

HR, Payroll & Workflow Automation

HRMates



Dashboard

Demo Indian Private

Karuna Gupta

- 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

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 (847749484) 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

HRMates

28% 11:19 AM

Your location will be tracked when Button is Green.

Attendance

PUNCH OUT

VIEW

TRACK TEAM

SysMates
Rarendra Pratap Singh

Modules and Features

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, Team, KRA/KPI

EMPLOYEE PROFILE

Personal and Contact Info, Family, Academics, Past Employment, Certifications, Training etc.

EMPLOYEE LIFE CYCLE

Joining to Exit Stages, Notice Period, Reference Checks, Departments, Designations, Locations, Transfers, Letters, Responsibility Management, Employee Document Management

EMPLOYEE LEAVE MANAGEMENT

Leave Period, 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

PAYROLL

CTC or Scale based, Generate Payroll or Upload generated Payroll, Part Salary, Split Salary, Delay, Shift, Adjust for Unpaid Leaves, Leave Encashment, Medical, LTC/LTA, Overtime, Bonus, Arrears, PF, ESIC, Gratuity, Adjust Advances, Investment Plan by Employees for TDS, Approval Workflow, Update Multiple Records, Reimbursements with Approval Workflow, Reimbursements carry forward, Ad-hoc Reimbursements, Salary Slips and TDS Calculation Slips, Rule based Employee Grouping for Distributed Management

ATTENDANCE MANAGEMENT

Attendance Integrated with Leave and Holidays, Multi Location Auto Import of Biometric Data, Upload Attendance as CSV, Enter Attendance Manually, Missing Attendance Notification to Employee and HR, Attendance Check for Salary Generation, Attendance Points and Monthly Points Report, Rule based Employee Grouping for Distributed Management, Muster Report

SHIFT MANAGEMENT

Create Roster as per Location, Approval Workflow, My Roster for Employees, Shift Exchange under Approval, Attendance linked to Shift Timings and Weekly Offs

EMPLOYEE PERFORMANCE MANAGEMENT

Covers complete life cycle of employee in the Organization. Each period has KRA/KPI and Evaluation Workflows with Form, Workflow and Trigger dates (Annuity, Annual, Ad-hoc, Probation end, PIP end) customizable as per policy. Flexible yet easy to use Management Panel allows Kick-Start, Monitoring and Change management.

VACANCIES MANAGEMENT

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

Modules and Features

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

FIELD EMPLOYEE TRACKING

Define Rules for Field Employees to be tracked. Tracking starts after Punch In and Stops at Punch Out. Minimum Battery usage while tracking, Manager can track his team on Mobile and Web

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

EMPLOYEE EXPENSE TRACKING

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

EMPLOYEE ASSET MANAGEMENT

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

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

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

HR ANALYTICS

Head Count, Demographics, Attrition Analysis

REPORTING

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

GREETINGS

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



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 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	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			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			18:00	
Early					60											120															
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			8.00	
Status		WO	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	
PRESENT																															
ABSENT																															
WORKING HOURS																															
LATE HOURS																															
EARLY HOURS																															

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