



Africaner Human Resource MS
humanresource@africaner.info
www.africaner.info

SYSTEM DOCUMENTATION

Prepared for
General Public

Prepared by
Ufanisi Africa
sales@ufanisiafrica.com
www.ufanisiafrica.com

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Executive Summary

This handout serves as the official document from **Ufanisi ICT Solutions** for deploying a **Human Resource Web Info Management System** to your organization. We want to render our software development expertise to you and produce a management system that will increase your productivity.

Problem Statement

The human resource management's performance in any organization is highly depending on records effectiveness. In many organizations employee's data capturing tasks are carried out manually, employees are attached to several departments of the organization with outdated software, there difficulties in generating accurate periodic reports and oftentimes, use manual and conventional procedures again just to verify each report's accuracy.

Proposed Solution

To address your concerns, **Ufanisi ICT Solutions** will deploy a System that will address all the problems previously mentioned. The system will be implemented with more additional features that will achieve future goals of the organization.

The system is a web based, therefore can be accessible anywhere that enhance easy management. Its highly portable, therefore that enhance easy installation and maintenance. It can run in any device which reduces hardware costs. The system is user friendly, very easy to use since they have simplified interfaces.

The system will store all employees' details in a secure, efficient, convenient and simplified manner. Data retrieval will be efficient and accurate by easily allowing search for records. Reports will be generated under several categories

at any time required. They will appear in a clear view with an option for both Microsoft docs and PDF format for easily integration with other data.

Security is provided to our system by having a database backup, database restoration image and crash recovery system. User IDs and Passwords are provided to prevent access of unauthorized people. This system once deployed will address current manual and semi manual systems' challenges as well as will contribute to productivity increase and reduce labor and operation costs.

Features

The proposed system has the followings features;

- ❖ Staff Registration: It registers information of all employees. The system manages information of both full employed and casual employees.
- ❖ Leave Management: It generates all types of staff's leave permits and track departure and reporting date.
- ❖ Loan Management: It registers and deduct automatically all loan attached to employees' salaries.
- ❖ Payroll Management: The system generates payroll summary and staff pay slips each month.
- ❖ Payroll History: The system stores all payrolls generated therefore can be retrieve for future reference.
- ❖ Report Management: It provides both employee related and payroll reports. Reports generated are in standard format.
- ❖ Reward Management: It manages employee's promotion and demotion smoothly.
- ❖ Information Management: It stores all records attached to an employee i.e., contract, profile, letters, contacts etc.
- ❖ The system can be customized to meet your additional needs.

Benefits

Our company has developed over 30 systems within the last five years. We make sure that each system we develop is equipped with the latest trends, tools, and technologies, of which our employees have trained and have sufficient knowledge thereof.