

Mastery of Human Resource and Organization Development Software

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HUMANO



# Profile

## Vision

**As a leading company which has been developing a software for human resource and organization development by using modern and innovative information technology.**

## Missions

- To provide consultation and advice about human resource and organizational management for a company to grow and prosper.
- To build and develop an information technology system used to enhance potential of a competitive organization.
- To support developing personnel in an organization to be good, excellent, and fast learning people.

Good & Excellence Company Limited is managed by a team of experts who are skilled, knowledgeable, experienced and have an excellent understanding in Human Resource and Organizational Development (HROD).

We aim to support developing personnel to be good and excellent as a “Human Capital” which plays a significant role in an organization. They are the driving power in an organization to compete with the present and future in an industry.

We have developed tools to help support human resource management and organizational development underneath the name “HUMANO”.

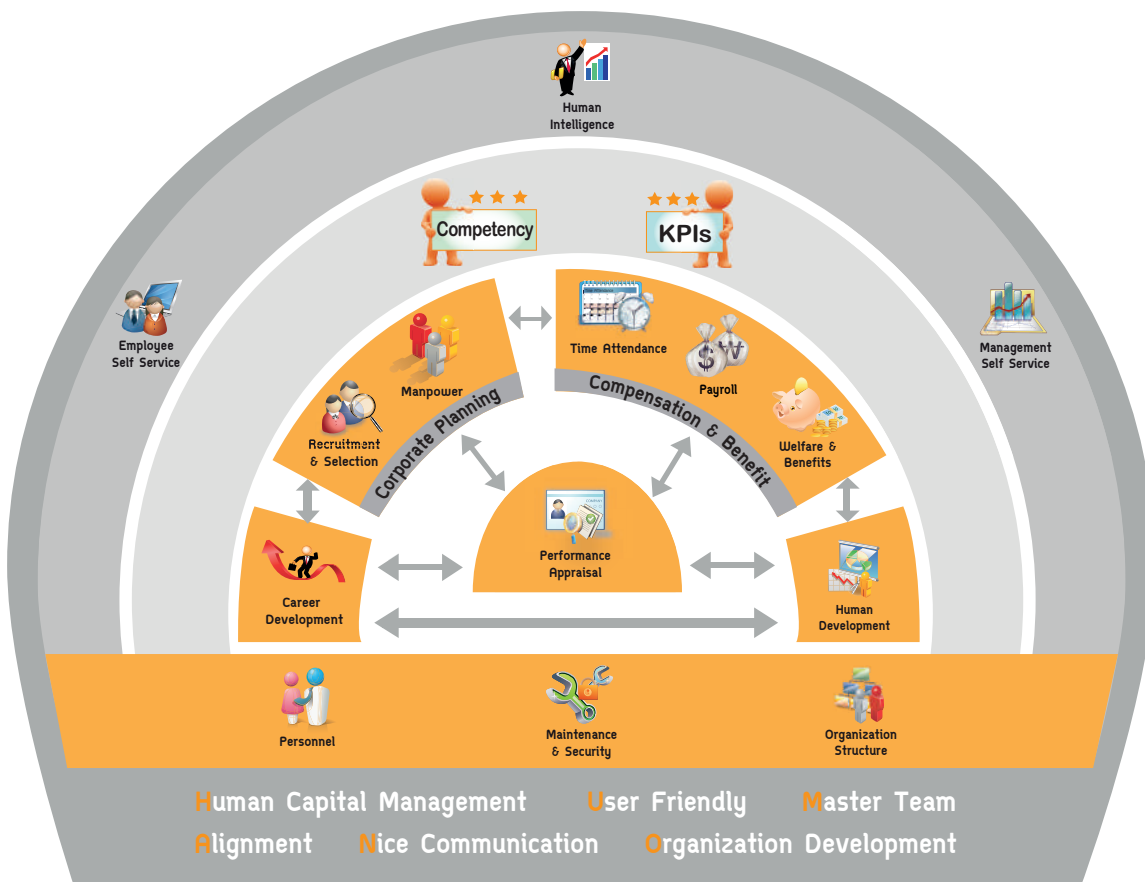


Humano manages personal and organizational data with fast performance & accuracy. Humano supports an executive management's analysis and decision-making.



# Humano Conceptual

Humano: A program to support human resource and organizational development including Human Resource Management (HRM) and Human Resource Development (HRD), to align and direct a company towards its strategy and mission.



Details of each group of product:

**First Group: Human Resource Management (HRM)** consists of

Organization Structure Module, Manpower Module, Recruitment & Selection Module, Personnel Module, Time Attendance Module, Payroll Module, Welfare & Benefits Module, Human Intelligence Module and Maintenance & Security Module.

**Second Group: Human Resource and Organization Development (HRD)** consists of

Corporate Planning Module, Career Development Module, Human Development Module, Performance Appraisal Module, Employee Self Service Module and Management Self Service Module.



## Philosophy of Product

Humano is designed based on the philosophy of aiming towards a worthy investment. Humano focuses on reducing workload for users and gives importance to organizing data in order to support managing and developing quality human resources to be potential employees that leads to be a human capital of an organization.

**H** : Human Capital Management



Program that is used to manage human capital in an organization.

**U** : User Friendly



Easy to use and delivers impressive services.

**M** : Master Team



Developed by a team of experts who are knowledgeable, experienced and has an excellent understanding in HROD.

**A** : Alignment



Aligns strategic management in the same direction.

**N** : Nice Communication



Tool for communicating HROD information to employees in an organization.

**O** : Organization Development



Supports HROD to meet vision, mission and target/goal of an organization.

# Humano Difference

## Easy Data Import



Easily import data from any HRIS system using either Excel, Access, Text and no need to repeat recording.

## Data Error Checking



Humano automatically reviews your data to identify any data errors.

## Open Standards



Open widely compatible with many operating systems, server and database multi-platform and suitable for organization needs.

## Customizable Reports



Report designed by Crystal Report that users are able to design and add-edit column report by themselves. Additionally, all reports can be exported to Words, Text, Excel and Acrobat PDF for easy custom-made.

# Humano Highlight

## Strategic Management

1. To support setting up an organization's strategy including vision, missions, objectives, goals, KPIs and cascading indicators of unit level down to individual level.
2. To support competency of job family, position for individual performance appraisal.
3. To support unlimited number of setting level or hierarchy.
4. To support monitoring, controlling and operating platform for all company's KPIs (KPIs Cockpit).

## Human Capital Management

1. To support setting a Development Road Map of each position and an annual development plan.
2. To support creating a career development path
3. To support several development tools such as Self-Learning, In-house Training, On the Job Training, Coaching.
4. To support calculating return on investment (ROI) of human development.
5. To support pre-post-test of employees in a human development system.

## Information Management

1. To support accession personal data and other operations e.g. vacation, overtime, benefits on their own via Employee Self Service (ESS) and Management Self Service (MSS) systems.
2. To support setting reminders of birthday, expiration of probation, renew the contract of employment, and retired staffs.
3. To support permission setting an unlimited number of levels and hierarchies of reviewer and approver in each request.
4. To support setting an unlimited work shift and break time.
5. To support shift setting with an unlimited number of periods and rotating shifts can be set automatically.
6. To support condition setting for late coming and early close day by time, day and period.
7. To support setting work shifts to have many groups (work shift chooses group) and setting group that has different time attendance (group chooses work shift).
8. To support permission setting of fixed and stepped vacation leave. Additionally, can be carried forward to next year's accumulation or paid compensation at a fixed rate or wage rates.
9. To support searching and printing employee report by field e.g. age, gender, work age.
10. To support saving records of salary increasing, promotion, performance appraisal, etc.

## Performance Management



1. To support conducting time attendance statistic in annual performance appraisal.
2. To support proportion setting for evaluating the performance of employees based on KPIs and position competency.
3. To support creation of individual KPIs that conform to the organization's KPIs. Able to set the work load for an unlimited number.
4. To support 360, 180 degrees and other performance assessments.
5. To support competency management.

## Cost Management

1. To support setting human development budget for each department. Able to calculate ROI of human development by person or course.
2. To support adding unlimited induction-deduction types.
3. To support defining flexible and various welfare e.g. loaning. Can define loan interest rate in fixed rate, reducing principle and interest rate or specify money to be paid in each period.
4. To support defining 4 periods per month for maximum salary payment period.
5. To support multi bank account to pay salary and can set online payment.
6. To support automatic calculation of total income or separated business unit.
7. To support regulating conditions of diligence pay in complicated type.

## Decision Making Management

Shows analysis report to supporting the decision of an executive in types of a Dashboard e.g. department wage, turnover rate, budget report and performance report in type of KPIs Cockpit.

### Organization Structure Module

Able to set unlimited dimensions of an organization structure e.g. branch, section, department, project, and work group. It can set the detail of position e.g. position level, affiliations group, position's qualification, induction-deduction of position and competency



Organization Structure

### Manpower Module

To support planning and managing organization manpower to align with strategies and goals of an organization. The system can also predict the demand of manpower to recruit and select a person who is qualified with position's qualifications.



Manpower

### Personnel Module

The module can to effectively and efficiently manage information about employees in their organization. Focuses on accuracy, speed and real-time. System provides facilities to record payment, work unit adjustment, rewarding, punishment, human development, appraisal information, etc.



Personnel

## HUMANO FEATURE

### Recruitment & Seletion Module

Able to search and allocate the qualifications of an applicant e.g. knowledge, skill, personality and experience, to meet the qualifications for the position as needed by linking with the manpower module.



Recruitment & Selection

### Welfare & Benefits Module

To support the flexible allocation of welfare match up with the needs and worthiness in investment of the organization. Provides setting of welfare and benefits in assigned condition for justice and increasing morale.



Welfare & Benefits

### Maintenance & Security Module

To support assigning user rights based on the individual positions to prevent leakage of sensitive information such as salaries, job evaluation and benefits. It also covers the maintainable security of data for protection from unpredictable incident such as fire, protest, riot, etc.



Maintenance & Security

## HRM FEATURE

### Time Attendance Module

To support automatic time tracking related processes and enhances the organization's performance by eliminating paperwork. Able to setup unlimited number of accruals to automatically track employee leave, overtime, work shift, complicated diligence allowance, etc.



Time Attendance

### Payroll Module

To supports the payment of compensation and benefits correctly according to benchmarking.



Payroll

### Human Intelligence Module

The system can report the comparative data by showing the data that is easy to understand and analyse in types of pie, chart, bar chart. Can be designed to increase-decrease data in report by themselves as required.



Human Intelligence

### Corporate Planning Module

Records the organization's strategic plan linked to overall business. Aligns strategy map, organization structure, manpower planning, and human capital management in the same direction for enhancing high performance in organization.



Corporate Planning

### Human Development Module

Supports solution of human development system by development need survey. Module provides Annual Development Plan and Individual Development Plan) as well as evaluation before and after development And also calculate Return On Investment (ROI)



Human Development

## HUMANO FEATURE

### Performance Appraisal Module

To support performance appraising KPIs and competency. Specify ratio between KPIs and competency. Additionally , one of the important key feature is the system can support 90, 180, 360 degrees of evaluation.



Performance Appraisal

### Management Self Service

Supervisors or administrative management can access data to plan, analyze and decision making anytime anywhere. Module provides Approve Center for approval of work follow-up, leave request, overtime request, budget summary, etc.



Management Self Service

## HRD FEATURE

### Career Development Module

To create a career path for employees in vertical, horizontal and diagonal style that aligns with organization structure. Module supports talent employees to have sustainable growth and satisfaction in organization.



Career Development

### Employee Self Service

Employee Self Service (ESS) allows employees to query HR related data and easily perform some HR transactions over the system in anytime anywhere.



Employee Self Service



## Key Success Factors of HRIS Implementation

- CEO supports HRIS Project.
- Establishing the project team that has direct responsibility in HRIS project.
- Users involve with designing and developing HRIS.
- Adequately study about information system.
- Select appropriate vendor.
- Provide suitable hardware for software or select software that proper with existing hardware.
- Regularly coordinate between personnel department and IT department.
- Choose HRIS that can response organization requirements and resolve accurate problem.
- Must have acceptance testing before "going live"



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