SENTINEL
TECH

SENTEC EMS PROPOSAL
(Employee Management System & Payroll)

SYSTEM SCOPE

SENTEC EMS
Management

The EMS Management Application is used by the HR department to manage employee contracting and profiles, payroll calculations and reports, leave management, attendance records, work scheduling, and recruitment management.

SENTEC EMS
Employee

The EMS Employee Application is used by all the staff to record their attendances, submit leave applications, check their salary slip and tax reports, se their working schedule, employment history, contract status, etc.

SENTINEL
TECH

Leveraging 25 years of expertise in hospitality, **Sentinel Tech** is your trusted partner in the intricate world of technology solutions. With a keen focus on enhancing hotel operations, we demystify the process of selecting, implementing, and managing state-of-the-art tech offerings.

Our commitment is to deliver tailored, dependable, and cost-effective technology solutions, transforming challenges in opportunities, and shaping the future of your business. Dive into a seamless Property Management System experience with Sentinel Tech, where we turn complexity into simplicity.

ISO 9001 : 2015

ISO 9001 2015
CERTIFIED

Sentec Solution

- Experience the ease with our **100% web-based platform-no installation needed!**
- Enjoy the intuitive and visually appealing User Interface & User Experience (UI/UX) design.
- Access your system effortlessly **from any device, anywhere you go.**
- Say goodbye to Capex - **no upfront payment** required, opt for convenient monthly payments!
- **Optimize operational efficiency,** not only diminishes the reliance on high-salary, experienced personnel but also reduces the overall staff requirement, thereby enhancing profitability.
- Seamlessly operate your property's employment management with integrated **integrated payroll system and finance module**

Sentec EMS

Sentec EMS is the product of hospitality-based HR experts who have a deep understanding of the industry's needs and challenges. It is designed to provide you with a seamless and efficient employment management that leverages the latest technology. With Sentec EMS you can seamlessly manage your employee, payroll report, work scheduling and attendance system, leave management, and recruitment system.

We recognize some countries and even some province or states may have a different policy related to employee management and especially payroll calculation and tax that is slightly different from another. Sentec EMS is a generic system that can easily adjust to those differences without having to make changes in the system code. All adjustment can be made on the user UI level.

SENTEC EMS
Management

## 01 Employee Profile and Contract Management

Effortlessly record and store profiles of all potential candidates even before they're hired. Their information remains available in our database for any future vacancies.

Customize employee profiles with additional fields tailored to your specific requirements, enhancing the information you collect and manage.

Securely manage employment contracts and benefits with our encrypted database. Your data is protected from unauthorized access, including by the Sentinel Tech team.

Keep your employee contract history safe and secure with our system, perfect for chain hospitality groups looking to maintain a comprehensive employee database, even with high turnover rates. Ensure future employment opportunities are seamless with our reliable and efficient record-keeping feature.
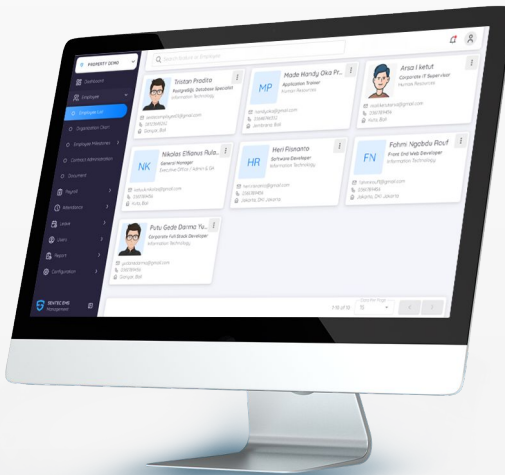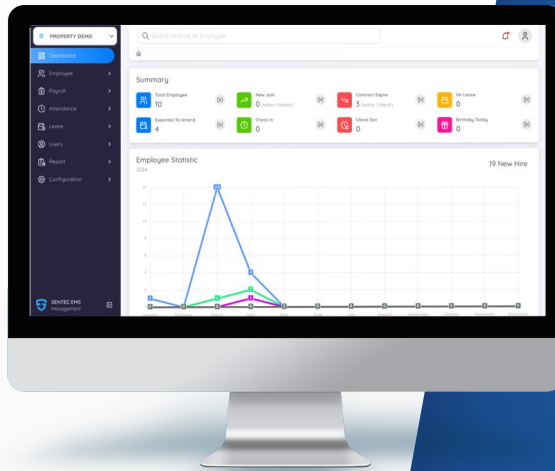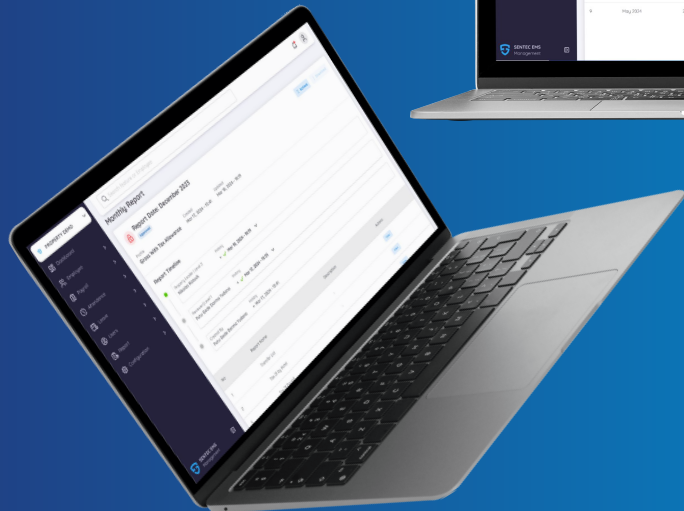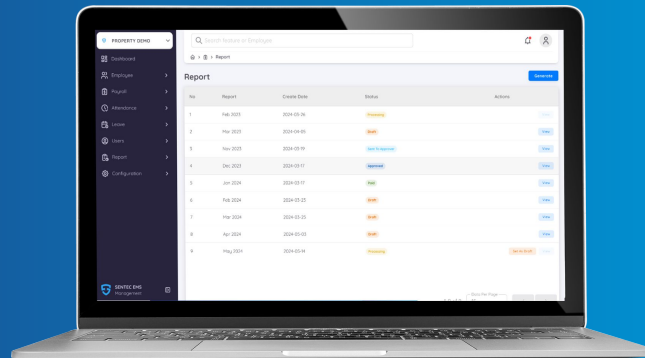
02 Payroll Calculation and Report

Generic payroll calculation formula with easy setup. Allows you to adjust the calculation to your requirement.

Payroll tax calculation based on the latest government regulation. Generates payroll tax calculation easily with digital approvals.

Annual tax report generating for both personal and company. The report is already using the standardized government template.

Can be integrated with payment gateway or banking system to provide a smooth payroll transfer.

Payroll calculation calculator to simulate the "take home pay"

03 Attendance & Work Scheduling

Managing the staff attendance record and realtime report that allows you to see daily view of your staff attendance status.

Allows you to create multiple type of working schedule with generic working schedule type. You may have multiple type of regular hours working and multiple shift schedule that can be added or adjusted anytime.

Allows you to determine multiple working sites and even tracks your staff who work on the road, work from home, or work in multiple office sites.

Allows you to determine the GPS area where the staff can record their attendance so they don't have to queue for the attendance machine during rush hours.

Allows the HR department or the staff HODs to record their staff attendance if there is something wrong with their devices.
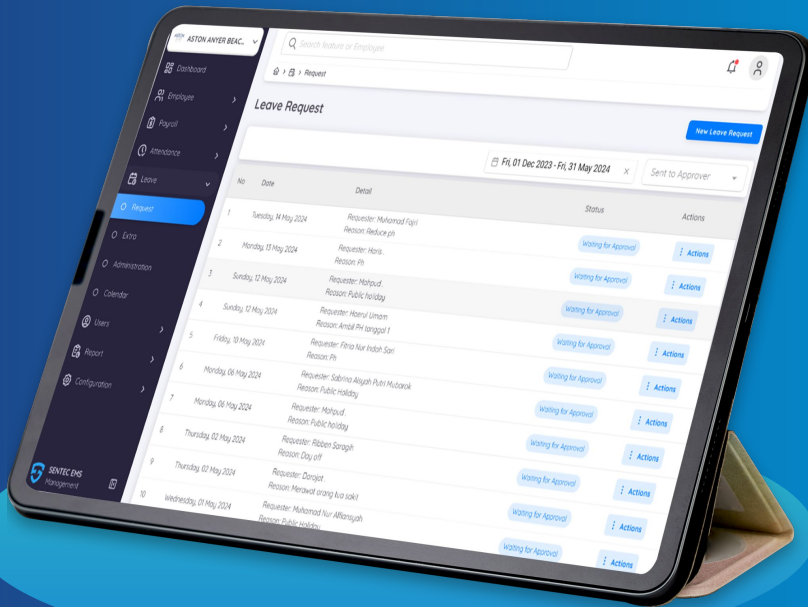
04 Leave Management

Generic Leave System that allows you to have multiple leave type and set up the automatic leave entitlement for each type based on regulation. The system also allows you to make changes in the future should there is any changes with the regulation.

Track and report all of the leave requests, approvals, and logs.

Provides you with a leave calendar that shows the leave schedules of all the staff.
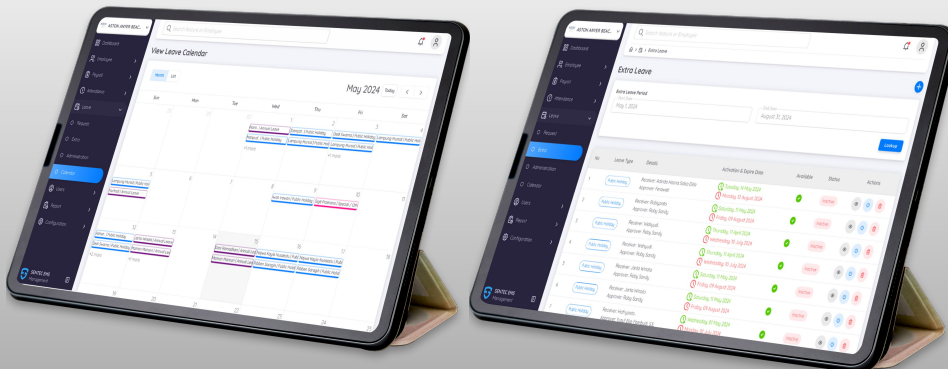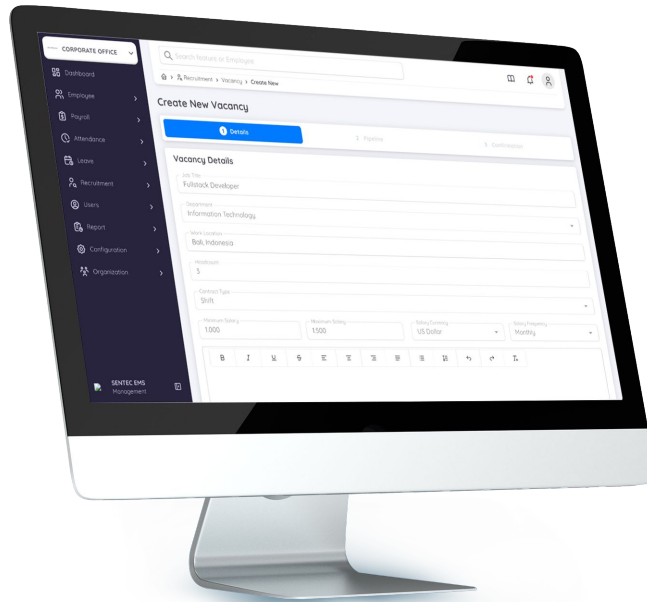
05 Recruitment

Recruitment module allows you to create and publish your vacancy on the group wide level or publicly.

This module provide a kanban cards system to give you a full overview on the candidates and where they are in the recruitment process flow.

The module also provides you a centralized database of all of the applicants who have applied to any position in the hotel level or in the group/chain wide level. So depending on your access level, you can see all of the applicants data.

All applicants will have access to their profile all the time and is able to update it continuously. They can subscribe to a notification should a suitable positions are available for them. And you as the HR manager can also be notified if some talent become available.

The system can also provides you with an analytical reports of the applicants and recruitment process.

SENTEC EMS
Employee
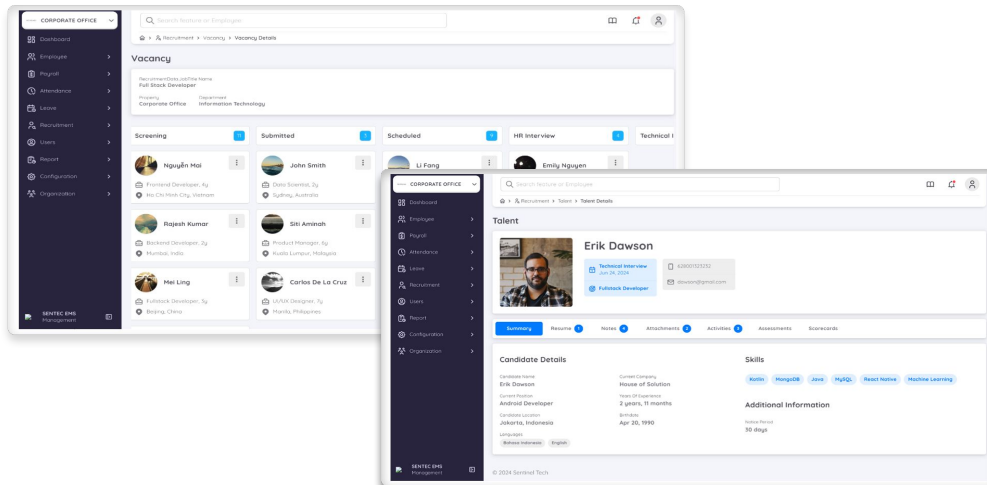
The system is a mobile web application that allows the employee to use it using any mobile phone with any browser.

Allows the employee to record their attendance using their mobile phone. The system will record both the GPS and photo proof of their attendance at the hotel.

Allows the employee to see their working schedule as set by their superior and also allows them to request for shift changing.

Allows the employee to submit their leave applications, with all necessary information and attached documents for reference.

The system allows the employee to receive their salary slip automatically and review the payroll calculation. This would be a great way to maintain transparency with the staff.

Once employees register in our system, they gain unlimited access to their profile and the ability to apply for any vacancies, no matter their current employment status. This seamless experience empowers them to advance their careers and seize new opportunities at any time, making our platform the ultimate choice for career growth and development.

Quotation

Jakarta, 27 Juni 2024

To   :

Subject   : Sentec PMS Quotation

Dear Sir/Madam,

As per your inquiry regarding to sentecPMS, herewith we are pleased to submit our quotation with the following details:

Product   **:** SentecPMS
Price   **:** 1.8% * Total Revenue
Discount   **:** … %
Total   **:** … %

-Total revenue will be vary.
-The minimum monthly base fee is _____

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ALL IN ONE PLACE

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Contact Us

www.sentineltech.com
Sales@SentinelTech.com