2016 & 2017 Best Payroll Firm Winner (IPMZ HR Excellence Annual Awards)
2018 Company of the Year: ICT Category (Zimbabwe National ICT Awards)
2018 Gold Medal: Best Business Advisory Services (2018 SMEs International Expo)

BELINA INSPIRE

Premium **Payroll & HR Package**

Belina Inspire represents the next step in the evolution of our software. It's as much about function as it is custom service provision and support, making it the most elegant and fully integrated Payroll and HR Toolbox a business could wish for.

A big step up from Belina Central, it is not only easy to use, but was created with the goal of helping you maximise on your most valuable resources, your staff and your time.

Belina Inspire provides you with a smoothly integrated toolbox, covering everything from managing the basics, like salaries and tax issues to our online Self-service platform, Belina Connect.

Our HR module focuses on your human capital management needs, and it has evolved through practical testing and the invaluable feedback of our clients and industry professionals.

Our Time Control systems allow you greater freedom and confidence in recording staff attendance and time, and because it works seamlessly with the HR and Payroll parts of the toolbox, managing reports, overtime and leave has never been simpler!

Belina Inspire is more than software – it's an opportunity to take your resource management and efficiency to a whole new level! Get in touch with our team to arrange a free demonstration tailored to your requirements.

PAYROLL • HR • TIME CONTROL • CONNECT • BUREAU

✓ Compliance   ✓ Accuracy   ✓ Security   ✓ Adaptability   ✓ Ease of use

BELINA INSPIRE | Premium Payroll Package

KEY FEATURES OVERVIEW

PAYROLL

This module is one of the most comprehensive payroll systems available in Southern Africa.

Our product is widely supported and with dedicated teams in all of our regional offices, all ready to train and assist – no matter where in Southern Africa you are!

HUMAN RESOURCES

This module includes among other functionality:

- Masterfile data
- Recruitment & Interviews
- Document management
- Corrective actions
- Performance appraisals
- Leave management
- Organizational structure
- Training

TIME CONTROL

This is separate module fully integrates into the Payroll and HR modules. Biometric terminals accumulate clocking data and transfer into the software. With an unlimited number of shifts, shift rotations along with a comprehensive range of reports, it is an essential tool to help you to control punctuality, overtime, short-time, leave, access and much more.

BELINA CONNECT

This module includes functionality such as:

- *Online leave, loan, overtime and salary advance application*
- *Online approval of employee applications*
- *Employee Personal data management and Online Leave Planner*

BELINA BUREAU

Maybe you would prefer to have professionals manage your payroll? Why not use the Belina Bureau Payroll Outsourcing services?

- Data Integrity & Security
- On-Demand Reports
- Third Party Management
- Salary Payments
- Convenience
- Discretion & Confidentiality

KEY PACKAGE FEATURES

Belina Connect Self-Service Platform
Linking employees to the Human Resources department for paperless leave, loan and overtime applications and approvals together with a noticeboard feature and an integrated online leave planner.

Recruitment Module – Corrective Actions
Paperless processes from vacancy creation through to interviews and contract management/appointments. Smart employee search and match feature for skills matching when recruiting for a particular position.

Organisational Establishment and Structure with Organogram
Incorporating promotion lines and reporting structures. Conditions of service and benefits applicable to all positions.

Performance Management Module

(assessments, KPA's & balanced scorecards) Flexible grading systems setup and outcomes, including the Paterson system.

Corrective Actions – Disciplinary

Document Management Module
Full next of kin details and employee Masterfile data

Training and Educational
(Learning & development management)

Management of Resources
Clothing and work tools issued to staff

Reminders Feature
Expiring contracts, Retirements, Birthdays and calendar events, Probations, Long service awards due.

USER LICENCES, DEMONSTRATIONS & ONGOING SUPPORT

Licence | Belina Payroll software is sold as a renewable User Licence registered to one computer or network server. The licence needs to be renewed, usually on a quarterly basis, and a licence fee may be paid annually or quarterly.

Demonstration | Contact us to arrange a free demonstration tailored to your requirements.

TELEPHONE
Skilled and friendly support staff are available every working day, including most Saturday mornings to attend to your enquiries.

WEBSITE
The Belina website is an excellent source of more information and Software Update downloads.

CONNECT
Access Belina Connect Self-service platform via desktop or mobile phone, for consistent and instant access.

ON-SITE VISITS
We have support teams available to provide **on-site or office based support.** This is charged on an hourly basis plus mileage.

REMOTE SUPPORT
Our staff us ready to offer remote support using **Email, Teamviewer and Skype.** Our team respond to emails promptly and often we are able to email step by step notes. We also use emails as a means of keeping you abreast of Belina news and any current developments that may affect your payroll.

FAQs
Over 600 FAQ topics that include step by step guides are available in the software to provide detailed solutions to a wide range of issues that may arise.

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