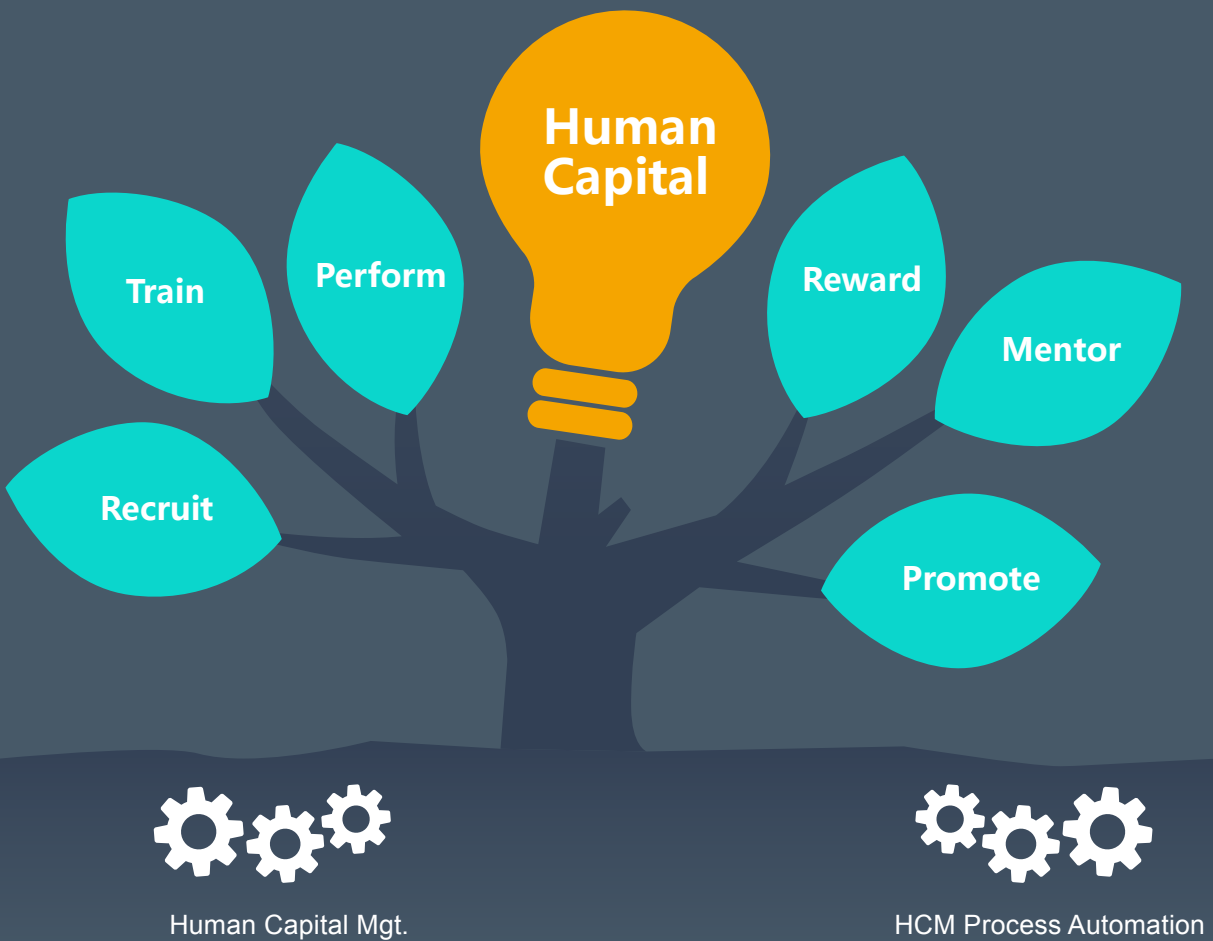




# 8 Human Capital Mgt.

Meets the immediate needs of enterprises for the automatic management of human resources



**Recruit & Retain Best Talents**

- Skill inventory & tracking
- Gap analysis and development mgt
- Utilization and performance mgt
- Career & succession mgt

**Efficient & Reliable HR Processes**

- Recruitment & onboard processes
- Attendance, leave and payroll processes
- Benefit & training enrollment processes
- Appraisal and position change processes

8 provides the tools necessary to meet and exceed your immediate HCM needs including e-Recruitment, Employee Records, Attendance & Utilization, Compensation & Payroll, Benefits, Training & Performance, e-Leave and Employee Self-services; the automation it provides gives you better efficiency and control. More importantly, 8 provides you the framework to manage Group Learning & Information Capital, Structured Collaboration, Process & Execution Discipline and KPI & Commitment Management. With 8, your immediate needs will be met; your core competence will increase; and you will be able to manage and develop your human resources to their fullest potential. All of which will enable you to enjoy long-term competitive advantages.

# 1. Recruitment

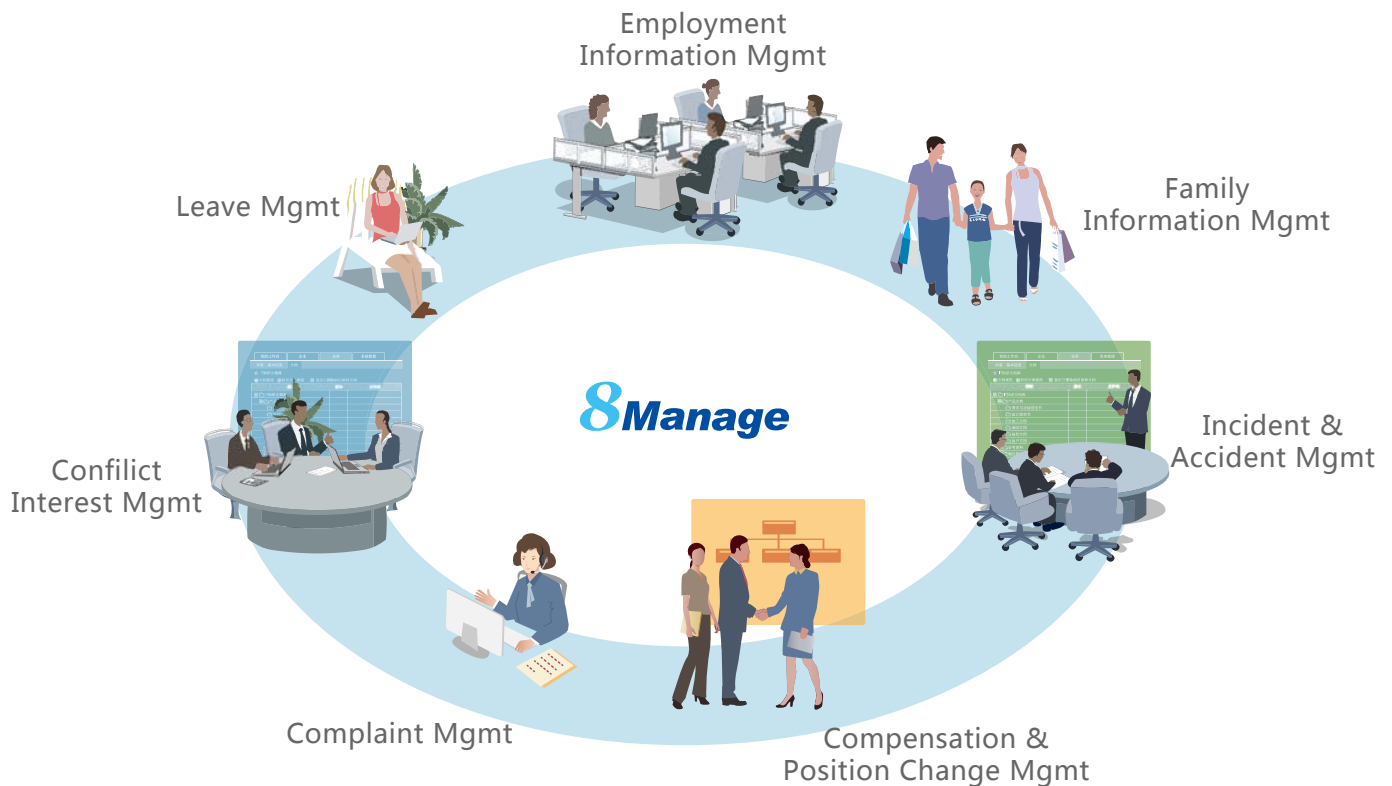
8 provides a framework for analyzing and planning future human capital based on the organization's business strategies and plans, which also allows the HCM department to communicate with all other departments to assess their needs.



8 helps formulate recruiting plans for each department. Hiring managers, HCM managers and recruiters can all see how the recruiting progress compares to the plan. All relevant parties will see the exact same information in real-time.

8 provides a recruiting portal to allow departments to post jobs and to allow candidates to submit resumes electronically. It will help each department to build up its resume library, screen candidates and schedule interviews.

## 2. Employee Record



**8** provides the following subpages to capture employee information:

- Personal
- Previous employment
- Reference & verification
- Position
- Comprehension
- Labor contract
- Skill
- E-learning
- Utilization
- Payroll
- Incidence
- Legal paper & membership
- Education
- Conflict of interest
- Organization
- Performance
- Benefit
- Certificate
- Training
- Deployment
- Leave
- Physical checkup
- Accidence

Comprehensive employee information record can be captured in **8**. Flexible user-defined fields and pages are supported to supplement specific information. Different privileges are authorized for employees, managers and HCM staff to real-time update and search employee information.

## 3. Compensation & Payroll



8 establishes an overall and automated control mechanism to allow HCM to manage different methods of compensation including user-defining compensation types, automatic calculation for compensation change range and linking with payroll calculation.

8 Payroll comes with pre-set payroll settings for immediate use and with visual payroll settings for future modifications. If the labor or tax rules change, the payroll manager is able to change the payroll calculation formulas. The visual payroll settings, version control and the audit trail allow the payroll manager to make changes in the deduction formulas in a controlled setting without the involvement of IT.

## 4. Attendance & Utilization

8 provides a powerful out-of-the-box timesheet facility to allow the recording and tracking of employee's attendance. It also provides the user with a framework to create a clock-in /out device, if any is necessary in your environment. The attendance data from your clock in/out device can go automatically and directly into the 8 database without the risk of human manipulation of the data.

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Resource utilization reports include:

- Resource time and cost
- Program and project resource histogram
- Program and project skill set gaps
- Resource allocation and actual utilization
- Program and project FTE analysis

## 5. Skill & Training Management

8 catalogs employees' skills information, identifies their skill set gaps and develops training and development plans. It helps to manage training requests and approvals, tracks the training activities, costs and results, even links the training results as an object in employee performance.



Define fields & forms

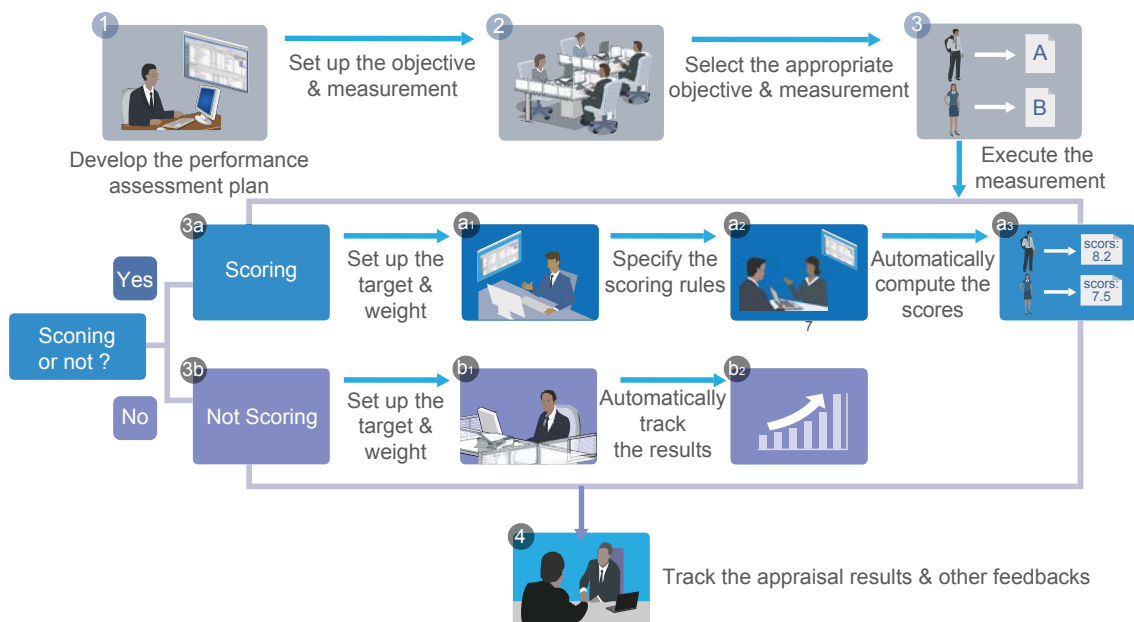


Skills	Interests
<input type="radio"/> Customer Service Call Center Experience: ____ Years Having VIP Service Experience: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="radio"/> Sports <input type="checkbox"/> Badminton <input type="checkbox"/> Table Tennis <input type="checkbox"/> Basketball <input type="checkbox"/> Soccer <input type="checkbox"/> Swimming    Others ____
<input type="radio"/> Management Project Management: ____ Years Finance Management: ____ Years Administration Management: ____ Years	<input type="radio"/> Music Please Choose: <span style="border: 1px solid black; padding: 2px;">Very Interested <input checked="" type="checkbox"/></span> <span style="border: 1px solid black; padding: 2px;">Interested</span> <span style="border: 1px solid black; padding: 2px;">Uninterested</span> <span style="border: 1px solid black; padding: 2px;">Dislike</span>
<input type="radio"/> Foreign Language <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Japanese <input type="checkbox"/> Spanish <input type="checkbox"/> German <input type="checkbox"/> Others	<input type="radio"/> Other Interests Please Specify: _____



8 also provides a verification mechanism to ensure that the training activities are properly performed and that the training results are truly achieved. After the verification is complete, the employee's skill set information will be updated and the training record will become part of the employee's permanent record.

## 6. Performance Management



8 provides a framework for setting performance objectives, incremental measures and feedback and conducting final appraisals.

It supports the following major features:

- Management By Objectives (MBO)
- Balance Score Card (BSC)
- Multiple review cycles
- Real-time performance feedback
- Automated performance scoring
- Single or multi-reviewers or 360 degree review process
- Approval flow and verification

8 can automatically provide incremental feedback to help both the reviewer and employee see the gap between the objectives and the actual incremental results and develop strategies at the earliest possible time to improve the final results.

## 7. Leave



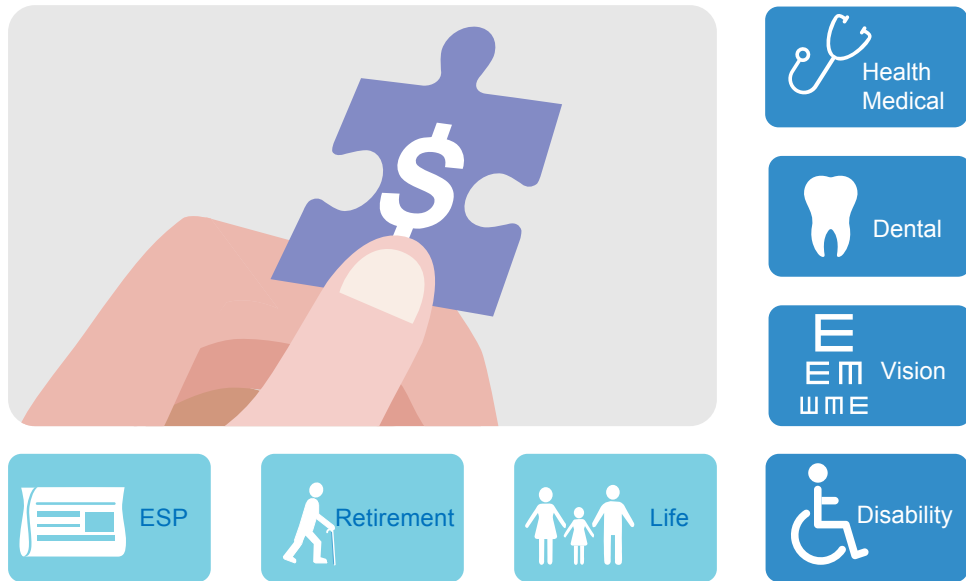
The HCM administrator can define and redefine different leave types as needed in 8. Each leave type contains user-defined calculation methods for allocated or accrued amounts, carryover allowance and advance allowance based on corporate levels and/or services time.

A leave workflow is organized for the HCM administrator, employees, and managers. Leave balance information and individual leave calendar are also provided to allow employees to manage their work during their absence.

Various bulk actions are allowed to adjust employee leave data in large quantities. It also provides group leave calendars and leave reports in real-time. HCM and line managers can easily access the most up-to-date leave information in their group at any time.



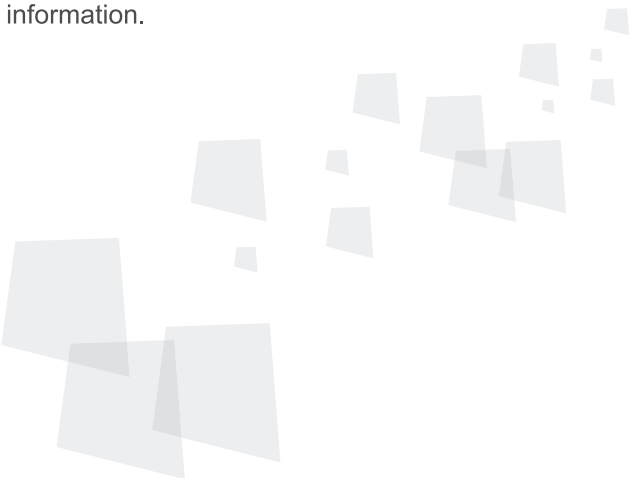
## 8. Benefit Plan



8 provides a framework for managing employee benefit plans, with the ability to handle increasingly complex benefit plans.

The plan manager can define different types of benefit plans for different jurisdictions. Users can access the details of benefit plans including pictures and brochures. An estimation tool allows the plan manager to calculate the costs to both the employer and the employee over time.

Additionally, its enrollment component allows the plan manager to record enrollment and manage terminations and renewals. The payment section allows the plan manager to record pay-in and pay-out information.



## 9. Employee Self Services

8 provides a customizable Personal Workbench facility and a My Attention facility to help each employee track work items that require actions. The E-Calendar is also provided for each employee to plan and follow-up their working schedule.

8 provides employees with the following types of self-services:

- Timesheet Submission
- Expense Report
- Training Request
- Leave Request
- Equipment Request
- Review Employee Benefits and Other Information
- Delegation Management
- Update Employee' s Personal Info



# HCM Feature List

Feature	Description
<b>Organization and Staff Planning</b>	
Org Chart	Allow to define and update multi-level org chart with detailed info for each organization.
	Allow to view the org chart by different reporting lines (e.g., Country, Line of Business, Finance, IT).
	Allow to drill down to department, sub-department and employee info details.
Employment Type, Level and Title	Allow user-defined employment types.
	Allow user-defined corporate levels and titles
Staff Planning	Allow to view existing head count by group and by title.
	Auto summarize future head count needs based on project plans by group and by title.
	Auto determine additional head count needs by group and by title.
<b>Recruitment Mgmt</b>	
Job Requisition Mgmt	Support single and multiple head count job requisition.
	Support requisition request and approval workflow.
	Full real-time traceability of Needs, Applicants, Interviews, Offers, Acceptance, Rejections and On-boards.
	Auto alert and escalation for not meeting required date.
Web Job Posting & Application	Jobs will be automatically posted on the recruitment website if the posting checkbox is checked in the requisition.
	Allow the candidate to visit the recruitment website to create login, view job posting and create/update CV and apply for position.
CV Master	All candidate CV on the recruitment website will be automatically entered into CV Master in real-time.
	HR staff and hiring managers can screen CV from the CV Master.
	Sophisticated search criteria are provided to help managers to filter and match CV with the positions.
Interview	Allow to arrange single or multiple rounds of interviews.
	Allow to assign different roles to interviewers for an interview.
	Each interviewer will be able to view the scheduled interviews in her working calendar, proceed to the interview according to the schedule, provide assessment write-up and participate in the interviewer discussions.
	Record all assessment and final decision info.
Background Check	Allow to set-up necessary checks such as education verification, previous employment verification, criminal record, reference check and physical check-up and assign a responsible person for each check.
Making Offer	Allow to set-up compensations and benefits, get approval, send out offer letter and track acceptance/rejection and onboard status on line.
	Allow to set up post for the new employee after the candidate accepts the offer.
	Allow to auto generate the employee record from candidate and offer info.
Recruitment Activity Tracking	Allow to track the progress for each job requisition including the number of openings, the number of applicants, the number of interviews, the number of offers made, the number of offers accepted and the numbers of new employees on-board.

Recruitment Expense Tracking	Allow to specify total recruitment agency fee amount and total interview expense amount each job requisition.
	Allow to record all interview trip request, expense advance and expense reports.
	Allow to track agency fees and expense report amounts against the total amounts allowed in each requisition.
<b>Employee Record</b>	
Employee Basic Info	Support recording and updating the comprehensive employment info, including: positions, contact info, skills, personal org chart, verifications, references, position change records, performances, compensation change records, labour contracts etc. Attachments of different types of documents such as professional licenses and permits are also allowed.
Employee Family Info	Able to record and manage the family info of the employees.
Incident & Accident	Support defining the incident and accident types, and recording detailed info of each incident (e.g., sexual harassment) and accident (e.g., work injury).
Position Change	Allow to record and update employee's position change.
	Allow to link the performance appraisal that affects position change.
Conflict of Interest	Allow to record the employees' internal or external conflicts of interest and the potential impacts.
Import & Export	Support batch import and update of massive employee records.
	Support export of employee info to Excel or PDF.
<b>Leave Mgmt</b>	
Leave Type & Rules (Leave Engine)	Allow to define different leave types and the corresponding leave allocation and calculation rules based on job level and/or service seniority.
	Allow to set up different leave advance & carryover rules for different leave types.
	Allow to define different rounding methods.
Leave Version Mgmt	Support version management for each leave type and the user can set or adjust the leave rules in each version.
Leave Requests & Approval	Support online leave requests and approval flow.
Leaves Records	Support managing the leave records and balance info online.
Leave Calendar	Provide the leave calendar for the employees to view their own leave schedule and for the leaders to view the leave schedules of their subordinates.
Leave Report	Provide different leave reports that display the details and summaries of the leave info.
<b>Shift Mgmt</b>	
Shift Scheduling	Support to schedule the roster for month/quarter/year; support max 3 shifts of rotation.
Shift Rules	Support to define the rotation frequency, rotation method and the rotation staffs.
Overtime Rules	Support defining the overtime rules while making the shift scheduling.
Auto-generating of the Rotation Plan	Able to generate the rotation plan according to all the pre-set roster rules.
Shift Attendance Tracking	Provide shift attendance tracking report to analyse the employees' attendance conditions according to the rotation plans and clock-in & clock-out records.
<b>Working Calendar &amp; Attendance Mgmt</b>	
Work Calendar	Allow user-defined work calendars for different types of employees who work in different schedules. Each calendar supports different rules including working hours, overtime rules, flexible time allowance, absent calculation rules, overtime compensation rules etc.
Attendance Info Import	Support to import the attendance info from different clock-in & clock-out machines.
Personal Attendance Info	Allow the employee to view her own attendance records in the system.

Attendance Search & Adjustment	Allow the privileged user to search & view the attendance data of all employees.
	Allow the privileged user to adjust the clock-in & clock-out time for special situations.
Attendance Report	Provide attendance summary report to keep track of the employees' attendance conditions, including the late frequency, leave early frequency and leave request days etc.
<b>Benefits Mgmt</b>	
Benefit Plans Creation	Allow to launch various kinds of benefit plans based on enterprise's internal requirement ranging from the health check-ups to insurances.
Benefit Plan Execution	Support the planning and executing of each benefit plan from defining the benefit type and effective time, estimating cost, enrolling employees, to recording related payment history.
Actual Pay-in& Pay-out Recording	Support to record each employee or each group's actual payment or receiving for a benefit plan.
<b>Training Mgmt</b>	
Skills Recording& Tracking	Allow to define different skill areas and skills in each area.
	Allow to record each employee's skills gained.
	Allow auto increase in experience level for certain skills each year.
	Provide rich search criteria to identify the employee with certain skill levels.
Training Requests	Employee can request for classroom training or self e-learning and submit the request for approval.
Training Arrangements	Support batch arranging the trainings after reviewing all the training requests.
Training Results Tracking	Support recording and tracking different types of training results such as # of credit hours, grade and certification.
Training Expenses	Allow to record the training expenses and linking the expenses with the related group and training activities.
Link Training Results to Performance	Allow to link the training results to performance appraisal as part of the KPI.
<b>Performance Mgmt</b>	
Setting Up Objectives	Support defining KPI goals and evaluation criteria suitable for the position or individual.
Standardized Assessment Templates	Allow to define the standardized appraisal template suitable for the group and/or position.
Top-down or 360° Evaluation	Allow to select top-down evaluation or 360° evaluation.
Real-time Objective Measure	Provide real-time objective measurement info on performance results to aid performance appraisal.
Subjective Measure	Allow the main appraiser to invite clients/partners/suppliers and managers to provide subjective measurement info.
Scoring	Allow user-defined auto scoring methods for combining both objective and subjective measures to assist in decision-making.
Complete Appraisal Flow	The system supports the entire process of the performance appraisal, including: raising the appraisal, setting up the objectives/measurements & appraisal forms, approving the appraisal plans, starting the appraisal, final confirmation of the appraisal results.



Compensation & Payroll Mgmt	
Compensation Mgmt	Allow user-defined compensation types such as wage, bonus, allowance and commission.
	Allow to specify compensation plans for employees.
	Allow to specify different periodical or lump-sum wages, bonuses, allowances and commissions in each compensation plan.
	Allow to specify pay currency and cycle in each compensation plan.
	Allow to specify payment method (e.g., payroll, expense report, check) in each compensation item.
	Autocalculation of cash compensation per annum.
	Auto calculation of percentage of increase per annum.
	Provide auto compensation estimation calculator for HR staff to predict future amount of compensation plan.
	Autocalculation of pay-outs in employee's payroll based on the latest compensation plan.
Compensation Changes Tracking	Allow to record details of the compensation changes in the employee record, including the compensation change reason, effective date etc.
Payroll Calculation Sets for Different Jurisdictions	Support independent payroll calculation sets for each jurisdiction; even within the same jurisdiction, different calculation sets with different payment cycles are supported according to the employment types.
User-defined Payroll Formulas & Computing Rules	Allow the user to design multiple payroll calculation formulas for each payroll calculation sets.
	Auto retrieve the values of calculation formula parameters for calculations.
Automatic Payroll Calculation	Support payroll calculations for all employees according to the user-defined formulas.
	Allow to export the payroll info to Excel.
Employee Self-service	
Internal Info Communication	The system provides the following functions for better internal communications: 1) dashboards with outstanding work that need attention, 2) document libraries for info sharing, 3) platforms such as instant chat, forums, announcement etc.
Personal Info Viewing	Provide online platforms for all the users to view their employment benefits, training arrangements, leave info, interview schedules & assessments, performance appraisals, pay slips, personal profile and delegation etc.
Request & Approval	Support self-submission and approval of benefit enrolment requests, leave requests, trip requests, expense requests, training requests, facility & equipment requests and other user-defined document flows.
Personalized Settings	Support user-defined personal menu with default shown modules, pages, shortcuts, languages etc.





**8** can provide best combination of standard products & redevelopment services for enterprise management and over 500 corporations in Asia are using our following modules on-premises or SaaS:

**8 CRM** : Corporate Client CRM and Consumer CRM

**8 Service** : Service Management

**8 SRM** : Supplier Management, e-Procurement and e-Tender

**8 PPM** : Project and Portfolio Management

**8 New Way** : Visual Agile and Lean

**8 Timesheet** : Resource Time and Cost Management

**8 EDMS** : Electronic Document Management System

**8 OA** : Office Automation

**8 HCM** : Human Capital Management

**8 All-in-one** : Enterprise Full Automation

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