

StarVision®



DRIVING HR DIGITISATION

Through MecWise Cloud
Technology



MecWise™
Human Resource
System Management



MecWise™

Stay above the rest thru MecWise
e-Business Suite

About Us

Starvision MecWise e-Business Suite is equipped with reporting and business intelligence engine to help you produce periodically report which you can use to manage and lead your organization better. Our reporting system can be integrated with 3rd party software to provide you most comprehensive insight of your company's financial performance and how you can now use these data to maximum effect.

MecWise e-Business Suite gives you the power to transform data into actionable insights that inform an organization's business decisions.



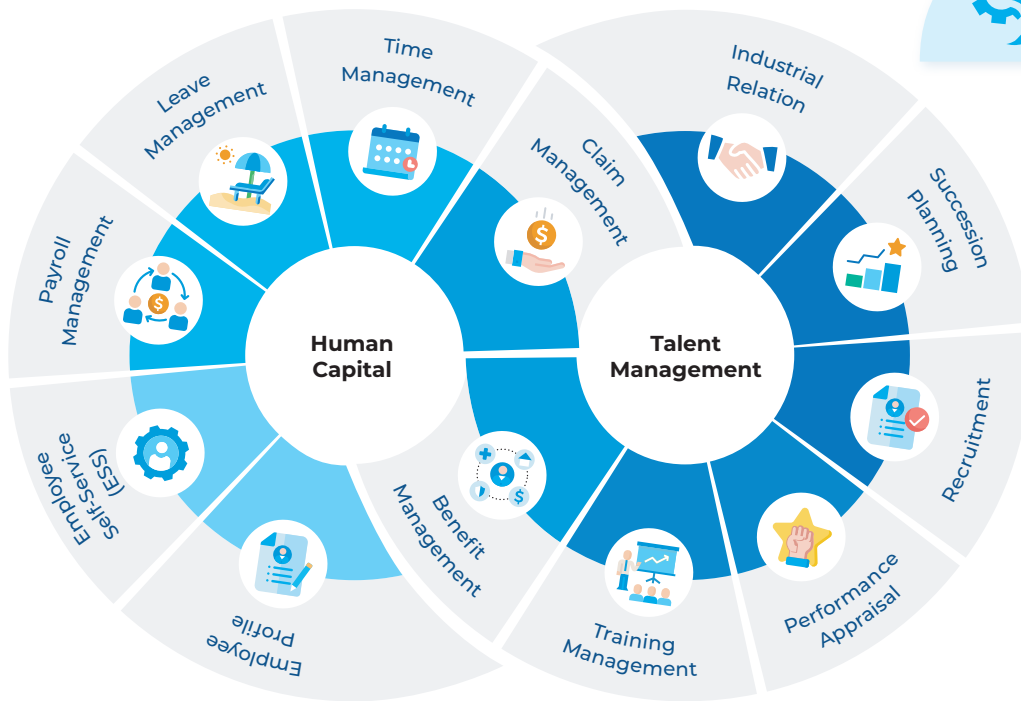
Drive your business today to
SUCCESS through

Starvision Cloud Business Technology

Starvision is rooted amongst strong company values so as to offer an optimum customer satisfaction and encompasses Cloud Based Business Management solution software.

Our technology is state of art and insightful as it sits On-the-Cloud platform that operates 24/7 that provides a perfect business management solutions, which is user friendly and resourceful.

Our services and solutions are designed for the businesses of today that want to grow with the technologies of tomorrow.



MecWise™ Human Resource Management System (HRMS)

MecWise HRMS is an intuitive, comprehensive, user-friendly Human Resource Management System (HRMS) for businesses and organization. We understand the importance of Human Resource and the need for efficient management. A good Human Resource management will result in a more productive organization.

MecWise HRMS functions as comprehensive platform that lets businesses collate their employee and organisational data and streamline all HR process at one place.

Our HRMS software efficiently manages the HR requirements of your organization employing features such as Employee Information management, Payroll, Claims, Leave, Compensation and Expense Management and more.

Features

- ◀ Full HR Management features and functionalities to meet every industry's specific needs
- ◀ Complete Training Module to reduce HR administration
- ◀ Easy to use Staff Assessment and Appraisal Module to increase work efficiency and productivity
- ◀ Super efficient Leave Management System
- ◀ Designed with customization capabilities to meet your specific requirements



Employee Profile



Maintaining comprehensive employee details

Employee Progress



Tracking & maintaining records of employee

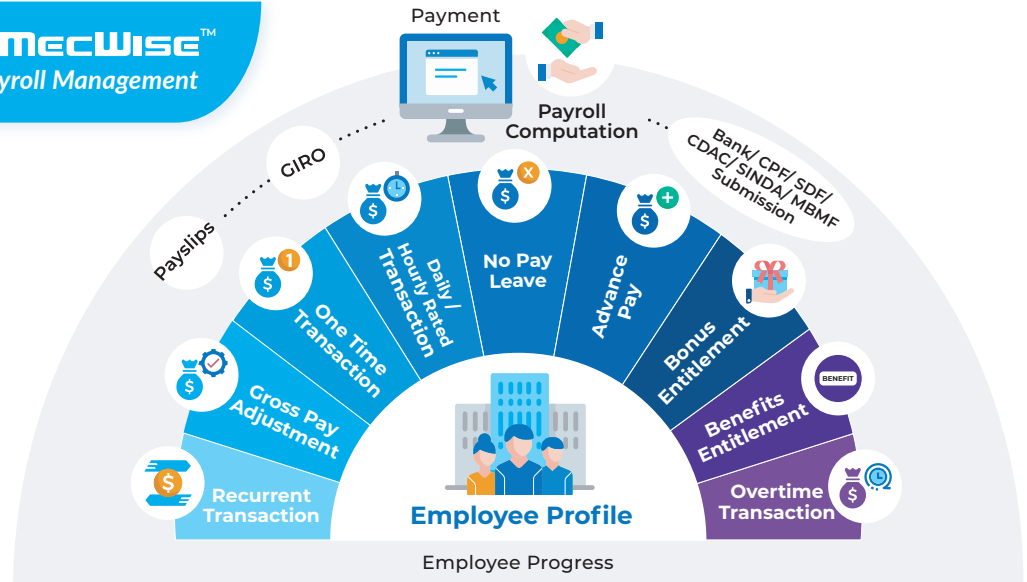
Report Generations



Comprehensive data query & management reports



MecWise™
Payroll Management



MecWise™ Payroll Management

Handles various complex computation such as overtime adjustment, back pay, variable bonus adjustment & deduction based on user-defined conditions.

With built-in Business Intelligence, the system processing in managing payroll functions from recruitment to termination with increased efficiency. It supports electronic submissions for Bank / CPF / SDF / CDAC / SINDA / MBMF.

Features

- ◀ Automates computation of payroll
- ◀ Allows thorough tracking & reporting of employee pay out
- ◀ Provides centralized & integrated database
- ◀ Increases productivity & effectiveness in administration
- ◀ Routes submissions to authorized verifier & approver for approval

Enquiry and Report:

- ◀ Setting Recurrent Transaction
- ◀ Gross Pay Adjustment
- ◀ One time Transaction
- ◀ Computes Overtime Entry / No Pay Leave
- ◀ Process Advance Pay / Deduction
- ◀ Bonus & Benefits Entitlement
- ◀ Computes Daily / Hourly Rated Entry
- ◀ Overtime Transaction

Payroll Process

System allow user to specify the type of payroll processing. It allows multiple batch of payroll to be done within a same payroll period.

Transactions can be entered as One Time, Recurrent, Standard Allowance/Deduction, Bonus, Overtime or Advance Pay



MecWise™ Leave Management

The Leave Management System maintains leave records of all employees, handles leave application and computes leave eligibility.

It enables interface with modules that have an impact or are affected by the leave application process.

Features

- ◀ Process various types of leave application
- ◀ Compute leave entitlement, leave balance and bring forward leave, providing up-to-date and real-time leave information
- ◀ Generate relevant management and statistical reports



Leave Application

Standard Leave Reports

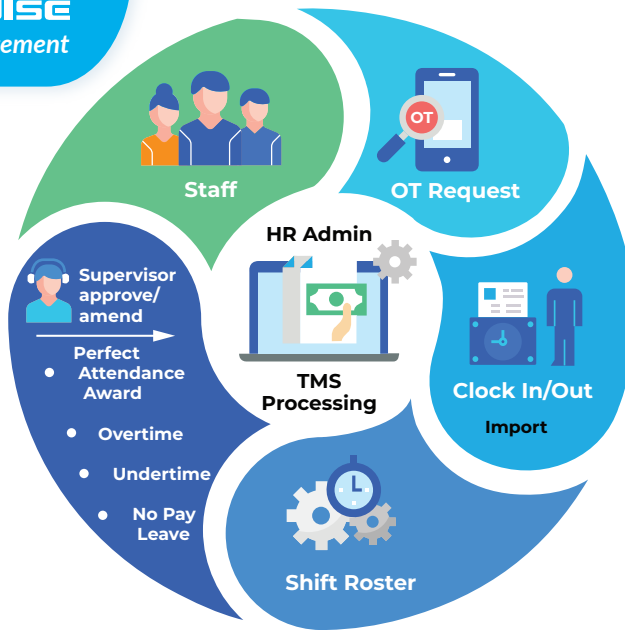
- ◀ Leave Entitlement Summary
- ◀ Employee Leave Transaction
- ◀ List of Staff Leave Status
- ◀ Employee Leave Record

Employees can view current leave balance before applying for leave

The screenshot shows the 'Leave Roster' interface. It includes a sidebar with a department tree (Finance, Accounts, Investment, Marketing, Planning, Sales, Operation, Procurement, Support). The main area displays a calendar for March 2019 with columns for each day. Two employees are listed: DR ZOOBERG and HERMES CONRAD. DR ZOOBERG has leave on days 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31. HERMES CONRAD has leave on days 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31. A 'Balance' donut chart is also visible, showing 2018 and 2019 balances.



MecWise™
Time Management



MecWise™ Time Management

Time Management System ensures full flexibility in processing time clock data and user defined variables to calculate information on daily working hours for payroll computation.

The system provides automatic computation of overtime, undertime, early hours, lateness and absent days. Available in setting of meals & allowances according to an employee's clocked time.

Features

- ◀ Handles staff strength of over 1,000
- ◀ Handles unlimited pairs of in and out clocking data to cater for multiple staff movement
- ◀ Supervisor can approve and amend overtime hours claims made by staff
- ◀ Staff is able to view work plan roster
- ◀ Compute work hours, under time, lateness, overtime and allowances

TMS Record

OT Request

Employee ID: A00010
 Department: []
 OT For (Department): []
 Request Status: []
 Claim Scheme: []
 OT Date From: []
 Time From (Minutes): []
 Total OT Hours: []
 OT Type, Rate, Unit, Trans: []
 OT Type, Rate, Unit, Trans: []
 Note Type: []
 Reason: []
 Planned Task: []

Over Time Claim

EMPE_ID: A00010
 Org Unit: []
 NRJC No: []
 Claim Scheme: []
 OT For (Department): []
 Claim Amount: []
 Claim Status: []
 Allowable Claim Amount: [] (MYR)
 Year: 2020
 Month: 7

Daily / Monthly Reports

- ◀ Overtime Report
- ◀ Lateness Report
- ◀ Undertime Report
- ◀ Absent Report
- ◀ Error Report
- ◀ Time Clock Report by Organization Unit

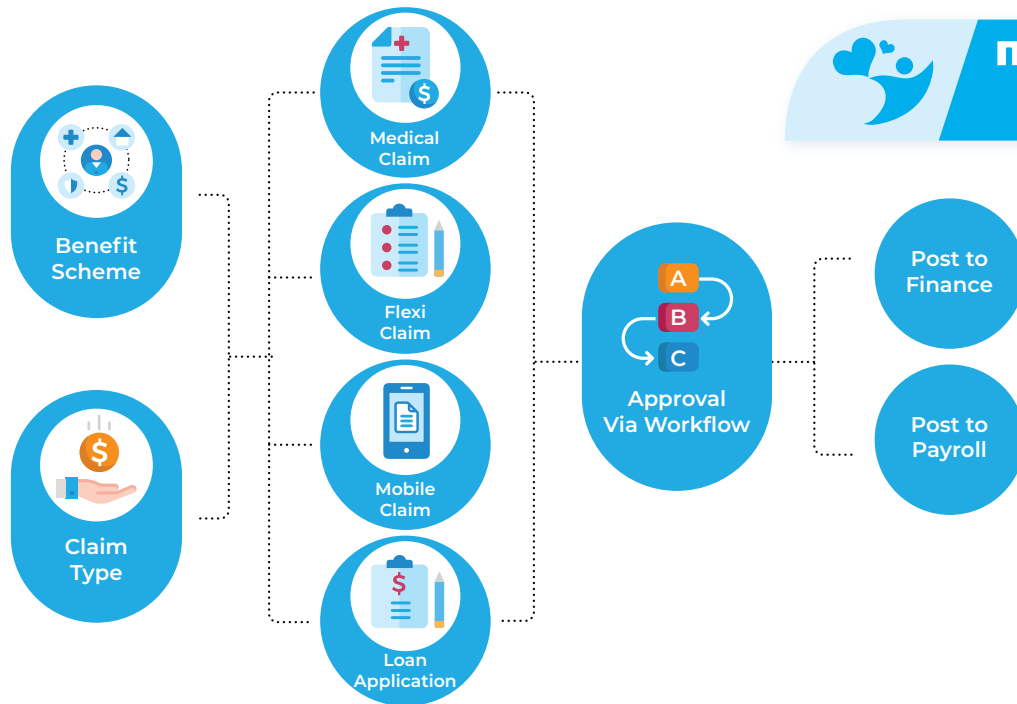
Mobile Clock In

Attendance Register

Clock In

17:08:30
03 Apr 2020

CLOCK IN



MecWise™ Benefit Management

Seamless transfer of employee's expense claim to payroll

- ▶ Easy tracking of claims:
 - The module tracks all staff benefit records for payroll processing
- ▶ Cater variety of claims and allowances:
 - Different formula with different types of payment
- ▶ Integrated with Payroll:
 - Approved claims can be transferred automatically into payroll processing



Features

- ▶ Simple staff assessment and appraisal system process allows higher work efficiency and productivity
- ▶ Wealth of features and functionalities tailored to meet specific needs
- ▶ Clocking data to cater for multiple staff movement providing up-to-date and real-time leave information
- ▶ Leaving service administer the different service modes of staff
- ▶ Keeps track of employee's career progression and movement

Benefit Management

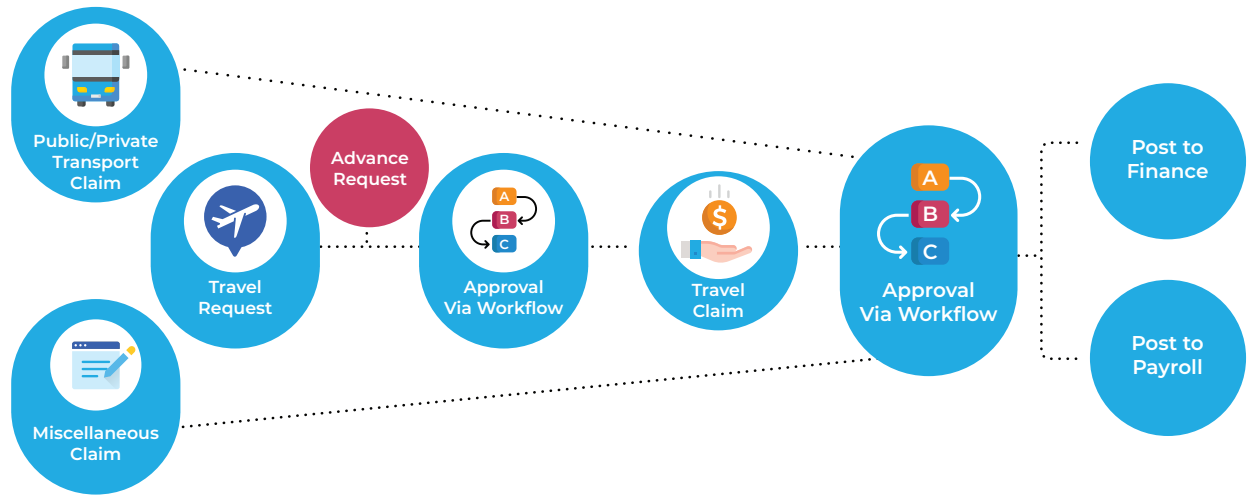
The interface displays three main forms:

- Employee Claim Entitlement:** Fields for Employee ID, Benefit Scheme, Effective Date From (06/04/2), and Remarks. Includes buttons for NEW, SAVE, DELETE, and RETURN.
- Benefit Scheme:** Fields for Description, Yearly Posting By (Fixed Calendar), Effective Date From (06/04/2020), and Created by. Includes buttons for NEW, SAVE, DELETE, and RETURN.
- Benefit Scheme by Group Entitlement:** Fields for Benefit Scheme, Group ID, Description, Group Cap For (Staff), Staff Group Cap Amount (0.00), Per Family Member Group Cap Amount (0.00), Family Group Cap Amount (0.00), Total Group Cap Amount (0.00), and Remarks. Includes buttons for NEW, SAVE, DELETE, and RETURN.

Employee Claim Entitlement

Benefit Scheme by Group Entitlement

Benefit Scheme



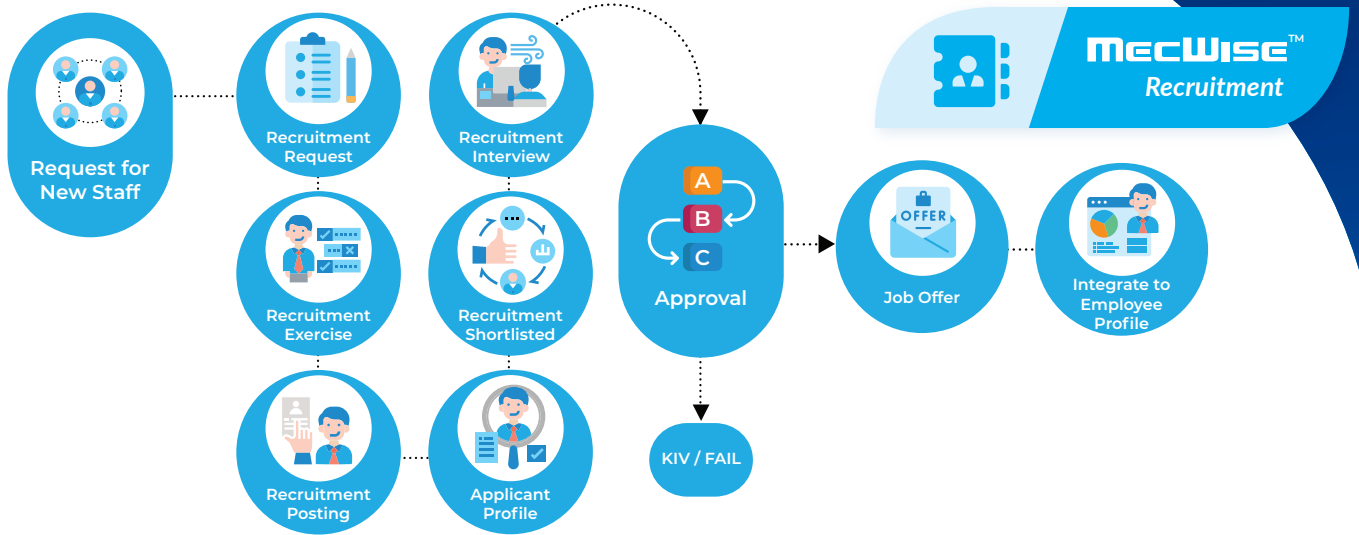
MecWise™ eClaim Management

The eClaim Module tracks all staff benefit records for payroll processing of reimbursement of claims.

Features

- The system caters for, but not limited to the different types of benefit claims:
 - ◀ Medical claim (for both staff and dependents)
 - ◀ Dental claim (working day)
 - ◀ Overtime claim
 - ◀ Overtime (public holiday / rest day)
 - ◀ Entertainment/ Meal reimbursement
 - ◀ Holiday subsidy
 - ◀ Driving allowance (for different classes of vehicles)
 - ◀ Night duty allowance
 - ◀ Field allowance for MREs (Monthly Rated Employees)
 - ◀ Counter allowance
 - ◀ Good conduct allowance
 - ◀ Transport Claim
 - ◀ Etc

eClaim Management



MecWise™ Recruitment

MecWise Recruitment facilitates the process of staff recruitment. It captures applicant details for those elected for interview and tracks the status of applicants throughout the interview and selection process. It interfaces with the appointment module to create appointment record upon successful recruitment of new staff.

Features

- ◀ The system captures details on the post(s) advertised for.
- ◀ For applicants selected for interview, the system captures particulars of each applicant - personal particulars, qualification, employment history, computer knowledge, academic scholarships and awards, membership details, health condition, language proficiency and others as defined by the user.
- ◀ The system enables web-based applications for vacant positions.
- ◀ The system allows import of applicants' details via the Internet
- ◀ The system provides for automated processing of applicants, including issue of acknowledgement slips, scheduling for interviews, arrangement of logistics for interviews etc.



Recruitment Management

The image displays three overlapping screenshots of the MecWise Recruitment Management software interface:

- Recruitment Request:** Shows fields for Requested No., Description, Required Date, Requesting Officer, Designation, Org Unit, Type, Recruitment Type, and Replace Employees One/Two/Three. It also includes a 'Recruitment Exercise File' section with fields for Exercise No., Exercise Desc., Advertisement Start Date, Advertisement Method, Responsible Officer, Designation, Recruitment Status, and Created By.
- Recruitment Interview Details:** Shows fields for Interview No., Exercise No., Job Grade, Interview Type, Venue Address, Officer name, Criteria, Start Date, Internal Date, Start Time, and Modified By. It includes buttons for 'VIEW REQUIREMENTS' and 'SELECTION RESULTS'.
- Applicant Profile:** Shows a profile card for an applicant with fields for Applicant No., Job Grade Applied, Exercise No., Backlist to this applicant?, Name, Address, Personal, Identification, Foreigner, NO, Payroll, Progression, Additional Info, Salutation, Alias Name, and Permanent Address. It includes buttons for 'UPLOAD PHOTO' and 'UPLOAD/VIEW CV'.



MecWise™ Training Management

The module administers training courses and maintains staff training history records. It also tracks the course expenditure and provides training statistics for the organization.

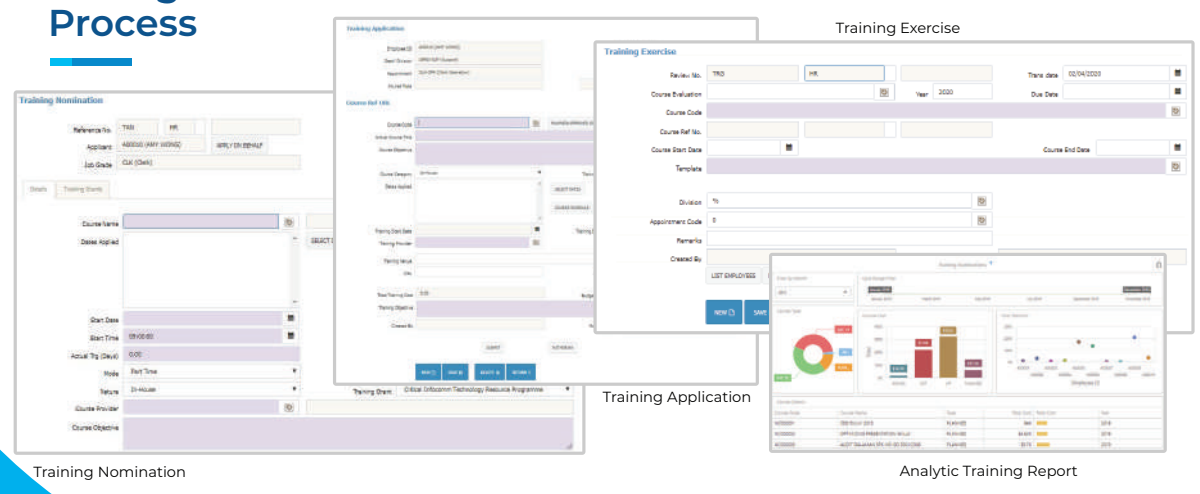
It is designed to provide a systematic process for employer to plan the training course for their staff, review the employee's practices, improve training effectiveness; tracking of training needs analysis (TNA) and selecting the right employees for training courses. The approval and routing processes are supported by workflow component to enable the electronic approval.

Features

- ◀ Keeps record of the course information as well as the employees who have been nominated for each course by employee and course codes
- ◀ Allows the tracking of Skills Development Fund (SDF) claims for the training courses and generates summary reports on these SDF claims
- ◀ Capture the training needs of staff, which is usually identified during staff appraisal, and/or compilation of training roadmaps
- ◀ Captures & maintains training budget for local & overseas training / conference
- ◀ Courses with bonds attached, the module captures sureties' details of the trainee
- ◀ Map out the Corporate & Departmental Training Road Map



Training Management Process



Training Nomination

Training Application

Training Exercise

Analytic Training Report



MecWise™ Performance Appraisal System

The module maintains the staff appraisal records for confirmation, crossing of efficiency bar/ discretionary point, anniversary increment, re-employment of retirees and contract appointments and annual appraisal. It tracks when a staff is due for appraisal and if appraisal report has been submitted.

Discretionary points are points on the salary scale, which a staff has to be given permission to cross. When a staff reaches this point, he has to be given permission to proceed to the next salary point on the scale. A salary scale may have more than one discretionary point on any one-salary scale.

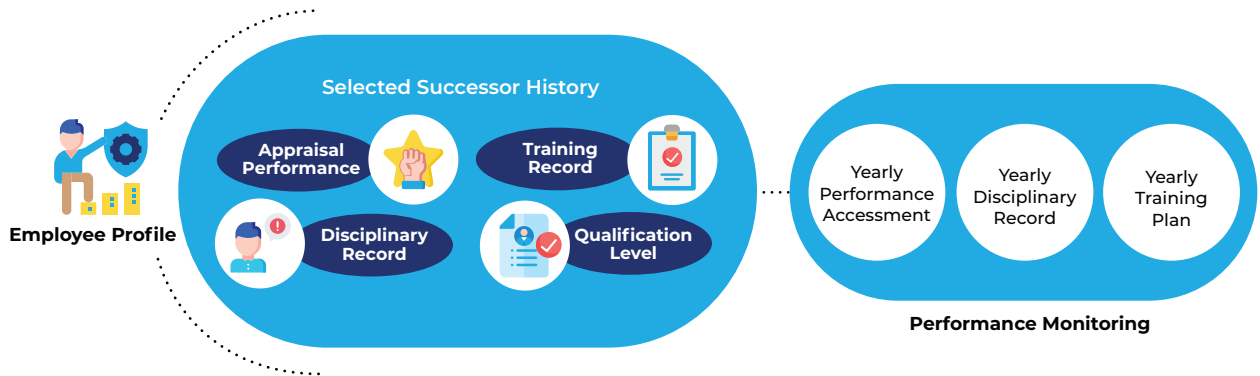
Features

- ◀ Online reporting and countersigning (automated forwarding mechanism)
- ◀ Performance appraisal and work review to be carried out via document workflow process
- ◀ Prompts the user to submit work review and performance appraisal forms
- ◀ Capture of staff potential information and performance grading
- ◀ For appraisal purposes, the system interfaces with staff details from the discipline and award modules
- ◀ Allows authorized reporting officer to sign on and to carry out staff appraisal electronically. It will be routed to the relevant authorized officers for verification



Performance Appraisal Process

The image shows three screenshots of the MecWise Performance Appraisal System interface. The left screenshot is the 'Competency Master' screen, showing fields for Competency Family, Code, Group, and Description. The middle screenshot is the '360° - Appraisal Exercise' form, which includes fields for Reviewer No., Appraisal Type, Template, Division, and Appointment Code. The right screenshot is the 'Appraisal Dashboard', which displays a 'PERFORMANCE CHART' (a bar chart showing scores from 2015 to 2018), 'TASK ACHIEVEMENT ASSESSMENT', 'EXTERNAL CONTRIBUTION', and 'WELLNESS PROGRAMME'. It also includes a 'PERFORMANCE FREQUENCY CHART' and a 'RISK BY CATEGORY' chart.



MecWise™ Succession Planning

The Succession Planning module identifies employees who can be selected as successors and allows monitoring of their training schedule. It is integrated to multiple modules to allow monitoring of progress and performance of the identified successor.

When an employee is selected as successor, required skills for the successor to take over the position that he/she has been selected for and necessary registered trainings will be identified. The monitoring of performance, where expectations and training information to enhance successor's skills to be evaluated will be recorded in the Appraisal module.

Features

- ◀ To help company in planning and quick decision making to choose success candidates.
- ◀ To assist company in structuring training and development.
- ◀ To help company minimize the risk of position fulfillment when the key person leaving the job.
- ◀ To help company invest in employee resource and development with lower financial cost.

Succession Planning

The screenshot displays the software interface for Succession Planning. It features two main windows: **Successor Notification** and **Succession Planning Enquiry**.

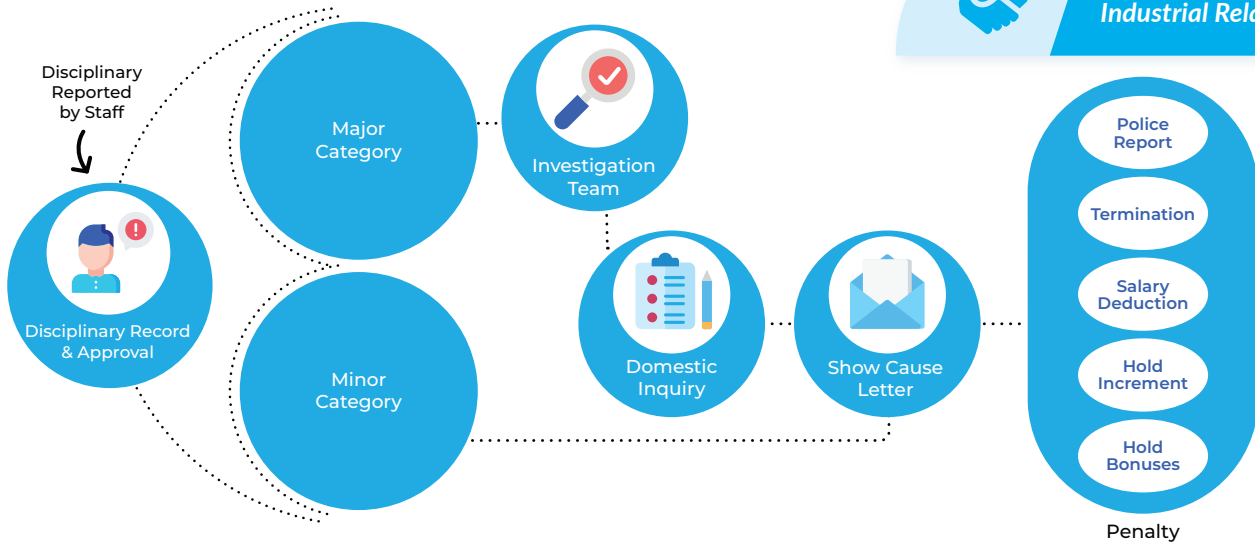
Successor Notification includes fields for Transaction ID (SUC, GEN), Staff ID/Name, Scheme of Service, Job Category, Appointment code, and Created by/ date. It has buttons for INDEX, NEW, and SAVE.

Succession Planning Enquiry includes fields for Staff ID and Grade, with an ENQUIRY button. Below it is a Successor List table with columns: Staff ID, Successor ID, Successor Name, Appointment Code, and Appointment Desc. The table has options for Show/Hide Filter, Query Builder, and Export To Excel.

At the bottom, there is a **Succession Planning Details** table with columns: No, Staff ID, Staff Name, Job Category, Appointment Code, Appointment Code Desc, Date Join, Selected successors, Created Date, Created By, and Modified Date. It also has options for Show/Hide Filter, Query Builder, and Export To Excel.

Successor Notification

Succession Planning Enquiry



MecWise™ Industrial Relation

The Industrial Relations module is used to record misconduct by employees. The module also allows system to capture information on the person who reports and what has been done by the employee.

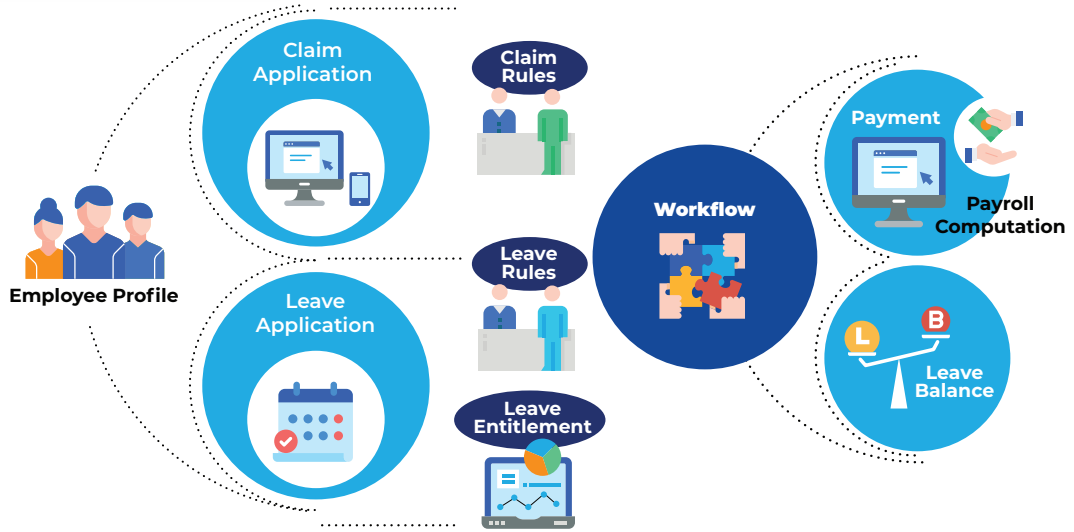
Misconducts can be categorized as minor or major. The Industrial Relations module is able to record actions taken as penalty to the employee, all domestic enquiries and details of show cause letters/ feedbacks by the employee.

Features

- ◀ To help better management of misconduct issue within the company
- ◀ To protect employees again unethical practices in managing misconduct
- ◀ To help company maintaining the harmonious employee-employer relations
- ◀ To encourage the growth of employees' productivity, motivation, and morale towards others



Industrial Relation Process



MecWise™ Employee Self-Service

MecWise Employee Self Service is a fully integrated system which brings together all elements of your ESS operation into one manageable and accessible location. Empowers all employees to easily access and maintain their own information including updating personal particulars, applying leave and submitting claims.

- ◀ Cost effective
- ◀ Customized system
- ◀ Security

Features

- ◀ Employee Hub : more efficient update of personal information
- ◀ Reduces HR administration cost, eliminates paper work associated with relocation
- ◀ Online claim system: allow paperless submission & simpler approval process
- ◀ Provide access to the personal information from a single page & single sign on (SSO)
- ◀ Online leave system : Simplifies the process of leave application & approval
- ◀ Extensive use of Web & Workflow based technology
- ◀ Comprehensive data query & management reports

ESS Process

Leave Application

OT Claim

Mobile Check In

Mobile Leave Application



Outsource Agent

- ◀ Maintenance of Employee Information
- ◀ Maintenance of Employee Leave entitlement
- ◀ Monthly Payroll Processing
- ◀ Computation of New Joiner or Resignee payment
- ◀ Preparation and Submission of Bank / CPF / SDF / CDAC / SINDA / MBMF.
- ◀ Submission to banks (compliance to all bank format submission).

Statutory Submission



Bank Submission



Employee Self-Service

- ◀ Online ePayslip
- ◀ Online IR8A form
- ◀ eLeave Application
- ◀ eClaims Submission



HOD / Manager Approval

- ◀ Online approval by HOD and Supervisor



HR / Finance

- ◀ Provide Monthly Payroll Reports
- ◀ Monthly Payroll cost report for finance department





Contact Us

We have your back!



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Whatever your needs, let's work together to put your business to the forefront. Contact us now for a system demonstration and further discover how we can help manage and grow your business.



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