

TAKE5 HRMS Solutions

Take5 HRMS provides 7 mission-critical HR related solutions



Take5 HRMS provides 7 mission-critical HR related solutions:

1 Take5 Employee Information Management

Take5 HRMS allows companies to manage and centralize their employee information systematically, including HR planning, recruitment documentation, job descriptions, training, skill inventory, performance evaluation, exit interview and other personal related information. It documents the complete lifecycle of each employee in the organization. Take5 HRMS core module provides comprehensive HR related data through a dynamic “Query” mechanism and enables flexible “report generation” and analytics functions to free up HR resources from tedious daily work.

Highlights:

- Value Added Solution to HR organization – Free up HR resources from tedious daily work including data input, manual analysis, etc. and move up the value chain of HR
- Comprehensive employee information documentation – Keep a full record of the entire lifecycle of every employee within the organization and automatic update
- Career Planning – Allow employees and their managers to plan for their career development within the organization through the dedicated process of setting targets/objectives, appraisal and action for promotion if applicable
- Automatic update of employee information and easily tracked
- Effective Date Control and Termination Management – Document employees’ and termination dates
- Export data file with password control or encryption
- Unlimited user defined forms with Take5 HRMS, unlimited creation of tables and forms, customization of fields
- Integrate with OrgPlus Professional - Professional Organization Tools

2 Take5 Payroll Module

Payroll module is mainly considered to calculate employee’s salary and compensation. Through a series of pay policy and regulation (social welfare, annual leave, personal income tax, etc.), as well as simple calculation steps and easy “End of Month Data Input”, payroll module enables a simple calculation process and provides a user-friendly payroll report generation function.

Highlights:

- Enable multi-regional welfare calculation
- Flexible payroll period design, from pay on yearly basis to monthly, semi-monthly and daily, in order to meet potential multi-region requirements
- Total transparency in Salary Calculation Flow
- Advanced Back Pay functionality - enables retroactive payroll management and analysis
- Payroll Audit Report – Back track all the payroll related information for each employee
- Payroll Hold Management – Supported by payroll module
- Payroll Slip Generation – Apply current period & history pay slip for employee
- Query Payslip History
- Generate multiple bank files - Bank transfer files
- Government Required Statutory Reporting – Unified format of report
- General Ledger Interface – Finance system interface
- Connect with Attendance Tracking system – Enables attendance tracking functionality
- Fully support HKSAR statutory regulations
 - > HKSAR IR (Inland Revenue) reporting and Interface File Generation
 - > Mandatory Provident Fund Processing
 - > Support ORSO Processing (if any)
 - > Support Enhanced Amendment Ordinance with Daily Wages Calculation



3 Take5 e-PORTAL Module

Take5 HRMS provides a user defined design mode, which enables customer to set up different e-portal interface and access authorities to different employees according to their positions or responsibilities. For instance, common users have 'My Information' and 'My Files' functions, they could view his or her own basic information and current payroll slip. While for managers, they have more functions such as 'My workflow' etc., these additional functions not only allow them to view his or her own information but also view information of his or her employees. Our system also offers a strong document management tool as 'My Files', which provides security control function for users to authorize certain group(s) to view files uploaded by themselves. In addition, we also support users to customize their favorite user-interface.

Highlights:

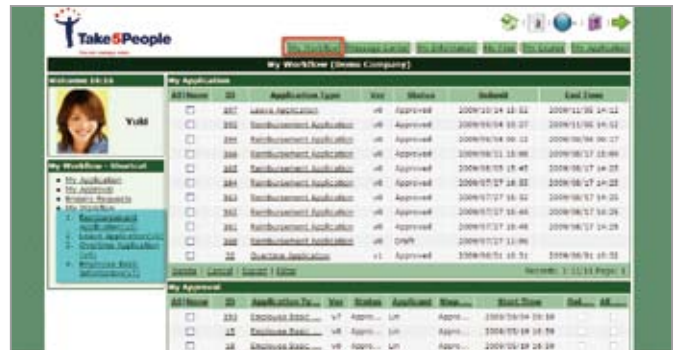
- Offers different users e-portal with different modules through authority settings
- My Files - File management that allows users to upload files to or download files from server. Supports security control, which enables users to define group(s) to access these files
- My Information (Forms could be defined by users)
 - > My Basic Information
 - > My Current Period Payroll
 - > My History Payroll
- Message Center: Receive 'Reminder Message' from system such as 'Approval Reminder', 'Approval Notice', 'Birthday Reminder' etc. Messages receive and send
- My Workflow (Refer to e-approval) default workflow as below
 - > Reimbursement Application
 - > Leave Application
 - > Employee Timesheet
 - > Overtime Application
 - > Employee Information Change
- My Course: To view courses of current user. Supports search function
- My Application: Link to HR core and Payroll module if current user is authorized
- Support users to customize their favorite user-interface

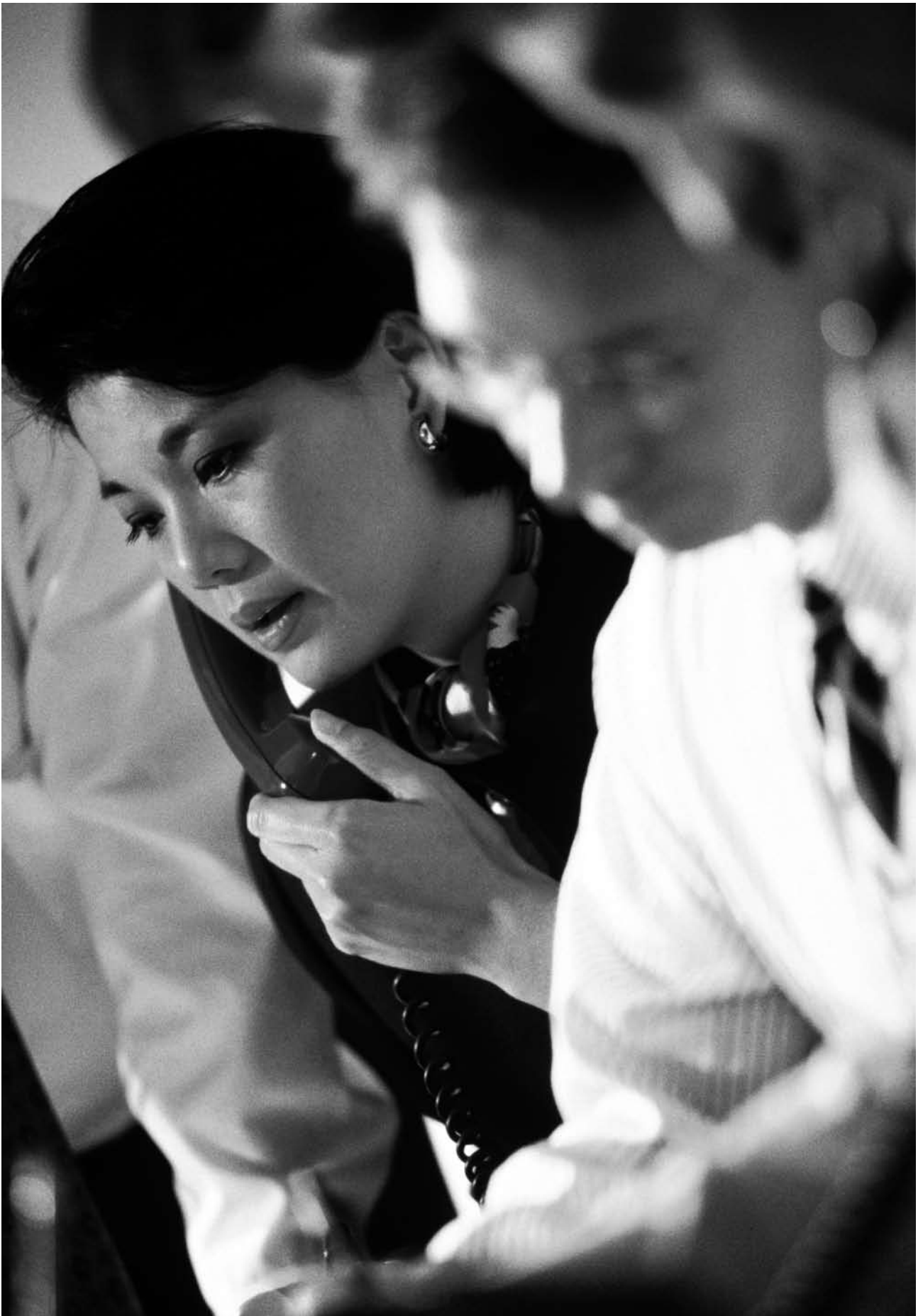
4 Take5 e-Approval Module (must be cooperated with Take5 e-PORTAL Module)

Take5 HRMS e-Approval Module provides a customized online 'Approval Flow' function, which enables customer to define the approval flow based on their requirements. It also offers a strong flexible security control function which allows customer to authorize different approval flows to different users or user groups. This module also includes many value-added functions such as 'Auto approval strategy', 'Expiry Date Setting', 'Message Notice', 'Expiration Reminder', 'Email Reminder' etc. In addition, Take5 HRMS e-Approval Module has an 'Enquiry' function which enables approver(s) to consult with persons out of the approval flow. Moreover, the approval flow can be linked to payroll module. For instance, fees will be included in salary of the current period after applications such as leave application or overtime application have been passed.

Highlights:

- Flexible Approval Flow Design in terms of no. of approval flow steps as well as no. of approvers for each step
- Unlimited FORM - Each EMPLOYEE can only access FORMS that are authorized to him/her
- Visual display for Applicant and Approver to track FORM status
- Each FORM can be attached with supporting documents
- Approver can delegate another person along the approval flow
- Supports Over-Due Approval Process and Automatic Approval
- Linked to HR Information, Attendance, and Payroll modules





5 Take5 Leave Module

Take5 HRMS Leave Module provides a 'Leave Management' function, which consists of several sub functions as 'policy setup', 'calculation', 'detail data review', 'balance data review', 'records management' and 'supports' to link with payroll module. Once the multiple policy classes and their adoption to different employees are defined, the system will entitle corresponding days of annual leave, sick leave etc. automatically to each employee. System also enables HR professionals to input and modify leave records, view detail records and balance of annual leave. This function applies to both mainland and Hong Kong Special Administration District.

Highlights:

- Annual Leave (AL) could be calculated in proportion to years of service, in accordance with new labor legislation
- Support two AL entitlement types, starting from beginning of the year and on a monthly prorata basis
- Convert leave balance to payment based on employee's basic salary
- Support carry-forward of annual leave in next year
- Provide leave data input, both current month input and historical month input
- Provide 'Sick Leave' calculation
- Support 'New Employment Ordinance' (Hong Kong)
- Source of leave data could be drawn from E-approval

6 Take5 Rostering and Resource Planning Module

(must be cooperated with Take5 Leave Module)

Take5 Rostering and Resource Planning Module provides a sophisticated staff rostering solution that reduces the administration of employee time management and the costs of company staff. The Rostering solution is a fully integrated solution which provides support for self-rostering, auto-rostering, demand based rostering via an intuitive web user interface. The tool also enables rostering of staff in conformance to Working Time Regulations and New Deal Legislation. The Resources Planning solution assists organizations to recruit, retain, and optimize the deployment of the personnel needed to meet business objectives and to respond to changes in the external environment, which carries out skills analysis of the existing workforce, manpower forecasting, and takes action to ensure that supply meets demand. This may include the development of training and retraining strategies.

Highlights:

- Linkage between Take5 HRMS and attendance tracking machine
- Attendance policy configuration - settings of working period, validity for attendance, and overtime policy
- Attendance data examination - record modification and deletion, and overtime policy
- Rostering management - settings of work group and individual employee specific requirements
- Employee self-inquiry - daily and historical records of attendance, overtime data, and working plan
- Human resources management - information of organization, position, skill, and language, etc.

About Take5 People

Take5 People is established based on the experience of over a decade of delivering ERP and Human Resources solutions in the greater China and Asia Pacific region. We believe in emphasizing "human touch" in the era of technology dictating our daily life.

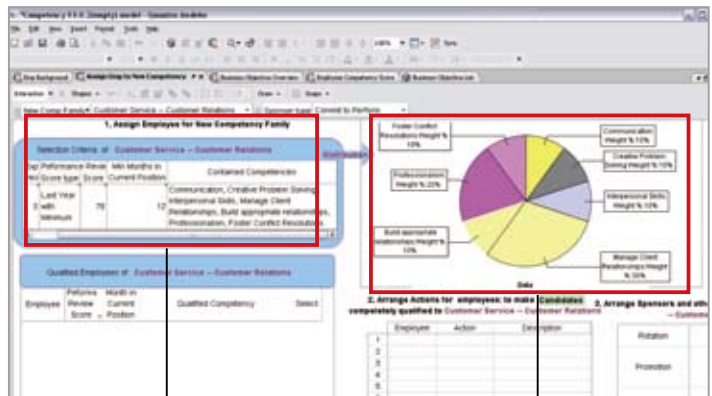
At Take5 People, we believe that the ability to successfully offer business solutions depends on a lot more than just offering great technologies, but rather, it is the ability to leverage the strengths of experienced "people", our staff, and dedication to deliver highest quality of services.

7 Take5 Analytics Module

Take5 Analytics Module uses Quantrix tool to offer a flexible and dynamic analytics solution. The new database solution improves budgeting accuracy, transparency, and consolidations. It allows professionals to quickly push beyond the limits of traditional spreadsheets and modeling tools, enables users to explore multiple dimensions simultaneously and easily creates new scenarios without rewriting or restructuring models – resulting in less required capacity, higher value add and unprecedented ROI.

Highlights:

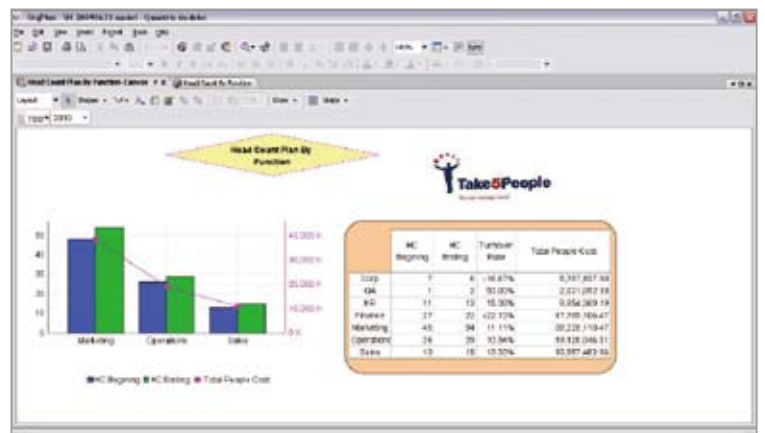
- Real-time models with rapid Time-to-Answer
- Business models that drive success with more accurate and transparent forecasts, budgets and other financial models
- Interactive presentations and dashboard with data-driven and visual analytics that improve the quality of your business decision process
- New insights for a competitive edge with dynamic charts shed new lights on hidden opportunities, relationships, trends and points of interest
- Controlled collaboration that reduces the risk of unapproved and unintended changes associated with data sharing
- Easier Integration via an easy-to-use DataLink™ Wizard
- Enhanced Pivoting with simple 'drag & drop' functionality



Find out all the competency we need based on the company development plan, then filter out the employees who are qualified under those condition.

Besides, the recruiting plan will be based on competency model, the company will recruit new employees to meet all the needs.

Competency Model



Head Count Plan

HR	OP	Total
2009	\$2,575,000	\$2,575,000
2010	\$2,575,000	\$2,575,000
2011	\$2,575,000	\$2,575,000
2012	\$2,575,000	\$2,575,000
2013	\$2,575,000	\$2,575,000

What IF Scenario

What IF Scenario will bring out different "Total People Cost" when switching employee type from OP and HR's view. This will help the management team to make assumptions when making plans



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