

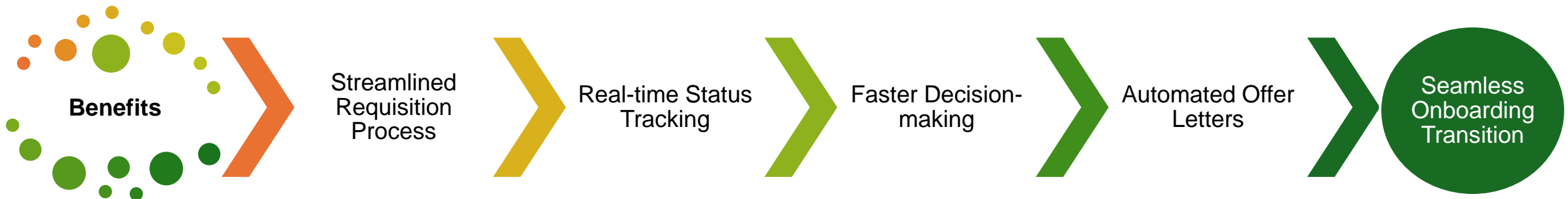
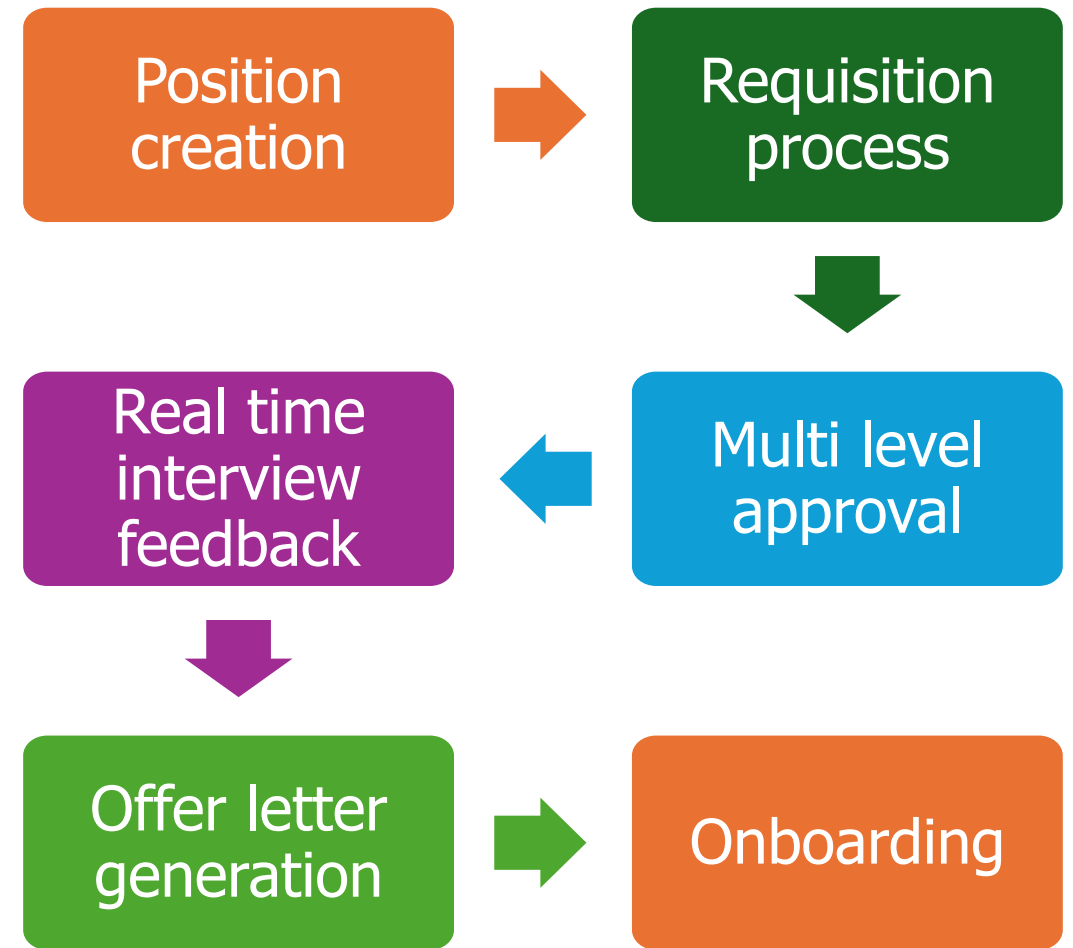
# NexaHCM

## Modules

- Recruitment
- Onboarding
- Leave & Attendance
- Emp Life Cycle
- Payroll
- Travel & Expenses
- PMS
- Employee Benefits
- Ask HR
- Exit Management
- HR Compliance Calendar
- Visitor Management
- Any other client specific Module

## Recruitment Process Overview

The Recruitment Process module of NexaHCM streamlines and automates the hiring process, from requisition approval to candidate selection and onboarding. It ensures that all budgeted positions are tracked in real time and allows for easy requisition creation, multi-level approvals, and efficient talent acquisition. Once a candidate is finalized, the system generates an offer letter, and the onboarding process begins seamlessly.



## Onboarding Process Overview

The Onboarding Process module of NexaHCM simplifies and streamlines the process of integrating new hires into your organization. It ensures that employees have a smooth and well-coordinated start, reducing administrative workloads and enhancing the employee experience right from day one. With automated workflows and task management, this module helps HR teams effectively manage all onboarding activities, ensuring compliance and consistency



### Benefits

Compliance with Indian Regulations

Real-time Status Tracking

Instant ID Issuance

Improved First Impressions

Centralized Information

Multi level workflows

## Leave & Attendance Module Overview

The Leave and Attendance Management module of **NexaHCM** streamlines the entire process of managing employee attendance and leave requests. It provides an efficient and transparent solution for tracking working hours, leave balances, and approvals, ensuring your organization stays compliant with company policies and labour regulations and it can be integrated with biometric machines.



### Benefits

Improved Efficiency

Enhanced Transparency

Better Compliance

Workforce Planning

Accurate Record keeping

Reduction of Admin work

Multiple MIS Reports

## ESS/ Life Cycle Module Overview

The **Employee Life Cycle process** during employment in NexaHCM is designed to automate and streamline essential tasks such as leave applications, approvals, attendance regularization, travel management, probationary confirmation, transfers, data changes, and document management through a self-service portal (ESS). Employees can apply for leave, request attendance regularization, and submit travel expenses with ease, while the system triggers automatic workflows for manager approvals. Probationary confirmations and transfers are processed seamlessly through multi-level workflows, ensuring all relevant stakeholders are involved. The ESS portal allows employees to update personal information, access company documents, and track requests in real time. All documents, including leave records, travel expenses, and performance evaluations, are stored digitally for easy access and compliance.



### Benefits

Automated  
Workflows and  
Approvals

Real-time  
Status Tracking

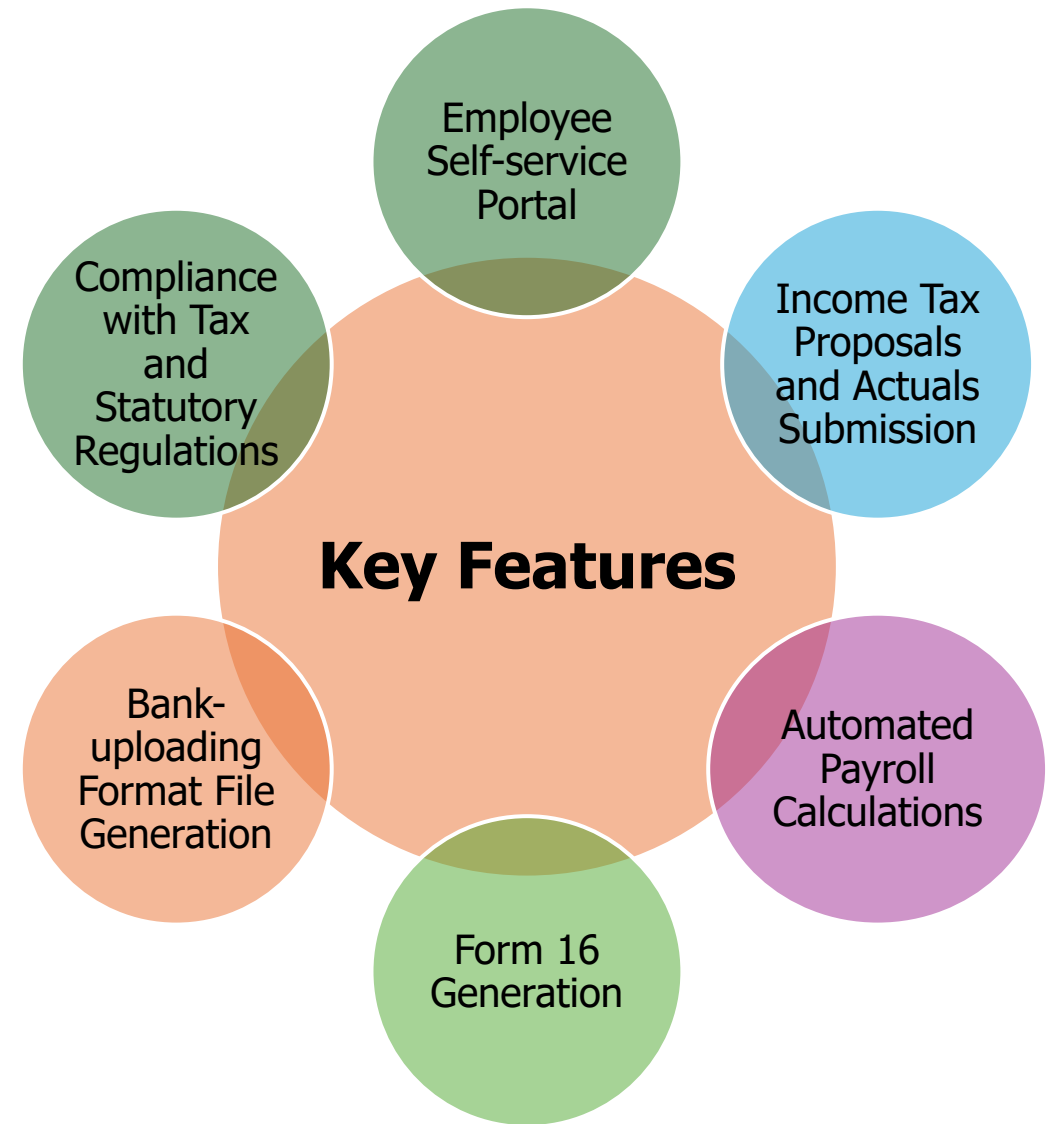
Comprehensive  
Document  
Management

Enhanced  
Employee  
Experience

Seamless Data  
Updates

## Payroll Module Overview

The Payroll module in **NexaHCM** seamlessly integrates leave and attendance management, allowing real-time tracking of employee leaves and their impact on salary. It automates the calculation of earnings and deductions, ensuring accurate payroll processing based on leave balances, statutory deductions, and allowances. Employees can easily access their **Payslips**, which are generated automatically after each payroll cycle. The system also creates **bank-upload formats** for salary disbursement and ensures compliance with all statutory requirements by generating reports like **PF, ESI, LWF**, and **income tax reports**, ensuring full regulatory compliance for both employees and employers.



### Benefits

Automate compliance

Transparency and Accessibility

SOP Implementation

Multiple MIS Reports

## **Travel & Expenses Module Overview**

This module offers an easy way for employees to manage their travel and related expenses. Employees can request a travel advance before their trip and submit their final expense claims once the trip is complete. The system tracks all expenses to ensure compliance with company policies, while managers can review, approve, or ask for more information when necessary. Employees can also track the status of their claims in real-time, providing transparency and speeding up reimbursements. This module simplifies approvals, enhances cost control, and streamlines the entire travel and expense process for both employees and the company.



### **Benefits**

Increased  
Productivity

Improved  
Compliance

Enhanced  
Visibility

Faster  
Reimbursement  
Cycles

Multiple MIS  
Reports

## Performance Management System Module Overview

This module offers a comprehensive approach to performance management, enabling organizations to streamline their evaluation processes. It begins with the setting of Key Result Areas (KRAs) by employees, followed by manager approval to ensure alignment with organizational goals. The system supports half-yearly reviews, allowing for real-time feedback and discussions between employees and managers to promote ongoing development. At the end of the year, an annual review is conducted, during which employees are rated based on their performance. These ratings automatically trigger the increment process, ensuring salary adjustments are handled in line with company policies. Finally, personalized increment letters are generated and provided to individual employees, completing the performance evaluation cycle seamlessly..



### Benefits

Configurable  
Workflows

Transparent  
and Fair  
Reviews

Flexible Review  
Cycles

Automated  
Increment  
Process

Improved  
Engagement  
and Feedback



## **Employee Benefits Module Overview**

This module features the capability for employees to raise their requisitions directly through the ESS login for benefits such as marriage gifts, birthday gifts, anniversary gifts, and salary advances or loans etc. Each request follows a structured workflow, ensuring that approvals are processed according to company policies. Once all necessary approvals are secured, the requests are seamlessly integrated with payroll, allowing for the disbursement of these benefits along with regular salary processing. This ensures a smooth and efficient handling of employee benefits, while maintaining transparency and compliance with organizational guidelines.



**Benefits**

Easy Access  
to Benefits

Automated  
Workflows

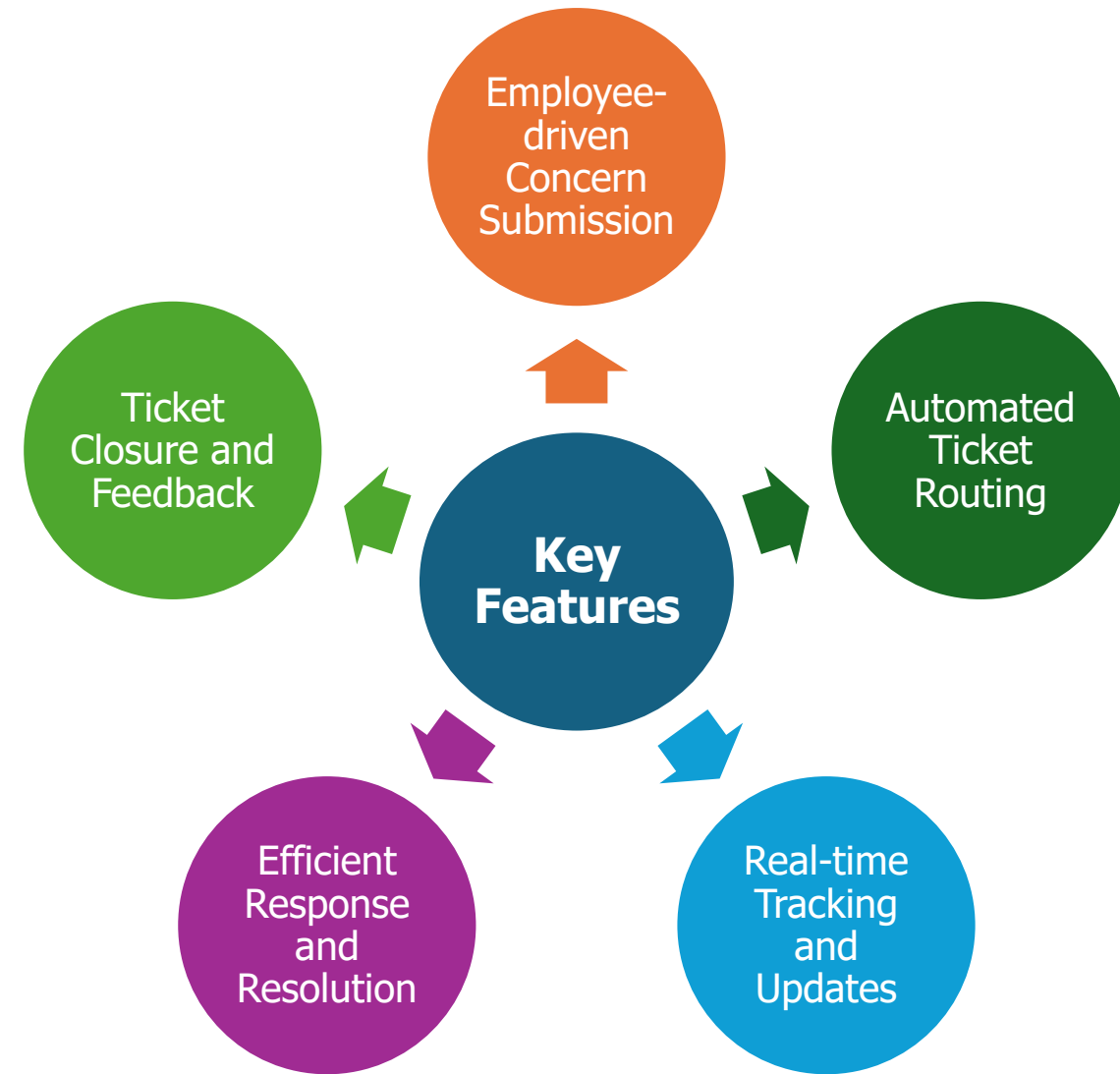
Payroll  
Integration

Transparency  
and Tracking

Compliance  
with Policies

## Ask HR Module Overview

The **Ask HR** feature in **NexaHCM** offers employees a seamless platform to raise concerns or inquiries directly through the portal. This automated system allows employees to submit inquiries related to payroll, benefits, tax, or any other HR-related matters. Each inquiry is swiftly routed to the relevant HR or support team for prompt action. Employees can track the status of their concerns in real-time, receiving timely updates throughout the resolution process. A concern is only marked as resolved and the ticket closed after the employee confirms full satisfaction with the resolution, ensuring efficient and transparent communication.



### Benefits

Improved  
Communication

Streamlined  
Resolution  
Process

Employee  
Satisfaction

Transparency  
and  
Accountability

Centralized  
Issue  
Management

## **Employee Exit Management Module Overview**

This module in **NexaHCM** ensures a smooth, transparent process for managing employee exits, from resignation submission to final clearance. Employees can submit their resignation request, which is first routed to their manager for approval. After managerial approval, the process continues through multiple levels of approval. On the employee's last working day, they can initiate the NOC (No Objection Certificate) process, which is routed for approval across departments such as Finance, IT, and Admin. Once the NOC is completed, the concerned team prepares the Full and Final (F&F) settlement statement, which is then sent for further approvals. Finally, the Finance department processes the F&F, and the relieving and experience letters are automatically generated and sent to the employee, ensuring a respectful and organized exit.

## **Key Features**

- Resignation Submission and Approvals
- NOC Requests
- F&F Settlement Calculation
- Real-time Tracking
- Exit Interview Forms
- Automatic Generation of Relieving and Experience Letters
- Multi-level Approval Workflows
- Integration with Payroll and HR Systems

### **Benefits**

Streamlined  
Exit Process

Transparency  
and  
Compliance

Automated  
Documentation

Faster  
Settlements

Feedback  
Collection

## HR Compliance Calendar Module Overview

The HR compliance calendar in **NexaHCM** is designed to manage and track all statutory compliances related to various labour and employment laws, including but not limited to the **Factory Act, Shops and Establishment Act, Contract Labour (Regulation and Abolition) Act, Provident Fund (PF), Employee State Insurance (ESI), Professional Tax (PT), Labour Welfare Fund (LWF), and other state-specific and industry-specific regulations.** It ensures that applicable compliances and its due dates for licenses, statutory filings, and payments are never missed, and compliance is maintained in accordance with regulatory standards.



### **Benefits**

Reduced  
Compliance  
Risk

Increased  
Efficiency and  
Time Savings

Improved  
Accountability

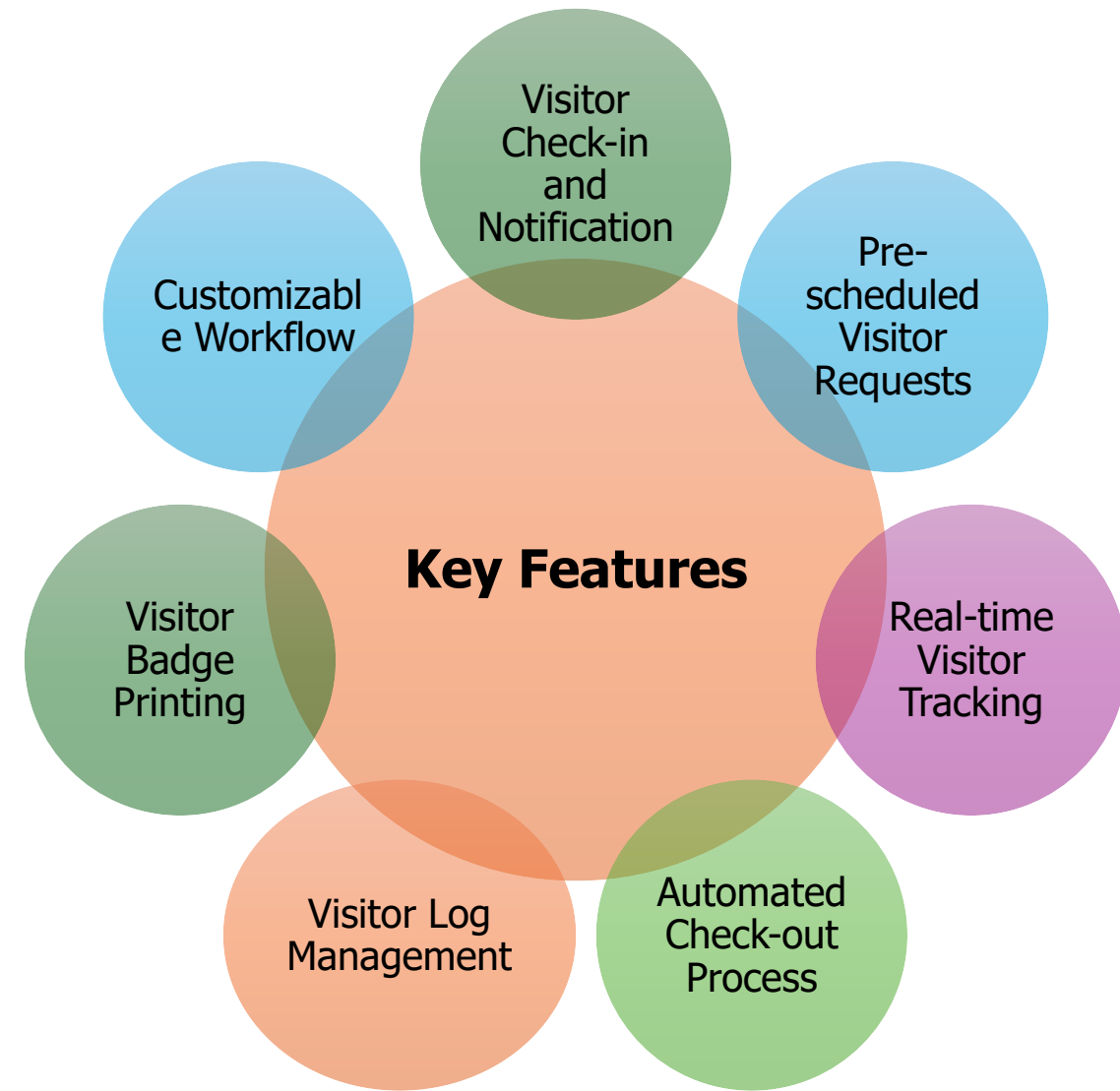
Centralized  
Document  
Repository

Better  
Decision-  
Making

Simplified  
Audits

## Visitor Management Module Overview

The **Visitor Management process** in NexaHCM ensures a seamless and efficient check-in and check-out experience for visitors. When a visitor arrives at the office premises, the security personnel or concerned person enters their details, including the name of the contact person they are visiting. Once this information is captured, the system automatically notifies the concerned employee, informing them of the visitor's arrival. This allows the employee to promptly acknowledge and prepare for the meeting. Additionally, employees can pre-schedule visits by requesting access for visitors beforehand. When the visitor arrives, their details are already verified in the system, allowing for quick identification and faster entry. The check-out process is similarly automated, ensuring accurate records of the visitor's time in and out of the premises.



### Benefits

Faster Check-in  
and Check-out

Improved  
Security

Pre-scheduling  
for Streamlined  
Visits

Real-time  
Tracking and  
Monitoring

Comprehensive  
Visitor Records

Technology Stack Overview On-Premises vs Cloud (ASP.NET & SQL DB)		
Feature/Aspect	On-Premises	On-Cloud (AWS)
Infrastructure	Requires physical servers and local IT management for ASP.NET and SQL DB setup.	Scalable, AWS-hosted infrastructure running ASP.NET and SQL Database.
Cost	High upfront costs for servers and SQL licenses, with ongoing maintenance expenses.	Pay-as-you-go model for SQL DB and ASP.NET hosting, with lower upfront costs.
Scalability & Flexibility	Limited by local hardware; scaling requires manual upgrades and SQL server management.	Instantly scalable with AWS services, automated scaling for ASP.NET apps and SQL databases.
Security & Compliance	Client manages security, compliance, and SQL database locally.	AWS offers built-in security features, encryption, and compliance certifications for ASP.NET and SQL DB.
Maintenance	Requires in-house maintenance for ASP.NET apps, SQL DB upgrades, and patching.	AWS manages infrastructure maintenance and updates for ASP.NET apps and SQL databases.
Access & Mobility	Limited to local access or VPNs for ASP.NET apps and SQL databases.	Globally accessible with secure remote access to ASP.NET apps and SQL DB from anywhere.

# Thank You 😊

**For Demo, please contact.  
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