Knovada Outsourcing Services

We provide employment management services for Payroll, Recruitment and Employee Work Scheduling and Time Management.

Manage and support your most important asset: YOUR EMPLOYEES with a cost effective outsourcing services that provides:

- Payroll Management
- Employee work scheduling and time management
- Recruitment Services
- Posting job openings on the company's website and other web sites
- Online application and submission
- Evaluate applications with a comprehensive screening process
- Easy to use configuration options.

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where data becomes knowledge

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Improving productivity through effective personnel management

Payroll Services

Payroll Services with the Knovada Payroll System, we will automate your organization's entire payroll processing. The Payroll System calculates gross pay for each employee which includes salary/hourly wage information together with specific benefits such as mobile phone allowance, automobile allowance, etc. The deductions are calculated based upon the tax regulations of the specific country with the final calculation being the net pay for the employee. Once the payroll processing is completed, the payroll information for each employee can be exported into an excel spreadsheet, word document or PDF; print individual pay slips; or transfer funds via direct deposit.

PAYROLL SYSTEM CAPABILITIES

- The Payroll System is fully web-enabled with access capabilities from both laptop computers and mobile devices.
- Payroll data for each employee is maintained in the centralized payroll database.
- The organization associates a specific payment category for each employee; salary or hourly wage.
- The organization defines the applicable tax tables required based upon the applicable country tax code; a number of generic tax tables are provided in which the organization's payroll administrator can specifically name the required tables.
- The organization defines the applicable deductions which will be used in calculating the net pay for each employee. There are a number of deductions provided in which the organization's payroll administrator can specifically name the deductions.
- Multiple allowance tables are available for the payroll administrator to select and name all required allowances for the organization.
- The Payroll System calculates the total pay for an employee/casual worker who is paid hourly based upon the number of hours worked during the pay period; this calculation based upon timesheets which are completed by the employee/casual worker and submitted to a designated approval authority such as a supervisor; payroll administrator; or other approval authority.
- Each employee will have their own personal calendar which includes the ability to view their individual pay stubs for the current payroll period plus a user defined number of historical payroll periods.
- Manages employee electronic payroll payment options and amounts to be deposited in each designated account.
- We can maintain payroll related forms used in the payroll process.
- The system maintains information such as the hourly pay rate and number of hours worked for those employees paid on an hourly basis; salary per pay period information for salaried employees.

Work Scheduling and Time Management Services

With the Knovada Work Scheduling and time management we can maintain employee accruals, holidays, payroll dates, work shifts, employee payroll deductions, per diem, employee banking information, payroll deposit information, and an optional integrated badge/proximity reader system. Employees can view their work schedule and fill out work requests over the web. Once the work request is submitted the system will automatically create a workflow process if necessary. This rules based system allows you to ensure that the proper routing of each request occurs. The system will also track the progress of a request and if some fails to respond in a predetermined amount of time an email can be sent to the request originator notifying them of the delay. Each individual required in the approval process can give a reply status of accept or decline to the request along with adding comments for further explanation. The integrated approval process will determine the next individual to be emailed in the approval process based upon the reply status. Once the work request is completed, the request originator is notified and can review the request approval process history and the request status is automatically updated. Managers or supervisors can fill out work scheduling information for their direct reports. The work schedule is displayed in an easy to read calendar format with pending requests displayed in blue and red requests displayed in red. The Knovada Work Scheduling System allows the organization to limit the types of work requests an employee can enter without requiring management approval. The system allows for the ability to customize the levels of security and the functionally available at each level.   In addition, we provide accrual information relating to hours/days used by the employee for vacation time, personal leave or other time-off categories as defined by the organization is required.

Recruitment Services

With the Knovada Recruitment Services, an organization can outsource their entire recruitment process – from the initial posting of job vacancies to the hiring of the most qualified candidates.

RECRUITMENT SERVICE CAPABILITIES

- Job openings and position descriptions can be posted on the websites selected by the organization to attract applicants.
- Applicants complete and submit an online employment application specifically designed for the organization's Human Resources staff
- Attributes can be specified for the job position which provides an automated screening process of the applications to select only those applications which meet the specified attributes.
- Notification of applicants who meet the specific attributes required for the job position will be provided to the organization
- These selected applications will then be ranked based upon these job attributes. The organization can then determine the number of applications to be selected for the next phase of the hiring process.
- The organization may choose to perform reference checks on selected candidates.
- Interviews can likewise be scheduled for selected applicants with the ability to have specific questions being discussed during the interview.

Additional Outsourcing Services

- Performance Management
- Career Development Management
- Business Intelligence - Customer relationship Management
- Web Based Training and Classroom Management

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