



The comprehensive
HR MANAGEMENT
SOLUTION

An innovative solution which utilizes cutting-edge technology to save your company time and cost

Introduction



1

Why do you need terra?

Terra provides comprehensive and effective solutions for all your HR challenges

3

How does terra support your company?

Through automated, cloud based, process management solutions that save time and increase precision

2

Compatibility of terra

Terra will integrate seamlessly and effectively with your current systems

4

High quality and top-notch customer support

Terra offers innovative, convenient, effective solutions at a competitive price from a Japanese provider

DO YOU EXPERIENCE ANY OF THE FOLLOWING CHALLENGES?

Exclusively using Excel to calculate salary

Requires excessive amounts of valuable time to be spent on collecting information



Excel fails to deliver consistently dependable correct results



Lack of an overall Human Resource management tool



Difficulty generating internal reports



Using stand-alone software to calculate salary

Only the HR department has the ability to access the system



Multiple steps are required for interdepartmental transactions resulting in wasted time



Limited software functionality results in a requirement for manual inputs and further wasted time



You're looking for a full stack HRM application

High end solutions like ERP often come with high costs in order to meet your current workload



Many online solutions implement hidden costs when you purchase extra functions

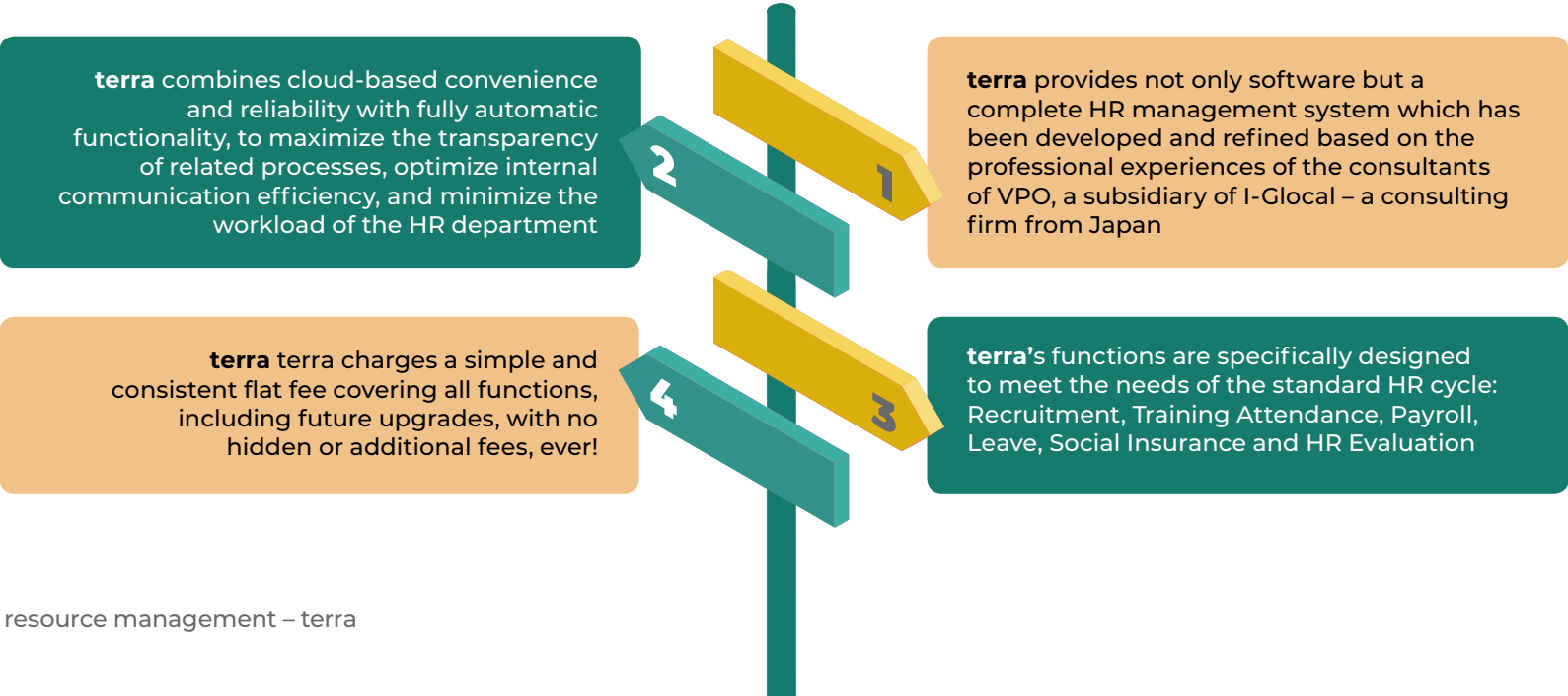


Many applications provide one size fits all solutions which results in charges for functions you don't need or can't use given your individual situation



DESIGN CONCEPTS

terra is designed to provide comprehensive, automated HR management solutions tailored to your individual needs



terra combines cloud-based convenience and reliability with fully automatic functionality, to maximize the transparency of related processes, optimize internal communication efficiency, and minimize the workload of the HR department

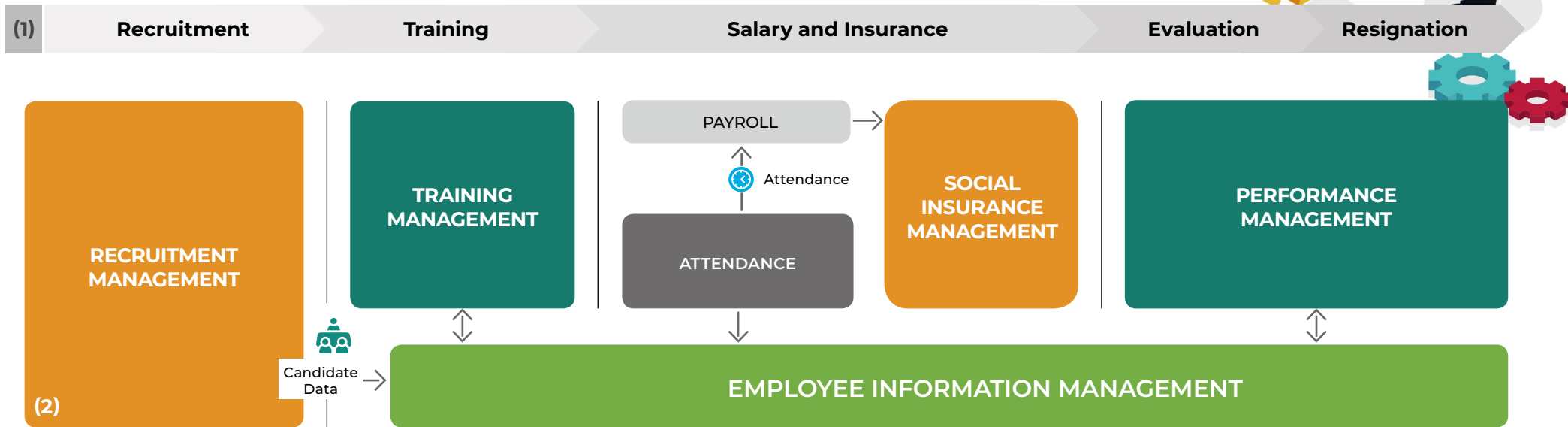
terra provides not only software but a complete HR management system which has been developed and refined based on the professional experiences of the consultants of VPO, a subsidiary of I-Glocal – a consulting firm from Japan

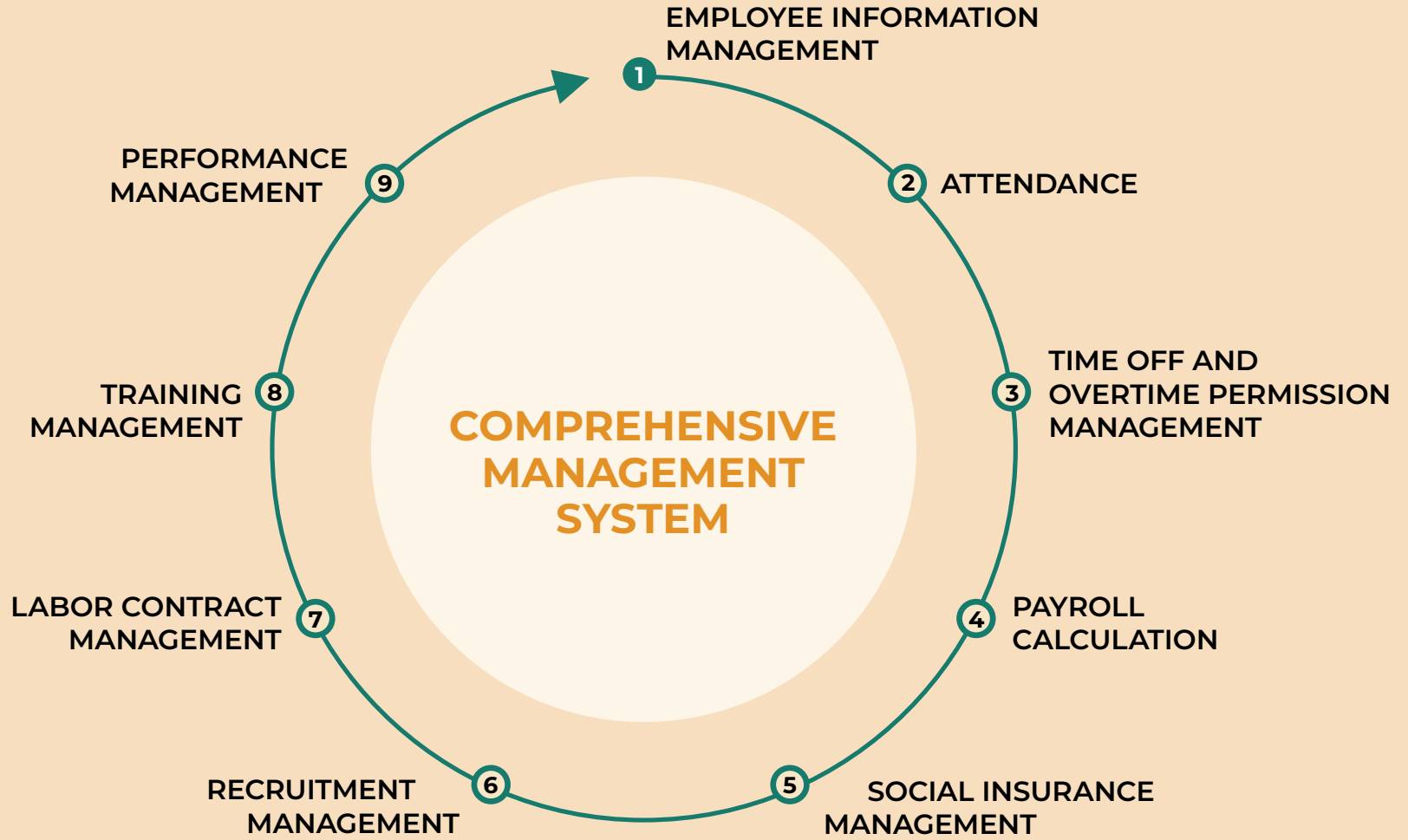
terra charges a simple and consistent flat fee covering all functions, including future upgrades, with no hidden or additional fees, ever!

terra's functions are specifically designed to meet the needs of the standard HR cycle: Recruitment, Training Attendance, Payroll, Leave, Social Insurance and HR Evaluation

COMPREHENSIVE MANAGEMENT SYSTEM

terra is designed to meet all your HR needs from recruiting until off-boarding (1) together with relevant functions in terra (2)





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1. Employee Information Management

terra conveniently manages all relevant employee information from recruitment until off-boarding including



Data accessibility to both employees and management increases transparency and reduces the risk of mistakes or fraud associated with only the HR Department managing the information.

The employee information management system also makes it effortless to remain in compliance with current labor laws.

2. Attendance

Monitoring attendance is of course, one of the most important actions in collecting data for payroll calculations but this can be extremely time-consuming and the risk of fraud is a concern. **terra** provides a range of automated attendance collection methods to increase efficiency and accuracy



Ability for employees to clock in and out directly through terra, suitable for those working from home or out of the office

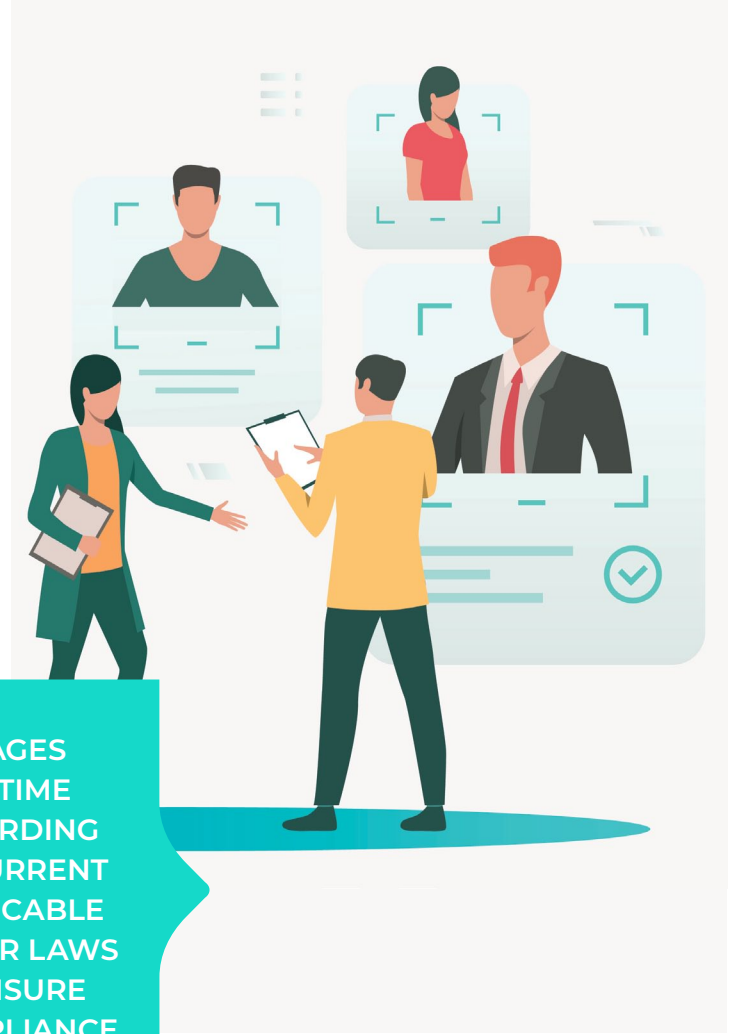
Wi-Fi check in solution, which assigns the office's wifi router as a check point, enabling employees to connect with wifi and check in by terra's mobile apps

Ability to input Excel file records via a fingerprint machine

The ultimate solution!
Employee check in via an AI camera with facial recognition software

→ 3. Time Off and Overtime Permission Management

This action probably seems routine and easy to manage even by email or old-fashioned paper forms, but the reality is that doing this manually can be extremely labor-intensive. Our customizable system allows you to request leave and or overtime hours according to the specific procedures of your company more smoothly and efficiently



FACILITATES THE SIMPLE AND CONVENIENT SET-UP OF APPROVAL PROCEDURE FOR ALL EMPLOYEES	THE SYSTEM WORKS ON BOTH PERSONAL COMPUTER (WEB) AND MOBILE APPS	AUTOMATIC DATA COLLECTION SAVES VALUABLE HR TIME	MANAGES OVERTIME ACCORDING TO CURRENT APPLICABLE LABOR LAWS TO ENSURE COMPLIANCE
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4 → Payroll Calculation

Payroll calculation is one of **terra's** primary functions. Users can create a payroll system based on templates catering to company specific needs and operate the system online

Ability to export salary reports and for users to edit the report's template

Pay-slips can be sent by the system directly to the employee's account. This minimizes the risk of salary information being leaked

Easily generate salary reports for internal purposes such as for accounting and management



Employees rarely have exact information about their social insurance participation. **terra** supports both the HR department and employees to effectively manage the social insurance process

5. Social Insurance Management

terra allows the company to conveniently manage all employee's social insurance requirements during working time

The system auto generates social insurance reports to reduce the manual steps, saving time and increasing accuracy

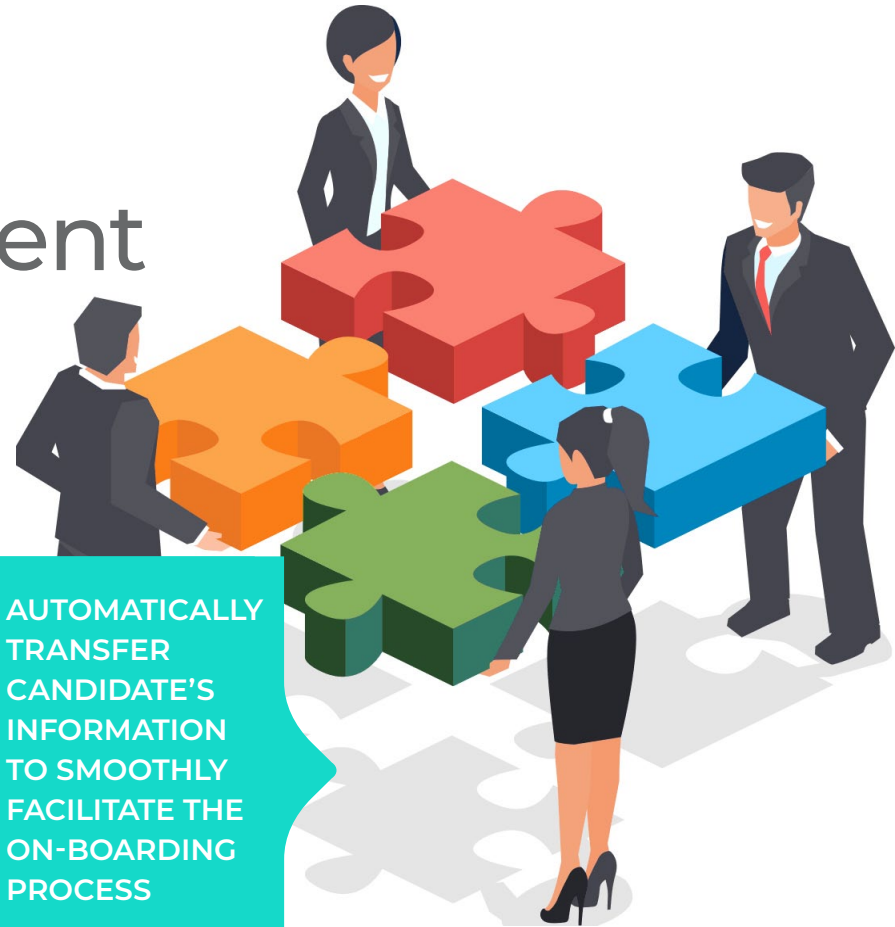
Employees can quickly and conveniently update their social insurance status

Employees can easily request initiation of social insurance claims in the system and track the claim progress



6. Recruitment Management

terra provides the tools needed to efficiently manage employee's information beginning with data capture during recruitment and automatic data utilization in every step thereafter



EASILY
MANAGE
THE ENTIRE
RECRUITMENT
PROCESS
WITH ALL
RELEVANT
DETAILS IN
THE SYSTEM

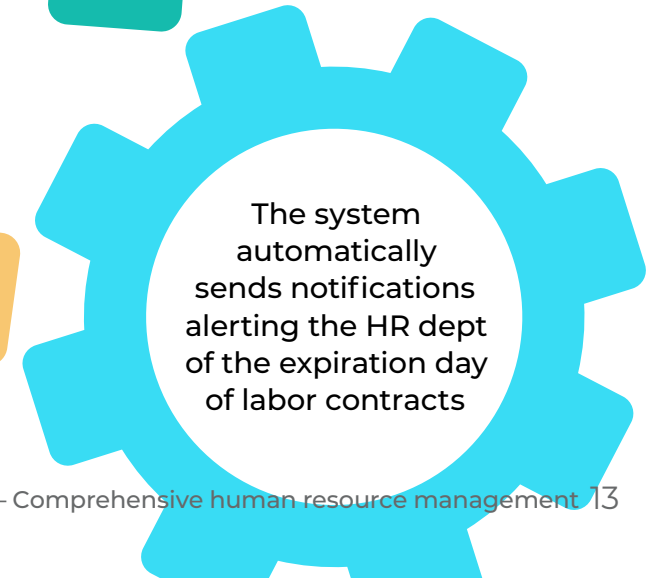
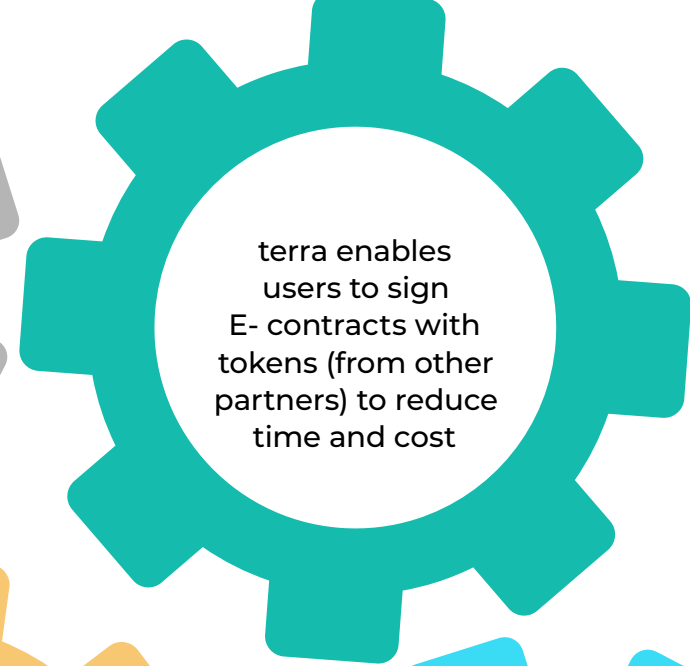
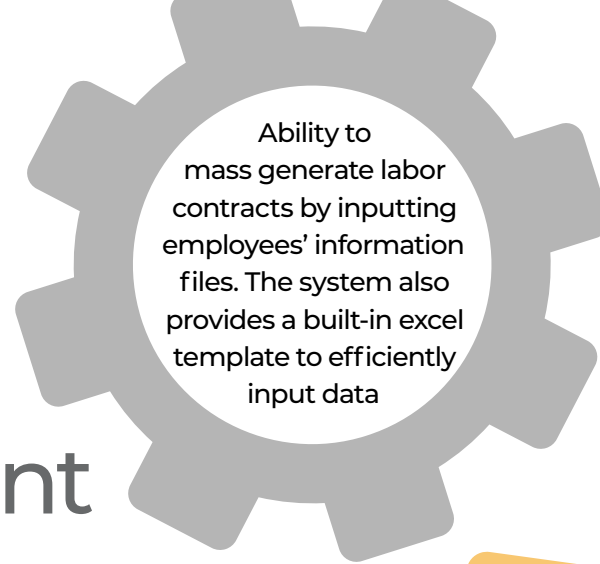
PROVIDE
RECRUITING SITES
TO COLLECT
INFORMATION
FROM CANDIDATES
AND REDUCE
TIME SPENT BY HR
FOR THIS SIMPLE
PROCESS

EASILY MANAGE
CURRENT
RECRUITMENT
DETAILS, WITH
THE RESULTS
AUTOMATICALLY
UPDATED IN
EACH STEP OF
THE HR CYCLE

AUTOMATICALLY
TRANSFER
CANDIDATE'S
INFORMATION
TO SMOOTHLY
FACILITATE THE
ON-BOARDING
PROCESS

7. Labor Contract Management

The Labor contract is the most important document in detailing the agreement between employees and a company. It can also be used as evidence to explain labor costs during a tax inspection. **terra** provides general management support and enables digital transformation to E-contracts as below:



8. Training Management

Training is a key factor when it comes to increasing employee performance, but some companies run training courses without clear management system direction. Those issues will be solved with **terra's** training management process as follows:



EASILY SET UP TRAINING COURSES CUSTOMIZED TO SUIT YOUR COMPANY SITUATION

OFFER TRACKING HISTORY AND ANALYZE RESULTS DURING THE TRAINING TO OPTIMIZE THE EFFECTIVENESS

TRAINING

COLLECTS SURVEY FEEDBACK FROM EMPLOYEES FOR MONITORING AND CONTINUOUSLY IMPROVING TRAINING COURSE QUALITY

ALLOWS EMPLOYEES TO SELF-MANAGE ACTIVE TRAINING COURSES

Performance evaluations must be done at their designated time and for many companies, this is not a time of year they look forward to. Especially those, that, for lack of a professional tool, use Excel to create evaluation forms or simply use paper forms. Unfortunately, these methods cost management valuable time in terms of data collection, create storage headaches and make it inconvenient to review an employee's historical performance. With **terra**, users can optimize this process as follows:

9 → Performance Management





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