



CHESCO-TECH HRM & PAYROLL SYSTEM



Manage your employees the easy way



OVERVIEW


Our HR Management & Payroll System is a self-customizable software solution that suits any small, medium or large organization. It is designed to reduce the time and effort associated with payroll processing to provide seamless operations that enable you to handle all staff and payment processes in a simple and accurate manner. Our Software allows your organisation to automatically generate pay slips, takes care of Employee Leave, Overtime, Allowances,

Loans, Advances, Arrears and other statutory deductions such as PAYE and NAPSA Pensions. The system features an elaborate set of functions to automatically send reminders on impending Probation Assessments for Confirmations to Supervisors and HR, Leave Application notifications to Supervisors, and other pending actions. This ensures HR and Staff are fully in control of their processes without much human intervention

KEY FEATURES

PERFORMANCE MANAGEMENT

- ★ Enables you to conduct performance appraisals for each employee
- ★ Enables you to set KPIs for each department and employee
- ★ Provides a graphical presentation of employee's performance
- ★ Provides a suggestion for the recommended action for each employee's performance
- ★ Sends reminders for when an appraisal is due for completion

-  **PERFORMANCE MANAGEMENT**
-  **TIME & ATTENDANCE MANAGEMENT**
-  **PAYROLL MANAGEMENT**
-  **LEAVE MANAGEMENT**
-  **EMPLOYEE MANAGEMENT**
-  **PRIVATE PENSION MANAGEMENT**
-  **RECRUITMENT**

KEY FEATURES OF THE HR & PAYROLL SYSTEM

PAYROLL FEATURES

- ★ Accurate regulatory PAYE, NAPSA, medical insurance, attendance and Pay roll reports & many more.
- ★ Automated pay slips generation and email distributions of pay slips.
- ★ PDF Storage of Pay slips.
- ★ Employee Loans management module, this module gives you a lending hand in managing and recording your employee loans.
- ★ Self-customizable Tax settings, therefore, tax bands, tax rates and NAPSA ceilings.
- ★ Payroll expense graphical statistics by month, year and expense type.

EMPLOYEE SELF SERVICE

- ★ Reporting time logging and viewing of attendance logs.
- ★ Employee Leave Applications, Leave balances, Leave History and Leave Approvals for heads of departments or supervisors.
- ★ Email Notifications and alerts to Managers, supervisors and Heads of departments for leave applications.
- ★ Viewing, printing and downloading of pay slips.
- ★ Profile Information Customization, therefore, change account password and editing of profile information.
- ★ Manager leave reports that give managers a report of employees on leave by department.
- ★ Upload and storage of employee CV's, Qualification's and employment History.

HRM

- + Probations and employee Contract expiry reminders and alerts.
- + Employee Absence, attendance logs and time management.
- + Complete employee record keeping, therefore, employee files, qualifications, previous employment information and other document attachments.
- + Employee Performance Management, this feature will allow you prepare and conduct performance and competency reviews as well as put together performance goals and personal development plans per employee.
- + Leave Management Module, this feature lets you manage leave administration and enforce specific leave policies that suite your organisation.
- + Disciplinary records module, this module lets you keep track of employee disciplinary records, dates of disciplinary charge, levels of discipline and many more.
- + Statistical and graphical regulatory reports such as:
- + Employees on leave by department, reason for leave and date of leave.

PRIVATE PENSION MANAGEMENT

Our system also offers private pension management, allowing you to provide your employees with a comprehensive retirement plan.



KEY FEATURES OF THE HR & PAYROLL SYSTEM

RECRUITMENT

Our platform automates the entire hiring process, from posting job openings to screening candidates, so you can focus on finding the perfect fit for your team.

MAIN FEATURES

- ★ Matching function to match candidates to the job description
- ★ Shortlist suggestions
- ★ Jobs management feature
- ★ Interview process done on the system
- ★ Candidate management
- ★ Reporting features
- ★ User-friendly and many more

Benefits Of Our Recruitment Management System

Time Saver

The platform makes the process much faster and efficient and saves time wasted in manual tedious tasks

Flexibility

Our platform allows you to customise the entire hiring process according to the needs of your company with a few clicks

Resume Management

It helps to get you the resumes of top candidates with its automated sorting system saving a lot of time

Easy Access

Our platform can be accessed with desktops and smartphones anywhere adding to efficiency and convenience

Timely Updates

Notifies you about updates in the process and scheduled interviews so you don't miss anything important

No More Paperwork

Your HR does not need to be consumed by papers anymore and also get a fast and efficient hiring process

Why choose our HRMS?

Simple User Interface: We have built our Payroll and HR software to be simple to learn and integrate to any other systems.



Support: We are available to support you all the way, our competent and highly qualified staff are always available to listen to your problems.

Security and Uptime: Our average uptime for the past years has been 99%. We value your data, therefore, we ensure that your data is kept secure and accessed by users who are authorized to access it.



Automated backups and recovery: You do not have to worry about losing your data because our servers ensure that your information is periodically backed up for restoration in case of a failure.