



HR Manager

Product Functions and Features

HR *Manager*



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CAYMAN ISLANDS

Executive Summary

HR Manager is Cayman's Leading Human Resources Package. It has been developed in conjunction with the Labour Law and Immigration laws to specifically address the Human Resource requirements of the Cayman Islands. HR Manager centralizes all HR functions in one fully integrated system.

A number of Cayman's leading organizations utilize HR Manager, including:

- Deloitte
- Hyatt Regency
- Butterfield Bank
- Cayman Islands Monetary Authority
- Coutts (Cayman Ltd)
- Walkers and WSPV
- Royal Bank of Canada Trust Ltd
- Julius Baer Bank and Trust
- Trident Trust
- Royal Cayman Islands Police Service
- Cayman Airways
- Public Pensions Board
- Cayman Islands Airport Authority

Overall Program Structure

Key features:

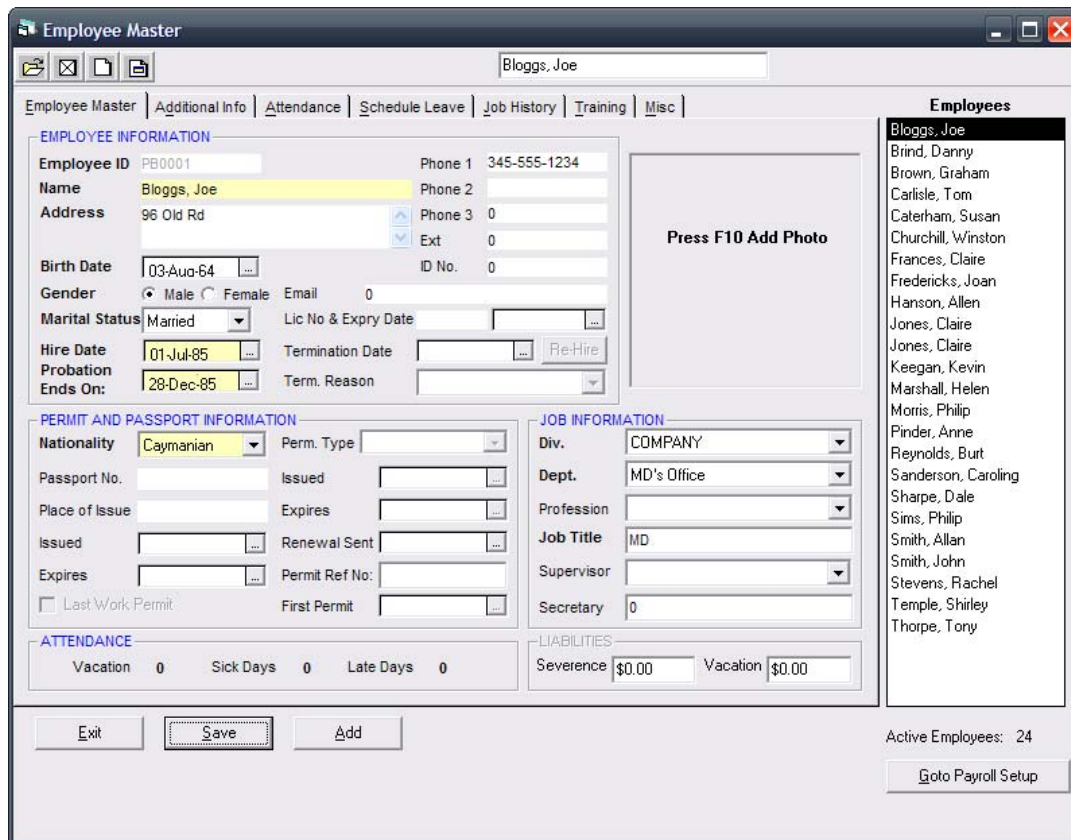
- Employee master
 - Personal information record
 - Permit information
 - Job history
 - Training
 - Discipline
- Attendance
 - Vacation
 - Scheduled leave
 - Sickness
- Payroll
 - Pay stub creation
 - Pay cheques
 - Salaried staff
 - Hourly staff / Import hours
 - Time clock systems
 - Direct deposits
- Pension
- Reports
 - Personal information
 - Payroll
 - Pension
- Electronic Forms
 - Work Permit
 - Renewals
- Reminders
 - Immigration alerts
- Security
 - Password protected for varying levels of User Access throughout, restricting users options and data available.
- Applicant Processing System
 - Applicant recording and documentation processing

Functionality

Employee Records

The Employee Master is the starting point of the application. This is the master record of personal information which tracks all personal information, permit information, job history, training and discipline.

A catalogue of all employees is always available on the right of the screen for simple navigation.



The screenshot shows the 'Employee Master' window for 'Bloggs, Joe'. The interface includes a menu bar with options like 'Employee Master', 'Additional Info', 'Attendance', 'Schedule Leave', 'Job History', 'Training', and 'Misc'. The main form is divided into several sections:

- EMPLOYEE INFORMATION:** Fields for Employee ID (PB0001), Name (Bloggs, Joe), Address (96 Old Rd), Birth Date (03-Aug-64), Gender (Male), Marital Status (Married), Hire Date (01-Jul-85), and Ends On (28-Dec-85).
- PERMIT AND PASSPORT INFORMATION:** Fields for Nationality (Caymanian), Issued, Expires, and Renewal Sent.
- JOB INFORMATION:** Fields for Div. (COMPANY), Dept. (MD's Office), Job Title (MD), and Supervisor.
- ATTENDANCE:** Summary of Vacation (0), Sick Days (0), and Late Days (0).
- LIABILITIES:** Summary of Severance (\$0.00) and Vacation (\$0.00).

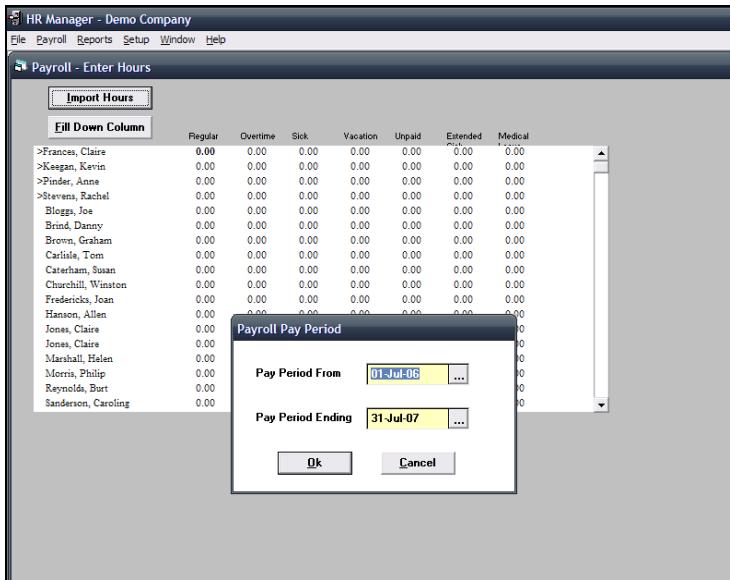
On the right side, there is a list of employees with 'Bloggs, Joe' selected. At the bottom, there are buttons for 'Exit', 'Save', and 'Add', along with a status indicator 'Active Employees: 24' and a 'Goto Payroll Setup' button.

Payroll

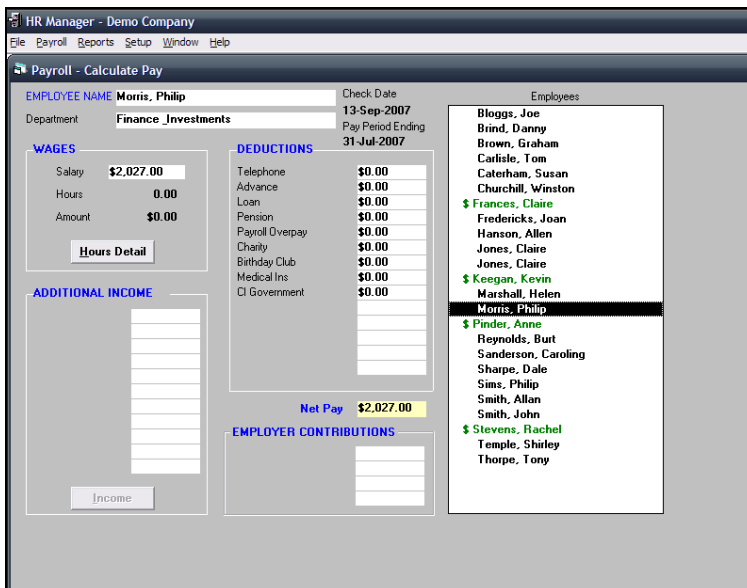
HR Manager contains an extremely easy-to-use Payroll System designed to eliminate the tedious clerical work common to most personnel departments.

With HR Manager, you have the option to pay your employees in CI or US Dollars and all Deductions or Additional Income are itemized on the employee's pay slip.

Import hours for hourly paid staff.



Salariated staff with additional income and additional deductions



Payroll Reports

Various payroll reports can be generated for the current payroll year and, as the system grows, it will maintain all historical data.

Demo Company WAGE INFORMATION (in CIDollars)			
Bloggs, Joe			
Salary	139,308.00/Year	Pay Period	Monthly
Hour Rate 2	0.00	Hire Date	01-Jul-85
Hour Rate 3	0.00	Termination Date	
Vacation Remaining	247.50	Bank	
Sick Remaining	75.00	Account No.	
Brind, Danny			
Salary	25,620.00/Year	Pay Period	Monthly
Hour Rate 2	0.00	Hire Date	01-Nov-04
Hour Rate 3	0.00	Termination Date	
Vacation Remaining	112.50	Bank	
Sick Remaining	75.00	Account No.	
Brown, Graham			
Salary	78,492.00/Year	Pay Period	Monthly

Direct Deposits

Direct Deposit makes distributing payroll simplistic and time effective, plus, your employees will not have to wait in long bank lines to cash their checks.

HR Manager, generates Direct Deposit forms for any number of banking institutions, eliminating the writing of individual checks for each employee. Should you desire to utilize checks, the system can pay each employee either by direct deposit or by check and can be configured for use with laser checks.

Demo Company Direct Deposit Listing for 09-Aug-07 Butterfield Bank			
Employee Name	Account No	CI Amount	US Amount
Churchill, Winston	01-123-123456	3,709.00	
Morris, Philip	01-123-123456	2,027.00	
Sanderson, Caroling	01-123-123456	3,079.00	
Smith, Allan	01-123-123456	6,885.00	
Temple, Shirley	01-123-123456	1,168.00	
Total CIS		16,868.00	
Authorized Signature _____			
Authorized Signature _____			

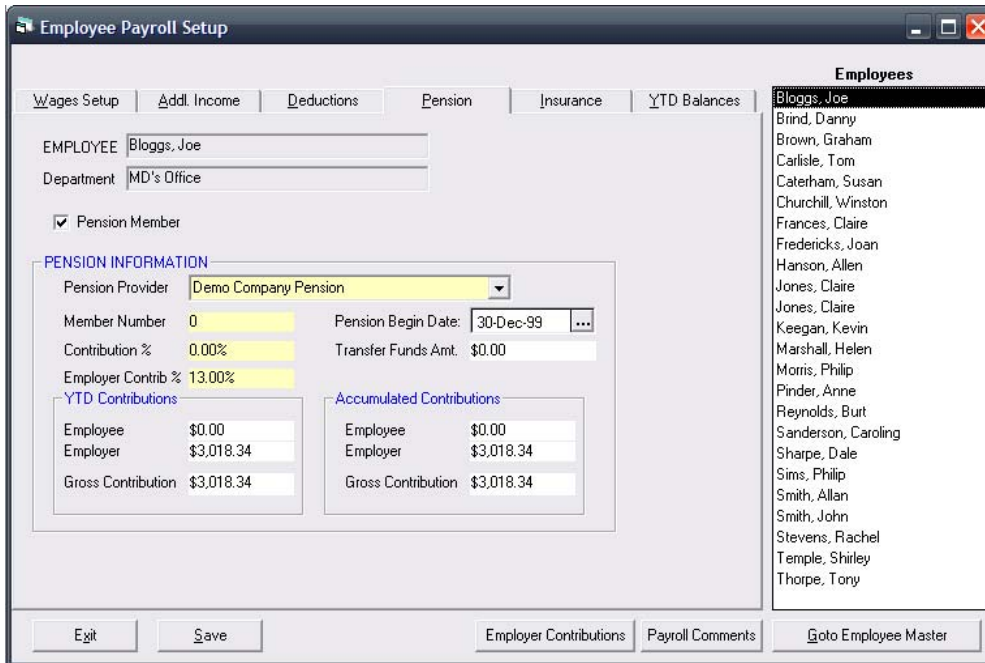
Pension

With HR Manager all you have to do is enter the employee's percentage of contribution and the system automatically calculates their Pension contribution based upon all Pensionable Income. Some additional income categories, such as a Christmas Bonus, can be designated as non-pensionable.

The Pension Law currently limits an employee's contribution to 5% of their earnings up to CI\$60,000. Based on this, HR Manager will cease the Pension deductions once this amount has been reached.

If an employee earns in excess of CI\$60,000 in Annual salary, HR Manager gives you the option to prorate Pension deductions over the year instead of deducting the total amount in the first part of the year.

If the employee wishes to make pension contributions over and above the 5% matching contribution required by the employer, HR Manager provides a separate line item for this deduction.



Employee Payroll Setup

Wages Setup | Addl. Income | Deductions | Pension | Insurance | YTD Balances

EMPLOYEE: Bloggs, Joe
 Department: MD's Office

Pension Member

PENSION INFORMATION

Pension Provider: Demo Company Pension

Member Number: 0 Pension Begin Date: 30-Dec-99

Contribution %: 0.00% Transfer Funds Amt.: \$0.00

Employer Contrib %: 13.00%

YTD Contributions

Employee	\$0.00	Accumulated Contributions	
Employer	\$3,018.34	Employee	\$0.00
Gross Contribution	\$3,018.34	Employer	\$3,018.34
		Gross Contribution	\$3,018.34

Employees

- Bloggs, Joe
- Brind, Danny
- Brown, Graham
- Carlisle, Tom
- Caterham, Susan
- Churchill, Winston
- Frances, Claire
- Fredericks, Joan
- Hanson, Allen
- Jones, Claire
- Jones, Claire
- Keegan, Kevin
- Marshall, Helen
- Morris, Philip
- Pinder, Anne
- Reynolds, Burt
- Sanderson, Caroling
- Sharpe, Dale
- Sims, Philip
- Smith, Allan
- Smith, John
- Stevens, Rachel
- Temple, Shirley
- Thorpe, Tony

Buttons: Exit, Save, Employer Contributions, Payroll Comments, Goto Employee Master

Pension Reports

HR Manager Pension Reports are ready for submittal to your pension provider. Once you have selected the date range the report will provide the employee's pension number, the amount of the employee and employer's contributions, as well as any voluntary contributions made by the employee and the total amount due to the pension provider.

Demo Company Pension
 PENSION CONTRIBUTION RECORD
 Demo Company
 (In C1D dollars)

Company Number: 1234
 Contribution Period: From: 01-Jul-2006 to 31-Jul-2007

Employee Name	Member No.	Employee Contrib.	Employee Vol.	Transfer Amount	Employer Contrib.	Employer Vol.	Total Contrib.
Bloggs, Joe		\$0.00	\$0.00	\$0.00	\$3,018.34	\$0.00	\$3,018.34
Brown, Graham		\$0.00	\$0.00	\$0.00	\$1,765.66	\$0.00	\$1,765.66
Carlisle, Tom		\$0.00	\$0.00	\$0.00	\$1,645.44	\$0.00	\$1,645.44
Caterham, Susan		\$0.00	\$0.00	\$0.00	\$1,744.08	\$0.00	\$1,744.08
Churchill, Winston		\$0.00	\$0.00	\$0.00	\$1,122.94	\$0.00	\$1,122.94
Fredericks, Joan		\$0.00	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00
Hanson, Allen		\$0.00	\$0.00	\$0.00	\$799.76	\$0.00	\$799.76
Jones, Claire		\$0.00	\$0.00	\$0.00	\$503.36	\$0.00	\$503.36
Jones, Claire		\$0.00	\$0.00	\$0.00	\$988.00	\$0.00	\$988.00
Marshall, Helen		\$0.00	\$0.00	\$0.00	\$843.18	\$0.00	\$843.18
Morris, Philip		\$0.00	\$0.00	\$0.00	\$527.02	\$0.00	\$527.02
Reynolds, Burt		\$0.00	\$0.00	\$0.00	\$1,413.88	\$0.00	\$1,413.88
Sanderson, Caroling		\$0.00	\$0.00	\$0.00	\$1,006.98	\$0.00	\$1,006.98
Sharpe, Dale		\$0.00	\$0.00	\$0.00	\$988.00	\$0.00	\$988.00
Sims, Philip		\$0.00	\$0.00	\$0.00	\$4,430.66	\$0.00	\$4,430.66
Smith, Allan		\$0.00	\$0.00	\$0.00	\$2,447.90	\$0.00	\$2,447.90
Smith, John		\$0.00	\$0.00	\$0.00	\$1,953.64	\$0.00	\$1,953.64
Temple, Shirley		\$0.00	\$0.00	\$0.00	\$1,082.12	\$0.00	\$1,082.12
Thorpe, Tony		\$0.00	\$0.00	\$0.00	\$1,405.04	\$0.00	\$1,405.04
Totals:		\$0.00	\$0.00	\$0.00	\$28,236.00	\$0.00	\$28,236.00

Pay stubs

DEMO Ltd

Bloggs, Joe
 Employee ID: PB 0001
 Department: MD's Office

PAY INFORMATION

Pay Period: Week ending 31-July-2007	Payment Date: 09-August-2007	Currency: KYD
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Income	Hours	Rate	Current	Y-T-D
Salary			\$11,609.00	\$23,218.00
Car Allowance			\$500.00	\$1,000.00

Deductions	Current	Y-T-D
Charity	\$75.00	\$150.00

Net Pay			\$12,034.00	\$24,068.00
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PENSION INFORMATION

Pension	Current
Employee Contrib.	
Employer Contrib.	\$1,509.17
Total Contribution	\$1,509.17

DEPOSIT INFORMATION

The following deposits have been made to your account(s).

Bank Name	Account No	Amount
Butterfield Bank	123456	\$1,100.00
Cayman National Bank	12-123-45678	\$10,934.00
Total		\$12,034.00

VACATION AND SICK INFORMATION

	Allowed	Remaining
Sick Days:	10.00	10.00
Vacation Days:	33.00	33.00

Attendance

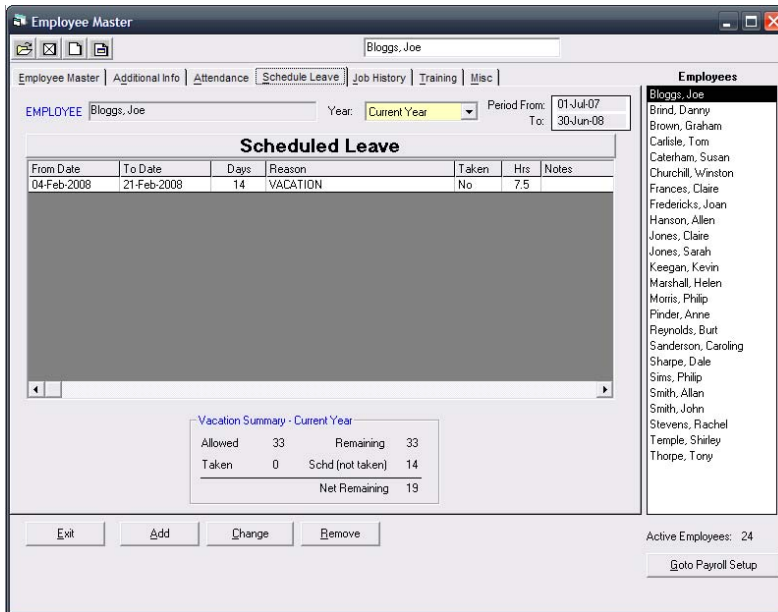
Never worry about whether you have met the days off requirements of the Labour Law or your Company, as HR Manager does this for you, saving you countless hours of tracking, accumulating and summarizing employee absences.

Vacation, sick leave and personal time accruals are instantly calculated and the various reports help monitor problem employees while ensuring that employee's get the allotted days off, eliminating bad record keeping and the possibility of overpaying for sick and vacation days.

DAYS OFF PLAN

Plan Description: A-scale

Vacation Allowed	<input type="text" value="28.00"/>	days
Vacation Paid Out	<input type="text" value="0.00"/>	hrs
Vacation Carried Forward	<input type="text" value="37.50"/>	hrs = <input type="text" value="5.00"/> days
Vacation Accrued	<input type="text" value="80.95"/>	hrs = <input type="text" value="10.79"/> days
Vacation Remaining	<input type="text" value="247.50"/>	hrs = <input type="text" value="33"/> days
Sick Allowed	<input type="text" value="10.00"/>	days
Sick Remaining	<input type="text" value="75.00"/>	hrs = <input type="text" value="10"/> days



Vacation Schedules

With the touch of a button you can view or print Vacation Schedules for the entire Company, for a specific Department, or for an individual employee.

An easy to read grid shows who is taking vacation during the specified period and ensures that critical employees are not absent during the same time period.

SCHEDULED LEAVE ALL DIVISIONS and ALL DEPARTMENTS																												
January 08																												
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31					
Carlisle, Tom																V	V	V			V	V	V	V				
February 08																												
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	28	28	29			
Bloggs, Joe			V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V								
Carlisle, Tom		V																										

Electronic Work Permit forms

Imagine, you log in to HR Manager and a reminder pops up that says “Joe’s Smith Permit Will Expire in 2 Months”. You simply go to Joe’s file and select Work Permit Renewal, the form will appear on your screen and all the employee’s information is automatically filled in. Now, all you have to do is print the form and sign!

Form IMM/WPR

CAYMAN ISLANDS
IMMIGRATION LAW 2003
(SECTION 40(2))

APPLICATION FOR THE RENEWAL OF A WORK PERMIT
An application to renew a work permit should be sent to The Secretary, The Work Permit Board
Department of Immigration, P.O. Box 10988 GT, Grand Cayman, Cayman Islands. **AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE SENDER.**

NOTES:
This application is in two parts.
The first part is to be completed by the worker and the second part by the employer.
In those cases where the applicant holds a permit to be self employed only Part I and those marked * in Part II need be completed.
The prescribed fees, 1 full-face passport size photograph of the worker and a covering letter from employer should accompany this application.
Each question must be answered even if the answer is in the negative.

PART I
(To be completed by the worker)

1. Surname (Last Name) **FRANCES**
2. Maiden Name _____ Sex: Male Female
3. Given Names (First Names) **CLAIRE**
4. Nationality **CAYMANIAN** Date of Birth **27-Oct-80**
5. Passport number _____ Date of Issue _____
6. Place of Issue _____ Date of Expiry _____
7. Date of expiry of present work permit _____
8. Present address: P.O. Box: _____ House No.: _____
Street Name: _____ District: _____
Telephone: _____

Immigration Status Report

As required when submitting any Work Permit Form, you must identify the percentage of Caymanians to Non-Caymanians within your Company.

HR Manager generates an Immigration Status Report that provides this information in a detailed or summary format.

Demo Company IMMIGRATION STATUS REPORT As of 13-Sep-07					
Temple, Shirley	01-Feb-2008	F	C		Caymanian
Thorpe, Tony	03-Jan-2008	F	C		Caymanian
Caymanian Status Holder	C	22	91.67	%	
Temporary Work Permit	TMP			%	
Work Permits	WPH	0	0.00	%	
Married to Caymanian	WPH/MTC			%	
Permanent Resident	PR/WPH			%	
Perm. Resident - Right to Work	PR/RTW			%	
Employment Rights Cert. Holder	RERC			%	
Total		24			

Other Electronic Forms

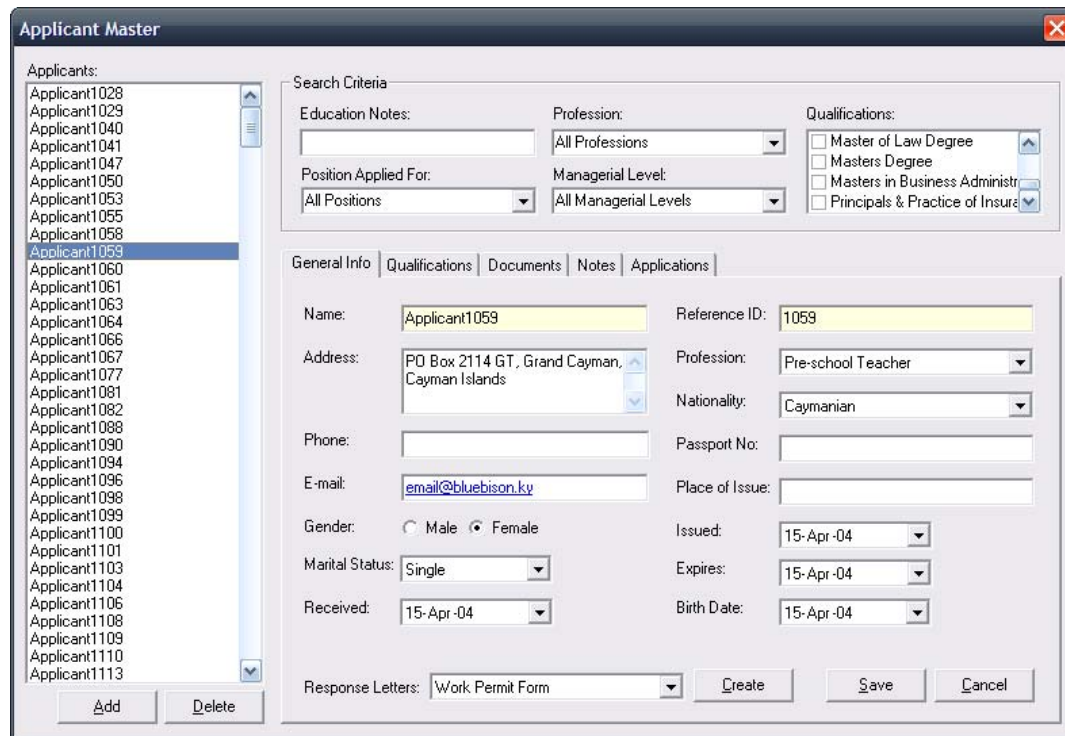
Other electronic forms include a Statement of Working Conditions, Letter of Reference and Employee Evaluations. In addition, HR Manager can be customized to include any forms or letters frequently used by your company.

Critical Reminders

HR Manager gives you advance notice of the expiration of Work Permits, Driver's Licenses and Passports. These reminders will appear once a day for each employee. Until the expiry date has been updated in the Employee's file.

Applicant Processing System

HR Manager provides applicant recording and documentation processing. Start by entering the applicant details into the system, including personal details, position applied for and qualifications. Next, generate correspondence, such as acknowledgment letters and Work Permit application forms.



The screenshot shows the 'Applicant Master' window. On the left is a list of applicants from Applicant1028 to Applicant1113, with Applicant1059 selected. The main area contains search criteria and a detailed form for Applicant1059. The search criteria include Education Notes, Profession (All Professions), Qualifications (Master of Law Degree, Masters Degree, Masters in Business Administration, Principals & Practice of Insurance), Position Applied For (All Positions), and Managerial Level (All Managerial Levels). The detailed form for Applicant1059 includes fields for Name, Reference ID, Address, Profession (Pre-school Teacher), Nationality (Caymanian), Phone, Passport No., E-mail (email@bluebison.ky), Place of Issue, Gender (Female), Issued (15-Apr-04), Marital Status (Single), Expires (15-Apr-04), Received (15-Apr-04), Birth Date (15-Apr-04), and Response Letters (Work Permit Form). Buttons for Add, Delete, Create, Save, and Cancel are visible at the bottom.

NB: The above is not an exclusive list of features.