

UFANISI AFRICA

Africaner Human Resource

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HUMAN RESOURCE SYSTEM DOCUMENTATION

Prepared for

**COMPANIES AND
ORGANIZATIONS**

Prepared by

Ufanisi Africa

Executive Summary

This document serves as the official document from **Ufanisi Africa** for developing and deploying a **Human Resource Web Info Management System** to your business or organization.

Who is Ufanisi Africa?

It is a technology-oriented business support services firm that offers services within the scope of ICT, Social, Business Development and Media Solutions thereby helping organizations identify and define the strategies, processes, capabilities and metrics required to execute objectives. We apply our insight and expertise to help an organization achieve its goals.

Manual System's problem Statement

Human Resource records are expensive to maintain in terms of amount of physical space and accessibility. The manual records associated with loss of production and fragmentation. It is easy to be manipulated and pave way for thefts.

The system proposed will address the entire problem after conducted intensive research, reports analysis and needs. All these factors have been put in consideration to come up with stable multidimensional solution.

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 manages all types of staff's leaves and tracks leave and reporting date.

- ❖ Reward Management: It manages employee's promotion and demotion.
- ❖ Loan Management: It registers and deducts automatically all loans attached to employee.
- ❖ Payroll Management: The system generates payroll summary and staff pay slips.
- ❖ Payroll Reports: It also generates all payroll reports ie. NHIF, NSSF, PAYE, WCF etc. They are generated in standard format and can be exported to PDF or Excel sheets.
- ❖ Payroll History Management: It saves and retrieves all payroll summaries and its associated pay slips and reports.
- ❖ Information Management: It uploads and keeps all employee's records ie letters, contracts, important contacts etc.
- ❖ Automatic PAYE calculation table: The PAYE formulae is edited and calculated automatic. No need for manual generation.
- ❖ Bank Management: It provides all banks payment details list. They are generated in standard format and can be exported to PDF or Excel sheets.
- ❖ 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.