



AdaptiveHRIS

V2.0

**A World Class
HR and Payroll Solution**

WHY CHOOSE ADAPTIVE HRIS?



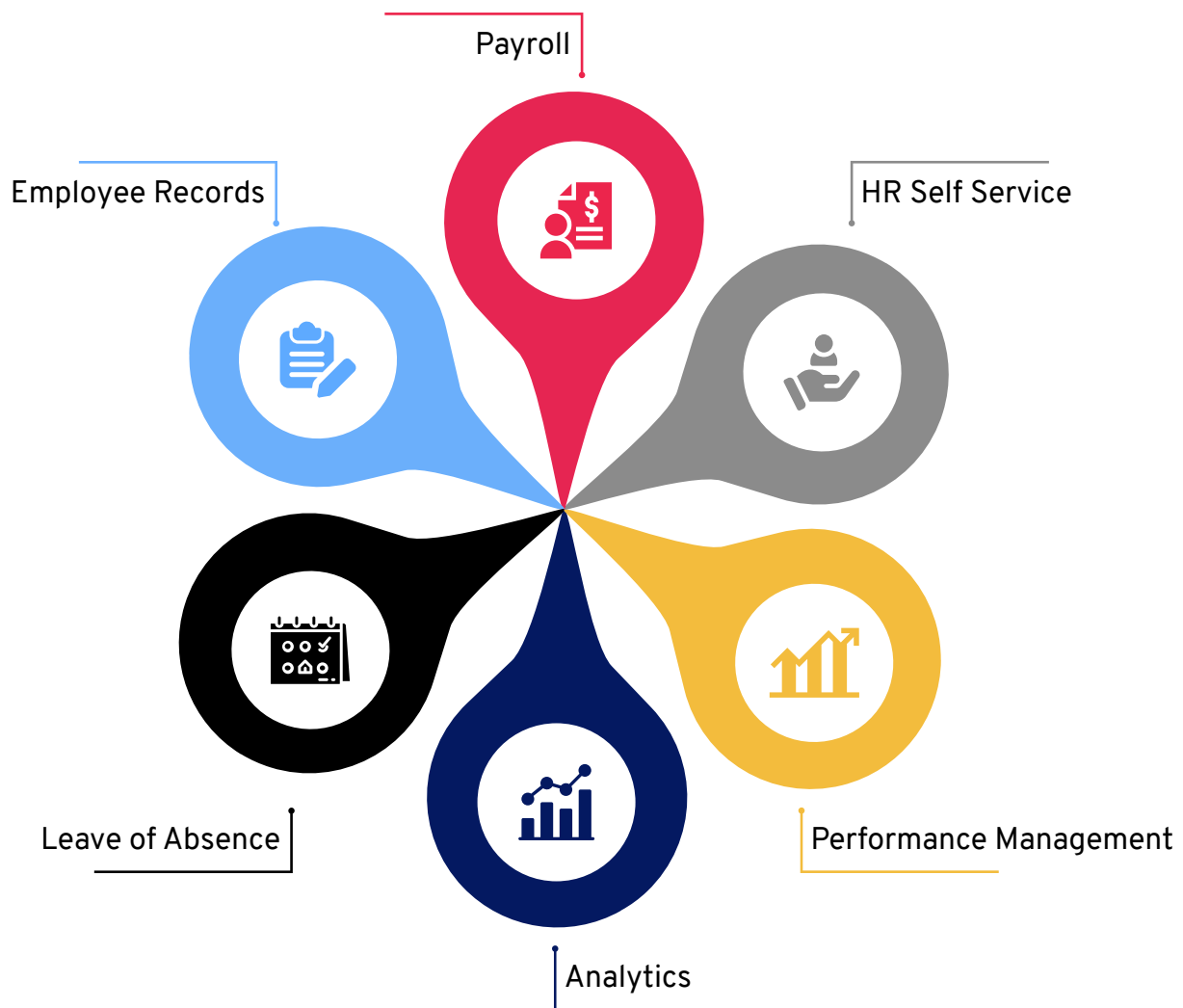
Adaptive HRIS is a locally made HR and Payroll system built to world class standards of quality and technology. Here are a few reasons why your choice of HRIS would be the best one:

1. Africa's leading telecoms have been trusting us for their HR technology for the past seven years running
2. This solution is made 100% by African's, thus you will not be left hanging nor have to fly in technicians to resolve issues whilst your business suffers.
3. As a home-made solution, all our local laws, conventions and regulations have been baked in. Thus, compliance comes in the box.
4. You get best practice HR technology that you can easily customize to suit your unique way of work.
5. Our software development processes have quality assurance and control integrated in. This means you can be rest assured of the accuracy, performance and reliability of Adaptive HRIS.
6. Our solution has been reliably serving broad base of customers in diverse industries ranging from banking through manufacturing to information communications technology.

These and many more are why your decision to consider Adaptive HRIS for your business is a smart one

FEATURES

ADAPTIVE HRIS solution enables you to decisively meet and respond to HR management challenges. With integrated payroll, benefits, employee self-service, documents sharing, ticketing and analytics capabilities; Adaptive HRIS helps you to maximize every cent you invest in employees.



01

PAYROLL

Best practice, best fit for our environment.



ACCURACY

With Adaptive HRIS, you have the peace of mind that payroll calculations are 100% accurate. Our development processes have quality assurance and control built right in.

TRUSTWORTHY

It's Fast

With Adaptive HRIS, you have the peace of mind that payroll calculations are 100% accurate. Our development processes have quality assurance and control built right in.

It's Reliable

With Adaptive HRIS, you have the peace of mind that payroll calculations are 100% accurate. Our development processes have quality assurance and control built right in.

It's Secure

With Adaptive HRIS, you have the peace of mind that payroll calculations are 100% accurate. Our development processes have quality assurance and control built right in.

02

EMPLOYEE RECORDS

Secure repository for your people data and documents.



Empower — Validate — Integrate

Your employees to load
their supporting
documents and data

Get notified of updates
and approve before
they are added to
employee records

Link your people data
to payroll, performance,
promotions and HR
functions

Find

Any record or
document at blazing
speeds

Export

Your selected data into
standard formats for
your reports and other
applications

Protect

Your people data
through role-based
access control policies

Recover

Your data when you
need it from
automatically run back
up processes

A photograph of two young women sitting together and looking at a laptop. The woman on the left is wearing a black and white striped shirt, and the woman on the right is wearing a camouflage baseball cap and a red jacket. The image has a blue tint and a red banner at the bottom containing white text.

**HRIS EMPOWERS YOU TO
EFFECTIVELY PARTNER BUSINESS
FOR SUCCESS**

03

HR SELF SERVICE

Eliminate barriers to effective HR service delivery.

01

Leave of Absence

Employees could plan and request leaves with line and HR approval thereafter.

02

Performance

Employees plan their performance contracts and appraisals with line manager and HR.

03

Employee Records

Your staff can load diploma's, next of kin and more for your approval and integration.

04

Payslips

Let your employees download their own pay slips securely and conveniently.

05

Service Desk

Empower your employees to raise HR support and service requests for HR attention

06

Locate

Your team can find people and documents they need for efficient work.

04

LEAVE OF ABSENCE

Flexibly track employee leave of absence with integrated notifications

Effective Leave Planning

Employees work with their line managers and HR to plan out their leave days taking into account their team's

Integrated Notifications

Notifications by email, portal and message when leave plans and requests require attention from employees, line and HR



**Let your HRM catchup
With the '*new normal*'
using Adaptive HRIS**

05

PERFORMANCE MANAGEMENT

Plan, track and appraise effectively

01 Contracting

Employees work with their line to set their performance goals

02 Monitoring

Continuous appraisal of employees against their agreed contract with corrections for performance gaps

03 Appraisal

Final appraisal of employee against agreed contract

04 Performance Improvement

Performance gaps addressed with PIP initiatives from line and HR

06

ANALYTICS & DASHBOARDS

Gain business insights from your people data



01

Gain nuggets of insight from your HR and payroll data.

02

High utility dashboards, charts and reports to power your HR business intelligence.

03

Adaptive HRIS could be integrated seamlessly into your other data warehouse and business intelligence platforms.

04

Customize our reports at a few clicks of the button and export or print for your convenience.

SCREENSHOTS

2021, Mar x Employee Richmond , Amponsah

1 / 1

ACS
IT'S POSSIBLE

Prodtest
Accra P. O. BOX MD 1940, MADINA
024444444 | info@acsghana.com

Payslip

Employee Name:	Amponsah, Richmond	Employee ID:	EMPST10005
Job Title:	Administration Manager	Level:	Level 3
Category:	Permanent Fulltime Employee		
Bank Name	Calbank	Annual Salary:	¢60,000.00
Bank Branch	Sarkumono	Social Security #:	SN92829292
Bank Account #:	029202293839		

Earnings			Deductions	
DESCRIPTION	Taxable ?	Amount	DESCRIPTION	Amount
Basic Salary	True	¢5,000.00	Utility Dues	¢50.00
Health Allowance	True	¢50.00	SSNIT Tier-1 (Employee)	¢275.00
Car Allowance	True	¢200.00	Staff Wedding deduction (Onetime)	¢50.00
TOTAL		¢5,250.00	PAYE Tax	¢812.00
			TOTAL	¢1,187.00

Employer Pension Contribution	Loans and Advances
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Employee Payslip

Pay Calendar 2021, Mar Department

1 / 1

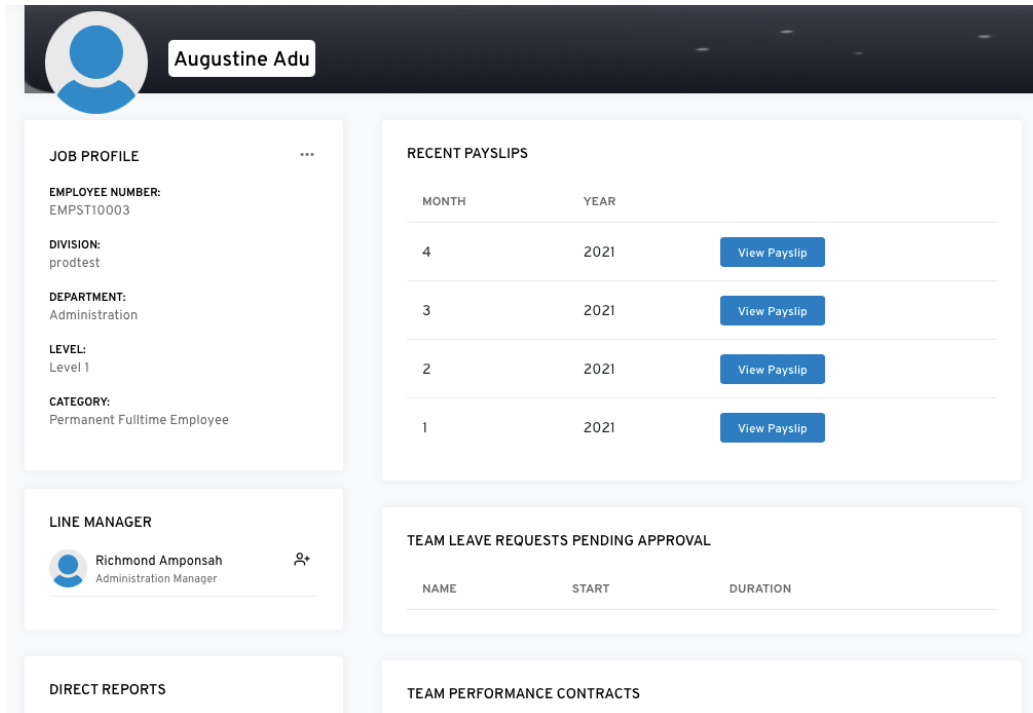
ACS
IT'S POSSIBLE

Payroll Register for 2021, March

#	Staff #	Staff Name	Basic Salary	Bank Name	Bank Branch
1	EMPST10011	Abdul-Shahid, Mohammed	¢4,200.00	GCB	Kasoa
2	EMPST10004	Acheampong, Seth	¢2,200.00	Absa Bank	East Legon
3	EMPST10003	Adu, Augustine	¢2,100.00	Consolidated Bank Ghana	Darkuman
4	EMP000001	Adusah, Sandra	¢2,500.00	Universal Merchant Bank	Dansoman
5	EMPST10005	Amponsah, Richmond	¢5,000.00	Calbank	Sarkumono
6	EMPST10008	ANTWI, Floxy	¢4,300.00	CBG	Madina
7	EMPST10006	Badu, Agnes	¢3,500.00	UMB	Kanda
8	EMPST10007	DONKOR, FRANCIS	¢2,500.00	GCB	Osu
9	EMPST10010	ENU, GODWIN	¢3,200.00	GCB	Dansoman

Employee Payroll Register

SCREENSHOTS



The dashboard for Augustine Adu displays personal and team information. The top header shows the user's profile and name. The main content area is divided into several sections: Job Profile, Recent Payslips, Line Manager, Team Leave Requests Pending Approval, Direct Reports, and Team Performance Contracts.

JOB PROFILE

EMPLOYEE NUMBER: EMPST10003

DIVISION: prodtest

DEPARTMENT: Administration

LEVEL: Level 1

CATEGORY: Permanent Fulltime Employee

RECENT PAYSIPS

MONTH	YEAR	
4	2021	View Payslip
3	2021	View Payslip
2	2021	View Payslip
1	2021	View Payslip

LINE MANAGER

Richmond Amponsah
Administration Manager

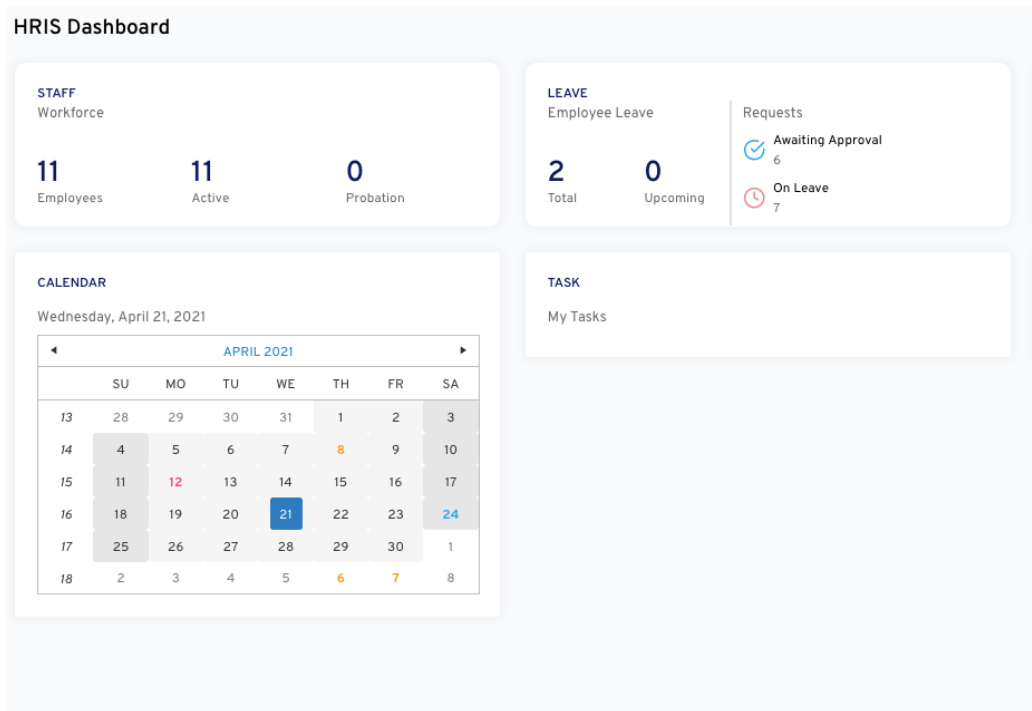
TEAM LEAVE REQUESTS PENDING APPROVAL

NAME	START	DURATION
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DIRECT REPORTS

TEAM PERFORMANCE CONTRACTS

Self Service Home Screen Dashboard



The Admin Home Screen Dashboard provides an overview of HRIS data. It includes sections for Staff Workforce, Leave, Calendar, and Task.

STAFF Workforce

11 Employees, 11 Active, 0 Probation

LEAVE Employee Leave

2 Total, 0 Upcoming

Requests

- Awaiting Approval: 6
- On Leave: 7

CALENDAR

Wednesday, April 21, 2021

	SU	MO	TU	WE	TH	FR	SA
13	28	29	30	31	1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	1
18	2	3	4	5	6	7	8

TASK

My Tasks

Admin Home Screen Dashboard

SCREENSHOTS

Payroll Administrator Dashboard

PAY CALENDARS

MONTH	YEAR	
April	2021	View Payroll
March	2021	View Payroll
February	2021	View Payroll

PENSIONS

PENSION TYPE	EMPLOYER AMOUNT
SSNIT Tier-2	5.00
SSNIT Tier-1	8.50

DEDUCTIONS

DEDUCTION TYPE	EMPLOYEES
Group Dues	1
Utility Dues	2
Welfare	7

ALLOWANCES

ALLOWANCE TYPE	EMPLOYEES
Car Allowance	5
Clothing Allowance	6
Electricity Allowance	2

Payroll Admin Dashboard

Employee Number
EMP000001

First Name
Sandra

Last Name
Adusah

Middle Names

Date of Birth
02-Apr-2003

Gender
☐ Male ☒ Female

Marital Status
Single

Remuneration Details

Allowances

Deductions

Benefits_in_kind

One Time Deductions

Tax Reliefs

Pensions

S.S Number
SN1028202

TIN Number
P0223223

Account Number
103938332092

Bank Name
Universal Merchant Bank

Bank Branch Name
Dansoman

Currency
Ghanaian Cedis

Remuneration Type
Monthly Salary

Basic Salary
2,500.00

Hourly Rate
0.00

Weekend Overtime rate
0.00

Week Day Overtime Rate
0.00

Holiday Overtime Rate
0.00

Employee Pay Data Editing

SCREENSHOTS

People Search here ...

Employee Appraisal Scoring

Employee Number	EMPST10003	Employee Name	Augustine Adu
Appraiser Number	EMPST10005	Appraiser Name	Richmond Amponsah

Appraisal Period	Select an Appraisal period	Total Income	0.00
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Description	Data Type	Target Measure	Weighting	TargetIncome	Actual Measure	Actual Income
Preparing and issuing offer letters	Boolean	No	25	250.00	No	0.00
Printing and completing of loan forms for credit committee	Numeric	50	25	500.00	50.00	0.00
Ensure that minimum target is achieved	Numeric	60	15	500.00	0	0.00
WEEKLY UPDATING OF MONITORING SHEET FOR GROUP LOAN	Boolean	No	25	600.00	No	0.00
Deposit target	Boolean	No	10	200.00	No	0.00

1

Continuous Appraisal Scoring

2021, Mar View Report for this month

1 / 1

ACS
IT'S POSSIBLE

Name of Establishment:		Prodtest				
S/N	SS No.	Worker Name	BASIC	First Tiers	Second Tiers	Total
1	SN229202	Abdul-Shahid, Mohammed	₺4,200.00	₺588.00	₺210.00	₺798.00
2	SN920019	Acheampong, Seth	₺2,200.00	₺308.00	₺110.00	₺418.00
3	SN22211123	Adu, Augustine	₺2,100.00	₺294.00	₺105.00	₺399.00
4	SN1028202	Adusah, Sandra	₺2,500.00	₺350.00	₺125.00	₺475.00
5	SN92829292	Amponsah, Richmond	₺5,000.00	₺700.00	₺250.00	₺950.00
6	SN93390393	ANTWI, Floxy	₺4,300.00	₺602.00	₺215.00	₺817.00
7	SN4272622	Badu, Agnes	₺3,500.00	₺490.00	₺175.00	₺665.00
8	SN9228292	DONKOR, FRANCIS	₺2,500.00	₺350.00	₺125.00	₺475.00
9	SN0384494	ENU, GODWIN	₺3,200.00	₺448.00	₺160.00	₺608.00
10	SN9383847	Owusu, JAMES	₺2,900.00	₺406.00	₺145.00	₺551.00

Social Security Fund Report

A photograph of two Black women with curly hair sitting at a wooden table in an office. The woman on the left is wearing a black long-sleeved shirt with a gold 'KAPPA' logo and is smiling broadly. The woman on the right is wearing a blue polka-dot blazer and is also smiling. In the background, there is a grey cabinet with some bottles on it. A white text box with a red top border is overlaid on the bottom right of the image.

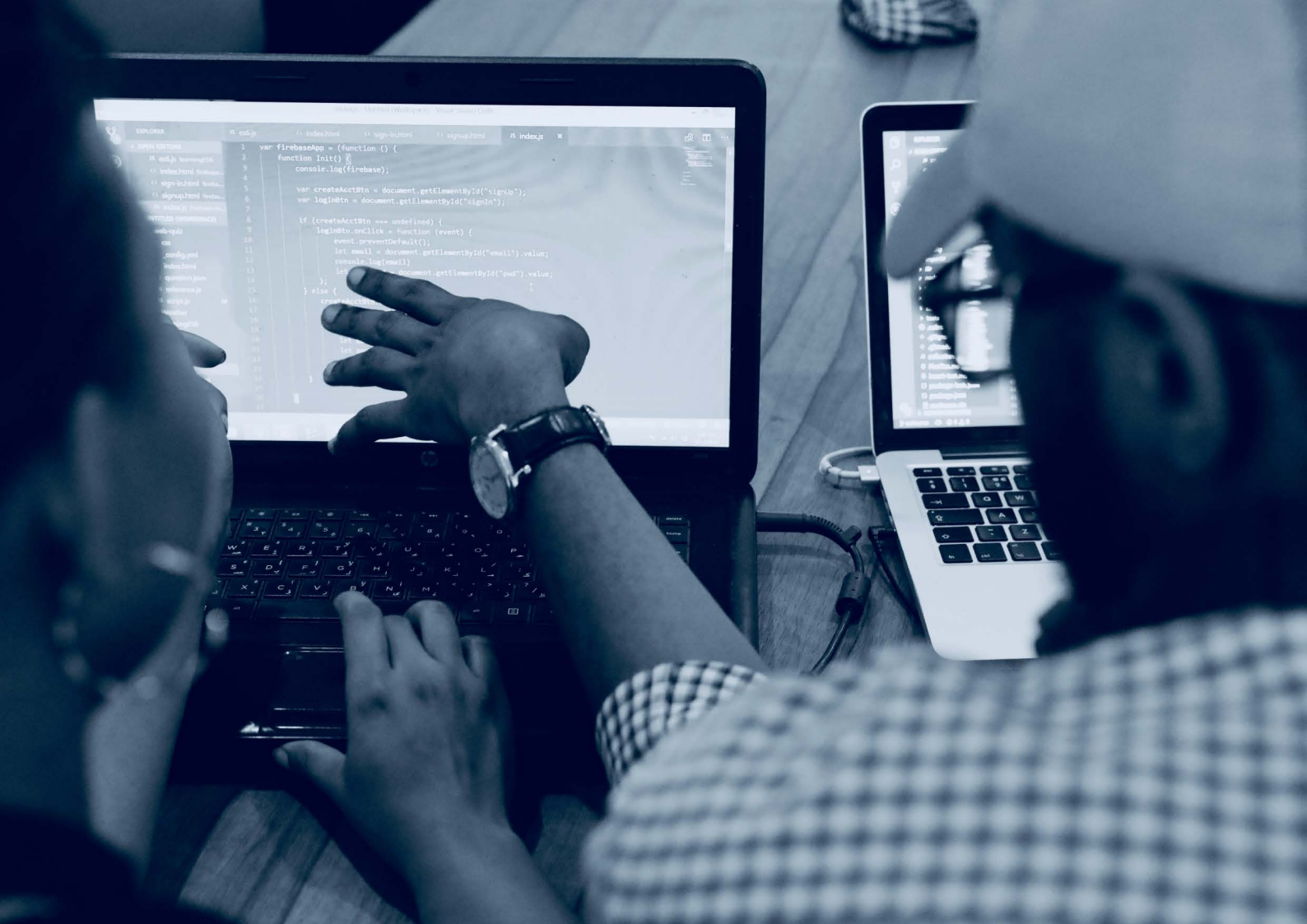
THE ADAPTIVEHRIS TEAM

The Adaptive HRIS Project is supported by high calibre team of professionals drawn from the best pool in the requisite disciplines.

**WITH HRIS
YOUR EMPLOYEE
DATA IS SECURED**

NOTABLE CLIENTS WE WORK WITH





📍 FOURTH ST. K. ASANTE AVENUE, WEST LEGON, ACCRA.

☎️ +233 303 937 079

🌐 <https://www.acsghana.com>

✉️ info@acsghana.com

☎️ +233 543 036 073

