

Take5 People Digital Platform

For Regional HR Shared Service Centre in Asia



Multiple entities in Asia?

Does your company have multiple operations or subsidiaries in one or many countries in Asia? Are you managing each operation independently, with each having its own HR policies, standards and even software applications? If so, have you considered implementing an HR Shared Service Centre?

Many Take5 People customers have done exactly that and the benefits are immense. These not only involve cost savings through the elimination of duplicate functions and infrastructure, but many operational benefits are also realised through standardisation of HR policies and procedures, in areas such as leave administration, approval processes, salary adjustments, commission and bonus calculation, headcount budgets, streamlined data integration with external systems, employee self service and mobile applications, to name a few. Contingency planning for the loss of key personnel, control over access to private employee data and the prevention of cyber attacks is also made a lot easier.

The huge differences in labour and tax laws, statutory compliance requirements and even cultural practices between the regions adds to these complexities.

Through the implementation of Take5 People's comprehensive HR and Payroll solution, your company can now implement a new single digital platform to improve workforce management and planning, allowing the enterprise to focus on strategic decision-making.

One Solution from One Vendor Anywhere in Asia

Making full use of the latest generation of internet and mobile technology, Take5 People has developed comprehensive solutions that are cross-regional, highly scalable and configurable to support all HR operational and compliance requirements. Take5 People's template-based service methodology ensures the adoption of HR best practices and shortens the implementation time, keeping costs to a minimum.

Take5 People currently provides a fully localised cloud solution for many countries in Asia including Mainland China, Hong Kong, Macao, Taiwan, Malaysia, Singapore and Vietnam. Other countries including Thailand, Indonesia and Cambodia will be rolled out in 2021.

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**

One Single Platform from Recruitment to Retirement

Take5 People manages all employee records for all modules including HR Management, Payroll, Leave, Overtime, Rosters, and other modules in ONE system. There is no need for your HR personnel to sign on and off between different systems or modules.

Shared Service Centre deployment

Take5 People provides ONE single payroll engine for all the supported countries across Asia. There is no need to install different versions of the software for different countries.

Whether your operations are set-up in one database or multiple databases depends on the multi-tenancy options available for the solution.

MULTI-TENANCY Options

Single Company with Multiple Pay Groups

Take5 People's solution supports unique payroll requirements using Pay Groups. A Pay Group can be used to support an operation's specific requirements due to its industry nature, such as Retail operation which has different policies and payroll requirements to Manufacturing operation. A Pay Group is also used for the differences in compensation and benefits, taxation, and social benefits between the different countries.

By using multiple Pay Groups, Take5 People can be set up as a Single company. All tasks are performed by your HR personnel within one company and there is no need to switch from one company to another. Payroll processing can be done for all operations as one process, which saves significant time and effort.

Multi-tenancy for Multi-company Support

Take5 People understands that many corporations have very diverse operations, each with its own policies, payroll requirements and processing deadlines. Take5 People supports a unique multiple company environment where each company is a separate database, although this is transparent to your Payroll personnel who can easily navigate between companies without signing on and off each time. The separate database set-up provides technical benefits since each company can be maintained, backed up and restored independently if necessary.

Multiple payroll currency

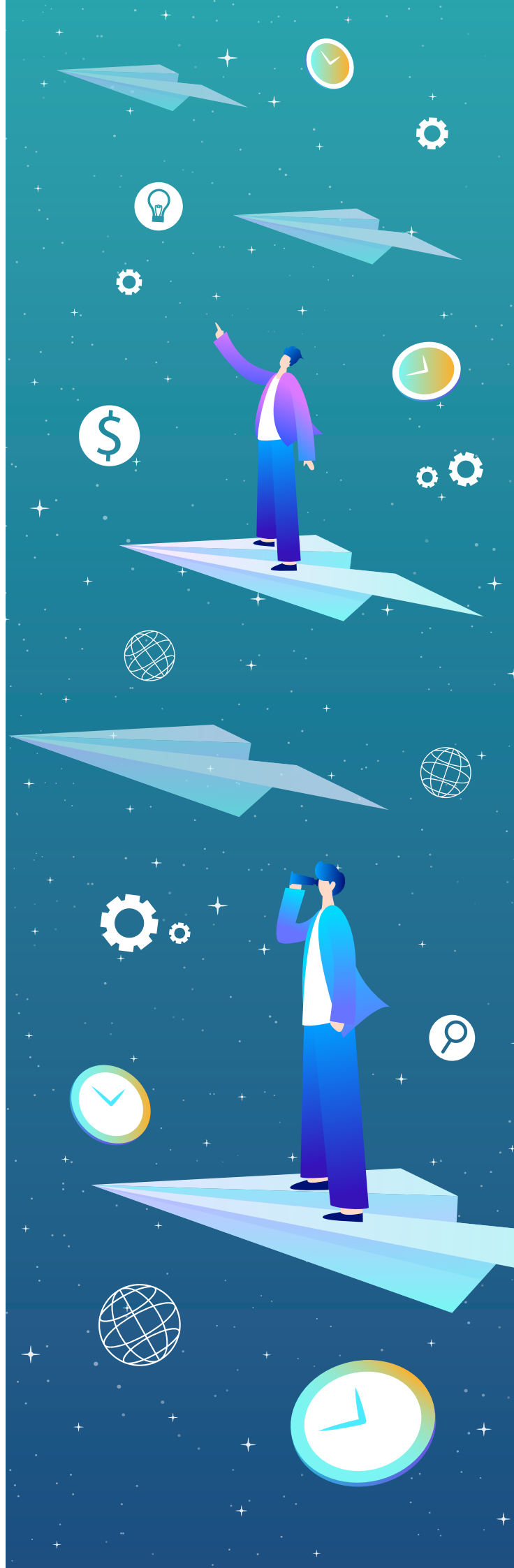
Take5 People's solution supports multiple payroll currencies per Pay Group for deployment requirements and also supports payments in different currencies for each employee within each pay cycle.

Employee Self Service

Distributing payslips has just become very easy as your employees can view and print their own payslips and payslip history, apply and approve leave and carry out all other typical HR functions themselves, such as claiming expense reimbursements, viewing the corporate, team or their own calendars, receiving notifications such as birthdays and a lot more. What is even better is this can all be done via Take5 Mobile. Your employees are now fully empowered to work from home or elsewhere.

Dashboards

Take5 Dashboard puts the key HR performance indicators and statistics into your management's hands. The Dashboard covers areas such as workforce demographics, cost, attrition and leave analysis, which saves a lot of time answering ad hoc enquiries and information requests from your employees.





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 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

www.take5people.com
enquiry@take5people.com

in Take5 People
f @take5people

