



iINTERACT® eHR is a portal based integrated Human Resources eBusiness Suite that is developed using an Adaptable Evolutionary eBusiness Architecture. It is a Rich Internet Application (RIA) that covers all aspects of Human Resources Management over the Net. Unlike other HR products, where internet support was added only as an afterthought, and where the product supports only one HR model, iINTERACT® was conceived as an application that supports multiple HR models and business practices, with rich internet and business features that cover all aspects of human and manpower management based on the best practices in the industry.

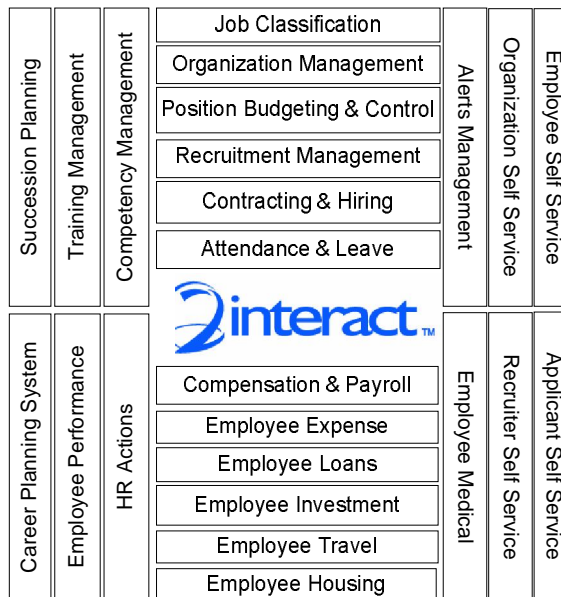
iINTERACT® consists of a set of integrated rich internet applications including:

- iJob - Job Classification System
- iOrganization – Organization Management System
- iPosition – Position Budgeting and Control System
- iRecruit – Recruitment Management System
- iOrg – Organization Self Service
- iContract – Contract and Hiring Management
- iApplicant – Applicant Self Service
- iEmployee – Employee Self Service
- iTime – Attendance and Leave Tracking
- iPay – Compensation and Payroll Management
- iHousing – Housing Management
- iCompetency – Competency Management
- iPerformance – Employee Performance Evaluation
- iCareer – Career Planning System
- iSuccession – Succession Planning
- iTrain – Training Management System
- iLoan – Employee Loan Management
- invest – Employee Investment Management

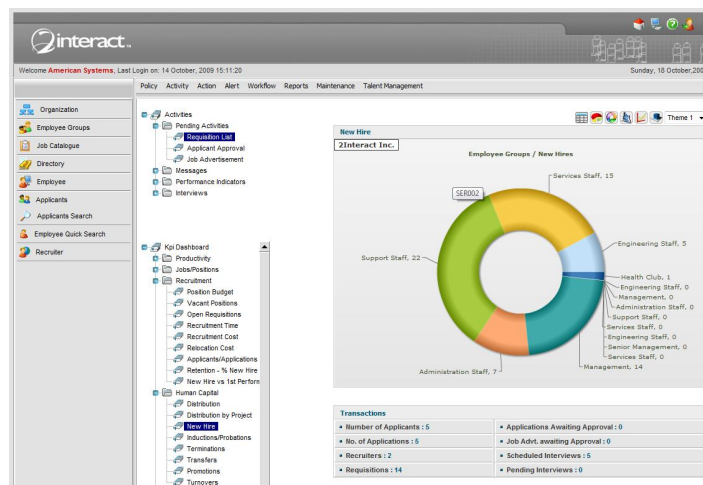
iINTERACT® is engineered using an intuitive multilingual User Interface framework, which handles the front-end, an HR business components framework that deals with HR business logic, and a backend database services framework.

At the heart of iINTERACT® is an R3 (Rules, Roles, and Routes) compliant Workflow, known as iWorkflow, which is used by all iINTERACT® applications to handle HR review, assessment, approval, and HR actions and associated activities.

iINTERACT® Applications are designed to support HR business processes within an Enterprise environment consisting of multiple employers with an unlimited number of employees. iINTERACT® applications can be deployed to support the business operation of one or more employers within an enterprise, where each employer will have its own policies and procedures supported by iINTERACT® HR business suite. The business entities that have a role in the HR business process model supported by iINTERACT® include Enterprise, Employer, Organization Unit, Employee, Applicant, and Recruiter.



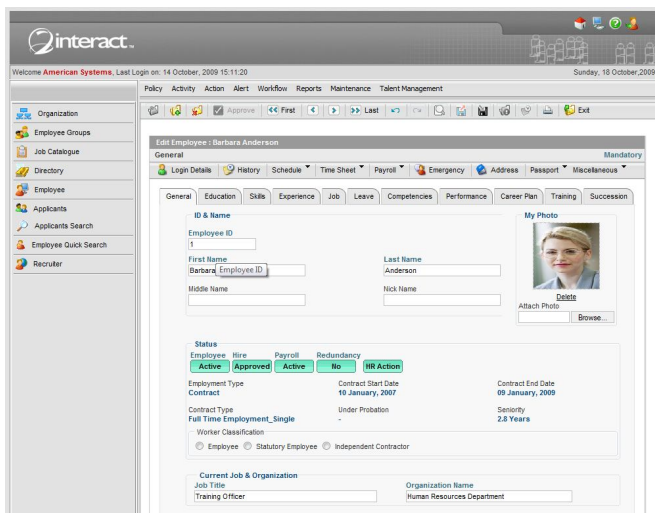
iINTERACT® applications can be deployed to support different business policies and rules by employer, while consolidating reporting at the enterprise level. iINTERACT® can be setup for a total distributed business operation while providing centralized consolidated reporting for planning, programming, operation, and financial management and manpower planning. The iINTERACT® User Interface Model is based on an intuitive rich multilingual UI utilizing a MyPage Model., where each user of iINTERACT® gets a specific MyPage that is tailored to the activities of that user.



All MyPages have the same look and feel and are accessible through the Internet Browser from anywhere using an Internet connection. While external MyPages including Organization Unit MyPage, Employee MyPage, Applicant MyPage, and Recruiter MyPage limit the user to accessing specific system features and data/information, internal MyPages including MyPage for Enterprise and Employer users can have access to all system functionality and data depending on the definition of the access provided to the internal user.

**Job Classification System** – A comprehensive job classification system that supports both grade and point (e.g. Hay) classification systems combined with an extensive set of attributes that covers basic job information definition, job classification definition, restrictions, education requirements, experience requirements, skills requirements, job description, default interview questions, and training requirements. The byproduct of the definition of jobs through the job classification system is a Job Catalogue that uniquely defines all jobs used by the organization. Once the job catalogue is defined all job information and associated controls and rules are inherited by all INTERACT® applications.

**Organization Management System** – Enables you to define the organization units of your company, thus building the organization structure of your organization including the reporting relationship with no limit on the number of levels in the organization structure. Additionally, it enables you to define which organization unit is the HR Department and Finance Department which will automatically, through the workflow management system, identify which activities/tasks need to be routed to HR and Finance and which activities are to be routed to other organization units. Organization units can be operational units, projects, or contracts, for the purpose of manpower planning, costing, and labor distribution.



**Position Budgeting and Control System** – Fiscal Year based position budgeting at any level of the organization, whereby a position budget can be defined, reviewed, and approved for each organization unit, then automatically consolidated for the purpose of manpower planning and budgeting. Once the position budget is approved, then it can be used to control recruitment and hiring as well as compensation management and control. Hiring can be tightly controlled or loosely controlled depending on the policy and HR strategy of your organization. When the Compensation and Payroll interface is enabled, the system will automatically track and report budget versus actual manpower cost by position and organization unit.

**Recruitment Management System** – A streamlined requisition based recruitment system that supports both internal and external recruitment, where recruitment contracts as well as invoicing for external recruitment services is all conducted electronically through the internet. Supports requisition against position budget, review

**Employee Contract & Hiring Management** – Feature-rich employment contract management and Hiring including conversion of employment offer to contract, creating new contract without offer, contract amendment, with amendment history tracking, contract renewal, and termination. User defined contract review process through the workflow. Employee Transfer, Employee Promotion, Employee Termination, Contract Termination, and user defined contract formats. Seamlessly integrated with the recruitment system, where employment offers can be converted to employment contracts, or applicants stored in the database can be selected and hired, or for large volume hiring employee hiring can be conducted in bulk from a spreadsheet, or quick hiring can be conducted bypassing the recruitment process. Supports both contract and non-contract based hiring with or without limit on the employment period. Supports both salaried and hourly employees. All information pertinent to the employee hiring is captured in a single employee electronic record including employee demographics, job assignment data, normal work hours, normal work schedule, compensation information including basic salary, other earnings, allowances, benefits both monetary and non-monetary, bonuses, commissions, standard and non-standard deductions, leave entitlement, investment funds entitlement, probation period, induction requirement, and training entitlement. Employment Contract compensation parameters are used by default to generate the employee job and compensation profile for the purpose of calculating employee payroll. Employment Contract once approved cannot be modified and any required modification to the contract terms and conditions is handled through Contract Amendments, where amendments to employment contract are tracked with reference to the HR Action that initiated the amendment.

**Attendance and Leave Tracking** – Work schedule based attendance system, enabling the definition of the employee work schedule by employee group or by employee and the tracking of attendance against work schedule with a transparent interface to the compensation and payroll system, whereby the attendance time sheet is used to generate the payroll Auto Time Sheet (ATS). Enables the definition of those employees requiring a work schedule with timesheet/timecard (hourly employees) and overtime eligibility, and employees who do not require timecard (salaried employees) and who are overtime exempt. Flexible work schedule definition and assignment by shift with unlimited number of schedules and future planning of work schedules by employee. Employee can have planned future work schedules which are automatically enabled based on specific effective dates. Timecard/Timesheet format can be predefined depending on the time/attendance terminal used in your facility, for the purpose of importing timesheets/timecards from attendance terminals. Timesheets/timecards can be imported from attendance terminals, or entered using employee self-service, with review and approval through the workflow. Timesheets are automatically posted to the Payroll for the purpose of payroll calculation. Overtime hours are automatically calculated based on the normal work hours and actual work hours as submitted in the timesheet. Labor distribution can be predefined or allocated in the timesheet by organization unit, project, and activity. Enable the definition of multiple leave policies, with no limit on the type of leave policies that can be defined with eligibility by employee group and employee. Leave policies can be defined as paid or unpaid, accrued and accrual controlled, and overtime pay rate for each leave policy, as well as the accrual cycle and accrual rate. Leave management including the definition of all leave entitlements by employee group and by employee and assignment of leave plans for each employee, as well as leave accruals against leave entitlements. Employees will be able to

and approval of requisition, applicant/application registration over the net, multiple levels of screening of applicants/applications, user defined screening indicators and parameters, scheduling of applicant interviews with no limit on the number of interviews, automatic notification for interviewers, user defined screening, assessment, and interview parameters, job offer notification, auto-matching applicants to requisitions, and applicant/application search. Electronic Employment offers with auto-conversion to employment contract.

**Organization Self Service** – Organization unit HR self-service over the net, enables each organization unit to conduct its HR related work electronically including position budgeting, issuing recruitment requisitions, reviewing employment offers, employment contracts' review, timesheet review and approval, employee performance review, and organization unit based request of HR actions.

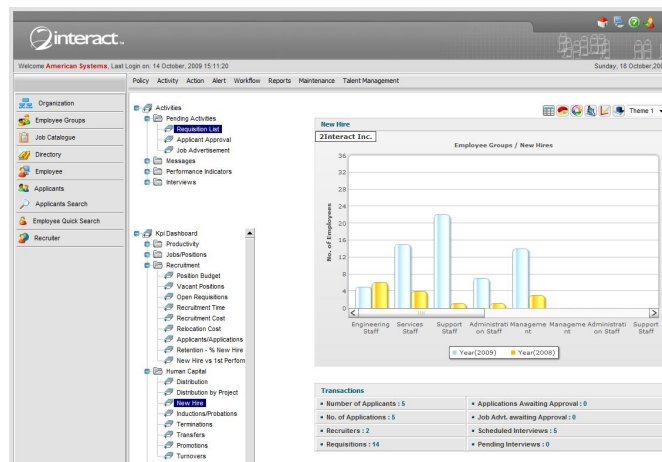
**Compensation and Payroll Management** – Comprehensive payroll/compensation management that supports Normal Payroll Cycle (NPC), Off-Cycle Payroll (OCP), and Retroactive Payroll (RP), with seamless integration to Employee Hiring and Employee Attendance and Leave Tracking. Extensive and flexible payroll policies definitions including earnings policies, allowances policies, benefits policies, bonuses policies, commissions policies, deductions policies, and taxes policies with no limit on the number of policies that can be defined. Compensations and deductions policies can be defined and eligibility assigned by employee group and organization unit, whereby the policies are automatically inherited by employee depending on his/her employee group and eligibility. Payroll calculation method for each earning, deduction, and tax are predefined based on user defined parameters using an advanced flexible expression builder with total access to the database tables and attributes, thus enabling the definition of any calculation method without having to customize the software (Nothing is hard coded). Timesheets are automatically generated for salaried employees who do not require timecards and absent hours are entered for those employees who were absent, thus eliminating the tedious entry of timesheets, for employees who require timesheets. These can be imported from the Attendance Terminal or spreadsheets, or entered using the employee self-service. Payroll calendar is predefined and can be calendar based or non-calendar based, pay periods are user defined and can be weekly, biweekly, monthly, or any non-standard pay period. Payroll cycle is based on a 3-process cycle: Automatic Timesheet Generation, Trial Payroll, and Final Payroll. Simply stated, to run the payroll, you generate or load the timesheets, edit the exceptions for time (absent time and overtime) and exception earnings, allowances, benefits, commissions, bonuses, expenses, deductions, or taxes, define the labor distribution for the period, then run the trial payroll, and generate the payroll register. After validation of the payroll register, and correction of any entry mistakes, the final payroll is run. The trial payroll can be executed as many times as desired without affecting the database, thus giving the user a simulated environment to ensure that all payroll transactions are accurate, before running the final payroll. The last step in the payroll is the Final Payroll process, which is invoked after verifying that the outcome of the trial payroll is correct. Subsequent to this the payroll register is produced, paycheck printed, bank transfer file is produced, GL/JV transaction posting file is produced, and payroll database is updated. Supports extensive

submit leave requests electronically, which are reviewed and approved by the concerned organization unit as well as the HR Department.

**Applicant Self Service** – Enables new job applicant to register over the net, and submit applications with auto-match preferences, which enables the applicant to automatically receive notices of the job vacancies that meet their qualifications. Additionally applicants can search for specific job vacancy. Applicant interview scheduling and confirmation, receipt of Job Offer, and employment contract.

**Employee Self Service** – Once the employee joins the organization he/she has access to the employee self-service whereby the employee can view his/her contract, earning, benefits, allowances, bonuses, and commission, leave entitlement as well as leave accruals, submit leave requests, submit visa requests, submit time/attendance sheet, as well as conduct specific related HR tasks such as conduct interviews of new applicants, conduct performance review of employees, and other assigned HR activities.

**Competency Management** – A multi-tier based competency management system that enables the organization to design the desired competencies model that is used to define competencies using up to 9 tiers, from general to specific occupation and job competencies. Once defined, the competencies are used to conduct Job Competencies Analysis to identify the competencies required for each job. Employees are then assessed on their competencies relevant to the job assigned, and actions can be taken to improve competencies through training, job coaching, on the job training, or assignment to another job for learning purpose. Training courses and academic degrees can be associated with the appropriate competency. The competency management is seamlessly integrated with career planning, training management, performance appraisal, and succession planning.



**Career Planning System** – Supports a 5-Step career planning model including Self-assessment, Direction, Gap Analysis, Planning, and Implementation. Career Plans can be devised for up to 6 years in advance. The Career Plan goals, objectives and activities are linked to specific training programs/courses which are implemented and assessed through the training management system.

**Succession Planning** - Tracks and marks those critical jobs/positions which require succession due to retirement, termination, or other termination actions, and devises effective action for identifying internal employees or external applicants who can be prepared for succession.

labor distribution and costing by organization unit, project, and activity for the purpose of man-power costing, and billing. Off-Cycle payroll is used to process paychecks, expense checks, and other unforeseen employee payments outside the normal payroll cycle. It enables you to define any off-cycle payroll type and process off-cycle payroll transactions at any time against specific predefined policies. Extensive reporting capability including Payroll Register Summary, Payroll Register Detail, Pay Slips, Payroll Audit Report, GL/JV Transaction Reports, Labor Distribution Report, Payroll Budget versus Actual, Payroll Monthly Comparison Report, Payroll Accruals Report, Off-Cycle Transaction Report, and more. Employees self-service will enable employees to view their pay-slips as well as payroll history. Payroll can be setup to send pay-slips by email, self-service, or through SMS. Supports payment by direct bank transfer, check, or cash. And supports multicurrency at the compensation level, with consolidation to the primary currency.

**Employee Loan Management** - If your organization provides employee loans, this module enables you to define and manage employee loan policies and their entitlement based on seniority, grade, salary, and other parameters. Employees can request loans, which are then reviewed and approved, and converted to loan agreement which include terms of payment and the life of the loan. Loan payments are processed automatically through the payroll at the end of each pay period. Supports both employer provided loans as well as third party provided loans.

**Employee Investment** - Employee Investment management enables you to define various types of investments (e.g., 401K) and employer/employee configured investment plans, with specific contribution modality as well as withdrawal control policy. No limit on the number of investment plans and user-defined eligibility and participation rules. Seamlessly integrated with the payroll system where all investment based deductions are automatically processed. Tracks the performance of the investment from the employee self-service as well as the employer side. Captures investment funds accounts statement from the third party and post to the employee investment account.

**HR Actions** - iINTERACT® is HR Action driven, where any HR transaction is triggered by an HR Action request such as Recruitment Request, Hiring Request, Employee Termination Request, Leave Request, and others. The HR Action system enables you to define all HR Action Types and the policies that govern the processing of each HR Action and link each HR Action to a workflow process that defines the rules, roles, and routes by which each HR Action will be handled, thus facilitating the initiation and processing of HR actions while maintaining the history of all HR Actions and their status.

**Security System** - A comprehensive Granular Access Control (GAC) based Security System enables the authorized user to define the required security policy while providing the just-right access level to both internal and external users of iINTERACT® applications. Bounded access control where an employee can access only specific employees' information and not others. Combined with the security system is an Audit Trail Management System that enables the user to track and monitor all changes made to the organization data by any user.

For internal employees, career plans can be setup to prepare the employees for assignment to the positions/jobs that are coming up for succession.

**Employee Performance Evaluation** - 360-degree based evaluation and four dimensional performance evaluation system with user defined evaluation parameters and automatic generation of performance evaluation forms with multiple evaluation blocks where each evaluation block/section with associated parameters can be assigned to a different employee/supervisor for assessment and recommendations. Performance Plans by Employee, including Performance Goals (linked to Organizational Strategic and Performance Goals), Competencies, Hay factors and Internal Elements. Multiple evaluators per evaluation, unlimited number of evaluations per employee, predefined evaluation activities through the workflow with auto-notification. Integrated with Competency Management, Career Planning, Succession Planning and Training Management.

**Training Management System** - Supports both external and internal training management, with extensive tools for defining training courses and requirements, learning resources definition, internal and external instructors management, course/training scheduling, employee training registration, training attendance tracking, training assessment, and post-training performance assessment. Transparent interface to performance evaluation, career planning, and succession planning.

**Reporting** - iINTERACT® HR Applications provide a large number of pre-built standard HR reports in support of management, programming, and operation reporting. A Report Writer is provided with Interact which can be used to build user-defined reports.

**Languages** - All iINTERACT® applications are multilingual with a User Interface that is consistent and maintains the same behavior when the user changes from one language/region to another.

**ERP Interface** - iINTERACT® provides a flexible interface to various ERP systems. The basis for the interface engine is a flexible GL definition framework, which enables the user to define the General Ledger accounts structure and accounts to be used in generating the Payroll Expense and Accrual transactions which will be posted to the GL. The GL Accounts to be used can be defined as fully qualified including the natural account and the cost center, project, and/or activity, or unqualified whereby only the natural account is defined and the system automatically concatenates the natural account with the cost center based on the labor distribution.

**Performance Management and KPI** - Using the MyPage UI Desktop with the Quality Management engine, HR KPIs can be built in any form or format (e.g., Dashboard) and presented to the user for the purpose of monitoring performance against specific predefined performance metrics. Each user can be presented with his/her own KPI view in MyPage Desktop.

**Alerts Management** - User defined Alerts which provides a flexible approach to the definition and management of alerts and their applicability by employee group and employee. When an event is triggered or date is reached an alert is automatically generated and sent for action to the concerned staff/user.

For more information, send your inquiries to [2interact@2interact.us](mailto:2interact@2interact.us)