

COL HR Pro is an award winning Human Resources Management System (HRMS) with wide recognition from the industry. It provides a one-stop solution for companies of all sizes to achieve four key aspects in managing a successful workforce transformation.

4Es - Drive Human Capital from Efficiency to Excellence



Efficiency

- Automated and comprehensive administration functionality
- Eases routine HR workload
- Streamlines the HR processes throughout the entire lifecycle of employees



Effectiveness

- Full compliance with local employment regulations
- Accurate calculations of staff benefits and compensations
- Automates HR service delivery process via Employee Self-Service (ESS) platform



Enlightenment

- Advanced functionality in employee performance assessment, staff attendance management and training & development plan uplifts strategic workforce planning capability



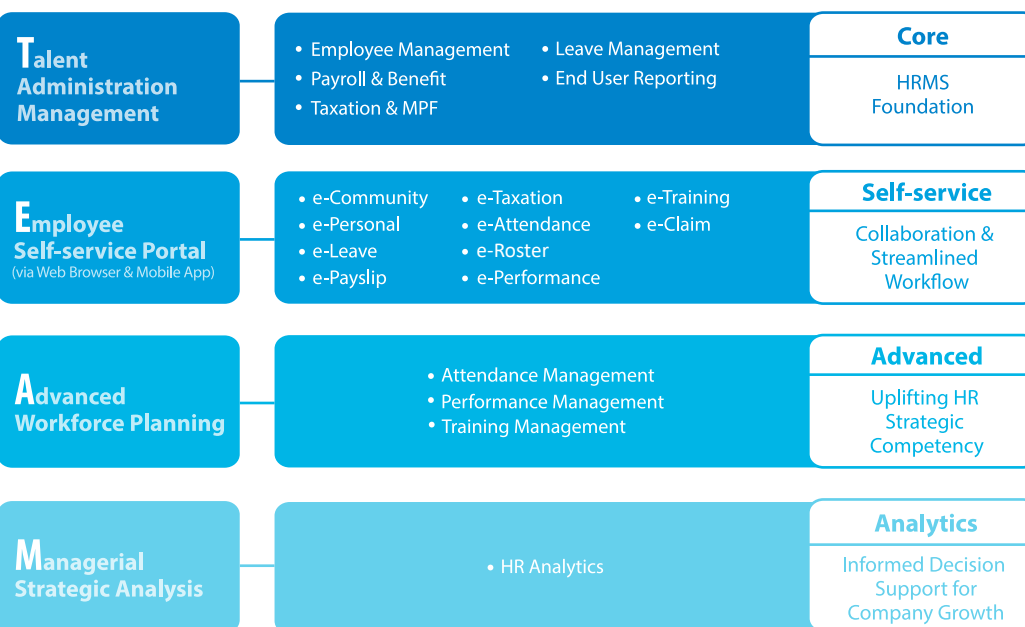
Empowerment

- Facilitate fact-based workforce analysis for strategic planning and informed decision making
- Close collaboration throughout the organization

T. E .A.M. Functions

HRPRO® HRMS

Efficiency



Excellence

doc:library
Document Management System

Document Management System that manages employee P-files & HR-related documents



Talent Administration Management

- Automate employee administration and enhance efficiency of daily routines
- Compliance with local employment ordinance & regulations including E0713 & MWO
- Support multi-company, multi-currency & multi-country calendars
- Configurable parameters and user-defined formula for payroll calculation
- Support bank auto-pay, MPF/ORSO & IR form handling
- Support cost allocation
- Reminder page on important tasks for HR users, e.g. contract renewal, probation review, etc.
- Multi-level security, role-based access right & sensitive field control
- Comprehensive standard reports and end-user reporting tool for report amendment and ad hoc creation



PRC Payroll

- Consolidate with PRC accounts based on relevant standards
- Social Insurance Calculation and Management
- User-defined benefit package, social welfare base number, etc. for multi-city welfare calculation
- Support batch-upload of payment items
- Monthly salary data is automatically uploaded to self-service intranet for employees to browse and download
- Comprehensive standard reports including salary, tax and social welfare reports
- Support multi-company and multi-currency payroll calculation



Employee Self-service Portal

- Streamline HR service delivery and automate approval workflows with web browser & mobile app
- View and update employee personal details according to approval settings
- View and download payslip & tax forms
- Leave application & approval with subordinate leave plans in Gantt chart and calendar formats
- Online status tracking and approval workflow overview of leave application, performance appraisal & training course requisition
- Email alert on approval workflows
- Employee expense claim with pre-approval function
- Company announcement, employee directory, seating plan, leave and attendance management via mobile devices (iOS & Android)



Advanced Workforce Planning

- Facilitate strategic talent management and maintain sustainable talent pipelines
- User-defined performance appraisal form with individual goal, competency & development plan settings
- User-defined appraisal workflow with email notification & forced ranking functions
- Support training course, class & session settings with nomination & enrollment functions
- Record course attendance, examination results and update staff training history
- Support integration with time-clock system and user-defined rosters for attendance management
- Support employee self update on missing attendance or inappropriate records with email alert



Managerial Strategic Analysis

- Unlock HR data to make timely fact-based HR decisions for company growth
- Pre-built dashboards with data drill-down & associative search
- In-depth multi-dimensional analysis of HR data for strategic human capital planning
- Excel interface with batch export functions

Award-winning HRMS



"Excellent HR Information System Provider Award" at the HR Excellence Awards 2014, organised by the Hong Kong Institute of Human Resource Management

"Best HR Management System" Silver Award and "Best Payroll Outsourcing Partner" Bronze Award at the HR Vendors of the Year 2016, organised by Human Resources Magazine

"HR Service Provider Award" at Employer of Choice Award 2017, organised by JobMarket

Scan to learn more

