

The entire scope of Human Capital management is captured under the various “AKATUA – AMANFO” modules.

Modules

Foundation

Base module required to set up & configure other Modules.

Organization Profile

- Organizational structure
- Organization calendar
- Staff directory
- Messages and notifications
- Multicurrency
- Multilingual
- Multi Subsidiary

Confirmation

- Monitor new employee performance
- Set probation targets and tenure
- Multi level performance evaluation
- Probation extension
- Monitor documentation requirement
- Convert to permanent staff

Selected Features

Employment & Personnel Data

- Unique staff ID numbers and photographs
- Bio-data
- Educational qualifications
- Job history
- Job movements and internal transfers
- Employment anniversary and awards

Disengagement

- Final pay computation
- Tools and company assets recall
- Disengagement interviews

Recruitment Administration

e-Applicants

- World-wide reach
- Receive applications via Internet
- Best brains get attracted
- Announce job vacancies on the Intranet and Internet
- Acknowledge applications automatically
- Up to date database of applications

Interview & Employment

- Growing asset of applicants' database
- Analyse large pool of applicants
- Multiple shortlist criteria Interview process management
- Efficient organization/applicant communication
- System generated responses
- Schedule applicant's interview
- Faster recruitment process
- Automatic recruitment letters
- Direct applicant integration into employee database

Training

- Automate training administration
- Track training request from staff and managers
- Maintain corporate training diary
- Comprehensive list of training programmes
- Match training with actual business needs
- Skills gap focused training
- Manage in-house training
- Track training feedback
- Identify untrained staff
- Track in-house, local and offshore courses
- Maintain training budget

Leave

- Leave scheduling
- Alerts on leave due to employees and relief officials
- Leave days tracking
- Computation of leave entitlements
- Partial leave management
- Manage various leave types
- Leave and training clash detection
- Leave resumption processing

Medical

- Monitor medical incidences
- Medical history
- Track medical expenses
- Maintain approved health care providers list
- Set and monitor medical limits
- Track sick leave

Performance Management**Appraisals**

- Define & assign tasks to employees
- Task progress monitoring and reporting
- KPI definition and monitoring
- Employee self assessment
- Comprehensive staff appraisal
- Automated performance based reward options
- Appraisals due notifications
- Repository of historical performance appraisals
- Performance trend analysis
- Training needs assessment
- Skills gap identification and management
- Replicate your existing appraisal forms
- Multi-level appraisal system

Discipline

- Issue and track queries online
- Track disciplinary actions
- Status of outstanding queries
- Match sanctions with corporate guidelines
- Disciplinary history

Promotion

- Define promotion criteria
- Short-list employees due for promotion
- Identify preparedness of employees for next position
- Simulate financial implications of promotions
- Direct update of payroll records
- Promotion history tracking

Career

- Clear career path for each staff
 - Comprehensive development plan for each staff
 - Skills gap management
 - Internal vacancy mgt
 - Possible job fit for any staff
 - Job fit assessment for any staff
 - Internal short list for any vacancy
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Contributory Pension

- Employer & Employee contribution definition
- Pensionable income computation
- Employee PFA selection
- Pension account opening initiation
- PIN Application
- Direct interface with PFA/PFC capability
- Pension deduction management
- Regulatory compliance

Cooperative Saving Schemes

- Staff contributory scheme
- Promote employee saving scheme
- Register of cooperative members
- Manage multiple saving schemes
- Investment dividend distribution
- Manage disengagement payments

Payroll

Allowances

- Multiple allowance types
- Flexible allowance rates
- Allowance payment frequencies
- Taxable and non-taxable allowances
- Event triggered allowances
- Pro-rata allowances as applicable
- Payment suspension

Deductions

- Pre-set deductions
- Unlimited types of deductions
- Statutory deductions compliance
- Deductions remittances management
- Deduction suspension

Time and Attendance

- Corporate calendar
- Weekday, Weekend, Public holiday, Overtime,

Loans

- Multiple types of loans
- User-defined loan rules
- Various interest computation
- Loan repayments management
- Repayment completion certificates
- Statutory compliance
- Ex-Staff loan management

Tax

- Tax laws compliance
- Taxable and non-taxable pay items
- Employee tax sheets
- Tax Exemptions

Salary Processing

- Multiple pay periods
- Bank listing

Shift rates

- Import attendance records from multiple sources including entry card and biometric entry control systems

- Time sheets

- Multiple overtime limits

- Eligible overtime categories definition

- Simulated payroll processing

- Online payslips

e-Payments

- Direct debit

- Payment authorisations

- Enhanced security

- Eliminate manual processes

- No cheques writing

- Prompt salary remittances

- **eTranzact** and **Interswitch** platform options

Alumni

- Update contact details

- Monitor outstanding loans

- Relevant corporate news

Self-Service

Employee Self-Service

- View personal profile

- Submit leave, loan & other requests

- Perform self appraisal

- View and print personal pay-slips

- Give training feedback

Manager Self-Service

- Appraise subordinates

- Approve leave, loan & other requests

- Perform transactions for subordinates

- Nominate subordinates for training