DW-iHR®

Industry-specific HRMS

Human Resource Management Solution

Comprehensive Solution for All Industry Sectors

Particularly Designed for Specific Industries
Solve Complicated HRM Problems

Specifically Designed for
Construction & Engineering
Property Management
Security & Guarding
Cleaning
NGO & Education
Retail
Beauty & Care
Hospitality

Data World | Data World Solutions Limited
Expert in Business Management Solutions

INTRODUCTION

We believe every organization, large or small, desires to have a complete and integrated management solution that fits for its most important asset and resource – people. DW-iHR is an end-to end human resource management system that is suitable for organizations of all sizes from simple single-user single office to complicated large organization environments with multiple locations in any industries.

With industry-specific designs, DW-iHR is optimized to meet the unique HR management needs and challenges of various business. Making use of advanced internet technologies, DW-iHR is a completely web-based system that provides a secure and easy-to-use HR management platform for both employers and employees to work anywhere, anytime.

ABOUT DW-iHR

End-to End Human Resource Management Solution
- A comprehensive set of modules delivers powerful HR management functions and features, including Staff, Employment, Contract, Leave, Attendance, Roster, Payroll, MPF, Taxation, Training, Self-service Portal, Query and BI Tools
- Fully web-based, enabling you to manage HR anywhere, anytime
- Automate complicated payroll calculations for you to ensure data accuracy and reduce processing costs
- Monitor, assess and control your latest HR situations at your fingertips with comprehensive set of online enquiry tools, active alerts, reports and analysis

Industry-specific Solution
- Designed to meet HR management needs of different organizations of any sizes from small and medium enterprises to large organizations
- Specifically designed for Contract or Project-based Business (Construction and Engineering, Cleaning, Property Management, Security & Guarding), NGO, Education, Retail, Beauty and Care, Hospitality industries
- Customization is allowed to meet the business-specific requirements of corporate or organization

Advanced Technology and Superior Architecture
- Multi-tiered, object-oriented architecture – enable data processing across multiple servers to share workload for optimal performance
- Open platform – easy to integrate with attendance /accounting system or other systems

DW-iHR MODULES

- Full compliance with HK Employment Ordinance, such as EAO(713), 418 and Minimum Wage
- Support single employee with multiple employments
- Support integration with various attendance systems, accounting systems or Teleprotection and Post Reporting System
- Combined handling of roster and leave in one view
- Support payroll calculation, roster and leave management of substitute employees as well
- Automatic Payroll and Back Pay calculation according to user-defined payroll policy settings
- Support HK Government's Standard Employment Contract(SEC), Attendance and Monthly Payroll Report
- Effective talent management – user-defined portfolio of skill sets for position matching
- User-defined Report/Query Tools

- Fully web-enable and browser-based
- Support multiple servers for optimal performance
- Automatic Alerts & Intelligent Search
- High volume transaction processing design
- Multiple concurrent users
- Report export to Excel and PDF file formats

WHY DW-iHR

Centralized HRM Platform
A centralized HRM platform enables HR to acquire the necessary information and reports for analytic purpose anytime, anywhere, as well as increase visibility and improve overall organizational development

Maximized Efficiency
Simplify HR management processes and automate complicated payroll calculation to increase data accuracy and reduce processing costs

Optimized Processing Performance
Designed to handle and process high volume of HR records and transactions, rapidly and significantly optimizing essential business processes

Reliable Solution
Full compliance with Hong Kong Employment Ordinance, such as EAO(713), 418 and Minimum Wage

Flexible Integration
Flexible integration with other applications, such as attendance system and accounting system. Significantly improve productivity and reduce costs and risks of manual operations

Decentralized Workload
With DW-iHR Self-services portal, all operations can be diversified to management or an individual staff. Applications are included payslip form enquiry, leave application and approval process, etc.

Specifically Designed HRM for

Construction & Engineering | **Property Management** | **Security & Guarding** | **Cleaning** | **NGO & Education** | **Retail** | **Beauty & Care** | **Hospitality**

HRM Challenges of Specific Industries

- Difficult to fully fulfill the HK employment regulations such as EAO(713) & 418
- Payroll calculation of multiple employments is complicated and error-prone
- Roster & Leave Management for field or site employees is extremely complicated due to salary variation of substitute employees under different contracts. Manual handling is time consuming and error-prone
- Payroll process is inefficient due to high volume of employee enquires and slow leave approval process. Time consuming in data checking to ensure accuracy of payroll calculation
- No effective tools to analyze and evaluate current situation of HR management and staff costs

DW-iHR Solutions & Benefits

- Full compliance with HK Employment Ordinance
- Native design of multi-company, multi-contract and multi-employment
- User-friendly roster input and leave approval workflow
- Integrate with attendance systems, automatically calculating OT & allowance
- All-in-one Payroll Breakdown Report with roster and leave information
- Powerful and flexible query tools to generate user-defined reports
- Support HK Government's Standard Employment Contract(SEC), Attendance and Monthly Payroll Report

Attendance Management
Flexible and User-defined Attendance Policy Setting
- Support integration with various attendance systems or Teleprotection and Post Reporting System
- Mobile app for capture of attendance details (sign-in/sign-out, photo, GPS)
- Flexible attendance policy settings to meet organization-specific needs
- Automate calculation of OT and allowances

Roster and Leave Management
Facilitate Roster Planning & Leave Approval Workflow
- Make rosters easy to manage via importing or exporting data in Excel
- Unlimited user-defined leave types and approval workflow
- Automatic alerts /email reminders for responsible staff to facilitate and speed up management approval
- Simple calendar-design user interface provides a clear view of staff leave status
- Support the substitute staffing management of employees working in various locations on the same day

Payroll Management
Support Multiple Payroll Trials with Detailed Report
- Automatic payroll compensation adjustment in compliance with HK Employment Ordinance, such as EAO(713), 418 and Minimum Wage, etc.
- Automatic payroll calculation of substitute employees according to different contracts
- Support Back Pay calculation for salary review
- Unlimited payroll trials and multiple cut-off payroll calculation in the same pay period
- Detailed payroll breakdown report with roster and leave information for effective record tracking

EAO(713) | **418** | **Min. Wage**

DW-iHR®
Industry-specific HRMS

IN / OUT | **12 MONDAY**

Staff Management
Support Multiple Contract and Employment Types
- Multi-company, multi-contract and multi-employment -support an employee to be employed under multiple employments and/or contracts
- Support hourly, daily, full time and part time employment types
- Centralized database and document management center
- Unlimited user-defined fields
- Effective talent management – user-defined portfolio of skill sets for position matching

Staff Self-service Portal
Minimize HR Workload
- Fully and truly web-based design and support various browsers, such as IE, Chrome, Safari, Firefox etc.
- Portal allows individual employees to apply leaves and check their own information such as personal profile, leave balance and approval status anytime, anywhere
- Support delivery of pay slip via the portal or email
- Support different kinds of expenses claims (e.g. medical, transportation, meal, allowance, etc.)

Reporting System
Flexible and User-defined Reports and Analysis
- User-friendly report/query tools – allow users to define their own reports
- Support integration with Excel and BI tools
- Strong multi-level security control protects sensitive data from unauthorized access or retrieval in accordance with the user-defined security policy settings
- Support MS Word Mail Merge function
- Support HK Government's Standard Employment Contract(SEC), Attendance and Monthly Payroll Report

Payroll by Department

Payroll Management
- Fully comply with Hong Kong employment ordinance and regulations including EAO(713), 418 and Minimum Wage
- Support multiple pay methods and multiple pay periods
- User-defined pay items (taxable or non-taxable), pay types and calculation rules for pay additions and deductions
- Unlimited payroll trials and full payroll history
- Long service payment and severance payment
- Generate auto-pay files to selected banks

MPF Management
- Comply with Hong Kong MPF regulations
- Support different user-defined MPF policies for each company
- Generate MPF contribution reports and advises for MPF trustee and employees
- Support ORSO handling

Taxation Management
- Generate HK Tax Return IR56B, E, F, G and M reports
- Support multiple taxation companies

Recruitment and Training Management
- Track and maintain records of job applicants/ candidates for recruitment purposes
- Track and maintain job vacancy and recruitment activities
- Search and identify right candidates who match user-defined job requirements or other search criteria
- Manage training courses and attendance

Security Controls and System Administration
- Multi-level security controls (by user and password, function and operation, and employee record access)
- Keep track of all record changes and user activities/actions in event logs for audit trail purpose

Business Intelligence
- 360° view of your HR with multi-dimension analysis
- Out-of-box HRM OLAP cubes, analysis queries and reports
- Support various data analysis tools (e.g. Excel Pilot Table, MS Analysis Services, etc.)
- Comprehensive sets of HRM operation reports and alerts
- User-defined reports and analysis
- Support MS Word Mail Merge function

Staff and Employment Management
- Manage personal profile, employment records, skills, qualifications and training records, and appraisal results
- Support employment for multiple contracts, positions and shifts
- Full employment history
- Support OCR for easy and convenient capture of employee's HKID particulars and other personnel information

Company and Contract Management
- Support different user-defined settings for each company (e.g. leave policies, payroll and MPF calculations, contracts, etc.)
- Support unlimited contracts under every company
- Support employee termination and renewal by contract
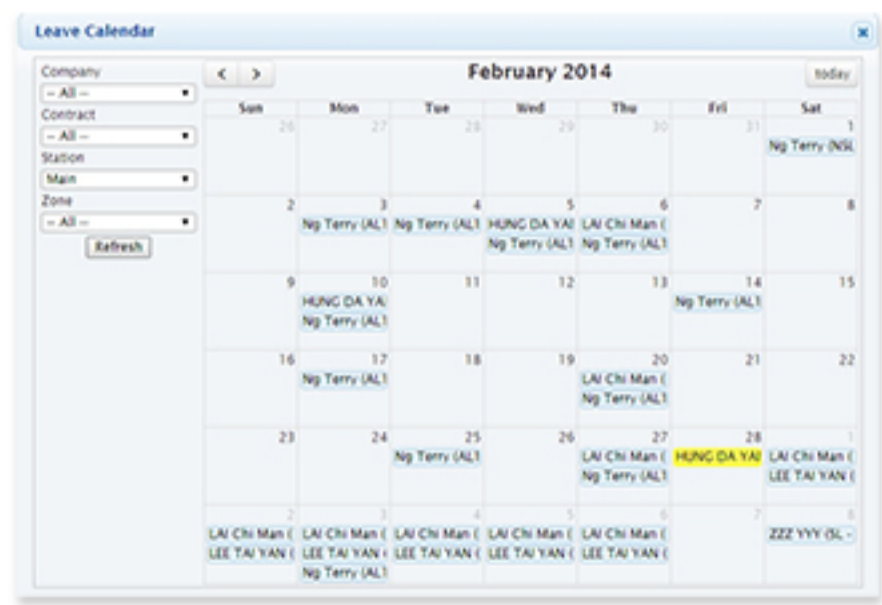
Roster Management
- Create and produce rosters by contract, working location, shift or other groupings
- Generate rosters in Excel file format for further editing or adjustment as needed
- Allow input of actual employee attendance information in the roster files if applicable
- Support import of roster files as employee attendance records

Attendance Management
- Record employee's attendance information
- Handle employee's overtime, annual leaves, pay leaves, substitution, statutory holidays, etc.
- Allow changes or adjustments on attendance records as necessary before payroll processing
- Support link-up or interface with time-clock system and other attendance devices/systems
- Mobile App for capture of attendance details (sign/out, photo, GPS)

Leave Management
- Keep track of employee leaves, leave entitlements, accrued leaves, and leave balance
- Unlimited user-defined leave plans with leave entitlements for different employee groups or grades
- Unlimited user-defined leave types
- Staff leave status shown by simple calendar-design interface

Staff Self-Service Portal
- Enquiry and change requests of employee profile and employment information
- Leave application and leave status enquiry
- Leave approval
- Pay-slip generation
- Appraisal record and alert
- Employee notification center

DW-iHR®
Industry-specific HRMS

Comprehensive Solutions | Professional Services

Data World Solutions Limited

Expert in Business Management Solutions
Total Business Management Solutions
Established in 1983, Data World is a leading total IT solutions provider specialized in end-to-end Business Management Solutions from Enterprise Resources Planning (ERP), Human Resource Management (HRM) and Customer Relationship Management (CRM) to IT infrastructure and Network Security.

World-class Solutions
Quality, Design and Technology
We provide world-class business management solutions to enterprises from Multi-national Corporation (MNC) to Small and Medium (SME) Business in the Greater China Region and other countries. Built on advanced technology with industry-specific design, our solutions deliver a reliable and standard yet highly adaptive and cost-effective management platform that enables individual enterprises in different industries to manage and develop their business.

Professional Services
Experience and Expertise
With over 30 years of experience and expertise in business management solutions for various industries, our teams of consultants and IT experts provide a comprehensive range of first-class professional services together with our array of enterprise solutions to fit customer-specific business needs in different industries.

Our Professional Services for HRM

Our specialized team of HRM consultants and experts will provide you a comprehensive range of professional implementation and support services from consultation and training to customization and maintenance that help you to plan, prepare, implement, deploy and use DW-iHR successfully.

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DW-iHR® | sage Platinum Partner | EPICOR Platinum Partner | Microsoft Partner Silver Midmarket Solution Provider