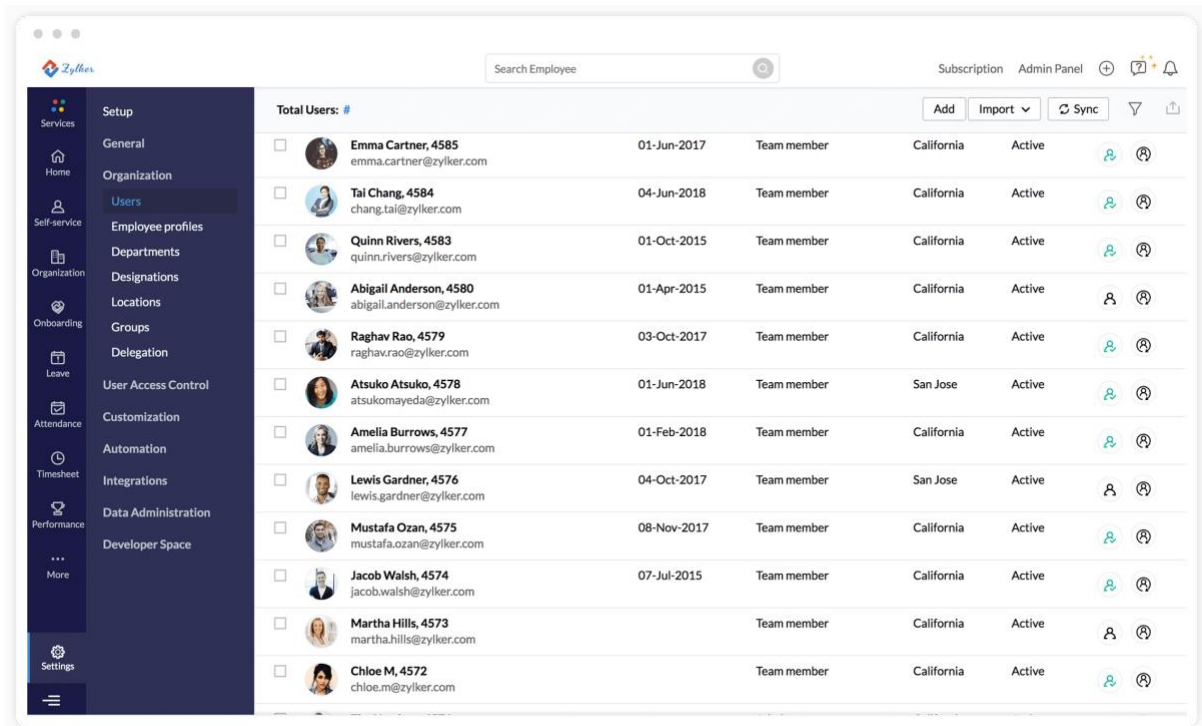# Human Resources Management

Add employees with ease

However big your workforce is, you can effortlessly add employees in bulk to the people management software.

Multiple locations, single database

Sometimes, globalization means you end up with different records in different countries, or even on different continents. Now you can consolidate all records and information in a central place. The result? Quick HR processing and information at your fingertips.

Departments and Designations

Departments and designations classify your workforce into small groups, delegating work and approvals effectively. Identify competencies and goals for each and every designation and team.

Know your organization tree

A clear-cut illustration of the reporting structure and overall hierarchy of your organization guides employees to contact the right person. An org tree enables planning, and makes measuring workload a breeze.

Automatic sync

Enables the seamless sync of data both within and between multiple integrated systems. All changes are automatically captured, eliminating manual entries.

Increase your impact with strategic employee onboarding

Onboard candidates and employees more strategically with o People.management software Set up a portal for new hires, trigger HR onboarding workflows, generate reports, and customize flows to your needs.

Pre-onboard with our new hire portal

Give new employees more responsibility by inviting or adding them to a new hire portal via their personal email addresses. Get them started with paperwork like company policies, tax forms, and more before they even step in the office.

Induct your employees with ease

Helps you effortlessly get new employees up to speed. Describe objectives, cover procedures, introduce the team, and more the moment your candidate is converted to an employee.

Draft workflows and customize processes

Use workflows to create and assign checklists so you don't leave out tasks like generating official email addresses, assigning seating locations, distributing employee equipment, and more. Personalize the process to fit your organizational needs.
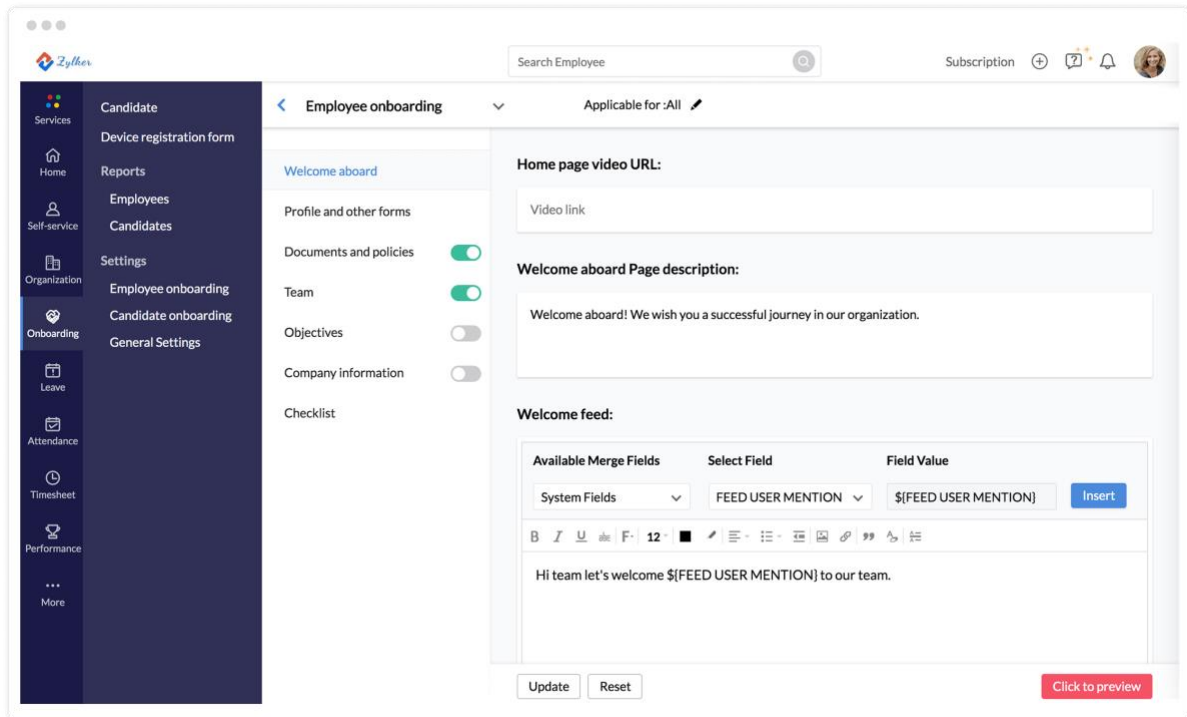
Get updates on task completion

Use filters to look into a new hire's files and track each step's completion status, as well as to see if they've rejected or accepted an offer.
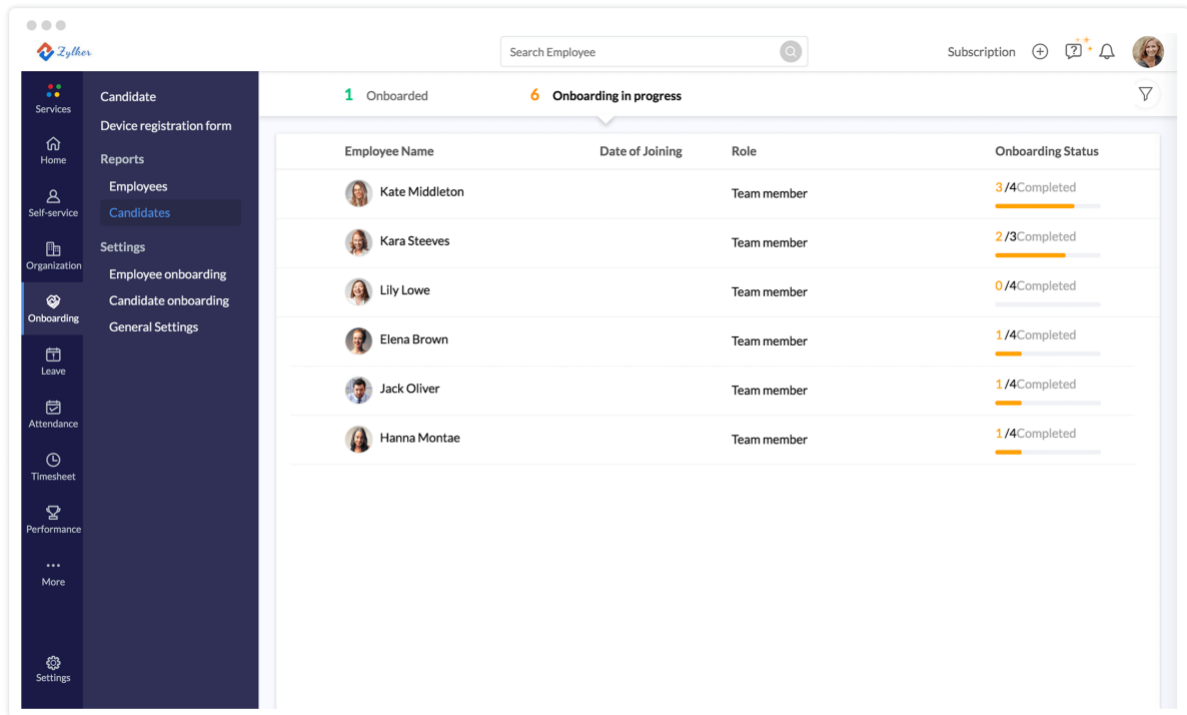
Time off management

Why cloud-based time off management?

If you're managing employee time off with spreadsheets or time cards, manually calculating days of leave, reduced pay pool, and payable days can be a chaos. You may spend hours solving miscalculations or errors. That's where a cloud-based leave solution comes to the rescue.You'll get built-in, automated features such as:

- Leave policy compliance

- Instant access to employee leave history

- Mobile leave applications and approvals

- Multi-location time off and holiday management

Every organization has specific requirements when it comes to leave, depending on company culture, experience, legal guidelines, and more. With our People management software, calculating leave entitlements, PTO, rollovers, and accrual is a whole lot easier.

Manage holidays

Even though you may operate globally, organizing time off and holidays shouldn't be a hassle. With our people management software, holidays for multiple locations from a centralized application.

Simplify absence management

Employees can see how much leave they've taken, how much remains, and apply for time off from the web or their mobile devices. Know who is in and out of the office, and schedule meetings easily. Take advantage of automated workflows, and send email alerts for actions like approvals.

Track leave trends

People Management Software provides detailed reports on things like employee availability, payroll, and lost pay days. Access reports for employee leave records as well as daily and overall employee availability, so you can schedule accordingly.

Manage timesheets the easy way—online!

Automatically record your employees' daily, weekly, or monthly time logs online. Send timesheets for approval, generate invoices, and bill clients on time. Validate all work hours, and make sure nothing goes overlooked.

Why manage timesheets online?

Handling multiple clients, projects, deadlines, resources, and billing statements are overwhelming. Managing them on spreadsheets or complex data systems can make it even more complicated. Online employee timesheet management can simplify your time tracking process, eliminate errors, and save time and resources. With an online time tracking solution, time cards become a thing of the past.

Understand your projects

Break down your hours by clients, projects, and jobs. See which of your projects are performing well and which could use more time or assistance.

Manage your team better

Plan your projects, assign tasks to employees, and increase productivity.

Error-free payments

Automated billing and invoicing is simple and error-free.

Accurately log time and attendance

People's time tracker allows your employees to log daily, weekly, or monthly work hours. Maintaining timesheets is easier thanks to the link between the time tracker and attendance modules. The scheduler module reminds employees to send in their time logs and documents them automatically at set intervals.

Schedule jobs and track progress

Schedule multiple jobs for a single day or the entire week. You can also repeat postings at regular intervals for recurring positions. Detailed reports provide a clear picture of scheduled hours, logged hours, and any deviations between the two.

Approve timesheets and process payroll

Create an approval process so project managers can easily and quickly sign off on employee hours and overtime. Schedule employee timesheets for approval automatically, and facilitate smooth payroll processing and timely paychecks.

Customize and automate your HR tasks

From automating your daily HR processes like mail alerts, tasks, approvals and schedulers, to building just about any function your organization likes to have, workflows let you to be more productiv.


Alert at all hours

Design your own email templates and make sure the message gets across. You can customize the sender, recipient, and text for your email alerts and be confident that they'll be noticed.

Set the scheduler and it does the rest

Use schedulers to send periodic emails and reports. People software lets you create report, emails, and custom schedulers so that you can be sure you've sent the right info to the right people, right on time.

Instant field updates

If you're having a newemployee join, another promoted and another retiring,you need to have lots of data fields updated to reflect the changes. Mark fields in a workflow and People software automatically triggers the updates.
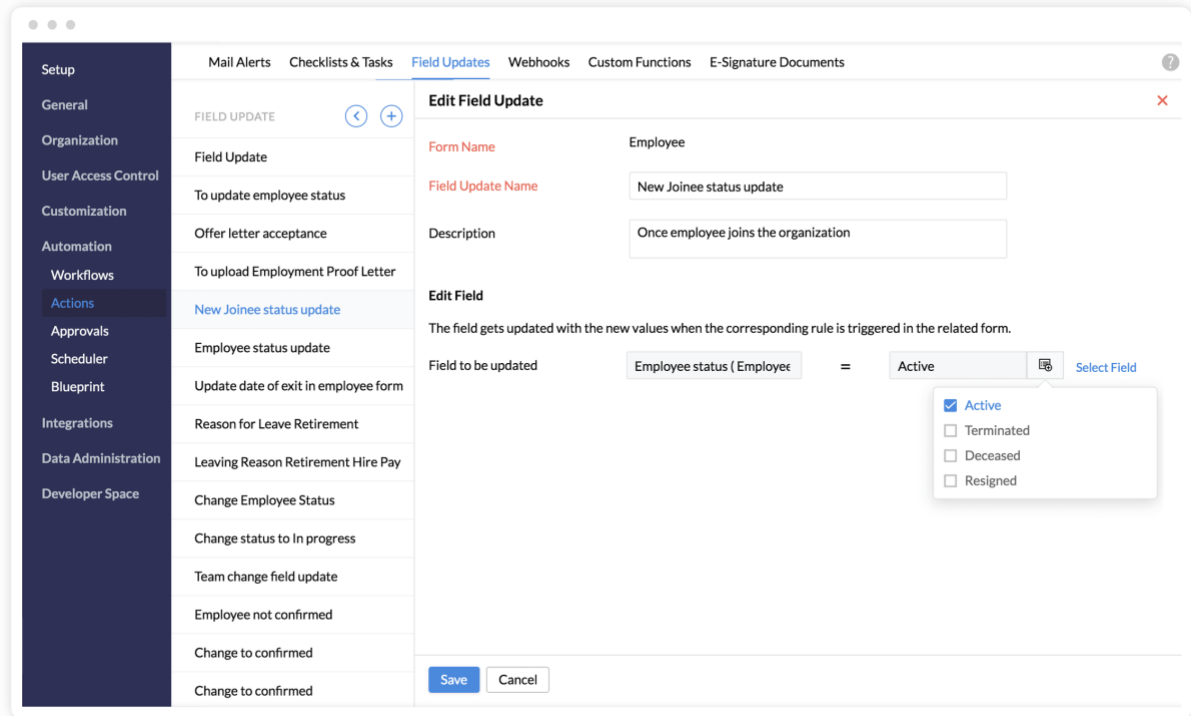
Go mobile

Mark attendance, request and approve leave, access work files, and do so much more on the go. Our HR solution helps you carry out your daily tasks on the move so nothing holds you back.

←   🔍

Organization

COLLEAGUES   DEPARTMENTS

Frequently Viewed

Olivia Stacy
Support central plus

Ryan West
Customer Support

Aaron Welsley
Corporate Finance

Abigail Anderson
Marketing

Addison Bernice
Corporate Finance

Addison Bernice
Corporate Finance

Check-In

01:11 HRS

9 AM   **General**   6 PM

CHECK-OUT

Your last check-in was : One hour ago

Leave
for Rebacca Biaggio

✓ APPROVE   ✕ REJECT