HR SUITE OF SOLUTION

365HR Service **Workflow** Management

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Workflow Management Modules

365HR Service of Solutions

- The Modules within the 365HR Service suite of Solution recommended for WorkFlow Management, are stated :-
    - Human Resources Leave Management (HRLM)
    - Human Resources Time Management (HRTM)
    - Human Resources Claims Management (HRCM)
    - Human Resources Workflow Management (HRWM)

Two Module are the compulsory Module within the 365Hr Service solution offering as they act the controlling module within the suite of solution and they HRWM, HRCM, HRLM and HRTM.

- **Automated Approval Routing**

    The System is a controlling module where all approval routing are set and executed. It is a module that provides for a function of automated routing for modules that require the approval functions like leave, Overtime and benefits. All Application for the organization would be performed via the solution where it would routed to the respective person-in-charge. In a event if no response is received within the set time limit the system would route the request to the next level.

- **Paperless workflow and complete tracking**

    Organisations is able eliminate the paper trails for approvals with the HR workflow Management Solution. The paperless solution would in turn benefit the organisation from the perspective of time savings, effort savings and cost savings.

    In built within the solution in also the tracking of all approvals made within the system. Attached with the tracking is the time stamp of when these approvals were made.

- **Cross organizational approval**

    HRWM Solution is designed with the concept of having approvals done across organisations. This gives the flexibility of managing employee form deferent organization without hassle.

    With this workflow solution, organization would be able to handle time based workflow routing for HR task. It would also be able to alert the appropriate person's of the approvals that is needed to be done. These alerts could be viewed via the solution and can be via emails.

- **Extensive export functionality**

    365HR Service HRPM provided a comprehensive list of report as standard feature. Even Linked to the HRWM is the HR A with this also supports a third-party reporting tool (BI Reporting Tool) for users to generate many more reports as per the organizational needs.

    It also supports data exports to other reporting tools like MS Excel Pivot Report for ad-hoc reporting purposes.

365HR Service suite of solutions :-

Functionalities Of 365hr Service Solutions	Workflow Management Modules

Workflow Management Module
 	
 • Business Claims Allowance Setup
 	
 • Approval Conditions
     o User Definable levels of approval
     o User Definable approval pending deration per individual level
 	
 • Approval Authority setup with full details of the employee under their supervision
 	
 • User definable person-in-charge settings where it can define who this person is in-charge of.
 	
 • Leave workflow approval which give the features of showing:
     o Pending Leave
     o Approved Leave
     o Rejected Leave
 	
 • Overtime Workflow approvals which encompass:
     o Overtime done and awaiting approvals
     o Setting of Pre-approved overtime
     o Approvals of overtime done
 	
 • Attendance Advice one information has downloaded from time clock.
 	
 Transaction Audit record
 	
 • Any data Approved and Rejected will save to audit record by "timestamp".
	Comprehensive Template report for audit trails
	
	 Report export functions to MS excel and plain text formats.
	
	 Web Enabled Leave application engine
	
	 Workflow enabled application with routing features (with HR Approval Management)
	
	 send email alerts with application engine
	
	 Monitor All transaction history
	
	 Comprehensive report which covers:
	 • Report By Pivotable