



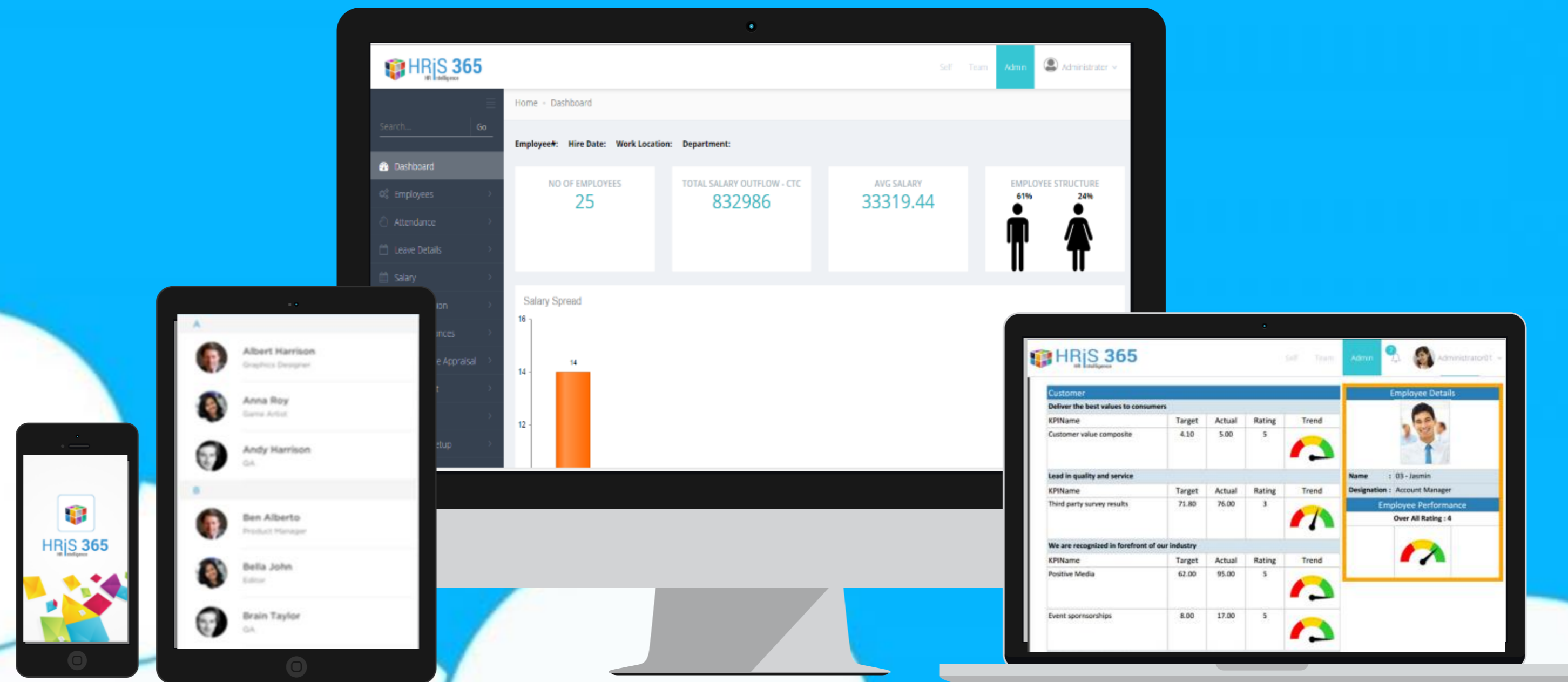
HRiS 365
HR Intelligence

List of Features



SOLUTION

Cloud HRMS designed to manage entire employee lifecycle on single platform



Open APIs



Complete HRMS



Employee Login



MIS



Affordable



Feature Listing



3S



Recruitment



Employee Self Service



Loan Management



Travel and Reimbursement



Attendance and Leave



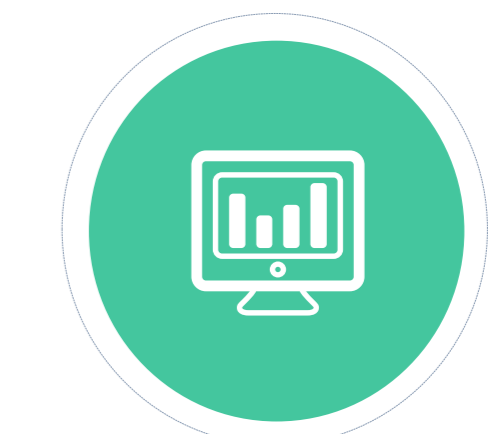
Payroll



Compliance Management

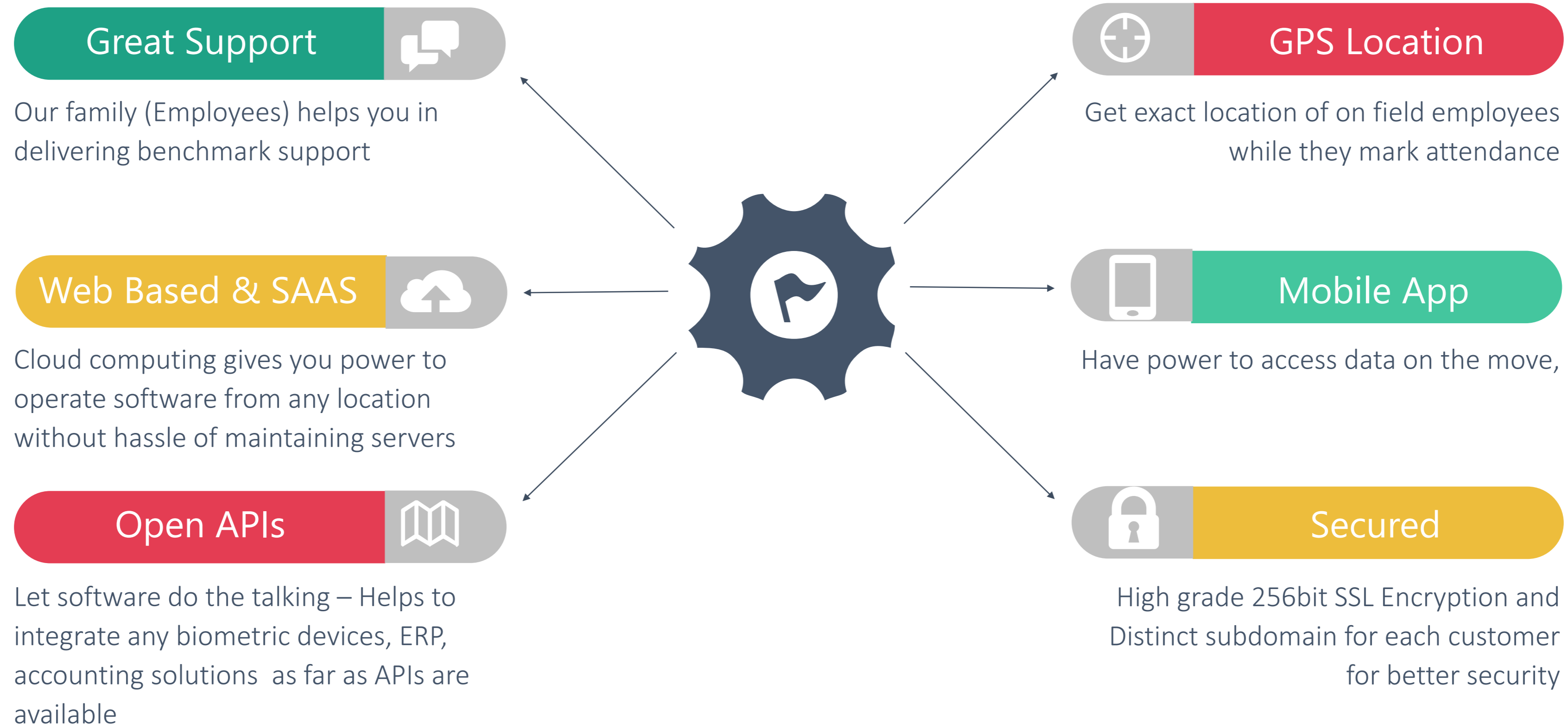


Performance Appraisal

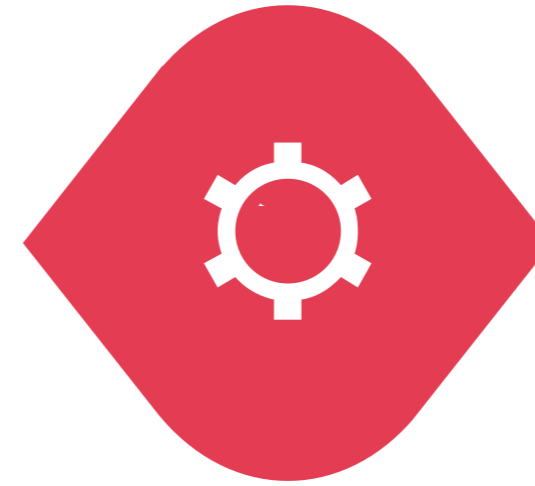
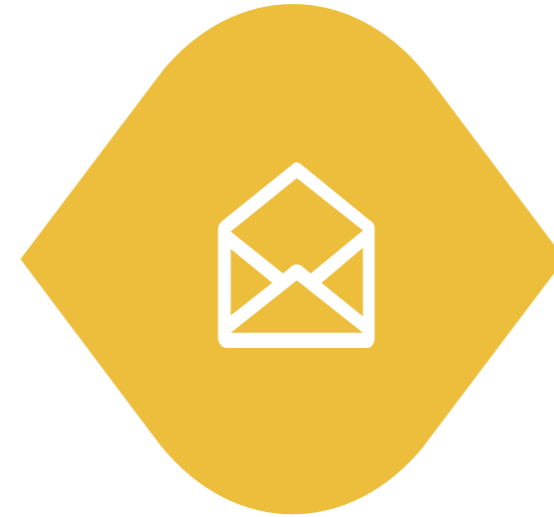


HR Analytics

3S (Scalable, Safe & Secured)



Recruitment



Raise Requisition

Provide controls to designated people for raising requisitions
Multiple HR can be provided access

Job Openings

Post job opening directly to website or share with consultants
Provide separate access to consultants for fulfillment of positions

Resume Bank

Collect series of Resumes and shortlist from available pool
Promote employee referral program

Customize Interview Process

Defined multiple mode of interview and schedule interview at convenience
Assign a panel of members for interview

Finalization of Candidate

Review Feedback from interview panel
Share the offer letter to candidate

Candidate to Employee

Easily have data migration done from Candidate to Employee with generation of employee ID

Employee Self Service



Access to Employees

Provide individual access to employees,



Asset Tracking

Map different assets like mobile, laptop etc to individual employees



Document Library

Provide employees access to upload their respective documents like ID Proof, Address Proof, and store them securely



Salary

Let Employees download their respective payslips and calculate TDS on proposed investment



Attendance

Integrate seamlessly with biometric device to view punch in and punch out and raise regularization and correction request from system



Travel and Reimbursement

Raise travel claims and submit expenses online



Leaves

Apply and cancel leaves against each leave codes

Define Flexible Holidays



Get Social

View Birthday's and Special Occasion of your colleagues



Employee Directory

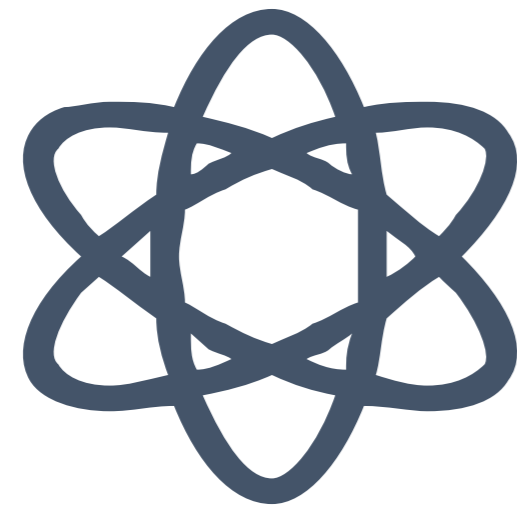
Search entire company employees with contact details



Helpdesk

Raise a ticket against a particular department for resolution

Loan Management



Customize Loan Options

Have different variants of Loan based on Eligibility criteria



EMI or Tenure

Have Flexibility of setting Loans based on Tenure or Fixed EMI or Rate of Interest



Contracts

Store all relevant documents from Employee against a particular loan for processing of application

Travel and Reimbursement



Travel and Reimbursement Claims

Let Travel and Reimbursement Claim be different as per accounting policies.



Different Eligibility as per Employee

Set different eligibility based on Grade/Pay Cadre, Designation, Department, Categories of Employee



Multiple Proof Submission

Submit multiple bills like hotel, taxi, Boarding pass, tickets against a particular travel to track expenses incurred in each trip



Advance Claim

Raise advance claim approvals and amount to make your travel plan



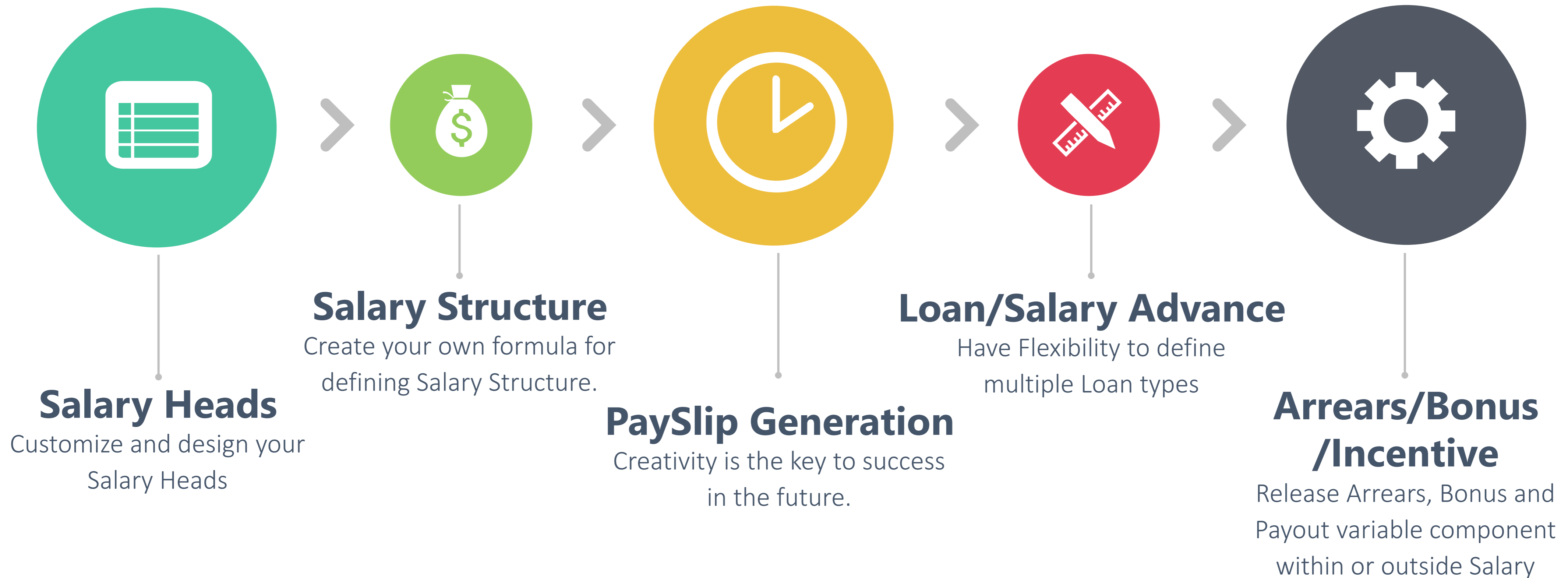
Set different Reimbursement Claims

Submit different Reimbursement bills for each month like Petrol Allowance, Gifts, Team Lunch/Dinner, Client Visit

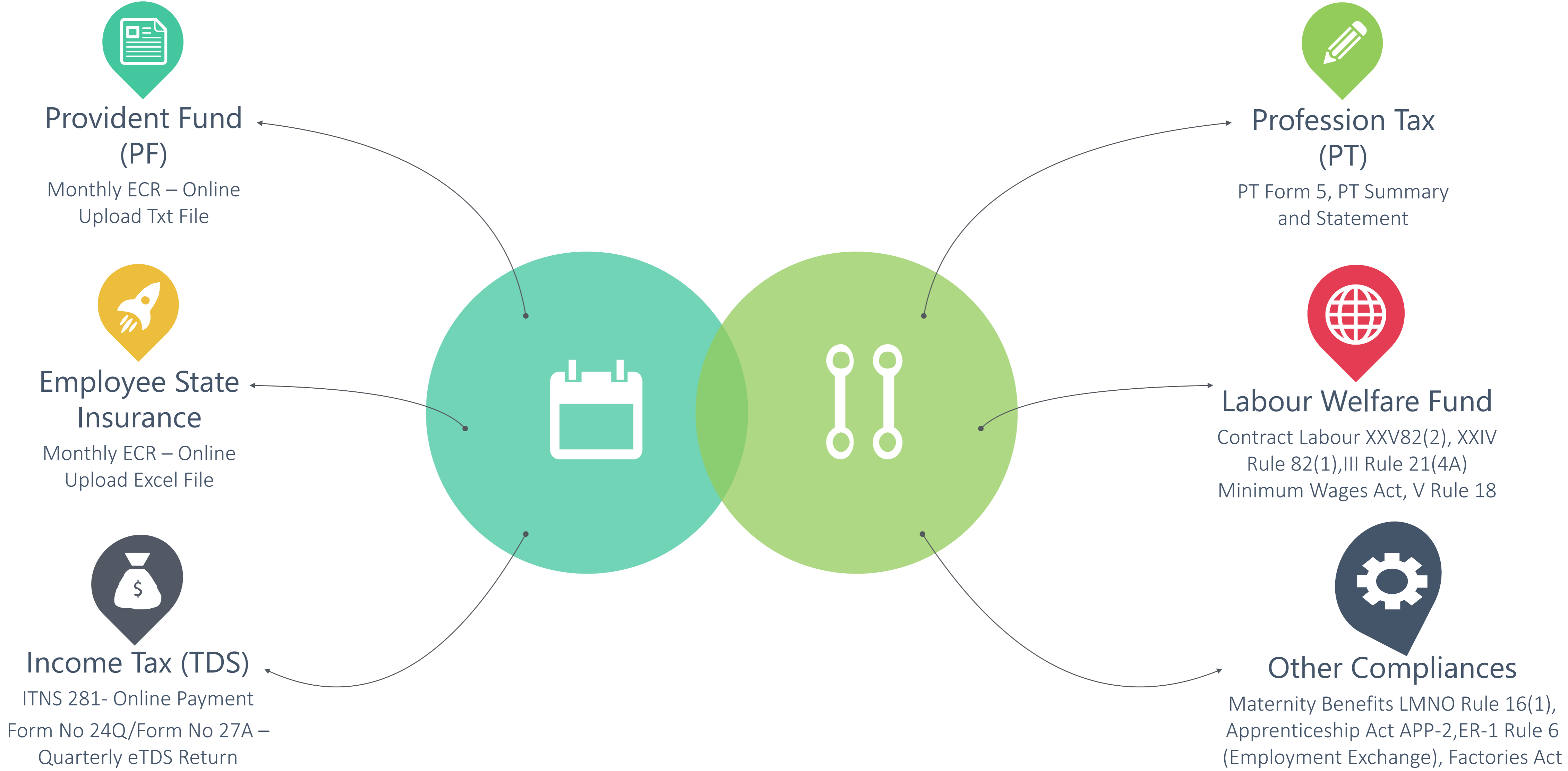
Attendance and Leave

- 1 Shift Management**
Define Multiple Shift like Flexible or Time Based, Assign as a one time Shift or Rotational shift to each employees
- 2 Attendance**
Have freedom to mark attendance, Correction or Regularization from within the system with GPS tracking
- 3 Attendance Policy**
Customize Late coming, early going, Half Day, Full Day policies branch wise.
- 4 Comp-Off and Overtime Policy**
Set different Overtime and Comp-Off policies
- 5 Holidays and Week Off**
Set Different holidays and Week Off as per each location. Have Flexibility to define or override rules based on employee
- 6 Leave Code**
Set Multiple Leave Codes and allocate to each location. Have Flexibility to set Paid and Unpaid Leaves
- 7 Leave Rules**
Define Leave Rules based on each location, Employee Hierarchy, Frequency of Credit
- 8 Sandwich Rule and Partial Sandwich**
Set Leaves based whether wanted to have Full Sandwich Applicable or Partial Sandwich for Week Off and Holidays
- 9 Leave Instances and Encashment**
Set Maximum and Minimum Leaves availed as per leave codes, Set Rules for Leave Encashment
- 10 Leave Carry Forward and Probation**
Define Rules based on whether leaves should be yearly carry forward and whether wanted to grant in probation or not.

Payroll Management



Compliance Management



Performance Appraisal



KRA, KPI, Goal Setting

Define KRA, KPI Employee wise, Designation wise, Have Flexibility of Employees or Managers defining their own KPIs or for Team.



Evaluation

Have Self, Team, Peer and External Evaluation



Appraisal

Review Performance Summary, Define weightages, Unit of Measurement for each KPI and have target set for predefined period



Employee Scorecard

Have 180* or 360* appraisal process and integrate seamlessly with Payroll

HR Analytics



Reminders

Get well notified in advance for Probation confirmation, Compliance report submission, Appraisal Due dates,



Customized Reports

Employee Information, Attendance, Leave and Processed Salary. Design your flexible reports



Department, Grade/Pay Cadre

Analyse Expense outflow against each department, designation, Grade/Pay Cadre



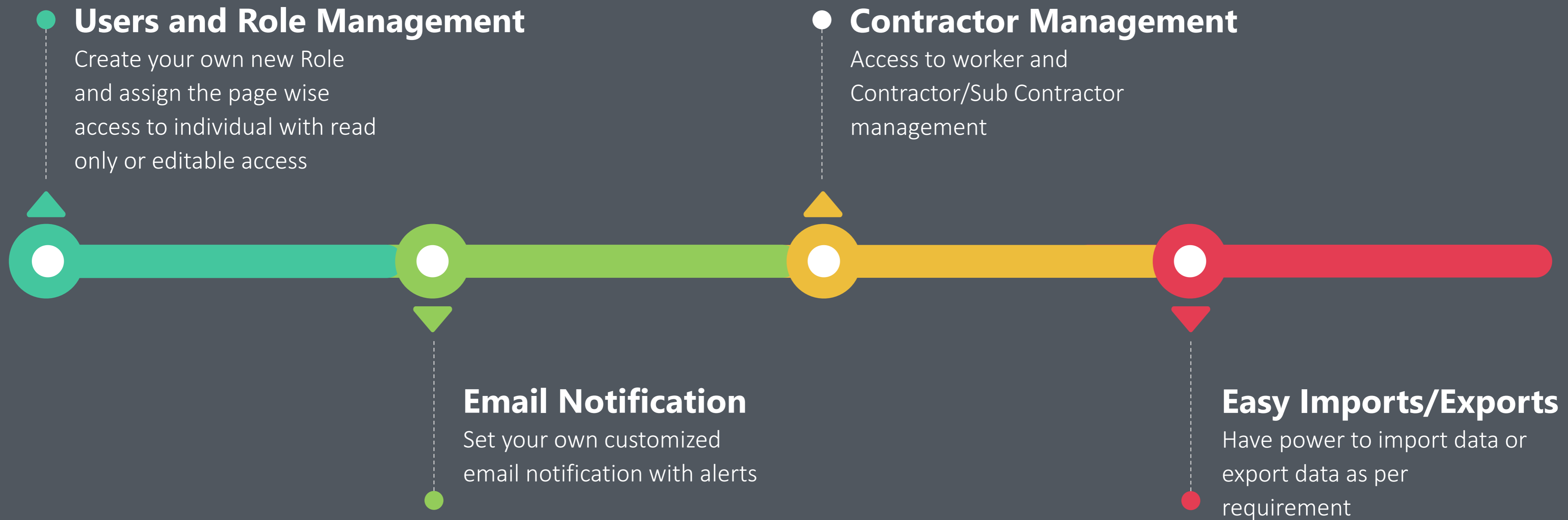
Salary Revision History

Check salary revision history of all employees disbursement of fixed and variable Salaries



Organization Structure

Organization designation hierarchy, Reporting managers Hierarchy
Location wise Manpower Hierarchy



Thank you

GET IT IN TOUCH



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