Alpha
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Our Ref: OM-OA/104

23 November 2022

MEMORANDUM

To : Members of the Staff

From : Loh Fook Yuen

Subject : Implementation of Outsourced HR Function by External Service Provider

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The management has outsourced the human resource function to an external service provider due to difficulty in recruiting a suitable human resource executive. Melioris Pte Ltd, a business process services provider since 2002 has been appointed as our payroll, expense claims and leave, service provider.

Their payroll and expense claims service will commence in December 2022, while the leave function will be implemented in January 2023.

Therefore, from December onwards, please download your payslip via the Melioris HRMS software.

For your leave application, please submit it via Melioris's HRMS software from 1 January 2023 onwards.

For your transport and medical claims, there is no change in the submission procedure, please submit it via the Deltek software. For the timesheet submission, it should be submitted via Deltek. Similarly, for attendance, we will still record our attendance and movement using the Whyze Clock In/out software.

The above is summarised in the following table:

Description	November 2022	December 2022	January 2023 onwards
Download payslip	Whyze	Melioris	Melioris
Leave application	Whyze	Whyze	Melioris
Transport claims	No change – submit your claims via Deltek		
Medical claims	No change – submit your claims via Deltek		
Attendance	No change – Clock in & out via Whyze		

In order for the Melioris HRMS software to accurately record your leave, Melioris will need to import your leave balance from Whzye into their HRMS software from 15 December 2022. Therefore, please ensure that you apply for your leave by 12 December 2022 for leave to be consumed in the month of December or later and all leave approvers please approve the leave by 14 December 2022.

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CERTIFICATION INTERNATIONAL SOCOTEC ISO 9001 ISO 14001 SAC Accredited Certification Body QS-1999-05 ES-2018-07

If you need to apply for leave after the cut-off date of 12 December 2022, do not apply for leave using Whyze but inform your immediate superior via email that you need to go on leave and submit your leave application via Melioris's HRMS software on 2 January 2023 or when you return from your leave.

To ensure that the leave approval process is as per the existing leave approval route, some staff have been approached to participate in a trial run of the Melioris HRMS software from 24 November 2022 to 15 December 2022 and they will receive an email from Melioris on the details of this trial.

As regards the submission of transport and medical claims, please note that all claims which are approved by the 15th of the month will be processed for pay-out together with the monthly salary for that month. If the claim is approved after the 15th of the month, it will be paid out in the following month's salary.

If anyone has any query on the use of the leave software, please send you query via email to payrollace@melioris.biz.

LOH FOOK YUEN
MANAGING DIRECTOR

cc CCG/GSH
cc Memo File

LFY/ji