

24

*Years of
Group
Innovation*



**HUMAN CAPITAL
MANAGEMENT**

Introduction

For modern organizations, understanding their workforce and focusing on employee retention and development is essential to succeeding. HR managers and executives require quick and reliable data to analyze the performance and productivity of their employees more than ever.

To achieve your business goals and objectives, you must effectively maintain your human resources.

We, at Synergy, have developed Human Capital Management solution to help you simplify and streamline key HR-related processes. Our solution helps you to achieve your routine functions and comply with regulations while growing, as it covers the employee engagement lifecycle.

Solution features

1. Scalability
2. Advanced workforce analytics
3. Real-time alerts & notifications
4. Reporting updates
5. User Empowerment
6. Highly Secure System

Objectives

1. Helps in achieving organizational goal
2. Managing compliance and the employer-employee relationship
3. Helps in achieving productivity
4. Remove paperwork
5. Provide storage and backup
6. Security & Access control
7. Information Management

Outcomes

1. Increases the operational efficiency and productivity
2. Reduces HR administrative costs
3. Increase employee engagement and satisfaction
4. Better decision making

Human Capital Management



Functional Specifications

Complete employee lifecycle management – from hiring to retirement – by combining digitization, workflow automation, and enterprise mobility.

Core HR and self service

- Service Book / Employee Database
- Salary Structure
- Departmental Policies & Procedures
- Organization requirements



Employee Benefits

- Compassionate appointment (Anukampa) Management
- Reward Management
- Group Insurance Management
- General provident fund management
- Leave encashment management
- Tour and LTC
- Loan and Advances



Employee Assessment

- Employee performance assessment
- Employee appraisals
- Annual Confidential Report (CR) Management (KPI/KRA)



Attendance and Timesheet

- Attendance Module (Biometric and/or Mobile)
- Daily Diary (with GPS parameters, photos, etc.)
- Daily Report
- Face Recognition



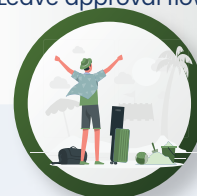
Payroll and Pension

- Salary Monitoring
- Automated Wages Calculation
- Investment Declaration Approval
- Tax Filing
- Arrear management
- Increment Management
- Employers and Employee Management
- Manage Member Fund
- Payment and receipt Management



ESS (Employee Self Service) and Leave Management

- Employee login
- Applications and approvals
- Records and Archives
- Alerts(Employee/birthday /anniversary)
- Disciplinary action
- Investment declaration
- Relationships & Department Heads
- Holiday calendar
- Manage leave rules
- Multiple leave type
- Leave approval flow



LMS (Learning Management System)

- Enrolment Management
- Training Needs and requests
- Training history
- Training plans
- Feedback on training
- Organized Learning
- Personalized learning
- Social Learning
- Course Management
- Evaluation, assessment, and achievements
- Reporting



Additional Services

- MIS Report (dashboards/ analytics)
- Employee repositioning
- Help desk
- Contractual employees' management
- Reimbursement Management
- Organized Learning
- Record Management
- Learning management
- Mobile App



Technical Specifications

HCM is compatible with all modern browsers and works on all devices and operating systems. Mobile applications are available on all mobile platforms such as Android & Apple.

Single sign-on (SSO) integration capability with other SSO providers. User and role-based access control. It is easy to manage infrastructure as there is no overhead for maintaining relational databases separately.

Upgradable - HCM can be upgraded without impacting operations by switching to failover servers if required.

Implementation - HCM can be implemented with a high availability configuration and in cluster mode.

Backup - HCM auto data backup as per set frequency. Backups can be easily restored if required.

Support - Thin client developed using Microsoft ASP.NET Core, HTML, CSS, and JS, as well as PostgreSQL and Mongo databases. Other database support can be provided if required.

Integration - HCM can be easily integrated with existing systems (ERP, CRM, etc.) through web services APIs.

Security - Data is secured while in motion and at rest.

Scalability - HCM is highly scalable, with the ability to add site servers in an asynchronous mode for remote (different) locations. Read-only replicas can be set for faster access in each geographic location.

Human Capital Management

Mobile App

Bring your idea to life and get set up for success!

Our mobile app is a new opportunity to make difference.





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