UNIT4
Prosoft

In Business for You

UNIT4 PROSOFT V9 BROCHURE

Built for People

Unit4 Prosoft

We exist to free people from low-value, repetitive tasks to make them more productive and more successful.

In Business for People

Unit4 Prosoft has been serving customers across Asia for over 30 years with a commitment to deliver the highest quality software and services. Today, Unit4 Prosoft HRMS & Payroll is trusted by over 1,000 businesses across the APAC region across all industries, including manufacturing, healthcare, retail, construction, and professional services industries.

Building on our extensive implementation/change management knowledge and experience, our regionally based consultants deliver hands-on real-time value to our customers. At the same time, our customer service team provides ongoing support to ensure that you and your team achieve continued success. Unit4 Prosoft supports every aspect of your HRMS & Payroll program.

A Human Resource Information System 4U

Unit4 Prosoft, through software-as-a-service (SaaS), delivers a level of experience people have come to expect from their consumer technology, such as self-service information access and the ability to work anywhere, from any device. Your people get the flexibility and freedom to have what they need, when and where they need it.

Unit4 Prosoft HRMS lets you manage your entire hire-to-retire cycle from a central control center and database, accessible anytime, anywhere and on any device.

Hire •
Internal Mobility •
On Boarding •

Off Boarding •

Conversation •
Engagement Survey •
Performance Analysis •
Online Training •

RECRUITMENT

JOIN

RETIRE

TALENT MANAGEMENT

DEVEKOP

HR Insight
& Analytics

PERSONNEL

ENABLE

• Leave
• Claim
• Attendance
• Timesheets
• eForms

REWARDS

PAYROLL

• Payroll

Unit4 Prosoft goes beyond what you think a HRMS solution can deliver for your organization, with a superior People Experience across your organization.

Now you can rely on a single source of truth for HR, Payroll and Recruitment, enabling unrivaled data accuracy and integrity that lets you streamline and automate processes — freeing up valuable time for teams to focus on meaningful value-added tasks.

Experience 4U

Unit4 Prosoft and the People Experience

Unit4's next-generation enterprise software helps you deliver an exceptional People Experience for everyone your organization serves.

People Experience encompasses all the moments and touchpoints someone has with your organization. From the moment someone looks at your job board to the moment they leave your organization. Everything a person does, sees, feels, and uses shapes their experience.

The hire to retire journey

Recruitment
The moment a candidate sees your job ad, they are engaging you, Unit4 Prosoft's single platform solution lets you manage this candidate experience as if your candidates were already your employees. A candidate can update their profile or view their vacancy status. And with our new People Experience, all people who engage with your organization matter.

Onboarding
From the moment someone begins onboarding to engaging them with appropriate learning, e-Learning becomes pivotal to speeding up time to productivity. Immediate engagement with your new people and streamlining processes so that HR managers can onboard people faster are essential today and for the future.

Management and development
Management and development is the most crucial step in your people's journey. The human experience matters to us, and Unit4 Prosoft helps transform your HR transactions into meaningful People Experiences that improve organizational performance and reduce attrition.

We do this by supporting managers with real-time visibility at all stages of the employee cycle with highly adaptable and intuitive solutions that provide more precise insights for better decision-making.

HR teams can enjoy industry-leading reporting for their operational and planning needs. A fully integrated suite allows for informational consistency, superior change support and efficient information distribution, combined with strong security and governance.

Retention
Once your people are established, the challenge is to keep them engaged, performing and contributing to the organization's success.

New ways of working mean your people must have the flexibility and freedom to have what they need, how, when and where they need it.

With the right information, you can execute tasks quicker, freeing your resources and people to do activities that provide value to them and the organization.

Exit
The exit process has two key components – (1) Staff engagement to find out where they are going and (2) If they can be brand ambassadors. Unit4 Prosoft supports both by providing an engagement and offboarding platform to help HR manage their activities.

Game-Changing Solutions

Unit4's next-generation enterprise software delivers a new type of cloud journey 4U.

Unit4's next-generation enterprise software helps you deliver an exceptional People Experience for everyone your organization serves.

Digital transformation with zero disruption

The most exciting thing about a HRMS cloud solution is not what it can do but how it transforms organizations. When you move your solution to the cloud, you elevate your solutions and capabilities. In addition, you free people from dealing with a lot of the minutiae required by on-premise solutions.

Why are our customers switching to SAAS?

1. **Improved People Experience**
   People have a better user experience (UX) as consumers than as employees. Modern cloud solutions deliver a user experience that legacy on-premise products cannot compete with.

2. **Faster Innovation Cycles**
   On-premise solutions can demand cost, time and resources for smaller businesses. Updates, in particular, are a big deal, involving downtime, cost, and disruption.

   In the cloud you will always be on the latest version that lets you refocus your time, resources, spend and people on implementing and adopting new innovations as they are released.

3. **Better Scalability**
   Cloud solutions are significantly more scalable than locally hosted solutions. Even the most expensive local setups cannot compete with SaaS solutions.

4. **Higher Resilience**
   Modern customers' demands are evolving, and they want businesses to be available 24x7, yet on-premise solutions typically will only have 9-5 support from local IT teams. The Unit4 Prosoft Cloud is monitored 24x7, 365 days years, ensuring peace of mind.

Cloud Journey 4U

When moving to the cloud, aim high. Work with people that deliver what you need, as easily as you would like, and for a fixed upfront fee. We call this the Cloud Journey 4U.

High Speed Delivery: Discover a quick and effortless journey to the cloud. New customers can be up and running in as little as 20 working days. And for existing customers, migrations can take as little as 5 days.

Fixed Migration Fee: Get a fixed price quote for the complete migration — no surprises.

Minimal Disruption: Rely on a clear onboarding plan delivered by a team of migration experts.

Full Transparency: Get a transparent project overview based on Cloud Migration Assessment.

Unit4 Prosoft Connect and the People Platform

Unit4 Prosoft v9 is a game-changer when it comes to innovation. The platform comes with a wide array of integration tools that customers and partners can use to extend the system's functionalities.

Unit4 Prosoft APIs
APIs make direct integration into external applications possible. Using deep linking and chatbot technologies provides a richer People Experience.

Unit4 Prosoft Integration Services
The Integration Services kit lets customers and partners build configuration-based interfaces with rich functionality, such as logging and archiving.

People Platform - Extension Kit
The People Platform helps you respond to new business needs by:

- Making Unit4 application more flexible
- Customizing data processing across application and services
- Creating new business logic
- Connecting to external services

Modules overview

Unit4 Prosoft modules support every aspect of your HRMS programs

Unit4 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. The employee self-service modules facilitate speedy and efficient management of HR transactions, such as leave applications, claim applications, attendance verification, appraisal exercises, and update personal information.

By fully integrating the platform that your entire business uses, your people data will be more complete, accurate and relevant to help you and your team fulfill your purpose.

ADMINISTRATIVE

PERSONNEL	PAYROLL	LEAVE	CLAIM	TIMESHEETS	ATTENDANCE	TRAINING BUDGET

STRATEGIC

FORMS	RECRUITMENT	OBJECTIVES	CONVERSATION	ENGAGEMENT	LEARN	PERFORM

Personnel

Give your people the power to complete day-to-day tasks by transforming your employee database management. Unit4 Prosoft Personnel module provides an intuitive user experience. Designed to give you an easy and secure way to update your employee information as and when you needed. Your employees can also take advantage of our Self-Service feature and fully control their personal data.

Payroll

Peace of mind with Unit4 Prosoft Payroll. By automating tedious tasks like calculating your teams' wages, our comprehensive module ensures your payroll functionalities are processed quickly and accurately. Our Self-Service feature is at your team's disposal to access and check their salary and income tax details anytime, anywhere.

Leave

Streamline your enterprise's entire leave management process with the Unit4 Prosoft Leave module. Making leave entitlement, applications and request monitoring easier and intuitive for both HR and your people. The Leave module ensures complete accuracy of leave data throughout, links and validates roster data further with your Attendance module, and lets you sync with the Payroll module to complete the process entirely.

Employees can now access the Prosoft leave module via web or mobile anytime, anywhere. This enable your people to access leave balance, submit leave requests, and carry out leave approvals whenever and wherever.

Claim

Ease the administrative burden when it comes to looking after your team's benefit and claim management. With Unit4 Prosoft Claim module, you can submit claims via mobile, anytime, anywhere without having to archive receipts.
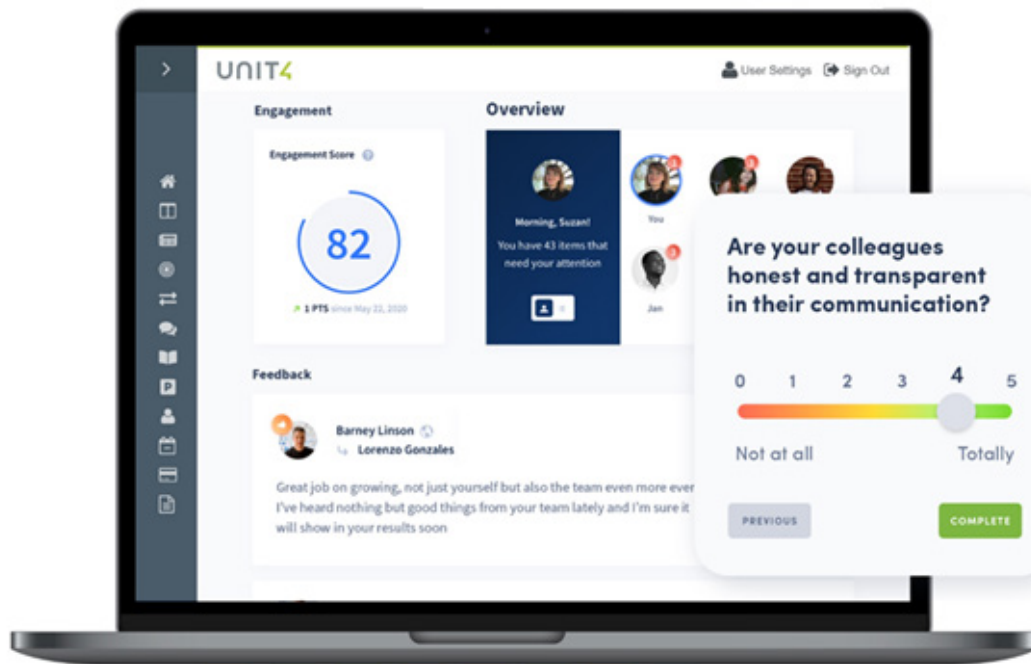
Timesheet

Minimize overheads by simplifying and streamlining timesheet submissions, track and process your team's working hours. Captures remarks, projects and tasks that your people are working on. No additional data input is required to export the approved hours to our Payroll system, saving you time and reducing overheads.
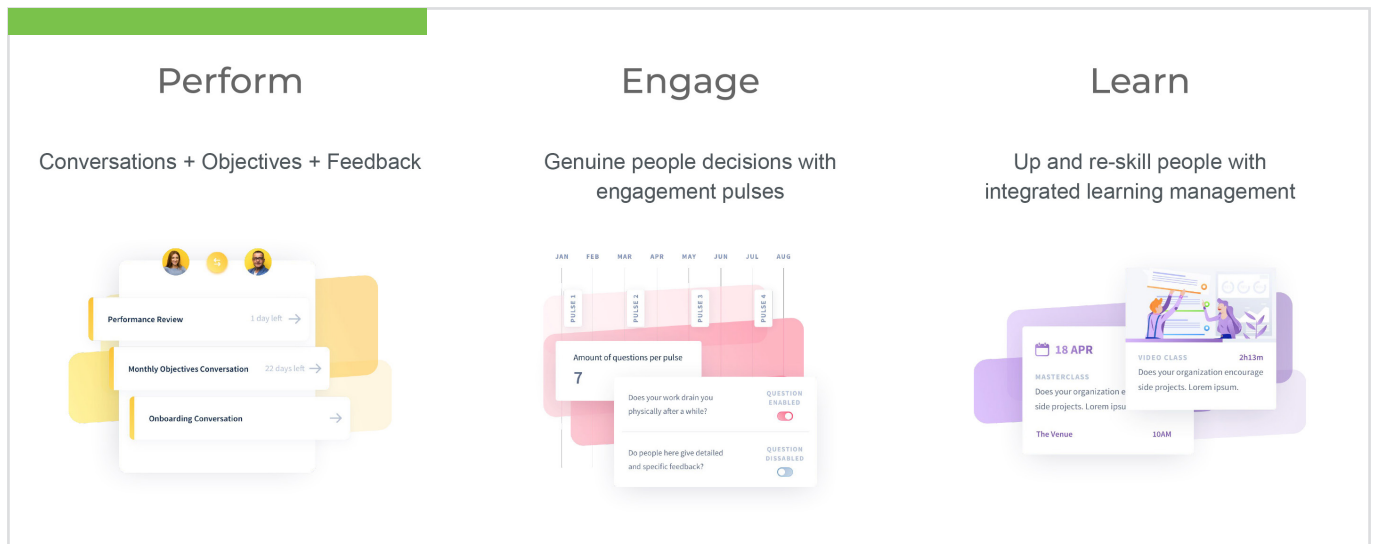
Attendance

Save valuable time with Unit4 Prosoft Attendance module, which is a cloud-based application capturing clock-ins and clock-outs via a range of electronic clocks and up-to-date biometric verification devices, including mobile clocking with facial recognition. **With the attendance module, employees can raise their own OT requests.** It is fully integrated with our Leave module to capture your team's applied leave and cross-charge deployment information for more precise allocation across the cost centers. It also enables you to create multiple shift patterns, calculates all relevant attendance time elements with customizable options that allow seamless integration of your time and attendance data into your Payroll system.

Talent Management

See your teams' objectives, engagement surveys and other learning tools in a centralized location with Unit4 Talent Management. Tracking objectives and team performance are more convenient and visible in an overview. Your team members can also engage in surveys or e-learning and update their quarterly goals at their own pace.
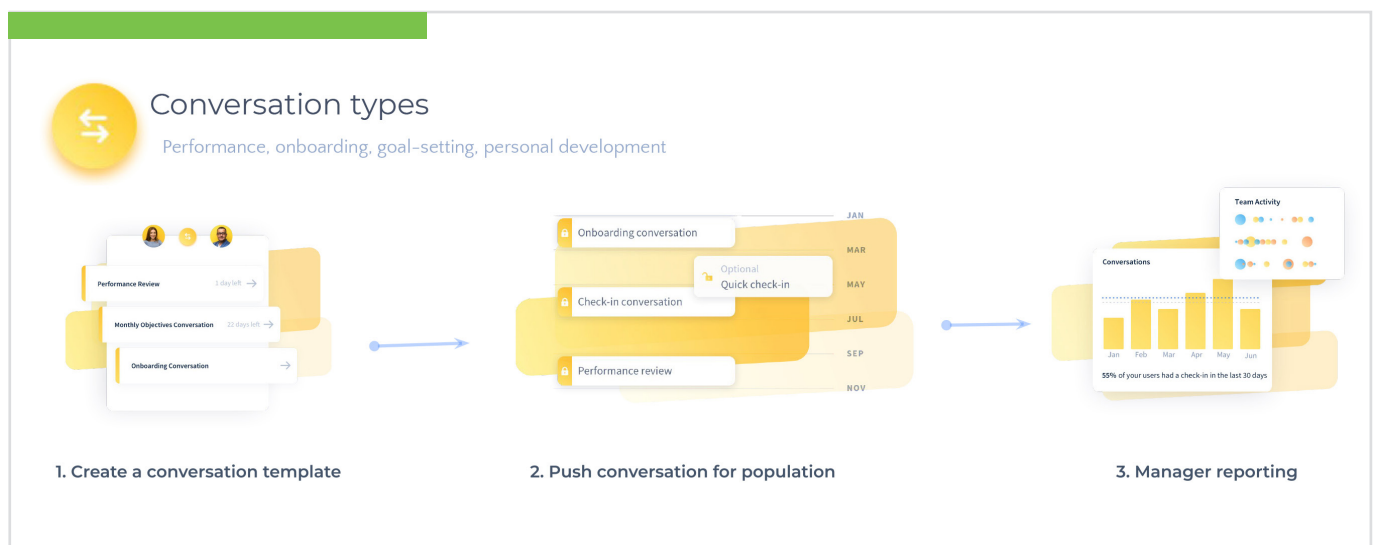
Integrated Talent Enablement Platform

Perform

Conversations + Objectives + Feedback

Engage

Genuine people decisions with engagement pulses

Learn

Up and re-skill people with integrated learning management

Perform

Enable people performance

Intuo provides organization the tools and intelligence to support and enable people performance, which falls under the category of **Objectives, Feedback** and **Conversations.**

(a) Conversation (Performance Review)

Conversation types

Performance, onboarding, goal-setting, personal development

1. Create a conversation template

2. Push conversation for population

3. Manager reporting

(b) Objectives Setting

(c) Nine Box Grid (Employee Analysis)

Objectives

Short-lived goals based on the OKR principles

Deliver the monthly roadmap designs for Q2, Q3 & Q4 before the end of 2018

31 March 2018

🌐 | Business As Usual | Last update: 26 Oct

54%

Align the sales and marketing teams on communication guidelines

31 March 2018

🌐 | Business As Usual | Last update: 26 Oct

21%

Become a data driven solution that works closely together with Success

31 March 2018

🌐 | Business As Usual | Last update: 26 Oct

78%

Peer-to-peer feedback & Recognition

Provide and request feedback linked to objectives, skills and core values

Send Praise　　　**Give Feedback**　　　**Request Feedback**

Laura Vermeersch 🌐 ⌄　　　　　　Today
↳ Arthur Van De Velde

Arthur, it's really nice to see how you took the time to organize a team dinner. It's just another example of how you connect everyone and drive results as a team!
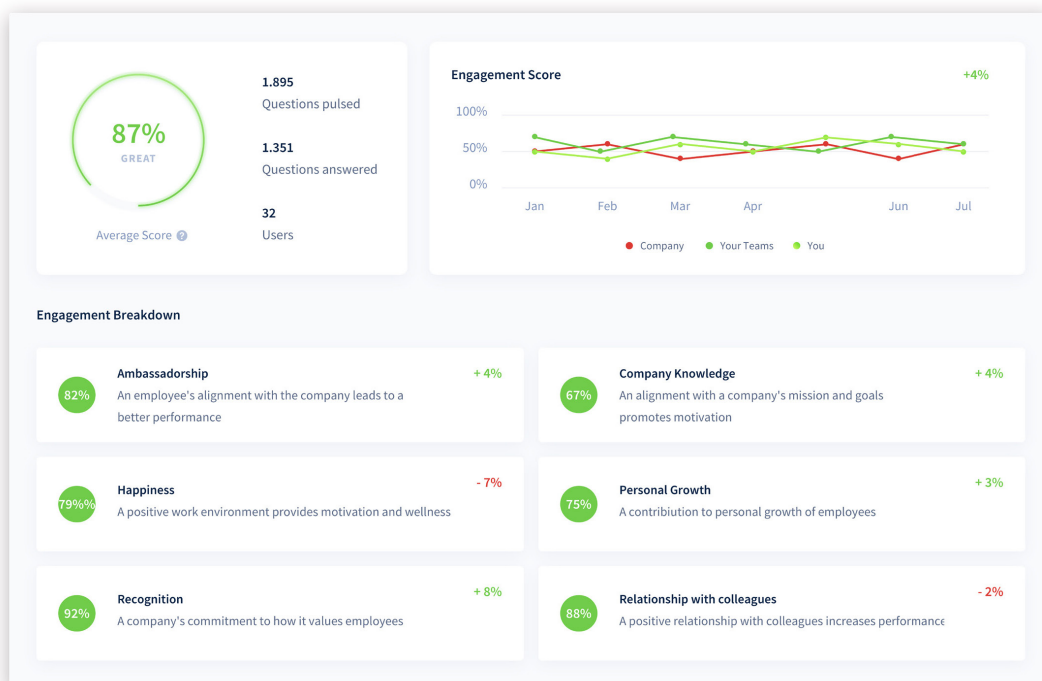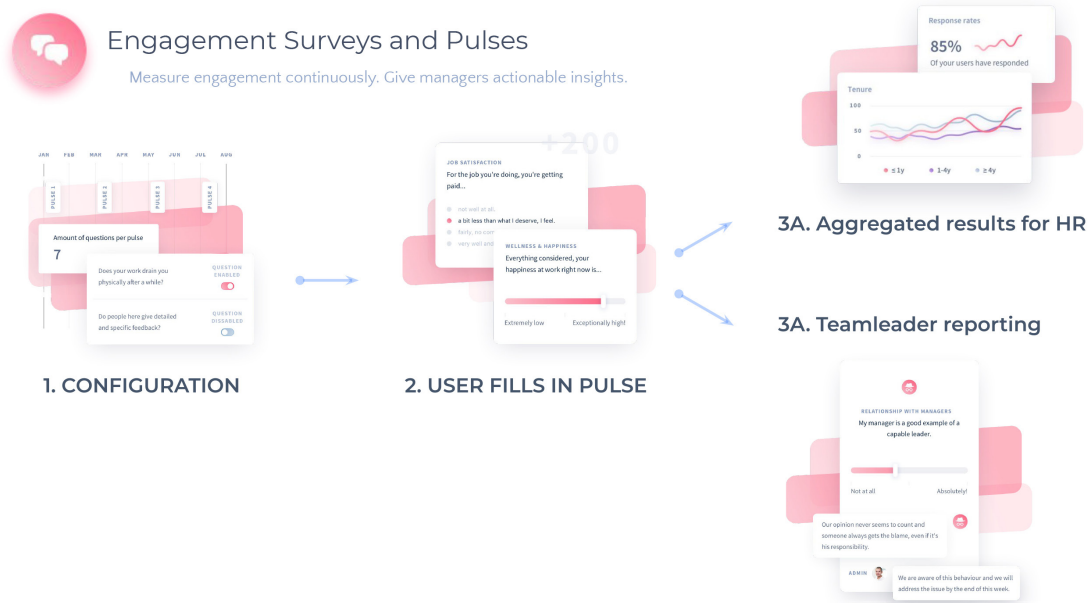
♡ 2 likes　　💬 0 comments

Engage

Enable managers to take responsibility

We support HR with insights and enable managers to understand what is happening in their team.

Engagement Surveys and Pulses
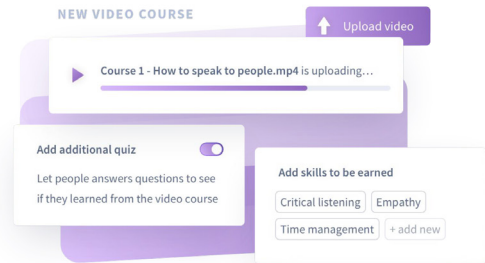
Measure engagement continuously. Give managers actionable insights.

1. CONFIGURATION

2. USER FILLS IN PULSE

3A. Aggregated results for HR

3A. Teamleader reporting

Response rates

85%
Of your users have responded

87%
GREAT

Average Score ❓

1.895
Questions pulsed

1.351
Questions answered

32
Users

Engagement Score +4%

Company · Your Teams · You

Engagement Breakdown

82%	**Ambassadorship** An employee's alignment with the company leads to a better performance	+ 4%
79%%	**Happiness** A positive work environment provides motivation and wellness	- 7%
92%	**Recognition** A company's commitment to how it values employees	+ 8%

67%	**Company Knowledge** An alignment with a company's mission and goals promotes motivation	+ 4%
75%	**Personal Growth** A contribiution to personal growth of employees	+ 3%
88%	**Relationship with colleagues** A positive relationship with colleagues increases performance	- 2%

Learn

Distribute knowledge

Intuo allows you to create and organize onlne and classroom training.

18 APR

MASTERCLASS

Does your organization e
side projects. Lorem ipsu

The Venue   10AM

VIDEO CLASS   2h13m

Does your organization encourage
side projects. Lorem ipsum.

LEARNING SOLUTIONS

Support online, offline and blended learning

Replace costly classrooms and train your
people in the best ways possible.

NEW VIDEO COURSE

Upload video

▶ Course 1 - How to speak to people.mp4 is uploading…

Add additional quiz

Let people answers questions to see
if they learned from the video course

Add skills to be earned

Critical listening   Empathy

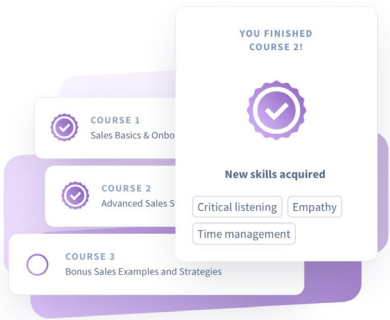Time management   + add new

LEARNING SOLUTIONS

Build and manage custom courses

Use intuo's built-in course creator to
scale your knowledge distribution.

Learning and knowledge management

Distribute company knowledge effectively in the organisation

YOU FINISHED
COURSE 2!

COURSE 1
Sales Basics & Onbo

COURSE 2
Advanced Sales S

COURSE 3
Bonus Sales Examples and Strategies

New skills acquired

Critical listening   Empathy

Time management

LEARNING SOLUTIONS

Certify and acknowledge acquired skills

Manage and hand out certificates after
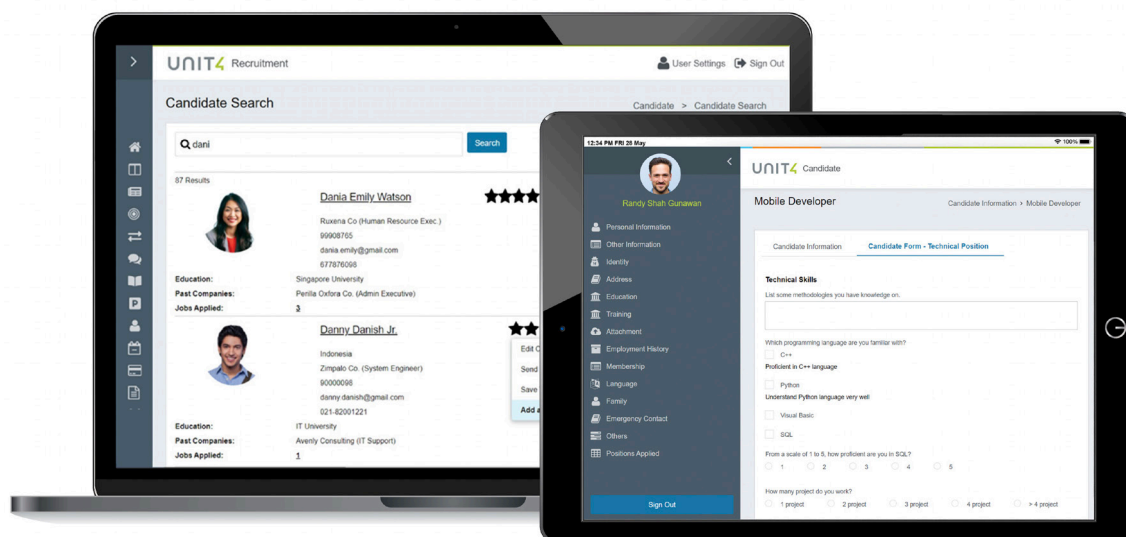track or course completions.

Learning and knowledge management

Distribute company knowledge effectively in the organisation

COURSE 1   COURSE 2   COURSE 3

LEARNING SOLUTIONS

Evaluate skill and course metrics

Have a clear overview of your people's
development to allocate their strenghts.

The recruitment module is a one-stop hiring management resource that enables seamless integration, automation, and collaboration. By logging in to the Candidate Portal, job applicants are able to view their personal information, contact details, employment history and other important information. More importantly, Unit4 Prosoft Recruitment helps organization save valuable time and money by streamlining your recruiting process.

For more information go to:

prosoft.unit4.com

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