adeptHR

Our **Adept HR** software was designed by our professional Human Resources to meet the wide range of needs of human resource management departments of organizations. The software modules are intuitive and easy to use, hence eliminating the need for rigorous training before the users start using it.

Adept HR software is easy to set-up and maintain, and being a web based solution can be accessed from any location

Key Features

- **Human Resource Module –** Store the important personal details of every member of staff in your payroll, from the time they get into the organization to the time they leave.
- **Recruitment –** Post job vacancies, select applicants and schedule interviews.
- **Payroll interface-** A link to the QuickPayroll system, for automated secure processing of the staff payroll.
- **Training -** Schedule training courses for the organization, and monitor the training uptake for individual staff members.
- **Performance Review -** Track the progress of your organization, departments and individual staff members in line with their job functions and responsibilities.

Key Benefits to Organizations

- It's a singular portal where employees can log in to view their staff records, leave days accrued, and feedback of their appraisal saving a lot of time and energy which could be otherwise spent on other valuable tasks.
- Human resource department gets an up-to-date progress reports on the progress of all staff members in the organization. Proactive staff planning and change of policy can be based on this timely information.
- Adept HR system has capability to integrate with any payroll; this makes it easy to seamlessly feed HR data as input to payroll processing.
- You can now invite candidates to apply for vacancies, shortlist based on transparent criteria, conduct interviews and hire employees using our integrated HR Recruitment services.
- Adept HR conducts performance reviews and give feedback without interrupting employee schedules.

- Organizations can easily avail the details of trainings scheduled over a given period.
- Managers and employees can log into the system and perform simple human resource functions.
- Reduce the costs for additional HR staff since it makes it easy to manage the Human Resources of an organization.

Contact Us

Adept Systems, Management Consultants

Location: 3rd Floor, Tausi Court,

Tausi Road, Off Muthithi Road, Westlands, Nairobi, Kenya

Telephone No: +254 20 3744430/ 3752568

Fax: +254 20 3742938

Website: www.adeptsystems.co.ke