

**DDSB (M) Sdn Bhd**

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**DDSB Human Capital  
Management Model:**

**Human Capital Lifecycle  
Management**

- Organizational Development
- Recruiting
- Workforce Cost Planning and Simulation
- Workforce Management
- Performance Management
- Compensation
- Blended Learning
- Training Employee Development

**Human Capital Relationship  
Management**

- Information Collaboration
- Manager Self-service
- Employee Self-service
- Employee Collaboration

**Human Capital Transaction  
Management**

- Personnel Administration
- Payroll Administration
- Benefits Administration
- Organizational Management
- Time Management
- Loan Management
- Quarters Administration
- Legal Reporting

**Analytics**

- Strategic Alignment
- Reporting and Benchmarking



# mySAP HR Solution

## SAP HR IMPLEMENTATION SERVICES

At DDSB, we have a team of HR professionals to assist and support customers with the implementation, maintenance and operation of SAP's HR suite of solutions.

Our deployment of SAP's HR solutions focus on optimizing a business' use of human capital and generating value for our clients. Our solutions empower HR professionals in our clients' organizations to deliver HR strategies. These solutions leverage technology to provide the platform to build relationships, aligning talent, experience and collaboration capabilities to goals and strategies in order to achieve results. In all of our efforts, we seamlessly integrate people, process and information.

DDSB's SAP consultants are SAP-certified. Our

established relationship with SAP enables our clients to deploy world-class human capital technology solutions using an effective implementation methodology.

With our proved track record, we bring into harmony our process knowledge and SAP



## Overview of mySAP HR

In today's knowledge economy, organizations must maximize their human capital to sustain a competitive position. This requires integrating employee processes and information with business processes and strategies. More specifically you must:

- Deploy the right people quickly and efficiently to strategic initiatives
- Support employees throughout the employee lifecycle
- Enable employees to build relationships and to manage collaborative process
- Ensure that HR processes are streamlined and

transparent

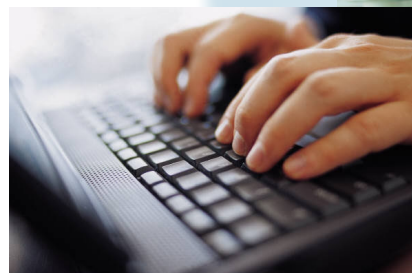
- Make workforce-related decision quickly using real-time information
- Align team and individuals goals with corporate strategies

mySAP Human Resources (mySAP HR) delivers dominant Human Capital Management solutions that provide HR key users, project members, line managers a comprehensive

set of solutions.

With mySAP HR you can fully leverage the value all of your employees.

It is also a complete solution that enables your HR professionals, executives, and line managers to



optimize your investment in your most important resource—your employee.

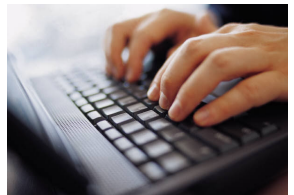
# mySAP Human Resources

## Business Benefits



mySAP HR is the only HR solutions that integrates external knowledge with the way you run your business. It empowers future organizations with:

- Technology-enabled services delivery
- HR workforce with strategic and analytical capabilities
- Focus on business as well as an employee centric strategy
- Reduced administrative cost through streamlined HR process.
- Wider access to standardized reports and legal reporting capabilities
- Increased productivity and reduced cost and time per transaction
- An integrated system to streamline organizational IT infrastructure to translate to lower total cost of ownership

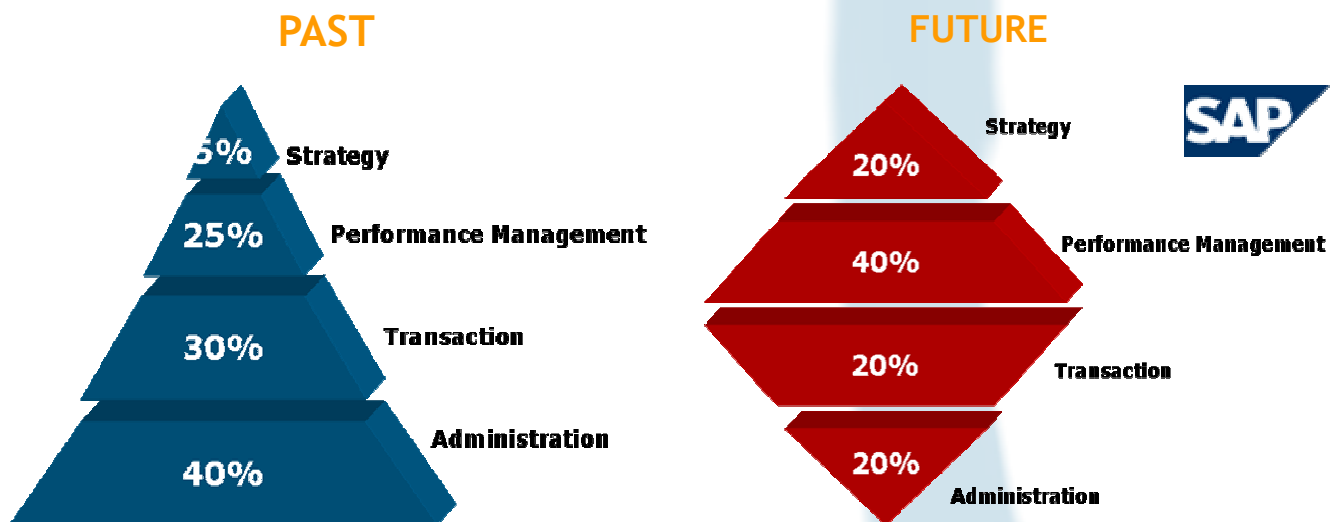


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## mySAP HR helps effective HR Transformation



*"mySAP HR can further maximize an investment in SAP with little sacrifice in core administrative functionality."*

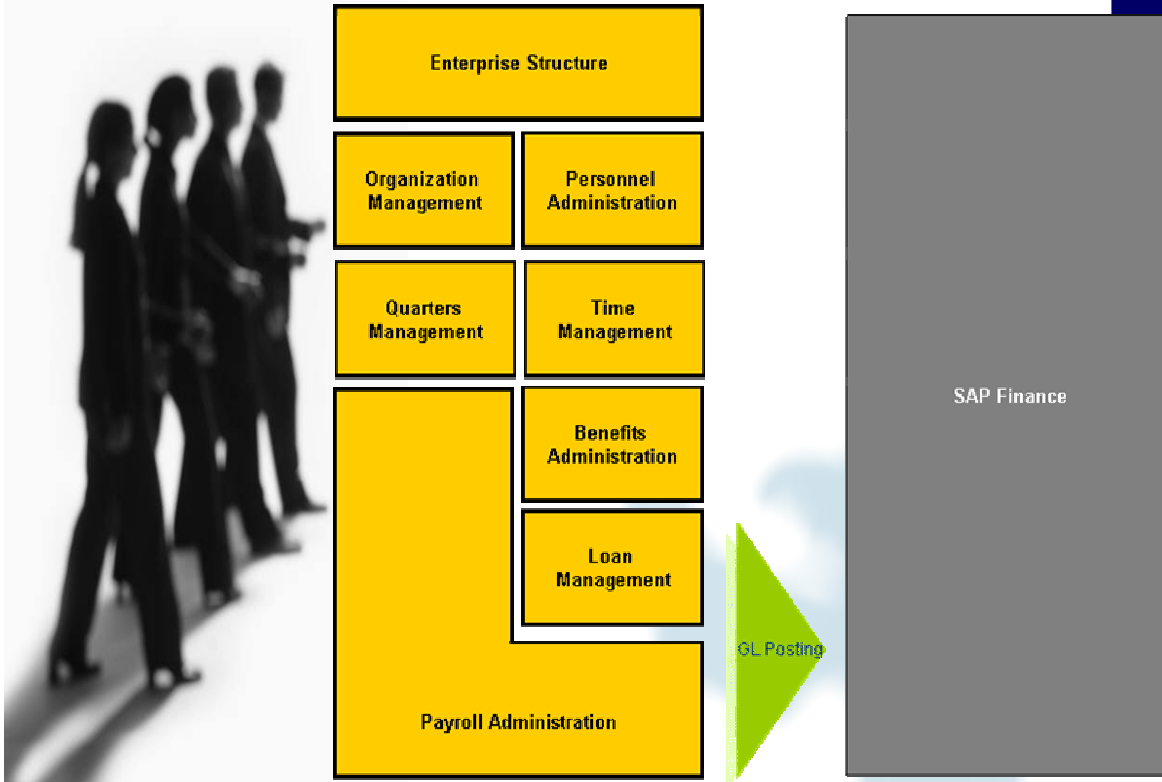
Source: AMR Research



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## mySAP HR: Integration

## Employee Transaction Management



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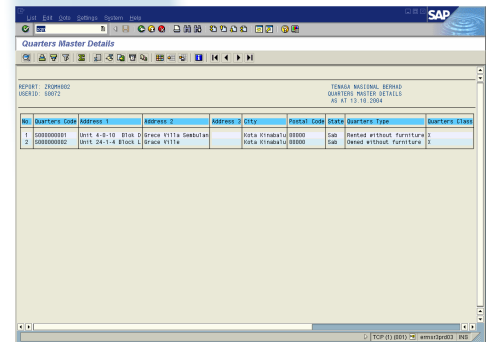
# mySAP HR: Quarters Management



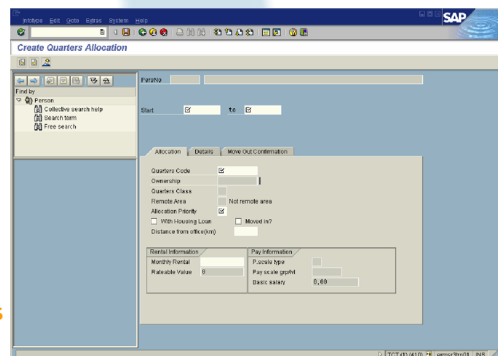
respective employees

- Aids in the determination of the rental rates as well as the automatic deduction of the rate from the employees remuneration
- Provides pertinent information on quarters occupancy rate, turnovers and vacancies for decision-making purposes

Other features include tools to establish and adjust rental rates based on market rate values, and classification of quarters into different class types for purposes of allocation to employees.



## Quarters Master Details Report



## Create Quarters

**Quarters Management** is designed to aid in the administration and management of an organization's provision to the employees. This includes the:

- Administration of the quarters database that contains critical information on the location, dimension and type of quarters provided
- Tracking and managing the allocation of quarters to the

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# mySAP HR: Loan Management

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pertaining to the approved loan amount, principal loan, commencement date, final repayment date, monthly installment amount, disbursement amount and others

the adjustment screen.

Different kinds of processing will be triggered according to the type of adjustments made

- Allows full and progressive payment of the approved loan amount to employees
- Allows monthly deduction of loan installments from employees' salary
- Allows adjustments to be made to the monthly installment amount. This includes a feature to capture recalculation of relevant loan data when an adjustment is made via

- Able to generate loan ledgers as well as various reports to monitor the loan repayment.

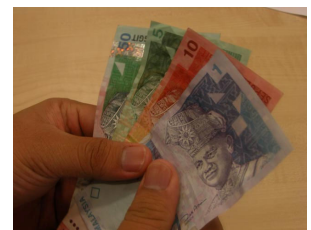
**Loan Management** is designed to administer and process all internal loans granted to an organization's employees. This includes housing loans, computer loans and others.

The Loan Management module provides the following facilities:

- Checks the employees' eligibility to the different types of loans. Includes a simulation function on the employee's loan application
- Manages the loan master record for the employees, and includes information

Employees' Loan Master Data

Loan Simulation Details



APPLICATION INFORMATION			
Employee ID	99000610	Name	En HL2 (user10)
Salary grade	E15	Salary	4,450.00
Position		Salary at 92 %	4,100.00
Confirmation date	01.03.2003	Deductions	0.00
Date joined	01.01.2003	Available for Loan	4,100.00
Birth date	12.10.1966	Loan Repayment	1,453.01
Age	38	Difference	2,636.99

Loan Approval Report

