# FRONTIER E-HR

### HRMS | Workforce Management | Talent | Travel | HR Analytics

#### Upcoming Public Classes

#### .....

Personnel & Leave

26th Feb 2019 9:30 a.m. to 5:00 p.m.

#### Payroll

27th Feb 2019 9:30 a.m. to 5:00 p.m.

#### Personnel & Expense

28th Feb 2019 9:30 a.m. to 5:00 p.m.

Go to this link to register online: https://www.frontier-ehr.com/ training\_updates/

#### Join us at Hr Festival Asia 2019

8th and 9th May 2019 8:00 a.m. to 5:30 p.m. Suntec Singapore Convention & Exhibition Centre

Go to this link to find out more: http://www.hrfestivalasia.com/events/hrfestival-asia-2019/event-summaryb4cef049da3c40b6b1e94b9b2041794a.aspx

#### **New module: E-Letter**

Frontier e-HR is proud to announce the release of a new module in our personnel management module: e-Letter module. For more information, visit this link: https:// www.frontier-ehr.com/personnelmanagement-system/

Enjoy our special promotion rate for all our exisiting customers from now to 31st March 2019.

Contact us for further information or a demo at enquiry@frontier-ehr.com

#### **CEO's Message**

Welcome to the sixth edition of Frontier e-HR's Newsletter.

Welcome to a new year—2019. As a recap, Frontier e-HR has made great advancement in 2018. Thank you for all your support. Here are some of the milestones we have undertaken:



- Launched a new company website (March)
- Participated in HR Summit (April)
- Released Travel Authorisation Module (April)
- Launched our 2FA security function (June)
- Won the best Talent Management organized by HRM Readers' Choice Award (September)
- Achieved our certification of ISO 27001 (September)
- Rolled out Support Website with eLearning videos and FAQs (September)
- Moved into a new office to better serve our clients (October)
- Completed our GoSecure program to ensure higher security in our system (October)
- Became a SME Goes Digital pre-approved vendor (November)
- Launched e-letter module (November)
- Completed Future Mentor OJT program to better train our new staff (December)
- Clinched another best HRMS award with the HR Vendors of the year 2018 organised by HR Magazine (December)

#### **Support FAQs**

Question 1: How to indicate the pay group end date when there is a pay record generated for a terminated employee? Here are the steps:

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- a) Go to payroll > Employee pay > pay assignment and pay group
- b) Select the payee from the resigned list
- c) indicate the pay group and date
- d) Tick on 'Set the recurring elements end date' option
- e) Tick on 'End without verification on pay run performed' option
- f) Click on 'save' button

The following steps allows you to perform manual adjustment on the employee's Leave Data if there are any discrepancies.

a) Go to LEAVE > EMPLOYEE LEAVE > LEAVE DATA > ENTITLEMENT INFO tab and check and view the employee existing leave taken, balance, carried forward from last service record.

b) Go to LEAVE > EMPLOYEE LEAVE > LEAVE DATA > LEAVE CREDIT tab to manually adjust.

c) Select the Date credited, enter days credited accordingly and enter a reason for reference.

d) Click on Submit button to save the leave credited record.

Overall, we have added close to 300 enhancements into our systems. We have launched two new modules and greatly enhanced our security features to protect our client's data. We have improved our business processes, won numerous HRMS related awards, and secured numerous major contracts to service clients both in Singapore and the region.

In this issue, we will be sharing with you:

- A case study: 8M Real Eastate Pte LTd
- A win story: Meritus Hotels and Resorts
- Article 1: Our report card: According to our customers
- Article 2: Part 1: Gaining the Competitive Edge in Hospitality and F&B Industry - Why Workforce Management should be the Cornerstone in your HRM Strategy
- Article 3: Always feeling overworked in HR?
- New system enchancements
- HRM Asia & HR Vendors of the year awards

I hope you will enjoy reading this edition of our newsletter. Thank you.

Chua Weng Foo CEO of Frontier e-HR

#### Question 2: How can appraisal manager attach documents on employee's appraisal?

- a) Go to Appraisal > My Staff Appraisal > Incoming Appraisal
- All appraisals currently at "Ready for Appraisal" status will require the manager to select the "Change Request Plan" option
- c) While viewing the employee's performance plan, the manager will have access to the document attachment icon

# CUSTOMER SUCCESS STORY Jan 24, 2017



## About 8M Real Estate PTE

"We're a property company that focuses on building a portfolio of properties and holding them for the long term" says founder and managing director of 8M Real Estate Pte Ltd, Ashish Manchharam. 8M Real Estate Pte Ltd, 8MRE for short, owns and manages high quality CBD commercial properties in Singapore.

They have a deep understanding and intimate knowledge of the real estate markets with extensive research and market intelligence. Through their in-house management team, they are able to identify, value-add and execute transactions with their clients to deliver long term returns. More than that, they also have profound appreciation of boutique shophouses that they are rejuvenating along their journey.



### A need for accountability & accuracy

As a company sets its mind towards expansion, there are certain processes to be put in place for accountability and accuracy. 8MRE chose to seek help from the professionals to keep their payroll processes accountable and accurate. There were 3 main reasons that 8MRE decided to outsource their payroll after having done it inhouse for the previous years.

- 1) To streamline their payroll
- 2) To ensure that they are up to regulations
- 3) To have an additional layer of checks

There has been a constant tug-of-war as to whether should HR or Finance be the one in charge of payroll. It's a huge responsibility, and it requires a level of discretion.

Now with Frontier e-HR, there is a sense of assurance knowing that there is an extra pair of eyes helping to ensure that the numbers are accurate. It is also comforting to Jovin to know that their payroll will always be up to the latest statutory requirements.



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The benefit of payroll outsourcing comes with the Check and Balance part.

- Jovin Ong, HR Manager

### **Confidence in service**

With the sea of payroll outsourcing vendors in the market, what really impressed 8MRE was the prompt service and response time delivered by Frontier e-HR.

"Frontier e-HR's payroll officer is very on the ball. In fact, she's the one chasing all the time for data," joked Jovin. She was full of gratefulness for the services rendered by our payroll officer and our project consultant.

### A value-added system

A great thing about having a unified system is that all reports can be pulled from a centralized database. The automated system helped 8MRE, who used to have manual processes, to track all leave applications and other applications seamlessly.

The standard reports provided by the system stands out amongst many other systems. A lot of time is saved when data is needed for reports.



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It is definitely a lot easier when I want to pull out data and reports. It is pretty much at my fingertips. Instead of having to churn the report out manually, I can just use the system!

- Jovin Ong



Question 3: How do I remove the organizational chart that was created in the system?

- a) Go to Personnel > Employee Record > Employee Hierachy
- b) Select the employee hierachy name
- c) Choose the view the hierachy in Graphical View
- d) Select the root node on the hierachy and choose delete node option to remove all employees from the hierachy
- e) Go to Setup > Company > Org chart
- f) Click on the delete icon to remove the organizational chart

#### FRONTIER E-HR'S WIN STORIES - 20 NOV 2018

# Boosting HR and Workforce Management Efficiency for Casual Employment

MERITUS HOTELS AND RESORTS



#### About Meritus Hotels and Resorts

Understanding Unique HR Needs for Hospitality Industries Meritus Hotels & Resorts is part of the hospitality division of OUE Limited (SGX-ST: "OUE"), a diversified real estate owner, developer and operator with a real estate portfolio in prime locations in Asia and the United States.

Meritus founded its roots from its flagship Mandarin Orchard Singapore – then The Mandarin Singapore, which opened its doors in August of 1971. More than four decades on, Meritus has evolved to become an awardwinning Asian hospitality brand synonymous with Asian Grace, Warmth and Care.

Few other sectors rely as heavily on seasonal and temporary workers as does the hospitality industry. Whether it's for the busy seasonal tourism season, a popular local festival, or the hustle and bustle of the holidays, many restaurants, hotels, and resorts rely on their ability to quickly ramp up their workforce with enough temporary and seasonal employees to handle these short-term spikes in customer demand.

These temporary positions offer great opportunities for employees who wants to gain some experience and earn a bit of extra money without the long-term commitment of a permanent position can benefit from seasonal work in the hospitality industry.

Meritus Hotels and Resorts (MHR) needed a change – its HR system and processes were fragmented with abundant menial task heavily reliant on HR, it was both manual and time consuming. Clearly, it was time for a better integrated solution – one that will harmonize HR policies, profiles and processes across entities. Frontier e-HR is selected by Meritus Hotels and Resorts (MHR) to be at the centre of its transformation replacing its legacy system after an extensive.



Implementation of Frontier e-HR's Solution The focus on this project itself will be to provide business value and increase employee satisfaction through an innovative time and casual labour management. Using Frontier e-HR applications, managers will have full visibility into real time attendance reporting for accurate pay and allowance interpretation, all in one central database.

Recording accurate labour requirements and cost enables managers to minimize overtime due to unauthorized early arrivals and late departures, while recognizing opportunities to increase labour utilization and providing alerts for unplanned absences.

The project is currently being implemented starting from Employee Personnel Management and it will be rolled out in phases to include Leave, Benefits and Expense Management, Time and Attendance to Strategic HR areas such as Performance Appraisal and Learning Management. A key benefit for HR will be the significant reduction in manual workload. Just as importantly, with the database being held centrally as a single source of truth rather than being pulled out from multiple sources, reporting is much effective.



Report cards are essential to help any individual or organisation to take note of their progress. Through honest evaluation, we find out how well we have done and take note of areas we have to improve in for the next year. Before we start the new year, we would like to dedicate our next post to revealing our 2018 report card, according to our customers.

At Frontier e-HR, we recognize that Customer Service is of utmost priority – timeliness, communication, attitude are all criteria to great customer service. Based on our 2018 performance, almost 90% of our customers rated satisfied on Issue Resolution, Quality of Advice and Promptness in Email Response, with 0 complaints! More than that, 89% remarked that our Support Team was knowledgeable and courteous.

Besides our Support Team, we also asked our customers how satisfied they are with our product. 80% of our customers mentioned that they were satisfied, and 2 out of 3 clients are likely to recommend Frontier e-HR's products to other businesses. We would definitely consider that a win!

Hearing all the feedback, we are dedicated to improving our product and services. In late 2018, we have launched several new initiatives to help make our customers voices heard within our organisation. We felt that we could involve them in helping to plan our product roadmap.

#### **1. Feedback Channels**

Through our website, all our customers with an account would be able to give feedback on our consultants or support team. It could be something good that has been done, or something which you feel can be improved. We hope to commend great performance and to prevent not so good ones.

#### 2. Voting Poll

In deciding the priorities in which we develop our next enhancements, we wanted to involve our customers by letting you vote in the enhancements you feel will benefit you the most. From these polls, we will launch our enhancements accordingly.

2018 has been an amazing year at Frontier e-HR. There were many lessons that we have learnt, and we are glad that we had done well to service our customers. 2019 will no doubt be an even better year as we look forward to working even closer together with our customers!

# Part 1: Gaining Competitive Edge in Hospitality and F&B Industry - Why Workforce Management should be the Cornerstone in your HRM Strategy?

Life in the hospitality industry never stands still, we all know it moves at a hundred mile per hour and continues to move at an accelerated growth. It is an industry where the experience and the feeling of the customers are put above everything else.

#### "When the customer comes first, the customer will last." -Robert Half

In this dynamic industry, challenges come from the need of adapting to constant change, from changing staff, changing competition and changing expectations of the customer.

The best hospitality businesses have to be those who stay ahead of the competition by delivering an exceptional experience for their customers, who are sure of their identity and who use every tool at their disposal to ensure the business is profitable.

Embracing technology is one of the ways hospitality businesses are setting themselves apart from their competitors.

Before we get started on how workforce management software will help you, we need to see if it's right for you.

#### Do you:

- See a growing number of Casual Labour in your workforce?
- Get feedback on the complications of scheduling for your managers?
- Want to reduce the number of unnecessary Overtime performed?
- Want to reduce your labour costs through smarter scheduling?
- Want to spend less time on basic admin functions and more time doing the work you love?
- Want to make fewer mistakes and reduce your margin for error?
- Want to make better business decisions with access to better business intelligence?
- Want to empower your staff so they enjoy work?

#### We already have an HR System in place, how does it differ?

As an HR practitioner often dealing with HRM vendors, you might probably have heard them all. All of them offers a case for its approach to the market, the pitch can be 100% about the technology, positioning itself as a cloud-based provider since day one or even an option of software-as-a-service.

You might probably be using an HR System already to perform your daily tasks, however take a step back and ponder upon the solution that you are using. You will then notice that these solutions all share two key elements:

- 1. There is no unification among the HRM modules, Talent as well as the Workforce Management.
- 2. You are still spending a big chunk of your time managing the Casual Labour within your workforce manually.

Working in this competitive hospitality industry, you are already facing constant challenges -driven by the need to manage multiple locations and tight margins while eliminating data inaccuracies that pop up when using multiple systems. These types of pressures can make even the calmest person lose their cool. You need a solution that allows you to streamline all of these transactions so you can go from a Transactional HR Department to a Strategic HR Department.

#### The Challenge of Managing Casual Labour Workforce in Hospitality and F&B Industry

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#### 1. Pay Calculation

One challenge for HR is arriving at the proper regular rate of pay for the employee if the two positions have different rates of pay. If, for example, an employee holds a regular full-time job, and also performs services for the same employer through a temporary casual labour task at \$8 per hour, issues arise as to the proper rate of pay to use in calculating the pay. An integrated Payroll and Workforce Management will assist to eliminate any error when calculating the payment.

2. The Schedule is Too Fluid That It Needs to be Done Manually

Whether you want to believe it or not, as the matter of fact, there are still thousands of businesses out there utilizing spreadsheets to schedule their employees instead of using a proper scheduling solution. We do not deny that they are in fact great for a lot of things such as recording, archiving and calculating data, however scheduling is an entirely different story.

#### Four Reasons Why You Should Get Rid of Spreadsheet for Scheduling

1. It's Error-Prone

The fact that you need to enter the schedules manually and constantly update your spreadsheets makes the possibility of making an error even greater. It's true that you can use formulas to calculate certain items, but if you make a mistake writing your formula, all of your data will be wrong, not mentioning that locating the root cause can be a daunting.

2. It's Time Consuming And A Mental Burden

The biggest problem as mentioned by a lot of HR executives out there – it takes too long! Employees' schedule is very dynamic and will be changing daily. Managers in this case are expecting to constantly edit their

spreadsheets and sending out new ones to staff. It beats the whole purpose of creating schedules which is to save time and avoid confusion.

3. Spreadsheets Cannot Be Automated

Due to the intricacies in scheduling, there won't be any formula in a spreadsheet that can cater to it, on the other hand a Workforce management software will allow you to automate just about every process. Recurring shift patterns, request for shift change and posting time attendance to payroll can all be automated.

4. Spreadsheets Are Not Intuitive

#### **DOES THIS SOUND FAMILIAR?**

- Long opening hours?
- Changing shift patterns?
- A high turnover of staff?
- Seasonal staffing levels?
- Complex schedules that constantly change?
- The need to keep overheads low?
- An ever-demanding customer?

Spreadsheet won't be able to notify you when your employees have hit certain overtime hours, it won't let you know any shift conflicts too. Basically, it all depends on the luxury of time you have to spare just to get your scheduling right with spreadsheet

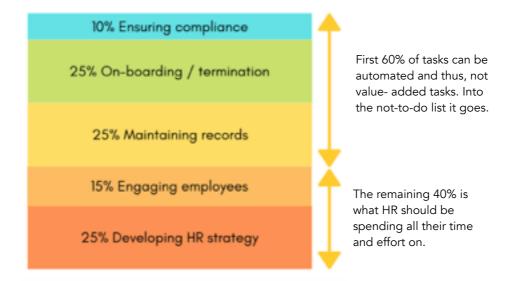


# Always feeling overworked in HR?

Ask yourself these three questions to transform your HR department!

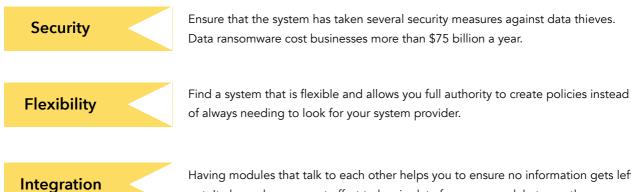
#### Question 1: What's on my not-to-do list?

Raise your hands if you've ever just ticked 3 items off your to-do list, only to find 10 more new tasks added to it. You are not alone. With an average ratio of 1 HR professional to 100 staff, our work is often overwhelming and it distracts us from the actual tasks we are supposed to be doing. In a research conducted by West Monroe, 93% of HR managers spend more than an hour each day on administrative tasks; 23% even spending above 5 hours. Look at an average week of a HR professional below:



#### **Question 2: Have you automated your tasks?**

Automation is empowerment. With automation, you are drastically freed up, in your time and in your mind, to develop creative ways to retain talents, engage employees, spread culture, and so much more. Your employees are also empowered with information at their fingertips such as being able to check their leave entitlement immediately, able to edit their personnel information when necessary, able to check their payslip as and when they want, just to name a few. Here are a few tips to note when choosing a system.



Ensure that the system has taken several security measures against data thieves. Data ransomware cost businesses more than \$75 billion a year.

of always needing to look for your system provider.

Having modules that talk to each other helps you to ensure no information gets left out. It also reduces repeat effort to key in data from one module to another.

### Question 3: Does my HR system value add?

There's so much more a HR system can do for you if you know what to look for. More than automating, it can value add to you by providing reports.

HR professionals rely on numbers to tell them how healthy their organisation is - rate of attrition, length of service, rate of promotion sorted by departments, average appraisal score... Turn your HR system into one that works for you by ensuring that it is able to churn out reports which are helpful to your cause.

# **Ready to transform your HR?**

# Built for HR by HR

Want to know more about us? Great! Call us at (+65) 6391 0921 for inquiries or shoot us an email at enquiry@frontier-ehr.com.



Our development team has released 80 enhancements from the period of September to December 2018 to enhance our solution. Here are some of the interesting new features and functions.

1. E-Letter empowers admin to send electronic letter such as confirmation letter and salary increment letter to employee. A PDF copy of the letter will be stored in employee's document center. This is a new module to complement our current product suite.

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and a garrante in	and the second of the second sec	and how a series i work		
Consequently, 1	your compensation ha	s been revised and th	e new enhanced co	mpensation SGD7000.00 will be
effective from 1	/1/2018			

# **Product Enhancements (Cont')**

2. Travel requisition expenses. Employee is able to post the travel expense directly from travel requisition module.

	Transaction Number		Sour	ce / Destination					Requisitio
1	00120190178Q-14 Ad-hoc	17 Dec 2018	SINGAPORE - Singap	ore MALAISIA - KL	Meeting with Maxis HR manager	Pendin Approv			6
2	0012018127RQ-12	21 Dec 2018 17 Dec 2018	SINGAPORE - Singap	ore MALAISIA - KL	Meeting with Maxis HR	Director Draftin	e.		
	Ad-hoc	21 Dec 2018							
3	0012018097RQ-10 Ad-hoc	29 Oct 2018 31 Oct 2018	SINGAPORE - Singap	ore HONG KONG - HK	meeting	Applica Comple		Claim Submitted	) 10
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3. Employee is able to self-define expense's cost center when submitting expense apllication. In addition, the GL (General Ledger) posting will base on the cost center defined by the employee.

** Cost Center Splitting Add					
	Cost Center	Percentage (%)			
1	Human Resource - HR001	40	] 🗵		
2	Marketing - MK001	60			
	Cost Center alloc	ation balance 0			

# **Product Enhancements (Cont')**

4. System can now be set to send an email reminder to manager before employee's probation is due.

Notify manager 0 d	ays before the date for follow-up on disciplinary.
Notify manager on the 0	and 0 of the month for employees with probation due in next month.

5. Direct export audit report to excel format.

udit Events						
ionitoring events recorde	rd.					
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ook For User Name	Enter user's name					<b></b> _
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# **Product Enhancements (Cont')**

6. Individual receipt upload feature - employee is able to upload receipt for each item. Manager and verifier are able to view the uploaded receipt easily before approving the application.

Note: The file must be	either .JPG, .JPEG, .PN	G, .PDF format with a	maximu	m allowable size	of 2.5MB.	
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S/N         Claim Type           tem(s) Pending Appreval         1           1         Tasi (Business)		02 Jan 2019	- 1	IGD 10.5000	5GD 10.5000	T. 0.000

7. Payroll termination - payment method (Direct credit, Cash, Cheque) selection during termination, HR can switch the payment mmode to cheque for resign staff.

** Payroll Termination					
Includes terminate the Pay Group End Date.					
Pay Group Name	Full Time				
Pay Group End Date	22 🔻 Jan 🔻 2019 🏥				
Recurring Elements	Set the recurring elements end date				
Payment Method	No Changes 🔻				
	No Changes				
	Direct Credit				
	Cheque				
	Cash				

# Frontier e-HR New Awards: HRM Asia & HR Vendors Of The Year



It is crucial in managing your current workforce to maximize workplace efficiency and effectiveness. Despite the important role talent management software plays in a company, it is frequently neglected. Without adequate talent management software, companies will find themselves falling short of their goals due to improper allocation of resources. We can't stress enough how important talent management technology is in today's world. As such, we strive to bridge that gap with our talent modules, and we really appreciate the support by HRM Asia Reader's Choice Awards and HR Vendors of the Year Awards who both presented us Talent Management Awards this year!

It is a double affirmation for Frontier e-HR as we clinch two awards for our **Talent Management Software.** People are your company's best resources; invest in a software that helps **engage** and **retain them**. We look forward to an even brighter year ahead in 2019 and to working with our clients to better manage their most precious asset: human capital.

# **Frontier e-HR in GoSecure**



We are pleased to announce that we are the first HRMS software vendor to have undergone the **GoSecure program** with IMDA and SIT to increase the cybersecurity capabilities and improve our product security posture. Our product was subjected to vulnerability assessment, penetrating testing and security code review. Now, we are even more capable and



confident about our service level delivered to our customers.