Ark©HRM Solution Presentation

Ark© HRM Solution

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Introduction

- Shift2Net Solutions is a leading Software Solution provider with offices in North America ,Europe, Middle East and India. We have delivered information technology (IT) services and products that provide real business value to our customers. Our fully integrated array of IT staffing, application management outsourcing, and industry-focused IT solutions is backed by a time-tested suite of formal methodologies, a proprietary database of best practices, and a wide range of strategic alliances and partnerships. Our international network of offices in North America ,Europe, Middle East and India is staffed by highly qualified business and IT experts committed to build highly scalable applications that suites our clients requirements to achieve their business objectives and bring value to their investment.

Agenda

- Introduction
- Ark$^©$ HRMS Overview
- Why Ark$^©$ HRMS?
- Ark$^©$ HRMS - Product Description
- Q & A

Ark ©HRMS Overview

- Ark© HRM Solution is designed and architected with flexible design approach which can be deployed at customer premise or as a 'SaaS' product which means customers can access the product via internet on subscription model with no deployment at customer site. Most HRM Solutions in the market place do not offer the flexibility to accommodate global work force and complicated organizational structures spanning across multiple geographical locations. They tend to be more specific for a single location or business entity and because of this, most companies today end up with having many different HRM solutions for each business entity and location. The end result will be inaccurate reporting, inconsistent data and not able to share the information in the same organization between different business units / location. This causes lot of manual work and additional overhead costs for the company in the long run.

- The important aspect of Ark© HRM Solution is that it supports integrated payroll processing. Most HRM solutions including some big ones in the market do not support payroll processing and payroll process has been done thru another third party system. Ark© HRM Solution eliminates the need for another investment for solution with an integrated payroll module.

- As a part of going green initiative, Ark© HRM Solution does not print pay slips automatically every month. Instead pay slips are available for employees to view and download on demand anytime from the solution. This eliminates the logistic around printing pay slips every month and sending out to the employees which saves time and money for the company in terms of paper costs, record keeping & storage and mailing costs for employee pay slips.

Why Ark© HRMS?

- **Ark© HRM Solution offers many unique features that differentiate us from other similar products in the market place**.
  - **User Interface Usability**
    - Intuitive user interface design with well-defined workflow for each access role.
    - Consistent look and feel for different roles / modules.
  - **Search Module**
    - Consistent search functionality plugged into every major modules (employee, leave, benefits/payroll etc..) to provide robust search based on multiple criteria
  - **Requests Workflow**
    - Supports New hire On-boarding process, E-Separation, Personal action Request work flows with multiple action owners (Department Head, IT Head, Finance Head etc.,) along with work email notification on every stage of the request.
  - **Resources Management**
    - HR administrators can define document resources, HR Policy documents and setup visibility roles on who can access what.

Why Ark ©HRMS? (Cont'd)

- **Supports complicated global company structure**.
  - Supports multiple regions (example: North America, Asia, Middle East etc.,)
  - Supports multiple business entities (ex. Brokerage, Insurance, Forex Services, Transportation etc.,)
  - Supports multiple business locations/countries mapping.
  - Supports global business unit head/country head for business unit assignment.
  - Supports cloning master departments for each business unit/location by providing Business-Location-department level mapping.
  - Supports Global/Regional HR manager to view/manage all business units with the company while allowing Country HR managers to view/manage the assigned business unit/location.
- **Dashboard**
  - Dashboard data is customized based on logged in HR manager's access rules. (example: Country HR Manager (Transportation-UAE) will see the data relevant to this unit/location)
- 360 Degree View
  - Allows Global/Regional HR managers to have a 360 degree consolidated view on all aspects of HRM functions across multiple business entities.

Why Ark ©HRMS? (Cont'd)

- **Employee Module**
  - Quick over view of key employee snapshot on top of every module.
  - Employee position history table provides insight into employee's professional growth within organization.
  - Compensation tab provides historical view into employee payroll records in addition to the YTD compensation details.
  - Tree view of specific employee organization rather than general org chart.

- **Leave Module**
  - Holidays and Work week definitions are customizable for each country (example. UAE – Sunday thru Thursday, US – Monday thru Friday)
  - Work Week and Holidays are important input for employee's leave request especially when the employees are spread across multiple countries with different work weeks and holidays etc.
  - Allows HR managers/Line Managers to override leave paid options (paid vs. unpaid) during approval process.
  - "Catch All" feature for HR manager to receive the leave request from employee if the leave approval chain is not setup or line manager is not assigned for that employee.
  - Bulk Update of Annual Leave entitlements based on Job title, business unit and location in addition to Individual employee level update.

Why Ark ©HRMS? (Cont'd)

- **Benefits and Payroll Module**
  - Flexible allowance and deduction component design which allows adding customized components.
  - Deduction components to support different situations like Loan, Salary advance, HRA advance along with different repayment plans.
  - Payroll administrators to access/process the benefits & payroll of employees from the business unit/location that they have access to.
  - On demand pay slip for employees which mean lot of savings in terms of paper cost, record keeping/storage, mailing costs for employee's monthly pay slips.
  - Multi-currency support based on employee work location.
  - Monthly WPS Extract (UAE)
- **Employee Talent Management(My Career)**
  - Encourages employees to build detailed career profile which will be useful in case of internal postings and promotions etc.
- **Password Management**
  - User accounts password automatically expires after 90 days.
  - Last eight (8) passwords are stored in the database.
  - Password is securely stored in the data base with base 64 bit encoding.
  - Last eight (8) passwords can't be reused while changing passwords.

Product Description

- Ark© HRM Solution is our flagship product to support human resource functions. It is a single HR system for the global workforce making human resources functions and accurate and easier. Our current release of this product supports payroll processing along with other regular HRIS functions. This product provides hooks to export the employee information including payroll into excel or XML format so that this can be feed to interface with another system that customers may be using. Since this is a web based solution, this can be hosted via internet or can be deployed in intranet securely. There is a security layer which makes sure that this solution is accessed via credentials with appropriate security permissions and roles to access the features.

Product Modules – Admin View

- Dashboard
- 360 Degree View for Regional/Global HR Managers
- Employee Administration
- Leave Management
- Benefits Management
- Payroll Management
- End of Service Management
- Requests Management

Product Roles

- **HR Administrator**
  - This role has overall access to all features of the system. Depending on their scope across various geographical locations/regions, this role will allow the administrator to access the employee information based on the role scope.

- **Payroll Administrator**
  - This role will allow the Payroll staff to access the features related to monthly payroll and end of service settlement process. They may be able to add/remove benefit and deduction components as necessary for payroll processing.

- **Supervisory**
  - This role will be assigned to any employee/staff with supervisory position. It allows them to approve leave or other requests that require line manager or department head approval.

- **Employee**
  - This is the role that regular employees will be using with this product. This will allow employees to use employee self service (ESO) options like updating their profile, contact info, view pay slip, leave requests etc.

Product Modules - Dashboard

- Dashboard
    - Employee Breakdown Chart by Business Entity
    - Employee Breakdown Chart by Business Location/Country
    - Employee Age Profile Chart
    - New Employee Probation Expiry Alert
    - Employee Leave List –Current Week(Customized based on HR's location)
    - Upcoming Holidays (Customized based on HR's location)
    - Employee Labor Cards Expiry Alert(in the next six months)
    - Employee Visa Expiry Alert
    - Employee Passports Expiry Alert
    - Employee Birthdays – Current week along with service years

Product Modules – 360 Degree View

- 360 Degree View
  - Allows Global/Regional HR managers to have 360 degree view and control over multiple business entities across the global organization.
  - Global/Regional managers can access the employee , leave, benefit and payroll records across all business entities.
  - Customized 360 degree view dashboard information for Global/Regional HR administrator in addition to the localized view.

Product Modules – HRIS Administration

- Employee
  - Define Region, Business Unit, Location, Department, Designation, Employment Status, Employee Category, Education and Banking info.
- Leave
  - Define Leave Type, Leave Period, Work Week/Location, Holidays/Location
- Benefit and Payroll
  - Define Pay /Allowance Components, Deduction Components, Gratuity rules for end of service settlement
- Employee resources
  - Define visibility on the employee resource documents and HR policies etc.
- Manage user access/roles
  - Create and Manage user account and role information to access the system.

Product Modules – Employee Administration

- Manage Employee Information
    - Personal Information
    - Contact Information
    - Dependents Information
    - Emergency Contact Information
    - Job Information
    - Compensation View
    - Employee Organization View
    - Employee Documents
- Add New Employee
    - Add existing employees/create HRM system access credentials
    - Add new hires/onboarding process.

Product Modules – Leave Management

- Manage Employee Leave Information
    - Assign Annual Leave Entitlement for an employee
    - Employee Past Leave History View
    - Employee Pending Leave Requests
- Leave List Master
    - Search and List Employee Leave List
    - Export Leave List to Excel
- Annual Leave Entitlement Update
    - Assign Leave entitlements based on
        - Individual Employee
        - Designation
        - Business Unit/Division
        - Business Location

Product Modules – Benefits Management

- Manage Employee Benefit Information
  - Define Monthly Standard Pay and Allowance Components
  - Define Monthly Standard Deduction Components
  - Employee Banking Information for Payroll Advice
- End of Service Settlement(EOS) Process
  - EOS Payroll for "Resigned"/Terminated Employees

Product Modules – Payroll Management

- Manage Employee Payroll Information
  - Monthly Payroll Preparation
  - Preview Monthly Payroll
  - Finalize/Run Monthly Payroll
  - Generate Monthly WPS

Product Modules – Manage Requests Workflow

- Manage following request types
  - Resignation Request (Originator: Employee, Supervisor)
  - New Hire On-boarding Process Request (Originator: HR)
  - Salary Certificate Request(Originator: Employee, Supervisor)
  - Personal Action Request (Originator : Supervisor, HR)

Product Modules – Employee Login View

- **My Profile**
  - View Employee Profile
    - Personal Information, Contact Information, Dependents Information
    - Emergency Contacts, Job Details/Position History, Compensation/Pay records
    - Leave Balance and my organization chart.
  - Update Profile
  - Add/Update Contact Information
  - Add/Update Dependents Information
- **Time Off and Leave Requests**
  - Submit Leave Requests
  - View Company Holidays
- **Requests Inbox (Only for Supervisory roles)**
  - Pending Leave requests from employees for approval
  - Pending general requests from employees for approval
- **Manage Requests**
  - Allows employees to submit requests (Resignation/Salary Cert Requests)

Product Modules – Employee Login View

- Directory
  - Employee Directory
  - Employee Phone Directory
  - Location Directory
- Employee Resources
  - Employee resources and HR documents
- My Career
  - Competencies
  - Certifications
  - Education
  - Languages
  - Memberships
  - Training
  - Work Experiences

Product Modules – Employee Login View

- View Pay Slip
- Change Password
- Change Preferences
- New User Registration for Login Credentials
- Forgot Password

Product - Security and Authentication

- Form Based Authentication
    - Each login requires user name and password. Employee's work email address is generally recommended for user name. Password is a 8-15 char string with alphanumeric chars.
    - Forms authentication creates a temporary cookie that stores the user authentication ticket.
- Password Encryption
    - Each password is stored with "Base4Bit Encoding" and decoded upon retrieval.
    - Each password is valid only for 90 days and forced expiry after 90 days. Users will be redirected to change the password after 90 days during the logon process.
    - Last 8 passwords will be saved in the password history file and can't be reused while creating new password.

Product - Environment Requirements

- Server hosting Application requires Windows 2003 server Microsoft Dot Net Framework 2.0 and IIS 6.0 and above.

- Data is stored in SQL Server 2008 R2 and it can be in the same server or separate.

- SMTP Server should be configured in order to receive email from the system.

- Application can be deployed in the intranet zone securely. If it needs to be deployed in the internet space, additional security considerations must be given depending on the hosting provider. Intranet deployment is recommended.

- This can be deployed as 'SaaS' product from a dedicated server supporting multi-tenancy with separate instance /database for each customer based on subscription model. Data transmission is secured via SSL.

- Supported browsers IE 7.0 and above, Google Chrome and Firefox etc.