

Product Fact Sheet

# Human Resource Management

Product Overview

HR management software automates HR processes like employee records, payroll, performance evaluation, and recruitment. It centralizes data, streamlines workflows, and enhances efficiency in managing human resources.



PRODUCT FEATURES

Employee Database	Maintain a centralized database of employee information, including personal details, contact information, employment history, and performance records.
Recruitment and Applicant Tracking	Manage the recruitment process from job posting and candidate sourcing to applicant screening, interviewing, and onboarding.
Performance Management	Set goals, track employee performance, conduct performance reviews, and provide feedback to enhance employee productivity and development.
Attendance and Leave Management	Track employee attendance, manage leave requests, and automate time-off policies to ensure compliance and accurate payroll processing.
Payroll Management	Automate payroll processing, including salary calculations, deductions, tax withholding, and direct deposit, while adhering to legal regulations and tax requirements.
Training and Development	Plan, deliver, and track employee training programs to enhance skills, knowledge, and career development opportunities within the organization.

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Benefits Administration	Manage employee benefits such as health insurance, retirement plans, and wellness programs, including enrollment, eligibility tracking, and communication.
Employee Self-Service Portal	Provide employees with access to their personal information, pay stubs, benefits enrollment, and leave requests through a self-service portal.
Compliance and Legal Reporting	Ensure compliance with labor laws, regulations, and reporting requirements by automating HR-related tasks and generating compliance reports.
Document Management	Store and manage HR documents, including employee contracts, policies, performance reviews, and disciplinary records, in a centralized digital repository.
Onboarding and Offboarding	Streamline the onboarding process for new hires by automating paperwork, training, and orientation tasks, and manage offboarding processes for departing employees.
Employee Engagement and Surveys	Conduct employee surveys, gather feedback, and measure employee engagement to identify areas for improvement and foster a positive work environment.

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Workforce Analytics

Analyze HR data to gain insights into workforce trends, turnover rates, employee performance, and other key metrics to inform strategic decision-making.

Mobile Accessibility

Provide mobile access to HR functions, allowing employees and managers to access HR tools and information on-the-go.

Integration with Other Systems

Seamlessly integrate with other business systems such as accounting software, time and attendance systems, and ERP solutions for data synchronization and process automation.