Intellicom

INTELLICOM · BUSINESS SOFTWARE



Intellicom People

HR, leave and payroll in one place

Intellicom People manages your employees from recruitment to exit, with leave, attendance, expenses, performance reviews and payroll in a single system. It removes the spreadsheets and paper forms that make HR slow and error-prone, and gives staff a self-service portal and mobile app.

MADE FOR

- Owner-managed businesses with a growing headcount
- HR and payroll administrators
- Companies with shift-based or field staff
- Groups running several companies

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WHAT YOU CAN DO

Put it to work from day one

01 Recruit new staff and run onboarding, transfers, promotions and exit interviews

02 Set leave policies, import regional holidays and approve leave requests

03 Record attendance, including geolocation-based check-in and check-out

04 Process employee advances and expense claims through multi-level approvals

05 Set goals, run appraisal cycles and collect continuous feedback

06 Build salary structures, configure income tax slabs and run payroll

INSIDE THE PRODUCT

Key features

Employee lifecycle

- Recruitment
- Onboarding, promotions and transfers
- Exit interviews
- Employee self-service portal for profile updates, leave requests, attendance and payslips
- Multi-company support

Time, leave and expenses

- Leave policies, holidays and leave encashment
- Shifts, roster management and automatic attendance
- Mobile check-ins
- Attendance reports
- Employee advances and expense claims with approval workflows

Performance and payroll

- Goal tracking aligned to key result areas
- Employee self-evaluation and appraisal cycles
- Salary structures and standard payroll runs
- Additional and off-cycle payments
- Employee loans
- Income breakdowns on salary slips and tax reports

Control and reporting

- Single dashboard for HR and payroll operations
- Multi-level approvals and audit logs
- Granular access control
- Standard reports plus custom reports and dashboards
- Mobile app for leave approval and check-in

BETTER TOGETHER

Works with your other Intellicom systems

> **Intellicom ERP**
> Payroll and expense claims post into the same accounting system.

GETTING STARTED

How we get you running

01

Discover

We learn how your business runs today and agree what the system must do.

02

Configure

We set it up around your processes, documents and approvals.

03

Move and train

We bring your existing data across and train the people who will use it.

04

Go live and grow

We switch you over, stay close in the first weeks and add more as you grow.

THE INTELLICOM SERVICE

We run it, you use it

Hosted for you

Runs on Intellicom-managed servers in South Africa, so your data stays in the country and there is nothing to install.

Set up around your business

We configure it to match how you already work and bring your existing data across.

Looked after

Backups, updates and monitoring are handled by our team, so your people can get on with their jobs.

Training and local support

We train your team and stay on call, with support from people in Cape Town who know your system.

See Intellicom People in action

Ask us for a demonstration and a quote tailored to your business.
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