

Specific for
**Cleaning and
Environmental Services**
Human Resource Management Solution



Fulfill Unique Needs of
Cleaning and
Environmental Services
Solve Complicated
HRM Problems

About DW-iHR

- Specifically designed for Cleaning and Environmental Services, Property Management, Construction and Engineering, NGO, Education, Retail, Beauty and Care, Hospitality, Security & Guarding industries
- Catering to the industry-specific needs, as well as solving the problems and challenges of HR management
- Fully comply with Hong Kong Employment Ordinance, such as EAO(713), 418 and Minimum Wage
- Multi-company, multi-contract and multi-employment designs to fulfill the needs of Cleaning and Environmental Services industry
- Flexible integration with different attendance systems, accounting systems and other systems
- 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
- Customization is allowed to meet the specific needs of organization or corporation

HRM Challenges of Cleaning and Environmental Services

- 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 cleaning workers is complicated due to salary variation of substitute employees under different contracts
- 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 Hong Kong 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
- 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
- Support the substitute staffing management of employees working in various location on the same day
- 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

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.
- Support Back Pay calculation for salary review
- Automatic payroll calculation of substitute employees according to different contracts
- 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

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



Specific HRM Solution for Cleaning and Environmental Services

Solve Complicated HRM Problems



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

Data World Solutions Limited

- Expert in Business Management Solution
- World-class Management Solution
- Total Business Management Solution
- Comprehensive and Professional Services

Established in 1983, Data World is a leading total IT solution provider specialized in world-class business management solutions from Enterprise Resources Planning (ERP), Human Resource Management (HRM) and Customers Relationship Management (CRM) to IT Infrastructure & Network Security. With over 30 years of experience and expertise for various industries, we serve over 3,000 corporate customers worldwide.

Our teams of over 130 consultants & IT experts provide a comprehensive range of professional services vary from evaluation & consultation, business process re-engineering, implementation, to customization, training, support and maintenance.

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