

HR, Payroll & Workflow Automation

HRMates



Dashboard

My Profile

My Employment

My Leave

My Salary

My Team

My Expenses

My Attendance

My Timesheet

ADMIN

Employee Administration

Enter Attendance

Roster Management

Employee Search

Salary Administration

Hiring Management

IT Assets

Non IT Assets

Email Employees

Reports

Helpdesk Administration

Vacancies Management

Dashboard

Welcome Karuna Gupta - Vice President

Notifications

Leave Authorization	Raj Singh	Earned Leave: 15-Feb-2017 - 15-Feb-2017
Hiring Evaluation	Karuna Gupta Stage: Applied	Job: NA
Acknowledgement	Mobile	Mobile (847749494) is issued to you on 23-Feb-2017
Roster Approval	Gurgaon	April-2016
Roster Approval	Gurgaon	October-2016
Roster Approval	Gurgaon	November-2016
Roster Approval	Gurgaon	December-2016
Roster Approval	Gurgaon	February-2017
Probation Completion	Raj Singh	21-Apr-2014
Probation Completion	Sunita Singh	01-Feb-2017

My Requests

Ticket	Date	Category	Sub Category	Level	Subject
2	14-Feb-2017	IT	Mobile	Level 1	My Mobile is not working properly

KRA

27-Dec-2013

- Formulating and implementing best HR practices, policies & initiatives aiming at employee welfare and retention.
- Supervising complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.

Greetings

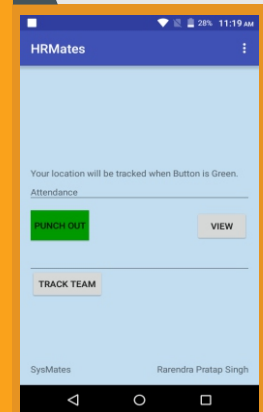
25TH BIRTHDAY WISHES
Bhumi Sharma
25-FEB-1992

Leave Summary

Leave Type	Entitlement	Balance
Earned Leave	2.00	-15.00
Comp Off	0.00	0.00
Casual Leave	0.00	-3.00
Medical Leave	0.00	0.00
Maternity	0.00	0.00
Leave without Pay		
Restricted Holiday	0.00	0.00
Work From Home		
On Duty		

Company Holidays

Date	Name
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Modules and Features

CORE HR

LOGIN

Inbuilt credentials management or Active Directory, Google integration or a combination

TERMS OF EMPLOYMENT

Setup terms for employee as per Department, Get documents uploaded by employee against the terms of employment

DASHBOARD

Greetings, Notifications, Holidays, Leave Summary, Projects, Help Desk Request, KRA/KPI

EMPLOYEE PROFILE

Personal and Contact Info, Present Address History, Official Accommodation Records, Family, Academics, Past Employment, Certifications, Training, Control Employee Editing, Approval Workflow for certifications etc.

EMPLOYEE LIFE CYCLE

Joining to Exit Stages, Notice Period, Reference Checks, Departments, Designations, Locations, Transfers, Letters, Responsibility Management, Employee Document Management, Disciplinary Actions, Exit Approval and Clearance Workflow

EMPLOYEE LEAVE MANAGEMENT

Leave Period, Entitlements, Expiring Entitlements, Leave Summary, Carry Forwards, Rule based Days calculation, Holiday Calendars, Leave Approval Workflow, Leave Cancellation Workflow, Team Leave, Leave Encashment and Leave Adjustments, Vacation Definition, Compensatory Leave

SHIFT MANAGEMENT

Shift Master data allows default timings, weekoff and Special Timings, Default Shift for Company and Locations, Assign Shift to Employees, Create Monthly Rosters, Approval Workflow, Shift Exchange under Approval, Attendance linked to Shift Timings and Weekly Offs

ATTENDANCE MANAGEMENT

Attendance Integrated with Leave and Holidays, Multi Location Auto Import of Biometric Data, Mobile Based Attendance and Tracking, Upload Attendance as CSV, Enter Attendance Manually, Attendance Regularisation Workflow, See At Work Team Members, Missing Attendance Notification to Employee and HR, Attendance Check for Salary Generation, Short Attendance Leave Policy and Workflow, Rule based Employee Grouping for Distributed Management, Alerts for Employees Missing in Bio-metric Machine or Punches not received.

PROJECT MANAGEMENT & TIME SHEETS

Create Projects, Tasks and link to Clients, Assign Tasks to Employee Groups, Set Expected Hours, Employees Log Actual Hours, Close Tasks and Projects, Client wise reports

ORGANISATIONAL STRUCTURE

Upto 10 Levels Hierarchy, Org Chart, Use Org Structure in Workflows

WORKFLOWS

Leave Approval, Attendance Regularisation, Roster, Performance Management, Training, Employee Probation PIP Resignation Exit, Hiring, Help Desk, Employee Data Upload, Expense Approval, Timesheet Approval, Employee Asset Management

EMPLOYEE ASSET MANAGEMENT

Create Asset Types, Add Assets, Issue, Return, Retire, Adjust Asset loss from Employee Salary

EMPLOYEE EXPENSE TRACKING

Create Expense Sheets, Add Expenses, Approval Workflow, Accountant Adds Payments, Adjust Balance in Salary

ORGANISATIONAL CHART

Org Chart, Manage Profile and Leaves from Org Chart

EMAIL EMPLOYEES

Select Employees based on Department Location etc. Send email to selected employees.

SECURITY, AUDIT

Secure Access using https, Features to prevent malicious use. Permission Based Access, Audit Record for all Actions performed on System

Modules and Features

HR ANALYTICS

Head Count, Demographics, Attrition Analysis

REPORTING

Standard Informative Reports, Custom Reports, User Input to filter Report Data

EMPLOYEE ENGAGEMENT

HELP DESK

Create Help Desks and Admins. Employees raise Requests, Discussion Control for Employee and Admin to discuss about the request. Help Desk Admin Panel

GREETINGS

Automated Personal Birthday & Anniversary Greetings, Holiday Greetings, Joining, Farewell Greetings

TALENT MANAGEMENT

EMPLOYEE PERFORMANCE MANAGEMENT

Template based Setup allowing Multiple PMS Workflows, Goal Settings, Review Cycles and final Appraisal, Areas, KRAs, KPIs, Custom Columns, Auto Calculation, Get Data from Attendance, Employee Data etc. Guidelines, Achievements, Strengths, Areas of Improvement, Major Contributions, Create Performance Improvement Plan for non-performers. Create Performance Potential Matrix and Talent Review Form, Easy Monitoring.

LEARNING MANAGEMENT

Training Need Identification, Scheduling, Pre Post Test, Learning Index, Feedback, Effectiveness Index, Training Material Repository

VACANCIES MANAGEMENT

Maintain Job Description, Publish Vacancies to website, Publish Vacancies to employees for Employee Referral, Create Candidate Evaluation Form and Workflow

HIRING MANAGEMENT

Maintain Candidate Database, Upload Resumes, Process Candidate as per Vacancy Evaluation Form, Letter of Intent, Offer letter, Joining Process and Reference Check

TEST MANAGEMENT

Maintain Subject wise Question Bank, Create Online Tests with number of questions and time allowed, Download Test Paper as PDF and enter marks obtained manually

EMPLOYEE DATA MANAGEMENT

Setup Scheduled Data upload, Setup up Employee View of Data, Use Data in Payroll, PMS etc.

PAYROLL

Generate Payroll or Upload generated Payroll, Approval Workflow, Part Salary, Split Salary, Delay, Upload Components, Fully Customizable Payroll architecture, Ready Templates for India, Malaysia, Sri Lanka and other countries, Statutory Compliances, Advances, Variable Pay with Incentive Calculations, Investment Plan by Employees for TDS, Reimbursements with Approval Workflow, Reimbursements carry forward, Ad-hoc Reimbursements, Salary Slips, Rule based Employee Grouping for Distributed Management

INDUSTRY FEATURES

MANUFACTURING VERTICAL

Line Balancing



About HRMates

What problems are we solving

HRMates is a cloud HR and Payroll process automation platform with purpose - built technology for fast and robust automation of organisation HR and Payroll policies.

It is an employee self - service, workflow - oriented and collaborative platform for managers, employees, and companies to manage their HR and Payroll related activities. HRMates base modules are well integrated and provide a ready layer on which organisations HR and Payroll policies are mapped. It provides a 360 degree coverage of functionality required in a single product and single cost structure. Medium to large companies create and modify HR policies as they grow. It is important for organisation to have the system in place to be able to automate comprehensive policies as that create a win – win situation for employers and employees.

At present, HR policies are managed using multiple systems, many of which are manual. Lack of robust and cost – effective tools limits the implementation of the right policy framework. Cloud – based HRMS Systems are not able to configure each and every company policy leaving the organisation to use manual methods to manage some or part of policies. Enterprise HRMS Systems solve these problems, but are very expensive to implement and operate, while also needing adequately trained human resources with specialized skills. Also, as an organisation grows, it is necessary to create, review, and modify HR policies. Manual processing make the task even more gruesome particularly for organisations with a disturbed workforce over multiple locations and countries, legal companies, and varying work timings.

Muster Report for SysMates Month: Jan-2017

Key:- GN: General Shift, NS: Night Shift, WO: Week off, HL: Holiday, P: Present, CL: Casual Leave, SL: Sick Leave, _H Half Day

Rarendra Pratap Singh SM0001, Category: Permanent, Designation: CEO, Department: N/A, Location: N/A, DOJ: 06-Jan-2016

Day	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Shift	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
In Time		10:00	10:00	10:00	10:00	10:00	10:00	10:00	10:00	08:00	08:56	10:01	09:34	10:00		09:00	15:26	14:50	08:00	07:11			18:31	10:59	11:24	10:00	10:00				
Late												1					326	290					511	59	84						
Out Time		18:00	18:00	18:00	17:00	19:00	19:00		18:32	19:50	19:51	18:20	19:56	18:00		16:00	19:00	18:00	18:00	19:00			21:39	19:24	14:57	19:00	18:00				
Early					60											120	326	290					511	59	84						
Total In Time		8:00	8:00	8:00	7:00	9:00	9:00		8:53	11:83	10:92	8:32	10:37	8:00		7:00	3:57	3:17	10:00	11:82			3:13	8:41	3:55	9:00	8:00				
Status	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	A	WO	P	

CONTACT US



Second Floor, Vatika Business Center, First India Place,
M. G. Road, Gurgaon, Haryana - 122002



+91-9810405700
+91-124-4040995



info@sysmates.com



www.hrmates.com
demo.hrmates.com