

HUMAN RESOURCE MANAGEMENT

Easy and Efficient way of managing your organization's most valuable asset.



QwetuHR

people . performance . results



HUMAN RESOURCE

A company's most valuable asset is its employees

QwetuHR is a high end web-based Human Resource Management System that is focused on the complex needs of every HR manager. It focusses on the efficient ways that any organization needs to manage its employees, who are its most valueable asset.

Take care of your Employees with QwetuHR every step of the way—from recruitment to applicant tracking to performance QwetuHR will help you engage, empower, and retain employees.



> **CUSTOMIZABLE**

QwetuHR lets you build custom fields that are unique to you business processes.

> **SELF SERVICE**

QwetuHR 's mobile self service system allows easy access of HR data anywhere and anytime, keeping staff engaged and empowered

> **INTELLIGENT AUTOMATION**

QwetuHR eliminates redundancy, increases accuracy and ensures data is always timely and complete by automating all HR tasks.

> **CENTRALIZATION**

QwetuHR lets manage all your HR from a central location making it easier to retain and reward talent.

Main Features

- › Easy to use interface & Quick learning curve.
- › Multi-company, multi-branch & multi-country
- › Automates and streamlines HR procedures
- › Provides centralized procedures
- › Workforce planning
- › Improves admin responsiveness and efficiency
- › Graphical personalized dashboard for information retrieval
- › Audit trails & Error log viewer
- › Scalable to suit growing HR business needs
- › Ensures employee data security & accuracy
- › MIS reports & analysis
- › Detailed master & transaction reports
- › Extensive and user-friendly help
- › Data import / export
- › Scalable database platform with error checks.
- › Fine grained user access control with password policy
- › Dynamic search with advance filter
- › Facility of export data to PDF and Excel
- › Auto Email based on rules
- › Complete web based solution

QwetuHR connects you to all your employee-related information in ways no other solution can. By centralizing all the current and historic information about active and non-active employees of the organization, QwetuHR eliminates ambiguity. It gives you unmatched views of your workforce—at macro and micro levels - enabling you to securely share the data with executives and managers.

The benefit? Precise, rich analytics that embolden your company leaders to make decisions based on fact rather than gut instinct.

LEAVE MANGEMENT MODULE

Is your business managing employee time off requests fairly, accurately and efficiently? The QwetuHR Leave Management module eases employee time off requests, while improving the communication of essential information to both the manager and the employee. Enhanced communication means improved employee relations.

QwetuHR leave Module streamlines the interface between people, process and policies to make it a simple yet efficient way of managing leaves. Having a web-based interface, employees can apply for leaves themselves and check their leave balances and history. Easy to use leave approval also keeps all transaction and history of approval.

- Leave request by employee, view due leave balance summary as well as leave history
- Connection of leave to payroll.
- Public holiday as complementary leave.
- Request salary & travel allowance when applying for leaves.
- Multiple leave annuity methods(Financial year wise, Joining date wise).
- Multiple leave accrual methods(Start of the month, End of the month).
- Create and manage leave plans for different employee leave categories in accordance to the needs of the organization or the individual.
- Customize leave types and set up complex leave policies for any type of industry.
- User friendly administrator set up screens helps set up set up leave types and policies quickly.
- Employees can plan their leaves around the team calender to make sure your departments are adequately staffed.
- Centralised absence management which ensures that your resources are managed well.
- Transparent leave approval workflow, access to leave balances and current status information.
- Centralised absence management which ensures that your resources are managed well.
- Managers can review and approve leave applications on the dashboard.
- Obtain confirmation of approved leave via email.
- Set a maximum number of days that can be carried into the next year, according to your company policy.
- Multi-level approval flow.

RECRUITMENT

QwetuHR recruitment module can help you to find the ideal candidate for your job. It lets you manage your interview process smoothly.

- Post job vacancies and manage candidates/applicants.
- Create vacancies with custom work flow steps, questionnaire & documents.
- Import candidate to create roster & search
- Manage candidates by changing stage levels and easy sorting.
- Create correspondence templates for various stages to be sent to candidates.
- Trace interviews, Offers & Appointments.
- Rank listing & decision recording.
- Migration of recruitment info into master.

ASSET MODULE

Asset Module helps HR and Admin department to keep a track of all assets issued to staff. Employees can request items and managers can approve the items requested, check stock availability, and manage lost or damaged items with recover option.

- Add suppliers for asset purchase & serial number tagging option.
- Store & display asset acquisition policy.
- Handle asset return or loss, track asset condition & charge penalty.
- Asset requisition with approve, cancel or question option for approver.

APPRAISALS MODULE

QwetuHR's performance management is a flexible way to manage performance of individuals. KPI and Balance scorecards are both measurement systems built on integrated data and help an organization view the business performance. Scorecard is a business performance measurement (BPM) used mostly at senior management level to view the business performance through indicators. This helps the organization to do a pulse check to see how the business is performing towards achieving the strategic goals in different units of business which are operating as per the strategy map.

- Establish quantitative employee goals, define expectation and align employee goals to broader company objectives.
- Define both organization's and personal KPI.
- Multiple level approvals of KPI.
- Quickly and easily initiate the review process from your desktop.
- Multiple appraisal cycles during same calendar year.
- Self assessment and review comments.
- Multiple level assessments ranking and comments.
- Provision for recommendation at the end.
- Training needs capturing.
- A comprehensive question bank to get feedback from employee about resource requirements for current performance cycle/next performance cycle.
- Full appraisal clarity by offering review of comments at each level of appraisals.
- Auto display of disciplinary action and awards on appraisal for better decision making and auto penalty on overall score.
- Option to upload various files justifying the ranking(e.g. sales targets).
- Option to review previous appraisals both detail and summary.

REPORTING

Storing mountains of data is simple but being able to access that data and view it as information in a meaningful form is what gives it value. QwetuHR Decisions provides you with a powerful HR data analysis and reporting tool that enables you to manipulate your people data to answer specific queries and output it in a way that can be used and understood.

- Employee registrations, all contributions & growing contract/probation reports.
- Staff ageing reports (Services & age).
- Disciplinary/grievance/awards reports.
- Project wise time costing reports.
- Leave history reports.
- Attendance Reports.
- Training need reports.
- Training budget & variance reports.
- Asset allocation & history reports.
- Travel claim reports.
- Appraisal balance, scorecard & progress reports.
- Candidate data reports.

REPORT DESIGNER

QwetuHR is integrated with a report designer and viewer that shifts the focus of business intelligence solution from technology group to the business group.

Report Designer Features

- Allows creation of reports by specifying business rules, design format and filter parameters.
- Supports various reporting formats including charts, pivots, labels, letters, cross tabs etc which can be designed by the user.
- Advanced formula builder to create simple to complex formula / calculations.
- View and export reports to Excel, PDF, Word, HTML.
- Generate report output based on roles ensuring data security.

TRAVEL EXPENSE MODULE

QwetuHR Travel and Expense Module is an integrated travel management system and an employee expense management system in one application. Built around employee self-service, it provides an easy, automated process of requesting, approving travel as well as a very efficient system for employees to track their expense claims.

- Full travel itinerary with client tracking.
- Approval processing from claim requests.
- Exports claims to integrate with accounts.
- Control travel spend budgets.
- Track claims online and get timely disbursements.
- Organize and monitor expense reports.

ADMINISTRATION

- Create user roles & grants rights to user.
- Email setup with alert configuration.
- Upload company specific HR policies in various formats.
- Export data from any screen.
- Filter records from any module-any screen.
- Audit trail to track and trace user activity.
- Grants branch or global access to user.
- Allocates document upload quota to users.
- One-click software update.
- Define job information(job titles, pay grades, employment status, job categories).
- Create and generate organizational structure through definition of company information including geographical locations and organizational hierarchies.

TRAINING MODULE

The training module provides a system to administer and track employee training and development efforts. Training module simplifies and automates the entire training process administration. Manage employees' training requirements, fulfillment and the feedback process with effortless ease.

- User definable training requirements grouping based on job position and user definable groups
- Create course profiles for training.
- Automatic notification of invitees and when courses are scheduled or canceled.
- Allow users to request new training.
- Training evaluation exams.
- Handles internal and external trainers.
- Ability to easily create user definable reports and charts.
- Training feedback forms.

AUDIT TRAIL

Get a record showing who has accessed QUBEHR and what operations he/ she has performed during a given period of time. This is useful both for maintaining security and for recovering lost transactions. Track updates and deletes of all information.

MOBILE APP

QwetuHR HRMS on Mobile makes your workforce a Mobile enabled workforce. Stay Connected to business from anywhere, everywhere & on any device.

Easy access to relevant personalized HR capabilities to employees. Quickly act on items requiring your attention. Plan your time off, mark your presence at work simply & swiftly. Track your travel expenses as they happen. Conveniently access information and get things done.

- Request approval and / cancel leaves
- Travel request and approvals
- Integration of phone address book
- Basic contract details and subordinate information view



Only QwetuHR offers the most complete human resource management solution for small, medium and large businesses.

Why Choose QwetuHR

- ◆ QwetuHR provides a platform for better business-to-employee communication thereby paving the way for a transparent, positive and high performance work culture.
- ◆ It aids in aligning individual goals to organizational goals, and provides a platform to quickly agree on views and actions
- ◆ Supports informed decision making through analytics and reporting tools that allow the Business Leaders and Managers to review performance and other metrics related to human capital.
- ◆ Gives all employees a single window web based portal for all their HR processes, reducing time spent on administrative activities and significantly enhancing individual and corporate productivity.
- ◆ Relegates administrative efficiencies to the machines and creates a more strategy focused HR Department.
- ◆ Consolidates all employee information in one central repository eliminating the need for multiple employee data files maintained by individuals across the HR department
- ◆ Automates time-and error prone manual processes, achieves considerable reduction in administrative time and costs.
- ◆ QwetuHR empowers HR leaders to engage and manage the real assets in business: The Employees

Special Features

Customized Templates

Using the inbuilt template designer that is integrated to the database, users can create dynamic email templates.

User Defined Fields

Create multiple additional fields to store additional information as per you requirements.

Email Triggers

Every procedure has an email trigger / notification integration.

Smart Search

QwetuHR supports smart search in employee list browser enabling user to look for employee records quickly.

Question Bank

A powerful tool-set, question bank/ questionnaires help you develop, maintain and manage multiple choice examinations.

Work Flow

Model forms to capture information and depict the flow pf business processes through the organization.



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