



**administrator** software limited.



Building  
Sustainable  
Competitive



Advantage



# Product Guide



## HR Administrator

**HR Administrator** is the core product in a suite of software products targeted at handling all the administrative burden of the human resource processes in any organisation. It is a web-enabled Human Resource Information System (HRIS) and is the central repository for all the standard HR information an organisation needs. It also forms the link between the various products within the suite, which are all in line with the various Public Service Policies and has integrated in the suite all relevant legislation such as the Basic Conditions of Employment Act, Employment Equity Act, Labour Relations Act, etc.

As such its primary functionality is to maintain all the organisation's HR records including:

- Basic personal data
- Personal contact details
- Dependants' details
- Employment history
- Engagement Details
- Complete Employee Profile
- Complete Post Profile
- Appraisals
- Grievances/Disciplinary Actions
- Career Pathway Planning
- Qualifications and educational background
- Union/Professional Memberships
- Medical History
- General Information
- Emergency contact information

It also provides on line assistance for the development of the organisation's Policies and Procedures and has all the relevant Acts and Codes of Conduct available at the click of a button.

**HR Administrator** grants on-line access around the clock, seven days a week, to all your employees in a strictly controlled environment. This enables them to view and update their personal data records on-line. This frees up your HR personnel's time allowing them to focus on more important issues like driving your corporate strategy through the organisation.

**HR Administrator** also comes standard with many useful management reports to track important employee-related metrics. Interfacing seamlessly with our **HR Scorecard** you can view the detail or get a snapshot overview at the click of a mouse button.

### Who needs it?

**HR Administrator** is the ideal and most cost-effective way of ensuring your employee data is always up to date. It will add value to any organisation that needs a centralised means of managing all their employee information. Simple to use and fully customisable, it can be configured to meet your specific needs

## Features and benefits of **HR Administrator**

### On-line employee access lets your employees check and update their own details any time

Recording and retrieving basic employee data is an essential requirement for every organisation. Traditionally, many of the systems designed to meet this requirement have been paper-based systems requiring manual intervention every time an employee's details change. And then when an employee wants to check any of their records (a right to which they are legally entitled), they need help from the HR personnel resulting in time wastage (with its attendant costs) by all concerned. Our web-enabled **HR Administrator** gives your employees the ability to check and update their own details on-line, in real time, saving time, money and a lot of frustration.

### Instant access to all your employees' employment details

Having all your employee records stored electronically gives you instant access to all the information you need on any of your employees at the time when you need it most. Eliminate the paper and smarten up your organisation all at the same time with **HR Administrator**.

### Succession and Career Pathway Planning

Career paths show the employee their developmental and growth prospects within the company. The underlying message to the employee is that the company values their skills and services and is willing to assist them in their own personal development.

Linked with **Skills Administrator**, you are placed in a position to easily and accurately define a profile for each post within an organisation and manage and maintain a regular performance assessment which make it possible to pro-actively identify and eliminate weaknesses within the organisation and highlight any skills shortages being experienced.

### HRM in Line with Public Service Policies

**HR Administrator** has been developed to ensure effective human resource management whilst at the same time staying aligned with the combination of Public Service Policies determined by the DPSA. These include the Public Service Act, Public Service Regulations, the White Paper on a New Employment Policy for the Public Service and the Public Service Regulations.

### Management Reports

**HR Administrator** provides you with a comprehensive set of standard reports. Covering areas like Leave, Industrial Relations, Performance Appraisals and General Employee Information reporting you can access any information you want any time you want it. Both management and statutory reports are easily generated from your employee database with a click of a button.

Need customised reports to meet specific reporting needs? No problem - we can either do it for you or you can use any one of a number of report writing tools commonly available in the market.

In addition, our **HR Scorecard** module will give you a high level overview of every aspect of your HR management and Development processes enabling you to keep your finger on the pulse in a couple of minutes every day.

## Skills Administrator

**Skills Administrator** provides automated on-line access to your skills administration processes. With the development of the National Skills Development Strategy (NSDS) and the National Human Resource Development Strategy (NHRDS) having become a national imperative more and more pressure is applied to Departments, Heads of Department, Managers and Skills Development Facilitators to “get it right”! Add to that the increasing cost of training and skills development, the ability to get a substantial portion of those costs refunded from PSETA and your need to accommodate and cater for the needs of individual employees’ and departmental strategic needs and you will see why you cannot survive without **Skills Administrator**.

Unrivalled in South Africa **Skills Administrator** helps you ensure your employees receive the best available training whilst at the same time eliminating unnecessary and irrelevant training.

Turning theory into practical reality, **Skills Administrator** helps you with your skills audits, records all relevant information, matches the requirements of each post to the skills of it’s incumbent and provides you with a skills gap analysis that shows you simply and effectively where a learning intervention is required.

In line with our entire development philosophy, **Skills Administrator** is very user friendly and will help you contain costs, maximise productivity and enhance your ability to create that sustainable competitive advantage you need!

### So what does **Skills Administrator** do?

**Skills Administrator** lets you manage your entire skills development program. Helping you every step of the way, you can quickly and easily build your post profiles. Our unique Job Profile Builder records all the qualifications, experience and skills each post needs. It tracks the systems and equipment necessary to ensure its day to day tasks are completed efficiently and notes any personal characteristics that the post may require - for example you don’t want an introvert in a sales or PR post (or do you?) the choice is yours!

Having built your post profiles you need to build the profiles for each of your employees. **Skills Administrator** helps you each step of the way. And when you are done click your mouse button and you can see graphically where each of your employee’s has a skills gap (or is overqualified for the job!!!)

Tightly integrated with HR Administrator and utilising our built in Employee Self Service and Workflow functionality, your ongoing employee appraisal processes keep all your information up to date. So, at any time, you can create an Employee Learning Plan (or all of them) and just as simply create and print your Workplace Skills Plan. For government departments the system will also produce your Annual HRD reports for submission to the DPSA through the PSETA.

### Who needs it?

Any organisation that is serious about cost control and their employee's personal growth and well being will benefit from using Skills Administrator. Sustainability is the only way we can survive and your people are your differentiator. Skills Administrator helps you help your people help you!

**Skills Administrator** helps you help your people help you!



## Features and benefits of **Skills Administrator**

### Post profiles built with ease

**Skills Administrator** has been designed to help you every step of the way. Flowing logically from one step in the process to the next you can specify exactly what each post or job in your organisation requires.

From qualifications through experience and skills to personal attributes, **Skills Administrator** helps you include both the measurable and more intangible requirements for each post so there can be no misunderstanding about what is required.

### Post profiles all available on-line all the time

**Skills Administrator** is fully web enabled so your personnel can see what is required of them (or any post they aspire to) any time of the night or day from anywhere in the world - all they need is a web browser!

### PSETA Related features

**Skills Administrator** provides a system to determine the needs analysis necessary to ensure effective development of training programs and the automatic development of a Workplace Skills Plan.

The reporting mechanism included in this module meets all SAQA requirements and includes your HRD Annual Reports, the schedule of accredited providers linked with NQF and reports on ongoing skills planning and those necessary to utilize the Skills Levy and National Skills Fund.

All and more is done whilst at the same time staying in line with the National Equity, Affirmative Action and Recruitment and Selection Policies.

**Skills Administrator** integrated with HR Administrator will empower you to continuously co-ordinate and monitor the impact of training on job performance.



## Leave Administrator

The maintenance of leave records is a nightmare for any organisation! Endless paperwork, that often goes missing, results in tremendous costs to any business. Even if your controls are excellent and only 5% of your leave forms do not reach their proper destination your direct costs can be frightening. Assume your average salary is R8 000 and you have 1000 employees who each get 3 weeks leave a year. Your direct cost for having only a 5% error rate on leave form processing amounts to R300 000 per annum. As a manager this is a cost you are responsible for eradicating!

**Leave Administrator** ensures that all the data you need to solve this problem is captured at source. As your employees apply for leave the data is recorded and, once approved on-line by their line manager, will NEVER disappear. No more unnecessary payouts, no more leave in excess of your organisation's rules, no more time consuming queries, no more disputes!

And the more workstations and office locations you have the greater the benefit!

### Features and benefits of **Leave Administrator**

#### Employees can apply for and check leave balances on-line

Completely secured through the use of a combination of passwords and PINs any employee can access **Leave Administrator** at any time to apply for leave or check on their leave balances.

#### Automatic approval processes

It's so simple - fill in the leave form on-line, click submit and your leave application is automatically e-mailed to your supervisor. No more paper, no more fuss. One more click by your supervisor and your leave is either approved or declined and you are notified by e-mail instantly. And if your supervisor is on leave or doesn't respond in time your leave form is automatically escalated to the next level in your organisation. And all the time your leave application is monitored against your personal record and, once approved, your leave balance updated accordingly.

#### Copes with all leave rules and keeps you legal

**Leave Administrator** has no limits to the number of leave rules it can handle. Pro-rata calculations, back dated calculations, carry-forward balances or leave forfeiture are all based on the company rules specified during the system implementation.

**Leave Administrator** calculates your leave balances strictly in accordance with the Basic Conditions of Employment Act or any improvements concluded by agreement with your staff or their Unions. As the rules change **Leave Administrator** allows you to log in and make all the necessary changes yourself.

#### Electronic Self Service

Electronic Self Service underpins the entire HRM&D product suite. It facilitates 24 x 7 on-line access enabling employees to view and update their personal data records, view their leave history and apply for any kind of authorised leave through a standard web browser.

#### Workflow

Linked to the Electronic Self Service the Workflow functionality within the suite keeps track of everything that requires authorisation. Routing requests to superiors happens automatically, as does the "reminder" process. And if a request remains unanswered within your pre-determined time frame it is automatically forwarded to the next level in the workflow hierarchy.



## IR Administrator

Industrial Relations is a minefield of legislation that can create havoc for the un-initiated. The net result is that organisations have to spend a fortune on training line managers to acquire an area of expertise that does not relate directly to their operational productivity and efficiency.

One of the biggest problems for most organisations is that their disciplinary rules are not applied consistently and fairly resulting in unnecessary and costly trips to the CCMA. And as soon it is apparent that the result of a disciplinary action has an element of procedural or substantive unfairness to it, the employer will lose!

**IR Administrator** helps to resolve these problems. The Disciplinary Builder allows you to define the nature and severity of each offence that would result in a disciplinary action and to specify the type of warning that must accompany that action.

Once the system has been customised by you to cover each, agreed upon, disciplinary action and process, even your most junior employee will be empowered to successfully handle a disciplinary enquiry.

**IR Administrator** ensures that all the data is captured at source so all your information is up to date all the time. And the more workstations and office locations you have the greater the benefit!

### Who needs it?

Any organisation that has employees will be able to benefit from **IR Administrator**. Small organisations benefit from its pre-installed rules and processes whilst larger employers will love the ease with which they can customise the system to meet their specific needs. And best of all - no files can ever go missing - once the data is in the system it is there forever. A full history is maintained of every grievance and disciplinary action.

## Features and benefits of IR Administrator

### On line hand holding ensures consistency, accuracy, fairness and transparency

Clearly established disciplinary rules and procedures allows for the delegation of responsibility for dealing with disciplinary breaches whilst at the same time ensuring consistency in the disciplinary processes and procedural and substantive fairness at all times. This yields increasing levels of satisfaction amongst employees and fewer visits to the CCMA.

### Complete flexibility

**IR Administrator** allows each organisation to create its own rule set. Although it comes pre-packaged with a number of suggested rules and related processes, each one can be modified or deleted. It is also a simple task to add new rules allowing full customisability of the system to meet your exact requirements. You don't have to do what some foreign system designer thinks you should do - you can do it your way!

### Incorporate up-to-date information

As an integrated part of our entire HRIS suite we help you ensure that your employee data is always up to date. And because it is just a part of a much bigger whole it's really comforting to know that all your data resides in **one database** so no matter where you look at it from its **always consistent**.

### Simplify reporting and communication

**IR Administrator** allows authorised personnel to view the status of any action at any time thereby eliminating the frustration of needing information and having to wait weeks to get it. Records are always up to date and available. In addition, when linked with our [HR Scorecard](#), it is a simple matter for management to get a corporate or divisional overview of the things like the number and status of cases within the **organisation**.

### Electronic Self Service

Electronic Self Service underpins the entire HRM&D product suite. It facilitates 24 x 7 on-line access enabling employees to view the status of any action involving them.

### Workflow

Linked to the Electronic Self Service the Workflow functionality within the suite keeps track of everything that requires authorisation or notification. Routing outcomes to superiors happens automatically, as does the "reminder" process thereby ensuring that all interested parties are kept up to date at all times.

# Performance Administrator

Performance Appraisals have been a part of the HR scene for many years. However, their administration has always been a time consuming exercise generating reams of paper that has to be managed and ultimately filed.

The biggest problem with manual systems, however, is the ability for the paperwork to get lost. Add to that the problem of personal feeling and emotion and the potential for disaster in your organisation is huge.

**Performance Administrator** overcomes these problems for you. On line appraisals provide you with a fast and efficient solution to an otherwise time consuming process. Your choice of one-on-one or 360° appraisals gives you flexibility and an instant record of each appraisal. Controlled by your pre-established rules every evaluation will be fair and agreed upon by the parties concerned.

## Who needs it?

Organisations that are serious about the personal growth and performance of their employees will be able to benefit from **Performance Administrator**. Irrespective of size, every organisation should be providing their employees with regular feedback on their individual performance. **Performance Administrator** will help with all the relevant administration providing reminders and guidelines to assist all your managers and supervisors ensure that the process is completed regularly and accurately. In addition, a complete record of every review is maintained – even when the employee has left your employ so should there ever be a query, you can access the information you need in a flash.

## Features and benefits of **Performance Administrator**

### Any type of review process is available

You can choose between a traditional “one-on-one” review or opt for a, more fair, 360° appraisal giving you absolute flexibility. Whatever you choose, you can be sure that **Performance Administrator** will look after your every need.

### No paperwork to go missing

With every performance appraisal being carried out on line, you can be sure that none of these critical records will ever go missing. Your instant record will ensure you stay up to date with the status of every appraisal in your organisation and provide you with immediate access to any review any time you want.

### Pre-established rules and definitions keeps the review process honest and fair

**Performance Administrator** allows you to pre-establish the rules and definitions you wish to apply to your organisation. Not only does this give you incredible flexibility and control, but it also ensures that every evaluation will be consistent and fair throughout the organisation regardless of who is participating in the process.

### Individualised HR Scorecard available for every employee

**Performance Administrator** links naturally with our HR Scorecard. This allows you to provide every individual employee with their own personalised scorecard setting out clearly what each of their Key Performance Areas and Indicators are. This helps ensure that they remain focused on their tasks all the time resulting in optimal operational efficiency

### Electronic Self Service and Workflow available throughout

Our Electronic Self Service and Workflow modules are operational throughout the system so you can rest assured that every process in your HR Management and Development cycle is operating efficiently and effectively all the time.

# Recruitment Administrator

Need the right person at the right time? **Recruitment Administrator** fulfils this need and saves you money at the same time. The recruitment process means you have to advertise the post (internally first) and then screen applicants, arrange interviews, and track and reject or accept those applicants.

**Recruitment Administrator** does all of this for you posting the advert to your electronic bulletin board and then monitoring every single step of the process - increasing your efficiency, finding the right person and keeping you "procedurally fair" at all times.

## So how does it work?

**Recruitment Administrator** provides a paperless, end-to-end recruitment service. It allows you to accept and process applications on-line; it does the initial screening eliminating those applications that do not closely match the job profile; it will schedule the interviews and keep track of the entire process; then it will generate automatic regret or accept responses. And when its all over it will maintain a record of the applicants so you can call them in the future should the need arise. Backed by a comprehensive set of up-to-date management reports, **Recruitment Administrator** is a Recruitment Officer's dream.

## And who needs it?

**Recruitment Administrator** is for everyone involved in the recruitment process who has to deal with high volume vacancies and CV's.

## Features and benefits of **Recruitment Administrator**

### On-line applications handled with ease

So just how long does it take to send an e-mail? The same amount of time it takes for electronic applications to be sent, received and reviewed! Goodbye paper, goodbye fax machines, hello the future!

### Eliminate the "also rans" with ease

Electronic screening of CV's eliminates all those tedious hours of wading through tons of irrelevant CV's. Efficient screening, electronic GAP analyses, Employee Skills Plan and an estimated training cost can all be created even before you've met the first applicant.

### Schedule interviews and monitor progress

**Recruitment Administrator** will schedule all your interviews on-line giving you maximum operational efficiency in the simplest possible way. At the same time it will track the progress of each applicant so can you have total control at all times.

### On-line messaging keeps you efficient

**Recruitment Administrator** allows you to communicate on-line with everyone involved in the recruitment process. Detailed notes of each interview, available electronically to each member of the recruitment team ensures that the communication process remains efficient and the detail is not lost in the repetition.

### Matching and placing done electronically

Matching is done according to competencies and job requirements against the profile of the applicant. The Electronic filtering systems can be aligned specifically for each post to include the organizations Employment Equity Policies and Affirmative Action Policies.

### Applicant archives

So often, when you need new staff, you know you have seen the right person in a previous round of interviews - **but where is that file?!**

A simple query on the applicant database created from previous recruitment efforts should ease your burden. Filtering by education, skill or experience type helps you narrow your search quickly and easily.

### Intelligent management reports

**Recruitment Administrator** links easily with our HR Scorecard so that you can identify the most cost-effective recruitment sources and methodologies and analyze each step of your recruitment process. All this helps you to increase the efficiency of the recruitment process so that your quest for sustainable competitive advantage can be achieved in the shortest time possible.

# Learnership Administrator

**Learnership Administrator** provides automated on-line access to your learnership administration processes. Any authorised managers, mentor or learner can obtain all the relevant information they need for the successful management of a learner's period with your organisation. **Learnership Administrator** eliminates the need for manual intervention in the information query process, helping you improve your service levels through leveraging the power of the Internet!"

## What is a Learnership?

Learnerships are new paraprofessional and vocational education and training programmes. They combine theory and practice and culminate in a qualification that is recognised on the National Qualifications Framework (NQF). A person who successfully completes a learnership will have a qualification that signals occupational competence and which is recognised throughout South Africa.

## So what does **Learnership Administrator** do?

The administration of a learnership is a complex process that generates a substantial amount of paperwork. **Learnership Administrator** will keep track of the entire process including the details of the learnership, the learner, the mentor and the SETA learnership liaison officer. It will produce the required "Letter of Intent" and keep track of each learner's logbook and the detail and status of each "Skills Programme" and Training Provider

## Who needs it?

Any organisation that is serious about participating in a learnership programme will benefit from using **Learnership Administrator**. Complete automation of all the processes will be an invaluable aid to everyone involved.

## Features and benefits of **Learnership Administrator**

### Production of "Letters of Intent"

Standardisation and automation are the keys to the success of repetitive processes. Simple variable input capture screens help you to ensure consistency and efficiency through your learnership management system. The Letter of Intent is the starting point for any learnership and **Learnership Administrator** will produce it for you as soon as you complete the input of the appropriate information

### Track Learners, Mentors, Coaches, Teamleaders and their activities

**Learnership Administrator** keeps track of the learnership activities throughout your organisation. Updating the information on-line keeps everyone up to date with a learner's status. And the Workflow function ensures that the relevant personnel remain in touch by forwarding the updated information to the appropriate mentor and learnership administrator for approval.

### Automated rotation reminders

Key to the success of a learnership (and closely watched by your SETA) is the rotation of each learner through their various Skills Programmes. **Learnership Administrator** watches all the dates for you and automatically sends out rotation reminders to the mentors, team leaders, supervisors or first line managers ensuring that each learnership stays on track and is completed in the shortest time possible

### Fully customisable Skills Programmes

Each learnership is different as each organisation has their own requirements. The development of a learnership matches these requirements to the skills priorities of your sector SETA. Once the learnership's various Skills Programmes have been finalised with the SETA you can enter them into **Learnership Administrator** ensuring that you have the right detail for you - not someone else's idea of how it should be!

### Applying for and tracking learnership grants

Learnership grants are payable at specific points through the life of a learnership. The system knows when those points are and how much can be claimed, so as soon as each point is reached it will automatically generate the grant claim for submission to the SETA. It will then also generate follow up reminders to the learnership manager until such time as the grant has been paid.

## Training Administrator

**Training Administrator** provides automated on-line access to your training administration processes. Any one of your employees, managers, trainers and suppliers can obtain all the relevant information they need for their planning. **Training Administrator** eliminates the need for manual intervention in the information query process, helping you improve your service levels through leveraging the power of the Internet!

### So what does **Training Administrator** do?

Coordination and tracking of your Company's training courses and course enrolment has, until now, been a laborious time-consuming task. **Training Administrator** lets you manage your entire training program and calendar over "the Net" while your managers and employees manage course selection and registrations on-line.

Automation of your administration process, from booking and scheduling to trainee confirmations, backed up with detailed reporting capabilities allows you to focus on your organization's strategic training objectives.

### Who needs it?

Any organisation that has its own training facility or is serious about employee training will benefit from using **Training Administrator**. Complete automation of the booking, scheduling and resource requirement processes will be an invaluable aid to all your employees, managers and training staff.

## Features and benefits of **Training Administrator**

### Course directories and class calendars kept up to date and accessible

Eliminate the cost of printed course catalogues and never be "out of date" again with our on-line directory and calendar facilities. Anyone with a web browser and authorised access can see exactly what course is offered when. You can easily show all your approved courses in one simple, easy to locate place with a search facility to make the user's task even easier. All class schedules are updated instantly and potential trainees can arrange training schedules that fit in to their work schedules - all over "the Net" with the click of a button.

### Training applications, histories and plans all available on-line

**Training Administrator** enables candidates to examine their own training history and training plans on-line. Registering on new courses is as easy as a click of a mouse button - then [Workflow](#) takes over forwarding the request to the appropriate manager for approval and returning confirmation to the candidate as soon as the plan or course is approved. In the mean time the candidates place on the course is reserved until approval from the manager is received.

### Maximise manager efficiency

With the ability to nominate candidates and approve training requests from anywhere in the world your managers will be able to operate at peak efficiency. Even when they are away from the office simple internet browser access enables your managers to review their subordinates' training histories and plans, evaluate their results and manage departmental training costs

### Automated class registrations enhance efficiency

On-line class enrolment and waitlist management empowers you to totally manage class capacity and resources. And our powerful reporting functionality enables you to see, at any time, where you have waitlisted candidates so that you can maximise course availability to meet their needs

### Eliminate communication breakdowns with automated messaging

With [Electronic Self Service](#) and [Workflow](#) as integral parts of **Training Administrator's** system; communication breakdowns are eliminated. Every training request is automatically routed to the correct place for approval, regularly followed up and re-routed if necessary and returned when approved or declined. And every candidate knows immediately his course application is approved.



## Time Administrator

**Time Administrator** provides electronic control, calculation and record keeping of your employees access to your premises. **Time Administrator** eliminates the need for manual calculation of the time your employees have spent working, helping you improve your accuracy and efficiency in calculating wages and leave accruals.

### So what does **Time Administrator** do?

The computation of your Company's wages and leave entitlements has, until now, been a laborious time-consuming task. **Time Administrator** sets you free from this resource hungry process. Utilising "state of the art" thumb print readers your employees' "clock in" and "clock out" times are captured at source. And, best of all, the chance for time fraud is dramatically reduced - unlike with the more traditional clock card or swipe card, thumb print readers completely eliminate the ability of employees to effect "multiple employee clock-ins". Instantly available reports let you know who has "clocked in", where they have "clocked in" and who is away. All this helps with your resource planning and task allocations for the day. And after each shift, you can see instantly what time has been clocked for the day giving you a real time handle on overtime and helping you control your labour costs on a daily basis.

Automation of your time keeping process frees up your payroll staff's time allowing them to focus on more important issues like labour cost control and maximising resource utilisation. Add to that the elimination of human error in the manual calculation process and you reduce unnecessary conflict with your workers around the time they have worked and eliminate the risk of having to pay for time not actually worked.

### Who needs it?

Any organisation that has employees who are paid on an hourly basis will benefit from using **Time Administrator**. Complete automation of the time calculation processes eliminates unnecessary costs and, when operated with our [Leave Administrator](#) module, helps you keep an accurate record of the leave due to your staff, again eliminating unnecessary conflict and costs.

## Features and benefits of **Time Administrator**

### Time records kept up to date and accessible

Having your employees' access controlled electronically gives you instant access to lots of useful information. Like who **ALWAYS** arrives late and leaves early? **Time Administrator** keeps track of every second each employee spends on your premises. It can also track which area of your factory or warehouse they are in and how long they spend there. Looking for productivity increases - analysing your employees movements is a great place to start and with all their time records available electronically you can do any analysis you want!

### Minimise labour cost

Controlling labour costs is one of the most difficult tasks in any organisation. Poor productivity, staff "clocking in" when they are not even there, eliminating unnecessary overtime - all management tasks that are time consuming and frustrating without the correct information. **Time Administrator** helps eliminate the frustration and reduce the time requirements of these tasks by providing you with all the information you need at any time you need it - 24 hours a day 7 days a week if you want.

### Eliminate unnecessary leave claims

Labour legislation requires you to compensate your employees for the time they have worked through allowing them to take leave. Whether this is annual leave or leave in lieu of overtime, any errors in your "time worked" calculations will result in a direct leave cost to you. Electronic recording of employee access to your premises eliminates the ability of employees to claim leave against inaccurate time claims. Automatic calculations linked directly to your collective agreements provide you with 100% accurate leave accruals!

### Improved administrative efficiency

No longer do you need to spend hours doing laborious calculations from dirty clock cards. At the press of a button all your time calculations for the day, week or month can be produced. Linked to your payroll system you can be sure that you are only paying for services rendered by your employees. And if your payroll won't allow us to link directly we can provide you with hard copy reports so all you have to do is capture the hours worked by each employee directly into your system.

### Keep track of contractors

With the ease of capturing and removing personnel from the system that is inherent in **Time Administrator** you can even control the time claims that contractors make for their services. Detailed reports allow you to easily check their time sheets and/or invoices against your records of their actual time attendance on your premises.



# HR Outsourcing

## Business proposition

**Administrator Software** also provides reliable, high-quality HR administration outsourcing to help organisations increase efficiency, improve service levels, and reduce operating costs. By offloading non-core administration to **Administrator Software**, organisations can also free up their in-house HR resources to focus on those strategic HR issues that support the core business.

### Our HR professionals will help you:

- Implement best practices in HR administration processing
- Automate processes using state-of-the-art technology whenever appropriate
- Realise the benefits of the shared services concept
- Ensure superior service at multiple levels of employee contact

### What we do

Administrator Software helps you manage all your HR administration via the Web. We offer a comprehensive suite of HR administration services and unique web-based applications that can help reduce, or eliminate, your non-core HR administration. Your HR Department can choose to outsource part or all of your HR administration to our dedicated team of HR specialists. All our HR applications have been developed with a strong focus on user-friendly service, supported by an industrial-strength technology backbone.

### Why should I outsource my HR administration?

Today HR is much, much more than just processing and filing paper. In today's electronic age there is no longer any excuse for manual paper systems with the inherent inefficiencies and errors those systems bring.

Today's HR professional should be focussed on driving the Board's strategic direction through the organisation. Aligning employee goals with corporate goals has become far more important than just attending to the administration - indeed for any firm to achieve a sustainable competitive advantage today there is no place for wasted effort on processes that should be automated.

Your HR Department needs to be freed from non-core administration in order to dedicate valuable resources to strategic issues. This freedom can be a reality with outsourcing, the contracting of non-core HR processes to an outside service provider.

### The key benefits of outsourcing are:

- Minimising HR administrative overheads
- Opening up your HR executive's diary by removing his day-to-day non-core administration activities
- Negating the costs of heavy capital investment in HR systems and infrastructure
- Effecting significant improvements in your service levels

### Our services

No matter how big or small your organisation, **Administrator Software** has a range of services that will meet your HR administration needs. **Administrator Software** currently offers six service areas that will dramatically reduce your paper work and increase your HR administration efficiency

### How does it work?

When you outsource your non-core HR administration to **Administrator Software** we take over responsibility for the entire process. We will assess your position and agree with you on the various service options your organisation needs.

We ensure results and provide high-quality service to both you and your employees.

### How can I learn more?

To learn more about **Administrator Software** simply arrange an appointment with one of our Sales Consultants. Your personal Sales Consultant will be happy to answer any of your questions, while discussing the package requirements that best suit you. Your Consultant will also give you a one-on-one demonstration of our applications, so that you can familiarise yourself with our services.

**e-mail one of our Consultants or contact us at 011 974 0777.**

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