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EazeHR – Human Resource Management and Payroll application

EazeHR is a web based unified suite of HR and Payroll management applications built using web technologies to serve today's and future requirements of companies. Modern businesses need to integrate across regions and countries and continuously evolve with the changes needed by external and internal forces. EazeHR is configurable, scalable and completely secure helping companies build a solid platform for managing transactions and making business decisions.

Key Features

- Employee Self Service - employees can access these systems 24x7 from office or home or customer locations
- Processes are configurable and can adapt to changes in business requirements
- Automated alerts – systems sends our various alerts to the persons who are involved in a workflow through email or also on application dashboard
- Intuitive design – end users need less than 30 minutes of training to start using the application
- Role based access – data access is controlled based on roles and level in company hierarchy
- Scalable – application can be used by companies with 15 to 15000 employees and are completely scalable to support your needs as your size grows

Global Applications

- Multiple company – configure multiple companies in one instance. Transfer employee across companies without losing track of their employment details
- Multiple time-zone / currency support – Expense claiming, Payroll processing, Attendance tracking can be configured for local currency and time-zone requirements
- Integration with accounting / ERP possible through published APIs

Advantages of Cloud based / SaaS applications

SaaS eliminates the need for companies to invest in hardware, implementation of complex applications with expensive implementation consultants and the requirement of a difficult to retain in-house IT team. It allows you to focus on your core business while leaving the task of providing secure, reliable, scalable and world class business applications on companies like EazeWork.

Application Modules

HRIS

- Employee on boarding
- Centralized record keeping
- HR Intranet / Announcements
- Employee directory / Org Structure
- Probation confirmation

Attendance & Leave Management

- Multiple calendars and Shift planning
- Integration with attendance systems
- Web based attendance recording
- Configurable leave rules
- Configurable approval workflow
- Integrated with Payroll
- Work from home, Tours

Recruitment Management

- Integrates with company job page
- Job requisition and approvals
- Employee referral programs
- Candidate self service
- Applicant tracking system
- Multiple stage interview tracking
- Offer letter / Regret letter generation

Helpdesk

- Employees can raise queries
- Query resolution by HR / Payroll or Accounts team as directed
- Status of query can be tracked

Surveys

- Employee Satisfaction surveys

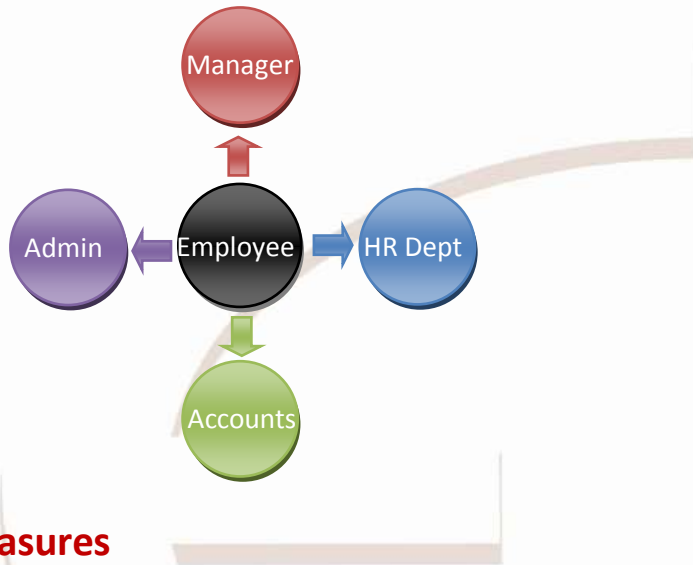


Designed to meet your business needs now and in future. Configurable to meet your changing requirements.

Data Analytics for Intelligent Decisions

Simple graphical dashboard allows senior management to review important parameters. All reports can be exported into excel for further analysis. There are more than 100 reports and new reports can be added if desired.

Roles and Interactions



Security Measures

Security is ensured by having a three stage security design

- Application : Role based access
- Web Access : https encryption, session management
- Hosting Infrastructure : Data is stored in a data center which is ISO 27001 certified and all aspects of security are mandated by the certifying authority are met

Commercials

Subscription is based on the number of users and there are no hidden charges. You only pay for the actual number of users and can increase or decrease the user base as your requirements change. All enhancements are free of cost. If you do not want all the modules then the price will be lesser.

Minimum subscription is for six months is payable in advance.

Application Modules

Performance Management

- Supports 180 or 360 processes
- Project based assessments
- Configure Quarterly, Six monthly or Annual frequency
- Automated generation of promotion letters
- Bell curve fitment

Advances / Expense Claims

- Travel and other advances claims
- Track expenses by Cost Center
- Implement policy based rules by department, seniority levels etc
- Attach supporting documents

Asset Management

- Track assets assigned to employees
- Integrate with separation process

Timesheet

- Weekly time tracking
- Create projects and charge codes
- Supports cost and expense tracking
- Approval workflow and alerts

Training Management

- Maintain training calendar
- Capture requirements
- Manage enrolments, waitlist and attendance
- Get feedback from participants and managers

Separations

- Track multiple level approvals
- Supports Management Initiated and voluntary separation processes
- Full and final processing (Payroll)

Rewards

- Manage reward nomination, approval and citations

Data Security and Infrastructure Reliability

EazeWork applications are hosted on ISO 27001 certified and SAS 70 Type II audited data center. This means that the data center is in compliance with US standards of controls policies and procedures and its processes are certified by a third party auditor. All data transfer with EazeWork applications is encrypted and no employee of EazeWork has access to your data directly. We also commit a 99.90% uptime which means a downtime of less than 8 hours and 45 minutes per annum.



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