

HR Process Automation

eRecruitment, Employee Records, Compensation & Payroll, Benefits, Training & Performance, eLeave, Self-services

Human Capital Management

Information Capital, Structured Collaboration, Process & Execution Discipline, KPI, Commitment Management



As global competition continues to increase, employers throughout the world are focusing more attention to their human capital strategies and improving their HR management practices to increase their competitive advantages.

Today, over 1/3 of all enterprises depend on automated HR systems to help manage human resources. But in addition to automating HR systems, 8thManage® helps your organization to manage its human resources by assessing and cataloguing staff knowledge, personality attributes, training and competencies – thereby maximizing staff abilities to perform labor and increase economic value.

For organizations that need only HR process automation, 8thManage® provides an end-to-end HR process automation that operates at the highest efficiency. For organizations that use human capital as its competitive advantage, 8thManage® provides a complete human capital and knowledge management platform.

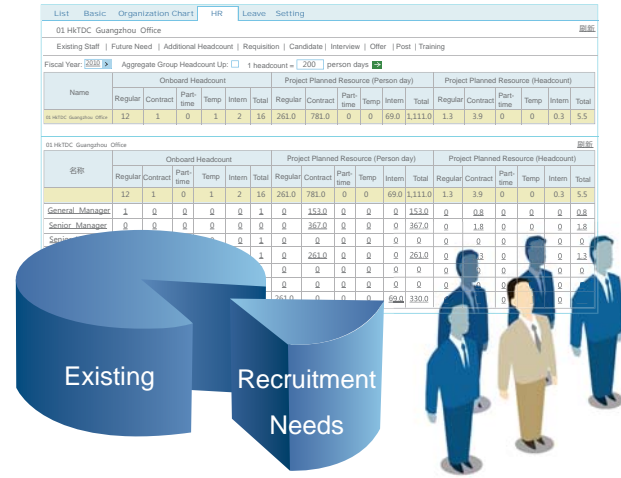
Recruitment

Talent Demand Forecast

8thManage® provides a framework for analyzing and planning future human capital based on the organization's business strategies and plans. The framework allows you to:

- Set up business strategies and plans
- Estimate the future needs for human capital
- Map existing human capital to the future needs
- Identify the gap and formulate the recruiting plan

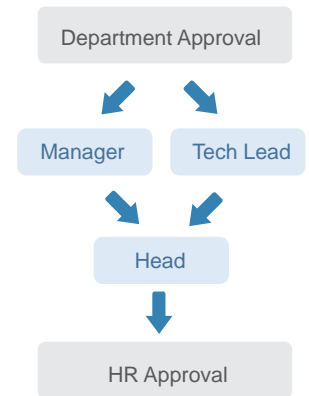
The 8thManage® framework allows the HR department to communicate with all other departments to assess their needs. It also allows individual departments to proactively communicate their needs to the HR department. The improvement of top-down and bottom-up communication enhances the accuracy and development of talent demand forecasts.



Recruitment Plan

8thManage® helps formulate recruiting plans for each department and manage its approval according to an organization-defined approval flow. Hiring managers, HR managers and recruiters can all see how recruiting progresses compared to the plan. All numbers on the electronic plan are real-time clickable to show detailed information. All relevant parties will see the exact same information in real-time. The precise and timely information helps to bring all parties to the same page.

	Needed	Applicant	Interviewed	Offered	Accepted	Rejected	Onboard
Engineer	3	5	3	2	1	0	1
Tester	2	2	2	1	1	0	1



eRecruiting

8thManage® helps organizations to recruit via both the eChannel and the traditional channels. 8thManage® provides a recruiting portal to allow departments to post jobs and candidates to submit resumes electronically. It will help each department to build up its resume library, screen candidates and schedule interviews.



Employee Record

Comprehensive Information Repository

8thManage® provides a framework and repository to (a) define employee information records, (b) capture comprehensive employee information and (c) quickly search employee information. Users can start by selecting the pre-defined employee information pages and then add fields to the selected pages as needed or can add totally new information pages.

Benefits:

- Comprehensive default info fields and pages to select from
- Flexible to adding user-defined fields and pages
- Different privileges for employees, managers and HR staff
- Real-time update and search



Employees' Workload, Effectiveness and Business Values

8thManage® provides a framework to help manage employees' skill set, workload, effectiveness and business values.



- Record and update employees' skill information
- Set employees as billable and/or non-billable
- Set the cost and/or charge rates of the employees
- Track employees' workload via activity plans and timesheets
- Correlate workload information to performance and business information

Employees' Career and Remuneration Information

8thManage® records employees' previous employment information as well as their job functions, remunerations and promotions of their current employment. It also provides a framework for employee development and career planning.

Benefits:

Integrated view of employees' career progress, performance and remuneration and future career plan



Compensation and Payroll

Compensation

It also establishes automated control mechanisms to allow HR to manage different methods of compensation:



- A Guaranteed Amount is typically used for the compensation of salaried staff and for sign-on bonuses
- A Target Amount is usually used for commission-based compensation and for performance-based bonuses
- A Maximum Amount is used for some commission- and allowance-based compensation

Payroll

8thManage® 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.

IF $Z < 1$ or $1 < 5000$	THEN AA = 0	X
ELSE IF $1 \leq 20000$	THEN AA = $1 * 5\%$	X
	ELSE AA = 1000	X

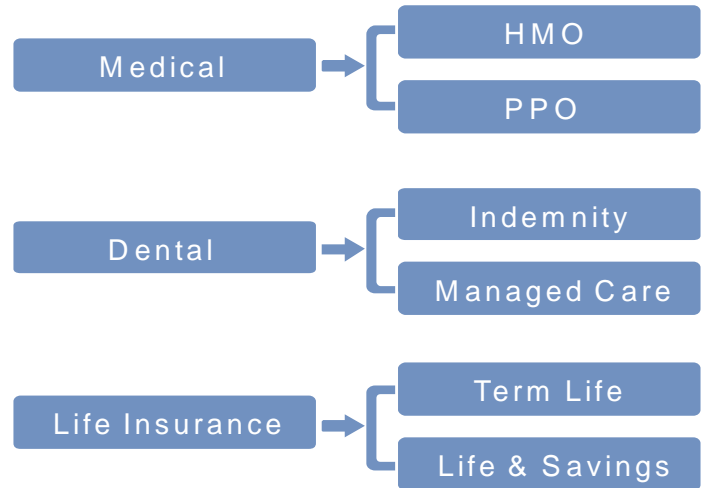


8thManage® Payroll supports monthly, semi-monthly and weekly cycles; each cycle can start on any date that the payroll manager specifies. Payroll can be made in any currency or in different currencies by each jurisdiction, and a pay slip for each employee will be pushed to the Employee Self-Service portal.

Benefit Plans

Benefit Plan Structure

8thManage® provides a framework for the management of employee benefit plans, with the ability to handle increasingly complex benefit plans. Under the 8thManage® framework, the plan manager can define different types of benefit plans and each plan can be fine-tuned to satisfy the specific needs of a jurisdiction. The 8thManage® framework allows managers across multiple geographical locations (e.g., countries) to manage similar plans consistently.



Planning a New Benefit Plan



ESP



Retirement



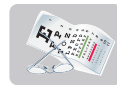
Life



Health/Medical



Dental



Vision

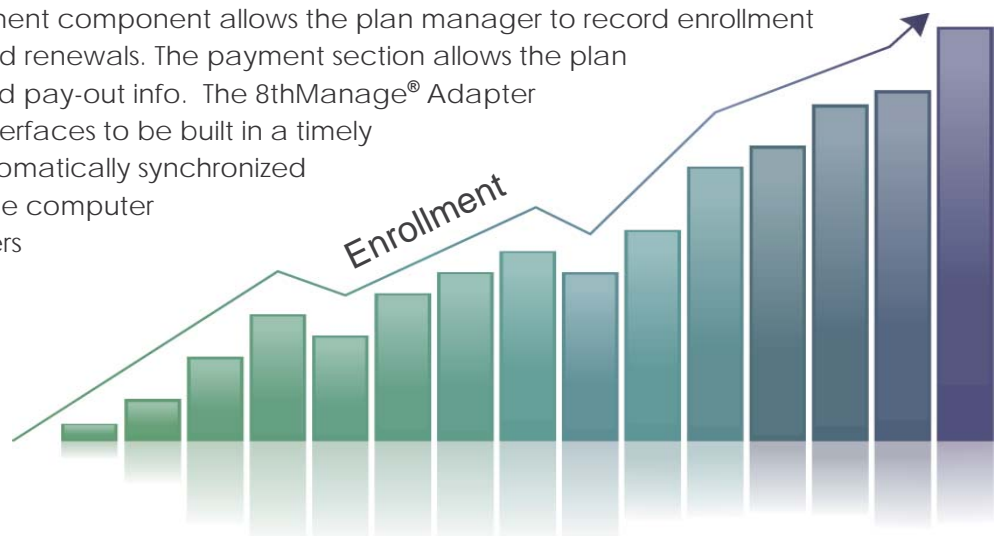


Disability

8thManage® allows the user to access the details of various benefit plans that the plan manager wants to compare. Details, including pictures and brochures, of the benefit plan can be directly attached to the plan. An estimation tool allows the plan manager to calculate the costs to both the employer and the employee over time. This allows the plan manager to evaluate the affordability of the various plans.

Managing a Benefit Plan

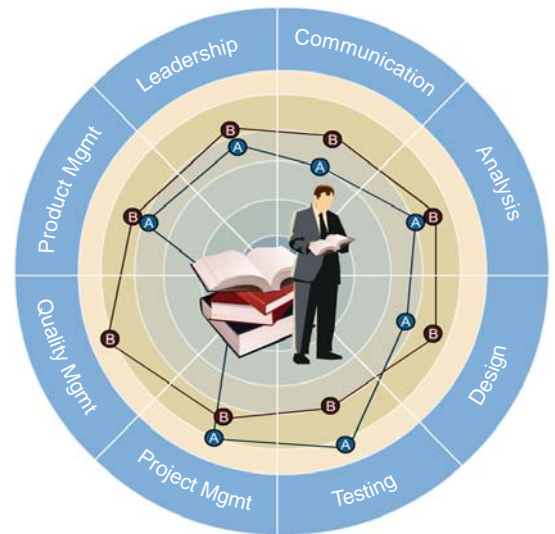
8thManage® provides a comprehensive framework for the management of complex benefit plans over a long period of time. Its enrollment component allows the plan manager to record enrollment and manage terminations and renewals. The payment section allows the plan manager to record pay-in and pay-out info. The 8thManage® Adapter Framework allows the new interfaces to be built in a timely fashion and data can be automatically synchronized between 8thManage® and the computer systems of the service providers (e.g., insurance companies).



Skills Management

8thManage® catalogues employees' skills information, identifies their skill set gaps and develops training and development plans. Authorized managers can use the employee skill set records to find required resources with specific levels of experience and skills needed for their activities in different departments or locations of the enterprise. 8thManage® also shows the skill set gap in each activity and the aggregated skill set gap in each project .

Managers can use 8thManage® to set performance objectives for learning and growth for their employees and improve their skill sets. The training activities and performance results will be tracked and the updated skill set information will be incorporated back to the skill set repository.



Training Management

8thManage® manages training requests and their approvals and then tracks the training activities, costs and results. For each training experience, 8thManage® organizes and tracks the following:



Seminar



eLearning



Individual Course



Internship



Training Plan

Costs & Results



Degree Program



Practical Training



Mentoring



Expert Group

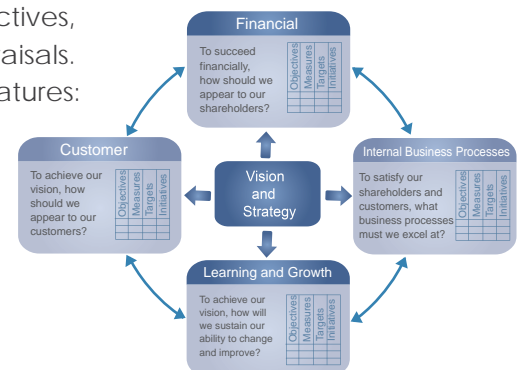
- Training type and name
- Training schedule
- Time spent
- Skill areas to be improved
- Charge amount and group to be charged to
- Credit & grade
- Credential (e.g., professional certification)

8thManage® 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.

Performance Management

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



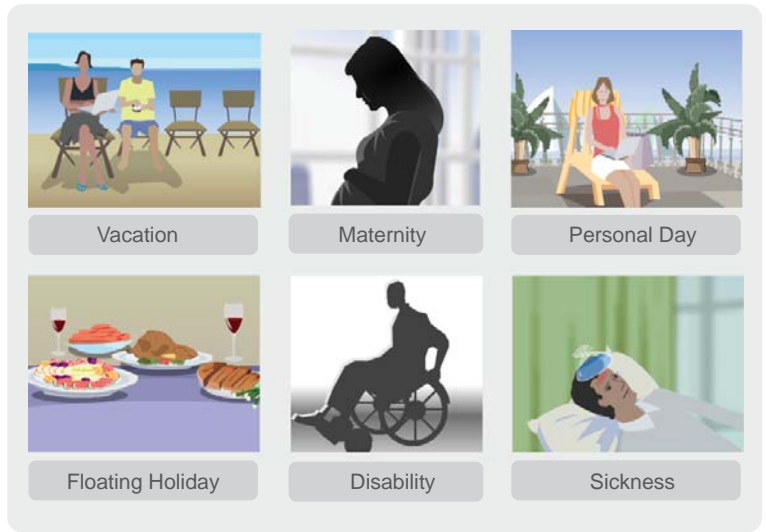
Because the 8thManage® feedback mechanism is tightly linked to transactional systems, it can automatically provide incremental feedback to help both the reviewer and employee see the gap between the objectives and the actual incremental results and develop strategies at the earliest possible time to improve the final results.

Leave Management

Leave Types

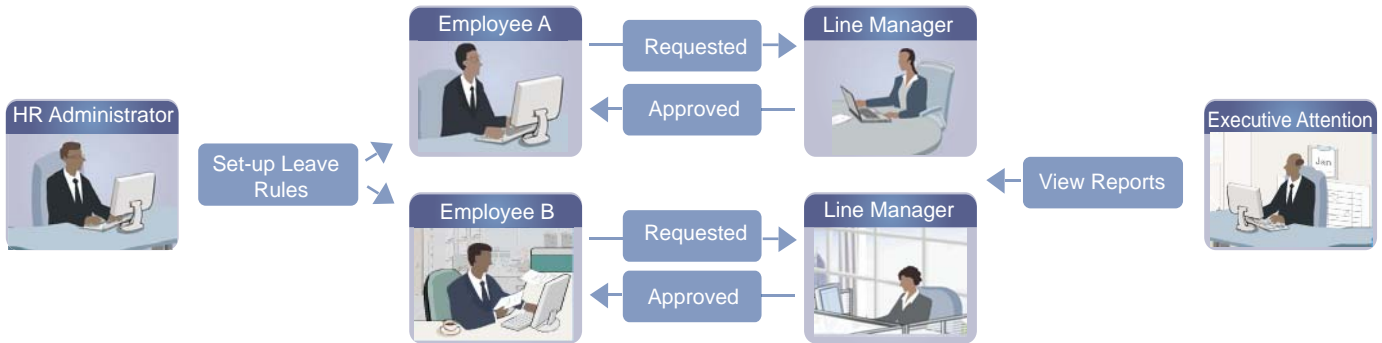
8thManage® provides a framework to allow the HR administrator to define and redefine different leave types as needed. Each leave type contains the user-defined calculation methods for (a) allocated or accrued amounts, (b) carryover allowance and (c) advance allowance based on corporate levels and/or years of services.

8thManage® also provides a categorizing mechanism for leave type changes. Each change is associated with a new version of the leave type and has its own effective date. 8thManage® will automatically select the appropriate version for computation based on the effective date information.



Leave Application

8thManage® organizes leave workflow for the HR administrator, employees, and managers. Besides request-and-approval type of flow control and tracking, it also provides leave balance information, individual leave calendars, a delegation mechanism during leave and an alert mechanism to allow employees to manage their work during their absence.



Group Bulk Actions, Calendar and Reports

8thManage® allows the HR administrator to perform various bulk actions to adjust employee leave data in large quantities. It also provides group leave calendars and reports in real-time. HR and line managers can easily access the most up-to-date leave information in their group at any time.

Employee	Employment Date	Annual Leave		Sick Leave(As Needed)		Personal Day Leave	
		Used	Available	Used	Remaining	Used	Available
Business Development							
Williammao	2007-10-10	2.0d	7.5d	0.0d	12.0d	0.0d	6.0d
Cathay Pacific Airways Ltd							
bobthomson	2008-11-26	0.0d	9.5d	0.0d	12.0d	0.0d	6.0d
callysimpson	2007-10-20	0.0d	9.5d	0.0d	12.0d	0.0d	6.0d
Cendelhill	2007-01-03	0.0d	9.5d	0.0d	12.0d	0.0d	6.0d
conniecollins	2008-12-03	0.0d	9.5d	0.0d	12.0d	0.0d	6.0d
dentonchan	2005-01-28	0.0d	14.5d	0.0d	12.0d	0.0d	6.0d

Attendance & Utilization Management

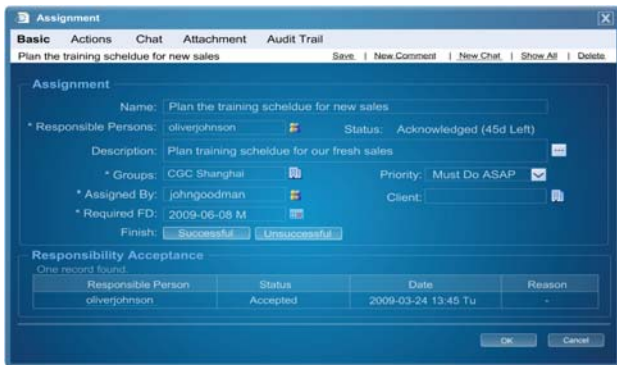
Attendance Management

8thManage® provides a powerful out-of-the-box timesheet mechanism to record and track employee's attendance. It also provides a framework that allows adopters to custom build reports for clock-in and clock-out devices; devices that 8thManage® will need to interface in different environmental settings.



Assignment Management

8thManage® provides an assignment management facility to help manage the following:



- New assignment creation
- Responsibility acceptance
- Required finish date and schedule
- Actions and communications
- Work acceptance and assignment closure

Users can view and respond to their assignments with their 8thManage calendar. 8thManage® is also integrated with Microsoft Outlook; assignments can automatically sync with tasks in Outlook.

Allocation and Workload Management

8thManage® provides facilities to help managers manage employees' time for operation and project work. Employees' planned workload can be easily seen during resource allocation or anytime in the resource dashboard.

8thManage® also allows the HR administrator to define the maximum percentage allowed for over-allocation to protect against extreme workloads that could hurt both the employees' health and quality of work.

	1G Bank Wireless...	10%	1G Bank Wireless...	10%	1G Bank Wireless...	10%	1G Bank Wireless...
Farley fang	Free	80%	Free	80%	Free	80%	Free
Fionamiller	OEMS Re-engineer...	20%	OEMS Re-engineer...	20%	OEMS Re-engineer...	20%	OEMS Re-engineer...
	1G Bank Wireless...	10%	1G Bank Wireless...	10%	1G Bank Wireless...	10%	1G Bank Wireless...
	G Bank Treasure...	10%	G Bank Treasure...	10%	G Bank Treasure...	10%	G Bank Treasure...
	Free	Free	Free	Free	Free	Free	Free

Allocation					
Activity: 3-On-going Core Banking Systems Re-engineering and Customization					
Resource: besstam					
Scheduled SD: Activity Scheduled SD			Status: Reaquested		
2009-12-17 W			2014-01-08 W		
Allocation/Day: 100%					
Actual+Forecast: HKD 0+11,727,856			Include Holidays: No		
Withdraw Request: Withdraw					
Requester: johngoodman 2010-6-17 16:35 Th					
This resource is overloaded in one or more days during this allocation period. It is loaded to 170% at peak time.					
Other Requests on besstam					
	13(S)	14(M)	15(T)	16(W)	17(T)
My Requested Allocation	0%	100%	100%	100%	100%
Currently Approved Total	0%	10%	10%	10%	10%
Final Allocation if All...	0%	110%	110%	110%	110%

Utilization Reports

8thManage® provides various reports to provide the following information:

Resource/Project	Apr 2010			May 2010			Jun 2010		
	Allocated	Actual	Unutilized	Allocated	Actual	Unutilized	Allocated	Actual	Unutilized
valnevens	20.0	0.0	22.0	15.0	15.0	0.0	51.4		0.0
OEMS Re-engineering	20.0	0.0		13.0	13.0		51.4		
Vernonones	0.0	12.0	8.0	2.1	2.2	21.0	0.0		21.2
Grand View Town ...	0.0	12.0		2.1	2.2		0.0		
Vendee	3.4	0.0	22.0	2.1	4.0	21.0	10.0		17
Interior Fittings & ...	2.8	0.0		1.3	0.0		10.0		
Drainage	0.4	29.4	22.0	0.8	0.0	21.0	13.0		17
West Residential...	0.2	29.4		0.0	0.0		13.0		

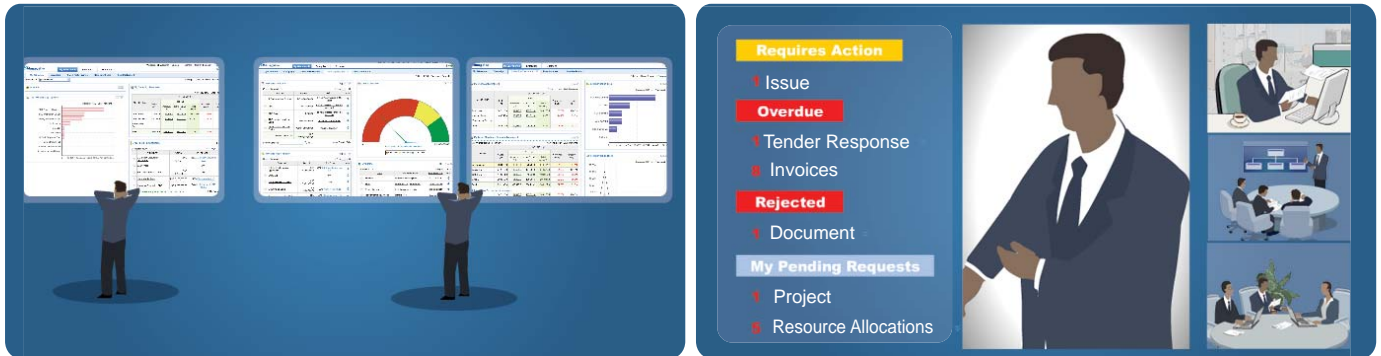
- Resource time and cost
- Resource allocation and actual utilization
- Program and project resource histogram
- Program and project FTE analysis
- Program and project skill set gaps

Additional reports can be created via report writers or customized development.

Employee Self-Services

Personal Workbench & Calendar

8thManage® provides a customizable Personal Workbench facility for employees. Each employee can open up to five personal workbenches. 8thManage® also provides a My Attention facility to help each employee track work items that require actions. The My Attention facility monitors all work items for the employee and provide real-time alerts to help employees align actions to plans.



Types of Self-Services

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

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



Check-out Items

8thManage® provides a framework to allow the HR administrator to define different equipment types (e.g., laptop, PDA) that employees can request and check out. 8thManage® manages the request-approval-checkout process. It also tracks the following:

- All items that each employee checked out
- Cost of each item
- Return, renewal and expiration dates for each item

Type	Value	Expiration Dates	Available
Laptop	\$1500	2010-6-1	9 +1
Hard Disk	\$60	2010-5-20	10
PDA	\$800	2010-6-1	10 -1

Return 1 Laptop

Request 1 PDA

Employee A

Employee B

8thManage[®] provides **features in 8 classifications** to facilitate the most effective management of human resources



eRecruitment



Employee Records



Attendance & Utilization



Training & Performance



eLeave



Employee Self-Service

www.wisagetech.com

Wisage Technology is an international software product company with clients in many countries and regions, including the U.S., Canada, China, Hong Kong, Taiwan and Singapore. It offers the following solutions to increase the efficiency and effectiveness of your enterprises:

- 8thManage[®] CRM** : State-of-the-Art Customer Relationship Management Solution
- 8thManage[®] Simple PM** : Easy to Use, Cost Effective Project Management Solution
- 8thManage[®] PM** : Advanced Tool for Project Planning & Execution
- 8thManage[®] PMO** : High Performance PMO for Enterprises
- 8thManage[®] PSE** : Effective Portfolio & Strategy Execution
- 8thManage[®] PSA** : Full Automation for Professional Service Businesses
- 8thManage[®] TOM** : Total Outsourcing Management for Enterprises
- 8thManage[®] SPM** : Supplier and Procurement Management Solution
- 8thManage[®] HR** : Interactive Human Capital Solution
- 8thManage[®] FAS** : End-to-End Business Automation and Integration Solution
- 8thManage[®] BIS** : Comprehensive Customized Business Solution
- 8thManage[®] ERP** : Complete Solution for Client, Project, Production, Inventory and Supply Management

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