FLP®

BUSINESS MODEL

FLP®

HUMAN RESOURCES MANAGEMENT

FEATURES AND FUNCTIONALITIES

Successful Business Selects FLP®

FLP®

HUMAN RESOURCES MANAGEMENT
FEATURES & FUNCTIONALITIES

HUMAN RESOURCES MANAGEMENT AUTOMATION

FLP® Human Resources Management (FLP® HRM) system streamlines human resources management processes, helping organization to improve speed, efficiency and accuracy when dealing with management of personnel, payroll, benefits, leave, attendance and appraisal. Automation of human resources (HR) management processes allows HR staff to focus on strategic activities and eliminates hidden costs, such as paper forms, payroll, postage and time required for information retrieval and analysis. Duration for each round of testing/walk through is about 1 week, depending on the number of interfaces being tested.

A SOLUTION BASED ON LATEST IBM TECHNOLOGIES

FLP® HRM is a leading enterprise-wide application of the IBM Express Solution which is a collection of business solutions offering user the benefits of ease-to-use, ease-to-learn, ease-to-acquire and easy-to-install. Latest IBM technologies, such as Lotus Domino, are used to ensure data security, system reliability and offer a collaboration environment to enhance overall organization productivity.

ALIGN WORKFORCE WITH COMPANY GOAL TO ENHANCE PRODUCTIVITY

HR staff can manage a global workforce from a single source. FLP® HRM can be installed centrally in a single location and deployed for use by staff anytime and anywhere in the world. Real-time employee profile can be

available immediately to the HR staff for timely information retrieval, and also for management to make quick decision with respect to fast-changing business environment in order to align workforce with company goal.

SELF-SERVICE TO LOWER HR MANAGEMENT COSTS

By making use of self-service functions, employees can have greater control over their information, such as leave balance, leave history, entitled benefits and MPF contribution etc. In situations where not all staff can access the FLP® HRM, HR staff can use FLP® HRM as a powerful tool to provide quick informative response to answer employee enquires, hence speed transactions in real-time and lower HR management costs, and HR staff can have more time to focus on strategic activities.
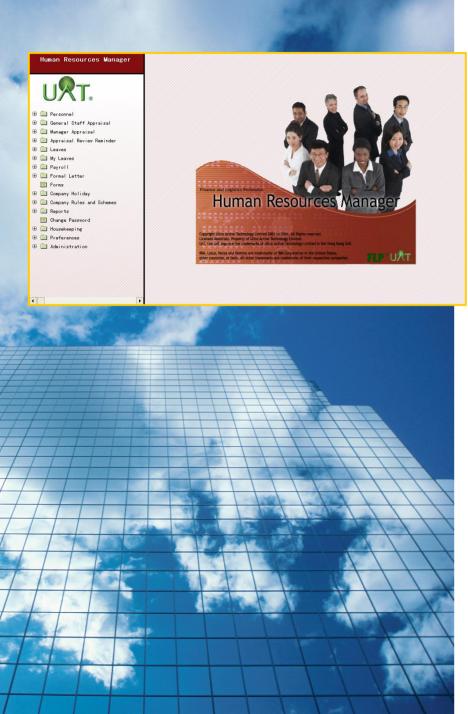
SOUND FOUNDATION FOR REAL-TIME ENTERPRISE

FLP® HRM can work seamlessly with other sophisticated FLP® systems to form a real-time enterprise. Data entered in the FLP® HRM will be available immediately to other FLP® systems without having to go through data transfer, data posting, consolidating or reconciling procedures etc. No data retype means human error will be virtually non-existence, and sound data integrity will be ensured.

EXAMPLE FUNCTIONALITIES FOR STAFF WITH DIFFERENT ROLES

- Personnel Management
- Leave Management
- Payroll Management
- Appraisal Management
- Attendance Report
- Mail merge management

- Personnel information
- Leave application
- Pay slip received by email
- Attendance tracking

- Personnel Management
- Appraisal Management
- Attendance Report
- Leave approval

- System maintenance
- User profile maintenance
- Access control maintenance

FEATURES

- Increase document accuracy
- Reduce costs of error correction
- Eliminate duplicate copies of paperwork
- Personnel management
- Payroll management
- Leave management
- Appraisal management
- Benefit management
- User-defined reports
- PDF and Export-to-Excel format support
- Generation of organization chart
- Forum
- Staff handbook
- Mail merge management
- Multiple users, languages, currencies, cost centres and companies.
- Security
- Audit trail
- Seamlessly integrated with other FLP® solutions

PERSONNEL MANAGEMENT

FLP® HRM keeps essential staff profile information for management to effectively keep track of the skills, competency and movement history of the entire workforce whether they work locally or are scattered worldwide.

- Allow user to capture and update staff profile details which include personal particulars, photograph, contact details, type of employment, employment history, career and academic achievements, skills, competency, professional membership and name of immediate manager

- Entitled benefits, including MPF, insurance and shares, can be set up with respect to company policies.

- Rules of entitled leaves can be set up according to rank and type of employment.

- Track employee accurately - scanned copy of certificate, diploma and reference letters etc. can be captured and retrieved for review and reference to ensure, for example, employees are up-to-date on required qualifications.

- Track staff movement - probation, promotion, working location, associated cost center(s), hire/termination date, reason of termination and service period.

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PAYROLL MANAGEMENT

FLP® HRM gives user with the control user need to process payroll accurately and quickly. Manage the flow of employee information and make changes to payroll quickly and easily with FLP® HRM, the cost-effective payroll management solution.   Payroll data can be integrated into other accounting systems, such as FLP® Accounting Manager.

- Pay slips can be printed and distributed by hand to employees, or distributed by email in PDF file format.

- MPF and ORSO can be handled.

- Generation of standard Hong Kong IRD Tax forms, IR56B diskette and Control list for the IRD.

- Complete payroll history and entitled benefits can be tracked by employee or authorized personnel.

- Payroll calculation is flexible through the use of payroll formula for earnings and deductions, for example mandatory provident fund contribution, leave pay, commission fee, bonus, gratuities and allowances.

- Integrate with other finance and accounting management system, such as FLP® Accounting Manager.

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LEAVE MANAGEMENT

Employee's leave history, leave entitlements and balance etc. can be tracked by individual employee and authorized personnel. Leave application can be made by employee online by filling in electronic leave application form which would be submitted to his/her immediate manager and HR department for approval. Corresponding leave records will be updated with respect to leave policy and leave entitlement.

- Rules for leave entitlements can be formulated by user with respect to statutory requirements and company policy.

- Leave application/approval can either be done online or manually, leave balance will be updated automatically by user-defined formula.

- Leave approval status can be tracked by user.

- Allow each employee to online enquire his/her balance of different types of leave according to cut-off date.

- Public holidays and non-working days will not be included in the actual days taken by employee.

- Leave types, such as annual leave, sick leave, compensation leave and maternity leave etc., are pre-defined.

- Allows management staff to decide to forfeit the leave balance of staff, e.g. company rule does not allow accumulating annual leave.

APPRAISAL MANAGEMENT

Appraisal management function automates appraisal processes so as to help each employee to improve performance by appraising his/her performance. Ongoing performance can be documented and stored centrally in the FLP® HRM system and are available for retrieval, viewing and printing. As such, with FLP HRM, each employee's goals can become part of his/her daily performance objectives which will align with company goal.

Also, FLP® HRM provides reminder and email notification at appropriate stage of the appraisal review. Confidentiality of each employee's information is protected by different levels of security.

- Appraisal process automation help employee quickly to align his daily working objective with company goal.

- Help management to measure staff performance in quantifiable terms.

- Appraisal status and results can be tracked by corresponding individual employee or by authorized personnel.

- Reminder or email notification will be sent to remind manager to do appraisal or probation review for subordinates.

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BENEFIT MANAGEMENT

FLP® HRM provides a convenient tool to centrally manage benefits offered to employees. It allows multiple granting of share options at any time as management sees fit. It also allows user to keep details of employee benefits: insurance, and the amount of contribution, such as mandatory provident fund, made by employee will be deducted from the payroll.
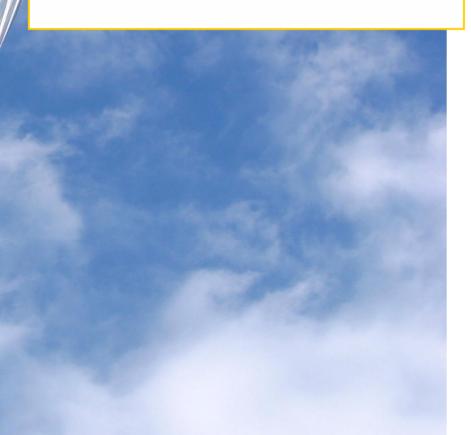
USER-DEFINED REPORTS

Built-in with the report writer 'IntelliPRINT', an 'IBM Beacon Award' winner, to let user define reports for easy analysis and better business insight.

PDF AND EXPORT-TO-EXCEL FORMAT SUPPORT

Support data export to file format that Excel can read. Also, document can be printed to PDF format.

GENERATION OF ORGANIZATION CHART

An organization chart describes the personal structure of an organization. FLP® HRM is capable of generating organization chart in Visio format showing current personnel assignments; Visio is a prerequisite and users should be equipped with Visio to view the organization chart.

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FORUM

An online message board allowing employees to post their messages for exchange of ideas, experience and knowledge sharing.

STAFF HANDBOOK

Staff Handbook is important for employees to keep up with organization goals, policies and key business metrics, helping them work toward common objectives.   Users are able to view / add / edit / delete / print the handbook.

MAIL MERGE MANAGEMENT

Form letter generation for mass mailing.

SECURITY

User only sees relevant and role-based information - access control can be set up to decide which fields, screens, databases and which employee records they can access and whether those users can view only or modify information held on the system.

AUDIT TRAIL

Audit trail function allows authorized user to identify who made each change by date, time, and type of change in an easy understandble way

SEAMLESSLY INTEGRATED WITH OTHER FLP® SOLUTIONS

FLP® Human Resources Manager can be integrated with other FLP® solutions to provide a total solution for streamling business processes and raise overall organization productivity, for example :

- FLP® Accounting Manager
- FLP® Document Manager
- FLP® Logistics Manager
- FLP® Executive Manager
- FLP® Dairy Manager

SHANELL

- Diary Manager
- Forum
- Executive Manager
- Staff Handbook
- Information Technology Manager
- Programming Manager
- Human Resources Manager
- Product Manager
- Supplier Manager
- Customer Manager
- Credit Control Manager
- Logistics Manager
- Accounting Manager
- Accounts Receivable Manager

FLP® ENTERPRISE MANAGEMENT SYSTEM

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FLP_® BUSINESS MODEL:

A FOUNDATION FOR YOU TO BUILD YOUR OWN BUSINESS MODEL

No two companies are the same even conducting the same business in the same industry. Why should you choose a standard software package.

No other software solutions provide more feature and functions than FLP_® does costeffectively. No other software solutions provide such an all-in-one interface integrating with your company wide company business processes. FLP_® provides a market leading collaboration platform for all your company staff to work on anytime, anywhere with unlimited scalability without physical country border barriers over the Internet.

What's more, FLP® shares our experience with you to customize the software applications to suit your business and prepare for the future.

FLP_® is empowered by IBM® Lotus® Domino®/Notes® technology.

ULTRA ACTIVE TECHNOLOGY LIMITED

Room 1903
Office Tower, Convention Plaza
1 Harbour Road
Wanchai
Hong Kong
Hong Kong SAR

Tel: (852) 3111 9600
Fax: (852) 2357 5328

FLP Hotline: (852) 3111 9696
FLP Customer Services: (852) 3111 9686
FLP Website: www.flpe.com
Email: info@flpe.com

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