

# Certification Managing Human Resource with HRTrack

*Level 1 – HRTrack  
Foundation*

*Level 2 – HRTrack  
Practitioner*

*Examination Guidebook*

# 1. Background

Organizations today are facing many challenges in managing HR. The foremost challenges are:

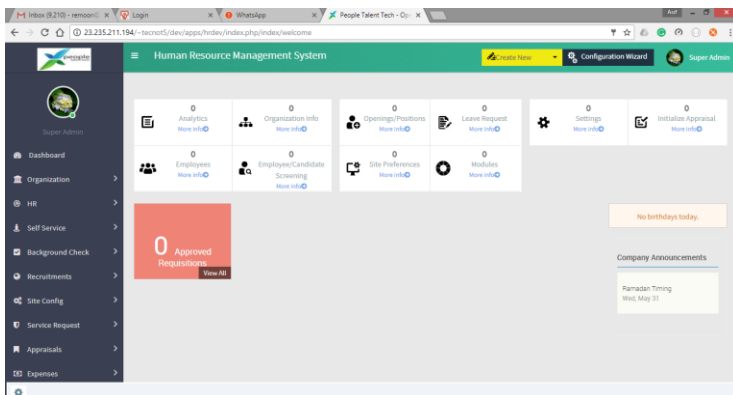
1. how to systematically plan organization and manage human resources;
2. how to transform HR-related decision making from judgment based paradigm to evidence-based paradigm;
3. how to identify, cluster, develop and deploy talent;
4. how to objectively and timely measure and report performance of talent;
5. how to develop quick analytics to enable the decision makers to make data-driven decisions;
6. how to enable employees to efficiently communicate horizontally and vertically and make requisitions of services and equipment and submit financial claims;
7. how to facilitate managers to assign tasks to the employees and track progress of hundreds of activities simultaneously;

8. how to influence behaviours of employees at workplaces;
9. how to manage disciplinary proceedings;
10. how to manage pay-roll of hundreds of employees without engaging several HR people into it; and
11. how to smoothly manage exit of employees. To address these challenges, other than subject knowledge, a sound technical platform is also needed.

## 2. What is HRTrack?

HRTrack is a complete HR management solution. It has the capability to empower HR managers in overcoming the afore-mentioned challenges.

It is a combination of good subject knowledge and technology that provides a solution to all types of organizations.



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## 3. Main feature of HRTrack

The HRTrack enables its users to:

- Develop organizational structures for any organization
- Develop structures of departments/sections
- Prepare employee profiles
- Create a new position
- Design job descriptions and job specifications for any new position
- Manage recruitment and selection process
- On-board and orientate new employees
- Assign tasks to employees
- Set-up KPIs for individual employees
- Initialize employee performance appraisal
- Appraise employee performance
- Apply/approve/reject online leave requests of the team
- Make requisition of any service/equipment online
- Prepare and submit travel and medical claims online
- Apply analytics and prepare reports
- Initiate disciplinary proceedings

- Manage attendance of employees supported with biometric technology
- Manage payrolls
- Administer complete employee exit management

## 4. Benefits of HRTrack

HRTrack helps organizations in automating and integrating all HR activities. Key benefits are:

- It enables organizations' decision makers in
  - making decisions based on evidence
  - establishing transparency and accountability in the system
- It facilitates managers in
  - effective and efficient use of talent
  - identification of relevant talent for the relevant assignments
  - executing HR functions online
  - monitoring performance of employees online
  - detection of redundancies in the system
  - managing employees records online – readily accessible
  - initiating disciplinary proceedings
  - managing smoothly the exit of employees
- It helps employees in
  - requesting services online

- submitting their claims (for disbursements etc.)
- reporting performance online
- lodging complaints

## 5. Certification in HRTrack

There are three levels of HRTrack certification

- HRTrack Foundation (HRF)
- HRTrack Practitioner (HRP)
- HRTrack Trainer (HRT)

Scope of this booklet is limited to HRF and HRP only.

## 6. Benefits of certification

The certification certifies that the certification holder possesses

- a) adequate knowledge and skills in the concepts, methods and tools of applied HRM
- b) ability to apply and practice HRM in organizations
- c) ability to execute HR functions through HRTrack



## 7. Eligibility of Certification

All HR professionals and line managers are eligible for certification.

The candidates of HRF Certification have to earn a minimum of 15 professional development units (PDUs) before appearing for examination.

The candidates of HRP must have earned HRF and earned 5 PDUs with focus on HR system configuration and problem solving.

## 8. Process of Certification

After completing level-1 training in HRTrack, the registered candidates appear in the examination for HRF. All registered participants of training receive free license of HRTrack for a period of 3 months.

Examination is conducted by the PTT in collaboration with the Asian Centre for Organization Development (ACOD). Date of examination is usually fixed on the last day of training.

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## 9. Training

All participants are required to bring their laptops during training. However, if anyone is unable to bring his/her laptop, then he/she has to notify the PTT in advance so that arrangement of a laptop can be done. However, the candidate has to pay rent of the laptop.

HRTrack is installed on laptops of all participants. As mentioned earlier that all of the registered candidates are issued free license of HRTrack for a period of 3 months.

The participants gradually move along various stages of human resource management (HRM) cycle. Each session begins with conceptual understanding through short lectures and discussions, followed by demonstration of related modules of the HRTrack.

Key features of training are:

- 1) experience of systematic learning;
- 2) conceptual knowledge reinforcement; and
- 3) on-hand application of HRTrack.

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This training also enables the participants to learn and practice the HR management system (by using HRTrack). It is strongly advised that the participants should bring HR data of their organizations. Several cases studies are also introduced in the training.

## 10. Modules for HRF Certification

HRF examination covers following modules:

- 1) Introduction of e-HRM
- 2) Organizational Planning: Structures of Organization and Departments
- 3) Job Analysis – Job descriptions and job specifications
- 4) Recruitment and Selection process
- 5) HRMIS
- 6) On-boarding and orientation of new employees
- 7) Setting goals for employees: cascading goals, assigning tasks
- 8) Performance Appraisal: KPIs, KRAs
- 9) Leave Management
- 10) Employee self-service
- 11) Compensation Management (payroll etc.)
- 12) Disciplinary proceedings
- 13) Attendance Management
- 14) HR analytics
- 15) Employee exit management

## 11. Modules for HRP Certification

Major modules covered by HRP examination are:

- 1) HRTrack Configuration
- 2) Defining admin and users' roles
- 3) Troubleshooting/problem solving
- 4) Ethics in HRM

## 12. Examination Pattern

Details of examination for HRF and HRP are summarized below:

	HRF	HRP
Duration of exam	75 min	120 min
No. of questions	75	100
Total marks	75	100
Qualification marks	60	80
Type of questions	MCQs	MCQs

**Note:**

1. In HRF certification, four (4) questions will come from each of the 15 modules of HRF. Remaining 15 questions will be randomly distributed among selected modules.
2. In HRP certification, distribution of questions will be as follows:

Module	Questions
HRTrack Configuration	60
Defining admin & users' roles	10
Troubleshooting/problem solving	20
Ethics in HRM	10

## 13. Date for registration

Schedules of registration and examination are announced on annual basis. They are posted on the website of the PTT.

## 14. Venue of training and examination

Venues of training and examination are announced along with the dates.

## 15. Registration Fee

Training and examination fee is US\$ 300/participant. It also covers lunches and working tea. The price is valid for a period till 31<sup>st</sup> December 2017.

## 16. Validity of Certification

Level 1 Certification has life-time validity. However, in order to maintain the validity of Practitioner Level Certification (Level-2), the certified practitioners will require to earn a minimum of 20 PDUs after every three years.

## 17. Contact Details

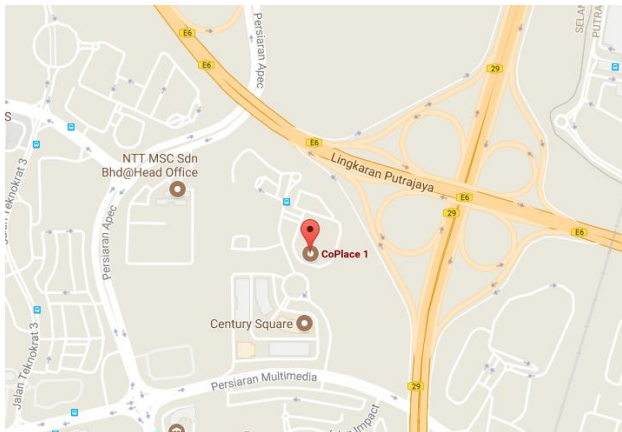
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## 18. Map of location



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