

<b>Employee profile management</b> Demographic profiles and detailed personal information  262		<b>Days off</b> Schedule and manage annual leave  19		<b>Annual leave</b>		<b>Calculate statutory leave</b>	
<b>Add employees</b>		<b>Resignations</b>		<b>Calculate Statutory leave</b>  529		<b>Time off in lieu</b>	
<b>Medical Card renewal</b>		<b>Wages/Social Insurance</b>		<b>Insurance/Wage costs</b>		<b>Job descriptions</b>	
<b>Change of information</b>		<b>Data analysis</b>		<b>Text Editor</b>		<b>Organizational charts</b>  282	

# Comprehensive Talent & Human Resource Management

[www.surehcs.com.vn](http://www.surehcs.com.vn)

<b>Attendance management system</b>		<b>Late arrival and early exit rules</b>		<b>Overtime registration rule</b>		<b>Shift assignment Shift rotation</b>	
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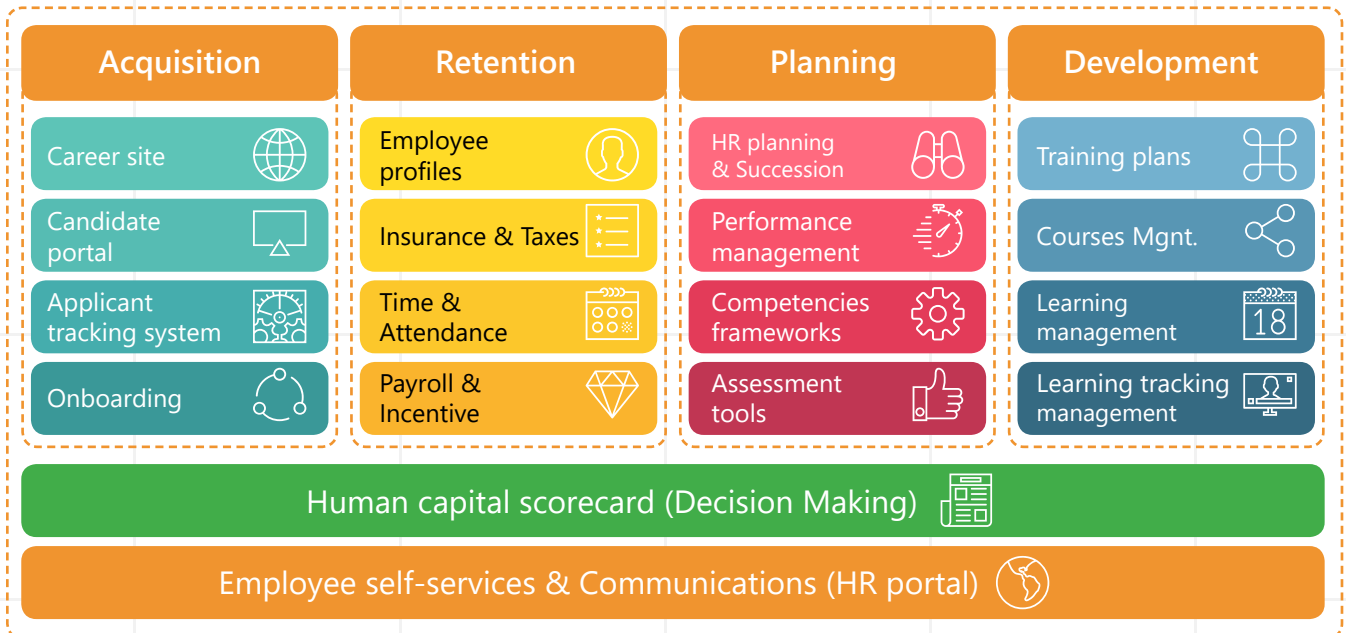
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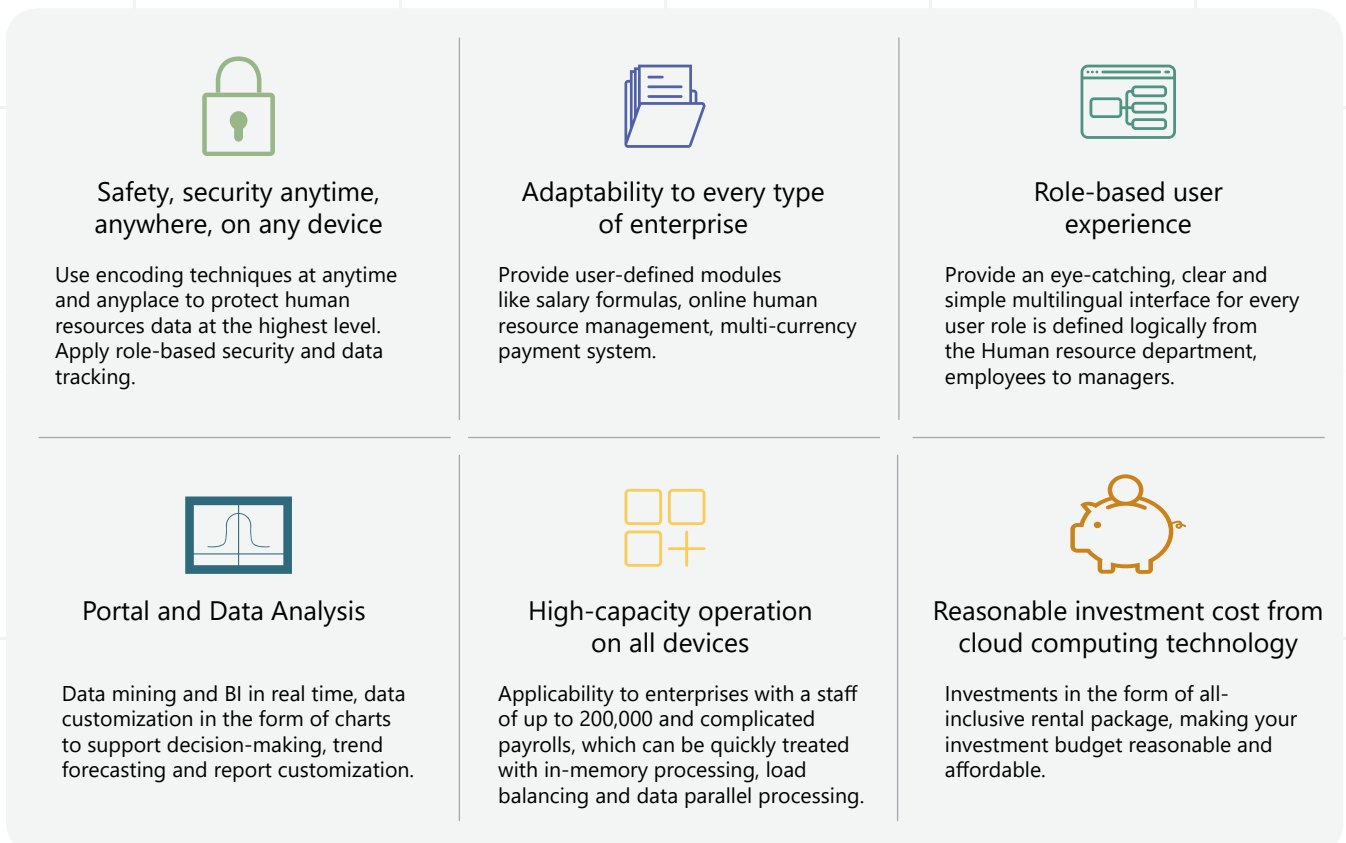
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With more than eighteen years' development and over 1000 customers, Lac Viet Computing Corporation has been continuously improving its **SureHCS (Human Capital Solution)** to transform it into the "right-hand man" of all the organizations that are willing to attract, manage and develop talent.

## COMPREHENSIVE TALENT & HUMAN RESOURCE MANAGEMENT



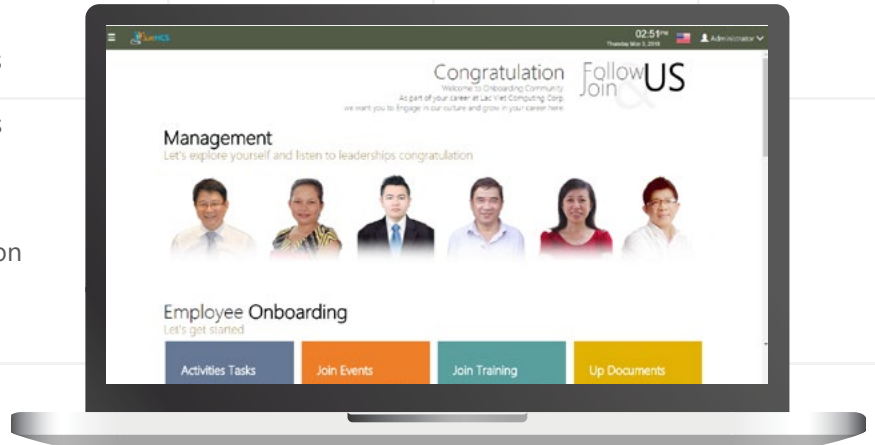
## Preeminent Technology



# 1 | Talent Acquisition

## TALENT SEARCH, ATTRACTION AND RECRUITMENT

SureHCS TA (Talent Acquisition) includes Comprehensive recruitment processes with the most modern tool for recruiters to implement Talent attraction and recruitment strategies proactively in a shortest time while promoting the "Recruitment" trade mark continuously on the human resources market.



### Career site

- Popularize your corporate culture, employee compensation policy and help candidates to understand your recruitment policy.
- Your enterprise and candidates can find similarities in "Corporate culture", which is key to sustainable talent attraction.
- This is not only a career site but also a site where you tell future human capital builders about your enterprise in the liveliest manner.



### Candidate portal

- Build an online bridge between candidates and recruiters by making it possible to monitor recruitment step by step, confirm interview appointments, accept job offers, cancel job applications, create profiles ... with online tools.
- Increase candidate satisfaction as soon as they "meet" recruiters through the modern Candidate portal running on all devices and perfect "care" services: Job offer letters, birthday greetings ...



### Applicant tracking

- Help to search for suitable talent the most quickly from the data warehouse.
- Build an online bridge between the human resource department and managers by making it possible to update results, refer to candidate profiles, confirm interview appointments ... Accelerate talent attraction and recruitment.
- Monitor and assess recruitment thoroughly from start to finish through internal cooperation and cooperation between your enterprise and social networks.



### Onboarding

- Greetings to new members, stories told by colleagues, internal process instructions, lists of things to do ... constitute online "care" to help new employees integrate immediately.
- Promote new employees' attachment to your organization through a tripartite forum to bring together new employees, their colleagues and the human resource department, which is the key factor to assess whether recruitment is successful.

# 2 | Compensation & Benefit

## EMPLOYEE PROFILE MANAGEMENT & PAYMENT OF EMPLOYEE COMPENSATION

SureHCS includes complete HRM processes for every type of organization.



### Employee profiles

- Create organizational charts for your enterprise, regardless of how large it is.
- Provide over 40 types of employee information from their recruitment, integration, official employment to their resignation. You can access all this information by any criterion if need be.



### Insurance & PIT

- Monitor payment of employee insurance premiums thoroughly. Make payroll deductions, adjust insurance premiums and calculate insurance-related benefits automatically.
- Make temporary payment and finalize personal income tax flexibly.
- Integrate the PIT and insurance system according to the law as it stands (TS24, HTKK ...)



### Attendance management

- Establish a flexible attendance management policy. Calculate person-hours, cases of late arrival or early exit, overtime, working as a compensation and working nights automatically as required by law or company policy.
- This is automated by an online process from assigning shifts, changing shifts, taking some leave, working as a compensation, taking time off in lieu, clocking in and out to reading monthly time sheets.



### Salary and bonus calculations

- Users can proactively work out formulas for calculating salaries and bonuses in every type of enterprise.
- They can make multicurrency calculations for each source of income: Cash, multi-account payment, bookkeeping and creation of automatic pay slips.



# Talent Management

## TALENT MANAGEMENT

SureHCS™ is used to plan human resources, determine and develop talented people's performance and competency.



### Succession & workforce planning

- Help to design the system of job titles and job descriptions.
- Help to make annual human resource plans flexibly, do succession planning and evaluate resignation risks.



### Performance management

- Set Key Performance Indicators (KPI) and Work standards for each job title, depending on each department's long-term or short-term goals.
- Provide a tool for making online reports.



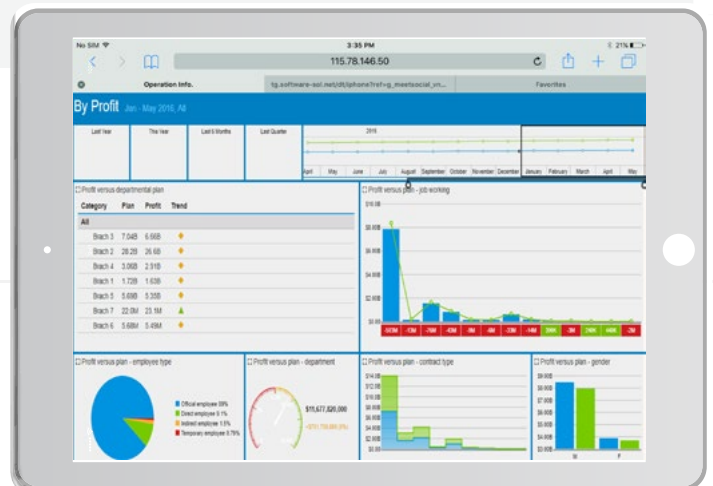
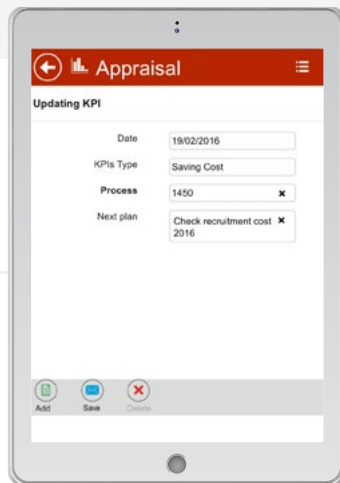
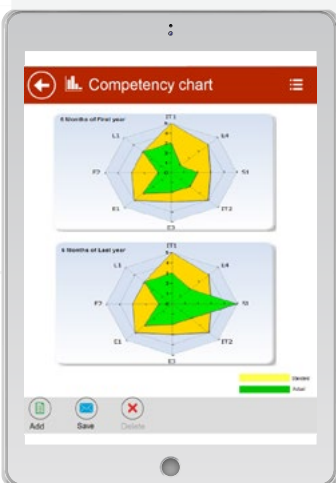
### Competency management

- Establish a competency framework for each job title and a matrix of job titles in order to orient personal career paths.
- Carry out a regular assessment of competency standards required by succession planning in order to orient competency development.



### Periodic assessment

- Help to design a suitable assessment process for your organization.
- Establish a suitable employee compensation policy after such assessments.
- Help to assess each employee's performance and competency online, thus reducing time and expense for such assessments.



# 4 | E-Learning Management

## E-LEARNING MANAGEMENT



### Training Plans

- Provide a tool for setting training standards for each job title.
- Automatically set training requirements after the assessment of competency standards required by current job titles, succession planning or personal career paths.
- Automatically set requirements for obtaining necessary certificates.
- Make annual training plans from training requirements.



### Training management

- Monitor each employee's test and training results as well as actual training costs and calculate compulsory post-training length of service automatically.
- Conduct online surveys to rate employee satisfaction and the effectiveness of training.
- Manage and assess the implementation of each employee's post-training goals to ensure the effectiveness of training.



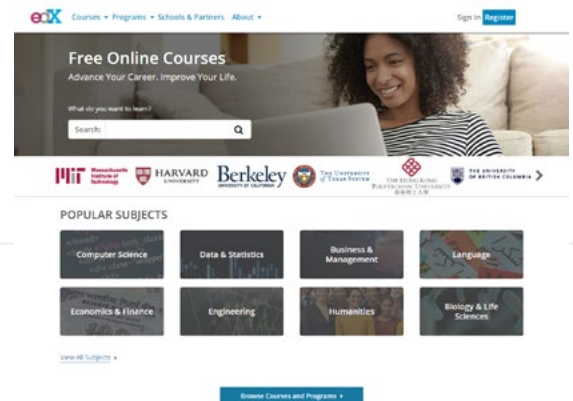
### Learning resource management

- Help trainers and the training department to manage course-related reference and training materials.
- Help to search for necessary learning resources to package files in line with SCORM standards.
- Manage course-related lesson plans and lectures.
- Create online materials for the staff to consult them when necessary and promote their readiness to acquire knowledge during competency development.



### Online Learning and Testing

- Offer and take online courses to increase interactivity, helping learners maximize the retention of knowledge they need to acquire.
- Provide a flexible tool for training in line with learners' needs, abilities and interests, thus improving their self-study.
- Provide a tool for creating, managing question banks and searching by category.
- Give online tests. Manage test results quickly and accurately.

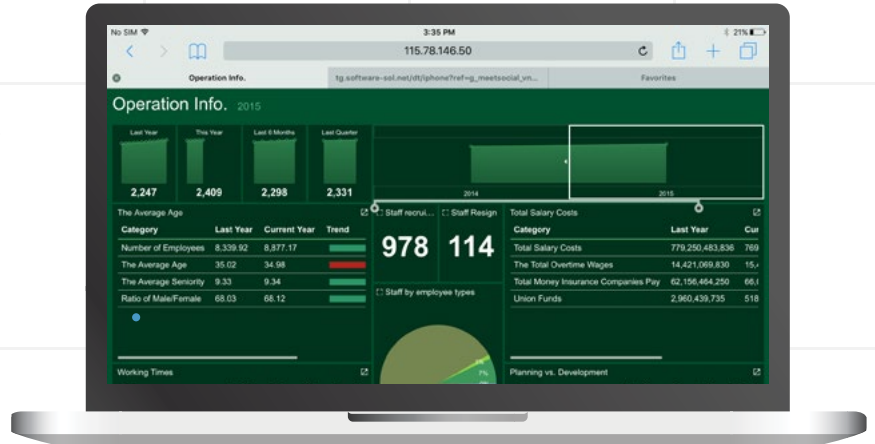




# People Insight & BI

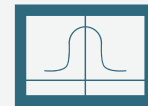
## HUMAN RESOURCE ANALYSIS

Data mining and BI in real time, data customization in the form of charts to aid decision-making, trend forecasting and report customization.



### Real Time Reporting

- Help managers to make decisions in a quick and timely manner. Reduce reporting burdens as well as related costs and resources.



### Multidirectional data mining

- Managers can customize statistical charts by analyzing and editing them at will in different directions.



# TYPICAL CUSTOMERS

## Garment and footwear industry



## Banking & Finance



## Building – Gas and oil industry



## Manufacturing



## Commerce – Services



## Healthcare



## Other customers



# What did customers say?



Our company is managing and processing large amounts of information on our people at work in 7 different locations throughout Vietnam. Accordingly, the use of management software is highly significant and necessary for us to reduce manual work and save time for everyone in our company. SureHCS is currently used in all our business activities. It has completely fulfilled our business requirements.

**Mrs. Trần Thị Thụy Vy - Human resource manager - Puratos Grand-Place Vietnam Ltd**



We value the features of SureHCS highly because they have properly fulfilled the business requirements of ACV. In addition, its implementation team worked very enthusiastically and effectively, so the project was accomplished very quickly. We could only entrust our most important data to an experienced partner that was Lac Viet. SureHCS has helped us to manage not only human resources in the whole system but also human capital in a timely and comprehensive manner. During the period of the project, its technical team helped us to overcome many difficulties by providing the best services enthusiastically. We are very pleased to work with Lac Viet Computing Corporation, especially with its SureHCS implementation team.

**Mr. Dương Tiến Dũng – Labor and wage department – ACV Corporation**