HCM Feature List

Feature	Description
Organization and Staff Planning	
Org Chart	Allow to define and update multi-level org chart with detailed info for each organization. Allow to view the org chart by different reporting lines (e.g., Country, Line of Business, Finance, IT). Allow to drill down to department, sub-departmentand employee infodetails.
Employment Type, Level and Title	Allow user-defined employment types Allow user-defined corporate levels and titles
Staff Planning	Allow to view existing head count by group and by title. Auto summarize future head count needs based on project plans by group and by title. Auto determine additional head count needs by group and by title.
Recruitment Mgmt	
Job Requisition Mgmt	Support single and multiple head count job requisition. Support requisition request and approval workflow. Full real-time traceability of Needs, Applicants, Interviews, Offers, Acceptance, Rejections and On-boards. Auto alert and escalation for not meeting required date.
Web Job Posting& Application	Jobs will be automatically posted on the recruitment website if the posting checkbox is checked in the requisition. Allow the candidate to visit the recruitment website to create login, view job posting and create/update CV and apply for position.
CV Master	All candidate CV on the recruitment website will be automatically enteredinto CV Master in real-time. HR staff and hiring managers can screen CVfrom the CV Master. Sophisticatedsearch criteria are provided to help managers to filter andmatch CV with the positions.
Interview	Allow to arrange single or multiplerounds of interviews. Allow to assign different roles to interviewers for an interview. Each interviewer will be able to view the scheduled interviews in her working calendar, proceed to the interview according to the schedule, provide assessment write-up and participate in the interviewer discussions. Record all assessment and final decision info.
Background Check	Allow to set-up necessary checks such as education verification, previous employment verification, criminal record, reference check and physical check-up and assign a responsible personfor each check.
Making Offer	Allow to set-up compensations and benefits, get approval, send out offer letter and track acceptance/rejection and onboard status on line. Allow to set up post for the new employee after the candidate accepts the offer. Allow to auto generate the employee recordfrom candidate and offer info.

Recruitment ActivityTracking	Allow to track the progress for each job requisitionincluding the number of openings, the number of applicants, the number of interviews, the number of offers made, the number of offers accepted and the numbers of new employees on-board.
Recruitment Expense Tracking	Allow to specify total recruitment agency fee amount and total interview expense amount each job requisition.
	Allow to record all interview trip request, expense advance and expense reports.
	Allow to track agency fees and expense report amounts against the total amounts allowed in each requisition.

Employee Record

Employee Basic Info	Support recording and updating the comprehensive employment info, including: positions, contact info, skills, personal org chart, verifications, references, position change records, performances, compensation change records, labour contracts etc. Attachments of different types of documents such asprofessional licenses and permits are also allowed.
Employee Family Info	Able to record and manage the family info of the employees.
Incident & Accident	Support defining the incident and accident types, and recording detailed info of each incident (e.g., sexual harassment) and accident (e.g., work injury).
Position &Compensation Change	Allowrecord and update employee's position and/or compensation change.
	Allow to link the performance appraisal that affects change so that info can be viewed together.
Conflict of Interest	Allow to record the employees' internal or external conflicts of interest and the potential impacts.
Import & Export	Support batch import and update of massive employee records.
	Support export of employee info to Excel or PDF.

Leave Mgmt

Leave Type &Rules (Leave Engine)	Allow to define different leave types and the corresponding leave allocation and calculation rules based on job level and/or service seniority.
	Allow to set up different leave advance & carryover rules for different leave types.
	Allow to define different rounding methods.
Leave Version Mgmt	Support version management for each leave type and the user can set or adjust the leave rules in each version.
Leave Request & Approval	Support online leave request and approval flow.
Leaves Records	Supports managing the leave record and balance info online.
Leave Calendar	Provide the leave calendar for the employees to view their own leave schedule and for the leaders to view the leave schedules of their subordinates.
Leave Report	Provide different leave reports to provide the details and summaries of the leave info.

Shift Mgmt

Shift Scheduling	Support to schedule the roster for month/quarter/year; support max 3 shifts of rotation.
Shift Rules	Support to define the rotation frequency, rotation method and the rotation staffs.
Overtime Rules	Support defining the overtime rules while making the shift scheduling.
Auto-generating of the Rotation Plan	Able to generate the rotation plan according to all the pre-set roster rules.
Shift Attendance Tracking	Provide shift attendance tracking report to analyse the employees' attendance conditions according to the rotation plans and clock-in & clock-out records.

Working Calendar & Attendance Mgmt	
Work Calendar	Allow user-defined work calendars for different types of employees who work in different schedules. Each calendar supports different rules including working hours, overtime rules, flexible time allowance, absent calculation rules, overtime compensation rules etc.
Attendance Info Import	Support to import the attendance info from different clock-in & clock-out machines.
Personal Attendance Info	Allow the employee to view her own attendance records in the system.
Attendance Search & Adjustment	Allow the privileged user to search & view the attendance data of all employees. Allow the privileged user to adjust the clock-in & clock-out time for special situations.
Attendance Report	Provide attendance summary report to keep track of the employees' attendance conditions, including the late frequency, leave early frequency and leave request days etc.
Benefits Mgmt	
Benefit Plans Creation	Allowto launch various kinds of benefit plans based on enterprise's internal requirement ranging from the health check-ups to insurances.
Benefit Plan Execution	Support the planning and executing of each benefit plan from defining the benefit type and effective time, estimating cost, enrolling employees, to recording related payment history.
Actual Pay-in& Pay-out Recording	Support to record each employee or each group's actual payment or receiving for a benefit plan.
Training Mgmt	
Skills Recording& Tracking	Allow todefinedifferent skill areas and skills in each area. Allow to record each employee's skills gained. Allow auto increase in experience level for certain skills each year. Provide rich search criteria to identify the employee with certain skill levels.
Training Requests	Employee can request for online training or offline training and submit the request for approval.
Training Arrangements	Support batch arranging the trainings after reviewing all the training requests.
Training Results Tracking	Support recording and tracking different typesof training resultssuch as# of credit hours, grade and certification.
Training Expenses	Allow to record the training expenses and linking the expenses with the related group and training activities.
Link Training Results to Performance	Allow to link the training results to performance appraisal as part of the KPI.
eLearning	
Setting OnlineQuestion Bank	Support setting different sorts of question banks as needed
Setting Online Courses	Support setting various kinds of courses for different groups and even for different titles.
Training Materials	Support uploading and maintaining multimedia training materials
Training Requests	Employee can request for online trainingthrough their personal employee portal and submit the request for approval.
Sending Sign-up Notification	Support sending sign-up notification to the trainees just by one click
Signing UpTraining Session Online	Allow trainees to sign uptraining sessions on line.

Taking Tests Online	Allow trainees to take tests on line
Credit Tracking	Allow setting target creditfor a batch of trainees orindividual trainee, calculatingand collecting credits automatically and timely
Training Expenses	Allow to record the training expenses and linking the expenses with the related group and training activities.
Performance Mgmt	
MBO or BSC	Allow to use Management By Objective (MBO) or Balance Scorecard (BSC).
Setting Up Objectives	Support defining KPI goals and evaluationcriteria suitable for the position or individual.
Standardized Assessment Templates	Allow to define the standardized appraisal template suitable for the group and/or position.
Top-down or 360° Evaluation	Allow to select top-down evaluation or 360° evaluation.
Real-time Objective Measure	Provide real-time objective measurement info on performance results to aid performance appraisal.
Subjective Measure	Allow the main appraiser to invite clients/partners/suppliers and managers to provide subjective measurement info.
Scoring	Allow user-defined auto scoring methods for combining both objective and subjective measures to assist in decision-making.
Complete Appraisal Flow	The system supports the entire process of the performance appraisal, including: raising the appraisal, setting up the objectives/measurements & appraisal forms, approving the appraisal plans, starting the appraisal, final confirmation of the appraisal results.
Compensation & Payroll Mgmt	
Compensation Mgmt	Allow user-defined compensation types such as wage, bonus, allowance and commission.
	Allow to specify compensation plans for employees.
	Allow to specify different periodical or lump-sum wages, bonuses, allowances and commissions in each compensation plan.
	Allow to specify pay currency andcyclein each compensation plan.
	Allow to specify payment method (e.g., payroll, expense report, check) in each compensation item.
	Autocalculation of cash compensation per annum.
	Auto calculation of percentage of increase per annum.
	Provide auto compensation estimation calculator for HR staff to predict future amount of compensation plan.
	Autocalculation of pay-outs in employee's payroll based on the latest compensation plan.
Compensation Changes Tracking	Allow to record details of the compensation changes in the employee record, including the compensation change reason, effective date etc.
Payroll Calculation Sets for Different Jurisdictions	Supportindependentpayroll calculation sets for each jurisdiction; evenwithin the same jurisdiction, different calculation sets with different payment cycles are supported according to the employment types.
User-definedPayrollFormulas& Computing Rules	Allowthe user to design multiple payroll calculation formulasfor each payroll calculation sets.
	Auto retrieve the values of calculation formula parameters for calculations.
Automatic Payroll Calculation	Support payroll calculations for all employees according to the user-defined formulas.
	Allow to export the payroll info to Excel.

Employee Self-service	
Internal Info Communication	The system provides the following functions for better internal communications: 1) dashboards with outstanding worksthat need attention, 2) document libraries for info sharing, 3) platforms such as instant chat, forums, announcement etc.
Personal Info Viewing	Provide online platforms for all the users to view their employment benefits, training arrangements, leave info, interview schedules&assessments,performance appraisals, pay slips, personal profile and delegation etc.
Request & Approval	Support self-submission and approval of benefit enrolment requests, leave requests, trip requests, expense requests, training requests, facility & equipment requests and other user-defined document flows.
Personalized Settings	Support user-defined personal menu with default shown modules, pages, shortcuts, languages etc.
Big Data Report (Point-and-click report generator)	
Big Data Report	Support report for internal user, external user, group, client, supplier, assignment, and document flow.
	Support to set access privileges, search critera, group setting, and display columns of statistics and calculated.
	Support the report display in 2D Table, 3D Table, Bar Chart, Pie Chart, and Trend Graph.
	Support the custom fields of internal user, external user, group, client, assignment, and document flow to display in big data report and its column and display as search critera. *Custom field types of "Text(2000)", "Date Range", "Time Range", and "Score 1 to 10" do not diaply in big data report or display as search ceritera.

Note1: If you need to use iOS app of 8Manage, you must apply for an account from Apple Inc.($299/Year) before we offer iOS app.

Note2: The operation or UI of the same feature in iOS and Andriod may be different, and the fields in the App is not completely the same as that in the website.