

Take5 People Digital Platform

For Regional HR Outsourcing
Service Providers in Asia



HR Platform as a Service

If you provide HR Business Process Outsourcing (BPO) or Corporate Services including monthly payroll processing, leave administration, recruitment or any other HR related services for your clients, Take5 People has the digital platform to meet all your needs including Core HR, Payroll, Leave Management, Recruitment as well as the Employee Self-service and Mobile applications.

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 a Unique Solution for HR Outsourcing Service Providers

Take5 People has been highly stylised for HR Outsourcing providers based on industry leading Corporate Services providers already using Take5 People as their digital platform. Take5 People's HR Outsourcing solution provides significant upselling opportunities as the system is not limited to just one country or jurisdiction, and in addition to payroll processing, it also allows for other related areas such as Leave Management, Time & Attendance (Rosters) Administration and a lot more.

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 Solution 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 outsourcing service personnel called 'Payroll Accountants' to sign on and off between different systems or modules.

Regional Payroll Management for Your Clients with Operations in Multiple Countries

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.

If some of your clients have operations in multiple countries e.g. Singapore as well as Malaysia, you can manage all of these employees from a single instance of the software. Whether these clients are set-up in one database or multiple databases depends on the multi-tenancy options applicable to your BPO client requirements, not forgetting the objective to maximize the number of clients and headcounts that your Payroll Accountants are able to process every month.

MULTI-TENANCY Options

Single Company with Multiple Pay Groups

Take5 People HRO 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 countries.

By using multiple Pay Groups, Take5 People can be set up with a Single company for your BPO clients that have multiple operations with different requirements for each operation as described above. All tasks are performed by your Payroll Accountants 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 as a BPO provider, you have many clients both big and small, each with its own policies, payroll requirements and processing deadlines. Take5 People HRO solution supports a unique multiple company environment where each company is a separate database, although this is transparent to the Payroll Accountant 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 HRO platform supports multiple payroll currencies per Pay Group for regional deployment requirements and also supports payments in different currencies for each employee within each pay cycle.

Multiple payment cycle and payment methods

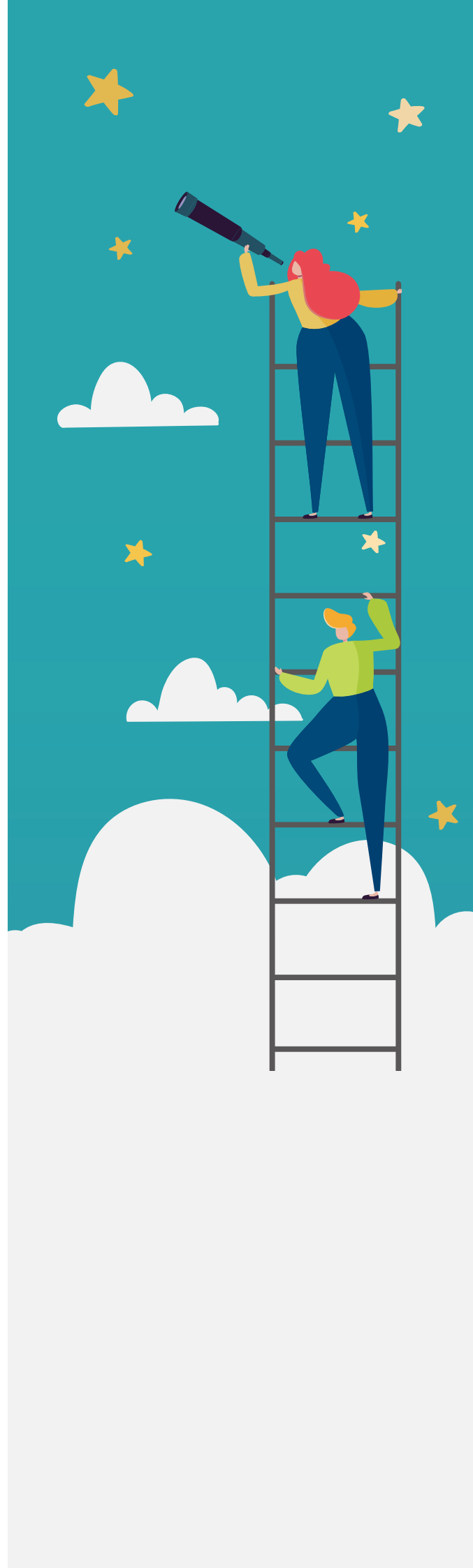
The solution enables your clients to have multiple payment batches for regular payments, off cycle payments or to meet specific requirements for new hires or terminated employees based on specific payment items.

Employee Self Service for Your Client's Employees

Distributing payslips has just become very easy as your client's 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 re-imbursments, 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. You and your client's employees are now fully empowered to work from home or elsewhere.

Client Dashboards

Take5 Dashboard puts the key HR performance indicators and statistics into your client's hands. It 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 clients. Take5 Dashboard can set you apart as an outstanding HR Outsourcing provider!





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.

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