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PeoplesHR
Functional Proposal



25+
Years of Experience

1500
Clients

40+
Countries

20+
Industries

www.PeoplesHR.com

2nd Floor, Scanwell Building, 67/1, Hudson Road, Off Perahera Mw, Colombo-3, Sri Lanka.

Tel: +94-11-4621111 Fax: +94-11-2394064

E-mail: info@PeoplesHR.com Website: http://www.PeoplesHR.com

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Page Navigator

Core HR

Employee Master, Employee Life Cycle, Organizational Structure, On demand Reporting Tool, Report Navigator 01 - 06

Operational HR

On Boarding, Off Boarding, Recruitment, Payroll, Timesheets, Loan Management, Disciplinary Management, Absence Management, Time & Attendance, Benefits 07 - 17

Strategic HR

Predictive Analytics, Interactive Analytics, Performance Management, Talent Management, Enterprise Dashboard, Probation Evaluation, Simulations, Training & Development 18 - 28

Employee Engagement

Self Service HR, Grievance Handling, Wellness Dashboard, Mobile App, Kiosk, PAT: The PeoplesHR Assistive Technology 29 - 34

****Disclaimer**

This document includes the complete PeoplesHR suite and is subject to client selection of modules. Following the selection of modules, a comp rehensive commercial proposal can be sha red on request.

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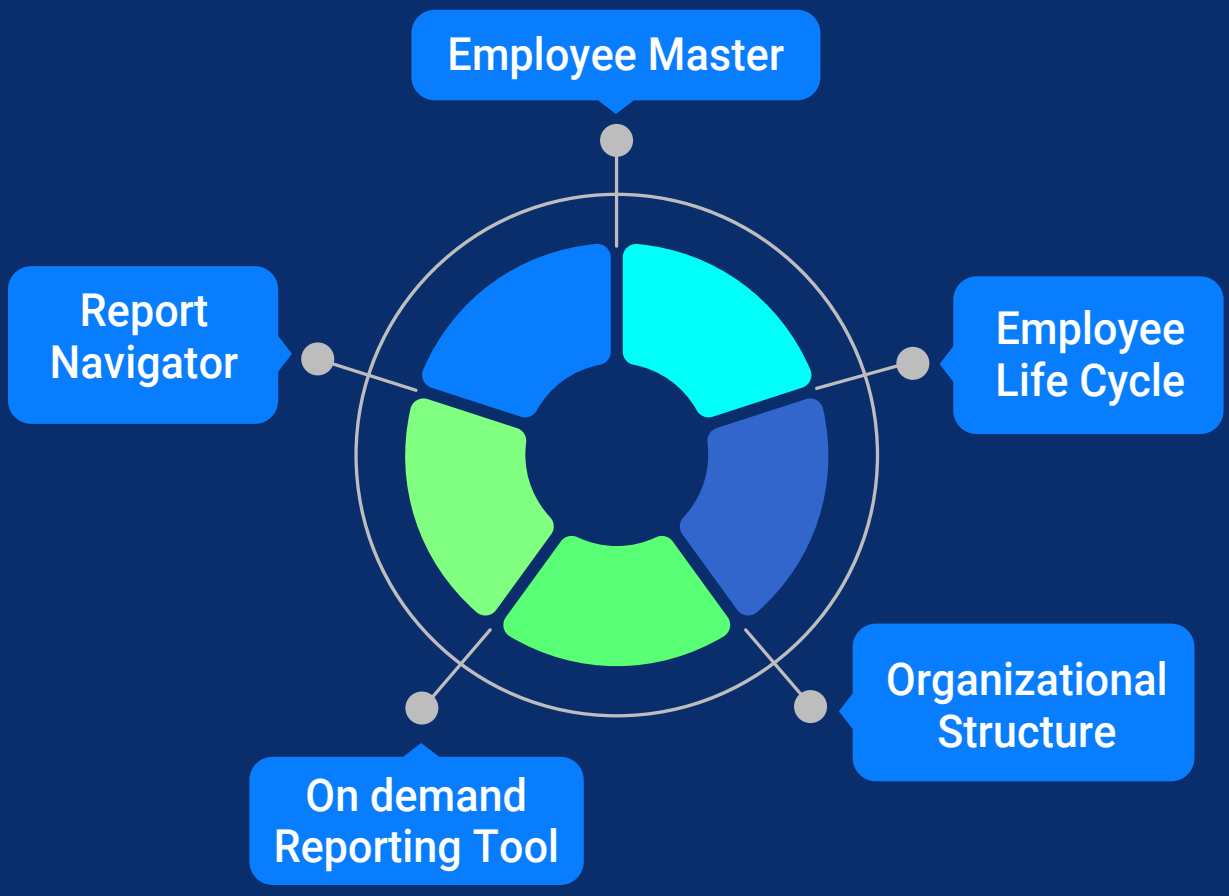
CORE HR

Mandatory base modules to run the HRIS application.



Employee Master

Business Value

This is one of the core modules of the HRIS as it maintains all employee related information including different types of personal information, detailed qualifications and work experience etc. The information captured by this module is utilised by all the other modules, thus eliminating data redundancy. With Employee Information Manager you can effectively and efficiently access and manage detailed information on each employee. Eliminating the requirement of a personal file to be maintained manually under each employee completely.

Easy accessibility to all important employee information.

Maintain employee profiles more effectively with higher efficiency.

A structured approach to the traditional manual employee personal files.

Decreased possibility of data loss or gaps in data capturing.

Capture, maintain and manage reports and dashboard from employee details.

Localisation features based on company requirements.

Key Features

An authorised administrative user can **define all the information required to capture employee details** as well as other modules in the system.

Users can view their information through the SSHR portal.

Provide **selected users the authority to access to their employees' information** as required.

Users have the choice of **auto generating or manually entering codes in forms** as required. By default the codes of all forms are auto generated.

Two views of the same form is facilitated through the system – i.e. the 'Summary View' – to view a summary of all the records previously defined and a 'Detail View' used for data entry purposes.

Employee numbers can be generated according to the organisation's requirement.

System captured milestones on birthdays, passport/visa renewal, employee service and prior retirement etc. alerted to users.

Reports can be generated based on the data captured through the module. (Age Analysis Report, Birthday List, Employee Profile Report, Service Analysis Report and Consolidate Employee Summary etc.)

Enables **NIC number validations** and statutory data validation.

Onscreen indicators capturing Years of Service, Age Demographics, and Milestones.

Create additional fields as required by the organisation.

Attach employee image for identification purposes.

Employee profile collaborates employee details from applicable modules to one detailed page for ease of use.

Stay updated about your career journey within the organisation, from absences, work patterns to competencies developed.

Employee Life Cycle

Business Value

Employee Life Cycle allows you to keep a track of the movement of an employee within the organisation tracking the progressions of each individual's career. Identify, track, manage and control the many changes and phases of the employee life cycle process effectively and efficiently. Promotions, designation changes, transfers, salary increments or even demotions can simply be handled through the system. Requests for movements can be made either by a supervisor or the employee him/herself to get the process started. Upon fulfilling the required number of stages of the lifecycle, the request will be complete as it reaches the final conclusion.

Provides a clear structure to the career changes that occur during tenure.

Facilitate career movement opportunities as a result of employee growth within the organisation.

A clear record of all the movement taken by each employee within the organisation.

Key Features

Keep a **clear track of transfers, promotions, demotions, increments and decrements** of an employee.

Assign job specifications to employees, defining the tasks that require completion.

Allows an admin user to **define all information required to execute the ELC** and other modules.

All users can **view employment milestones** using the timeline view.

A **summary and a detailed view of the forms accessed** for better understanding and reference.

Search and track information based on movement type or employee wise.

Easy configuration facility to match the requirements of the organisation.

Maintains a **comprehensive intuitive and interactive timeline** of each employee.

Create an **unlimited number of employee movements.**

Employees are able to **make requests which are identified as a movement application.** Each request travels through cycle in which the defined criteria should be met to be completed.

View all movements and its ongoing status in the application life cycle pertaining to you and your subordinates for each year.

Supervisors can apply career movements on behalf of subordinates and mention effective date of movement type.

Define one or more approval levels which a particular application is required to reach for approval.

Organisational Structu re

Business Value

This module aids in creating detailed structures for all business types, to support better strategic decisions and manage all employee related movements within the organisation. Maintain effective and reliable record of work roles, responsibilities and control points of the entire organisation, which allows proper maintenance of records, charts and reports, to obtain insights, enabling better collaboration and information sharing. Employees are able to access and view the organisational structure to better understand the reporting hierarchies and responsibilities associated with the job role. Creating a platform that connects the entire organisation's overview to individual entities that create and navigate it.

Graphical representation of the entire organisation's reporting structure.

Customisable view of detailed information on the workforce revealing key matrices surrounding the organisation's headcount.

Eliminates overlapping and duplication of job roles within the hierarchy.

Provides a detailed record of all the roles within the organisation.

A clear mapping of the workflow and authorities that exist within the organisation.

Provides better structure to the existing reporting hierarchies that may require changes.

Key Features

Graphical representation of company and reporting hierarchy.

Detailed information on each individual reporting hierarchy.

Define unlimited levels within the organisational chart created.

Create print and export charts depicting organisational structures.

Configurable informative view at each node level.

Capture details of employee information ranging from indirect/ direct subordinates and direct/indirect supervisors.

Easy location of employees who operate in multiple locations.

Drill down view of employee information under each entity of each level according to the authority data security profile.

Authorised users are able to **view active employees within a selected entity**

Position Mapping with the facility of enabling the **position based hierarchy mode.**

On-Demand Reporting Tool

Business Value

This is a web based reporting tool which enables user to create, modify and view reports generated through the system from the variety of modules available. The data captured from the system are displayed in report form that can be viewed on a modular basis. Reports can be customised based on requirement by obtaining data from several existing reports. Allowing you to create unique reports that will add value to the decision making process within the organisation. Cutting down additional time wasted on manual report compilation processes.

An archive of reports for perusal in one single location.

Structured reports that aid in decision making.

Updated information captured from the system's latest activity and updates.

A variety of reports generated from all the modules within the system.

Easy access to important information.

Effective and reliable information that can be filtered as required.

Key Features

Existing reports can be viewed module wise and customised according to data fields using data filtrations.

Reports can be exported to pdf or MS Excel file format and be printed if required.

Existing report structure can be used to configure new reports as required.

Generate reports through combined data views of multiple modules.



Report Navigator

Business Value

This module consists of a host of reports that are compiled, capturing information from the modules available within the system. The reports are predesigned and are generated upon a predefined time, set by the user according to each department/user requirements. Reports can be arranged in an easily accessible manner that will ease information sourcing. Authorised users are able to generate reports required for decision making purposes and assign them to specific user groups that will benefit from the available information. Apart from the predefined reports, customised reports can also be created via crystal reports and stored within the system for future use.

Structured approach to the report generation process.

Decreases time and efforts exhausted on information mining and report creation.

Easy access to an array of reports generated through the system.

All required decision support information in one centralised location.

An array of predefined reports that capture information from all modules of the system.

Create customised reports for organisation specific requirements.

Key Features

Define classification of reports to be used within the organisation.

Define and add reports that the organisation will be using in their business processes.

Define user groups that would be authorised to use/handle the various reports provided in the sub modules defined.

Assign reports defined and available in report navigator to their respective user groups.

Assign the employees to the various users who will handle the reports of the various sub modules defined.

Reports generated can be grouped module wise.

Data filtrations can be performed base on parameters defined by the user.

Reports processes in numerical and graphical formats.

Design reports and reports formats as required.

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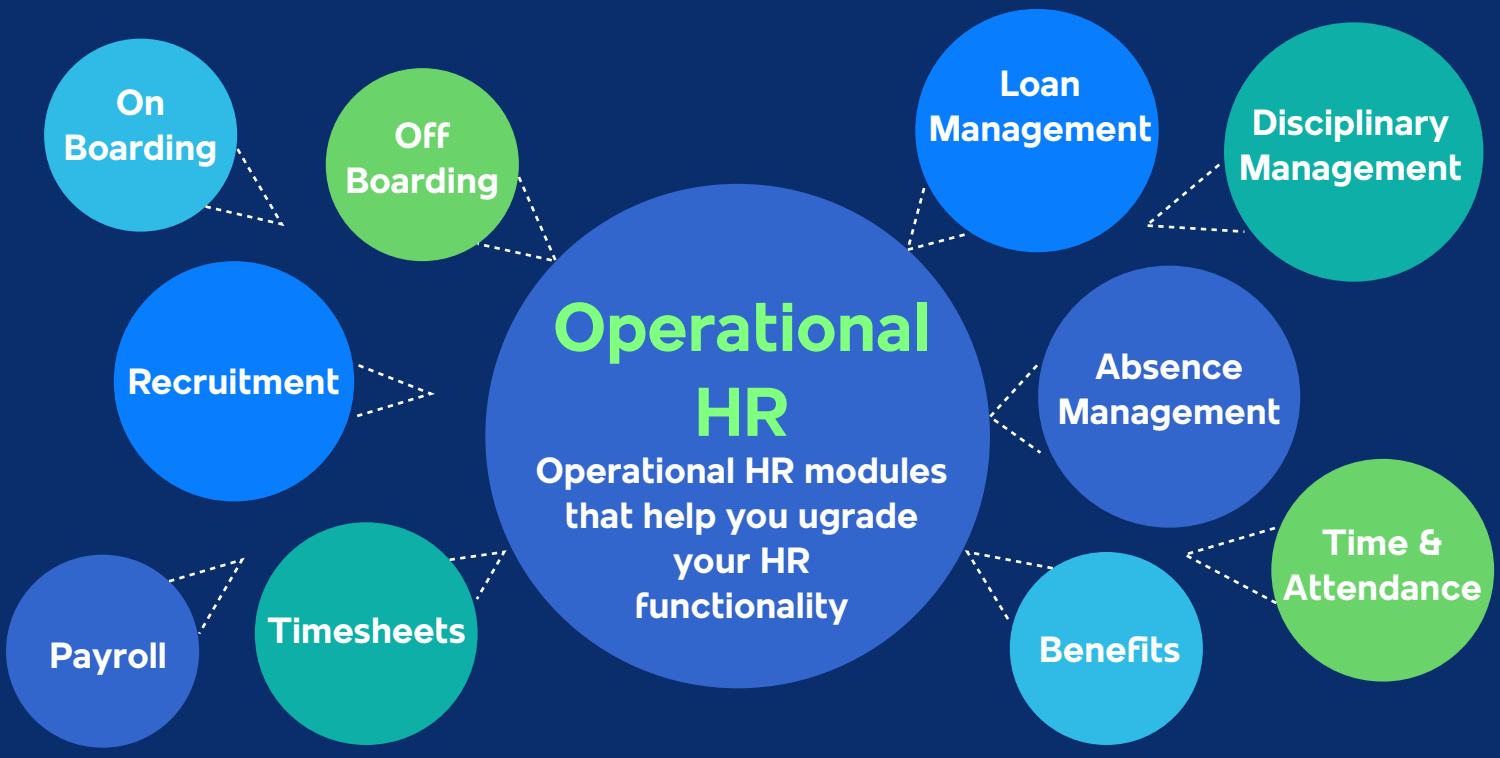
OPERATIONAL HR

Fulfilling operational HR activities.



Time and Attendance

Business Value

Monitoring employee attendance and maintaining discipline in work hours is an essential aspect of organisational productivity. The Time and Attendance module simplifies the tedious tasks involved with monitoring employee time and attendance, tracking and data collection. Helping you control costs, minimise compliance risk, and improve the workforce productivity with consistent, effective and reliable tracking of employee attendance. With features that accommodate a growing workforce, and customisability to handle the complex attendance based rules of your organisation.

Real time tracking capabilities, minimizing delays or excuses.

Prevent buddy punching and other time related theft.

A centralised database of information that can be accessed throughout the company.

Ensures compliance with associated labor laws with accurate and reliable information tracking.

Quick and easy access to individual attendance details for self-evaluations/reference

Eliminates manual interpretation of numbers, related to hours worked and/or overtime.

Get a summary of your workday from total work hours, no pay hours, late hours and so much more

Check your workforce turnout while tracking the current employee count along with the absences.

Key Features

Integrated with attendance capturing devices.

Employees are able to **update attendance records with prior approval.**

Requests can be made for **extended work hours with approval.**

Manage multiple time zones.

Create **roster schedules.**

View **attendance registry with direct links to leave applications.**

Access **all the payroll related information** required, from standard pay rates to overtime and weekend rates.

Employees who have not swiped their cards on the biometric device, can **manually enter their attendance which will then be sent for supervisor's approval.**

A real-time snapshot and insights of employee movements within a workday.

Supervisors are able to view and monitor attendance patterns of geographically dispersed employees.

Roster planning is streamlined with drag and drop based scheduling option.

Clock-in widget provides GPS tracking based attendance logging for user outside of the physical working premises.(Conditions apply)

Popups/notifications sent regarding employee delays or any other issues related to attendance.

Alerts/reminders sent if employees forget to check in on the attendance capturing device.

Manage and monitor pre and post overtime.

Extend shifts beyond midnight along with **continuous shift monitoring,** with accurate time capturing through attendance devices.

Customise attendance policies according to the organisational requirements.

Absence Management

Business Value

Unexpected or unaccounted absences create disruptions to the workflow of an organisation, causing sudden interruptions in achieving the expected productivity. This module helps you track multiple leave types, manage how each should be allocated, applied and even used. Providing a quick, error free and effortless way to organise, apply and approve leave throughout the organisation. One single platform that helps employee as well as management of the organisation to track and manage the absences with higher efficiency and reliability.

Avoids misconduct or violations of organisational attendance policies.

Reduce unnecessary time and costs associated with unplanned leave.

Holds each employee accountable for lost time.

Avoid errors and delays while obtaining more control over scheduling capabilities.

Identify, forecast and plan the required time-off period, ahead of time.

Monitor employee absence trends and anomalies to identify areas that require attention or improvement.

Analytical Overview

Know the changes and fluctuation surrounding your time - off, with comparisons that tell you how it has changed over the years.

Track your team time-off progressions over the years for a productive future.

Key Features

Leave planning and multiple holiday calendars.

Multi-level leave approval workflows.

Rapid leave application and approval options.

Manage multi-country calendars.

View team leave plan prior to approval.

Calendar view of leave requests and history.

Automatic e-mail noti fications regarding leave requests, approvals and rejections along with **approval and rejection functions through e-mail.**

Ability to **manage geographically deployed employees'** leave compliances in real time basis.

Improved request visualization, provides a **complete overview of an employee's leave balance** to the reporting manager.

Generate reports by day, month or year, filtered by users, departments and leave types.

Track unplanned leave and lost time details with the ability to benchmark them against peers.

Absence heat maps that offer detailed insight into the organisations absenteeism patterns indicating fluctuations that require attention.

Supervisory dashboards that provide an infographic view of the employee absence related information.

Performance Modules indicating gaps that may require immediate attention.

Display of leave clashes among peers, prompting changes to be made on planned leave dates.

An authorised user or supervisor is able to perform leave related activities such as **applying leave/short leave,cancelling applied leave, viewing leave details and viewing leave statistics on behalf of his / her subordinates.**

$ Payroll Management

Business Value

With the main aim of bringing in structure to the compensation process, this module provides ease in conducting all necessary functionalities with higher efficiency and reliability. From generating pay slips, payroll reports, increments, processing multi-currency transactions, to loans and reimbursements can be handled through one single platform. The highly configurable features of the module allows users to define transaction wise specifications to fit the policies of the organisation. The module facilitates payments to be processed based on information captured from the Attendance and Absence Management modules for overtime, no pay and other attendance based incentives.

Configure earnings and deductions according to business requirements and policies.

Remove uncertainties with segregated security associated with information sharing or third party involvements.

Speeds up the stages in the process through automated and predefined logics, calculations and features.

Comprehensive validation procedures to avoid human errors on data insertions from occurring.

Built - in expertise within the system reduces the need of specialised professionals to handle the processes involved.

Accurate, efficient and reliable payroll calculations that abide with the organisation's policies and statutory fulfillment frameworks.

Key Features

All **payroll records available for access** as and when required.

Integrable with any third party financial system.

Define and configure Pay Group.

Define pay items for payroll process calculations.

Bulk upload required pay items via excel spreadsheets.

All **double entry financial accounting figures are posted** using general ledger.

Salary revisions and bank diskette generation.

Pay slip widget on Self Service portal to print/view slips

Payroll control panel / dashboard provides a summary of the payroll in progress.

Information security via **encryption and audit logs.**

Multi-currency, multi-company and multi-pay frequencies for organisations with operations across different countries.

Payroll processing capabilities **for organisations with a large or small employee count.**

Accuracy and precision in calculating **multiple payroll transactions.**

Configurable to **fit country and statutory specific requirements.**

Easy compatibility with any existing financial system.

Retrospective payments and adjustments.

Process **increments and/or decrements for employees, based on performance or other considerations** such as attendance or any other module through the rule engine.

Detailed reporting options provide all required information of an employee's profile with employee reports, monthly salary reports, monthly provident funds, employee lists of a selected department, designation or category.

Accurate salary processing, report generation and employer statutory contributions with predefined processes.

Simultaneously process multiple pay processes or groups.

Loan Management

Business Value

To organisations that provide loan facilities to employees, this module becomes a tool in structuring all associated procedures. All transactions involved in the different loan schemes established by the organisation will be handled through the system with ease. Track, manage and maintain detailed information on the processes involved with higher accuracy and reliability. Effectively and efficiently manage the loan schemes that are in use with higher flexibility. The unique features of this module enables the creation of different organisation specific loan types according to specific requirements.

Reduces the time spent on loan processing.

Assures compliance with required loan related requirements.

Effective document management and loan status tracking.

Minimises the possibility of errors involved.

Creates structure to all procedure involved.

Enhances accuracy in loan related requirement entered.

Key Features

Business rules, parameters and methods of validation are pre-configured to align with the organisations business roles.

Create checklists, loan entitlements and different loan types.

Checklists allow the administrative users to **create different categories of guarantors and documents** required for the loan application process.

Impersonation option allows users to **apply for loans in bulk on behalf of employees and settle loans on behalf them either in bulk or on individual basis.**

All relevant documents and the guarantor information can be maintained within the system during the application process.

Applicants can apply and view loan history & status.

Loan management can be integrated with payroll.

Benefits Management

Business Value

This module automates the processes of managing benefits that are provided to employees, in addition to their compensation packages. The entire process from application to reimbursement is recorded and carried out through the system until the physical payment is completed. Benefits can be defined based on the employee category, with the eligibility criteria that defines the different limitation within the process. Allowing users to effectively and efficiently apply for the benefits while providing the organisation complete control over all functions associated, with a detailed history view and required configuration capabilities to track and manage the necessary details.

Complete track of all benefit claims within the organisation.

Control over procedures associated, avoiding any errors or mishaps.

Reduces errors caused due to negligence.

Structured approach to the benefit management process.

Detailed view of the benefits claimed by each employee.

Avoids unnecessary paperwork associated with a manual process.

Key Features

Multiple benefits applications.

Administrative users can assign benefits with corresponding amounts to the employees with eligibility criteria.

Users are able to **reimburse payments through the system.**

Detailed view of the benefits assigned to each employee on an individual level.

Configurable benefit applications with approval flow.

Detailed history of the benefits applied.

Supervisory level users are able to impersonate a subordinate in applying benefits and view history when required.

Define a cut-off day for the reimbursement of each benefit type as per the pay frequency utilised by the organisation.

Assign the workflow required for the approval process.

Rejected applications can be viewed and reapplied when required.

Integrated with payroll for transactions.

A detailed history can be exported into MS Excel file format.

Bulk application can be uploaded to the system through MS Excel.

Know everything from entitlements, usage and expiry date of the benefits allocated.

Send reminders about pending applications with a complete overview of the pending list to keep in track.

Drill down into knowing more about the current and past allocations.

'Favourite' your most used benefit types for quick and easy access.

Filter for a more detailed view on high to low, low to high, recent, fully utilised and favourite benefits.

A year's monitory benefit utilisations, tracked on a monthly basis.

Compare benefit types based on current vs previous year to identify fluctuations.

Employees can **view benefit entitlement, utilisation, balance and pending approvals.**

View **Employee Self Benefit Dashboards and generate Expense Report.**

Timesheets

Business Value

The Timesheets module is a web based application service that allows you to access and manage the time spend on tasks from anywhere at any time. Keep a track of utilised time and expenses incurred, allowing better workforce management, improved customer relationship and value added business performance. Automate and structure business processes to support project tracking and while staying within budgetary constraints. Catering to the requirements of a growing workforce, this modules enables smooth project and time management of every employee. Be it a large or small work environment with a simple or complex structure, Timesheets can be customised to fit the diverse requirements of a dynamic organisation.

Enhanced accuracy in time and expense management.

Data entry, tracking, processing, and management, consolidated.

Increased efficiency and compliance.

Manage and schedule projects, tasks and/or assets.

Transparency in employee time management.

Increased overall workforce productivity.

Key Features

Allocated billable hours can be configured, based on project or employee wise.

Top level managers are able **to define rules and workflows.**

Auto generated alerts/reminders sent on missed timesheet entries to each employee.

Popups/ notifications **alerting admin users regarding employee delays in updating timesheets.**

Track and manage individual time management details.

Structure business processes for project tracking.

Supervisors are able to review and approve timesheets.

Intuitive Interface for employees to add daily activities on the go.

Ability to track **daily activity and project monitoring.**

New and i**mproved time entry** interface.

Availability of **comment field.**

This module is **interlinked with Time and Attendance** Module for your convenience.

Provide **time recording in timesheet day based view**.
API for mobile app time logging and approval.
Instant **Notification and Alerts.**

Recruitment Management

Business Value

With a 3 stage cycle in place, the features of the module covers all the crucial elements of the recruitment process from identifying a vacant position, candidate information collection to the final steps of interviewing and selecting the suitable candidate. Covering the most basic to the most complicated of procedure such as budget management, in a detailed manner to bring structure, efficiency and reliability in the most effective manner. Track, manage and keep a detailed record of the entire recruitment process while maintaining all constraints involved with higher reliability.

Structures the procedures of the overall recruitment process.

Improves overall quality and suitability of the hire.

Procedures followed will be of complete compliance without deviation from the regulations in place.

Avoids inaccuracies caused due to negligence.

Creates an archive of information for future use or reference.

Reduces unnecessary costs associated with administrative tasks.

Key Features

Match requisitions against manpower planning requirements.

Business rules, parameters and methods of validation are pre-configured to align with the organisations business roles.

Define suitable recruitment methods such as paper advertisement or web postings and/or job agency notifications.

Capture and track costs incurred over the recruitment and selection process to manage the budgets accordingly.

Send notifications on the progress of the recruitment cycle.

Define the order of the overall recruitment and selection process from defining interview panels, recruitment stages to interview profiles.

Linked to the website or relevant social media portals for easy access.

Create candidate profiles to maintain applicant database.

Obtain statistical reports of the recruitment process for decision making.

Select suitable employees for the interview panels and appoint a panel head for an each created group.

Configurable and flexible to support business practices.

Integrated with the onboarding module to aid with formal pre-joining formalities.

Advanced screening process for filtration against a given criteria.

Pre-determined criteria at all stages of the recruitment process, to avoid risks of bias decisions or discrimination.

Define and restructure overall recruitment and selection process, as required by the user.

Link to outsourced recruitment organisations.

Allow panel heads to provide feedback against each selected candidate.

Candidate conversion to help employee information page.

Notification to reject candidates can be automatically generated.

Recruitment Management

Candidate portal enabling candidates to register themselves using a user name and password or through LinkedIn and Facebook registration.

Candidate portal enabling candidates to register themselves using a user name and password or through LinkedIn and Facebook registration.

Employer Branding capabilities across the platform. (Display awards, logos, images etc.)

Ability to make **recruiter details visible based on the selected role.**

Predefined selection criterias for long listing.

Side by side comparison of candidate CVs during shortlisting.

Define questionnaires for interviewers.

Onboarding

Business Value

This module covers all aspects surrounding induction, orientation and post joining formalities with the aim of accelerating the transition process. It eases the tasks associated with the onboarding procedures of an organisation, where the necessary actions, profiles and candidate allocations are conducted through a single platform, ensuring a smooth flow to follow throughout the entire process. Track, manage and keep a detailed report of the actions followed along with the progress of each candidate in the onboarding process. We help you create an experience that will make a lasting impression on all new recruits, increasing first day productivity and by bringing structure to the administrative activities.

Build stronger compliance with organisational procedures and goals from the initial stages of employment.

Foster strong workforce engagement by tracking employee progress within the system from day one.

Maintain detailed records of the stages completed and formali ties followed during the process.

Shorten the learning curve and increase productivity from day one.

Consistent, strong and effective knowledge distribution among the new recruits within the organisation.

Key Features

Create **onboarding actions** and have alerts sent during different phases of the onboarding process.

Authorised administrative users are able to **maintain a checklist of onboarding actions** completed under each specific candidate profile.

Create onboarding profiles and assigning candidates by mapping employees found under Employee Information Manager or Recruitment modules if integrated with the Onboarding module.

Proactively **plan ahead** to avoid talent surpluses or shortages.

Embedded part of monthly, annual and multiyear business planning processes.

View/edit candidate **onboarding progress.**

Offboarding

Business Value

This module ensures smooth transition of the entire exit process from resignation requests to final departure. Covering all necessary formalities, the system ensures proper execution of all related processes that enable a professional conclusion to employment. Manage all processes and responsibilities allocated to the employee without skipping a single step. A structured approach to the clearance process that allows you to track and manage all refundable company assets such as, ID's, mobile phones, laptops, SIM cards and conduct knowledge transfers through the system. The module handles the entire exit process through one platform, effectively and efficiently with complete discretion.

Complete control over the entire exit process.

Provides precision and structure to the processes involved.

Eliminates errors that may have occurred through manual processes.

Provides detailed information for audit logs for compliance and internal management reviews.

Maintains a comprehensive record of every employee that has left the organisation.

Key Features

Define actions, configure properties and create alerts to be sent at different stages of the offboarding process.

Authorised admin users are able to **define and configure the initial stages of the offboarding process.**

Define exit types and question groups relevant to various scenarios.

Off boarding actions can be managed through a configurator checklist.

Reallocate and retrieve tasks and properties granted to the employee involved (allocated company resources and official documentation).

Analytics on employee exits by varying reasons.

Automatically trigger notifications to key personnel when an employee submits his/her resignation online.

Ensures that the inactive employee no longer has access to the organisation's sensitive information and **blocks access** to confidential documentation.

Identify and evaluate the reason of employee's departure to reduce the risk of potential lawsuits by ensuring that the compliant procedures are followed across all locations.

Customise exit questionnaire to be sent to different employees focused on their area of expertise.

Initialise exit notices through a predefined cycle of approval level.

Exit finalisation with payroll, rehire recommendations for all offboarding employees.

Exist clearance process of all recoverable assets with pre - configured clearance procedures.

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STRATEGIC HR

Automating the evaluation, training and career development of employees.





Performance Management

Business Value

Understanding that an organisation's success relies on the efforts of its human resources, we offer you an effective way to evaluate those efforts against the organisation's goals. Performance Management module handles the entire performance appraisal process from start to end. Aligning the goals and objectives of the organisation with its employees while evaluating, and managing their overall performance. We bring you an intelligent tool that connects with Employee Information Manager, Training and Development as well as Talent Management modules to add great value to your organisation in managing and leveraging the quality and capabilities of the talent pool.

Greater business efficiency and improved decision support capability.

More control over goal execution with the ability to set goals and see individual, team, or company-wide progress.

Align with corporate objectives to improve quality, security and consistency of performance measurements.

Create links between performance management, career growth and compensation elements that facilitates related decisions.

Detailed set of dashboards that provides a summary view of decision critical information for important decisions.

Increases the focus on the overall business results by directly linking and supporting the organisation's overall strategies and objectives.

Key Features

Goal, KPI and/or competency/skill based evaluations supported.

90, 180 or 360 degree evaluation capabilities.

Key Performance Indicator (KPI) based measurements and evaluations.

Track daily KPI achievements

Goal revision facilitates changes to the KPI's based on the business needs.

Reporting managers have the ability to propose goals to employees.

Ability to **compare and measure proficiency levels** with actual achievements of the employees.

Multiple intermediate assessments for goals and competency evaluations.

Facilitating employee rating moderation to tally with the expected bell curve by **comprehensively standardising** the actual against the expected results.

Bell curve with 3 levels of moderation.

Integration with training and development module to identify performance gap.

Multiple dashboards to analyse past performance trends.

Enable **2 level appraiser (reviewer) option** with an additional appraiser to 180 degree method for more transparent and fuller assessments.

A **Critical Incident Journal** that allows the reporting manager to keep detailed records of achievements and misses made by each employee.

Enable appeal when required.

Comprehensive on-screen dashboards with the organisation's performance ratings displayed for analysis purposes.

Performance Management

Track, manage and follow-up the entire performance management process with alerts and progress indicators.

Get the overall picture of your team and compare when needed for those critical decisions.

Recognise those best performers within a competency of your choice for special job requir ements.

Make decisions about your employees pay, based on their performance.

See how your team achieves their KPIs over time.

Multiple info-graphical dashboards of drilled down information on all areas concerning perf ormance management.

Get a printable, Info-graphical summary with performance assessment details of any empl oyee of your choice.



Probation Evaluation

Business Value

Probation Management automates the entire evaluation process of the probation and temporary employees, accommodating all surrounding procedures to be tracked and managed effectively. Providing administrators or supervisory level employees with the ability to assess, summarise and carryout the entire evaluation process on candidates of different employments categories. This module can be used to evaluate not only probationary employees but also temporary, contractual and expatriate employees as well. By creating standard evaluation templates of similar categories, evaluations can be carried out effectively and efficiently.

Structure the evaluation process of employees whose assessments primarily depend on a specific time period.

Track and manage all evaluation related details effectively.

Evaluation procedures structured to fit the requirements of the organisation

Predefined templates for different employee categories

A complete track of all important evaluation details captured for future reference

Supports in the decision making process related to temporary employees

Key Features

Employees on probation can be evaluated on predefined assessment milestones before being absorbed into the permanent carder.

Define eligibility of employees based on selected criteria.

Evaluation templates can be created based on Employee Type, Salary Grades, Corporate Titles, Designations and Business Units for future evaluation of similar categories.

Evaluation templates can be assigned to competencies.

Maintain a **comprehensive evaluation history and export details to Crystal Report, Acrobat, MS Excel and other available file formats.**

Once an evaluation is complete, a supervisory user can determine the next step, whether the next evaluation is to proceed, the probation period is to be extended, the employment to be discontinued or the job role to be changed based on the evaluation analysis.

Manage the assessors identified within the assessment cycle.

Add employees to probation evaluation from the pool of employees who require close supervision.

Training and Development

Business Value

This module aims to structure the procedures surrounding the many phases of training and development from the starting point of identifying training needs up to the end point of evaluating programs conducted. Each and every phase gets automated with the use of the system enabling users of different work categories to request, identify and apply for required training programs. Supervisors can nominate employees to trainings and once complete evaluate the affectivity of the programs conducted. Organise programs with ease to fulfill performance improvements, aid in professional development, and succession planning or train employees covering specific topics as required.

Increase job satisfaction among employees.

Motivate employees to broaden knowledge on work areas.

Quick access to all available and relevant training programs.

Structure the processes surrounding the training and development phases.

Avoid missed opportunities due to negligence.

Identify, apply and evaluate training programs conducted.

Conduct all those core operational activities around training programs, from enrollments, participation confirmations on behalf of the applicant, attendance and number of pending evaluations.

Know how effective your evaluations are with a quick overview.

View the trainer rankings against every training program conducted.

Key Features

Capture training needs from employees and supervisors.

Validate and refine training needs through a need converter.

Define, plan, budget and schedule training programs.

Monitor attendance on programs conducted.

Link with performance management module to **track employee performance post-training.**

Kirkpatrick's four-level training evaluation model to measure the effectiveness of the training.

Gain **in-depth reports and insight** on all training activities.

Administrative users can **schedule course and subject wise trainings.**

Administrative users can **decide on the best suited applicant for the training** by selecting from the received list of applications.

Maintain a waiting list where the applicants can apply for the waiting list once the capacity of a program is fully occupied.

Repeating option provide the ability to **reschedule a training program for multiple days** (Scheduling can be done on a daily, monthly, weekly or yearly basis).

Control dashboard view provided for the Training and Development administrative users where he/she can **monitor training and development activities** via the dashboard easily.

View scheduled trainings through a calendar view option where applications for the required trainings can be carried out using the same.

Edit, view, reschedule or postpone trainings.

Training Manager Interface enables to manage all training based managerial and administrative activities.

Multiple evaluation options to enroll applicants for training.

APIs to integrate with e-Learning platforms.

Talent Management

Business Value

The Talent Management module helps identify, retain and foster top performers and future leaders within the organisation. Manage growth plans for each identified talent with the capability to monitor and evaluate the timely achievement of plans in place. Talent Management uses the Performance vs. Potential Metrics method for the talent review process that aids in better succession planning. Define career paths for employees, propose preferred jobs, organise career goals, track and maintain successor related details. Allowing employees to take a more active role in their career planning and career development within the organisation.

Retain top talent within the organisation.

Improve overall employee experience.

Identify and develop employee career paths and create opportunities for growth.

Create opportunities for exceptional performers to advance in their career.

Build a strong competent workforce.

Provide a clear route of the career path in which each employees travel.

Track the status and progress of your employees, with a dashboard view of their development plans.

Know your employess potential and progress, and see where they stand among the rest.

Identify the seccessors of your organisation's future with a quick look at the potentials to come.

See your own potential for growth preparing for future movements up the career ladder.

Key Features

Classify job hierarchy based on job families, key areas and job levels.

Create employee career paths based on the created hierarchy with alternative paths

Employees are able to take a more **active role in their career planning and career development** within the organisation through the career centre.

Reviewers can assess all their reviewees (leadership candidates) together based on current performance and future leadership potential.

Side by side comparison feature enables reviewers in better understanding the talent pool.

Information captured from the module are displayed in a **dashboard format for further analysis.**

Develop individual development plans for employees with suggestions on career development.

Maintain and update successor details such as readiness, rank and status.

View the succession hierarchy with regard to a selected critical position using a diagram.

Efficiently manage the loss of talents by maintaining the Risk of Loss, Impact of Loss matrices and propose employees for Job Rotation.

Simulations

Business Value

Know how best resources can be utilised by creating future scenarios on a simulative environment that let you use the available information for future requirements.

Analytical Overview

Get the full picture of your simulations, last two years vs the current year.

Know the difference between allocated and actual usage of your organisation's cost of Increments, new joiner, bonuses and resignations.

Get a complete summary of all those budgeted, simulated and the variations that may come up in your increments, new joiners and bonuses.

Know the top 5 employees whose exits will significantly cost the organisation.

Compare the past three bonus allocations.

Know the cost spread across your organisations increments, new joiner, exits and bonuses.

Key Features

View current simulations against previous utilisations.

View allocated salary, increments and bonuses with the options to adjust if necessary.

Identify maximum and minimum salary scale positioning.

Make required budget allocations, view remaining budgets and identify under/over paid employees.

View and share the created simulations with/to required individuals.

Dashboard view of utilised allocations, cost allocations, total utilisations for the past 2 years with current year.

Predictive Analytics

Business Value

Analysing and learning from the different characteristics of employee behaviour, the system captures and creates patterns that forecast changes/fluctuations to be expected in the future.

Turnover Predictions

Analyse employee characteristics over time and identify the rate, risks and reasons of loosing talent from your organisation in the future.

Key Features

Turnover Prediction Dashboard: A summary of future employee turnover.

Future turnover rate of hierarchy level.
Current turnover rate increment/ decrement.
Business unit with highest turnover.
Average experience of the employees who anticipate to leave the organisation.

Turnover pattern for last 10 years, current year and next year.

A **list of employees at higher risk of leaving.**

A **list of employees at lower risk of leaving.**

Leaving possibilities of all other employees in the selected hierarchy level.

Top 5 factors affecting turnover, which are recognised by the predictive model.

Satisfaction level of employees determined by considering the predicted leaving probability of employees.

Top 5 departments with highest turnover.

Comparative ratio of employees who anticipate to leave the organisation.

Performance level of leavers.

Important information related to talent and performance level of the employee.

Risk of loss
Impact of loss
For whom the leaving employee is successor for Position criticality
Goal rating
Competency rating
Overall rating
Factors considered for the turnover prediction model

Provide opportunity to **formulate own models combining different parameters** apart from the default parameters.

Customise the default turnover prediction model.

Save model templates, load them when needed and **generate results for different combinations of parameters.**

View and download the report containing employees at higher risk of leaving and their important information.

Retrieve turnover prediction results as an **excel download.**

View model accuracy.

Managers can **rely on proven and data-driven analytics,** instead of depending on gut.

feeling and descriptive analytics.

Predictive information may assist in succession management and benefit strategic.

workforce planning.

Identify top performers with a higher risk of leaving the organisation and propose.

proactive plans which encourage them to stay in the current workplace.

Identify reasons for high employee turnover and treat the underlying cause to avoid.

higher turnover.

Identify the potential problem areas within the organisation as employees quit their.

bosses not their jobs.

Get a **clear understanding of the satisfaction level** of the employees.

Predictive Analytics

Attendance Predictions

Track employee attendance over time to identify the turnout for the future..

Key Features

Forecasted attendance rate of the team/ roster/ business unit for the selected year.

Forecasted attendance rate of the employees who have been selected under any selection

criteria available under the Employee Search.

Compare forecasted monthly attendance rate against actual attendance rate for the selected employee group.

Compare the accuracy rate of the model and the trend of the model accuracy over time.

Forecasted and actual group attendance summary.

Absent headcount in the selected month.

Absent headcount within next 3 months.

Plan future work (projects/ production orders) considering the availability of the staff and workforce.

Assist in allocating and balancing the cadre to optimally utilize the operational budget.

Assist in production planning, optimizing the cost of overtime and other overhead costs.

Absenteeism Predictions

Taking in behavioral and attendance patterns, determine the absences to expect.

Key Features

Absenteeism Prediction Dashboard

Current month's availability of the team.

Absent headcount.

Loss of person hours as a percentage.

Team availability for next 3 months.

Forecasted and Actual absence rate for previous 6 months, current month and,next 5 months.

Benchmark forecasted absence rate against actual absence rate over time.

Forecast accuracy of the model.

Absence predictions of team members.

Employee Demographics Analysis

Analysis of employee demographic characteristics under the absence categories.

General profile of a 'Frequent Absent' employee.

General profile of a 'Rare Absent' employee.

General profile of a 'Frequent Present' employee.

Identify employees who will be frequent absent in the near future and take proactive measures to avoid unnecessary absences.

Enhance recruitment process by **comparing candidate's profile with absenteeism profile.**

and identifying candidates who might have a poor attendance level.

Identify potential problem areas in the organisation and plan work in a way that minimizes the loss to the organisation.

Interactive Analytics

Attendance Predictions

Visualise and create your own charts and dashboards with pre configured data sources to suit your analytical needs. This decision support systems give users to effortlessly share Business Intelligence across the entire organisation. Creating insightful and information-rich decision support systems for executives and business users is a simple matter of selecting the appropriate UI element (Chart, Pivot Table, Data Card, Gauge, TreeMap, Map, Grid or simple Filter elements) and dropping data fields onto corresponding arguments, values, and series. The dashboard automatically provides the best data visualisation options with results that are immediate, accurate and always relevant.

Flexible, interactive and fully customizable user experiences that are optimized for real-time data consumption and analysis.

Dig deep and identify trends with drill-down and data filtering. Each dashboard UI element used within a dashboard can instantly provide additional insights into your data.

Key Features

Organisations can reduce development time and associated costs by **allowing end-users to personalise dashboards as their requirements dictate.**

Create your dashboard data source via our built-in data source wizard and drag the desired fields from our field browser to the data visualisation drop area.

In addition to inter-item filtering, a single dashboard element can also provide a window to data locked within its own confines by using the item's **drill-down features.**

The Dashboard **allows you to use any data aware dashboard item as a filter for other dashboard items** (Master Filter). End-users can select elements in a Master Filter item (grid records, chart bars, pie segments, etc.) to filter data in other dashboard items by the selected values.

The dashboard **supports running total, moving calculation, difference, percent of total and rank calculation types.**

Create calculated fields and **apply complex expressions to data source fields.**

Automatically compute **summaries and data aggregates.**

Assign **coloring of dashboard item elements.**

Each dashboard UI element used within a dashboard can **instantly provide additional insights into your data.** Dashboard elements can filter by series, arguments, and even cross filter data from other sources.

Focus on a smaller portion of a large amount of your Dashboard data for in-depth analysis, you can **limit the number of field values to the specified number of topmost values according to the sort order.**

Conditional Formatting allows you to highlight cells/rows based on specified criteria without writing a single line of code.

Sort data against an unlimited number of fields.

Group data against an unlimited number of fields.

Tab support for Windows and the Web.

The Pivot dashboard item displays a **cross-tabular report that presents multi-dimensional data** in an easy-to-read format.

Enterprise Dashboard

Business Value

A compilation of five main dashboards, all in one place, to enhance your decision-making experience. Each dashboard illustrates a distinct functionality of HR operational analytics including;

- Highlights of Month
- HR Efficiency
- Trends & Comparisons
- Operational Overview
  - Recruitment Overview
  - Training & Development Overview
- Overview of KPIs

Key Features

- View monthly status of mandatory HR indicators on headcount changes, employee attendance, overtime, absenteeism of employees, career movements & turnover.
- View the trend of monthly FTE ratio which is useful to understand the actual amount of work performed by the workforce and identify months in which the employees were over-working/under-working.
- Compare full-time equivalents with actual headcounts.
- Understand actual cadre requirement based on the current work hours of employees
- View HR trends that help you understand the behaviour of employees in terms of absenteeism, turnover, and overtime.
- Insights based on employee absenteeism such as pre-approved & post-approved absenteeism, comparison of monthly, & annual absenteeism with absenteeism KPI value of the organization, lost time associated with pre-approved & post-approved absenteeism, and much more.
- Insights on employee turnover such as the trend of early turnover, turnover of top performers, comparison of voluntary & involuntary turnover rate, business units with highest turnover rate and ability to benchmark monthly turnover rate against the KPI
- View information related to recruiting process such as hiring operations statistics, analysis of average time to fill vacancies to understand the most time-consuming hiring activities.
- Identify most effective hiring sources based on the application count and hiring percentage of each source, monthly trend of opening & fulfilling vacancies, vacancy-wise recruiting funnel, and recruitment cost-related trends and indicators.
- Indicators for monitoring training & development activities, ability to compare training cost & effectiveness, comparison of training effectiveness with the previous month to understand the progress of improving training effectiveness, understand training cost distribution among business units, and ability to compare training hours for different designations/ corporate titles.ment of various HR KPIs which drive the HR operations towards the strategic goals of the organization.

PeoplesHR®
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EMPLOYEE ENGAGEMENT

The user friendly tools through which employees can connect and use the HRIS application



Self Service HR



Grievance Handling



Wellness Dashboard



Mobile App



Kiosk



PAT: The PeoplesHR Assistive Technology



Self Service Human Resources

Business Value

Self Service Human Resources also known as the SSHR portal allows employees to easily view information from attendance, absence training and development to performance related information. Among the many functionalities enabled, the employees are provided access to check and apply leave, communicate training requirements, update personal information, and add/update goals for the selected year, and more personalised business services. Giving centralized access and connectivity to employees, enabling them to simply login and interact with the system for simple daily tasks. An interactive platform that facilitates quick and easy access to the HR information and processes that require employee attention.

Reduces time and effort associated with the simple administrative tasks.

Provides easier accessibility to information that can be controlled by the employee.

Monitor and manage important information at a personal level.

A comprehensive record of activities carried out and information added.

Higher control over HR activities that require employee involvement.

Ease of engaging with a common platform for HR related requirements.

A common platform that can be accessed from any location.

Key Features

Update personal details which would then be sent for approval.

Real time check-in from wherever the user maybe.

Provides **a quick visual snapshots on collected business intelligence** for decision making process.

Customisable view of the widgets that can be included on the homepage according to user's priorities.

Manage and plan for holidays and absences within the self service module including requests, checking for clashes and authorisations.

Easy accessibility via any smart device.

Communicate with every employee connected within the network.

Line managers and employees can **update and use information through interfaces personalised** to their roles, work experience, language and information needs.

Complex analyses, and workflow based approvals.

Widgets

Company Calendar - Manage details on corporate events and holidays scheduled.

Policy Documents - Centralised access to relevant corporate policies.

Special Notices - HR users can communicate special notices to employees.

Employee Directory - Provides users an intuitive view of selected data on a searched employee.

Absence - View, manage and track all leave related information from one central location.

Appraisal - One easily navigable flow of the appraisal process.

Clock in - Manually mark attendance with accurate location indications.

KPI Management - Update the achievements under each KPI, tracking progress.

All in one approvals - View all pending approvals of every module in one location.

Voice of Employees - Employees are able to voice their feedback or suggestions to the HR department with their identity or anonymously.

News - Provides corporate news/ communications.

Grievance Handling

Business Value

This module covers all procedures required to handle grievance related formalities in a smooth and suitable manner in any organisation. Maintaining complete discretion while allowing employees to interact with the system when entering a grievance experienced. It follows the stipulated and required protocol within the process while keeping a clear record of all the details inquired for future reference or evaluation. Ensuring that necessary actions and measures followed are informed with clear and concise record. The module tracks and manages all ongoing issues with control and supervision, avoiding any unnecessary escalations for a reliable and efficient process.

Keep a step by step record of the grievances administered through the system for future reference or assessments.

Provides clarity to the issues at hand by gathering all required information for fare evaluation.

Provides clear structure to the procedures and protocol that should be followed by the organisation.

All assigned parties can view the entire grievance procedure as well as actions taken upon by the relevant people.

A secure mechanism to record all required grievances with complete discretion.

Key Features

Authorised individuals are able to **take action upon the parties involved in the grievance issues** raised by employees.

Users are able to **add grievance issues to the system and define the order in which it should be evaluated** if multiple entries exist.

Provides the capability of **iterating and escalating options for solutions** regarding the grievances being evaluated.

Send alerts and emails to parties involved regarding the procedures followed and actions taken on a specific grievance entry.

Track and record the details, status and outcomes of the inquiries made by employees.

A **complete and comprehensive history** of the grievances recorded.

Follow through each step of the grievance process on the entries made by yourself.

Employees can **voice record grievances.**

Option to **post anonymous grievances.**



Wellness Dashboard

Business Value

The Wellness Dashboard is based on the happiness responses received through the mobile app pulse survey for employee happiness. Happiness responses for the last 12 months are analyzed to generate insights on employee happiness. Further, reasons for the current happiness level based on happiness responses for the last 3 months of an employee are identified analysing the salary, promotions, work hours, performances, and grievance data.

Key Features

- Get an understanding on how employees have responded to the happiness indicator daily.
- Understand the profile of a certain happiness category. For example, the demographics of 'Happy' employees, their work pattern in terms of average work hours/overtime hours/ leave patterns.
- Comparing team happiness level with other teams.
- Comparing happiness level of new joiners and that of other team members.
- Comparing happiness level of top performers.
- Understand the work pattern-related reasons for employee happiness.
- Helps to identify how the happiness of new joiners fluctuates over time, which is an indicator of company culture, team influence, and support, exposure and opportunities received.
- Understand how employee happiness changes as the service years increases and reasons for being happy/unhappy.
- Ability to view reasons for employee's happiness considering the factors such as salary, promotions, team happiness level, average work hours, performance, and unresolved grievances.
- System generated recommendations to improve/maintain current happiness level of the employee.

Mobile App

Business Value

Our mobile app makes it easier to access frequent HR activities connecting all mobile employees. Our mobile app allows to request and approve time off, check balances, and access the employee directory with ease.

Key Features

Shows **real-time information** whenever data is changed or updated.

View leave approvals, cancellations or rejections.

Manage self-profile from mobile from anywhere, at any time.

Access dashboards for immediate updates and customise it's view according to requirements.

Instant notifications and instant approvals anywhere at any time.

Employee Manual Check-In / Out
Access Employee Information
Check Leave Balance and Attendance
Leave applications, approvals and cancellations
Attendance Summary and Leave History
Apply for Benefits
View Grievance History, Add to Grievances and handle Grievances.
View Company News and Anniversaries
View Company Policy Documents
View and download original payslips
Access to Employee Timesheets
Express your opinions through Voice of Yours
Instant Notifications
Access to Employee Directory
View Reporting Hierarchy
Assistive Chatbot
Localisation capabilities
Multiple theme options
Password security
Available on iOS and Android devices

Kiosk

Business Value

Our Kiosks offer HR self-service to employees who do not have regular access to computers or smart devices. Our kiosk's HR platform is accessible via ID code or a finger print.

Key Features

Multi lingual selection, makes it easier for employees with language barriers to navigate and to view their own profiles.

Holiday planning allows employees to pre plan their holidays, apply leave and to view attendance.

Optional touch screen interface enables less computer literate employees easier access.

Protection of data via security scenarios.

Employee Manual Check-In / Out

Access Employee Information

Check Leave Balance and Attendance

Leave applications, approvals and cancellations

Attendance Summary and Leave History

Apply for Benefits

View Grievance History, Add to Grievances and handle Grievances.

View Company News and Anniversaries

View Company Policy Documents

View and download original payslips

Ability to print payslips with the help of the right hardware.

Access to Employee Timesheets

Express your opinions through Voice of Yours

Instant Notifications

Access to Employee Directory

View Reporting Hierarchy

Assistive Chatbot

Localisation capabilities

Multiple theme options

Password security with biometric access

Available for Windows Application and latest version of Windows 10