

MATADOR® ezHR®



No Frills. Just Functionality.

The MATADOR® ezHR® System is a Human Resources Information System that is designed to effectively manage the most valuable asset of an organization – people. It allows companies to optimize the potential of employees by streamlining and automating standard HR processes. HR personnel can reduce errors and administrative time by eliminating paperwork and redundant data entry, and expedite key initiatives such as onboarding and payroll administration. HR managers can control labor costs, enforce rules, policies, and regulations consistently across the board, align HR practices with business objectives, and manage talent with ease. ezHR can be integrated with access control systems. Easy peasy.

Key Features & Functionalities

SPECIFICATIONS

Network Operating System:

Windows Server 2003 Web Edition with SP2 or higher, Server License

.NET Framework:

.Net 3.5

Applications Framework:

MySQL 5.0.45 or higher; IIS 6.0 or higher; SMTP Service; DNS Service

End User Requirements:

Windows 2000 or higher, or Mac OS; IE 6.0 SP2, IE 7.0 or Firefox 2 or 3

Employee Management – Maintain and track all standard and custom employee information, monitor employee training and development

Timesheet Management – Create and assign work schedules, monitor employee attendance, compare actual with scheduled attendance, manage timesheet records

Leave / Time Off Management – Easily process application and approval, efficiently manage allocation, view balance and history

Benefit Administration – Track employee participation in benefits such as medical claims, transportation allowance etc, centrally store benefits forms for easy access by employees

Task / Event Management – Keep track of account changes, new members, end of probation dates, upcoming birthdays and anniversaries with dashboard view

Employee Self-Service Portal – Provide employees with a central location to view and update personal information

Employee Directory – Get a complete overview of employees, conduct searches for contact information by name and department, generate address lists

Shared Calendar – Create events and public holidays, keep track of mobile employees

News Section – Facilitate communication of corporate updates and announcements

Automated Email Alerts – Receive notifications on identification expiries, leave / time off applications and approvals

Reporting and Analysis – Generate out-of-the-box management reports to monitor staff movements and employee turnover

Web-Based Functionality – Access the system from anywhere, at anytime, with any standard web browser

Key Benefits

- Centralize workforce information for easy access
- Standardize and automate HR procedures such as leave application and timesheet submission
- Reduce HR administration and improve information accuracy with employee self-service portal
- Expedite payroll administration with accurate employee timesheets and management reports
- Minimize errors in enforcement of HR policies
- Facilitate efficient communication and distribution of information
- Improve employee satisfaction and retention



Welcome **Chung!**
HR Director
Human Resource & Operations
Department

OUR NEW MEMBERS



Admin I. Strator
Helpdesk Manager
Client Support Department
Date Joined: 07 May 2009

NEWS



MATADOR Gets an A*STAR

The Agency for Science, Technology and Research (A*STAR) has inked an agreement with MATADOR as part...
[\(Read More\)](#)



Upcoming Karaoke Night

In two weeks, we will have our semi-annual Company Karaoke Night (CKN), where all our new and old ta...
[\(Read More\)](#)

UPCOMING BIRTHDAYS



John Doe
Birthday is on 31
May

Professor
IT Department



Blue Bird
Birthday is on 09 Jun

Dummy User
IT Department

Get a quick dashboard view of the latest news, new members, upcoming birthdays and anniversaries.

ABOUT THE MATADOR® BUSINESS SUITE

The MATADOR® Business Suite comprises of the following applications:

- ezAssets© System to manage your IT and facility assets;
- ezHelpDesk© System to manage your helpdesk operations;
- ezHR© System to manage your human resources information;
- ezRecruit© System to manage your recruitment activities.

Built with the end-user in mind, the MATADOR Business Suite is easy to use and cost effective.

The fully web-based applications are configurable to your specific needs. They can be deployed as an out-of-the-box installation or Software as a Service (SaaS).

Manage Leave Requests

Employee: All Employees Leave Type: All

Status: Pending Year: 2009 Month: All Per Page: 20 **Go**

Page: 1

Date	Type	Employee	Details	Applied On
<input type="checkbox"/> 08 Jun	Annual Leave (AM)	Admin I. Strator		19 May 2009
<input type="checkbox"/> 18 Jun	Annual Leave (PM)	Malee One		26 May 2009
<input type="checkbox"/> 19 Jun	Annual Leave (Office Hours)	Malee One		26 May 2009
<input type="checkbox"/> 03 Jul	Annual Leave (Office Hours)	John Doe		18 May 2009

Approve **Reject**

Easily manage leave requests with just a few clicks.

No.	Date Start	Date End	Shift	Recurrence	Frequency	
1	02 Jan 2009	23 Dec 2009	Office Hours (09:00 - 18:00)	Every 1 week(s)	Mon, Tue, Wed, Thu, Fri	
2	02 Jan 2009	23 Dec 2009	Office Hours (09:00 - 18:00)	Every 2 week(s)	Sat	
3	24 Dec 2009	31 Dec 2009	AM (09:00 - 13:00)	Every 1 week(s)	Thu	
4	28 Dec 2009	30 Dec 2009	Office Hours (09:00 - 18:00)	Every 1 week(s)	Mon, Tue, Wed	

Create and manage work schedules with flexibility.

Employee: Cindy Li

Year: 2009 Month: Apr **View** **Print** **Approve**

Date	Day	Time	Break(Hr)	OT(Hr)	Working(Hr)	Details
1	Wednesday	8:45 AM - 6:05 PM (09:00 AM - 06:00 PM)	1	0	8.3	
2	Thursday	8:50 AM - 6:10 PM (09:00 AM - 06:00 PM)	1	0	8.3	
3	Friday	8:45 AM - 6:15 PM (09:00 AM - 06:00 PM)	1	0	8.5	
6	Monday	9:00 AM - 6:25 PM (09:00 AM - 06:00 PM)	1	0	8.4	
30	Thursday	8:50 AM - 6:10 PM (09:00 AM - 06:00 PM)	1	0	8.3	
		Total:	23	0	198.4	Normal:198.4 OT:0

Monthly Summary

Total Working Hours: 198.4

Average Working Hours Per Day: 8.3

Monitor employee attendance, punctuality and overtime.