Topaz
Human Resource Manager

Accurate employee records are essential for human resource management. Yet to make the most of such data, you must be able to mange it according to your particular organizational needs. Topaz HRM provides flexible features for organizing and controlling employee records. It's a complete human resource management with facilities for managing all employee information. Manage employee leave with automatic updating; have as many leave types as possible. Track disciplinary action per employee, handle absenteeism, employee transfers, duty reporting from leave, etc. Capture data on employee past employment, educational qualifications, annual appraisals and staff evaluation.

Major Features & Functionality

- Group and track relevant employee information.
- Record all types of absences in units of measure that you define, and you can attach details of alternative addresses and names of relatives to employee records.
- Process local currency for multi currency transactions.
- Make reports using historical data
- Process employee Leave and vacation with ease whilst rolling over leave to the next year.
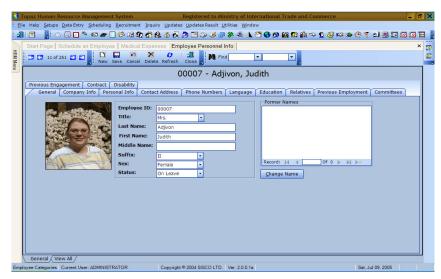
Major Benefits

- Built using Microsoft Dot Net Framework.
- Microsoft-based Technology utilizing Office and SQL Server
- Integrates with existing business information systems
- Utilizes technically superior product architecture and state of the art technologies.
- Customization and implementation of solutions by value added re-sellers.
- Generate complete audit trails.

TOPAZ HRM

Maintain Comprehensive Employee Records

An employee card provides a complete information file for each employee. The information includes personal information as well as various administrative status codes. Among these codes is one for employment contracts, which can be used to assign standardized employment contracts or levels. A generic statistical grouping code also enables you to categorize employees using various criteria.

Staff Appraisal

The annual review of employees to ascertain their performance can be handled by Topaz HRM. The system can handle appraisal by the employee supervisor or self appraisal by the employee themselves. Additional appraisal comments by other staff such as head of department in addition to employees' immediate supervisor can also be captured. Other details such as recommended salary increase, promotion, bonus and confirmation of appointment can also be captured as part of the appraisal process.

Promote An Employee

With Topaz HRM users can of process the promotion of employees from one job title or position/grade to the other/another. Including details of the date of promotion, new job title, new grade. Details on the approving authority and effective date of new promotion can be captured or tracked. History of employees previous promotions are also tracked and retained by the system. Instead of promoting one individual at a time, the system has the facility to promote a number of employees all at once.

FEATURES OF TOPAZ HRM

- **COMPREHENSIVE EMPLOYEE RECORDS**
Topaz HRM can capture information on all employees. Information that can be captured includes personal information as well as various administrative status codes. Among these codes is one for employment contracts, which can be used to assign standardized employment contracts or levels. A generic statistical grouping code also enables you to categorize employees using various criteria.

- **MEDICAL EXPENSES**
Topaz HRMs' medical expenses module allows a company to track medical expenditure of employees and dependents. It has the facility to track the hospital or clinic attended by the employee, the date of attendance, and the expenditure incurred for every attendance. Details of the medical expenditure for a particular year, total lifetime medical expenditure can all be captured. It has the ability to monitor the maximum medical benefit of each employee and can detect if the employee's quota is finished or used up.

- **PROCESS LEAVE**
Topaz HRM can be used to process different types of employee leave such as annual leave, sick leave, maternity leave, etc. For each leave, details such as the number of leave days to be taken, number of leave days employee is entitled to, number of leave earned can all be captured. The computation of the leave, can take into consideration any traveling date allowed for going on leave or returning from leave. Topaz HRM can also handle, situations where an employee's leave should be rolled over to the following year, should be bought by the company or commuted. Employees who want to take leave without pay can also be handled by the system.

- **STAFF TRAINING**
The training of staff can be captured by the system. The system can track information on the date of commencement, course taken, fees, duration of training, institution, and certificate. The system can also track information on employee training in the past.

- **TRANSFER**
The internal transfer of employees form one department/branch to the other can be captured by Topaz HRM. It has the facility to handle the transfer of employees from one department to another, one city to another or from one location of the company to another location. Details of the transfer that can be tracked include, new city, new department, country, previous city of previous department, date of approval, who approved it, date on which transfer was approved, effective date of transfer, date on which employee reported for duty at the new city or location, reason for transfer.

- **ANNUAL REVIEW**
The annual review of employees to ascertain their performance can be handled by Topaz HRM. The system can handle appraisal by the employee supervisor or self appraisal by the employee themselves. Additional appraisal comments by other staff such as head of department in addition to employees' immediate supervisor can also be captured. Other details such as recommended salary increase, promotion, bonus and confirmation of appointment can also be captured as part of the appraisal process.

- **DISCIPLINARY ACTION**
Details of employees who flout company regulations can be captured. The disciplinary action taken against them can also be tracked by topaz HRM. Details such as offence committed, date of offence and the disciplinary action taken can all be captured. In addition, the history of all disciplinary action taken against an employee is also tracked by Topaz HRM.

- **ABSENTEEEISM**
Topaz HRM System can track employee absenteeism from work, with details to track reasons for being absent, duration of absenteeism, and type of absence.

- **EASY TO USE**
Topaz personnel manager; unlike other Systems has an intuitive and logical design that reduces training time by its special graphical interactive qualities.Minimal training time means, it allows your organization to immediately take advantage of the product.