



**The Single Solution for All Your Human Resource Management process Needs**  
**Cloud based Management system with guaranteed security**

# HR Management

<p><b>9</b></p> <p>Employees</p> <p><a href="#">View Employees</a></p>	<p><b>4</b></p> <p>Departments</p> <p><a href="#">View Departments</a></p>	<p><b>0</b></p> <p>Designations</p> <p><a href="#">View Designation</a></p>
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- Requests
- Leave Entitlements
- Holidays
- Policies
- Calendar

**Latest Announcement**

[Welcome](#) | 30-09-2020

Welcome everyone to our new HR Systems, you can now take leave, upload documents, check-in and much more, feel free to contact your HR administrator for any assistance.

**My Leave Calendar**

< > today

October 2020

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3

**Celebrations**

Upcoming Birthdays

[Nolwazi Yuyani](#) Nov, 03

**Who is out**

No one is on vacation on this or next month

**About to end**

Contractual Employees

No employee found

Trainee Employees

No trainee found

# PAPERLESS HR DEPARTMENTS AND PROCESSES



# EMPLOYEE OVERVIEW AND PROFILE

HR help by NeoEntle is the best web based too that assists Human Resource personnel in small and medium businesses to integrate traditional HR with Online software:

- ▶ **Reduced administrative work.**
- ▶ Manage employee from different work sites on one central system.
- ▶ **Ensuring Paperless HR departments and processes.**
- ▶ Ensure all your employees documents ranging from CV ,proof documentation and disciplinary documentation are safe with easy upload.
- ▶ **Easy, accurate and Safe access of company employees and information.**
- ▶ Performance management- Monitor your employees' performance and optimise performance.
- ▶ **Manage employee contracts renewal dates.**
- ▶ Integrated workflow.
- ▶ **Ensure precise asset management.**
- ▶ Reports –enable leave summary for efficient payroll support and succession planning with age report and more.
- ▶ **Manage employee training.**
- ▶ Leave management- Enable HR personnel to apply for leave on behalf of employee.



## Why choose HR Help by NeoEntle?

What really sets HR Help apart from its competition is how we serve our clients. We serve by integrating systems coupled with external expert services to ensure that you focus less on internal processes such as HR and IR to drive more attention on strategic productivity.

We do not just give you a product, you get daily access to professional assistance from our panel of HR and Labour Law Experts in the below fields:

### Human Resource Management

- HR Audit
- Performance Management
- Employee Engagement
- Strategic Workforce Planning
- Training and development
- Job profiling and description
- Daily HR Duties e.g. Drafting warnings
- Restructuring and Retrenchment initiation

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### Labour consulting

- Drafting policies and Employment Contracts
- Disciplinary management
- Conducting Hearings
- Grievances
- CCMA representation
- Trade Union Management
- Bargaining Council Representation
- Legislative compliance

Free onsite or online software training provided.  
Interactive business support channels.

UPGRADE TO  HR  
MANAGEMENT SYSTEMS BY CONTACTING  
SUPPORT ON



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