DW-iHR®

Industry-specific HRMS

Specific for

Construction and Engineering

Human Resource Management Solution

Fulfill Unique Needs of
Construction and Engineering
Solve Complicated
HRM Problems

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

About DW-iHR

- Specifically designed for Construction and Engineering, Cleaning, NGO, Education, Retail, Beauty and Care, Hospitality, Property Management, 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 Construction and Engineering industries
- 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 Construction and Engineering

- Difficult to fully fulfill the HK employment regulations such as EAO(713) & 418
- Payroll calculation of multiple employments is complicated and error-prone
- Manual handling of roster and leave for field or site employees 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 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

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

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

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

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.)

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 Min. Wages, etc.
- 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
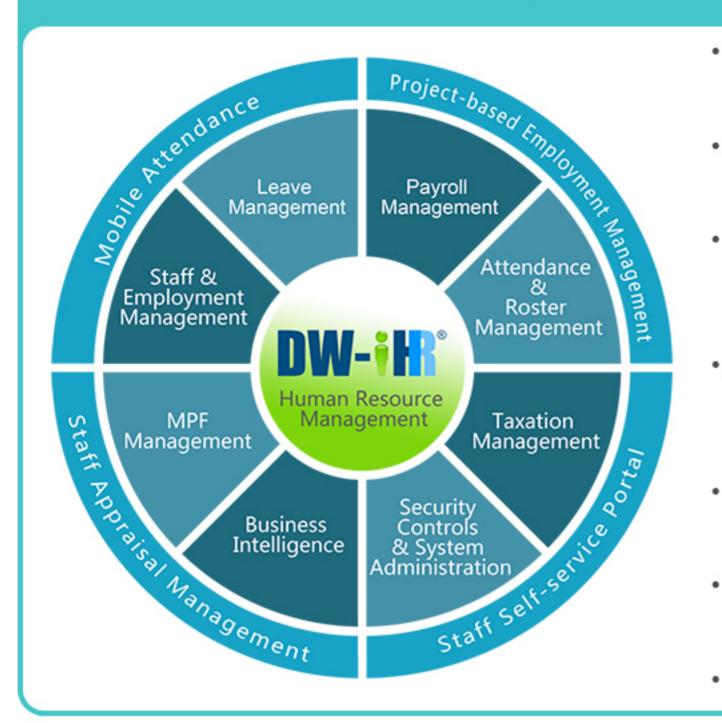
Reporting System
Flexible and User-defined Reports and Analysis
- User-friendly report/query tools – allow users to define their own reports
- Support integration with Excel and BI tools
- Strong multi-level security control protects sensitive data from unauthorized access or retrieval in accordance with the user-defined security policy settings
- Support MS Word Mail Merge function

DW-iHR®
Industry-specific HRMS

IN / OUT
12 MONDAY

Specific HRM Solution for Construction and Engineering

Solve Complicated HRM Problems

Mobile Attendance · Project-based Employment Management · Staff Self-service Portal · Staff Appraisal Management

- Leave Management
- Payroll Management
- Staff & Employment Management
- Attendance & Roster Management
- **DW-iHR®** Human Resource Management
- MPF Management
- Taxation Management
- Business Intelligence
- Security Controls & System Administration

- Combined handling of roster and leave in one view

- Support integration with different attendance systems

- Full compliance with HK Employment Ordinance, such as EAO(713), 418 and Min. 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

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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