HR Manager™

A One-Stop HR Software Solution for the Cayman Islands

"…an easy to use HRM and Payroll solution suitable for businesses of all sizes…"

HR Manager (HRM)

For large or growing businesses, managing HR processes, personnel records and day-to-day staff administration can become a burdensome and time-consuming task. HRM is a software application that has been developed as a management tool to streamline the HR function. It centralises all personnel activities into a fully integrated system, including core HR functions such as payroll and employee data, as well as workforce management functions such as attendance tracking and holiday requests, and strategic HR functions such as training and performance reviews.

The software was originally developed in the Cayman Islands where it has become the leading HR application, with users representing a broad spectrum of business sectors.

However, the system is designed to be wholly adaptable to both the statutory requirements of an individual jurisdiction as well as to the specific needs of a particular organisation. The application delivers many benefits to users and streamlines HR processes on a secure, robust platform.

HRM's core functions

● Employee records

Each new employee is added to the system by following a simple four-step process. The system stores all personal information, tracks job history, training records and any disciplinary procedures all or which can be accessed easily and quickly via the application's intuitive navigation.

● Payroll

HRM provides an extremely easy-to-use payroll system designed to help eliminate the significant amount of clerical work involved in payroll management. The payroll process is divided into 6 easy steps. Employees can be paid in their local currency; statutory and other deductions, additional payments such as overtime or annual bonuses, and any other payment adjustments are automatically calculated and recorded on the employee's pay slip. The system can also accommodate pay calculations for those paid on an hourly basis.

Pension and health settings can be defined per jurisdiction and allows for a lot of flexibility to conform to local labour laws.

Support for multiple banks and pay-split options and direct deposit formats include EDI formats like ACH for quick and automated transfer of funds to employee's bank accounts.

BLUE BISON **HRM**

● Multiple Jurisdictions and Currencies

Now, you can manage employees in multiple jurisdictions, each with its own settings. Also, included is support for up to two pegged currencies per jurisdiction. The jurisdictions can also be linked to Divisions and Departments for easy grouping of employees spread out geographically with different rules in each jurisdiction.

● Holidays and attendance

HRM records all absences of each individual employee. Absences can be categorised according to an individual business' needs (holiday; sickness; paid leave) and can follow any regulatory or legal requirements of the local employment regime.

With the touch of a button absence schedules can be accessed and printed either for the entire company, for a specific department, or just for an individual employee. The easy-to-read reports are an essential tool in coordinating absences and in ensuring adequate staff coverage at all times. This also eliminates bad record keeping and minimises inaccuracies intrinsic to any manual system.

● Holiday requests

The HRM holiday request module provides an efficient, automated, and flexible workflow system for all holiday requests and approval processes, which allow for single or multiple levels of approval, prompt application reminders, and support email notifications.

● Employee self-service

The employee self-service module allows employees to view and update relevant personal information themselves. This functionality can help to reduce the administrative burden of processing routine requests and includes the ability for employees to view historic pay information, holiday balances, and to submit holiday requests.

● Critical Reminders

HRM provides advance notification of expiration dates of key documentation. These may include work permits, drivers' licences and passports. Reminders can be scheduled to prompt an individual employee, a line manager or the HR department depending on individual need.

● Reports

A large variety of reports covering Employee Profile, Payroll Settings, Payroll Review & Summary, Inventory are available out of the box, Custom reports can also be easily included as per your requirements.

● Electronic Document and Work Permit Forms

Easily create and produce with a click of button, standard and frequently used company document templates like bank reference letters, release letters etc. within the application. HRM also supports frequently used Cayman-based Work-permit forms like Business Staffing Plan Renewal and Work Permit Renewal under BSP.

● Track Employee Immigration Status

Designed around the offshore jurisdiction market with a large percentage of expatriate employees, HRM makes it easy to keep on top of immigration renewals and new applications.

Key benefits at a glance

- One fully-integrated system for the entire HR function
- Improved efficiencies across all personnel management activities
- Modern Web-based technology – HR users just need a web-browser
- Employee Self-Service
- Support for multiple Jurisdictions
- Support for multiple Currencies
- Intuitive interface makes it easy to get up and running quickly and our support team keeps you going
- Customisable to an individual organisation's requirements
- Meet the demands for compliance reporting related to the Cayman Islands Department of Labour and Pensions
- Local on-Island support team
- Join the many organisations in Cayman using Blue Bison to manage more than 3,500 employees every month