

Maze 9 - Human Resource Module

Fully integrated with other Maze modules, the Human Resource module allows you to manage your organisational structure, staff and employees more effectively.

The Maze HR Module allows you to:

- Reduce your reliance on paper records maintained outside of Maze.
- Reduce the need to file hard copies of certificates and other important documents.
- Save time and effort maintaining accurate and up-to-date staff and employee data.
- Be automatically reminded of important staff related due dates.
- Streamline your staff induction processes.

Features

- **Maintain full personnel details in Maze**
Including multiple addresses, next-of-kin information, medical details, motor vehicle details, health insurance details, police clearance and expiry, teachers registration and expiry.
- **Manage your organisational structure**
Setup and track positions and the staff appointed to them (appointments).
Retain a full appointment history.
View your organisational structure.
- **Store electronic documents**
Attach various documents to a personnel or position record. (Examples: certificates, licenses, position description, performance appraisal).
- **Manage the induction process for new staff**
Setup unlimited tasks with due dates and assign them to the relevant person. Due date reminders are automatically sent via email.
- **Automated reminders**
Automated reminders via email for expiry of driver's licence, teacher registration and salary review. Additional user defined reminders can be configured.
- **Manage applications for leave (Payroll module recommended)**
Be alerted to applications for future leave while preparing your payroll batch.
- **Provide staff with a web-based Self Service Portal (requires eMaze)**
Allow staff to view personal details, view and print payslips, view and print PAYG certificates via eMaze.

