

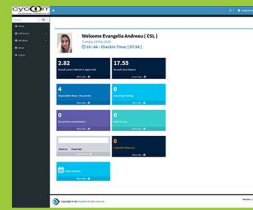


'Service is Our Priority'

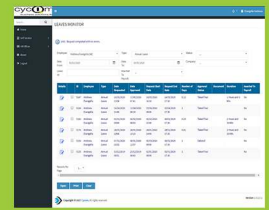
- Flexible
- Simple to Use
- Graphical
- Fast
- Customised Reporting
- Powerful
- Flexible Documents Analysis
- Comprehensive
- Graphical
- Secure Role-Based Access Control
- Straight Forward

Human Resource Management System

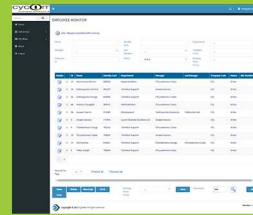




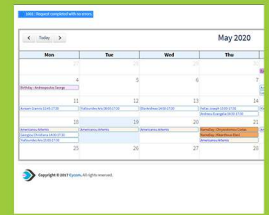
Easy to Use Interface



Customised Reporting



Email Enabled



Fully Integrated

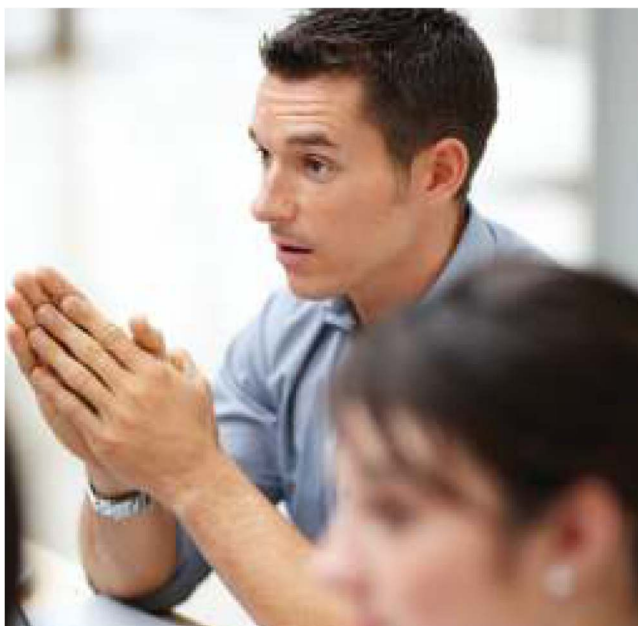
overview

Human Capital is proven to be the most valuable asset within organisations today. At the same time employees have a large amount of transactions within a company. Such as leave transactions, training, appraisals, benefits, contracts and many more.

Companies target to use their employees in the most productive and hassle free environment allowing them to focus on what they are expected to do avoiding bureaucratic processes in such transactions.

Cycom Human Recourses System, provides the tool in order to minimise the time spent by companies to create these transactions, to record them, to maintain them and to produce meaningful information from them.

With this powerful tool the company can handle the management tasks required of a Human Resource Department, from recruitment, handling different applications, employee evaluation and grading, to the employee's development within the company.



features

Cycom HR Officer and Cycom HR Self Service - integrates your HR processes utilizing the Information technology infrastructure automating all HR internal processes. Implementing these modules, the HR department productivity increases drastically and at the same time company employees, spend their time on their tasks instead of filling company HR forms and processes.

Increasing productivity - while reducing the company costs are essential drivers to today's businesses.

Create your own reports - using your favourite reporting tools (Excel, Crystal Reports, Oracle Reports etc.) in minutes taking advantage of the easy and open data model policy of the system. Easy, readable, English-like tables and columns to easily produce the required information.

Giving access to each employee - for his/hers own information, for a hassle-free HR department focused on real HR work. Allow users to submit their leaves and their managers to approve them electronically. A document free procedures automating the whole process. A workflow will take control resulting on one final document for filing purposes.

Automation - is essential and that is why many tasks including leave management run over a workflow of tasks and jobs to minimise user intervention.

Human Resources data are sensitive - and that is why Cycom HRMS runs on Oracle database, tacking advantage of its capability, scalability, reliability and availability.

Cycom HRMS integrates user management security of Oracle to provide a robust system.

general characteristics

- Self Service - ZERO installation at the workstation of each employee allowing users to access and submit information.
- Reporting - A number of reports are available by the system. Build your own reports using your reporting tool.
- Integration - Possible integration with other application like time attendance and payroll.
- Customisation - Our HRMS is flexible and it can be customised based on your requirements. Let us know your custom HR requirements.
- Fully Web Enabled - All the system is web based (it does not need internet).
- Secure - Working advanced security features of Oracle RDBMS.
- Email integration - Requests and approvals, travel to/from employees/managers through email. SMTP Integration.
- Language - The system can save data into many languages, depending on the customer preference and setup. English is already available by the system.

leave management

- User Defined Leave Types - (Annual, Sick, Maternity etc.).
- Request and Approve Leaves - Through Self Service.
- Employee current balance and records - Through Self Service.
- Leave Plan - Through Self Service, the manager can check the Leave Plan before approving a leave.
- National Holiday Plan - Assign each person with specific National holiday plan.
- Up to 2 approvers - Beyond HR built-in rules for approval/validation.

training management

- Set up Classes - For Trainings.
- Assign employees to classes - Either in mass or individually.
- Human Resources Development Authority (HRDA) - Keep track of your HRDA status.
- Employee Participation - Have each employee confirm his/hers participation.
- Set up custom Evaluation Form - With custom questions and response options.
- Training Information - Make Training information available through Self Service.

managers

Additional menus in Self Service for viewing information's about there subordinates:

- Current Year Leave Details - Analysis for each employee.
- Leave Balances - Summarise for his subordinates History of Leaves for Previews Years - Analytical or Summarise.
- Employees Full Information - All the details concerning each employee, like positions, CV, Trainings, etc.
- Electronic Documents - All electronic documents submitted into the system for each employee.
- Employee Benefits - Analysis for all the benefits of each employee for example: Basic Salary, Car Allowance, Salary Increments, etc.

business trips

- User Defined Trip Types - Customer Visit, Seminars etc.
- Request and Approve Trip - Through Self Service.
- Travel Administrator - Can be informed by e-mail for the request.

time attendance

- Card System - Can receive information from card systems.
- Hours Exceptions - Inform managers through e-mails for any exceptions based on inserted rules.
- Assign Employees into Groups - Set up your own rules and assign your employees into Groups.
- Leave Management Link - When an employee is on leave the system can check from the Leave Management module.
- Employee History - Can track for employee hours and records.

appraisals

- Evaluation Forms - Set up your own evaluation form based on custom questions, sections, and response options.
- Appraisal Types - Create any type of appraisal like First Interview, Second Interview, Appointment, Annual etc.
- Appraisal Creation - Create appraisal in mass or individually.
- Evaluation - Managers can submit their evaluation through Self Service.
- Responses - Weight Responses based on importance factors.
- Appraisal Workflow - Create your own appraisal workflow.



reports

A variety of Reports can be produced by the system, and all Reports can be printed in a PDF format. The following is a list of the most common reports being used by our customers:

- Employee Dependents
- Employee Card (CV)
- Employee Dynamic Report
- Employee Education
- Employee Benefits
- Employee Position History
- Employee Years of Service
- Employee by Department
- Hierarchical List per Department
- Entitlement List
- Leave Details History
- Leave Details Matrix History
- Leave Details
- Leave Details Matrix History
- Unsigned Leaves
- Public Holidays List
- List of Pending Leaves
- Employees Not Attended Training
- Training List per Employee
- Training Activity
- Company Information
- Department List
- Positions
- User Roles List
- Appraisal Results
- Travel Requests Per Employee

other functionality

- Benefits - Register any payroll or non-payroll Benefits that an employee receives.
- Contracts - Insert Contract information and Probation Periods receiving e-mails alerts for any expirations.
- Documents - Any Documents can be uploaded and viewed by the employee.
- Medical Claims - Keep record of Medical Claims for employee and his/her subordinates.
- Equipment Liability - Keep record for any Equipment an employee possesses.
- Dependents - Keep record for your employee dependents.
- Employee other Information - Information about employee Skills, Loans, Employee requests, Awards, Disciplinary measures.
- Company News Board - Input any company news and they will appear at the Self Service module for each employee.
- Telephone Directory - The company's Telephone Directory can be placed and all the employees can search for a specific colleagues extension or telephone number.
- Birthdays and Name Days - Automatic e-mails for Birthdays and Name Days.
- Vacancies Board - Enter a new Vacancy and it will appear at the Self Service module in order for your employees to know and search for the correct person to fulfill the specific job.
- Internal or External Internet Links - Set up your own menu in Self Service for internal or external Internet Links available to all employees.



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