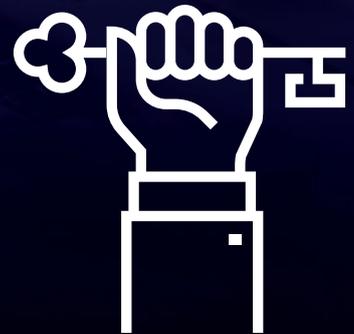# unify | ACCESS

SIMPLICITY, EFFICIENCY
AND MOBILITY AT WORK

INTRODUCING unify | ACCESS

unify | ACCESS is a web-based application that allows employee to view personal information in a user-defined dashboard manner. Managers and superiors can also monitor and access subordinate's information like payslip, leave, attendance, lateness and absenteeism with ease. Access to the system and its functions can be set based on an authorization level mechanism.

IMPROVED ADMINISTRATIVE PROCESSES AND QUICK ROI

With unify | ACESS, employees and managers have immediate access to information. This includes two-way data transfers, retrieval and information update, submitting of requests (e.g. overtime, leave, claims) and granting approvals.

Managers can approve employee requests directly, without involving the human resources department, thus reducing manual intervention, elimination of unnecessary paperwork, and increased efficiency that result in proven savings and contribute to a quick return of investment.

CORE FEATURES

1. Enable employees to update their personal details and enter requests for leave, claims and OT

2. Improved service to employees through transparency of data that applies to them and savings in reporting time

3. Saving of managers' and employees' time and reduction in paperwork

4. Readily accessible data for direct and fast communication between employees and managers

5. Authorization mechanism for viewing and approving employees' requests

6. Enable your workforce online access to HR policies and employee directory

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WE PROVIDE OUTSOURCED EXPERTISE THAT ALLOWS OUR CLIENTS TO CONCENTRATE ON WHAT THEY DO BEST – BUILDING BUSINESS.

EMPLOYEE SELF-SERVICE / WORKFLOW

E-RECRUITMENT REQUISITION

Managers can identify vacant positions and enable requests to be submitted to the HR department in a systematic manner.

E-OT

Overtime requests can be submitted by employees on a pre- or post-application basis for better cost control.

E-CLAIM

An employee can submit his or her claim online, which can then be authenticated by the designated approver (as well as third parties, if required).

E-TRAINING NOMINATION

This module will apply to the manager or HR department who would like to nominate an employee for training based on the employee's training requirement identified by the training and development system.

E-EMPLOYEE PROFILE

Employee can have access to view and update their own particulars details, compensation package, skill set, qualification and also family details.

E-LEAVE

All type of leave can be applied for online by the employee and escalated to the manager or superior for approval. It also allows employee to withdraw or cancel approved leave.

E-PRE- & POST-TRAVELLING CLAIMS

Enable employees to apply for advance traveling allowance, flight and accommodation booking with ease or to submit total claims after returning from overseas business trips.

E-LOAN

Employees seeking to apply for loan benefit can be easily done and escalated to manager or superior for approval.

E-ATTENDANCE

Managers or employees can view and modify attendance detail with ease should something is amiss in the clocking device.

E-PAY SLIPS

Generate pay slip history for viewing and recording purposes with password control.

E-APPRAISAL

An online appraisal module for employee's performance, skills development, career mapping, increment and even promotion.

E-BULLETIN

Provides e-newsletter features such as upcoming announcements, events and new staff appointments.

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