

A nighttime photograph of a city skyline with illuminated skyscrapers and a body of water in the foreground. An orange rectangular box is overlaid on the image, containing the main title text.

Enhancing productivity with Government funding:
**Keio adopts IPL HRMS
to streamline HR processes**

The Keio logo, consisting of the word 'keio' in a bold, lowercase, yellow sans-serif font, followed by the Japanese characters '京王' in a smaller, yellow font.

Enhancing HR Efficiency with Funding

Technology Voucher Programme (TVP) is a fund of HK\$500 million launched by the Innovation and Technology Commission under the HKSAR Government to promote SMEs' effective use of IT services and solutions, among which IPL HRMS is covered in the Human Resources



Management System scope. In 2017, Keio E&M Engineering Co., Ltd. (Keio) automated their manual HR workflow with a custom-made IPL HRMS solution, and through the IPL HRMS team's consultation and coordination Keio successfully obtained the TVP subsidy at an amount close to the HK\$200,000 ceiling. (Reference: www.itf.gov.hk/l-eng/TVP/TVP-0166-17.pdf)

Specialist of Packaged Building Installation Services

Founded in 1983, Keio is an established MEP (electrical, mechanical, and plumbing) service provider with over 30 years of solid experience, completing over 600 large-scale projects in Hong Kong. With strong team cohesiveness and project management capabilities, Keio offers a full range of tailored E&M contracting services covering sectors of commerce, residence, infrastructure, hospitality & leisure, education, etc.. Over the years, Keio is dedicated to cutting-edge solutions for clients and sustains a strong project management and engineering team.

To Automate Manual Procedures in Daily Operations

In the past, Keio relied on manual procedures to process their massive HR records. In the case of leave application, employees working onsite needed to submit paper-based requests and proofs to HR at the headquarters, which could induce delayed application/ approval and

additional administrative work for backdating. This traditional practice is no longer in the same pace with the company's rapid growth over recent years. Upon the announcement of TVP, Keio planned to establish a well-structured HR management system with corporate standard compliance through the funding, giving a good start for the business to adopt information technologies in daily HR operations.

Customization for Daily Operational Needs

IPL HRMS combines a number of modules to ensure easy management of employees' HR data, in which the core HRMS module is designed for HR and the ESS (Employee Self-Service) modules for each employee to flexibly manage their own HR-related issues.

The web platform of IPL HRMS allows onsite workers to directly access functions including balance enquiry and leave application via their devices, enjoying employee benefits in self-service manner with more convenience and faster service responses. With auto-synchronization, in-house HR employees can check, approve and record leave applications and relevant proofs through the core system, which in return facilitates precise calculation of payroll and leave balances by automatically counting these factors in.



The system logic and interface are also customized for Keio's needs. For example, in the iLeave module, "Compensation Leave" is included as a leave type, and there is a detailed leave checking table showing the balance based on the annual leave entitlement. Employees can manage their leave matters easily, minimizing phone inquiries, approval time and paper printing.

Successful Digital Transformation with Multiple Benefits

According to Ms. Celine Dong, Human Resources Officer of Keio, the e-platform has automated the complicated calculation of payroll and leave with data accuracy, reduced over 20% of paper consumption, and most importantly accelerated communication among HR, in-house and onsite staffs. She added,

"IPL HRMS' experienced team has delivered the project with reliable, full consultation and smooth implementation, bringing in digital transformation that benefits us in many aspects."

