

Discover the main features of

SICORAX[®]

Human Resources Management System

The leader in
Payroll & HR solutions
for the Indian Ocean region

EMPLOYEES :

- New recruit checklist
- Induction / on Boarding
- Probation period follow-up
- Employee exit interview
- Dedicated procedures: New employees, Departures, Employees' Transfer

PAYROLL :

- Flexible payroll calendar by Company
- Payroll in foreign currency, on multiple bank accounts for one Employee
- Upload of attendance data from some specific clocking machines
- Leaves Management
- Loans, advance on salary
- Payments and deductions import from third party systems
- Easy checks of actual payroll with previous month's payroll
- Realtime payroll calculation
- Payslip by email
- PAYE, CSG, Solidarity Levy, EWF ... (MNS) file extract
- EOY automatic calculation, as well as leaves refund and Government increase
- Report generator
- Data export to Excel for advanced analysis
- Payroll closure by Company
- Inbuilt Payroll Statistics module

TIME & ATTENDANCE MANAGEMENT – CLOCKER

- Employee planning with excel export/import, from work patterns generation
- Clocker Tracking – machines employees have clocked
- Automatic calculation of overtime, meal allowances and transport...
- Overtime control, approved, rejected
- Excel reports

HR MANAGEMENT :

- Work contracts, amenities, warnings, injuries, leaves, job description, dependants, exit interviews, work experience, trainings, documents, licenses...
- Secure access to Employee documents only through HRMS
- Budget ([Forthcoming](#))
- Talent Management (9 Grid-Box)
- Career Management
- Talent
- Graphical dashboards

EMPLOYEE & MANAGER SELF-SERVICE :

- Update of his Masterfile data by the Employee, any change of information is validated by the Responsible or HR Team
- Leaves, refunds, overtime, transport, meal allowances, requested by the Employee
- Approval or rejection of leaves, refund, overtime, transport, meal allowances, by the Manager
- Functional organigram
- Events management (to obtain participants list, in which discipline, who requires transport...)
- Each Employee has access to his payslip
- Employees on probation, on leaves...
- News: documents published by the HR department, Birthdays, New Recruits...
- Time & Attendance - My Roster, Employee Planning, Time & Attendance (view and maintain Employees shift, attendance, leaves, on one screen)
- Mobile Apps: Leaves request and approval, payslips, mobile Time In & Out etc ([Forthcoming](#))

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PERFORMANCE MANAGEMENT SYSTEM (PMS)

- A user-friendly web application making performance management a confidential, transparent, and secured process.
- PMS Options - Objectives, Competences, Values, Individual Development Plan (IDP) Training, IDP future, Employee feedback. Only the chosen options are displayed.
- Three PMS modes available: The employee performs his « self-appraisal » (Employee score), the manager evaluates employee (Supervisor score), which is followed by the face-to-face meeting (Final score). Or the employee performs his « self-appraisal » (Employee score) which is followed by the face-to-face meeting (Final score). Or only face to face meeting (Final score).
- The employee and the manager input note/remarks during the year for a better objectives and competences follow-up.
- Flexible scaling results for each PMS options, all Objectives can be either in percentage or points or description or icon, same applies to Competences, Values, Employee Feedback.
- Weightage option.
- Mid-year Review available.
- Traceability of employee's appraisal.
- Manager's dashboard for performance of teams, departments or posts.... Bell curve, Min Max Average, Score Distribution.
- Employee dashboard for follow-up of his growth path Score Evolution. The benchmark of his performances compared to that of the department, company... (Forthcoming)
- Flexible and up-to-date range of evaluation questionnaires (MBO, KPI, etc.)
- Follow-up of the different evaluation stages.
- Data export to Excel, for personalised analysis.
- Easy activation and integration for existing HRMS Clients

360° MODULE

- A user-friendly web application making performance management a confidential, transparent, and secured process.
- A user-friendly web application for conducting 360° feedback, in a strictly confidential and secured process.
- Easy to set up process and monitoring on closing process
- Scoring and remarks available, with possibility to include Self rating in the Average score
- Sicorax® PMS competencies can set to be evaluated as a 360° feedback exercise and the average scores sent back to the Employees' PMS as PMS results
- Summarized secure Data export to Excel, for analysis.

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