
- Employees can send their feedback to the admin team in case of errors

### 4.3 Leave

- Employees can request for different types of leave
- Softcopy document upload for special leave types (e.g. sick leave or maternity leave)
- Employees can review their leave balance and history
- Managers can review the leave balance and history of all subordinates
- Configurable approval levels with email notifications to subordinates and supervisors
- Approval task delegation

## 4.4 Overtime

- Employees can request or claim overtime
- Employees can review their overtime history
- Managers can review the overtime history of all subordinates
- Configurable approval levels with email notifications to subordinates and supervisors
- Approval task delegation

## 4.5 Time Attendance

- Employees can review their roster, clock in/out times from the time attendance terminals and their final time-sheet

## 4.6 Training

- Employees can register their training needs and apply for training courses
- Managers can register training needs and training courses for subordinates

## 4.7 Performance Appraisal

- KPI/ objective setting and online performance appraisal forms following a configured workflow
- Employees can review their appraisal history, status and results
- Managers can review the appraisal history, status and results of all subordinates

## 4.8 Expense Claim

- Employees can submit requests for expense advances
- Employees can submit expense claims and upload corresponding receipts
- Managers can review expense claim history and status of all subordinates
- Approval can be configured based on expense types and amount