



HR & Payroll Solution for Small Medium Enterprises & Corporate



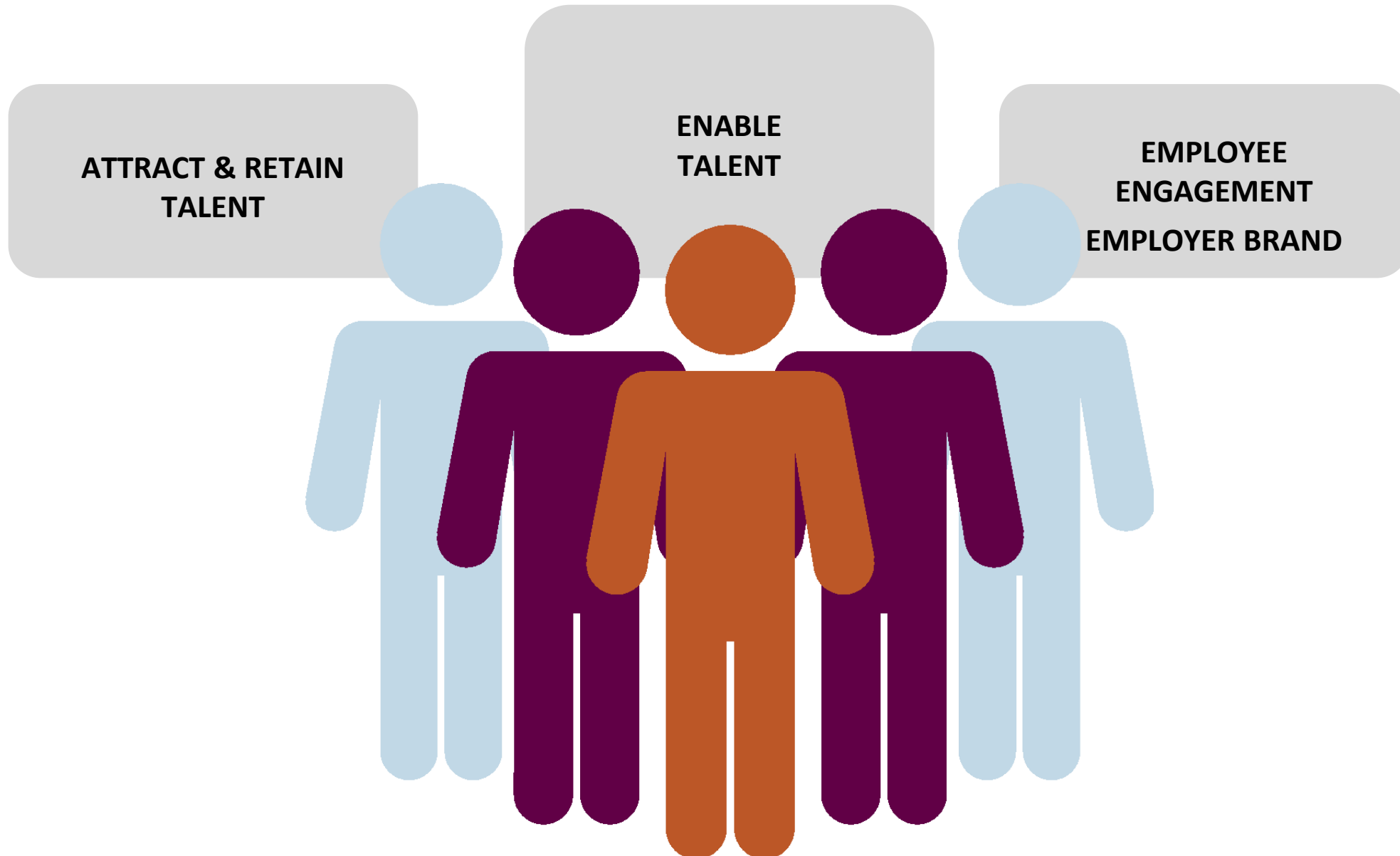
# ***Dynamics of engaging people are changing ...***

War  
for Right  
Talent

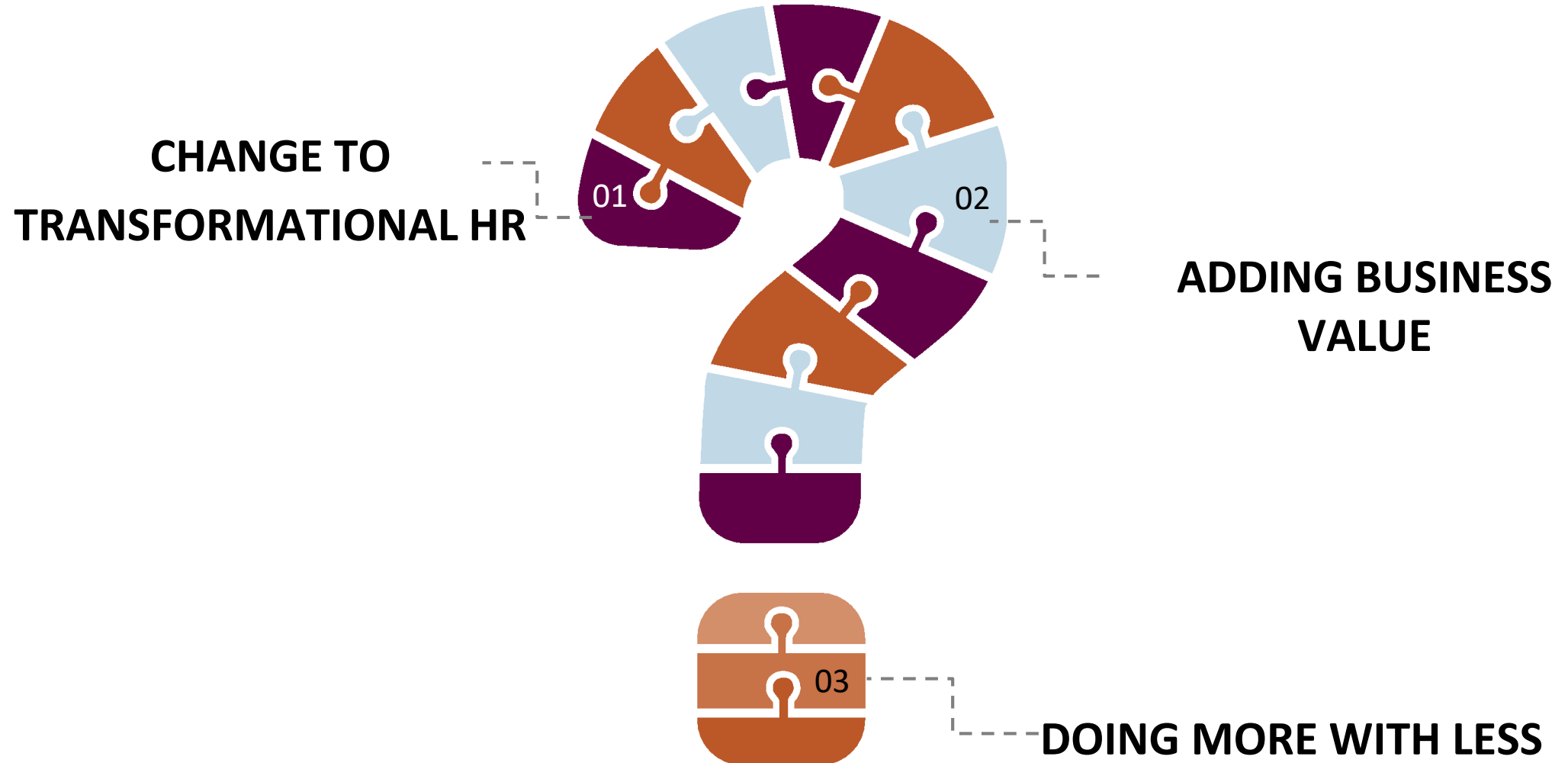
Workplace  
Complexity

Evolving  
Workforce

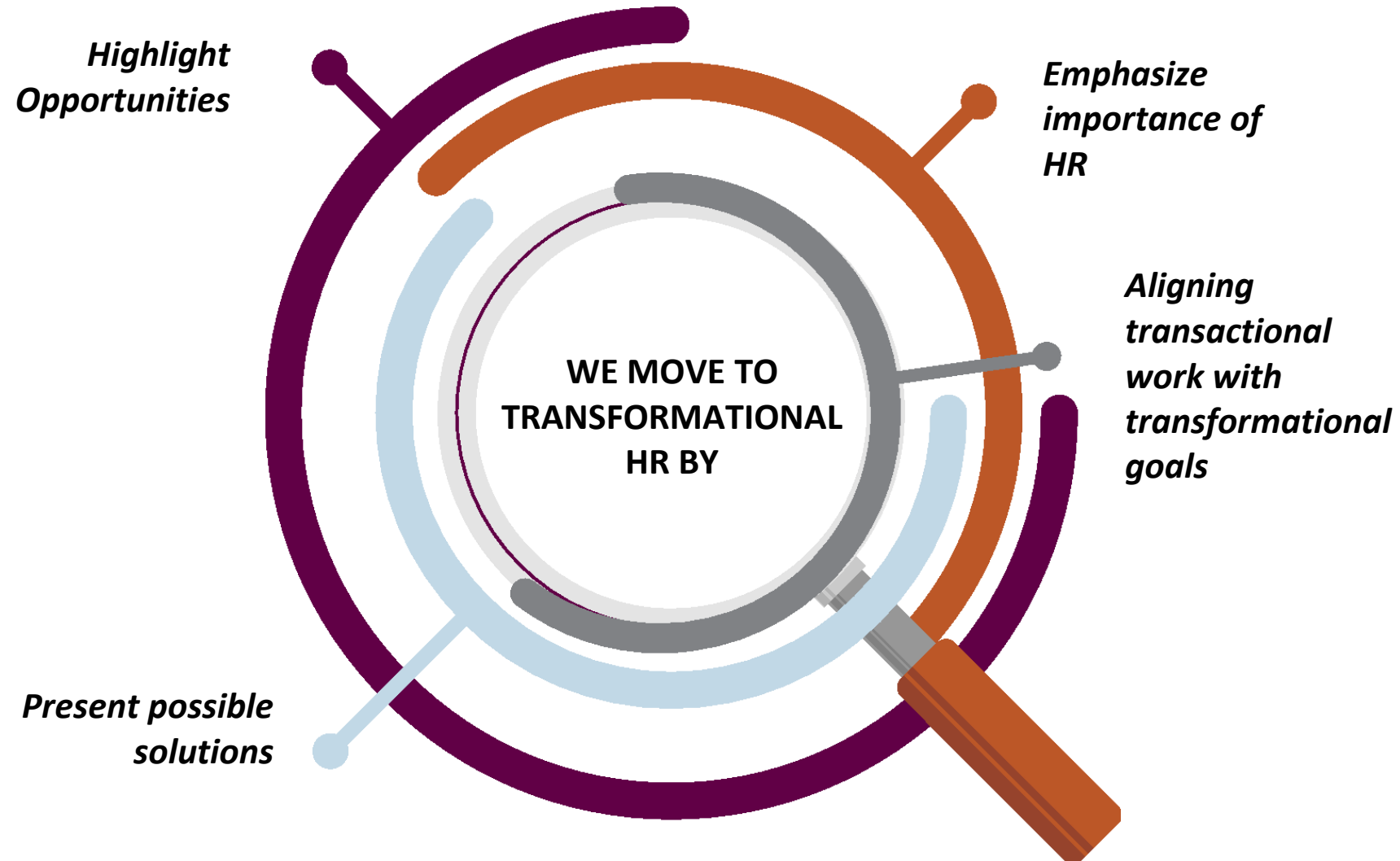
# *HR Priorities*



## *Challenge being faced today...*



# *How do we do it?*





HR adding value – TODAY & TOMORROW!

Transforming employee experience with business operations

NOW-LAND		NEXT-LAND
Standardized	1	Standardized, but Personalized
Process Driven	2	Employee Experience Driven
Process Fragmentation	3	Customer Segmentation
Analog Data Processing	4	Digitalization
Administration	5	Value Enablement
Training	6	Learning
Recruiting	7	Talent Acquisition
Stand-Alone Perspective	8	Integrated Perspective
Cost-Cutting	9	Portfolio Management
Transactional Management	10	Digital Leadership



# Solution for HR Transformation and Digitization





PeopleApex is an integrated end-to-end enterprise-level HR & Payroll solution, designed to empower the employee with robust employee self service (ESS) and at the same time provide holistic view for managers with manager self service (MSS).

The product is designed to automate the HR processes with complete 360 degree integration with payroll. A multi country, multi language, and a multi currency product is designed by industry experts having multi country in-depth HR & Payroll expertise.

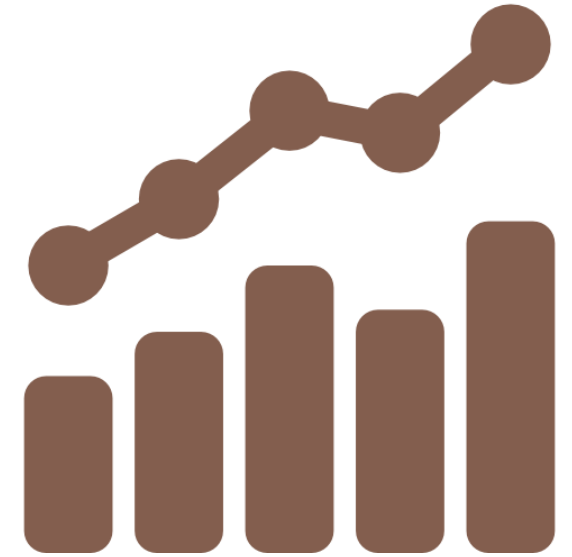
Industry preconfigured best-practices are adopted in product and crafted to create consumer grade user experience.



**Global Framework**



**Fully Integrated**



**Analytics & Reports**

# ***Multi-Country Payroll***



**India**



**USA**

**45+ Countries Payroll Framework**

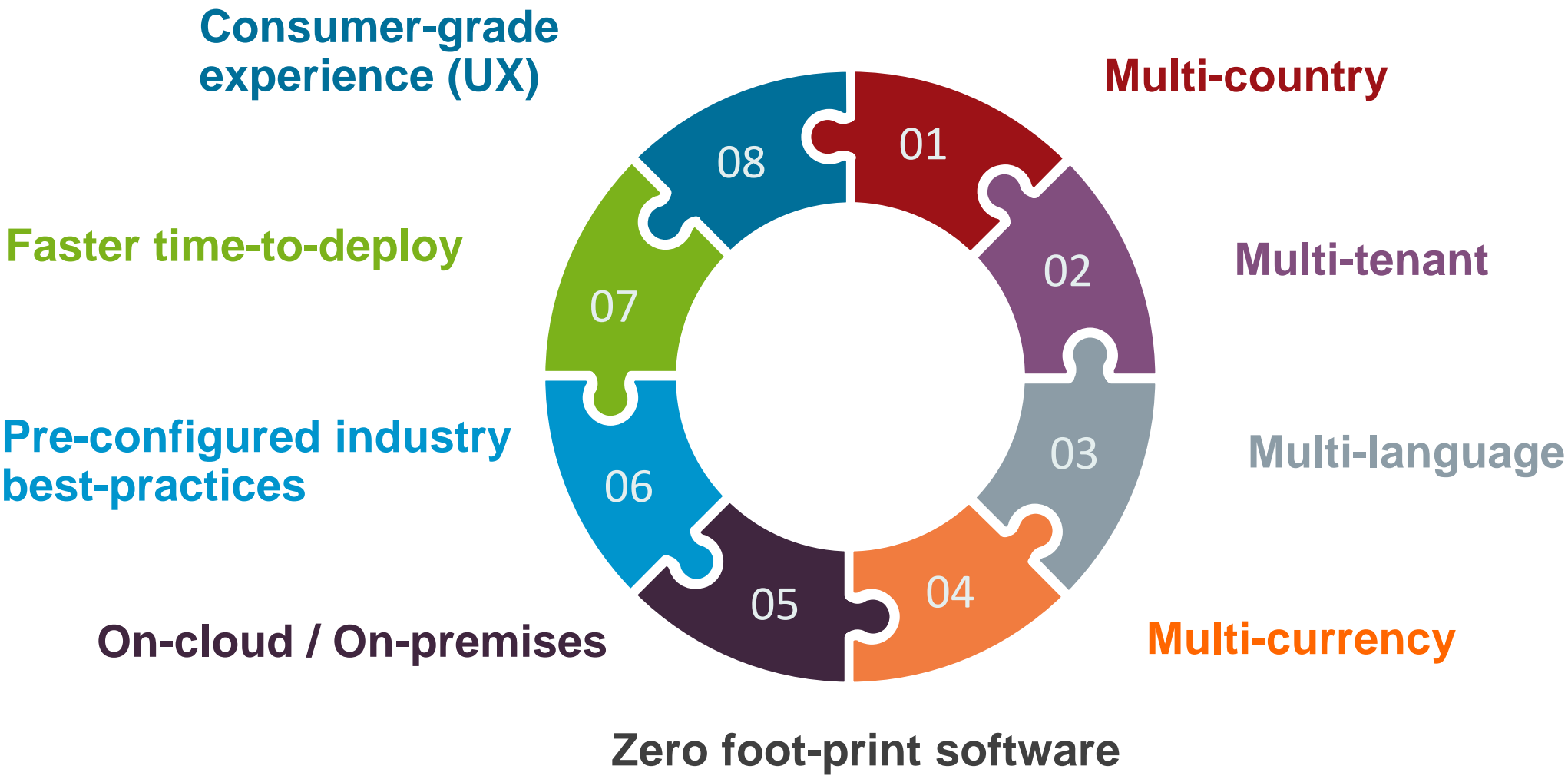


**Canada**



**UAE**

# Key Features





**Workforce Management (Core HR)**



**Payroll**



**Time & Attendance**



**Employee Performance  
Management**



**Recruitment**



**Travel & Expense Management**



**HR Analytics**



**Onboarding**



**Learning & Training**



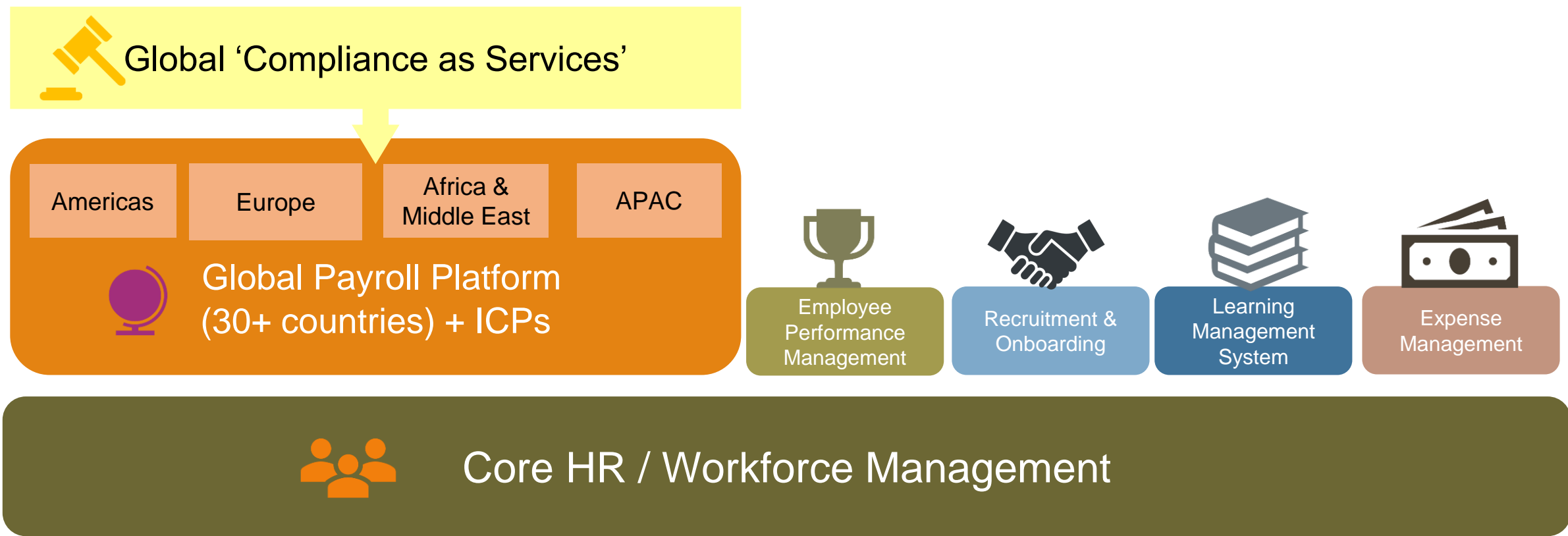
**Corporate Social wall for  
employees , online chat**



**Task Management**

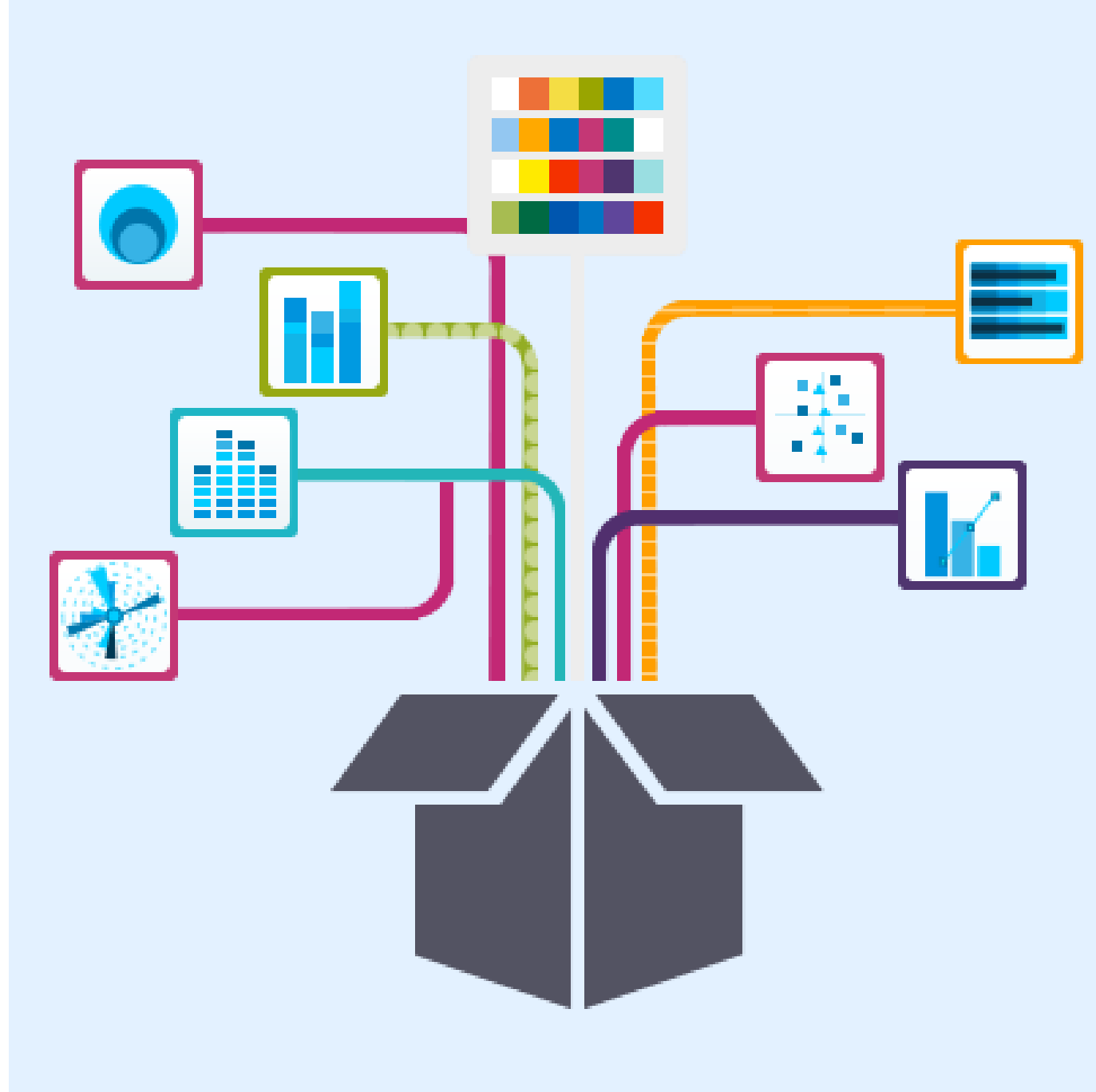


**Chatbot**





# *Features*



# *Workforce Management*

- Organization Structure
- Hire-to-Retire cycle
- Employee Information
- Employee Events



- Asset Allocation
- Organizational Policies
- Smart HR Dashboards
- Role based access

# Workforce Management

- Design and create organizational structures
- Map role based positioning with your current organization structure
- Provide employees, managers, and executives with an engaging, and consumer-grade experience across all devices.
- Ease to design and customize shifts, for any industry
- Ability to assign more than one project to an employee
- Work events can be designed with minimum efforts



- Proper record keeping of asset allocation to employees
- Enables with HR managers to quickly take action with smart HR dashboards
- Ability to upload documents and company policies
- Role based access
- Data security assured
- Holistic view on Cost Centers
- Complete employee directory, ability to find employees with Employee ID and Names
- Ability to display Work anniversaries and Birthdays



Fully Configurable



Up-to-date Statutory Compliances



Customized Payroll policies



Plug and Play Solution



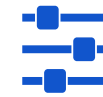
Adaptable - Small & Large Corporate



Agile



Full and Final Settlement



Multiple pay frequencies



Statutory Forms



Customized payslips



Pensions



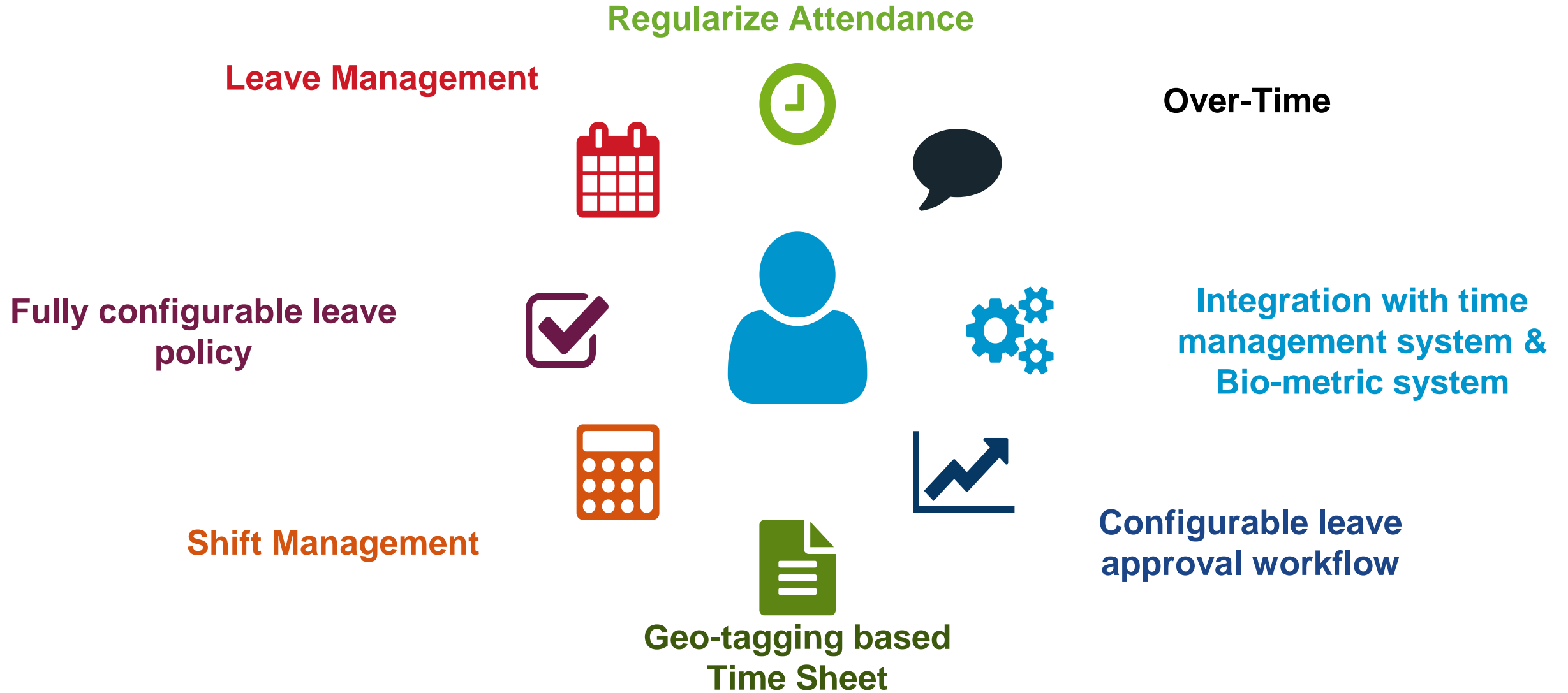
Documents upload

- Ability to define multiple payrolls based on organization needs
- Predefined pay items based on organization types and country of operation with ability to incorporate client specific pay items.
- Pre defined Chart of Accounts based on organization types and country of operation, with an ability to changes as per client chart of accounts.
- Comprehensive coverage of all applicable Tax laws
- Overtime policy and calculation
- Ability to process Arrears
- Capture payroll related employee statutory information.
- Functionality to Customize payslips
- Country specific bank information for employee pay bank transfer.
- Payroll Readiness Assessment before payroll processing.
- Capture employee level exceptional pay items.
- Capture one time pay items for an employee or for a group of employees.
- Configurable and flexible formula.

- Formula Builder feature available.
- Accurate and faster payroll processing (thousands of records at a time)
- Enables accounting entry for payroll after payroll is processed.
- Higher data security with payroll level permissions, employee level permissions.
- Higher data integrity with audit trails.
- Online Payslips.
- Online tax investment declaration by employee and approval by Payroll/HR.
- Comprehensive coverage of Statutory Reports
- Various MIS Reports for analysis and decision making
- Full and Final Settlement.



# *Time and Attendance*



- Define Leave Types as per Organization policies.
- Define Leave Rules as per Organization policies on accrual, avail, carry over and approval rules.
- Configure Applicability for Overtime / Compensatory Off.
- User can cancel, check balance, history and approval status of leave
- Leave Application
- Approval of requests by Approver(s).
- Attendance update on approval of request.
- Approved request Cancellation.
- Define Holidays by location.
- Attendance Integration with Holidays



- Define Shift and work schedules including weekly offs.
- Attendance Integration with defined shifts and work schedules.
- Integration with Biometric/ time capture machines.
- Geo tagging of attendance for accurate information
- Attendance sheet for payroll processing
- Workflow configuration.
- Empower staff to record their times.
- Simple approval and archive process.
- Map shifts and track time on individual projects to ensure efficiency.
- Analytics to monitor, give feedback and improve productivity.



**Goal Setting &  
Weightage allocation**



**Self Performance  
review**



**Manager Performance  
review**



**Fully Configurable as  
per focus areas**



**Time allocation**



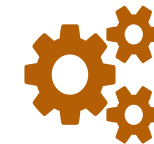
**Mid-Year / Year-  
End Review**



**360 degree  
Performance review**



**Continuous  
Performance review**



**Industry Best Practice**



**Predefined templates**

- Define employee performance appraisal cycle as per Organization Policy.
- Define ratings as per Organization Policy.
- Define appraisal templates by Grade/Location/Department
- Ability to define thrust/focus area for the entire organization or selected entities.
- Ability to define reviewer and approver workflow.



- Function-wise Goal Repository.
- Objectives and goals definition by employee and approval by manager.
- Assigning weightage for goals.
- Self appraisal by employee
- Review and approval by manager/as per workflow defined.
- Ability to do mid year and annual review with rating.

# *Travel and Expenses Management*





**Hiring Requisition by HR /  
Line Manager**



**Application Tracking**



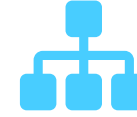
**Job applications Management**



**Resume Engine Management**



**Interview scheduling**



**Interview Feedback  
and shortlisting**



**Offer Management**



**Reporting**



**Recruitment pipeline  
Analysis**



**Predefined templates**



# Recruitment

## Hiring Manager

- Hiring Requisitions
- Selection of interview rounds and panel for each round
- Specification of skills and proficiency for each vacancy
- Setting of target dates
- Provisions made to withdraw requisitions
- Ability to approve/reject a requisition
- Requisition Approval Tracking
- Ability to view candidate details
- Shortlist candidates shared by recruiter
- Recruitment tracking for each requisition



## Recruiter (HR)

- Tracking requisitions
- Ability to re-assign requisition to other recruiters
- Profile sharing with hiring manager
- Ease in scheduling interviews
- Effective candidate tracking
- Interview tracking
- Provisions made for rescheduling interviews
- Recruitment tracking for each requisition
- Define Shift and work schedules including weekly offs.

## Panel (Includes Hiring Managers and Recruiters)

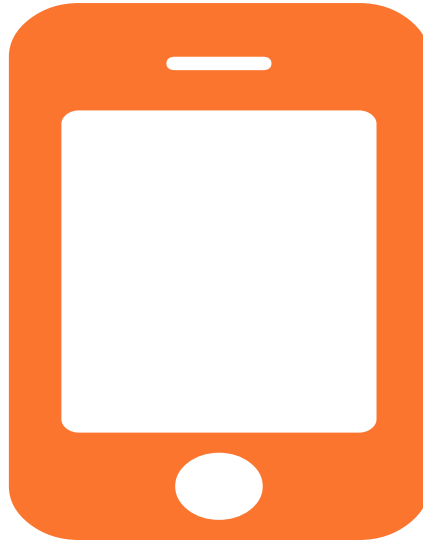
- Easy access to candidate details
- View interview schedule for each candidate
- Ability to provide feedback and select/reject candidate

- Training Calendar
- Training Programs
- Employee enrollment to the training program



- Training performance
- Training Attendance
- Reports

- Wall posting including documents and images
- Likes and Comments
- Recognitions
- Creation of open/closed groups
- Ability to report inappropriate content
- Creation of chat
- Ability to chat with multiple members
- View online/offline members
- Ability to track chats



## Additional features for SuperAdmin

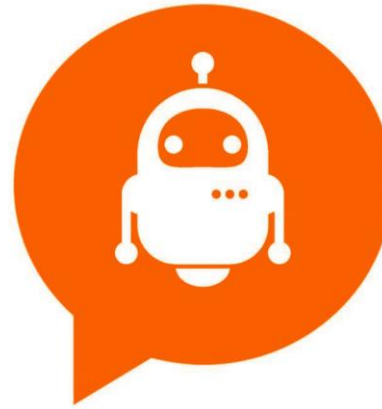
- Ability to view reported items
- Send warning regarding report item / delete reported item
- View all group details open/closed
- Deactivation of inappropriate groups



**Reduce Human efforts  
with regular queries**



**Conversation Interface with  
employees**



CHAT- BOT  
ARTIFICIAL INTELLIGENCE



**Mobile Enabled**



**Predefined answers to  
regular queries**

# *Employee Self Service*

- Employee Profile
- Leave Application
- Graphical Attendance Display
- Attendance regularization
- Graphical Leave Display
- Payslip view
- Timesheet
- Announcements within the Organization Unit



- Holidays List
- Work Anniversaries
- Birthdays Reminders
- Employee Directory
- Employee Tax Investment Declarations
- Peer Calendar
- Goal setting
- Self Performance Appraisal

# *Manager Self Service*

- Team Attendance
- My Team View
- Leave Approval
- Attendance regularization approval
- Work Events View
- Timesheet Approval
- Expense Approval
- To-Do List
- Performance Appraisal





# *On Boarding*

- Candidate can confirm their date of joining
- Candidate can fill his qualification, Work experience, Family members details
- List of joining formalities & work ethics can be shared
- All the details of candidate comes to HR & can be further send for verification
- Mail intimation at each step
- Reports & Analytical Graphs



- Integrated with work force management.
- Resource planning for projects and task allocation accordingly
- Manager can create a task list for team members as per their roles in project.
- Timelines for tasks so that once the project is over, employee can be assigned to another project
- Employees can see his/her task list and plan her work accordingly.
- Reports & Analytical Graphs
- Works on mobile app as well



# Technical Details

1. SaaS Solution
2. Integration
3. Scalable
4. Application Security
5. Data Security



The architecture is created to serve multiple customers with single instance, but with separate database.



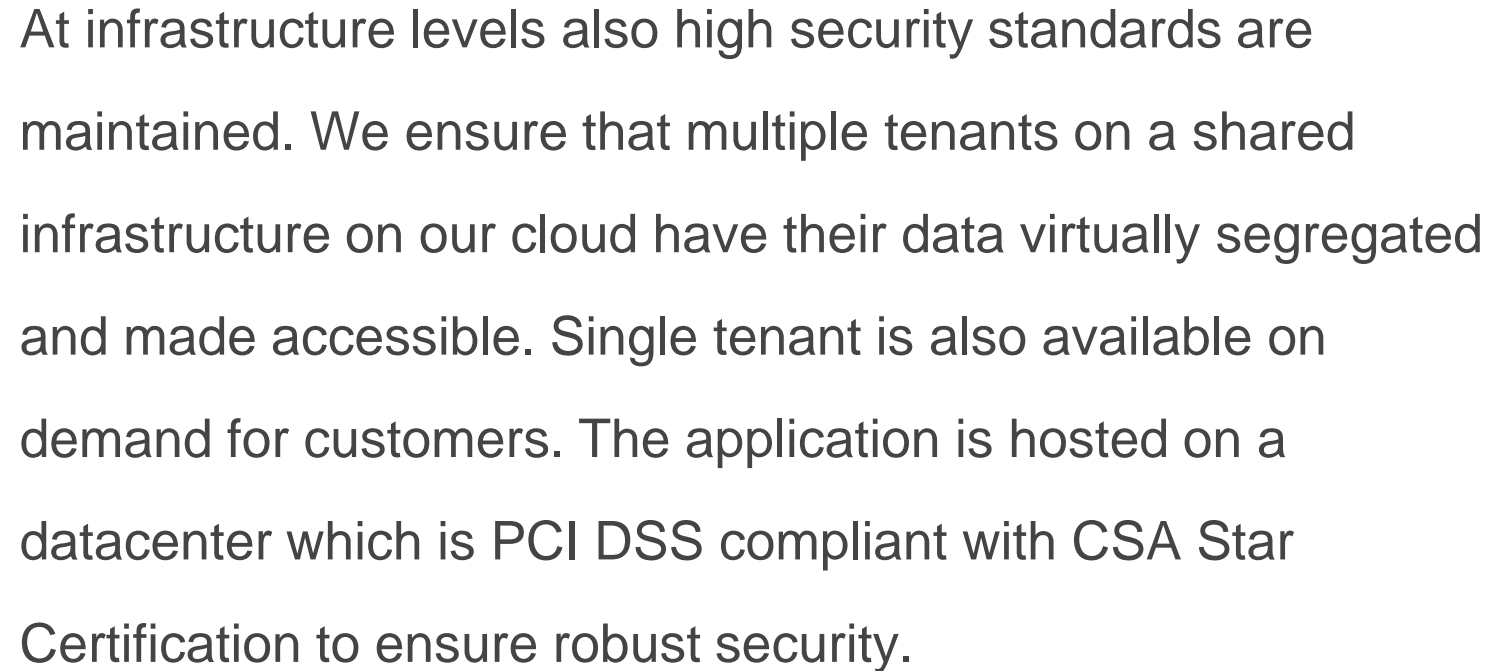
The application is built to integrate with other applications whether on-cloud or on-premise, like ERP, Finance software, HR, Biometric machines, etc..



It is a highly scalable application readily available and able to serve organization of any size. Since users will be accessing it over the internet, the application has high performance with excellent rendering, data querying, and performing various transactions.



The product is designed with high level security measures on application and hardware levels. Predefined security is enabled for each client which includes role based security, privileged access, and database security.







*Thank You!*

Canada | India | UAE | UK | USA

# Appendix

## Features of PeopleApex HR & Payroll Solution

1. Workforce Management
2. Payroll
3. Time & Attendance
4. Travel & Expense Management
5. Employee Performance Management
6. Recruitment
7. Task Management
8. On boarding

## FEATURE LIST

- Creation of Entire Organization Structure.
- Comprehensive employment information of employee (Designation, Grade, Function, Projects, Cost centers, Shifts)
- Employee Personal Information (Communication address, Emergency address, Education details, Family details, Past employment details, Documents)
- Department and Position creation and Mapping
- Job mapping with Positions
- Position Management
- Policy & formats - Upload Documents for display

## FEATURE LIST

- Ability to define multiple payrolls based on organization needs.
- Predefined pay items based on organization types and country of operation with ability to incorporate client specific pay items.
- Pre defined Chart of Accounts based on organization types and country of operation, with an ability to changes as per client chart of accounts.
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- Define Holidays by location.
- Attendance Integration with Holidays
- Define Shift and work schedules including weekly offs.
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- Integration with Biometric/ time capture machines
- Geo-tagging of attendance for accurate information
- Geo-tagging based timesheet
- Attendance sheet for payroll processing
- Workflow configuration

## **FEATURE LIST**

- Defining Travel and Expense Policy by employment type and grade
- Raising Travel Requests
- Managing Travel Advance
- Claiming reimbursement of travel and other expenses.
- Calculation of travel claims subject to policies defined

## FEATURE LIST

- Define employees performance appraisal cycle as per Organization Policy.
- Define ratings as per Organization Policy.
- Define appraisal templates by Grade/Location/Department
- Ability to define thrust/focus area for the entire organization or selected entities.
- Ability to define reviewer and approver workflow.
- Function-wise Goal Repository
- Objectives and goals definition by employee and approval by manager.
- Assigning weightage for goals
- Self appraisal by employee
- Review and approval by manager/as per workflow defined.
- Ability to do mid year and annual review with rating.

## FEATURE LIST

- Line Managers can directly create request for Hiring to HR
- Complete resume management with keyword search
- Track real time application status
- A consistent and predictable Recruit-to-Hire process
- The 'candidate search option' can filter search criteria to help pinpoint relevant candidates for a given mandate.
- Track candidates history and status against various positions at different stages of recruitment process.
- Predefine templates helps HR to create Job posting faster
- Reporting on hiring



## FEATURE LIST

- Candidate can confirm their date of joining
- Candidate can fill his qualification, Work experience, Family members details
- Attachment of documents.
- List of joining formalities & work ethics can be shared
- All the details of candidate comes to HR & can be further send for verification .
- Mail intimation at each step.
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