Opensoft
e-Self Service

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Managing HR related matters is not solely the responsibility of the HR department. Involve all employees in the process of managing their HR needs through the use of Opensoft Employee Self-Service module. Employees can check for and perform leave applications, be informed of updates to work schedules and print out their own payslips & IR8A forms at their own convenience. No longer will the HR department be constantly bugged by employees for information and tasks that they can now retrieve and perform on their own.

Get Personal

Ability to access and maintain one's own record, apply leave of absence, submit on-line claim reimbursements and get notification of updates to work shifts etc.

Reports available 24/7

Through Opensoft Self Service, employees can view their own leave balances, print out personal leave and attendance reports for personal reference

Track progress of your own applications

Upon performing leave or claim applications, employees can easily track the status of their applications and send out email reminders at the click of a button. Employees will also be notified via email or their mobile smartphones upon each level of approval.

Integrated with optional Payroll Module

Integrated with back-end payroll module for employees to view their own payslips and IR8A forms generated and stored in Opensoft HRMS.