



Comprehensive staff records & management.

A strong foundation for both administrative and strategic Human Capital Management, for a single or large group of companies across boundaries and countries.

LeapsUp: Personnel Management System

Understand your workforce

Frontier e-HR LeapsUP Personnel Management System is designed to provide you with a solution to steadily track and manage your employee data. Let Frontier e-HR assist you to establish a centralized workforce personal details and perform your analysis through our data-driven system architecture.

Foster a delightful experience for **your employees** to view and manage their own personal information and keep it updated.

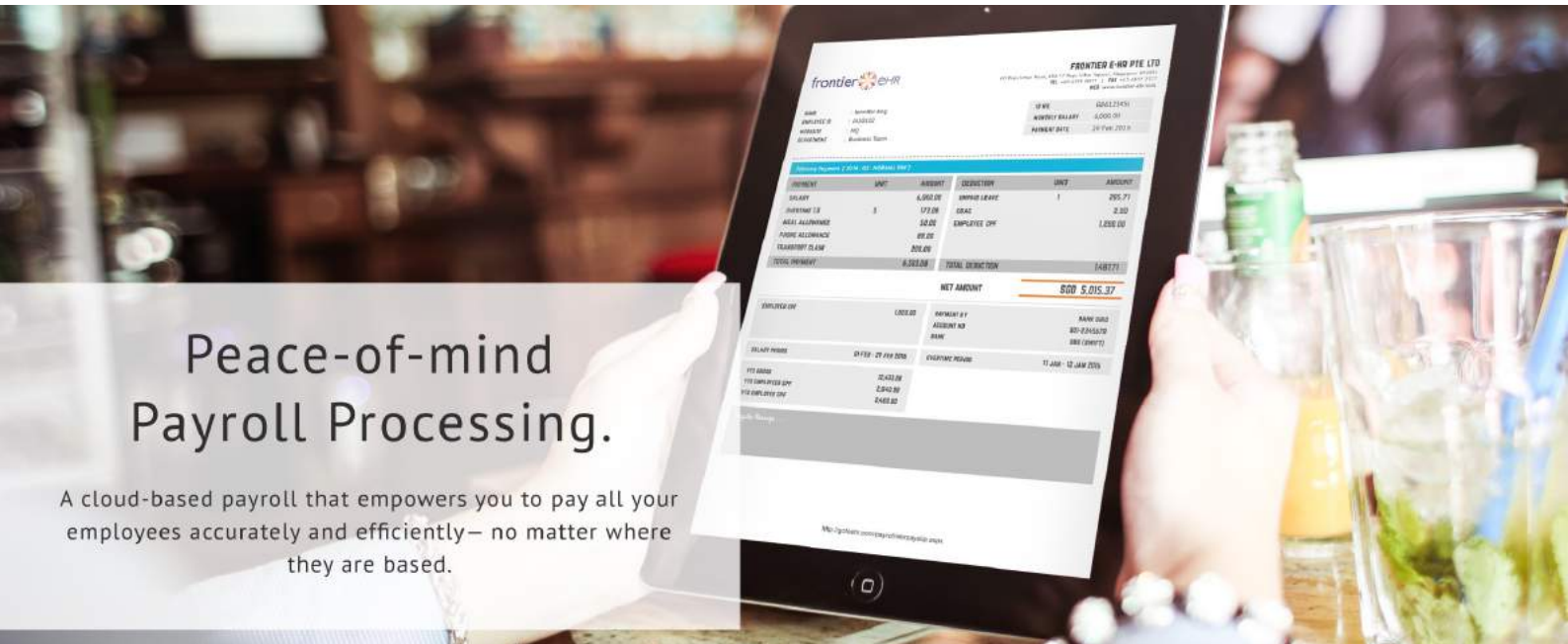
Keep **your managers** informed by empowering them with the information of their subordinates. Let your manager identify the talent he has in his team and manage around those essential skills to encourage a higher employee engagement, improved performance and increased productivity.

Inspire **your administrators** to focus on strategic development by significantly reducing manual tasks through self-service functions. Eliminate the need for hard-copy employee files and replace it with electronic data through our intuitive and user-friendly system.

The inbuilt capabilities of leapsUP are complemented by a number of dedicated tools for enhanced data input and output, as added options to support day-to-day HR related activities:

- Flexible company structure and ability to handle multiple companies' scenario.

- Jobs & Posts creation with duties & responsibilities definition and manpower planning tool and staff movement reporting.
- Full comprehensive employee information can be stored: Personal, career progression, past employment, structured resume, benefits and medical records.
- Self-service feature empowers employee to maintain their own records and raise change requests when necessary.
- Role-based access ensures flexibility to define and configure user access rights. Have the ability to control data by level, and accessible by different administrators in your organization.
- Online government survey generation.
- Hierarchy enables matrix reporting organization with flexibility and power of full workflow throughout the system.
- Setup your organization's Career Development Path through simple and made-easy productivity tools.
- Stay alerted through various notifications on the dashboards and emails
- Perform powerful workforce analytics through our headcount and attrition analytics.



Peace-of-mind Payroll Processing.

A cloud-based payroll that empowers you to pay all your employees accurately and efficiently – no matter where they are based.

LeapsUp: Payroll Management System

Smarter payroll delivered on the cloud

Frontier e-HR LeapsUP Payroll Management System will let you be at ease with our robust payroll calculation engine which handles complex payroll requirements, while giving you thorough control over your payroll processes and information. leapsUP provides flexibility for organizations that require varying multi-country payroll requirements in Singapore, Malaysia, Thailand and Indonesia. We also allow you to perform an interface to let the data flow seamlessly to your Finance System.

Provide your employees with an instant insight into their payroll and income tax details through self-service functions.

Reduce your administrators' workload through our unified system of payroll, leave, claims and time management. Eliminate manual entries and errors as HR transactions flow straight to payroll.

leapsUP offers you the capability to adapt to rapid organizational change so you can take charge on how your workforce is paid.

- Fast & Auto collection of monthly variable Pay Data.
- Built-in and Ready-to-use Smart-Verification Queries.

- Simple and fast-to-run reconciliation reports allow quick pin-pointing payroll variance report on various levels.
- Simple click to publish the monthly pay slip or yearly tax form for staff's online.
- Quick simulation of pay run available for the payroll administrator.
- Innovative-design to optimize the speed of payroll processing. Multiple types of pay run enable easy management of advance, normal, bonus and other miscellaneous runs. No limitation of re-runs.
- Stay on top of tax and regulatory changes through the auto-updates via the cloud. Complies with the statutory requirements: CPF, IRAS, EPF and Social Security.
- Bonus, Advance Payment, NS Payment and Back Payment
- Integration with Frontier e-HR Leave, Claim and Time Attendance System.
- View accurate, real-time labour actuals for your workforce in an easy-to-use compliance dashboard.

Mobile Leave Application for busy executives on the run.

Powerful and user-friendly mobile leave applications available at your fingertips, anytime, anywhere.



LeapsUp: Leave Management System

Real time hassle free online leave management

Frontier e-HR leapsUP Leave Management System provides you with solution to a paperless and hassle-free process in managing employee leaves. leapsUP is an innovative and robust solution which automates and integrates the entire leave management process. Our flexible leave management system helps your organization to effectively implement leave policies and ensure a more productive workforce. With leapsUP, you can streamline, track, monitor, and evaluate your employees' leave details.

Your employees will have the convenience to view their leave information and submit their leave application on the go.

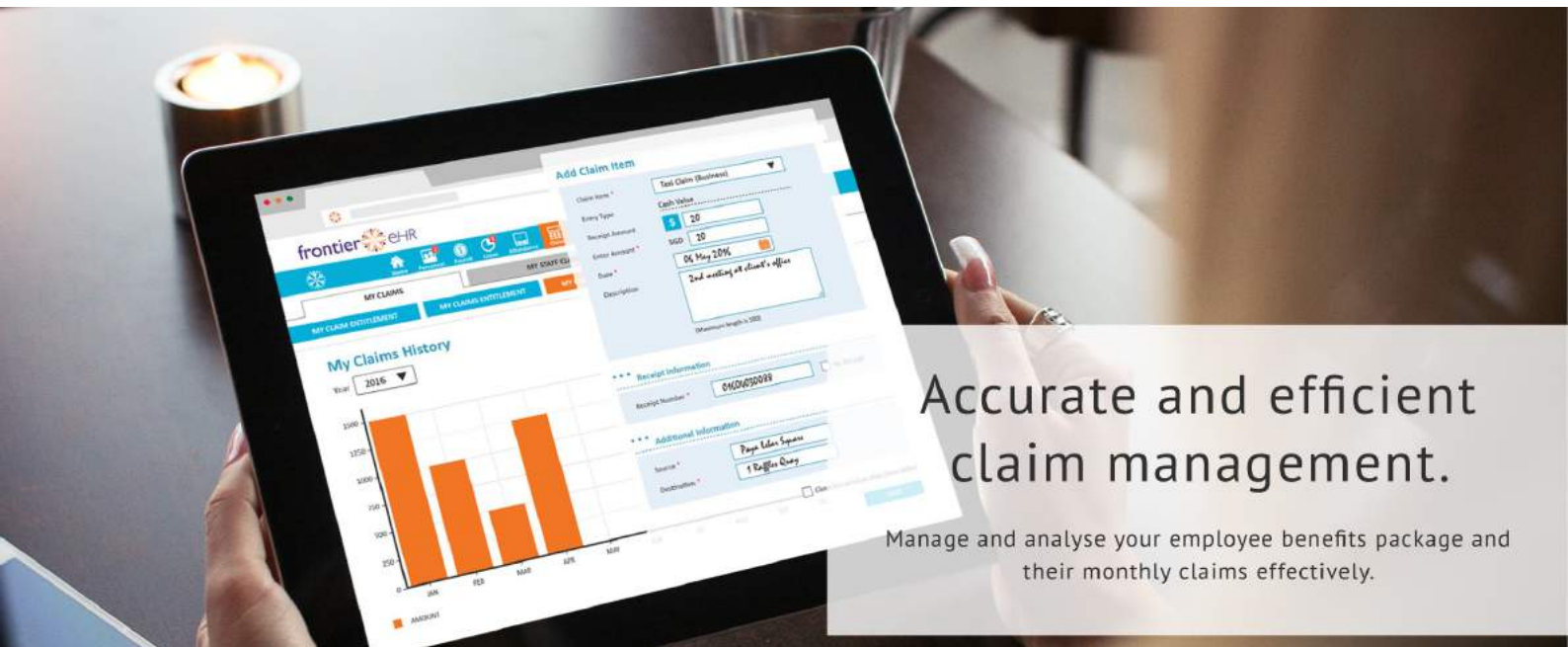
Enable **your managers** to approve the leave applications from their email and mobile. Let them have an instant visibility to their team's availability and avoid manpower shortage through our smart Decision Support Info feature.

Our comprehensive reporting features saves **your administrators'** time to compile the absenteeism information. Snapshots of real time employee leave accounts are available through our user-friendly system.

Frontier e-HR leapsUP Leave Management System is so powerful, yet easy to use with all these comprehensive features and facilities:

- Truly one-time set-up and the rest are full automation.

- Assurance of compliance to your company and statutory leave policies across different companies/countries.
- Comprehensive leave policy configurations which support various types of pro-ration & rounding method, shared-balance, advance leave, carried-forward, max-value leave control.
- No year-end "bottleneck" for Leave administrator to initialize to a new year in order for employee to apply next year leave.
- Advanced administrator Functions to perform ad-hoc leave matters intervention through mass entry and mass credit.
- Reduce leave enquiries to HR and save time and cost through cloud self service functions.
- Create a better workforce planning and empower the managers to perform an informed leave approval decision.
- The flexible and easy-to-use Leave Dashboard empowers the user to effectively apply for leave when needed.
- Receive notification for leave updates on the dashboard, such as the date applied for and approval status.
- Employees can individually access leave and attendance-related information anytime through a secure web portal with different devices.



Accurate and efficient claim management.

Manage and analyse your employee benefits package and their monthly claims effectively.

LeapsUp: Claim Management System

Fully paperless effective claims

Frontier e-HR leapsUP Claim Management System delivers automated methods for claims management, as a result, you'll benefit from the reduction of claims processing manual effort. Besides, you can embrace a paperless environment for managing employee claims online. leapsUP provides you a fully integrated solution for efficient claims tracking, seamless processing to payroll and document management.

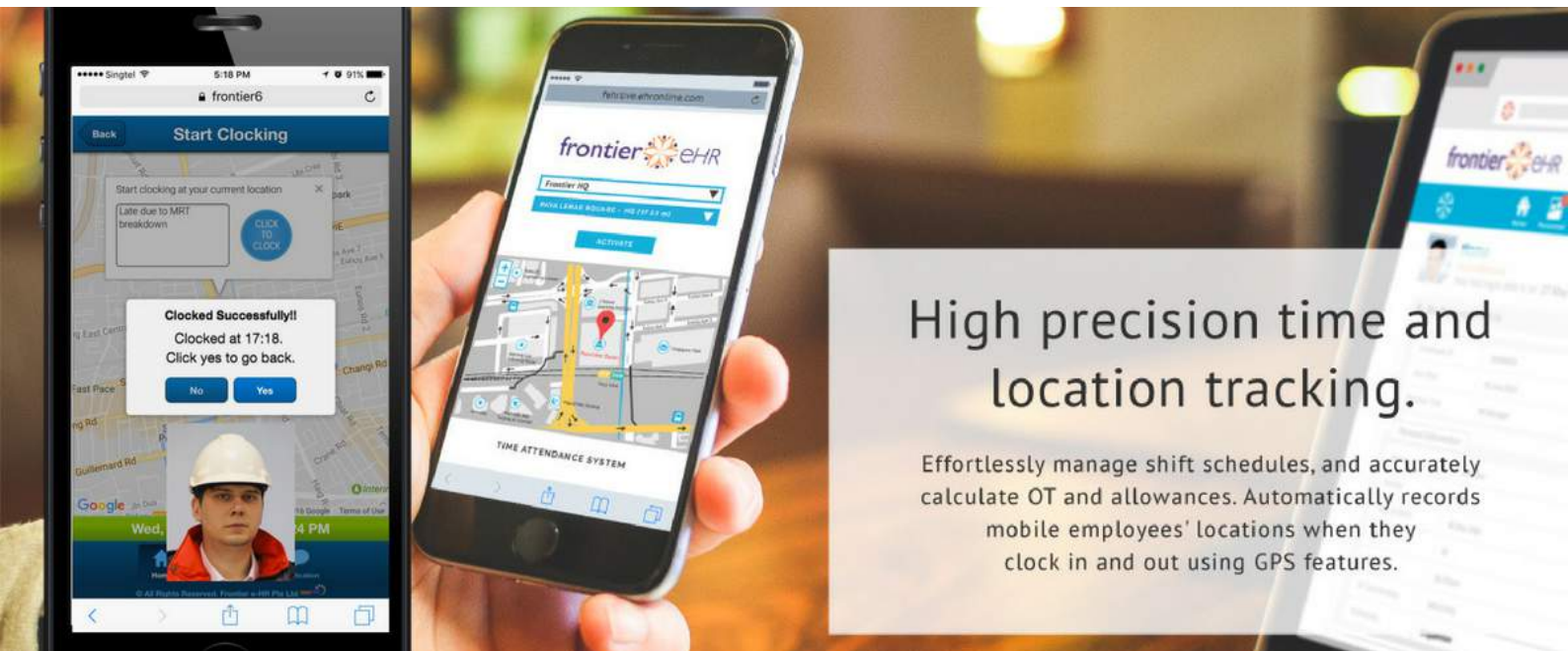
Free **your employees** from tedious claim submission process with our simple yet innovative leapsUP system. Empower them with the insight to their benefit entitlement information and tracking of their expense claims.

Let **your managers** monitor their teams' expenditures to gain a better control on budget allocation. Approval of claim submission is made easy through leapsUP email approval.

Save **your administrators** from unnecessary backlog and reimbursement inaccuracies with leapsUP cost effective claim system. Our highly configurable set up ensures the implementation of your organization's diverse expense policies.

LeapsUP enables you to reduce processing time and save costs through an efficient and user-friendly claim management process:

- Centralized data storage and cloud capability enables instantaneous mobile reporting, 24/7 information accessibility and supported by diverse expense reports.
- Integration with Payroll Management which enables efficient reimbursement, effortless claims management and high employee satisfaction.
- Prevent losses arose from excess reimbursement and eliminate tedious human verification through leapsUP comprehensive expense policy adherence.
- Multiple-tier and cross company approval workflow accessible online.
- Effortless processing of overseas expenses claims through leapsUP multi-currency feature. Exchange rate is flexible with our base-rate and tolerance band.
- All expenses are properly accounted for through the categorization of cost centre assignment.
- Accurate from-the-source expenses accounting through General Ledger interface.



LeapsUp: Time Attendance System

Employee schedule rostering made easy

Frontier e-HR e-HR leapsUP Time Attendance System captures and calculates employees' attendance records accurately and in real-time so that HR remains updated with workforce utilization information. leapsUP streamlines attendance tracking on a cloud-based, intuitive and user friendly platform. Flexible and custom scheduling, work patterns and multi-shift rosters set up in leapsUP enable painless workforce planning that suits diverse industries.

Get an instant and real time visibility and accountability of **your employees** through leapsUP GPS clocking system. They can now transform their mobile phones into cutting edge clocking management device and view their schedule on the go.

Empower **your managers** with delivered attendance reports and the ability to track their team across various schedule groups. Give them the ability to quickly approve, view and monitor attendance information as well as identify and resolve issues with minimal effort.

Lift the manual calculation burden off **your administrators** with our seamless time tracking. Easily drill down into attendance details and encourage data-driven business decision making to improve efficiency.

- Unlimited shift schedule, shift pattern can be created based on company's policies.

- leapsUP beautifully-designed platform provides complete visibility into workforce availability and enables you the ease of custom and policy-compliant scheduling creation.
- Various methods to record employee's in and out time:
 - Biometric time clock machine
 - Mobile GPS clocking
 - Virtual clocking
 - Excel Upload
- Seamless integration with leave and payroll system to eliminate calculation inaccuracies.
- Flexible working hours feature with definable ad hoc shifts and rostering
- Unified with leapsUP Payroll and Leave Management System, consistency and improvement in workforce productivity will be achieved through the automation of your workforce management processes.
- Configurable workflows to ensure the right people are in the know.
- Reduce costly liability of overtime with real-time comprehensive reports.

Align, engage and inspire
your team to business
goals.

Establish a high-performance culture through on-going planning, goal management and performance review.

LeapsUp: Performance Appraisal System

Inspire continuous high performance

The inventive Frontier e-HR leapsUP Performance Appraisal System offers you a flexibility to configure your Appraisal Forms effectively to administer strategic organizational objectives and keep your employees up-to-date about their targets. leapsUP 360-degree visibility into employee appraisal cycle ensures accurate performance tracking and compensation rewarding on-merit.

The alignment of company's objectives and execution of workforce performance targets is crucial in identifying new revenue streams and minimizing risks. Improved decision making drives business growth and improves profitability. The next-generation business organizations will compete on the capability to accomplish strategy-guided objectives while monitoring the risk factor, and the precise usage of Performance Appraisal System will be fundamental in developing these abilities.

Enable **your employees and managers** to have meaningful, ongoing performance conversations. Empower them to create personal goals that can be set, revised and updated any time. Keep every employee's goals aligned with the organization's objectives.

Provide **your managers** immediate insights into their teams' performance via Online Appraisal to encourage continuous assessment and development.

Embolden **your administrators** in gathering key business understandings to recognise areas of workforce strength and weakness, analyse and measure progress.

Transform performance processes that suit your business – from goal setting, to competency development, to appraisals – and implement a variety of best practices that meet your business needs now and in the future with flexible performance

management tools. These include automated workflow, configurable template designer, flexible rating schemes, 360 degree feedback, and built-in content and tools for helping managers assess and develop your people.

- Establish competency model that best suits your organization with unlimited number of competencies with well- defined proficiency levels.
- Allow peer to provide input as part of appraisal process to achieve a higher level of objectivity and encourage team spirit through 360 Degree Feedback
- Cascading Organization Objectives – Top management designates key operational objectives. Manager and Executive align individual performance goals with organization objectives. Alignment of individual performance goals with organization objectives ensures 'Do Right Things Right'.
- Best-practices of scores computation methods can be selected accordingly to what suits your organization.
- Online transactions provide empowerment to access to relevant decision support information as well as historical data Encourage informed decision making
- Comprehensive settings for automation appraisal administration process such as: workflows, notification, reminders and status queries Ease Appraisal administrators' burden to manually collate appraisal results and reduces human errors. HR can easily get a clear picture of the status of employees' performance appraisal processes and tasks.
- Established library of reports online for instant analysis of staff's performance spectrum.



Organise your training and learning.

A solid foundation to develop your staff skills, reduce talent gaps and accelerate the journey to create a competent workforce.

LeapsUp: Learning Management System

Develop a skilled workforce

Frontier e-HR leapsUP Learning Management System provides an end-to-end solution for managing all training processes. Learning and development is no longer just a once-in-a-while activity, instead nurturing a high-potential talent is an ongoing and automated process. leapsUP enables HR to get the holistic view into employee performance and learning needs to deliver an appropriate learning plan. Transform learning from an administrative into a strategic function.

Engage **your employees** by giving them responsibility and accountability for career development. Cultivate smart learning paths for them, and link learning directly to competencies to improve individual, team and organizational performance.

Encourage **your managers** with tools to be effective coaches and support continuous improvement, innovation and long-term success of their teams.

Empower **your administrators** to manage all your learning and development processes from one central location. Effortlessly administer registrations, withdrawals, waiting lists, cancellations and mass enrollments.

Without a commitment in employee development, organizations risk losing key talent and not having the skills needed to compete. Build a culture of ongoing learning and development where learning is integrated into daily work with leapsUP.

- Utilize the right training budgets to the right training needs of staff based on Learning Needs Analysis. Identify individual needs through competency gap, career matrix, organization goals and prerequisites.
- Get an accurate and efficient formation of total company training blueprint through
- Total Department and Company Learning Plan (TCLP). Auto-disseminate such information to the right people in the organization.
- Reduce administration burden of staff's Learning Management with comprehensive decision support information
- Easy to build comprehensive course directory and course schedules.
- Enable online enrolment of courses by staff, managers and administrators
- Best-practice Pre and Post-course evaluation methodologies framework is incorporated within the system for an analysis on investment of staff training.
- Experience-based design incorporates comprehensive automation settings to the entire learning management process: such as workflows, notifications, reminders, rules-based enforcement, etc.
- Ready-to-use library of reports and analysis. You can also report on training hours, course, progress, course completion, scores – and more.



FeHR Payroll Outsourcing Services

With the mission to make every person in the organization contribute more effectively, FeHR Payroll/HR Outsourcing can be an extremely effective means to achieving strategic operational gains and cost savings whereby you can create value through your support functions. Our Payroll/HR outsourcing services allow organisation to take your human resources management to a higher level for a long-term growth.

FeHR dedicated in-house specialist based in Singapore will ensure compliance at every level with their in-depth understanding in the complexities of the payroll functions, labor laws, taxation laws and of various enactments. Our highly knowledgeable service team with over 20 years of combined HR experience is committed to help organisations increase their HR efficiency through HR automation.

By awarding these non-core business functions to FeHR, our clients can better focus on their strategic and operational goals. At FeHR, we deliver integrity and reliable services. Leverage on our payroll expertise, clients get professional HR advices, absolute timely delivery, reduced costs and minimal hassles for your Payroll/HR administration needs.

FeHR Payroll/HR Outsourcing offers a full range of scalable benefits, including:

Payroll Solution

Enterprise-class cloud-based HRMS with robust functionality, scalable architecture and seamless integration between modules provides critical advantages over a traditional payroll application. With our seamless and flexible solution, we manage your full spectrum end to end payroll which the entire process includes pay element computation, salary crediting, payslips issuance and timely mandatory contribution. Payroll/HR outsourcing allows

investment in software and committing valuable resources to maintain the payroll management.

Payroll Intelligence

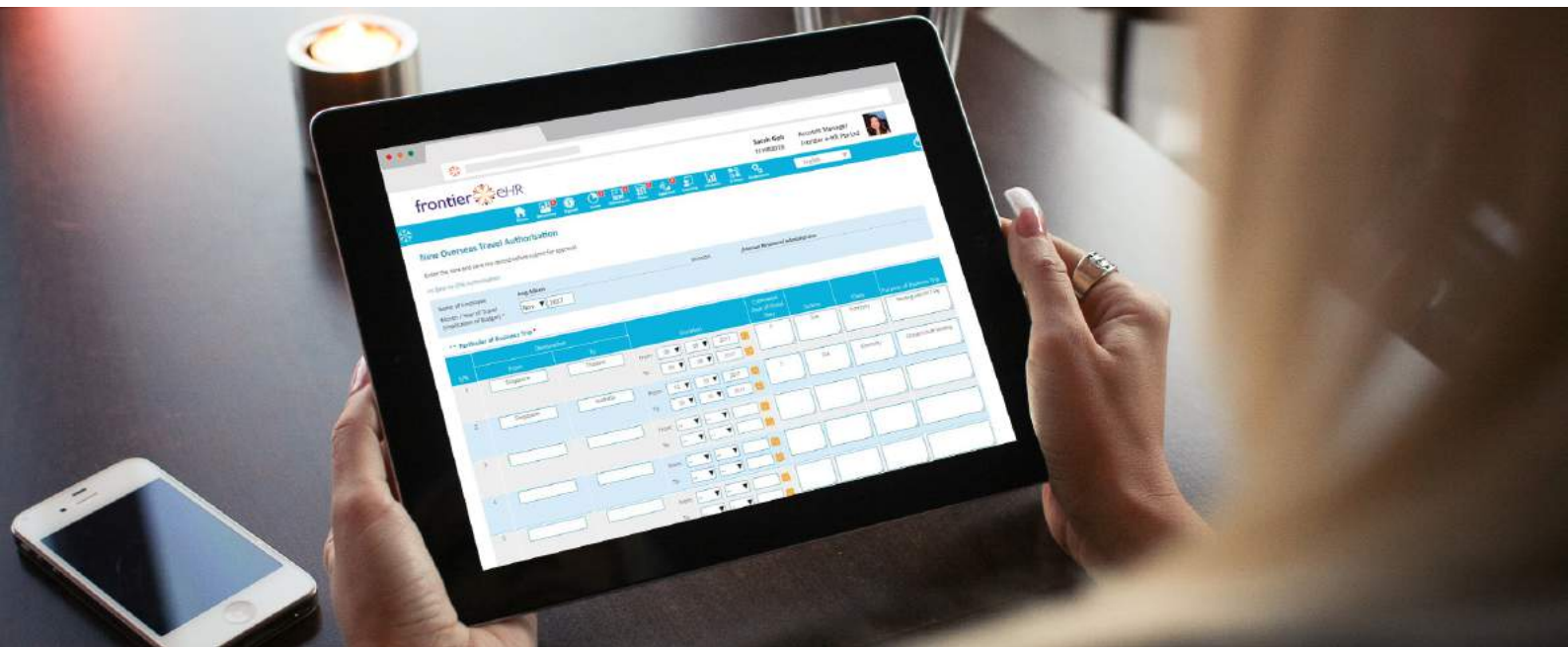
To improve business intelligence with dynamic reporting, we assist in tracking and maintaining the confidential data, leave & benefit records, and career movements of your employees by using our fully-integrated web based platform. All modules are integrated and share a common database. Simple and fast-to-run reconciliation reports provide the organisation with an instant insight into payroll details with payment analysis. Through a single deployment designed around the way you work, your employees are empowered to perform self-service functions from any mobile device.

Payroll Compliance

Adhering to statutory compliances is necessary to keep your business safe from legal risk. We stay on top of legislation changes and ensure your HR and payroll practices comply with the imposed regulations. By enforcing seamless knowledge transfer with our documented systems, we ensure our clients sound corporate governance and avoidance of all litigation and associated costs that may arise out of non-compliance.

Payroll Confidentiality

A breach in confidentiality can result repercussions that may affect once or more, or even the organisation itself. We vigilantly monitor and maintain our security standards to ensure your business confidential information are protected. We enforce confidential data are encrypted in the network. Your data remains confidential in a restricted access area controlled by biometric equipment with fire protection system. We conduct regular data backup and data health check to guarantee the data safety.



LeapsUp: Overseas Travel Authorization

Maintain control of your company's travel expenses before it happens

Frontier e-HR leapsUP Overseas Travel Authorization provides you with solution to simplify your pre-trip request and approval process, helping you to manage the expenditures before it happens. leapsUP is an innovative and robust solution which automates the process and integrates with Leave and Expense Management System. With leapsUP, you can gain visibility into the purpose of the trip, estimated cost of travel, forecast expenses outside of travel booking and cash advances.

Your employees will have the convenience to submit their travel request, replacing tedious email or manual requests into a single system

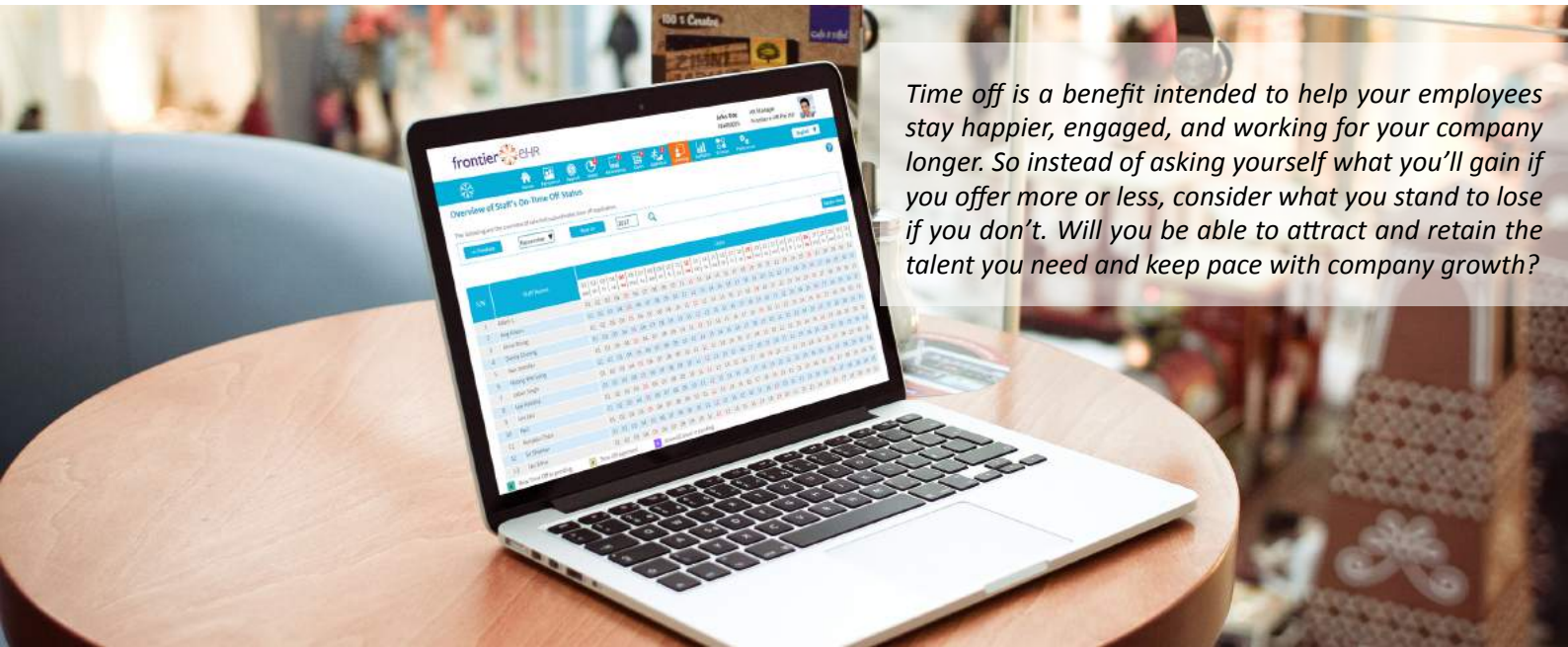
Enable **your managers** to compare estimated costs against up-to-date budget data and make strategic decisions to eliminate unnecessary expenditures.

Our comprehensive reporting features allow **your administrators'** time to easily track "planned versus actual" spending, providing a better control over your budget.

According to a survey conducted by J.P Morgan, more than \$1.2 trillion is spent globally on business travel in 2016. In fact, travel expenses are the second largest operating expense on the balance sheet after payroll.

Frontier e-HR leapsUP supports you to make timely decisions based on accurate travel expense analyses through these comprehensive features and facilities

- Utilize the right training budgets to the right training needs of staff based on Learning Needs Analysis. Identify individual needs through competency gap, career matrix, organization goals and prerequisites.
- Assurance of compliance to your company pre-trip policies even across different companies/countries.
- Truly one-time set-up and the rest are full automation.
- Comprehensive pre-trip policy configurations which support various types of travel and non-travel expenditures.
- Replace tedious email and manual requests through cloud self service functions.
- Create a better travel budgeting and empower the managers to perform an informed travel approval decision.
- The flexible and user-friendly interface to empower the user to submit their requests when needed.
- Receive notification for travel requests on the dashboard, such as application date and approval status.



Time off is a benefit intended to help your employees stay happier, engaged, and working for your company longer. So instead of asking yourself what you'll gain if you offer more or less, consider what you stand to lose if you don't. Will you be able to attract and retain the talent you need and keep pace with company growth?

LeapsUp: Time Off Management

Be a more attractive employer through time-off benefits

Time off is a policy in some employee handbooks that provides employees to trade their overtimes hours for off days. Employees value the flexibility that time off provides. Frontier e-HR leapsUP Time Off Management provides you with solution to simplify your time off request and approval process. We believe that in a competitive labour market, there are positive effects for employers to implement Time Off policies.

- **Your employees** will be able to plan their time off in advance and have the information of their time off balance and consumed conveniently.
- **Your managers** will deal with lesser unplanned absences, this will give them ample time to arrange for work coverage.
- An automated solution assists **your administrators** to eliminate the manual tracking of everyone's time off.

Your employees will have a better morale and be more committed to do OT when required. Time off policy encourages employees to work harder and put in overtimes when the situation called for it because they know the company will treat them fairly.

Frontier e-HR leapsUP supports you to achieve all the above through these comprehensive features and facilities:

- Assurance of compliance to your company Time Off policies even across different companies/countries.
- Integrated with Time Attendance System, automatically grants Time Off for entitled employees who perform Overtime, eliminating administrative work.
- Consolidated calendar, retrieve all the information from a single source.
- Truly one-time set-up and the rest are full automation.
- Mass crediting of Time Off in the event where numerous employees are required to perform overtime.
- Replace tedious email and manual requests through cloud self service functions.
- Replace manual tracking of Time Off expiry days.
- The flexible and user-friendly interface to empower the user to submit their requests when needed.
- Receive notification for time off applications on the dashboard, such as application date and approval status.