

INTRODUCTION TO HR FOCUS

Over the past 20 years, HR Focus has successfully expanded its service delivery into an ever-increasing range of core sectors. We believe that our professional experience gained in appreciating the nuances of each sector contributes to a deeper, more intuitive approach to all client needs.

We believe that we have the most extensive HR & Payroll Software in the Africa.

See below:

FUNCTIONALITY

HR Focus Core	Lookup Management	Organisational Setup	Employee Master Record Administration	Employment Equity Setup		
Leave Management	Notifications	Automatic Updates	Career Focus Integration	Payroll Focus Integration	Security Management	Web API's (Engine)
My Focus Core	Advertisements and News	Campaigns	Claims	Dashboards	Document Management	Employee Self Service (ESS)
Leave Applications	My Learning	Payslips	Performance Reviews (Self Review)	Personal Details	Staff Requisition	Online Claims

Benefits HR Service Desk

Manager Self Service (MSS)

Manager Dashboard	Online Terminations	Out of Office	Performance Reviews	Staff Requisitions
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Workflow Approval Online Questionnaires

Report Portal

Dashboard Reports	Employment Equity Reporting
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Voting Polls

Workflow Configuration

PAYROLL FOCUS

Bank Disk Generation	Formula Configuration	General Ledger Files	HR Focus Integration Management (Payroll Auth)	Loan Administration
Payroll Processing (Transactions)	Report Portal (including Legislative Reporting)	Third Party Management (including Bank Disks and Garnishees)		

CAREER FOCUS (RECRUITMENT)

Applicant Management	Corporate Identity Alignment	Internal / External Job Board	Recruitment Process Management	Report Portal	My Focus Integration
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e.g. this is the careers module, this is what it contains – i.e. the ability to request new positions/ replacement positions, the ability to place adverts on the intranet/ internet, the ability to screen and shortlist cvs based on a predefined set of questions, etc.

EMPLOYEE RELATIONS (INDUSTRIAL RELATIONS)

Case Management	Grievances	Reporting	SLA Management
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LEARNING MANAGEMENT

Online Learning	Online Assessments	Online Programmes	Marking and Moderation	Certificates	Hierarchy Administration	Planning
Scheduling	Suppliers and Training	Venue Administration				

PERFORMANCE MANAGEMENT

Job Description (functionality)	Performance Contract (functionality)	Performance Development Plans (functionality)	Reporting	Review Management
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Talent Management

PLEASE CONTACT US FOR A DEMONSTRATION