SYSTEM OVERVIEW / PEOPLE, WORK AND PAY

# HR & Payroll Management System

## Purpose

Connect employee administration, time management, talent development and pay processing in one controlled workspace. Staff use role-based access to complete daily work, submit requests and review information relevant to their responsibilities.

## What makes work easier

Reduce repeated data entry between HR and payroll; improve visibility of pending approvals; follow attendance and leave consistently; trace loan recoveries and exit payments; give managers reliable reports; provide employees with clearer access to their own requests and records.

## How the modules connect

Employee records and organisation setup provide common identifiers. Shifts and holidays establish expected work patterns. Approved attendance, leave, overtime and loan repayments feed wages and payroll. Reviews, training, recruitment and tasks support workforce development. Scheduler, approvals, audit and reports connect the workflow.

## Scope at a glance

17 functional areas are described across the following pages. Exact fields, rules, integrations and approval routes are confirmed during implementation. Individual accounts and controlled access apply throughout.

TIME AND WORKFORCE ADMINISTRATION

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## 01 / Attendance Management

Record daily attendance, absence, lateness and approved overtime against each employee. Supervisors review missing or disputed entries before approved attendance inputs are used in wages or payroll. Supported capture methods are agreed during implementation.

## 02 / Shift and Schedule

Define shifts, working days, expected hours and team rosters. Assign employees to suitable shifts, review overlaps and communicate changes. Approved schedules provide the basis for attendance comparisons and overtime review.

## 03 / Holiday Management

Maintain the organisation holiday calendar and applicable non-working days. Apply holidays to scheduling and leave calculations using the approved rules. Review holiday work separately where special treatment is required.

## 04 / Leave Management

Employees submit leave requests with dates, type and supporting information where required. Managers check balances, team availability and policy rules before approval. Approved leave updates the shared record and attendance or payroll inputs where applicable.

TALENT AND WORK MANAGEMENT

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## 05 / Performance

Set review periods, objectives and assessment criteria. Employees and managers record progress, feedback and review outcomes. HR can follow completion and use approved outcomes to identify development needs.

## 06 / Training

Maintain training courses, employee nominations, approvals and completion records. Track planned and completed development activities and related costs where included. Training history supports performance reviews and workforce planning.

## 07 / Recruitment

Record vacancies, applicants and recruitment stages from application through selection. Authorised staff shortlist, schedule interviews and record decisions. Approved hires can be handed over for employee registration without losing recruitment history.

## 08 / Task Management

Create work tasks with an owner, priority, due date and status. Staff update progress and managers review overdue or blocked work. Keep task notes and completion history linked to the responsible people.

PAYROLL, WAGES AND EMPLOYEE FINANCE

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## 09 / Payroll

Maintain approved employee pay details, earning and deduction categories, payroll periods and calculation rules. Prepare payroll from reviewed inputs, check exceptions and obtain approval before finalisation. Statutory settings must be configured and validated by the responsible payroll team.

## 10 / Wages Processing

Process wages for the selected period using approved attendance, hours, overtime and other agreed earnings or deductions. Support individual and grouped processing according to scope. Review gross pay, deductions and net pay before approval and payslip release.

## 11 / Final Settlement

Prepare an employee exit settlement using the approved exit date, unpaid earnings, leave treatment, gratuity where applicable, recoveries and outstanding loans. Show each component for review before approval. Final treatment follows the verified contract and applicable rules.

## 12 / Loan Management

Capture employee loan requests, approval decisions, amounts and agreed repayment schedules. Track disbursements, repayments, adjustments and outstanding balances. Approved instalments can feed payroll deductions, with controls against duplicate recovery.

CONTROL, SCHEDULING AND REPORTING

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## 13 / Audit

Keep a traceable history of agreed sensitive actions, such as changes to employee pay, payroll approvals, loan adjustments and user access. Authorised reviewers can identify who acted, when and what changed. Audit access and retention are defined before launch.

## 14 / Scheduler

Provide a shared view of upcoming activities such as payroll deadlines, interviews, reviews, training, leave and probation milestones. Assign owners and due dates. Dashboard reminders and any external notification channels are configured within the agreed scope.

## 15 / Approvals

Route leave, overtime, loans, payroll and other agreed requests to authorised reviewers. Show pending, approved, rejected or returned status with comments. Multi-step routes, delegation and separation of preparer and approver are agreed for each organisation.

## 16 / Reports

Provide filtered views of headcount, attendance, shifts, leave, performance, training, recruitment, tasks, payroll, wages, settlements, loans and audit activity. Apply date, department, employee and status filters where relevant. Agree export formats and restrict sensitive reports by role.

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## 17 / Multiple user access and level

Provide individual accounts with role-based dashboards and permissions. Typical roles include administrator, HR officer, payroll officer, finance reviewer, department manager and employee. Limit viewing, creating, editing, approving and exporting separately where required; scope records by department or responsibility.

## A typical monthly workflow

HR confirms employee changes. Managers review shifts, attendance, leave and overtime. Approved inputs and scheduled loan recoveries enter wages or payroll. The payroll officer checks exceptions and totals, a permitted reviewer approves the period, and authorised staff release payslips and reports. Audit history records agreed sensitive actions.

## Setup and acceptance

Configure the organisation, departments, employee records, calendars, pay rules and permissions. Clean and import approved opening data. Test a complete sample period, including rejected requests, overtime, a loan repayment and an exit settlement. Reconcile outputs before launch and train each role.

## Security and integration scope

Protect salary and personal records with individual accounts, restricted roles, backups and a tested recovery process. Biometric devices, bank connections, external messaging and other third-party integrations require explicit scoping and testing. Calculation and employment rules require authorised validation.

## Discuss your requirements

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