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Requirement Document

Module : Connect

Overview:

Connect brings all the enterprise level chat & email communication to one place with ease. Connect allows you to access all your emails and conversations of a person or a group at one screen hence which will eventually reduce the juggling between apps and you don't miss any update. Connect is not just a simple integration of email and chat where connect helps you to access documents, snippets, meetings and much more shared across time at one single screen and which really gives you the ability to access everything in one place.

Connect also has a special feature which helps you to handle different requests from people or from teams, Say

1. leave request from teammates that are reporting under you.
2. Schedule a meeting
3. Service request from employees
4. Help request from CRM Team
5. And much more...

Core Features of Connect.

1. Two way calendar sync
2. Two way email sync from your organization email server
3. Channels - stay organized and focused
4. Status & Do not disturb modes
5. Groups
6. Request
7. Files sharing
8. Files search across email & chat's
9. Tools (Notes, Reminders, code snippets etc)
10. Meeting scheduler
11. Voice and Video calls
12. Push Notifications
13. Meet compliance needs and regulatory requirements like FINRA, HIPAA and FedRAMP

Module : Company Management System

Overview:

Company management system modules bring up all the required features and functionalities that help organizations to scale their internal operations with ease. CMS will deal with Employee management, HR Management, Leave & Attendance Management, Performance Management, Awards & Rewards, Workflow automation etc.

Sub Modules

1. Hiring
2. Time & Attendance Management
3. Employee Management
4. Performance Management
5. Learning & Development Center
6. End to End Smart workflow automation

Hiring

Hiring module helps organizations to find and source candidates as per organization needs. Smart Hiris help organizations to source and recommend more efficient and alternative candidates with AI.

1. Smart AI Based candidate sourcing.
2. Candidate Hiring Pipeline
3. Employee Referrals
4. Hiring Budget
5. Custom Hiring Workflows
6. AI Based Candidate Screening
7. Collective HR Feedback Management
8. Auto Onboarding
9. Offer Letters & E Signatures
10. Interview Scheduling
11. Interview Kits & ScoreCards
12. One Click Job postings
13. Automated actions
14. Email templates & bulk actions
15. Advance Analytics
16. GDPR, CCPA & EEOC/OFCCP compliance

Time & Attendance Management

Time and Attendance management helps organizations to track time sheets and employee attendance at ease. This module focuses on leaves policies, leave approval workflows. Pay calculations etc.

1. Configurable leave policies based on geographic location.
2. Leaves & Pay calculations
3. Probation & Notice Periods
4. Attendance Policies
5. Biometric Integrations
6. Easy Shift Management
7. Biometric Failure Alerts
8. Shared Leave Calendar across departments
9. Automated Approval workflows for Leaves and Shifts
10. Automated shift management board
11. Shift Allowances
12. Automated shift integrations with biometric devices
13. Time off management

Employee Management

Employee management offers a wide range of activities which contains onboarding, offboarding, project allocation, skills, assessments, appericiations, self service portals and much more.

1. Employee Database management
2. Document Management
3. Helpdesk
4. HR Process automation
5. HR analytics
6. Employee Self Service portal
7. Loan Requests
8. Promotions & Demotions
9. Travel Expense Requests
10. Offer Management
11. Skills & Awards
12. Pulse Surveys
13. Configurable Organization Structure
14. Health Insurance & Benefits
15. Employee Access Management
16. Roles & CTC Management
17. Departments & Rules
18. Smart contracts & E Signatures

Performance Management

Performance Management offers organizations to provide feedback to employees and peer reviews.

1. ORK & Goals
2. Daily Performance Reports & Analytics
3. Continuous Feedback
4. 360 Reviews
5. One - One meetings
6. Streamline Appraisals
7. Extended Reviews

Learning & Development Center

End to End Smart workflow automation