PeoplesHR

Simplifying Complex HR Environments Globally.

Functional Proposal - Version 9.9



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Strategic Intelligence at Work: AI-Powered Transformation with PeoplesHR

PeoplesHR's AI capabilities aren't isolated, they're embedded across the employee lifecycle to drive efficiency, compliance and decision-making. From intelligent task execution to workforce foresight, our platform enables HR to move from operational support to strategic leadership.

Smart Navigation via Metadata Recognition

- Users can simply type or speak commands like "take me to my goals" and PeoplesHR intelligently redirects them removing the need to browse complex menus.
- Improves platform discoverability and reduces user friction.

Instruction Execution & Agentic AI

- Users can issue task-based instructions (e.g., apply leave, initiate transfers) and PeoplesHR translates them into real-time actions.
- Streamlines employee workflows and reduces dependency on HR teams.

Keyword-Based Profile Search

- Enables natural language queries to search employee profiles or data records, improving speed and accuracy of data retrieval.

Form Auto-Fill Capabilities

- AI-assisted population of job descriptions and job advertisements (upcoming), reducing manual input errors.

AI Chatbot Upgrade

- Replaces the traditional chatbot with intelligent, multilingual, and context-aware support for faster resolutions across the platform.

Video Intelligence for Recruitment

- Analyses facial expressions, voice tone, and behavioural patterns to support unbiased screening.
- ·Enhances hiring speed and quality.

GPT-Powered CV Parsing & Ranking

- Extracts structured profiles from resumes.
- ·Assigns suitability scores based on job descriptions enabling faster, smarter shortlisting.

Candidate Outreach & Smart Selection

- ·Engages candidates with personalized communication.
- ·Recommends top candidates based on AI-matching algorithms.

Candidate Task Assignment & Data Compliance

- ·Automates document submissions and post-offer clearances.
- ·Ensures PII deletion for rejected candidates in line with data protection regulations.

AI-Generated Goal & Feedback Suggestions

- For employees: Suggests SMART goals during performance cycles.
- ·For managers: Provides context-aware feedback recommendations validated by AI.

Turnover Prediction Models

- Uses performance, sentiment, and historical patterns to identify at-risk employees.
- ·Delivers retention insights at department and individual level for early intervention.

Smart Prompts & Reminders

- ·Contextual alerts notify users about pending actions (e.g., late goal submissions, incomplete appraisals).
- ·System-generated nudges reduce delays and improve workflow compliance.

Knowledge-Powered Assistance

- Surfaces policy documents, FAQs, and SOPs in response to user questions (e.g., "How do I apply for study leave?").
- ·Reduces HR query volume by enabling self-service.

Disclaimer: Some of these features will be available soon with the upcoming PeopleHR 25R2 release.



Supporting your workforce across the full Employee Lifecycle - From Hire to Retire.

1.Core HR

Employee Information Manager (EIM)

Business Value

Centralized Employee Data
Eliminates the need for paper-based personal files by capturing all critical employee information—personal details, qualifications, work experience, etc.—in a single, structured repository. This reduces data redundancy and ensures all other HR modules can leverage accurate, real-time information.

Improved Efficiency and Access
Provides swift, secure access to comprehensive employee profiles. Authorized users can efficiently view, edit, and manage data, eliminating bottlenecks and manual processes. The system also supports localized requirements, ensuring adaptability across different regions and regulatory environments.

Enhanced Data Integrity and Compliance
Minimizes errors and duplications through built-in validations (e.g., Government Identification Number Checks). System-driven milestones and alerts (birthdays, passport/visa renewals, retirement) keep users informed of critical events, improving compliance and timely action.

Better Insights and Reporting
Offers in-depth analytics to support data-driven decision-making. The structured data architecture streamlines the generation of summary or detailed reports, ensuring relevant stakeholders have the insights they need.

Key Features

Configurable Employee Codes
- Automatically generate or manually assign employee codes and other form fields based on organizational preference.

Multiple Viewing Modes
- Summary View: Displays a high-level snapshot of previously defined records.
- Detail View: Enables in-depth data entry and editing for each employee.

Flexible Numbering and Field Definitions
- Generate employee numbers according to organizational standards.
- Create additional fields or custom attributes to capture unique data requirements (e.g., TIN, Industry Codes).

Template Designer & E-Signature
- Drag-and-drop interface to build and customize HR forms, letters, and notifications.
- Secure e-signature capability available in templates today, with report signing coming soon**.**

Workflow & Approval Integration
- Route updates (e.g., personal information, bank details, basic salary) through pre-defined approval flows, with dual-control checks to maintain data accuracy.

Supervisor and Reporting Structure
- Easily assign or change supervisors, enabling both direct and indirect reporting lines.
- Capture hierarchical data to facilitate approvals and organizational charting.

Automated Alerts & Milestones
- Notify relevant stakeholders of important dates such as birthdays, passport and visa renewals, and service anniversaries.
- Provide on-screen indicators for years of service, age demographics, and upcoming milestones.

Government Identification Number & Statutory Validations
- Enforce Government Identification Number duplication checks, even for inactive employees, ensuring compliance with legal and organizational policies.

Rich Employee Profiles
- Combine data from multiple modules (e.g., Education, Work Experience, Benefits, Leave) into a unified profile page.
- Attach images, documents (e.g., passport copies, certifications), and record personal websites or social media handles.

Localisation & Multi-Region Support
- Tailor data fields to specific countries or regions.
- Incorporate currency types, cost center codes, and other localized elements.

Reporting and Analytics
- Generate a variety of reports (e.g., Employee Profile, Service Analysis, Consolidated Summaries).
- Monitor workforce dynamics with real-time dashboards and widgets.

Dual Control & Audit Trails
- Track all changes through approval logs and maintain a transparent audit trail.
- Allow rejected entries to be revised and resubmitted without losing original data.

Employee Self-Service (SSHR) Portal
- Empower employees to view and update their information.
- Provide role-based access to managers for reviewing and approving subordinate data.

Employee Life Cycle (ELC)

Business Value

Streamline Career Progression
Quickly initiate, track, and approve changes to designations, salaries, or locations in an efficient and transparent manner.

Promote Data Integrity
Maintain a comprehensive record of all historical movements and approvals, reducing errors and eliminating guesswork.

Empower Supervisors and Employees
Supervisors can apply for movements on behalf of their teams, while employees can also initiate requests, fostering shared responsibility.

Foster Growth Opportunities
Clearly outline the stages and requirements for career advancement, enabling employees to see how they can progress within the organization.

Enhance Compliance and Reporting
Keep an audit trail of all changes, generate detailed movement reports, and ensure alignment with internal policies and external regulations.

Key Features

Movement Timeline View
- Interactive UI: Presents a user-friendly, visual timeline of all past and ongoing movements.
- Filtering Options: Filter by date range, movement type, or employee, making it easy to locate specific events.
- Movement Velocity & History: See how quickly changes occur over time and compare the pace of different movement types.

Supervisor & Employee Applications
- Role-Based Initiation: Movements can be requested by employees themselves or by supervisors on behalf of their direct or indirect subordinates.
- Multi-Level Approval: Define one or more approval levels as needed for each type of movement, ensuring thorough checks and balances.

Bulk Upload & Data Management
- Excel Uploader: Streamlines large-scale updates by allowing HR or authorized users to import multiple employee movements simultaneously.
- Rollback Functionality: If a request is withdrawn or needs correction, the system can hide or remove details, keeping the timeline clean and accurate.

Comprehensive Views & Status Tracking
- Summary and Detailed Forms: Access high-level snapshots or drill down into full movement records for deeper insights.
- Real-Time Status: Track each movement's approval progress and workflow status (e.g., "Processing," "Approved," "Short-Listed") in one place.

Notifications and Validation
- Date Range Alerts: Prompts users to input valid date ranges when searching the Application History, ensuring more accurate results.
- Clear Action Prompts: Displays pop-up messages or warnings when critical fields are missing or incorrect, preventing incomplete submissions.

Easy Configuration & Integration
- Organizational Fit: Customize fields, approval flows, and user roles to match unique company structures.
- Seamless Module Integration: The ELC seamlessly interacts with other modules maintaining consistent data across the platform.

Organisational Chart

Business Value

Improve Strategic Decision-Making
Access a reliable record of work roles, responsibilities, and control points, helping leadership identify gaps, overlaps, and opportunities for restructuring.

Enhance Collaboration and Transparency
Share clear, up-to-date organizational charts that illustrate reporting relationships, enabling teams to work together more effectively.

Enable Self-Service Understanding
Give employees the ability to view and explore their place in the hierarchy, better understanding their reporting lines, responsibilities, and potential career paths.

Maintain Accurate Records and Insights
Provide a single source of truth for organizational data, facilitating the maintenance of charts, records, and reports for data-driven insights.

Key Features

Flexible Hierarchy Levels
- Define unlimited levels in the organizational chart to accommodate simple or highly complex structures.
- Support position-based hierarchies for organizations that use formal position mapping rather than direct reporting lines.

Graphical Representation & Visualization
- Present the entire company hierarchy in a visually intuitive format, with print and export capabilities for sharing or offline use.
- Configurable Node Views: Display relevant details (e.g., employee roles, contact info, or salary grade) at each node based on organizational policies and user roles.

Advanced Data Visibility Controls
- Salary Grade Display (Optional): Decide whether to reveal salary grades in the chart, based on confidentiality requirements.
- Customizable Last Hierarchy Level: Adapt to matrix reporting structures or complex reporting relationships by defining how lower levels and cross-functional teams are shown.

Comprehensive Employee Information
- Capture details of both direct and indirect subordinates or supervisors, enabling an in-depth view of each reporting line.
- Multiple Locations Support: Quickly locate employees who work in different geographic sites or departments.

Drill-Down and Security
- Drill-Down Views: Explore employee details at each level, subject to user security profiles.
- Authority-Based Access: Administrators can restrict or grant access to specific hierarchical levels or employee records, ensuring data privacy.

Maintaining Active Employee Data
- Easily identify active employees within a selected entity, preventing confusion about vacant or inactive positions.
- Updates flow seamlessly across the platform, keeping the organizational chart current as employees move or exit the company.

Report Navigator

Business Value

Empower Informed Decision-Making
Leverages real-time, system-wide data to deliver actionable, customized reports that support strategic planning and operational oversight across all HR functions.

Enhance Efficiency and Cost-Effectiveness
Automates report generation and distribution, significantly reducing manual effort, minimizing HR administrative overhead, and enabling teams to focus on higher-value initiatives.

Strengthen Communication and Data Security
Ensures that stakeholders receive timely updates through scheduled reporting, while maintaining confidentiality with password-protected report delivery.

Key Features

Modular Configuration
- Configure any system module or sub-module to generate tailored reports aligned with organizational reporting requirements.

User Group Management
- Create and manage authorized user groups, controlling access and handling rights for specific report sets across modules.

Instant Accessibility
- Grant immediate, role-based access to reports, empowering users to retrieve the information they need without delay.

System-Wide Integration
- Seamlessly integrates with all modules to pull data across multiple functions, enabling comprehensive, cross-functional reporting.

Dynamic Parameter Configuration
- Define and manage report-specific parameters to fine-tune outputs based on evolving organizational or compliance needs.

Automated Scheduling and Delivery
- Schedule recurring report generation and automate secure delivery to emails or shared drives, ensuring consistent stakeholder updates without manual intervention.

Multi-Format Export Options
- Export reports in widely-used formats including PDF, Excel, and CSV, facilitating easy sharing, analysis, and archival.

Secure, Password-Protected Distribution
- Automatically generate unique passwords for individual report files, ensuring that confidential information remains protected during email distribution.

On Demand Reporting Tool

Business Value

Real-Time Accuracy
Leverages up-to-date information from across the system's modules, ensuring every report reflects the latest activities and changes.

Centralized Access
Provides a single repository or "archive" of all generated reports, eliminating the need to manage disparate spreadsheets or documents.

Informed Decision-Making
Delivers structured, customizable outputs that highlight key metrics, enabling leaders to focus on actionable insights rather than raw data.

Flexible Filtering
Allows users to refine and segment data based on specific criteria, ensuring reports remain relevant to each department or business need.

Key Features

Modular Views & Customization

- Module-Wise Reporting: Quickly toggle between different functional areas (e.g., Employee Information, Payroll, Performance) to gather targeted insights.
- Field-Level Selection: Pick and choose which data fields to include, tailoring reports to the precise requirements of each stakeholder.

Report Configuration & Reusability

- Leverage Existing Structures: Build new reports using existing templates or report structures, saving time and maintaining consistency across the organization.
- Combined Data Views: Merge information from multiple modules into a single report, creating a holistic view of workforce trends and patterns.

Export & Print Options

- Excel and PDF Output: Download or print reports in widely used formats, facilitating quick sharing or archiving.
- Custom Print Settings: Adjust orientation, page size, and margins for a polished, presentation-ready hard copy.

Efficiency & Scalability

- Instant Access to Key Metrics: View and filter data in real-time, enabling rapid responses to emerging issues or opportunities.
- Scalable Architecture: Accommodates growing data volumes and additional modules, ensuring the tool remains effective as the organization expands.

Mobile App

Business Value

Anywhere, Anytime Access
Empowers employees and managers to handle essential HR tasks—like leave requests, benefit applications, and grievance submissions—directly from their mobile devices, regardless of location or time.

Real-Time Updates & Notifications
Delivers instant alerts on approvals, rejections, or other critical actions, ensuring that everyone stays informed and can respond quickly to changing circumstances.

Enhanced Engagement & Transparency
Provides immediate access to vital information (e.g., attendance records, payslips, company news), fostering a more connected workforce and promoting open communication.

Streamlined Workflows & Approval
Reduces administrative overhead by automating approval processes and consolidating requests into a single, user-friendly interface.

Boosted Efficiency & Productivity
Minimizes manual tasks, enabling both employees and managers to focus on higher-value activities and strategic decision-making, ultimately improving organizational performance.

Key Features

Real-Time Data & Approvals
- Instantly reflect changes in leave balances, approvals, cancellations, or rejections.

Self-Profile Management
- Update personal details, view attendance history, and handle leave applications anytime, anywhere.

Dashboards, Notifications & Interactive Analytics
- Customize views for immediate insights; receive alerts on birthdays, anniversaries, or pending actions—and drill into real-time, interactive analytics right from the mobile app.

Attendance, Leave & Geo-tagging
- Manual check-in/out, leave submissions and history summaries—with geo-tagging to verify location at the time of punch.

Benefits & Grievances
- Apply for benefits, track application statuses, file grievances, and review resolution history.

Company News & Policy Documents
- Stay updated on corporate announcements, anniversaries, and policies.

Payslips & Timesheets
- View and download official payslips; access timesheets for better time management.

"Voice of Yours" Feedback
- Provide direct input or opinions to management through an integrated feedback channel.

Assistive Chatbot & Localization
- Leverage multilingual capabilities and chat support for a user-friendly experience.

AI-Driven Performance Management
- Full lifecycle support—from goal setting and evaluation to competency assessments—directly in the mobile app, enhanced by AI-generated goal and feedback suggestions that validate inputs and minimize manual effort for both employees and managers.

Multiple Themes & Security
- Switch among colour themes; maintain secure login with password protection and "Remember Me" options.

Platform Availability
- Compatible with iOS and Android devices and also available on the Huawei App Library.

Kiosk

Business Value

Inclusive Access for All Employees
Ensures that employees without regular access to computers or smartphones can still manage HR tasks, promoting equity and inclusion across the organization.

User-Friendly, Secure Interface
Offers a straightforward, touch-screen interface with robust security measures, allowing employees to confidently access sensitive HR information and processes.

Multilingual Support & Customization
Accommodates diverse workforces by supporting multiple languages and configurable settings, making it adaptable to various cultural and regional needs.

Independent Self-Service
Empowers employees to independently manage essential HR tasks—such as checking attendance, applying for leave, or viewing payslips—without requiring IT or HR intervention.

Bridging Technology Gaps
Provides a reliable alternative to personal devices, ensuring that every employee, regardless of their technological resources, can stay connected with HR systems and updates.

Key Features

Multilingual Selection
- Simplifies navigation for employees with diverse language preferences.

Holiday Planning & Attendance
- Plan holidays, check leave balances, and perform manual check-in/out without needing personal devices.

Touch-Screen Interface (Optional)
- Enhances usability, especially for employees less familiar with computers.

Access & Manage HR Data:
- Employee Information: Update or view profiles and attendance records.
- Leave & Benefits: Apply, approve, or cancel leave and benefits directly.
- Grievances: Submit grievances and track their resolution status.
- Payslips: View, download, or print official payslips; review attendance summaries.
- Company News & Policy Documents: Stay informed about organizational updates and policies.

Secure Authentication
- Login via ID code, barcode, fingerprint, or RFID for robust data protection.

Notifications & Reminders
- Alert users about upcoming leave, approvals, or policy changes.

Assistive Chatbot & Localization
- Provide language options and guided assistance.

Multiple Theme Options & Biometric Security
- Customize the kiosk interface while ensuring data confidentiality.

Platform Compatibility
- Runs on Windows and supports the latest OS versions.

Self Service HR & Widgets

Business Value

Reduces Time & Effort
Automates routine tasks (e.g., attendance checks, personal data updates) and streamlines approval workflows.

Enhances Accessibility & Engagement
Employees can access relevant HR data anytime, anywhere, from any smart device.

Increases Visibility & Control
Provides a clear record of all activities and data changes, giving employees ownership of their information.

Supports Collaborative Culture
Facilitates communication across teams and departments, enabling knowledge-sharing and timely feedback loops.

Scales with Organizational Needs
Offers a flexible platform that can be tailored to accommodate evolving HR requirements and diverse user preferences.

Key Features

Real-Time Data & Approvals
- Personal Updates: Employees can modify personal details (e.g., contact info, marital status) and submit changes for manager or HR approval.
- Instant Check-Ins/Check-Outs: Log attendance from any location, with geofencing or manual entry.
- Automated Notifications: Receive immediate alerts on pending approvals, upcoming events, or policy changes.

Customizable Widgets & Dashboards
- Tailored User Profiles: Choose which widgets to display (e.g., calendar, news, directory) for a personalized landing page.
- Comprehensive Insights: Visual snapshots of business intelligence (e.g., KPI progress, leave trends) support quick, data-driven decisions.

Single Interface for Multiple Modules
- Modular Access: Integrates seamlessly with other HR functions, such as EIM, payroll, and performance, so employees can handle all requests (e.g., leave, benefit applications, training) in one place.
- Workflow & Authorizations: Check for scheduling conflicts, review approvals, and track statuses across modules.

User-Centric Personalization
- Adaptive Interface: Aligns language, roles, and preferences with each user's profile.
- Mobile-First Design: Ensures easy navigation on smartphones, tablets, kiosks, or desktop browsers.

Security & Compliance
- Role-Based Access: Limits data visibility and editing rights based on user roles.
- Audit Trails: Maintains comprehensive records of all changes for compliance and review.

Widgets

- **Company Calendar:** Manage corporate events, holidays, and important dates in one centralized view.
- **Policy Documents:** Provide direct access to relevant corporate policies and procedures.
- **Employee Directory:** Offer a smart search feature to quickly find colleague profiles, including additional contact details and reporting lines.
- **Absence / Leave Management:** Track leave balances, submit requests, and review approvals in a single dashboard.
- **Appraisal:** Navigate the performance review process with a user-friendly flow for goal setting and evaluations.
- **Clock In:** Record attendance manually or via geolocation, ensuring accurate time tracking.
- **KPI Management:** Update progress on key performance indicators; managers can monitor achievements in real time.
- **All-in-One Approvals:** Consolidate pending requests from all modules into one page for quick review and action.
- **Voice of Employees (Feedback):** Provide feedback or suggestions to HR—either anonymously or by name—encouraging open communication.
- **News:** Display corporate news or communications to keep everyone informed of company-wide updates.
- **Request Tracker:** A tracking tool to raise requests across any module, monitor status, and view resolution progress.
- **Survey Tool:** Configure and deploy employee surveys and pulse checks, with built-in response tracking and analytics for data-driven engagement.

2.Payroll

Business Value

100% Statutory Compliance
Built-in, quarterly updates to all local & national tax, labor and social-security regulations—plus direct integrations with government portals and banking networks—so you're always audit-ready.

Unmatched Processing Efficiency
Automate payroll calculations, reminders and disbursements on schedule. Consolidate multiple country- or department-specific runs into one engine to slash errors, eliminate duplicate effort and compress cycle times.

Seamless Ecosystem Integration
Plug straight into your time & absence, benefits, offboarding and ERP systems via a custom integration framework. Automatically sync allowances, deductions and one-time earnings without manual imports.

Data-Driven Accuracy & Control
Rule-based workflows pull approved timecards, leave requests, benefits and deductions into each pay run. Self-service payslip portal and live dashboards empower employees—and your leadership—to spot anomalies before they become issues.

Scalable Global Deployment
Standardize payroll rules, schedules and payslip formats across all entities. Multi-currency, multi-company support lets you expand into new markets without adding headcount or complexity.

Key Features

Global Payroll Engine
- One unified ledger for all countries, pay groups and currencies—complete with localized payslips and statutory reports.

Compliance Toolkit
- Tax-law & labor-law updates
- Government-portal connectivity
- Pre-built statutory filing templates

Configurable Pay Items & Bulk Upload
- Define virtually any allowance, deduction, loan or bonus. Import thousands of transactions via spreadsheet in seconds.

Automated Financial Posting
- Instant general-ledger entries and bank file (or ISO-20022) file generation for frictionless reconciliation.

Real-Time Dashboards & Analytics
- Live payroll progress—cycle statuses, key variances, compliance checks—presented in drill-down charts for faster decision-making.

Employee Self-Service (SSHR)
- Mobile-first portal for payslip viewing, payroll queries, approvals and historical pay data—boosting transparency and cutting support tickets.

Enterprise-Grade Security
- End-to-end encryption, configurable validation rules and immutable audit logs safeguard sensitive payroll data.

Parallel Pay-Run Processing
- Run distinct payrolls for different regions or business units simultaneously, eliminating bottlenecks on month-end.

3.Time and Attendance

Attendance

Business Value

Streamlined Monitoring & Compliance
Centralizes all attendance data and automates the process of capturing, tracking, and reviewing employee hours.
Reduces the risk of policy violations and ensures adherence to labour laws through configurable attendance rules and real-time oversight.

Statutory Configurations & Controls
Pre-built, country-specific attendance and absence policies maximum OT thresholds, mandatory break rules, rounding conventions, holiday definitions, etc. all fully configurable to enforce local labour laws and avoid compliance gaps.

Operational Efficiency & Cost Control
Minimizes manual intervention by integrating with biometric or clock devices, eliminating buddy punching and unrecorded hours.
Supports advanced features like shift swapping, prior overtime approvals, and automated alerts—reducing administrative burdens and inaccuracies.

Enhanced Workforce Management
Offers clear visibility into workforce availability across multiple locations or time zones, allowing managers to allocate resources effectively.
Provides a centralized platform to manage schedules, extended working hours, and real-time attendance statuses.

Improved Employee Engagement
Enables employees to review and correct their attendance (with approval), request overtime, and view shift assignments from anywhere.
Increases transparency and trust by allowing staff to see and manage their own attendance records in a user-friendly interface.

Scalability & Customization
Accommodates varying organizational needs—whether it's multiple rosters, flexible shifts, or continuous monitoring—through a modular design.
Integrates seamlessly with existing HR or payroll systems, reducing complexity and supporting future growth.

Key Features

Real-Time Data Capture

- Biometric Integration: Automatically syncs employee in/out swipes from clock machines or scanners.
- Location-Based Logging: Captures GPS coordinates (where applicable) to verify attendance at the correct work site.

Flexible Shift Management

- Roster Scheduling: Define and manage shifts for employees across different teams, locations, or time zones.
- Shift Swapping & Adjustments: Allow employees or supervisors to exchange shifts or request changes, subject to approval workflows.

Attendance Corrections & Approvals

- Prior Approval for Extended Hours: Streamline requests for overtime or extra hours, reducing unauthorized time claims.
- Manual Attendance Updates: Employees can submit attendance corrections (e.g., missed swipes), which route through a built-in approval process.

Actionable Dashboards & Notifications

- Real-Time Snapshots: Provide at-a-glance data on who is currently present, absent, or late, helping managers respond quickly to staffing gaps.
- Alerts & Reminders: Notify employees to clock in/out and remind managers of pending approvals or attendance anomalies.

Supervisor Tools & Insights

- Geographically Dispersed Teams: View attendance patterns for employees spread across multiple sites or remote locations.
- Drag-and-Drop Scheduling: Easily create or adjust rosters, ensuring coverage while minimizing scheduling conflicts.

Policy Customization

- Continuous Shift Monitoring: Track employees working around the clock or on rotating shifts with specialized rules.
- Attendance Policy Configuration: Define grace periods, rounding rules, or departmental attendance policies to match organizational requirements.

Payroll Integration

- Accurate Payroll Data: Access all the payroll-related attendance details from a single source, ensuring correct salary calculations and fewer discrepancies.
- Approval-Triggered Records: Automatically update payroll when attendance changes are approved, maintaining real-time consistency.

Absence Management

Business Value

Proactive Leave Coordination

Minimizes disruptions by allowing organizations to plan and manage multiple leave types (short leave, bulk leave, company-wide) with clarity and speed.

Enables employees to apply for leave well in advance, reducing last-minute scheduling conflicts.

Statutory Compliance & Controls

Built-in, country-specific leave policies and enforcement rules—entitlement thresholds, carry-over caps, black-out periods and approval requirements—ensure every absence adheres to local labor laws and avoids costly violations.

Increased Operational Efficiency

Automates the full leave lifecycle—application, approval, cancellation—through multi-level approval workflows and real-time notifications.

Reduces administrative overhead by supporting bulk leave uploads, holiday calendar configurations, and easy leave tracking.

Policy Compliance & Transparency

Helps avoid misconduct or policy violations by centralizing and enforcing organizational attendance rules.

Maintains a comprehensive record of all leave requests, rejections, and cancellations for auditing and compliance purposes.

Improved Decision-Making & Insights

Dashboards for supervisors, administrators, and employees provide graphical views of entitlements, usage, and leave clashes.

Analytics and leave maps highlight trends or anomalies, supporting data-driven decisions about staffing and productivity.

Enhanced Employee Engagement
Empowers staff to manage their own time off, check balances, submit applications from anywhere (including via SMS or mobile app), and revise or cancel leaves with minimal friction.
Encourages a healthier work-life balance by offering transparency around leave policies and usage patterns.

Key Features

Multi-Level Leave Application & Approval
- Define separate workflows for self-application, team applications, and impersonation requests.
- Automatic notifications inform stakeholders of approvals, rejections, or changes.

Flexible Calendar Management
- Create and maintain multiple holiday calendars, day types (e.g., weekends, public holidays), and color-coding for quick visual identification.
- Enable advanced leave planning with a bulk leave planner, supporting uploads via Excel.

Real-Time Dashboards & Reporting
- Supervisor & Admin Dashboards: Offer detailed overviews of subordinate leave patterns, including potential clashes or anomalies.
- Self-Dashboard: Displays personal leave balances, history, and upcoming absences.
- Leave History & Analytics: Track usage trends by day, month, or department; identify attendance risks early.

Geographically Deployed Workforce Support
- Manage leave entitlements and schedules for employees in different locations or departments, ensuring accurate and timely updates.
- Drill down to indirect subordinates for a complete view of team availability and scheduling needs.

User-Friendly Self-Service Options
- Short Leave & Negative Balances: Allow partial-day absences and optional negative leave balance, deducted once new entitlements accrue.
- Multiple Attachments & SMS Requests: Provide flexible application methods, with notifications at each workflow stage.
- Covering Employee Selection: Restrict coverage options to relevant departments, maintaining operational continuity.

Robust Cancellation & Revision Process
- Leave Cancellation Workflow: Route cancellations based on who initiates the request (employee vs. proxy).
- Revise Facility: Modify existing leave details (dates, reason) without requiring a complete new application.

Additional Fields & Reason Configurations
- Align specific leave types with predefined reasons (e.g., medical, personal) for better categorization.
- Configure additional fields (e.g., contact info, air ticket requirements) to gather essential details during the application process.

Statutory Configuration Engine
- Pre-configured rules for government-mandated entitlements, carry-over policies, minimum service periods and blackout dates—fully customizable per jurisdiction.

Timesheets

Business Value

Streamlined Project Tracking
Consolidates client, project, and activity details in one place, making it easier for administrators and supervisors to allocate resources and monitor progress.

Accurate Billing & Cost Control
Associates employees with specific billing rates and tracks actual hours worked, helping organizations forecast budgets, compare planned vs. actual costs, and adjust in real time.

Enhanced Visibility & Accountability
Enables employees to submit timesheets, supervisors to approve or reject entries, and administrators to review historical data even for inactive employees ensuring complete records for audits or analysis.

Configurable & Flexible Administration
Offers bulk uploads (e.g., monthly allocations), activation/deactivation of employee timesheets and budget revisions with mandatory justifications facilitating easy adaptation to evolving project needs.

Improved Employee Engagement
Empowers employees with a dedicated widget to log hours against assigned tasks, review pending or rejected submissions, and stay informed about their timesheet status.

Key Features

Client & Project Settings
- Client Setup: Administrators can create and maintain client information in a centralized interface.
- Project Definition: Define new projects, assign employees, and allocate required time slots, all in one location.

Activity Management
- Activity Settings: Link multiple projects and activities, assigning them to employees with the flexibility to track multiple tasks simultaneously.

Employee Billing Rates
- Billing Configuration: Assign and manage billing rates for each employee in various currency types.
- Historical Records: Access past billing rate data to ensure transparency and consistency over time.

Timesheet Administration
- Activation/Deactivation: Toggle timesheet availability for employees based on project requirements or organizational policy.
- Monthly Time Allocation Upload: Streamline project planning by importing bulk data from Excel, reducing manual data entry.

Timesheet Widget & Data Visibility
- Employee Self-Service: Let users enter hours spent on tasks directly from the widget, track submission status, and view approved or rejected timesheets.
- Extended Date Range & Status Inclusion: Retrieve historical timesheet data (beyond 12 months) for both active and inactive employees, supporting comprehensive reporting.

Budget Revision & Reporting
- Compulsory Justifications: Require reasons when revising project budgets, promoting accountability and oversight.
- Cost-Related Reports: Generate insights on project or resource costs for a selected date range, compare budget vs. actual spend, and highlight variances.

4.Compensation and Benefits

Benefits Management

Business Value

Automated End-to-End Process
Transforms benefit administration into a fully digital workflow—from initial application to reimbursement—capturing every step until payment is completed.

Category-Based Configuration & Eligibility
Defines benefits according to employee categories, with flexible eligibility criteria and limitations to suit diverse organizational structures.

Improved Control & Transparency
Offers a structured approach to managing benefits, including detailed histories and real-time visibility into claim statuses, reducing manual oversight and errors.

Reduced Errors & Paperwork
Eliminates manual processes, minimizing negligence and paperwork while streamlining approval flows and data entry.

Data-Driven Insights
Provides a comprehensive view of benefit entitlements, usage, and expiry dates, empowering management to make informed decisions about benefit policies and cost allocations.

Key Features

Multiple Benefit Applications
- Employees can submit multiple benefit requests, while administrators assign and track corresponding entitlements based on predefined eligibility rules.

Payment & Reimbursement Management
- Enables direct reimbursement through the system and integrates seamlessly with payroll transactions.

Configurable Approval Flows
- Supports tailored approval processes for each benefit type, ensuring accurate routing and authorization.

Detailed Benefit History & Reporting
- Displays the complete history of all benefits applied, with the option to export into Excel for further analysis or record-keeping.

Impersonation & Subordinate Management
- Supervisors or power users can apply benefits on behalf of subordinates and access their benefit history as needed.

Bulk Application & Cut-Off Dates
- Allows bulk uploading of benefit applications via Excel and sets specific cut-off dates for reimbursement aligned with pay frequencies.

Rejected Application Reapplication
- Empowers employees to revisit and reapply for benefits that were previously rejected, fostering continuous engagement.

Real-Time Tracking & Comparison
- Lets users drill down into current and past allocations, compare monthly or yearly utilization, and filter benefit types (e.g., high-to-low usage, recently used, favorites).

Self-Service Dashboards & Expense Reports
- Offers employees a personal dashboard to monitor entitlements, usage, and balances, while also enabling the generation of expense reports for management review.

Loan Management

Business Value

Structured & Streamlined Processes
Offers a centralized platform for managing various loan schemes, from application to repayment, reducing the time spent on manual loan processing.

Enhanced Compliance & Accuracy
Enforces predefined rules and validations (e.g., guarantor limits, maximum loan amounts), helping organizations meet loan-related requirements while minimizing errors.

Statutory Loan Support
Out-of-the-box configurations for government-mandated loan programs such as housing advances, employee welfare funds or statutory provident loans automatically enforcing statutory caps, interest rates and deduction rules.

Effective Documentation & Tracking
Maintains a clear record of all relevant documents and guarantor information, improving traceability and reducing the possibility of oversights or missing paperwork.

Flexible Scheme Configuration
Allows organizations to create multiple loan types with custom entitlements and conditions, catering to diverse workforce needs.

Improved Visibility & Control
Provides detailed histories of loan applications and repayment schedules, enabling better oversight and informed decision-making.

Key Features

Preconfigured Rules & Validations

- Maximum Guarantor Value & Loan Amounts: Automatically checks whether guarantors or loan amounts exceed permissible limits, ensuring policy compliance.
- Configurable Installment Limits: Administrators can enable or disable maximum installment validations based on organizational needs.

Loan Types, Entitlements & Checklists

- Custom Loan Schemes: Define various loan categories and entitlements, including unique documents or guarantors required for each.
- Effective Document Management: Store and manage all supporting paperwork within the system throughout the application process.

Loan History & Status Tracking

- Detailed Loan View: Allows employees and administrators to review the installment schedule, outstanding amounts, and overall status.
- Payslip Visibility for Approvers: Displays the applicant's most recent processed payslip during approval, aiding in accurate risk assessment.

Bulk Applications & Settlements

- Impersonation Feature: Enables power users or HR admins to apply for loans on behalf of employees in bulk or individually, and settle multiple loans simultaneously.

Integration & Accessibility

- Payroll Integration: Ensures that approved loans, deductions, and repayments seamlessly reflect in the payroll system.
- Self-Service Portal: Employees can easily apply for new loans, view their loan history, and monitor the repayment status at any time.

Canteen Management System

Business Value

Streamlined Food Ordering & Distribution
Automates the entire process of setting daily menus, placing orders, and issuing meals, reducing manual effort and errors.

Enhanced Efficiency & Coordination
Integrates event times (e.g., shifts) with meal schedules, ensuring the right food items are available at the right time for employees.

Flexible Configuration & Customization
Supports diverse canteen setups, from defining food categories and items to pricing and kiosk-specific configurations.

Improved User Experience & Transparency
Offers intuitive menus and order options for employees, while administrators gain clear visibility into daily operations and reporting.

Data-Driven Insights & Reporting
Provides comprehensive summary reports—filtered by timeframe or parameters—to track consumption, costs, and inventory trends.

Key Features

Shift Event Configuration
- Event Alignment: Syncs shift data with event schedules, allowing automated meal ordering for specific time blocks.

Event & Food Category Management
- Manage Events: Create, edit, activate, or delete events, with an overview of existing events and search functionality.
- Food Categories: Define, organize, and maintain various categories (e.g., vegetarian, snacks), with the ability to activate or remove them as needed.

Food Items & Pricing
- Item Creation & Summary: Add new food items under specific categories; view, edit, or delete them in a summarized list.
- Item Pricing: Assign prices based on category or criteria, and update them in real time for accurate cost tracking.

Functional Keys & Daily Menu
- Functional Keys: Assign specific food items to quick-access keys for streamlined ordering in high-volume canteen environments.
- Daily Menu Setup: Easily configure which items are available on a given day, helping employees see and choose from current offerings.

Meal Ordering & Issuance
- Order Meal: Assign food items to employees by selecting from different categories and events.
- Issue Meal: Distribute ordered meals to employees under the specified event, maintaining a clear record of who received what.

Reporting & Analytics
- Comprehensive Summaries: Generate reports filtered by date range, event, or item type to analyze consumption, costs, and trends.
- Real-Time Insights: Allow administrators to make informed decisions about inventory management and menu planning.

Module & Kiosk Configurations
- Module Settings: Customize web-based canteen operations (e.g., user permissions, landing page banners, logos).
- Kiosk Controls: Tailor kiosk interfaces, icons, and branding for a user-friendly counter operation experience.

5.Talent Acquisition

Recruitment

Business Value

Streamlined Candidate Pipeline
Automates critical steps—CV uploads, reference checks, interview scheduling and onboarding task kick-offs reducing manual work and cutting time-to-hire.

AI-Enhanced Matching & Engagement
GPT-powered CV parsing, smart ranking and automated outreach surface best-fit candidates and keep them engaged with personalized invites and reminders.

Data-Driven Decisions
Real-time insights on candidate progression, video-indexed behavioural signals and stage-by-stage processing times enable recruiters to make faster, evidence-backed selections.

Seamless Collaboration & Visibility
Configurable requisition workflows, unified video-conference links (Zoom, Teams, Google Meet) and shared interview profiles ensure hiring teams stay aligned.

Scalability & Customization
Flexible vacancy publishing, multi-stage background checks, dynamic talent pools and bespoke filters adapt to any organizational need.

Key Features

Requisition & Vacancy Management
- Enhanced Requisition Summary Grid: Adds fields like Functional Role, Employment Category, Statutory Classification, and Converted Count for greater clarity.
- Workflow Configuration: Supports separate workflows for requisition additions and replacements, with an option to assign Hiring Managers to oversee vacancy processing.
- Process Vacancies Without Publishing: Lets recruiters manage internal applications before publicly posting a vacancy.

Interview Scheduling & Shortlisting
- Personalized Interview Profiles: Assign customized interview profiles to specific candidates.
- Side-by-Side CV Comparison: Compare candidate resumes and profiles in parallel for more accurate shortlisting decisions.
- Candidate Filtration: Simple and Advanced search options at the Scheduling Interview stage to quickly pinpoint suitable candidates.

Bulk & Advanced Candidate Processing
- CV Bulk Upload: Extract candidate data from offline resumes, create Job Portal Profiles, and validate extracted info prior to submission.
- Bulk Processing in Reference Check: Select multiple candidates simultaneously to expedite reference checks.
- Seamless Stage Navigation: A dropdown at each recruitment stage allows skipping to any alternative stage, streamlining workflows.

Enhanced Candidate Application & Profile
- Background Check Questionnaires: Assign stage-specific questions, ensuring consistent vetting.
- Multi-Attachments & Localization: Support for multiple documents in the application, plus multi-language capabilities for diverse candidate pools.
- Display Previous Internal Experience: Showcases any prior organizational tenure in the candidate application.
- Dependent/Emergency Contact Alignment: Automatically flags dependents as emergency contacts for better data consistency.

Key Features

Additional Customization & Controls

- Edit Application at Offering Stage: Option to enable/disable application edits during the employment offer phase.
- Blacklist Validation: Checks candidate status (ID/email) against an off-boarding blacklist to enforce recruitment policies.
- Custom Alerts & Regret Letters: Authorized users can send personalized updates or regret letters directly to candidates.

Candidate Processing Time Tracking

- Time-Stamps at Each Stage: Monitors how long a candidate remains in each step, offering insights to optimize the recruitment timeline.

Onboarding

Business Value

Efficient Data Integration

- Enables bulk upload of candidate information using standardized Excel templates, drastically reducing manual data entry and accelerating the onboarding process.

Seamless Transition from Recruitment

- Automatically triggers approval workflows as soon as a tentative joining date is set, ensuring a smooth handoff from recruitment to onboarding.

Robust Data Retention & Auditability

- Retains candidate and interviewer details even when an application is rejected, preserving valuable information for future review and ensuring accountability.

Bulk Candidate Information Upload

- Streamlined Data Entry: Quickly import candidate data in bulk via an Excel template, minimizing manual effort and ensuring accuracy.

Automated Approval Triggers

- Tentative Joining Date Approval: Automatically initiates the first approval step as soon as a candidate's tentative joining date is set, ensuring prompt progression in the onboarding cycle.

Persistent Candidate Applications

- Retention After Rejection: Candidate and interviewer details are maintained even after an application is rejected, preserving essential records for future reference or process improvements.

Key Features

- **Configurable Onboarding Actions & Alerts**

Define onboarding tasks across multiple phases and automate timely alerts to stakeholders, ensuring no steps are missed.

- **Checklist Management for Admins**

Authorised administrators can maintain and monitor onboarding checklists per candidate, tracking task completion at every stage.

- **Candidate Assignment & Mapping**

Easily assign onboarding programs by mapping candidates from either the Employee Information Manager or Recruitment module, when integrated.

- **Embedded Workforce Planning**

Align onboarding with workforce demand by integrating it into monthly, annual, or multi-year business planning to avoid talent shortages or oversupply.

- **Onboarding Progress Monitoring**

View and edit onboarding progress at a granular level to ensure each candidate's transition is smooth and on track.

Workforce Planning

Business Value

Granular and Flexible Planning
- Enables detailed workforce forecasting on a monthly basis, in addition to annual, bi-annual, and quarterly cycles, ensuring that staffing needs are met precisely.

Structured Collaboration and Governance
- Facilitates the establishment of planning committees and clearly defined roles, fostering accountability and collective decision-making throughout the planning process.

Streamlined Planning Processes
- Standardizes planning through configurable templates, stages, and delegation options, reducing administrative overhead and ensuring consistency across the organization.

Enhanced Strategic Alignment
- Supports situational analysis to identify gaps between current and future headcount needs, enabling data-driven strategies to optimize workforce allocation.

Comprehensive Plan Consolidation
- Provides tools for cadre optimization, location-based planning, and consolidated reviews, ensuring that workforce plans across departments and locations are aligned with organizational goals.

Key Features

Planning Frequency & Module Renaming
- Monthly Planning Frequency: Adds a monthly option to complement existing planning cycles (annually, bi-annually, quarterly).
- Module Name Change: Renames "Manpower Planning" to "Workforce Planning" for a modernized approach.

Governance & Committee Setup
- Definition of a Planning Committee: Capture committee details and designate a committee head for unified oversight.
- Definition of Planning Stages: Configure a sequence of planning channels and assign roles to guide the planning process.

Planning Templates & Delegation
- Definition of a Planning Template: Configure workforce plans for a specified financial year.
- Workforce Plan Delegation: Delegate planning responsibilities to lower-level heads as needed.

Headcount and Cadre Planning
- Headcount Planning: Add new headcount positions, manage planned/approved counts, and upgrade counts position-wise.
- Outsourced & Intern Cadre Plans: Plan for outsourced staff and interns, ensuring all workforce segments are considered.
- Projected Cadre Plan: Forecast headcount and budgets early in the planning cycle.

Branch and Department Analysis
- Work Study & Structure Analysis: Maintain work-study records and perform structure analyses at branch and department levels to support targeted cadre planning.

Consolidation & Location-Level Planning
- Consolidated Plan: Review an overall consolidated plan submitted by each location head.
- Workforce Plan – Location: Enable location-specific planning submissions, ensuring regional alignment.

Situational Analysis & Reporting
- Gap Analysis: Evaluate differences between current and future staffing needs, identifying opportunities and challenges.
- Attachment Uploads: Allow situational analysis reports to be attached for deeper strategic review.

6.People Management

Performance Management

Business Value

Holistic Performance Assessment
Integrates goal planning, competency evaluation, and feedback & development into one cohesive system, ensuring a comprehensive view of employee performance.

Enhanced Fairness & Consistency
Utilizes configurable rating models (including custom scales and bell curves), moderation processes, and structured appraisal stages to maintain consistency and fairness in evaluations.

Data-Driven Insights & Transparency
Provides detailed assessment summaries, real-time rating breakdowns, and eligibility validations that empower both employees and managers to make informed development decisions.

Streamlined Evaluation Workflows
Facilitates automated processes such as default goal assignment, rejections with comments, and stage-based transitions (e.g., moving from goal planning to feedback), reducing administrative overhead.

Externalized Appraisal Logic
Enables implementation consultants to configure performance-calculation rules—without code changes or engineering support—drastically cutting deployment cycles and accelerating delivery.

Improved Collaboration & Communication
Allows for flexible vacancy publishing, multi-stage background checks, and advanced filtering options—adapting seamlessly to various organizational structures and needs.

Key Features

Goal & Competency Configuration

- Goal Group Configuration: Define group weightages for evaluations.
- Default Goal Assignment: Create or copy default goals and assign them to employees, with final ratings displayed in midyear/annual assessments.
- Customized Rating Models: Convert system-generated percentage values into custom scales (e.g., five-point rating) and display mapped ratings alongside proficiency levels in competency evaluations.

Evaluation Process Enhancements

- Model Bell Curve & Moderation: Configure backend parameters for moderation, including threshold values and forced ranking, with moderation linked to the organizational hierarchy.
- Rejection Options: Enable rejection with comments at key stages (goal planning, assessment, feedback, competency review), with comments visible to all involved parties.
- Agreed Rating Option: Provide a flag for agreed ratings between appraisee and assessor, ensuring consensus on final evaluations.

Multi-Level Appraisal & Workflow

- 2nd Level Appraiser (Reviewer) Options: Allow an additional reviewer to input feedback and participate in goal and competency assessments.
- Assessment Summary & Eligibility: Incorporate filtration options for HR to review assessment summaries, and define eligibility periods (start and end dates) for evaluations.
- Intermediate & Final Stage Flexibility: Enable intermediate evaluations and configure the final stage as either Feedback & Development or Rating Summary, affecting moderation and force ranking processes.

User Interface & Process Customizations

- Goal Planning & Assessment Modifications: Restrict editing capabilities for appraisees in goal planning; allow supervisors to adjust weightages and add new goals during revision.
- Dynamic Appraisal Count & Stage Navigation: Ensure appraisal counts match assessors, and allow seamless stage transitions in multi-degree evaluations.
- Automated Save & Data Handling: Automatically save competency ratings and temporarily store user-defined values for report generation.
- Access Controls: Inactivate employees from evaluation cycles if removed from the Employee Information module, ensuring data integrity.

Enhanced Reporting & Visibility

- Overall Rating Breakdown: Provide detailed views of participant-wise goal and competency ratings, with group-wise breakdowns.
- Customized Parameter Displays: Enable settings to show first and second appraiser ratings and comments, as well as final ratings, to appraisees.

Disciplinary Management

Business Value

Consistent Policy Enforcement
Ensures that disciplinary procedures are applied uniformly across the organization by standardizing incident classification, reporting, and corrective actions.

Enhanced Transparency & Accountability
Provides a clear audit trail of incidents, actions taken, and appeals, promoting fairness and trust among employees and management.

Efficient Issue Resolution
Streamlines the entire disciplinary process—from incident reporting to corrective actions and appeals—reducing administrative delays and facilitating prompt resolution.

Data-Driven Decision Making
Aggregates incident data and corrective action logs, offering insights to identify recurring issues and drive improvements in workplace conduct and policy adjustments.

Empowered Employee Engagement
Enables employees to understand disciplinary policies clearly and provides mechanisms for appeals and reviews, fostering a culture of open communication and continuous improvement.

Key Features

Incident Classification
- Incident Type & Sub Type: Define and manage various types of disciplinary incidents and their sub-categories, with existing types displayed in a summary grid for quick reference.

Corrective Action Management
- Corrective Action: Specify a set of actions to mitigate disciplinary issues, ensuring consistent and effective responses to incidents.
- Corrective Action Process: Track the steps taken to address incidents, providing a clear record of remedial measures.

Enhanced Reporting & Visibility
- Overall Rating Breakdown: Provide detailed views of participant-wise goal and competency ratings, with group-wise breakdowns.
- Customized Parameter Displays: Enable settings to show first and second appraiser ratings and comments, as well as final ratings, to appraisees.

Incident Reporting & Management
- Incident Reporting: Use a dedicated form to capture detailed descriptions of incidents, ensuring comprehensive documentation.
- Manage Incident: Enable administrators to view and manage reported incidents and the corrective actions applied to specific employees.

Review & Oversight
- View Incidents: Display both incidents and corresponding corrective actions, facilitating transparent oversight.
- Incident Journal: Maintain a complete log of all incidents, status updates, and findings for audit and review purposes.

Appeal Process
- Appeal Management: Record and manage appeals submitted by employees regarding disciplinary actions.
- Appeal Impersonation: Allow administrators to submit appeals on behalf of employees, ensuring proper representation in the grievance process.

Training and Development

Business Value

Enhanced Skill Building & Employee Growth
Empowers employees with tailored training programs that boost skills, improve performance, and support career development.

Streamlined Training Administration
Automates scheduling, enrollment, evaluation, and budgeting processes, reducing manual effort and administrative overhead.

Data-Driven Insights & Accountability
Provides comprehensive evaluations, training histories, and cost analysis that enable informed decisions and continuous improvement of training programs.

Improved Engagement & Flexibility
Offers a user-friendly interface where employees can easily apply for training, view upcoming sessions, and track their progress, while also accommodating external training inputs.

Scalable & Customized Training Solutions
Supports bulk uploads, eligibility configurations, and hierarchical integrations to cater to diverse organizational structures and evolving training needs.

Key Features

External Training Capture
- Record details of training conducted externally, ensuring that all learning activities are documented within the system.

Program Evaluation & Scheduling
- Program Evaluation Schedule: Define customizable evaluation stages for training programs.
- Schedule Training: Configure and repeatedly schedule courses (daily, weekly, monthly, or annually) with common and schedule-specific attachments.

Training Application & Calendar Integration
- Training Calendar & Apply for Training: Employees can apply for training directly through an integrated calendar, view upcoming sessions, available seats, and track application statuses (applied, enrolled, waitlisted).

Training Enrollment & Participation Management
- Training Enrollment: Display an overview of scheduled trainings, manage waiting lists, and monitor seat availability along with application statuses.
- Participation Confirmation: Set cut-off dates to confirm participation.

Costing & Budgeting
- Schedule Wise Costing: Adjust cost profiles for each scheduled training session.
- Budgeting: Allocate budgets by hierarchy or business unit, allow supplementary budget revisions, and view comprehensive course-wise budget utilization.

Evaluation & Feedback Processes
- Individual & Subordinate Training Evaluation: Enable employees to enter evaluation comments and allow supervisors to review and provide feedback.
- Program Evaluation: Customize evaluation stages and capture feedback for continuous improvement.

Eligibility & Direct Applications
- Eligibility Configuration: Create eligibility groups based on employee attributes such as designation, corporate title, salary grade, or hierarchy level.
- Direct Application for Training: Allow administrators to view and add direct training applications from employees.

Key Features

Workflow & Training Profile Management

- Workflow for Training Schedule: Route scheduled training for approval by designated authorities.
- Training Profile: Provide a comprehensive view of an employee's ongoing and past training, including statistical data and history.

Training Attendance & Trainer Details

- Training Attendance: Mark attendance, upload bulk attendance data via Excel, and view absence/present counts for each training session.
- View Trainer Details: Access trainer expertise profiles to aid in scheduling and ensuring quality training delivery.

Bulk Upload & Hierarchy Integration

- Bulk Upload Training Courses: Support bulk import of training course data.
- Applicable Hierarchy Levels: Incorporate hierarchy-level selection in scheduling, calendar views, training applications, and attendance for targeted training administration.

Offboarding

Business Value

Streamlined Exit Processes
Ensures a smooth, transparent transition for departing employees by centralizing and automating exit procedures, from notice submission to exit interviews.

Enhanced Clarity & Control
Improves visibility into pending and completed exit cycles, enabling both employees and administrators to clearly track progress and manage final processes.

Customized & Consistent Employee Experience
Provides dedicated exit interview pages and customized exit notice options, ensuring that the offboarding experience is tailored and consistent for each employee.

Robust Administrative Oversight
Empowers administrators with the ability to search, apply, and revise exit notices while monitoring approval statuses, dates, and times, ensuring compliance and accountability.

Accurate Finalization & Compliance
Incorporates employee-specific variables—such as length of service for notice period calculations and resignation submission dates—ensuring that final exit details are calculated and validated accurately.

Key Features

Enhanced Stage Visibility

- Submitted Stage Viewing: Allows users to view all stage details even after submission, with all functions disabled for clarity.
- Completed Exit Cycle Tab: Adds a dedicated tab to display completed exit cycles, while the main page focuses on pending items.

Exit Interview Management

- Dedicated Interview Pages: Separate exit interview pages are available for self-service (for SSHR) and for administrators, ensuring that only the assigned exit interviewer accesses the relevant employee list.
- Input & Tracking: Interviewers can input comments against each questionnaire question, ensuring detailed feedback and documentation.

Administrative Process Controls

- Self-Exit Notice Management: Administrators can search, apply, and even roll back their own exit notices via dedicated admin pages.
- Custom Offboarding Adjustments: Supports features like disabling specific fields (e.g., 'Number of Shortfall Days') on the exit notice page.

Notice Period & Resignation Details

- Service-Based Notice Period: Integrates a notice period calculation determined by the employee's length of service.
- Resignation Submission Date: Displays and allows editing of the resignation submission date, which is used to calculate the last effective working date.

Approval & Validation Enhancements

- Supervisor Approvals: Displays supervisor approvals in ascending order of approval levels, with clear visibility of approval dates and times.
- Exit Notice Validation: Ensures that no future leaves are submitted after the last working date unless canceled, maintaining process integrity.
- Filtering & Sorting: Enables sorting and searching of exit notices by the last working date, helping users quickly locate records based on specific dates, months, or years.

7.People Analytics

Interactive Analytics

Business Value

Empowered Decision-Making
Enables users at all levels to access, create, and customize dashboards that provide real-time insights into key HR metrics—driving data-driven decisions.

Tailored Insights for Every Role
Delivers self-service analytics for individual users, supervisory dashboards for team-level insights, and enterprise-wide administrative views to ensure all stakeholders have the relevant data at their fingertips.

Flexible, Multi-Platform Integration
Leverages powerful visualization tools from both DevExpress and Power BI, allowing organizations to choose the platform that best meets their needs while ensuring consistency with default HR metrics.

Enhanced User Engagement
With interactive features such as natural language queries in Power BI Q&A, users can easily explore data without needing specialized training, thereby increasing overall adoption and engagement.

Key Features

DevExpress Interactive Analytics:

Self-Analytics (DevExpress):
- Allows users to create, edit, and view personalized dashboards using default EIM data—including headcount, employee demographics, work structure, and workstation information.

Supervisory Analytics (DevExpress):
- Empowers supervisors to build and customize dashboards that focus on subordinate-level data, ensuring a clear view of team performance with the same default EIM metrics.

Administrative Analytics (DevExpress):
- Enables the creation of dashboards with enterprise-wide access, giving administrators a comprehensive view of HR metrics and facilitating strategic oversight.

Power BI Interactive Analytics:

Self-Analytics (Power BI):
- Provides self-service capabilities for users to design and view personalized dashboards based on default EIM metrics, similar to the DevExpress approach.

Administrative Analytics (Power BI):
- Allows for the creation of dashboards accessible to all Power BI users, ensuring broad visibility and data-driven decision-making across the organization.

Power BI Q&A Feature:
- Empowers users to ask questions in natural language and receive visual insights from Power BI dashboards, simplifying data exploration and enhancing user engagement.

Turnover Predictions

Business Value

Proactive Workforce Management
Leverages historical data to forecast key workforce trends, empowering organizations to anticipate challenges and make informed decisions before issues arise.

Data-Driven Strategic Planning
Ensures models are built on accurate, up-to-date datasets, improving the reliability of predictions and supporting effective talent and resource planning.

Operational Efficiency & Insight
Provides tools to monitor and manually process models, enabling continuous refinement and real-time insights into workforce dynamics such as turnover risks.

Targeted Risk Mitigation
Identifies high-risk employees and business units, facilitating targeted interventions that can reduce turnover and enhance overall performance.

Key Features

Predictive Models
- Model Creation & Management: Build and manage models that forecast key workforce trends using historical HR data.

Data Availability
- Data Readiness Dashboard: Review the completeness and readiness of data for each predictive parameter, ensuring models are based on the most reliable datasets.

Model Processing
- Monitoring & Manual Processing: Tools to track model processing status, adjust settings, and manually run models using an intuitive wizard, ensuring optimal model performance.

Predictive Analytics – Turnover Dashboard

Key Highlights:
- High-risk employee count and percentage
- Business units with the highest predicted turnover
- Average experience, performance rating, and age of high-risk employees
- Top 5 high and low risk employees
- General characteristics of high-risk employee

In-Depth Analysis:
- Performance vs. pay gap of top high-risk employees
- Comparative analysis of performance rating, happiness level, and work hours

Employee-wise Leaving Probability:
- Provides detailed predictions for individual employees, with options to download reports in Excel or PDF format.

Enterprise Dashboard

Business Value

Holistic HR Visibility
Provides a comprehensive, real-time snapshot of critical HR metrics across multiple modules, empowering leaders to quickly assess organizational health and workforce dynamics.

Informed Decision-Making
Delivers detailed analyses on employee headcount, FTE utilization, and performance trends, ensuring that HR strategies are data-driven and aligned with organizational goals.

Trend Analysis & Benchmarking
Tracks historical data to reveal patterns in absenteeism, overtime, and turnover, enabling proactive interventions and continuous performance improvement.

Operational Efficiency
IIntegrates recruitment, training, and HR operational analytics into one platform, facilitating efficient resource allocation and strategic workforce planning.

Customizable Insights & Actionable KPIs
Offers configurable KPI settings and external data integration, allowing organizations to tailor the dashboard to their specific measurement criteria and strategic targets.

Key Features

Highlights of Month Dashboard

- Snapshot View: Quickly displays monthly HR status across key modules such as Employee Information Manager, Employee Life Cycle, Attendance, Absence Management, Offboarding, and Payroll.
- Key Metrics: Includes details on headcount changes, internal mobility, attendance, absenteeism, overtime, turnover, and career movements.

HR Efficiency Dashboard

- FTE Analysis: Provides a detailed analysis of full-time equivalent (FTE) metrics based on data from the Employee Information Manager, Attendance, and Payroll.
- Detailed Metrics: Highlights workforce summary, monthly FTE ratio, casual workforce utilization, and overtime hours relative to FTEs, along with business unit-wise FTE ratios.

Model Processing

- Historical Insights: Analyzes historical data to identify patterns and trends in absenteeism, overtime, and turnover.
- Comparative Metrics: Displays monthly and yearly absenteeism rates, overtime costs, average overtime per employee, active headcount versus overtime worked, and turnover patterns, including early turnover and top performer turnover.

Operational Overview Dashboard

- Recruitment & Training Analytics: Offers monthly analytics on recruitment activities and training development, drawing data from Employee Information Manager, Recruitment, and Training & Development.
- Operational Insights: Features recruitment highlights (e.g., applications, longlisted candidates, open and filled vacancies, recruiting funnel) alongside training cost-effectiveness, business unit-wise training cost, and training hour comparisons.

Overview of KPIs Dashboard

- Benchmarking Performance: Provides a consolidated view of key HR performance indicators across attendance, absenteeism, overtime, turnover, recruitment, and training & development.
- Target Alignment: Helps direct HR strategies toward achieving defined benchmarks and goals.

Settings Page – Configurations

- KPI Customization: Enables users to define and adjust KPI values to ensure the dashboard aligns with organizational targets.

External Data Upload Wizard

- Data Integration: Allows for the seamless import of external data, ensuring that the dashboard reflects the most accurate and up-to-date information.

Help Page

- User Guidance: Provides instructional video clips and detailed guidance on how to effectively use the Enterprise Dashboard, ensuring users can quickly adapt and leverage its full capabilities.

Ask. Act. Achieve.
Conversational AI that gets HR Done.



8.People Engagement

Voice of Yours

Business Value

Foster a Culture of Openness and Innovation
Empowers employees to voice ideas and feedback directly to management, driving continuous improvement and innovation across the organization.

Enhance Transparency and Trust
Provides clear visibility into the status of submitted suggestions, reinforcing employee confidence that their input is valued and actioned.

Streamline Feedback Management
Centralizes suggestion tracking and management within a user-friendly platform, improving administrative efficiency and accelerating decision-making based on employee insights.

Key Features

Effortless Suggestion Submission
- Enable employees to easily submit new suggestions by entering a subject and message, with the option to attach supporting files (up to 1.5 MB).

Suggestion Tracking Dashboard
- Allow employees to view a comprehensive list of their submitted suggestions, with real-time status updates indicating whether a suggestion is being attended to or remains pending.

Submission Management Tools
- Grant employees the ability to edit, update, or delete their own suggestions, fostering a dynamic and user-controlled feedback environment.

Visual Status Indicators
- Display intuitive icons to clearly show the attended or unattended status of each suggestion, ensuring quick, at-a-glance understanding for users.

Conversational AI Chatbot

Business Value

Always-On, Multi-Modal Support
Accessible via web or mobile (text chat + secure voice recordings), with forthcoming agentic voice commands for hands-free task execution.

End-to-End Leave Management
Employees and managers can check balances, submit or cancel leave, review pending requests, approve/reject via chat—and even ask "Who's on leave today?"—all without touching a spreadsheet.

Instant Documentation & Policy QA
Ingests your PDFs, SOPs and PeopleHR Help-portal content to deliver accurate, context-aware answers on policies, procedures and system usage.

Conversational Goal Planning
AI-driven suggestions generate role- and performance-based goals; a web interface lets users validate and finalize plans via natural dialogue.

HR Bandwidth Liberation
Automates routine inquiries and workflows—leave, FAQs, goal creation—so HR teams focus on strategic initiatives, not ticket queues.

Continuous Learning & Insights
Combines supervised and unsupervised models, retrainable via an intuitive admin console; real-time usage analytics drive ongoing improvements.

Key Features

Multi-Modal Interaction
- Text chat + secure voice recordings (web & mobile)
- Agentic voice commands for one-step task execution

Comprehensive Leave Workflows
- Balance inquiries, applications, cancellations
- Pending-request list & Approval/Rejection via chat
- "Who's on leave?" permission-based insights

Document-Powered Knowledge
- Default model: PeopleHR Help portal
- Custom model: Upload PDFs/SOPs for bespoke policy responses

AI-Driven Goal Creation
- Role-based goal suggestions
- Web-based planning with conversational validation

Admin Training Console
- Define intents & replies, train/reload models
- Test parsing accuracy and monitor usage metrics

Scalable, Secure Architecture
- Enterprise-grade encryption, audit logs
- Supports global deployments across web and mobile platforms

Grievance Handling

Business Value

Unified Case Tracking
Capture every step of the grievance lifecycle—submission, review, escalation and appeal—in one platform, giving HR and leadership instant visibility and control.

Standardized Communication & Accountability
Pre-built templates and defined channels ensure each grievance follows a consistent, transparent process—and that every stakeholder knows exactly when and how to act.

Employee Self-Service & Voice Empowerment
Available on web and mobile, employees can submit issues via text or secure voice recordings, track status in real time and request appeals—soon enhanced with agentic voice commands for one-step task execution.

Comprehensive Audit Trail & Analytics
Automatically log all actions, messages and referenced policy documents (PDFs, SOPs, etc.) to create an immutable history—enabling fast record retrieval, compliance reporting and data-driven process improvements.

Key Features

Defining Grounds & Communication Channels

- Sources for Grievances: Specify various origins or triggers of employee grievances.
- Communication Channels: Map out critical stages or paths that grievances take, ensuring proper routing.
- Group Classification for Grounds: Organize grievance sources into logical groups for easier identification and management.

Configurable Grievance Templates

- Template Definition: Authorized administrators can create standardized templates, including hierarchy levels and business units, ensuring consistency across all submissions.

Grievance Submission & Handling

- My Grievance Application: Empowers employees to file grievances through a user-friendly interface.
- Handle Grievance: Enables designated communication channels to review and address grievances effectively.

Impersonation & Appeals

- Impersonate Grievances: Supervisors, HODs, or admin users can submit grievances on behalf of subordinates, ensuring representation for those who need assistance.
- Grievance History & Appeal: Users can view past grievances, submit appeals if dissatisfied with outcomes, and track the resolution process.

Review & Resolution

- Review Appeal: Provides a mechanism for designated personnel to reassess grievances upon appeal, ensuring fairness and transparency.
- Define Appeal Attempts: Configurable limit on the number of appeals, aligning with organizational policies.

Survey Tool

Business Value

Enhanced Employee Feedback Collection
Facilitates the gathering of critical employee feedback, enabling organizations to identify areas for improvement and foster a positive work culture.

Improved Workplace Culture
Provides actionable insights from employee feedback to drive initiatives that enhance engagement, satisfaction, and retention.

Targeted Feedback Analysis
Allows segmentation of feedback through survey groups and classifications, enabling precise identification of issues across departments, teams, or events.

Increased Responsiveness
Supports timely and event-based surveys, ensuring feedback is collected at relevant moments, such as onboarding or post-training, to address concerns proactively.

Data-Driven Decision Making
Offers robust analytics through dashboards, helping HR and leadership make informed decisions to improve employee experience and reduce turnover.

Streamlined Survey Management
Simplifies the creation, distribution, and analysis of surveys with a user-friendly interface, reducing administrative overhead and improving efficiency.

Secure and Accessible Data Storage
Ensures survey data is securely stored and easily accessible, supporting compliance and long-term tracking of employee sentiment.

Key Features

·Survey Groups

- Group Creation: Enables users to define and organize surveys into specific groups (e.g., New Joiners, Employee Engagement, HR Department) for structured feedback collection.
- Custom Grouping: Allows flexible grouping of surveys based on organizational needs, improving survey management and relevance.

Survey Group Classification

- Group Classification: Provides an option to classify survey groups for more granular organization (e.g., classifying HR Department surveys as "Outbound Trainings").
- Targeted Feedback: Enhances the ability to categorize and analyze feedback based on specific contexts or initiatives.

Create New Survey

- Flexible Survey Types: Supports the creation of one-time, time-bound, or event-based surveys to suit various feedback needs.
- Customizable Surveys: Allows users to design surveys tailored to specific purposes, ensuring relevance and engagement.

Select Survey Audience

- Audience Targeting: Enables precise selection of survey recipients, ensuring feedback is collected from the relevant employee groups or individuals.
- Segmented Feedback: Facilitates focused data collection by targeting specific departments, teams, or employee categories.

Survey Designer

- Embedded Design Tool: Integrates with the People module to allow the creation of unlimited custom survey forms with an intuitive interface.



Request Tracker

Business Value

Streamlined Request Management
Automates the request submission, approval, and tracking process, reducing manual effort and enhancing efficiency in a paperless environment.

Enhanced Employee Engagement
Empowers employees to easily submit and track requests, fostering transparency and trust in organizational processes.

Improved Accountability
Ensures all requests are addressed promptly by predefined approving parties, enhancing responsiveness and employee satisfaction.

Customizable and Scalable
Allows predefined request categories and types, enabling tailored workflows that align with organizational needs and support scalability.

Real-Time Notifications
Provides instant email alerts for request approvals or rejections, keeping employees informed and engaged in the process.

Data-Driven Insights
Tracks request statuses (pending, completed, rejected) to provide visibility into process efficiency, enabling continuous improvement in employee support systems.

Administrative Control
Offers robust tools for administrators to define templates and types, ensuring consistent and organized request handling across the organization.

Key Features

Administration Section

Request Template Definition

- Enables authorized administrative users to create and manage request templates, establishing standardized formats for various request types.

Request Types Configuration

- Allows administrators to define specific request types based on templates, ensuring flexibility and alignment with organizational processes.
- Request Tracker Approval: Provides a dedicated interface for administrative users (supervisors) to view and handle requests requiring their approval, streamlining decision-making.

Request Fulfilment

- Enables request owners to process and complete requests efficiently through a dedicated page, ensuring timely resolution.

Application Section

Initiate and Forward Request

- Allows employees to initiate and submit requests through an intuitive interface integrated into the SSHR Enterprise Suite homepage.

Pending Requests Tracking

- Enables approving personnel to track and manage pending requests requiring their approval, ensuring timely action.

Completed Requests Overview

- Displays requests completed within the last 30 days, allowing users to review recent activity and outcomes.

Rejected Requests Monitoring

- Provides visibility into rejected requests, enabling employees and approvers to track and address issues effectively.

Approval/Rejection Notifications

- Sends email alerts to applicants regarding the approval or rejection of their requests, ensuring clear and timely communication.

Utilities

Template Designer

Business Value

Automation of Template Design
Streamlines the letter template creation process by automating data extraction from existing databases, reducing manual effort and time.

Reusable Templates
Enables the creation of reusable templates that can generate multiple letters with minimal parameter adjustments, improving efficiency.

Enhanced Data Integration
Facilitates seamless extraction of stored data, ensuring consistency and accuracy in letter content.

Flexible Parameter Management
Supports both fixed and dynamic parameters, allowing customization to meet specific letter requirements.

Document Export Tracking
Offers visibility into exported documents, enabling users to view or save them, improving document management.

Improved User Productivity
Simplifies template management tasks such as editing, duplicating, and deleting, enhancing overall user experience.

Key Features

Designer Page

Wizard-Based Creation
- Guides users through entering basic template details via an intuitive wizard.

Data Extraction
- Connects to data sources to pull relevant information for template content.

Parameter Definition
- Allows setting fixed and dynamic parameters for flexible letter customization.

Sub-Grid Linking
- Links sub-grids to parent records for structured data relationships.

Data Preview
- Provides a preview of data to ensure accuracy before finalizing the template.

Manage Template Page

Template Editing
- Supports editing existing templates to update content or parameters.

Template Deletion
- Allows deletion of obsolete templates to maintain a clean repository.

Capability Assignment
- Enables assigning specific capabilities to templates for controlled access.

Duplicate Template
- Facilitates saving a duplicate copy of a template for reuse or modification.

List Templates Page

Template Listing
- Displays a list of accessible templates based on user security privileges.

Parameter Selection
- Allows users to select parameter values for generating customized letters.

Letter Viewing
- Provides functionality to view generated letters directly from the template list.

Export History Page

Export Tracking
- Lists all exported documents for easy reference.

Document Viewing
- Enables users to view exported documents within the tool.

Document Saving
- Supports saving exported documents to a specified location.

Alerts & Notifications

Business Value

- Enhances accountability and responsiveness by alerting stakeholders of required actions.
- Reduces process delays and manual follow-ups through timely system-generated notifications.
- Improves compliance and operational accuracy by keeping users informed of critical HR events.

Available Alerts & Notifications

- Attendance – Notifications for late check-ins, absenteeism, or missed punches.
- Onboarding – Task reminders for new joiners, document submissions, and induction steps.
- Timesheets – Submission and approval alerts for timesheet entries.
- Benefits – Enrollment deadlines, changes in coverage, or approvals.
- Offboarding – Exit checklists, handover deadlines, and clearance tasks.
- Absence Management – Alerts for leave requests, approvals, rejections, or balance notifications.
- Training & Development – Invitations, confirmations, and post-training feedback notifications.
- Employee Lifecycle (ELC) – Movement, promotion, and confirmation-related alerts.
- eHRM / Workflows – Process approvals, escalation triggers, or completion notices.
- EIM (Employee Information Management) – Update prompts or verification requests.
- Performance – Self-review, manager feedback, or appraisal cycle reminders.
- Recruitment – Interview scheduling, offer approvals, or requisition updates.
- Grievance – New submissions, updates, or resolution notifications.
- Probation Evaluation – Mid-probation or end-of-period evaluation alerts.
- Disciplinary – Case updates, hearing schedules, and closure alerts.
- Talent Management – Development plan tracking, succession alerts, or skill gap notifications.