

Modules

Human Resource Center

At the core of the entire system is the Human Resource Center. It provides a comprehensive online employee database and keeps track of all personal information.

MCSB vHRMS's workflow-enabled feature streamlines the task of updating information and since it is designed to be totally integrated, information flows seamlessly to all other modules to facilitate data retrieval.

Payroll

An efficient and highly accurate system for the computation of salaries, including overtime, deductions and bonuses.

The Payroll module is linked to the Time Management module to facilitate payroll processing and to statutory bodies and banks for automatic fund transfers.

Leave Administration

The module simplifies the management of employees' leave entitlements such as keeping track of applied leave, leave duration, leave commencement and remaining leave balance.

The module is also linked to the Medical Administration module for automatic update of medical leave taken and to the Time Management System and Payroll modules to initiate salary payments.

Training

This module allows you to keep track of the internal and external training programs for employees such as training costs, training application, courses, etc.

It enables you to analyze the type of training programs and training hours, thus making it easier to manage training programs in a cost efficient way.

Medical Administration

The module efficiently tracks every aspect of employees' medical expenses and entitlements such as medical claims and reports. The report will analyze the frequency of visits to panel doctors, keep check on medical costs, etc.

Career Development

The module keeps track of employees' performance level and objective reviews by setting the criteria and rating codes for appraisal based on the organization's expectations.

Loan Tracking

All employee loans offered by your organization are automatically updated in this module. You are able to make monthly repayment calculations from initial to final payment, monthly loan statements, and keep track of loan payments and approvals.

Losses on defaults or late payments are prevented as you are immediately alerted to payment records. This module is also linked to the Payroll records, enabling you to implement salary deductions automatically.

Human Resource Development Fund (HRDF)

This module monitors the total levies contributed by your organization for training grants used for retraining and upgrading skills of employees.

You can monitor application status and track reimbursement claims from the relevant statutory body and print the necessary reports required for such purposes.

Recruitment

Recruitment acts as an internal search engine and also helps to process external applications while monitoring advertising expenses and placements over a period of time.

You can specify job requirements, post questionnaires, arrange interviews, view results and check status through this module.

Report Writer

A versatile and powerful software that is able to create over 100 different types of reports for your company's specific administration needs and statutory requirements.

It empowers authorized personnel to extract relevant data from the entire system for analysis and customized reports.

System Security

Human resource information is highly sensitive and confidential. Thus, a powerful security control systems is in place to prevent unauthorized use of vHRMS.

Stringent security features include encrypted passwords, individual and group user profiles, multiple-level authorization and events log.