goldfish

Goldfish
HR & Payroll
Management System

OPUS
TECHNOLOGY LIMITED
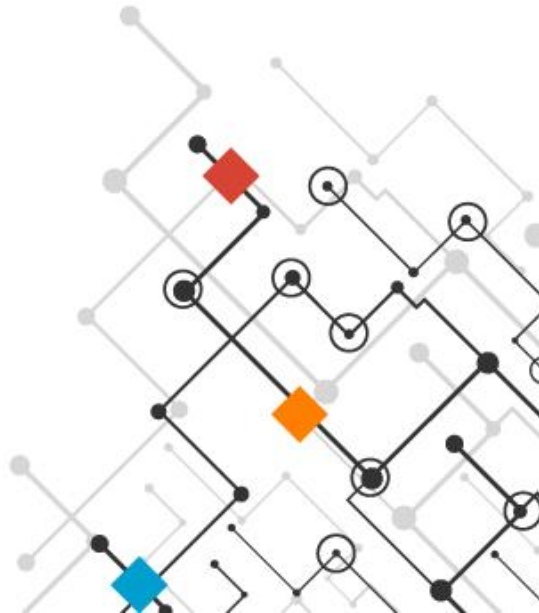
About Us

Opus Technology Limited is a software development firm, experienced in developing custom software, mobile apps, web development, artificial intelligence, games, animation and so. Founded in 2012, Opus Technology Ltd delivers advanced software today that empowers, innovates, and transforms the office completely and digitally for all our clients tomorrow. Collaborating with our clients to establish efficient, unified, and trusted data insights is what we excel at, sharing all of our state-of-the-art technology and unmatched skills. Using years of experience, our range of solutions tackle specific process, planning, consolidation, reporting and analysis challenges with adaptable, out-of-the-box functionality, designed to deliver a faster time to value whilst remaining easy to use.

About Goldfish

Opus Technology Limited's Goldfish is a top-rated HR software that may help to attract, hire, and onboard new hires, offboard retiring employees, manage employee information, and time off - all from a one platform. With integrations, it can assist your organization's employees manage their responsibilities with employee self-service, apply for time off, track the efficiency of HR procedures with HR analytics, manage payroll and employee experience, and much more. Goldfish is also available as a smartphone app, making it available anywhere and at any time. Let's take a closer look at what makes Goldfish one of the best HR software in Bangladesh.

We like developing extraordinary human resource management software. But what makes us the happiest is recognizing that our product makes our clients' lives easier. Our HR software provides you with all of the necessary tools for human resource management in Bangladesh. Goldfish, Bangladesh's top HR & payroll software, simplifies HR processes not only for employees but also for managers. It is an excellent tool to enhance employee satisfaction by ensuring accurate records are preserved, allowing a more reliable report on their performance of their activities to be prepared. In the case of HRMS in Bangladesh, it is a compact package of Web and Mobile Apps with reasonable rates and incredible features for Bangladesh's small and large businesses.

One platform for all your Needs

To ensure you get the best HRIS experience possible, you'll want to carefully examine each HRIS system you're considering and be confident they include some vital essential features.

Here are some of the essential features of an HRIS system you should be aware of:

Core Function establishes the organizational structure, maintains personnel records and supports report preparation

Payroll handles all types of employees and pay frequencies

Self-Service enable your employees to request time off, review pay history, update contact information, and more with just a few mouse clicks.

Workflow automates processes for given business procedures and triggered actions, generates online alerts, message and reports

Benefits Administration enables organizations to define plan coverage and rate data for a wide range of benefit plan types. Also provides enrolment and handles coverage calculations.

Attendance Tracking maintains detailed and summary attendance history, and tracks and reports all types of leaves and vacations

Position Control tracks authorized headcount (FTE), over-filled and under-filled positions, and enables users to manage contract employees

Talent management increase employee engagement, productivity, retention, and alignment with organizational goals

Training is imperative, the experience includes training documents and videos, as this will make sure all your employees are equipped with the same information, SOP knowledge, and know-how.

Benefits of having Goldfish

- ⋈ Assesses and utilize your human resource potential completely
- ⋈ Increases the operational efficiency and productivity of your HR department
- ⋈ Reduces HR administrative costs and focuses on employees
- ⋈ Meets compliance and audit requirements
- ⋈ Improves employee engagement and satisfaction
- ⋈ Ensures seamless flow of information between the employees
- ⋈ Fosters insightful decisions with better workforce analytics
- ⋈ Ensures statutory compliance and helps avoid risk with government regulations and reporting
- ⋈ Integrates with all the devices – Desktop, Tablet and Mobile
- ⋈ Statistical data at your finger tip
- ⋈ Ensure that employee satisfaction is high
- ⋈ Increase employee productivity
- ⋈ Major step towards a paperless workplace
- ⋈ Increase visibility and compliance to policies
- ⋈ Quick and accurate compensation management
- ⋈ Easy access to MIS and historical data

What clients get?

HR	Payroll	Forms & Reports	Software Security
Recruitment	Salary Setting	HR Forms	Operational Security
HR Information	Salary Processing	HR Reports	
Employee Self Service	Adjustment Processing	Payroll Reports	
Documents Archiving	Bonus Processing		
HR Budget	Income Tax Processing		
Performance Appraisal	PF & Gratuity Processing		
Organogram Management	Loan Management		
Training	Final Settlement		
Exit Interview			

Module Details

Human Resource Information System (HRIS) is a system that allows organizations to manage and store employee data. Some features of HRIS include:

Recruitment

Recruitment module integrates and automates all the recruitment and selection process which support you to get the right people suit with organization needed.

- ⋈ Create a centralized candidate database
- ⋈ Manage, approve and easily fill open vacancies
- ⋈ Provide online applications and collaboration with applicants
- ⋈ Unify the onboarding process

Applicant Tracking System (ATS)

To get the best HRIS experience possible, you should ensure your software has a built-in applicant tracking system, or ATS. With this feature, aligning with goals such as recruiting and hiring new people into your business will be a breeze, as all of the applications, information, resumes, and applicant questionnaires will be housed in one convenient location. Recruitment processes are made simpler this way. This will also provide an increase in the quality of an employee's work life since day 1 with an increase of organization, attracting talent by showing your leadership in having organization and having clear structure within your organization.

Payroll Management

Payroll has always been a time-consuming process that's easy to slip up on. When you're doing it yourself, a simple slide error or misplaced decimal can cost you hundreds of dollars. Not to mention the trouble you could land yourself in with the IRS if you incorrectly calculate the employee tax deductions.

Because of this, you should make sure the HRIS experience for your payroll team includes automatic payroll capabilities. With this feature, you'll be able to input banking information, pay rates and let the payroll system do the rest.

Leave and Absence Management

Absences can become a significant issue if they aren't tracked carefully, as problem employees will call off as often as they can get away with. Effectively track this using your HRIS system.

Additionally, specific paperwork must be filled out depending on the type of leave your employee wants (disability, medical, vacation, etc.). Confirm that you're complying with regulations and only giving out the proper amount of paid leave.

Compliance

Help your business stay inside within the confines of labor laws by tracking and ensuring legal compliance. HRIS systems can track and alert you anytime your underage employees or part-timers are scheduled for too many hours and help store all of your information regarding workplace injury compensation in one spot, as well as many other things.

Training

It is imperative your HRIS experience includes training documents and videos, as this will make sure all your employees are equipped with the same information, SOP knowledge, and know-how. Better yet, you'll be able to track their progress through each of these categories from start to finish. This will also increase employee performance as your analytics will be more visible where the employee needs more employee training or points where they excel. Through the advancement of your training, employee development will increase, be more scalable to their current skills and motivate them by having their progress more visible.

Succession Planning

For those unaware, succession planning is the process of ensuring there is a plan in place for high-importance positions or those you expect to be vacated shortly to be assumed in a timely manner.

You'll want to employ your HRIS system to help with this, allowing you to list candidates, as well as their strengths and weaknesses in regard to specific positions.

Employee Self-Service

Employee self-service is a large category, which is why it is so crucial for your HRIS experience to include it.

By utilizing an employee self-service feature, you can give employees the ability to request time off, track sick time and paid leave, and even enroll themselves in their own benefits. This might be the biggest benefit of what

is now the future. HR technology is here to stay and is giving management additional time as they are now utilizing software systems that supports every task. Making this solution customizable to fit every need to optimize time and effort.

Benefits Administration

Regarding employee benefits, make certain your HRIS experience allows you to easily enroll your employees in benefits (in the event they don't register themselves) and view which benefits they've elected to have versus which ones they haven't.

This will also make it easy for you to adjust their benefits if they aren't able to.

Performance Management

Manage your employee's performance with performance tracking that's integrated directly into your HRIS experience.

Depending on the program you implement, examining an employee's performance over time could be as simple as looking at a graph or table.

Time and Attendance

Too many employees will try to take advantage of your business by forging clock in and clock out times to bolster their pay. By implementing the proper HRIS system, you can make this virtually impossible and help you track which employees are making a habit out of calling out.

Reporting and Analytics

Invest in an HRIS experience that will allow you to build customized HR reports and analyze trends across your business, including employee call-offs, late clocking times, employee wellness, productivity, etc.

Employee Records

Keep past and present employee records organized so that you can access them at any time with only a search. This will enable you to quickly access contact information, pay rates, and write-up activity in little to no time.

Document Storage

Cut down on expenses by employing your HRIS experience to store employee documents and other sensitive information. Not only will this decrease what you have to spend on printers, ink, and paper, it will also ensure your sensitive information is much less likely to fall into the wrong hands. Data security is a major concern for both IT and HR professionals everywhere.

Feedback and Surveys

The opinions of the people involved in your business count for a lot. Whether you're surveying your hourly employees or management teams, equip yourself with an HRIS experience that has a central location for all of your feedback and surveys to be stored.

Company Announcements and News

Making sure all your employees are on the same page is vital in running a well-maintained business. Open your lines of communication by utilizing an HRIS system that reports essential news updates and key announcements directly to your employees.

Third-Party Application Integrations

Sometimes your system lacks functionalities you need to get the job done. Luckily, you can complement the existing capabilities of your current system with third party integrations. This allows you to keep your existing tools without needing to switch vendors as your requirements evolve as your business grows.

Onboarding

Onboarding an employee, can be a complicated process if you aren't careful. However, by properly utilizing your HRIS experience, you can effectively automate most of the process and shorten the time spent on administrative tasks and focus instead on making a true human connection.

Not only does this save time, but it also saves money, as employee onboarding is required by law to be paid time in most states.

Scheduling

Scheduling can be a nightmare if you aren't organized. Make sure it isn't by using an HRIS system that allows you to keep scheduling preferences, days off, etc., all in one place. If you make a wrong move while making your employee schedule, you can set up your HRIS system to alert you.

Employee Directory

Quickly research past and present employees (and specific information on them) using an employee directory designed to your specifications.

Your employee directory can house as much or as little information as you need, effectively cutting the time you spend finding employee data into a fraction of what it was before.

Mobile Application

Many HRIS systems can be converted into mobile applications. By doing this, your employees can access necessary information such as scheduling, PTO requests, etc., at all times.

Security

The primary focus of Opus Technology Limited is to keep your data safe. As the system deals with important user and company information, it should require safety protocol to ensure the safety of the information. The Goldfish HR System provides security through the ISO standard, GDPR complaint, registered and trademark organization.

ISO standard

The standardization of the Goldfish HR system ensures the safety and quality of operations by providing the guidelines to meet learners' and consumer's expectations. The ISO certification for the system ensures the compliance training more efficiently within the scheduled time automatically with proper system configuration. ISO 9001:2015 is the international standard that specifies requirements for Quality Management System (QMS). Opus Technology Limited is an ISO 9001:2015 certified organization, following their high standards for consistently providing products and services to customers to which other organizations can certify.

GDPR Compliant

The Goldfish HR system has the ethical duty to ensure the safety of the information with the principles of availability, privacy, integrity, and confidentiality. It means safeguarding the information is the responsibility of the system and should be provided to those who can access it. Our system completed the GDPR compliance and it follows the guidelines for the collection and processing of personal information from learners.

Finally, centralized learning is another major benefit provided by Goldfish HR system. It allows an organization to safely organize and store all big data in one location. This allows instructors and admins to more easily update and maintain learning materials. It also helps produce effective training that is consistent across the organization. Furthermore, it includes advanced encryption features that help guarantee the data and content remain secure.