

SMART MANAGER

...HRM, Payroll, Pensions



A Complete Product Brochure



Epilogue



- For those seeking to move the HR function to a strategic vantage point within the organization, the notion of using software to automate the growing list of administrative transactions serves as a catalyst for transformation.
- Deploying efficient Human Resource & Payroll Management software then becomes not only a need but a critical requirement.
- Smart Manager is a strategic end-to- end HRMS/Payroll management software that makes everyone in your organization more effective.
- Its winning functionality includes human resources management functionality tightly integrated with a powerful payroll engine .
- The end result is an empowered HR and Payroll staff that can access critical information quickly and perform routine business activities more efficiently.

With Smart Manager you will get everything you need to increase employee satisfaction, ease work and improve productivity

The Smart Manager Edge



- Unlimited number of employees, unlimited number of companies/Branches
- It is 100% Customizable: Can be modified to suite your specific needs
- Has Multi-Level security configuration
- The Most complete and thoroughly engineered HR / payroll software
- Provide financial reporting & analysis for benefits & salaries
- Successfully running at multiple locations across Nigeria
- Tested & trusted; a proven product with many years of research
- Domain knowledge acquired from leading industry experts

Functional Modules



Employee Records (foundation)

Employee transfers, promotions & increments

Payroll management system

Appraisal/ performance management system

Leave management system

Recruitment management system

Loans management system

Training management system

Alumni System

Employee/ Managerial Self-Hel System

Benefits



Benefits of Smart Manager 5.0

Generate Payroll for your employees in minutes

Manage employee expenses and that too with payroll

Generate Pay slips and send to them employees

Generate Payee and pensions reports

Maintain Historical data for filing and statutory purpose

View Historical Data

Manage employee Documents electronically

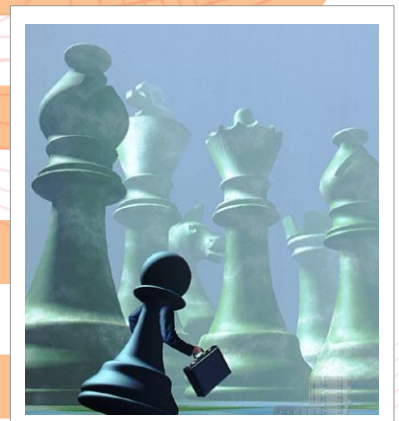
Upload forms and company policies

Manage Employee Attendance

Manage Employee leave

Display Holiday calendar to all employees

Better manage your recruitment purpose



Features



FOUNDATION	PENSION
<ul style="list-style-type: none"> • Organization profile • Employment and personnel data • Confirmation • Exit management • prompts 	<ul style="list-style-type: none"> • Define contribution • Pensionable income computation • PFA management • Pension deduction management • Regulatory compliance
PAYROLL	RECRUITMENT ADMINISTRATION
<ul style="list-style-type: none"> • Allowances • Deductions • Time and attendance • Loans • Tax • Salary processing 	<ul style="list-style-type: none"> • E-application • Recruitment process management • Employment • Re-hire
SELF SERVICE	CAREER MANAGEMENT
<ul style="list-style-type: none"> • Employee self-service • Manager self-service 	<ul style="list-style-type: none"> • Set career path for each staff • Manage development plan for each staff • Skills gap management • Internal vacancy management • Job fit assessment for any staff
PERFORMANCE MANAGEMENT	TRAINING
<ul style="list-style-type: none"> • KPI management • Appraisals • Promotion • Discipline 	<ul style="list-style-type: none"> • Corporate training administration • Training budget management • Training feedback • Knowledge sharing
MEDICAL	LEAVE
<ul style="list-style-type: none"> • Monitor medical incidences • Medical history • Track medical expenses • Maintain approved healthcare providers list • Set and monitor medical limits • Track sick leave 	<ul style="list-style-type: none"> • Application, scheduling, and notification • Shift management • Various leave types • Computation of entitlements
COOPERATIVE	ALUMNI
<ul style="list-style-type: none"> • Staff contributory scheme • Promote employee saving scheme • Manage multiple savings schemes • Investment dividend distribution • Manage disengagement payments 	<ul style="list-style-type: none"> • Contact maintenance • Outstanding loans management • Access corporate news
BIOMETRICS	CLAIMS
<ul style="list-style-type: none"> • Capture employee fingerprints & images • MANAGE staff identities • Re-validate employee database at set intervals 	<ul style="list-style-type: none"> • Capture cash advances and direct settlement forms • Reconcile cash retirement forms • Reimburse employees electronically