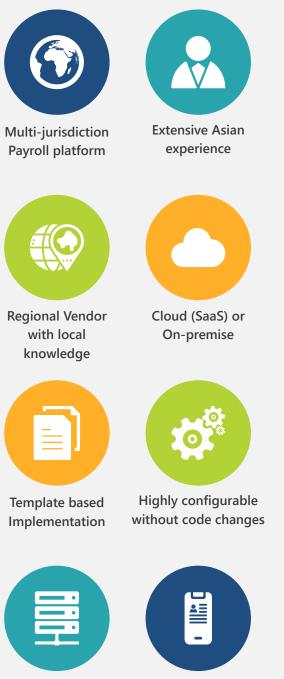# Take5 People

Start with the Core

Beyond payroll: transform your HR team into a business partner

With **Take5 People**, you can fully digitize every human resources management process within your organization. Leverage this comprehensive HCM solution to ease the burden on HR team of managing multiple local compensation modules or systems.

Implement the **Take5 People** suite including Core HR, Payroll, Absence Management and Time to free up your HR team's capacity for more strategic work and elevate HR to a proactive information hub for your entire company.

Now You Can
Cope with your HR Management Challenges

Multi-jurisdiction Payroll platform

Extensive Asian experience

Regional Vendor with local knowledge

Cloud (SaaS) or On-premise

Template based Implementation

Highly configurable without code changes

No legacy system issues

Mobile APPS for Employee self service

Core HR

Take5 Core HR allows companies to manage and centralize their organization and employee information systematically. It tracks the complete lifecycle of each employee within the organization to ensure accurate maintenance of employee data from point of hire, transfers and promotions to point of exit.

Regional Workforce Management
- A single platform with all attributes for complete cross Asian workforce management

Organization Structure Maintenance
- Visualizes your corporate hierarchies & entity relationships with dynamic 'Org Charts' for your business units, departments, incumbent and reporting relationships
- Tracks multiple attributes for each chart entity or 'node' including employee photographs, job title, headcounts and vacancies
- User-definable organization levels for current and future expansion of your business unit entities such as locations, departments and branches with flexible 'expand and collapse' drill down type capabilities

Position Management
- Provides a framework to build your position roadmap for complete workforce and succession planning
- Hierarchical presentation of all the positions needed with position incumbent tracking for headcount and vacancy analysis and recruitment management

Employee Portfolio Maintenance
- Provides a central database of all employee current and historical information which is maintained and added to over time
- Complete employment history including any changes to job position, salary and personal records
- Employee relatives including spouse, dependents and all details for IIT and Social Security Fund calculation required for each jurisdiction
- Other relevant information such as Education, Qualifications, Training and Performance Reviews
- User-definable fields provide great flexibility to meet any specific requirements not provided as a standard within the system
- Effective date control provides great flexibility for maintenance to be applied at any date in the future

Automatic Reminders
- Provides email and online reminders for birthdays, probation dates, salary adjustments, performance reviews, etc

Reporting and Analytics
- Analyses all your KPIs graphically using the Take5 Dashboard with complete drill through and drill down to any detailed information within the Take5 Core HR

Payroll

Take5 Payroll provides a multi-jurisdictional payroll calculation engine which allows users to create and maintain user defined pay groups, salary items, calculation formulas and sequences for all payroll requirements including country specific statutory and taxation requirements, retirement and provident fund contributions, miscellaneous allowances and tax withholding.

One Single Solution from Recruitment to Retirement

- Manages all employee records in one database across all modules from Core HR, Payroll, Absence Management, Time and other modules

Regional Payroll Management

- One payroll engine for all your business entities across Asia
- Country specific templates for easy set-up and implementation

Corporate Governance and Control

- Standardizes payroll processes for all countries or regions with one common payroll management system to save on communication, labor and other infrastructure related costs

Pay Groups

- Supports multiple pay groups for all your company's unique payroll calculation requirements

Multi-tenancy for Multi-company Support

- Single company single database setup with multiple pay groups to support multiple group operations in one or many countries
- Multiple company multiple database setup where each company is maintained independently of each other
- Multi-tenancy options supports all Shared Service Centre processing requirements

Multiple Payroll Currency

- Supports multiple payroll currency per pay group for regional deployment requirements
- Supports multiple currency payments for each employee

Flexible Payroll Period Design

- Allows users to maintain payroll periods on a monthly, semi-monthly, weekly or even daily basis to meet multi-regional requirements

Multiple Payment Cycle and Payment Methods

- Allows users to have multiple payment batches for regular payments, off cycle payments, or to meet specific requirements for new hires, terminated employees based on specific payment items
- Different payment methods per employee such as bank auto-pay, cash or cheque

User Definable Salary Calculation Flow

- Provides user flexibility of payroll calculation logic where users can change or skip calculation rules
- Provides full traceability of every calculation steps for complete transparently

Advanced Back Pay Functionality

- Provides retroactive payroll management and analysis
- Recalculates overtime and leave salary based on the pay period when it originally occurred

Flexible Labor Cost Allocation

- Supports various cost center allocation methods with seamless general ledger integration

Payroll Audit Report

- Tracks all the payroll related information for each employee

Statutory and Business Compliance

- Provides country specific employee maintenance forms
- Statutory compliance includes taxation, social benefit calculations and government reports

Multi-level Security

- Multi-level access controls to ensure sensitive information is only viewed or maintained by authorised personnel

Comprehensive Reporting

- Standard and customized reports to meet specific customers needs for different operations and industries. Report types includes list, drill through, matrix, pivot reports, 9 box analysis, statutory reports and graphical dashboards

Full Integration

- Integrated to Take5 Core HR, Absence Management, Time and other 3rd party applications

Control workforce
cost, reduce
compliance risk
and improve labor
productivity with
Take5 People

Absence Management

Well organized leave and overtime procedures are crucial for the company to optimise the utilisation of it's most important asset, their human resources. Equally important is empowering the employees to plan for times of increased work loads and hard earned downtime. **Take5 Absence Management** will take care of all of this!

Take5 Absence Management ensures that the entire leave life cycle is fully streamlined from policy setup for all leave types, online or mobile leave application and approvals by operational and HR management, to leave entitlement tracking, calculation and seamless integration to Take5 Payroll.

Once all the different leave policy classes are defined and applied to employees when hired or promoted, the system will allocate the corresponding days of annual leave, sick leave and all other leave automatically to each employee. The system provides full transparency to HR personnel, management and employees to view detail records and balances of all leave types.

Diversified Leave Management

- Standardizes regional Leave and Overtime policies and procedures
- Configured to meet the specific group and country/region specific requirements
- Maintains leave balance including year-end carry forward, paid time off for overtime and other requirements depending on local policies
- Leave application and approval rules are based on company, organization, and specific group requirements
- Provisional annual leave calculation that enables leave projections at year end for budgeting and planning purposes
- Leave entitlement management including leave expiration day notification and extension

Overtime Management

- Supports complex working hour calculations based on time and attendance data from Take5 Time
- The results of overtime calculations can be applied to compensation hours or salary payments
- The type of overtime will automatically be categorised according to the date such as a holiday, weekend or regular workday
- Provides flexible overtime period and maximum work time limit settings

Compliance

- Ensures compliance of leave and overtime policies with local Labor Laws
- Statutory compliance includes maximum Overtime per week, per month, minimum rates, etc.

Multiple Access Methods

- Applied and approved through web or mobile devices anytime, anywhere

Integrated with Payroll

- Fully integrated with Take5 Payroll and Take5 Time

Time

Take5 Time is a comprehensive rostering and workforce management software application that helps HR and operational personnel manage all aspects of workforce deployment to ensure that the business's manpower requirements are fully optimized.

This intuitive system allows the busiest supervisors and managers to focus on their core work. **Take5 Time** is applicable to industries such as manufacturing, hospitality, and retail that employ a labour force that mainly works and is remunerated on a time period basis and requires comprehensive shift management capabilities.

User Definable Set-up

- Collects ATS data from multiple attendance systems including those using biometric technology
- Defines work and attendance locations
- Defines shifts or rostering in accordance with industry specific working hours
- Defines working calendars in accordance with region and industry specific workdays requirements

Workforce Planning

- Workforce planning processes are based on
  - Employee's pre-set number of working months or days
  - User definable criteria for intelligent rostering
  - User definable overtime hours, leave type and workdays
  - Approval workflow for overtime and leave in each workplace through Take5 Portal
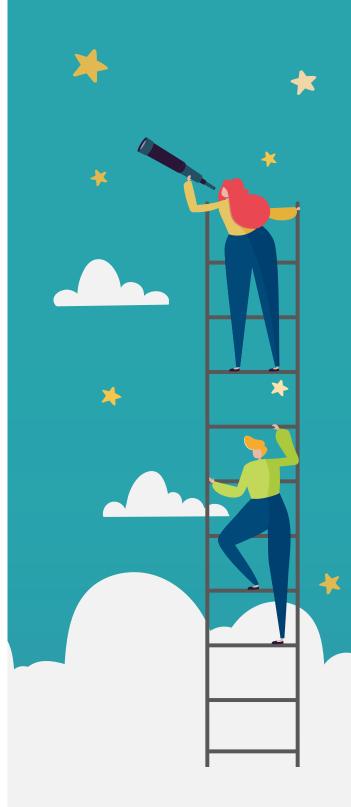
System Integration

- Supports universal upload formats, including TXT, CSV and HTML
- Supports a user definable process schedule of attendance data integration as a background task
- Fully integrated with Take5 Absence Management

Regulation Compliance

- Ensures regulatory compliance in the following areas
  - Validation of weekly, monthly, quarterly or yearly accumulated working hours
  - Calculation of over time according to the pre-defined accumulated working hours
  - Working hours stipulated by laws and regulations

Operational Excellence

- Dynamic viewing of the attendance data including exception reporting
- Abnormal attendance data sent to HR by email at a pre-set time period
- Enables user to review, amend and confirm attendance data to ensure accurate payroll calculation
- Enables holistic view of total workforce per organization entity and work type via Take5 Portal
- Enables employee's inquiry of historical and current status of attendance, overtime and shift schedule via Take5 Portal

Take5 People

Your HR Management Partner

Core HR

Employee Management
Organization Management
Position Management
Employment Contract
HR Reports

Payroll

Regional Payroll Processing
Total Compensation
Social Security & Income Tax
Bonus & Sales Incentive
Labour Cost Allocation
Security & Compliance
Payroll Reports

Absence Management

Leave Management
Overtime Management
Compensation Leave
Employee Self Service
Absence Report

Time

Clock-in / Clock-out
Working Hours Management
Shift Management
Flexible Shift
Time-clock Integration
Time Reports

Take5 Portal

Self Service
Timesheets
Claims

Take5 Mobile

Take5 Mobile
Take5 Minutes

Take5 Life

Recruitment
Onboarding / Offboarding
CV Digitizer
Training
Performance
Talent Development

Take5 Plan

Dashboards
Budgeting
Workforce Planning
Compensation Management
HR Analytics

Take5 people
NOW YOU CAN

Take5 People focuses on digitalisation of human resource management and provides comprehensive HR and payroll solutions for customers throughout Asia, helping companies optimize the workplace experience by managing the entire employee life cycle from recruitment to retirement. Making full use of the latest generation of internet and mobile technology, Take5 People has developed HR software solutions that are cross-regional, highly scalable and configurable to support all HR operational and compliance requirements.

Shanghai • Hong Kong • Taipei
Kuala Lumpur • Singapore

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