BusinessPlus Employee Request Management

BusinessPlus Employee Request Management automates the employee service cycle from request creation to approval and execution while providing appropriate process control. Employee requests (*e.g. OT / Leave Application, Business Trip, Payment Request, IT Support*) can be submitted, reviewed and authorized electronically in both web browser and native mobile APPs. It aims to increases effectiveness and efficiency of these administrative tasks over traditional spreadsheets and paper-based processes upon centralized web-based employee self service platform.

Key Benefits

- Various finance & administrative functions can be well organized & processed in collaborative manner

- Minimal IT effort for deployment across multiple location and devices such as desktop, tablet & mobile

- Make request submission and approval process fast and easy with sufficient and enough reference

- Flexible to cater for typical leave application even with exception handling for staff off-duty

- Independent leave management (policy definition, leave earn/deduction automation) without payroll calculation

- Easy for employees to fill in relevant information while maintaining data integrity

- Increased visibility through real-time reporting so as to find opportunities to transform spending into savings

- Help organization to enforce policy compliance and ensure accurate & timely reports

- Project manager can track labour consumption each service engineers and estimate costs against budgets

- Ensure that ad-hoc requests are properly endorsed and charged to relevant cost centers or project codes

- Provide manpower utilization analysis so as to measure employee performance and identify problematic tasks

- Increase employee accountability and efficiency of accounts payable with balanced procedure control

Key Features

- Unified platform for employee initiated requests - leave application, expense claim, payment and timesheet

- Browser-based employee service platform powered by native HTML5 web technology

- Include document attachment (doctor cert / receipt) in processing of expense claim and leave application

- User-defined approval level for different leave types with role delegation if necessary

- Extensible to include leave administration for leave entitlement and balance calculation (optional)

- Predefined entry templates for general expenses and travel related expense

- Support expense cost allocation to different cost centres that seamlessly mapped to G/L accounts

- Provide complete approval status log with strict user authentication for record level tracking

- Timesheet can integrate with Project Management System to show labour consumption in project view

- Pre-configured request form for employee to process timely payment to supplier without lengthy procurement procedures

- Service engineers can record duration of each project tasks for time-based service booking

- Able to check documents duplication and supplier validity in data entry while automate journal entries to A/P