



# AI Powered **HRBOTX**

Smart HR Solutions Powered By AI



# “ Functionalities

## 1. Leave, Expense Submission & Salary Slip Access

Enables employees to manage their daily HR needs without contacting HR directly.

## 2. Compliance Management

Tracks and manages legal HR obligations like PF, TDS, and UCPMP guidelines

## 3. Instant HR Letter Generation

Instantly produces offer letters, appraisals, NDAs, and other HR documents.

## 4. AI-Powered Expense Management

Automates expense verification, compliance checks, and approval routing.

HRBotX

Hi there,

How can i help you today

Leave

HR Policy

Expense

Salary Slip

PF

TDS

UCPMP

Offer Letter

Appraisal Letter

Ask me anything from here

# “ Let's See How It Works

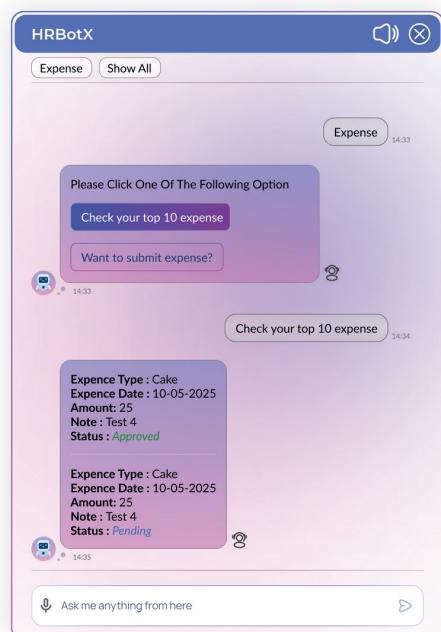
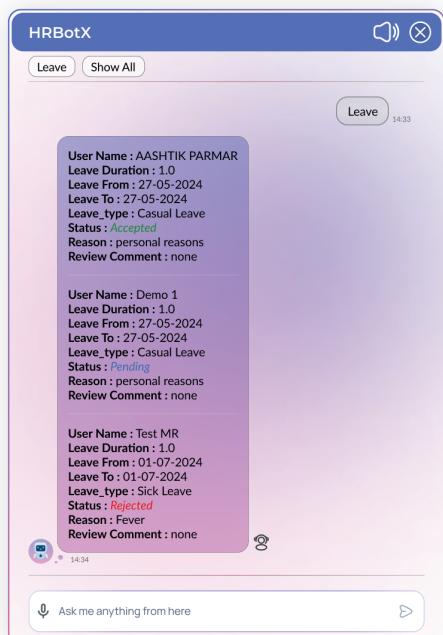
(Detailed Functional Flow)

## 1. Leave, Expense Submission & Salary Slip Access

### How it Works:

- Employees interact with HRbotX through a chat interface or portal.
- For **leave**: Bot displays available leave balance, applies leave policy, and sends the request for automatic or manager approval.
- For **salary slips**: Bot fetches the latest or requested month's payslip instantly from payroll records.
- For **expense submission**: Employees upload receipts, bot checks against company policy, and submits for approval with clear status tracking.

No forms. No emails. Just type and get it done.





## 2. Compliance Management (UCPMP, PF, TDS, etc.)

### How it Works:

- Bot keeps track of compliance deadlines and data across PF, TDS, and UCPMP standards.
- Automatically generates reports and alerts when action is needed.
- Ensures all processes are audit-ready and aligned with latest legal standards.

✓ Stay compliant without worrying about fine print.

## 3. Instant HR Letter Generation

### How it Works:

- Select letter type (Offer, Appraisal, NDA, etc.).
- Fill basic info (employee name, date, role).
- HRbotX instantly drafts a formatted document using company templates.
- Letters can be downloaded or sent for digital signature.

✓ One-click professional HR documents.

## 4. AI-Powered Expense Management

### How it Works:

- Employees upload receipts via chat.
- Bot verifies claims against policy, detects duplicates or violations.
- Valid claims are auto-approved or routed to the manager.
- Reimbursement is processed and status updated in real time.

✓ Transparent, fast, and policy-compliant.

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