

# Asterisk Human Resource Management Solutions

*powered by Microsoft Dynamics NAV*



*Helping Businesses Run Better*



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Human resources personnel are encumbered with the usual chore of managing a variety of timesheets, handling and storing employee records, tracking and monitoring their performance and generating reports based on these reviews and handling approvals for vacation and sick leaves. They also have to tackle more crucial issues such as employee's application for health savings plan, keeping track of used plans and payment dues. There's also the matter of sorting and going through the hundreds of applications they receive on a daily basis, downloading their resumes and picking the suitable candidates for the positions they've posted online. Asterisk Human Resource Management Solutions powered by Microsoft Dynamics NAV can improve those process and more.

## Why Choose Asterisk Human Resource Management Solutions

Different industries need a solution specifically created to fit their environment. Although the Human Resource department is a common presence in any business, their requirements and needs are also unique as they are directly responsible for handling and processing related applicant and employee data.

Asterisk Human Resource Management Solutions is created specifically to handle related issues, such as the delicate handling of the employee's applications for health plans, recording their performances for further review for salary increments and more. A ready-to-use solution, it automatically reduces implementation and deployment time and lowers product risk. From eliminating the usual manual process of updating employee information, handling applicants and calculating necessary details and more, the Asterisk Human Resource Management Solutions provides you a comprehensive system for your business.

The human resource department is usually encumbered with a series of manual yet tedious task, not to mention the sensitive process of following the standard methods & procedures. Asterisk Human Resource Management Solutions provides you all the help you'll ever need for your human resource department.

## Why Choose Microsoft Dynamics NAV

**Ease of use and integration** Individuals and organizations using Microsoft Office tools such as Outlook and Excel would find it comfortable to fully optimize Microsoft Dynamics NAV, with its familiar functions and intuitive user interface. It's designed to integrate smoothly with current Microsoft systems, streamlining processes and workflow.

**Fast ROI, Low TCO** When considering factors that affect total cost of ownership (TCO)— such as licensing, services, training, deployment, administration, and maintenance—Microsoft Dynamics NAV is regarded by many customers and industry analysts as one of the best values in the industry.

**Tested and Reliable** Having more than 85,000 installations in multiple countries and the global network of Microsoft partners makes it a tested and highly effective, world-class ERP solution

**Sure-Step Methodology** Microsoft has the Sure-Step methodology which gives customers a better understanding of how the ERP system would be implemented, what practices would be followed and what processes would be involved.

**Hub and Spoke Operation** Microsoft Dynamics quickly adapts to your business ever evolving demands, bringing you the agility you need to adapt and positively respond to industry and market trends and re-allocated existing investments. It conforms to your businesses best practices and version upgrades are flexible and easy to implement, even integrating it with your other existing ERP softwares is possible.

**Continued excellence** With over 9.5 billion dollar budget in research and development, you can be assured of the revolutionary level of quality Microsoft Dynamics offers to its customers

**Trusted Worldwide** Our global network of partners and consultants brings Microsoft Dynamics the high quality of expertise, driving successful results.



## Key Points

### Automated Workflow Procedures

Administrative processes such as checking daily attendance can be easily done with the system, generating daily timesheets. Even compensation plans are defined and effectively standardized, enhancing the harmonious flow of data within relevant departments.

### Faster Recruitment Process

Easily post job vacancies and process applications online, even providing the status of their applications, as shortlisted, job offered, approved/rejected application, hired, etc. Receive applicants with convenience and ease via your own database by downloading their resumes in a CSV file format

### Integrated & Unified Information

Quickly access and generate employee's information when needed (work history, contact & education information and even staff turnovers). Employee information can be quickly retrieved as an unlimited storage database of historical data is provided, not to mention a comprehensive secured system for relevant financial and accounting data, enabling the quick generation of payroll data and reports.

### Efficient Tracking & Monitoring Process

Easily analyse your employee's performance, including but not limited to their achievements and such for further job promotions, detailed work reviews and evaluations and salary increments and/or adjustments. The system can even provide a tool which allows your employees to apply for sick leaves, vacations leaves and such as quickly as possible through efficient, online methods. Submit request and application for leaves via the internet and for the employee's benefit, provide them a complete view of their current leave entitlements, leave balances and notification of leave approvals from their immediate supervisor.

## Key Functionalities

### E-Payslip Management System

- Quickly generate employee's payslip
- Store and get a comprehensive view of payslips for future reference
- Allow employees to check their payslip online
- Guaranteed secured database, available also for personalization

### E-Attendance Management System

- Attendance is automatically imported
- Comprehensive report of employee attendance and working time
- Automation of overtime and job cost calculation
- Data for wage calculation regarding shifting schedules and allowances/deductions are exported automatically
- Supports multiple work in hours and shifts

### E-Leave Application System

- Submit application for leaves online
- Get notifications about pending leave approvals
- View leave entitlements and balances
- Quickly deduct and update leave privileges for the year

### E-Claims Management System

- Submit for claims via internet/intranet
- Email will be sent to notify the assigned supervisor who can then approve the claims
- Claim approval notification will be sent to the employee once it has been approved/rejected



## Employee Performance Review

- Add performance review for a particular department, indicate employee name, reviewer name, time review period
- Indicate and define key performance indicators such as job title, minimum rating, maximum rating, etc.
- Copy performance indicators for other job titles
- Easily locate & view performance reviews

## Attendance Management

- Supports multiple variety of timesheets
- Availability of download daily timesheets and data
- Remote location timesheet option is available, bringing up employee's in-store attendance records
- Salaries can be split across departments/ business units

## Recruitment Processing System

- Post job vacancies with ease
- Include a pre-defined message to be sent automatically to applicants
- Download resumes, curriculum vitae and related application forms through a CSV file format
- Define questions related to application for a posted job

## Employee Record System

- Create employee profiles, edit and revise their information with ease
- View employment status such as contractual, full-time, internship, part-time, etc.
- Sort and categorize employees through their education, employment history, current job title, skills attained, trainings attended, etc.
- Store employee forms and policies and related Human Resource data

## Asterisk Human Resource Management Solution

## Salary Adjustments

- Define a salary grade for employees
- Provide a record for the salary, from a minimum grade to a maximum one
- Assign a salary increase
- Sort salaries by ID number of name

## Membership Privileges

- Organize joined related organizations, groups, etc.
- Keep track of individuals who are members of a particular organization
- Get updates about events, trainings, activities, etc. by keeping record of the membership type

# Asterisk Human Resource Management Solutions

## Functionalities



### Basic Human Resources

Efficiently manage your company's human resources. Group and track relevant employee information and organize employee data according to different types of information, such as experience, skills, education, training, and union membership. Store personal information, track job openings in your organization, and extract a list of candidates for these positions. Keep track of benefits and company items such as keys, credit cards, computers, and cars. Easily record all types of absences in units of measure that you define and attach alternative addresses and relatives' names to employees.

### E-Leave Management System

Allow your employees to apply for leave with ease via the internet/intranet. Status of leave applications can be seen online, as well as the employee's remaining leaves. Deductions from the employee's leave entitlement can be automatically applied for the current year, once their supervisor approves it, via online as well.

### E-Payslip Management System

Ability to quickly re-generate and view employee's payslip and even store all previous month's payslip in each employee's profile for future reference. Reach employees anywhere via the system and view their payslip as well, anytime, anywhere. Leave balances are readily available and you can assured of a secure system, personalized to your very own comfort.

### E-Attendance Management System

Get a comprehensive view of employee attendance and working time reports, as well as job cost calculation. Procedures and process such as importing of clock data and export to HR/ Payroll department for wage calculation for Overtime, Shifts & Allowances/Deductions are all automated. It also supports multiple working hours and shifts.

### E-Claims Management System

Easily submit for claims via convenient means, through the internet/intranet. An email will be sent immediately to the respective management or personnel, notifying them of submitted claims, pending for approval. Claim approval notification will be sent to the employee once it has been approved/ rejected.

### Employee Database

Employee's details should be defined in Employee Card that incorporates general information, administration information, leave information and pay structure. A comprehensive view of an individual's employment history is also readily available for easy generation for further performance review and evaluation.

### Employee Performance Review Methods

Create performance reviews per job title. You can also add key performance indicators, defining the minimum and maximum rating for such performances. Copying of key performance indicators for specific job titles are also available, transferring data from one department to another. Quickly search for performance reviews by keying-in time periods, employee names, job titles, reviewer, departments/ subdivisions.

### Recruitment Process

Post job vacancies right from the comforts of your own system. Assign hiring managers and related personnel for posted job vacancies. Download applicant's resumes in CSV file form. Configure application form as well, asking preliminary questions for related job titles. Send a pre-defined message to applicants regarding the status of their application.

# Asterisk Human Resource Management Solutions



## Profile

Founded on 1988, Asterisk Computer (FE) Pte Ltd has been in the consulting business for 20 years, making us one of the market leaders in implementing & deploying business enterprise application software solutions. With more than 2,000 licensed customer users, 50 highly esteemed & experienced consultants (averaging an experience of 10 years and more) and global committed partners, we have effectively serviced human resource management businesses by giving them the best practice for their industry.

Our 20 years of experience in IT consultancy, software innovation and our best practice of industry solutioning-methodology have given us teeming domain knowledge and keen insights in helping our customers to run their business.

## Awards

- 2011 Microsoft Dynamics President's Club
- 2010 Microsoft Dynamics President's Club
- 2008 Microsoft Dynamics President's Club
- 2007 Microsoft Dynamics President's Club
- 2010 Microsoft Dynamics ERP Partner of The Year
- 2011 Accredited Microsoft Sales Specialist
- 2011 Accredited Microsoft Pre-Sales Specialist
- 2011 Accredited Microsoft Sure-step Project Methodologies Specialist
- 2011 Accredited Microsoft C-Side Development Specialist
- 2011 Nominee for the Microsoft Dynamics ERP Partner of The Year



Microsoft Dynamics NAV

**PRESIDENT'S CLUB**  
for Microsoft Dynamics



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