

# PerformNOW - For a streamlined HR process

Do you want to automate your HR and payroll processes and make them more efficient? Discover PerformNOW. This application consists of an HR module and a payroll module, which can be used together or individually. Keep reading to learn more about the modules and their key features. Do you have specific needs or requirements? Customisation is always possible.

## **HRNOW**

HRNOW is the HR module of PerformNOW and has the following features:

### **1. Register employee information**

HRNOW allows you to register the following employee information:

- employee name and address
- contract details
- basic salary information
- bank details for salary payments
- company regulations
- residence permits and work permits
- health insurance policies
- family members and contacts
- personal skills
- academic/training experience
- work experience

It's also possible to add electronic documents to employee files.

### **2. Absence registration**

HRNOW allows you to register different forms of absence, such as illness, holidays, and emergency leaves. This list can be fully tailored to reflect your organisation's situation.

### **The application workflow:**

- Employees can request leave in the self-service screen.
- The leave balance will be displayed when drafting and submitting requests for the employee's convenience.
- Once the request has been submitted, an e-mail will be sent to the individual responsible for assessing it. If an e-mail is not sent, it will appear in the dashboard instead (see point 5).
- The employee will be updated by e-mail on the status of his or her leave request.





### 3. Time-for-time registration

With HRNOW, you can register overtime hours that are compensated with extra leave days.

### 4. Money-for-time registration

With HRNOW, you can register overtime hours that are paid out in full.

### 5. Dashboard

HRNOW has a convenient dashboard that contains an overview of all actions and notifications, such as expiring contracts, trial periods and leave days.

### 6. Reports

HRNOW contains the following standard reports (for the entire organisation, per department or per person): sick leave, past leaves, and planned leaves.

## PAYROLLNOW

PayrollNOW is the salary module of PerformNOW. It can be used as a stand-alone module or integrated with HRNOW. The integrated solution uses basic information from HRNOW. This module contains the following features:

- processing wage types: gross (monthly), hourly, fortnightly
- processing multiple currencies
- assigning existing wage components and defining new ones
- generating payslips and all relevant tax documents
- linking to a time clock or reading the data

## INTERESTED?

Would you like to know what PerformNOW can do for your organization? Contact Shailish Rambaran Mishre by phone on (00) 597 450 972 or by e-mail at [sales\\_caribbean@qualogy.com](mailto:sales_caribbean@qualogy.com). We would be glad to schedule an introductory meeting and discuss the possibilities with you.



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