



HR Focus: Functionality

What is HR Focus?

HR Focus is a cloud-based HR suite that simplifies the process of managing your human resources with a modular software solution that can be accessed from anywhere.

Reduce time spent on HR tasks, get detailed analytics, and provide access to a wide range of HR and payroll functions to staff and management.

Choose from 8 modules:

HR Focus Core, My Focus Core, Payroll Focus, Career Focus, Employee Relations, Learning Management, Performance Management, and Talent Management.

HR Focus Core:

- Lookup Management
- Organisational Setup
- Employee Master Record Administration
- Employment Equity Setup
- Leave Management
- Notifications
- Automatic Updates
- Career Focus Integration
- Payroll Focus Integration
- Security Management
- Web API's (Engine)

Payroll Focus:

- Bank Disk Generation
- Formula Configuration
- General Ledger Files
- HR Focus Integration Management (Payroll Auth)
- Loan Administration
- Payroll Processing
- (Transactions)
- Report Portal (including Legislative Reporting)
- Third-Party Management (including Bank Disks and Garnishees)

My Focus Core:

- Advertisements and News
- Campaigns
- Claims
- Dashboards
- Document Management

Employee Self Service (ESS)

- Leave Applications
- My Learning
- Payslips
- Performance Reviews (Self Review)
- Personal Details
- Staff Requisition
- Online Claims
- Benefits
- HR Service Desk

Manager Self Service (MSS)

- Manager Dashboard
- Online Terminations
- Out of Office
- Performance Reviews
- Staff Requisitions

Workflow Approval Online Questionnaires

- Report Portal
- Dashboard Reports
- Employment Equity Reporting

- Voting Polls
- Workflow Configuration

Career Focus:

- Applicant Management
- Corporate Identity Alignment
- Internal / External Job Board
- Recruitment Process Management
- Report Portal
- My Focus Integration

Employee Relations (Industrial Relations):

- Case Management
- Grievances
- Reporting
- SLA Management

Learning Management:

- Online Learning
- Certificates
- Hierarchy Administration
- Planning
- Scheduling
- Suppliers and Training
- Venue Administration

Performance Management:

- Job Description
- Performance Contract
- Performance Development Plans
- Reporting
- Review Management

Talent Management

About Us

HR Focus is a proudly South African company that delivers HR solutions tailored to the local market. Founded in 1997 and with more than 20 years of experience in the South African IT sector, we are pleased to work with Tarsus On Demand to drive further adoption of our key brands HR Focus, Payroll Focus, and Career Focus to meet local human capital management requirements.

For more information, please visit www.hr-focus.com