

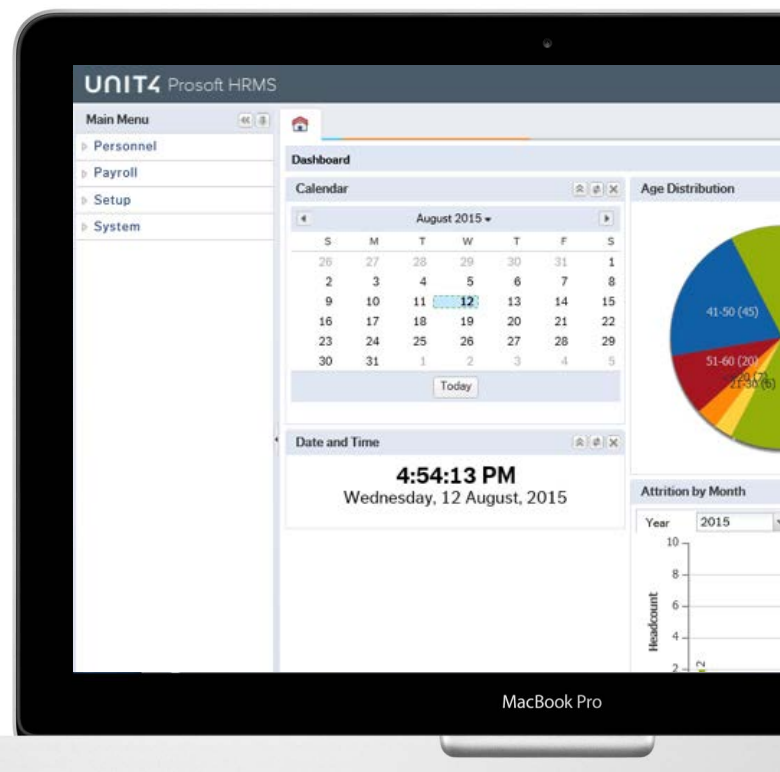


Human Resource Management designed for the speed of business

Welcome to the world of smart, flexible HRMS software that scales from project team to global workforce.

Your organization deserves a complete and seamless solution to manage all your HR needs. Designed to make human resource management both simpler and more effective, Prosoft HRMS from Unit4 is a suite of HR software solutions that is comprehensive, fully integrated, flexible, and easy to use, from project teams up to a global workforce.

Prosoft has been voted one of the best HRMS vendors because it doesn't just simplify your processes – it empowers your staff to accomplish more. Choose the platform that lets your organization make its own rules so you can engage your people and adapt to change.



Agile, Effective Human Resources Management

Businesses and organizations operate in a dynamic landscape, and their tools must help them adapt and grow if they want to succeed. Prosoft HRMS provides a complete and seamless solution for HR management, from routine leave and payroll administration to complex appraisal management. Streamlined HR capabilities help you maximize your organizational efficiency and respond to change, rather than being constrained with static processes. The solution scales from small and midsize business up to multinationals and public service sector agencies.

Prosoft HRMS consists of administrator and employee self-service modules. Administrator modules allow HR to manage the flexible configuration of HR policies and workflows directly. Employee self-service modules facilitate speedy and efficient management of HR transactions such as leave applications, claim applications, attendance verification, appraisal exercises, self-update of personal particulars.

By integrating the platform that your entire organization uses, your people data will be more complete, accurate, and relevant to help you fulfill your mission.

Comprehensive Capabilities

Leave – Define unlimited types of leave. Ensure accuracy with leave management among employees and managers.

Attendance – Calculate time elements based on clock timings captured by electronic clocks. Manage viewable attendance, overtime hours, overtime approval and payments.

Training – Easily organize and oversee the training and learning, which employees need to successfully complete their job.

Resource Booking – Eliminate scheduling problems among resources and facilities, increasing your teams' efficiency and saving time.

Recruitment – Gain a one-stop hiring management resource to streamline your recruiting operations, saving time and money through integration, automation and collaboration.

Manpower – Streamline and standardize the manpower requisition process and gather essential data to support more effective resource planning and budgeting.

Appraisal – Replace manual appraisal forms with a more flexible paperless environment.

Claim – Allow various trackable claims for entitlements or reimbursements via payroll. Submit multiple claims in one app.

Time Clocks – Together with the Leave module, manage organizational time and attendance using state-of-the-art Time Clocks, including Face Recognition, Palm Vein, Fingerprint, Handpunch, Barcode, Magnetic and Proximity.

Timesheets – Monitor and track overtime hour records that are self-updated by employees, with minimum overhead. Export approved hours to Payroll system for processing without additional data input.

Personnel – Ease and enhance employee database management. Track all employee information, including historical changes, and provide easy retrieval of information.

Payroll – Simplify and computerize the tedious task of calculating employees' wages. Define multiple pay runs, allowances and deductions that are applicable to every employee with detailed reports.

Forms – Automate and streamline the collection and processing of data from employees.

Talent Management – Harness the power of your organization's talent pool to help staff achieve their potential and ensure critical roles are safeguarded.

Unit4 Prosoft HRMS

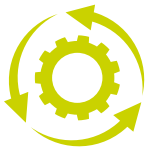
Administrative	Personnel
	Payroll
	Leave
	Claim
	Timesheets
	Attendance
	Resource Booking
Strategic	Orgplus
	Appraisal
	Training
	Talent
	Manpower
	Forms
	Recruitment



Designed for People

Unit4 Prosoft HRMS is built to fulfill the needs of the people using it. By automating key tasks, your HR processes become more efficient. Everyone at the organization can enter and view the information they need, when they need it. The solution provides a clear, intuitive user experience – the kind of simple and contextualized interaction that's common in personal technology, recreated for the business area. The result is that tools are easy to use, while also providing powerful insight and analytics capabilities: simplicity without sacrificing functionality.

By providing the right context for information and helping users make the best choice based on business context, tasks can be executed more quickly – freeing up resources to focus on higher-value areas.



Designed for Change

Organizational change can be driven by a variety of factors: growth and expansion, new business models, acquisitions, cost-cutting, and others. The ability to transform and adapt is key – especially true in today's world, where new opportunities are introduced instantly. You need software that is adaptable so that your organization can match and lead competitors who are also trying to stay ahead of the curve.

To accommodate change as part of its fundamental structure, Prosoft HRMS is built on an elastic foundation that extends as you evolve. Its unique architecture enables you to respond to changing market conditions, resource availability and new rules and regulations more cost-effectively and without the typical disruption. Information, workflow and data are all seamlessly integrated so one change automatically populates throughout the software to keep your enterprise applications working at the speed of your teams.



Designed for Mobility

The Prosoft HRMS system doesn't just simplify your organization's Human Resources processes – it engages your people by offering full functionality for each person's position, with information tailored for a specific point in time and location. So when your staff are in the office with access to their notebook or computer, they can build staff assessments and match the company's pool of talent with program needs.

When your staff are traveling, their smart phones and tablets become their best vehicles to capture their expenses or time. Prosoft offers fully functional mobile apps, including full mobile leave management to complement the web-based leave system. From a simple interface, check leave availability and pending status in real time, see who else is on leave on the same dates, and attach documents as easily as taking a picture.



Designed for Choice

You are in control when you choose how to deploy Prosoft HRMS. Choose the Purchase Model and install the software on your servers, with ownership of the software license. This gives you complete flexibility in managing your software and servers. Or, choose a cloud-base SaaS model designed to take care of your HR IT infrastructure and provide you with the full functionalities of Prosoft's software applications, without having to manage upgrades, firewalls, or anti-virus yourself.

Unit4 Prosoft Personnel

Manage human resource data with complete peace of mind.

The Prosoft Personnel module is a powerful and user-friendly solution that enables you to track, manage and analyze your employee data – from hiring to retirement.

For administrators, Prosoft Personnel enables you to manage your most valuable assets – your employees. Its employee self-service facilities reduce the burden of data entry on the HR department, so that your team can focus on higher-level strategic objectives.

For employees, Prosoft Personnel (Self-Service) enables employees to take control of their own personal information to ensure that it stays complete and up to date.

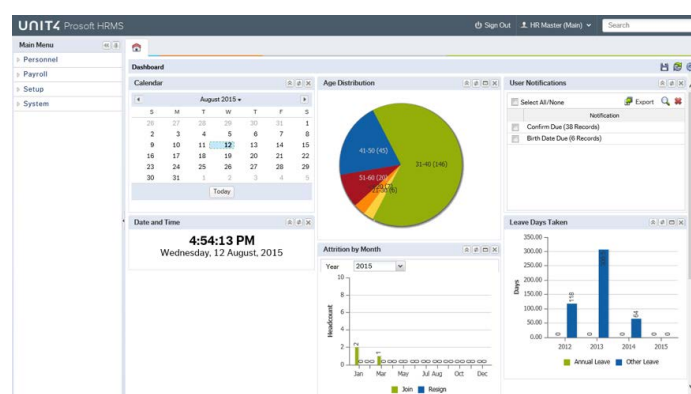
Prosoft Personnel offers a range of features and facilities, including:

- Centralized employee master and personal details
- Quick view of employee master list, with summary records
- Online government survey tools generation
- Flexible multi-language and currency conversion options
- Consistent global update
- Customized mail-merge letter generation
- Event notification prompts
- Flexible user-defined fields
- Sharing and exporting of comprehensive reports and charting functions
- Employee self-service management
- Customized field-level security for employees and
- Flexible approval workflow process
- Task delegation

Employee Master

Notification	User Name	Recurring Days	Time	Interval	Excel Column #1	Excel Column #2	Excel Column #3
Birth Date Due	HRM - HR Master (Main)	1	1	1	1	1	1
Employee Exception	HRM - HR Master (Main)	1	1	1	1	1	1
Confirm Due	HRM - HR Master (Main)	1	1	1	1	1	1
Monthly Salary	HRM - HR Master (Main)	1	1	1	1	1	1
Employment Pass Expiry	HRM - HR Master (Main)	1	1	1	1	1	1
Work Permit Expiry	HRM - HR Master (Main)	1	1	1	1	1	1
LDC/Dependent Pass Expiry	HRM - HR Master (Main)	1	1	1	1	1	1
PR Status Change	HRM - HR Master (Main)	1	1	1	1	1	1
Contract Expiry	HRM - HR Master (Main)	1	1	1	1	1	1
Certification Expiry	HRM - HR Master (Main)	1	1	1	1	1	1
Insurance Expiry	HRM - HR Master (Main)	1	1	1	1	1	1
Membership Expiry	HRM - HR Master (Main)	1	1	1	1	1	1
Secondment Expiry	HRM - HR Master (Main)	1	1	1	1	1	1
Education Bond Due	HRM - HR Master (Main)	1	1	1	1	1	1
Medical Next Check-Up Due	HRM - HR Master (Main)	1	1	1	1	1	1
Living Status Review	HRM - HR Master (Main)	60	0	0	0	0	0
Retirement Due	test - test	1	1	1	1	1	1
Work Permit Expiry	AAA - HR User (Sample)	1	1	1	1	1	1
Work Permit Expiry	AAA - HR User (Sample)	1	1	1	1	1	1

Notification



Dashboard

Payroll Summary and Processing

Take the next step towards globalization – Go “Regional” with Prosoft.

The Prosoft Payroll module is a comprehensive multi-country solution that simplifies and computerizes the tedious task of calculating employees’ wages.

For Administrators, the module includes all the payroll functionalities needed by businesses to process payroll quickly and accurately. Prosoft Payroll enables you to define various payroll groups, each with its own rules and calculation methods.

For employees, Prosoft Payroll (Self-Service) makes it easier and quicker for employees to access and check their pay and income tax details.

Prosoft Payroll offers a range of features and facilities, including:

- Multi-country support for regional payroll
- Flexible payroll transactions
- Quick & accurate payroll processing
- Definable formulas
- Bonus, advance payment, and back/retro payment
- Payroll global modification and import
- Online submission of bank, provident funds and personal income tax
- Integration with Prosoft Attendance, Leave and Claim modules

Payroll Summary

Payroll Processing

E-pay slip

A Full-Function HRMS Solution

Prosoft HRMS has modules that support every facet of your HRMS programs.

Plan Scheduling and Record Work

Prosoft Leave

Streamline the entire leave administration process in your organization – from leave eligibility and entitlement, to leave application and tracking, to on-leave compensation.

Prosoft Attendance

Calculate all the time elements, based on employees' clocking, using our wide range of electronic clocks and the latest biometric verification devices with a comprehensive, flexible and extensible solution.

Prosoft Timesheets

Simplify and streamline the submission, tracking and processing of working hours, with online submission of work-related claims as well as reliable capture and access to working hours and cross-charging information.

Prosoft Resource Booking

Adopt a powerful, flexible and user-friendly one-stop scheduling solution for all your office resources.

Build and Enhance Your Talent

Prosoft Training

Organize and oversee employees' training and learning needed to complete their job at the highest level of success.

Prosoft Talent

Support the development and utilization of your staff's skills and experience, identify critical roles within the organization, and manage how those positions are resourced.

Prosoft Manpower

Manage your entire organization's manpower requisition process and support easier resource planning and budgeting.

Prosoft Appraisal

Conduct performance appraisals completely online, without time-consuming and inefficient traditional paper-based forms.

Reduce Administrative Burden

Prosoft Forms

Gather information from specific individual employees with a targeted online survey system for all sorts of HR matters.

Prosoft Claims

Simplify expense claim administration for your organization with a user-friendly solution.

Unit4 HR Outsourcing

HR Outsourcing can help you save time, money and resources so you can concentrate on what you do best.

Deploying and applying expertise is vital in modern business. Tying up your best people on tasks that don't maximize their skills and potential is a drag on your organization.

Unit4 HR/Payroll Outsourcing Services puts our expert knowledge at your disposal so your staff are free to perform the high-value tasks that deliver results and competitive advantage. HR Outsourcing can generate efficiencies by managing payroll processing, calculating tax amounts, administering benefits and generating reports.

Unit4 provides Personnel, Leave, Claim and Payroll outsourcing solutions. These unique modules complement each other and enable the tracking of each employee's payroll in relation to their leave taken, claim submission and new employee status before issuing monthly wages to employees.

Unit4 HR/Payroll Outsourcing offers a range of benefits, including:

Cost-effective solution

The cost of dedicated headcount to deal with payroll housekeeping can be prohibitive. Unit4 HR/Payroll Outsourcing delivers rapid cost efficiencies.

Expert knowledge

Tax regulations and processes are complex and constantly changing. Using our experts guarantees compliance and removes the need for business owners and senior management to learn and maintain their knowledge of tax law.

Conserve resources

Re-assigning payroll employees to more value-adding tasks and eliminating the need for you to perform payroll functions allow businesses to save time and money.

Increased efficiency

Maintaining HR records, staff details, annual leave, absence, payroll and benefits is time consuming and can be a major distraction for managers and business owners. A dedicated payroll service can perform these tasks much more effectively.



Unit4 Prosoft is supported across the Asia Pacific region in Singapore, Malaysia, Indonesia, Philippines, Thailand, Hong Kong, China, Macau and Taiwan.

About Unit4

Unit4 is a leading provider of enterprise applications empowering people in service organizations. With annual revenue of 500M Euro and more than 4000 employees worldwide, Unit4 delivers ERP, industry-focused and best-in-class applications. Thousands of organizations from sectors including professional services, education, public services, not-for-profit, real estate, wholesale, and financial services benefit from Unit4 solutions.

Unit4 is in business for people.

unit4.com/ap

1 HarbourFront Place #09-05/06
HarbourFront Tower One
Singapore 098633
T +65 6333 6133
F +65 6333 6122
E sales.ap@unit4.com

Unit 908, 9th Floor,
Menara Amcorp
Pusat Perdagangan Amcorp
No: 18 Jalan Persiaran Barat
46050 Petaling Jaya
Selangor, Malaysia
T +603 7620 3886
F +603 7620 3887
E sales.ap@unit4.com

Unit 1802, Southport Central
56 Scarborough Street
Southport QLD 4215
Australia
E sales.ap@unit4.com

Menara Palma, 5th Floor, Unit 6
Jl. HR Rasuna Said Blok X2 Kav 6,
Kuningan
Jakarta 12950
Indonesia
T +62-21-5795 6020
F +62-21-5795 6021
E sales.ap@unit4.com