

Human Resource Management (HRM) Information System







The HRM Information System is part of RAINBOW

Our Vision

Our vision of a Human Resource (HR) Solution is to create self-consciousness through involvement and participation. Not only is the organization responsible for the well-being and growth, but also every employee or person directly and indirectly linked to the organization needs to be aware of their responsibilities.

HR Policy

The HR policy provides an infinite loop of achievements and further growth of the organization. That is why the policy is not static, but dynamic and needs to be adjusted as the organization and the Human Resources develops.

Our HR Solution

- Our HR Solution brings people together and achieves collective goals.
- The collaboration, communication and flow of information within all the processes between employees of every level, is in our HR Solution of high importance.
- Our HR Solution consists of several modules. One database that keeps all employee related data together, but can be separated based upon the business rules, organization structure and/or tasks, activities carried out and responsibilities of the employees.
- Our HR Solution works with the concept that everybody in an organization is an employee. Thus, primarily the focus is on the employee. That is why Rainbow is a self-service portal and can provide and assist employees, supervisors and HR officers to access all necessary information. Every employee within the organization hierarchy is and can be a user and is part of our HR Solution. Furthermore, employees have certain responsibilities which reflect in the different processes based upon roles and activities assigned to them.
- Our HR Solution is not only a registration of information, but it also focuses on the Return on Investment (ROI) of every HR in regards to their responsibilities.
- Our application which supports the solution is user-friendly and flexible. It can be implemented in small to large organizations who want to have a HR policy in place. From the basic registration, keeping track of the performance, developing the skills and rewarding employees will be simple and easy to manage and monitor with our solution.
- The fully integrated database provides the necessary managerial and operational reports needed to give and have an overview of your HR data in the past, present and future. All data is kept historically and is never deleted. Adhoc data reporting is possible with the chosen technology.

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Our HR Solution is divided into six (6) sections called modules, namely:

- 1. General
- 2. Recruiting
- 3. Performance Management
- 4. Reward Management
- 5. Learning and Development
- 6. Employee Care

Although we will mention separate modules, there is a seamless and coherent relationship between the sections.

Module 1: General

In the general module, also called registration module, all employee personal data are entered and kept up to date. Employees are categorized and grouped in administrations, locations, department, employee types and crews. The flexibility can be achieved without limitations by setting up user define codes for qualifications, recognitions, disciplinary actions, hour types for time attendance.

The registration module for basic personnel data consists of the following:

- Personnel Information
 - o Name, Name, address and contact information
 - o Resident or Non-resident
 - o Civil status and Family
 - **Employment Data**
 - o **Job**
 - o Department
 - o Location
 - o Work schedule
 - Employment History
- Wage and Vacation

All information related to the enumeration and leave entitlement, such as:

- o Classification and steps
- o Monthly or Hourly Salary
- Vacation entitlement
- o Salary History

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- Civil Status
 - o Married/Divorced
 - o Family Members
 - o Eligibility for Children allowance
 - Eligibility for Medical Treatment
- Employee Competencies
 - o Qualifications
- Disciplinary Actions
 - Defining incidents and actions codes, which the client can use for actions that can be taken against an employee when inflects an incident.
- Recognitions
- Attendance and Absenteeism
 - Attendance entering worked hours on projects, tasks or work orders. Approved leave requests and unauthorized absence are also entered here.
- Contract Administration
- Request form for Employee personal information change.
- Picture
- Other (flexible) personal information, such as: blood type, religion, etc.

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Figure 1. Total view of an employee

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Module 2: Recruiting

This module supports the recruiting/hiring process. Defining the jobs' responsibilities, task and qualifications, a vacancy can be created. With the matching process, the qualifications of every employee and applicant is matched to the job. Candidates are presented and the user can select all. After selection, the candidates undergo the hiring process.

- Position description
 - o Job description
 - o Responsibilities
 - o Tasks
 - o Job qualifications
- Human Resource / Manpower planning
 - Plan manpower per department per job/position
 - o Inflow and outflow of personnel
 - Career planning
 - Retirement
 - o Create Vacancies / Job Posting

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	100 - Kitchen	001 - Executive Chef	3.00	0.00	-3.00	0.00	0.00	-3.00	0.00	-3.00
	1000 - Sales and Marketing	046 - Ecommerce and Marketing Crd	1.00	0.00	-1.00	0.00	0.00	-1.00	0.00	-1.00
	1000 - Sales and Marketing	044 - Preference Plus Crd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1000 - Sales and Marketing	043 - Sales Executive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1000 - Sales and Marketing	041 - Director of Sales and Marketing	1.00	0.00	-1.00	0.00	0.00	+1.00	0.00	-1.00
	1000 - Sales and Marketing	037 - Banquet Sales Crd	3.00	0.00	+3.00	0.00	0.00	+3.00	0.00	+3.00
	1000 - Sales and Marketing	036 - Reservations Manager	1.00	0.00	-1.00	0.00	0.00	-1.00	0.00	-1.00
	1000 - Sales and Marketing	034 - Senior sales Manager	3.00	0.00	-3.00	0.00	0.00	-3.00	0.00	-3.00
	1000 - Sales and Marketing	030 - Corporate Sales Crd	3.00	0.00	-3.00	0.00	0.00	-3.00	0.00	-3.00
	1000 - Sales and Marketing	029 - Assistent Reservations Crd	1.00	0.00	-1.00	0.00	0.00	-1.00	0.00	-1.00
	1100 - Maintenance	038 - Maintenance Manager	1.00	0.00	-1.00	0.00	0.00	+1.00	0.00	-1.00
	1100 - Maintenance	035 - Chief Engineer	1.00	0.00	-1.00	0.00	0.00	-1.00	0.00	-1.00
	1100 - Maintenance	033 - Gardener	3.00	0.00	+3.00	0.00	0.00	+3.00	0.00	+3.00
	1100 - Maintenance	032 - Painter	1.00	0.00	-1.00	0.00	0.00	-1.00	0.00	-1.00
	1100 - Maintenance	031 - Technician	9.00	0.00	-9.00	0.00	0.00	-9.00	0.00	-9.00
	1100 - Maintenance	015 - Supervisor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1200 - Human Resources	021 - Human Resource Manager		0.00		0.00		0.00	0.00	0.00

Figure 2. Overview of Human Resource Planning

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- Vacancies
 - o Process Vacancies
 - Matching based upon job qualifications
 - Select candidates internal and external
 - Process selected candidates
 - Hire applicants or re-assign
 - o Applicants
 - Applicants can send a letter or apply for a job posting on the internet. Through the internet every application is then directly stored in the applicant's database.
 - Register application
 - Web application based upon Job posting
 - Personal information
 - Qualifications (Résumé)

Applicants ×			
ID:		Statusnumber:	
Name:	Tester	Country:	SURINAME *
First Name:	Test	Resident:	Paramaribo
ID Number:	Male 🔻	Telephone:	
Date of Birth:	1990-07-01	Martial Status:	Married
Birthplace:	Paramaribo	Email:	
Nationality:	SURINAMESE	Employer:	
Address:	Teststraat		

Figure 3. Overview of Applicants







Module 3: Performance Management

Keep track of and review the performance of employees based upon their skills and performed tasks. Employees are reviewed and the outcome can result in a promotion, training need, salary increase or a reward. Other inputs needed for the review are: disciplinary actions, recognition, absenteeism, etc.

- Career planning
- Employee objectives
- Performance reviews

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Department Function	9000 - Software Engineering 9000 - Consultant	Start Planning	2017-06-20	End Planning	2017-06-30	
Description		Rating Score				

Figure 4. Overview of Appraisal

Module 4: Reward Management

Employees can be rewarded and get promoted and receive a salary increase. User defined formulas to calculate or process new salary proposals. Collectively salary increases can be processed and rewarded to the specific employee groups.

- Job valuation and classification
- Promotions
- Transfers
- Reclassification
- Salary Increase
- Salary planning

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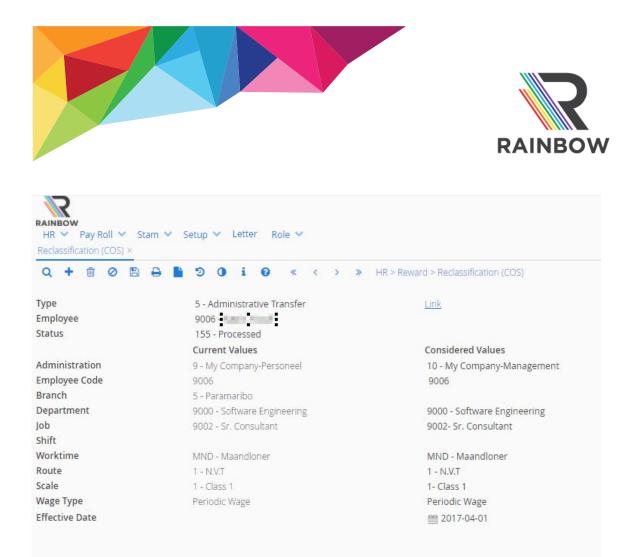


Figure 5. Overview of Reclassification

Module 5: Learning and Development

Outcome of a performance review can lead to heightening of the competency of an employee by supporting him/her to participate in training courses. Continuous improvement of skills, knowledge and achievements can be added to the employees resume.

- Training Institutes and Training courses
- Achieved training qualifications
- Training plan per department, per employee or per job.
- Registering Training Needs
- Planning of Training Activities

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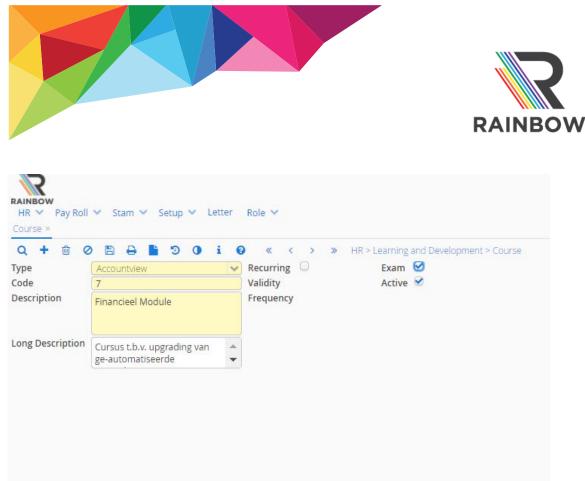


Figure 6. Course overview

Module 6: Employee Care

Continuous care of the Human Resource is the basis to achieve the organization goals. Compensations and providing benefits to employees are assigned in this module.

- Benefits
- Compensations
- See our description of Rainbow Payroll module in this document
- Medical Care and Registration
- Company Environmental, Health and Safety







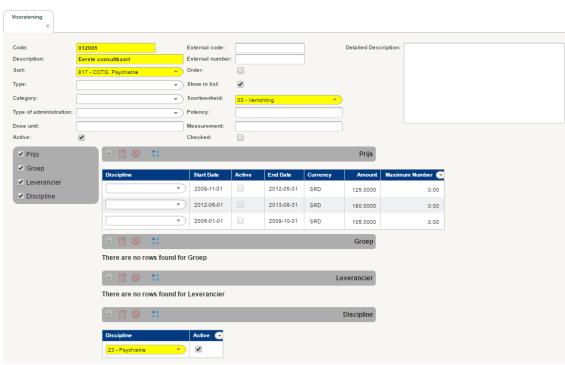


Figure 7. Overview of Benefits

Reporting

Our solutions and architecture already provide our clients' standard reporting. Special views have been created to support and to comply with clients' need. Customization is very possible, because of the flexibility of the system. Reports can be extracted and created through tools like Crystal Reports, COGNOS or even simple MS Excel and MS Access.

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Rainbow Payroll module

The payroll module is an automated payroll system and is specifically developed for Suriname, Dutch Antilles, Aruba and Sint Maarten. The application is in line with the tax law and will assist the Personnel and HR departments in the payroll processing. This system is user-friendly, flexible and is built on the latest technology platform.

The flexibility of Rainbow is reflected in business specific rules in regard to payroll processing:

- Organizing the payroll in one or more administration based upon different payment frequencies and collective labor agreements.
- The use of parameters to define the different constants, such as: Stichting Staatsziekenfonds (SZF) premium percentages, Algemene Oudedagsvoorziening (AOV) percentage, tax exemptions, etc.
- The use of locations, departments, job positions, employee types and crews.
- The use and define different working schedules.
- Working hours per day, days per week and hours per pay period.
- Specific calculations per employee grouping such as departments, positions, locations, etc.
- Different payment frequencies such as monthly, forth night.
- Define one salary component which can be used for different groups with specific calculations.
- Each employee can have different salary component.

Payroll module can be divided into five (5) sections, namely:

- 1. Administration Setup
- 2. Employee Registration
- 3. Salary Structure
- 4. Payroll Processing
- 5. Reporting

Section 1: Administration Setup

First the client can divide its organization into separate administration. This gives the client the advantage to, for example: separate not only employees and their salary structure, but also for security reasons. A user can have access to 1 or more administrations and another user can only have access to 1 administration. This all depends on "who can do what". As mentioned, the client can implement different salary structures per administration, such as: Collective Labor Agreement (CLA), Management and Retirees or even different departments. The setup of the administration is done only once and is assigned to the application manager or administrator. If percentages and constants.

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Basic information about the administration:

- Name, address, location, etc.
- Tax number
- Payment frequency, such as: weekly, bi-weekly or monthly
- Tax percentage
- SZF premium percentage
- Pay periods depending on the payment frequency
- Locations
- Departments
- Bank accounts

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Section 2: Employee Registration

Enter a new hired employee and re-employ already registered persons. Once an employee has been registered, the user only needs to keep the information up to date.

- Employee ID (pre-assigned)
 - Employee numbers can be Alphanumeric or Numeric.
- Name, address, location, etc.
- Resident or NON Resident
- Employee tax number
- Employment data
- Civil Status
- Bank information
- Salary and Vacation
 - o Work schedule
 - o (Period) Salary
 - o Annual and other leave entitlement
 - o Leave balances
 - o AOV Eligible
 - o Contact information
 - o Contact in case of emergency
 - o General Practitioner
 - o Dentist

Section 3: Salary Structure

Define a salary structure which is used only within the specified administration. Having different Salary Structure per administration gives the client the flexibility to separate the user responsibility. Formulas and Calculations can also differ per salary component. There are no limitations to create and set up salary components.

Per salary component it is easy to define if the component is taxable or not and when taxable which tax calculations applies. The client can also set up balance components, such as: savings or advances.

Each Salary component can be setup and linked to a group or set of employees. These groups are predefined for specific departments, jobs (positions), employee types, work schedules and job classifications. Salary components can depend on the results of other components. The client can incorporate the calculated value

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of a component in another component. More flexibility is added to the setup of components with the formula editor, where the client can define the formula of a salary component. A salary component can have different formulas if used in conjunction with sets of employees.

There are fixed components also called system components and these are:

- SZF premium employers' contribution *
- SZF premium employee contribution *
- Pension premium employers' contribution *
- Pension premium contribution*
- Premium AOV (only valid when resident and younger than 60 years).
- Wage Tax
- Net Wage
- Rounding (only valid when used with rounding)

*Exceptions or Optional fixed components depending on the client.

Defining the Salary Structure is done at the start of the implementation and is further only maintained when a new component is created or when formulas and calculations changes.

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Figure 9. Overview of Setup Wage components

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Section 4: Payroll Processing

Before starting a payroll run, the user needs to assign salary components for the new and rehired employees for which they are eligible to receive. For existing employees, the user does not have to define the salary schema anymore, the user only adds new defined components.

The pay roll processing is called a cycle where steps as pre-, correction and final closing are defined.

Pre-calculations give the user a preliminary run of the payroll without any mutations or changes to salary information. Afterwards the user can make changes and add new mutations. If the user is finished, a correction run (on the preliminary run) can be issued.

The meaning for these steps in the payroll process is to create internal controls and audit procedures. As long as the mutations and corrections are not approved, the next step to the period closing cannot be processed. After approval, the responsible staff member can then finally close the pay period, thus creating pay slips and writing the final information to history.

The advantage of having the internal controls and audit procedures in place, gives the client total control on the payroll processing. The client can always decide to implement an adhoc component.

There are several pay-outs possible. We have the final closing, is also called the pay period closing. But our system also provides the client the opportunity to do preliminary pay roll runs. The client has the capability to pay out one or more salary components, sometimes at the beginning or middle of the pay period, before the final period (month end) closing.



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Figure 10. Processing Cycle - Calculation Process

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Figure 11. Overview of Payroll Processing cycle

Section 5: Reporting

Our system provides the client with a lot of standard and build in reports, such as:

- Accounting
- Bank statements
- Manpower force
- Time and Attendance: leave balances
- Tax reports
- Historical reports
- Flexible cubes in Oracle to access with any reporting tool, such as:
 - Microsoft (MS) Excel
 - o MS Access
 - o Cognos
 - o Crystal Reports
 - o other

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Authentication and Authorization

These menu options give the application owner and administrators the capability to create new users and define the authorization per module and functionality. Also, setup the flow of a process, by defining steps (statuses) per process. Pre-programmed and customs Actions can be assigned to a status and are scheduled which results in events.

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	1	1004066 Bandwidth	Bandwidth	1003410 - Job Grades	70047 - Bandwidth	101 - HR Solution + iPay	M	
	1	1004065 Saldo Mutatie	Saldo Mutatie	1002102 - Current Pay Period	61140 - Saldo Mutatie	101 - HR Solution + iPay	T	2
	1	1004062 Detail Mutatie	Detail Mutatie	1002102 - Current Pay Period	82 - Detail Transactions	101 - HR Solution + iPay	T	
	1	1004061 Historie Mutatie	Historie Mutatie	1002102 - Current Pay Period	61130 - Historie Mutatie	101 - HR Solution + iPay	T	0
	1	1004060 Achievements	Achievements	1001100 - Basic	630 - Recognition/Disciplinairy actions	101 - HR Solution + iPay	M	3
	1	1004059 Course Main Type	Course Main Type	1004048 - Learning and Development	70046 - Course Main Type	100 - HR Solution	M	

Figure 12. Overview of Menus screen

Setup Authorization

- Authentication and Authorization
 - o Users and Roles

Users are created and or linked to the employee number in the system. With the employee number.

o Organization structure

Employees in charge of only view data of their subordinates directly or indirectly.

o Administrations

Users can only view data of employees of a specific administration.

o Division and Department head

Users can only view data of employees from a department of division.

o Crew leaders

Users can only view data of employees grouped in crews.

Workflow

With the integrated workflow management, it is easy to keep track of the 'to do' of every task that is assigned to an employee. Leave requests, Overtime, Salary increase that needs to be approved or even performance reviews that needs to be taken. The employee in charge can receive reminders thru emailing or SMS.

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- o Emailing
- o SMS (Short Message System)
- Audit Trail
 - o Add, Change and Delete auditing across the solution keeping track of all mutations.
- Events

Events can be scheduled on the existing data. The events can be customized specific to our clients' needs.

- o Birthday reminders
- o Jubilee reminders
- o Custom build actions
- o Scheduled processes and frequency of the reminders
- History
 - o Specific data cannot be deleted, but could only be marked as invalid or inactive
 - o Also, a part of the audit trail, who, what has been modified and when has it occurred.
- Interface
 - o Interfacing with financial systems such as Oracle, Exact, or Sun Account
 - o Flexible export or journal entries
 - Flexible export from any functionality
 - o Copy and Paste functionality
 - Import functionalities for compensations
 - o Integrating with Time Attendance data

Technology

Our HR solution is available in two (2) languages, namely:

- 1. Dutch
- 2. English

Rainbow is a web application and is developed in J2EE. www.oracle.com



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All applications are compatible and can be deployed on the latest available Windows <u>www.microsoft.com</u> and Linux versions <u>www.linux.com</u> and <u>www.oracle.com</u>.

ORACLE'

Both the development tool as the database give us the capability to scale the use of our application with our clients' needs. Our solution is built for and can be used by small and large business. Our HR solution has proven to support as many as 1 user (standalone) to 1000 users. We also strive to build and implement our solution on the open source technology.

Advantage

- Local presence with international support and backing.
- Experience, Knowledge and Skills to implement solution and match to client need.

Clients

- Alembo N.V. 300 employees
- Assuria Group in Suriname, Guyana, and Trinidad & Tobago 300 employees
- Assuria Pensioenen 3000 retirees
- Bonanza Jungle Transport 50 employees
- De Surinaamsche Bank (DSB Bank) 600 employees
- ELP Suriname N.V. 15 employees
- Food and Agriculture Industries N.V. (FAI) 2000 employees
- Local Bank 200 employees
- Hotel Courtyard by Marriott Paramaribo 150 employees
- IAMGOLD Rosebel Gold Mines N.V. 1500 employees
- Newmont Mining Corporation (Newmont) Suriname 1000 employees
- N.V. i-Frontier 20 employees
- Suriname Aluminum Company, L.L.C. (ALCOA)/Suralco 3000 employees, including retirees
- Telecommunicatiebedrijf Suriname (Telesur) 900 employees
- Trustbank N.V. 60 employees

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