

## **IntigraSoft-HRIS MODULES:**

1. **EMPLOYEE INFORMATION MANAGEMENT (EIM, Core Module)**
  - Employee Data Entry
  - Events management (birthdays, anniversaries, trainings, seminars)
  - Work history
  - Health and safety records
  - Warnings and disciplinary action records
  - Dashboard
  - Document management (Employment Letter, Resumes, Interview Evaluation, Accident Reports, Employee Evaluation)
  - Form 201 and PDS Report
2. **EMPLOYEE SELF SERVICES (ESS) PORTAL**
  - Edit/Update personal information (address, contact information, etc)
  - personal dashboard
  - View payroll history ledger (need PS Module)
  - Electronic Payslip (need PS Module)
  - View attendance history (need TS Module)
  - View employee schedule history (need ES Module)
  - Employee leave request form (need LM Module)
  - Keep track of leave credits (need LM Module)
  - send/receive private message
  - create group chat for collaboration
  - Timeline
  - news feed
  - podcast
3. **EMPLOYEE SCHEDULING (ES)**
  - Manage employee schedule/Shift
  - Allow employee to view their schedule through ESS Portal
  - Automatically notify (sms/email/mobile) employee for changes in schedule
4. **RECRUITMENT SYSTEM (RS)**
  - Candidate Data Entry
  - Document management (Application Letter, Resumes, Interview Evaluation)
  - Sort/Search applications to evaluate candidate qualifications
  - Job listing/posting to ESS Portal
5. **TIMEKEEPING SYSTEM (TS)**
  - Attendance management

- Automate overtime/overload fees calculation
- Automate lates/undertime/absences fees deduction
- Generate attendance report (daily, weekly, monthly or specified date range)

**6. LEAVE MANAGEMENT (LM)**

- Manage leave policy
- Approve/Reject request for leave from HRIS dashboard
- Leave reports

**7. PAYROLL SYSTEM (PS)**

- Pay frequency management
- Variable entry step
- Multiple Reports (Payroll Register, Pay Slip, Bank Debit Memo, GSIS, HDMF, SSS, PHIC, Alpha List, Payroll Index)
- Employee pay configuration
- Configurable employee pay components
- Deduction management
- Contribution management

**8. PERFORMANCE EVALUATION (PE)**

- Manage performance evaluation/review
- Develop electronic evaluation form
- Identify performance measure
- Set guidelines for feedback
- Create disciplinary and termination procedures
- Set an evaluation schedule through ESS Portal
- Performance evaluation/review report

**9. BENEFITS ADMINISTRATION (BA)**

- Manage employees benefits
- Keep track of date hired, marital status, number of dependents, attendance records, leave credits and performance evaluation.
- Notify employee of changes or updates in benefits through ESS Portal

**10. MOBILE APPLICATION**

- ESS Portal android app

**11. HRIS BUSINESS INTELLIGENCE**

- Data Analytics
- Statistical graphs and reports (Ad hoc)