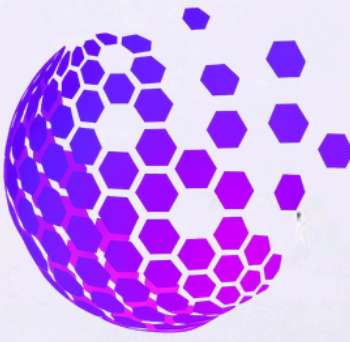


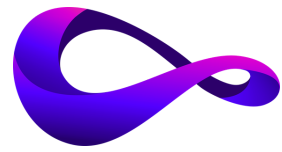


HR INFINITY

Powered By AI

Efficiency in Management, Excellence in HR





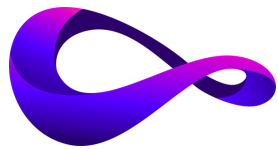
About HR Infinity

HR Infinity is an Intelligent Human Resource Management System specifically designed for Organizations and Companies. It automates most HR functions such as recruitment, payroll, employee management, attendance with face recognition and more.

Core Features:

- **Super-admin Login** for multi-institution management
- **Admin Login** with Dashboard
- **Employee Login** - as self
- as a Manager
- **Capture Attendance** via in-built Face recognition feature without biometric devices.
- **Light and Dark Mode** for enhanced user experience
- Real-time data access and comprehensive HR operations management





User Logins and Access Levels

Superadmin Login:

- **Access:** Superadmins have full control over managing multiple institutions.

Key Features:

- Multi-Institution Management
- Assign Admins to Institutions
- Access Reports and Analytics for all institutions
- Configure System Settings and manage overall structure

Admin Login :

- **Access:** Admins handle day-to-day HR tasks like employee management, payroll, recruitment, and performance tracking.

Key Features:

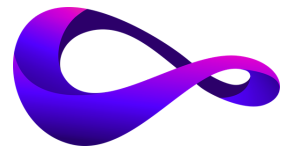
- Admin Dashboard with real-time insights
- Employee Management (Add, Update, and Delete employee details)
- Team Management and Employee ID Cards
- Salary and Attendance Modules
- KRA

Employee Login :

- **Access:** Employees can log in to view personal HR details like attendance, salary, leave status, performance evaluations, and training opportunities.

Key Features :

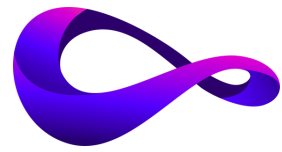
- Personal Profile Management
- Leave Requests and Attendance Tracking
- Payslips and Salary History
- Performance Feedback and Development



Key Modules in Admin Login

- Employee Management
- Attendance Management
- Leave Management
- Salary Management
- Vacancy Management
- Recruitment Management
- Grievance Management
- Separation Management
- Employee Appraisal
- KRA Management
- Hiring Management
- Employee Onboarding





Key Modules in Admin Login

Employment Management

EMPLOYEE LIST:

- Admins can view and manage a complete list of employees across institutions.

EMPLOYEE SETTINGS:

- Admins can edit employee information, update roles, and manage HR details.

EMPLOYEE ID CARDS:

- Admins can create and manage digital or physical employee ID cards for staff.

FEATURES:

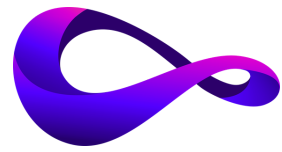
- Search and Filter employees by name, role, department,
- Update Employee Information (personal details, roles, salary details, etc.)
- Access Employee Performance Records

FEATURES:

- Edit Contact Details, Certifications, and Qualifications
- Update Job Roles and Departmental Assignments
- Modify Salary, Benefits, and Bonus Details

FEATURES:

- Automatically generate employee IDs with personal details.
- Digital ID card generation and printing options.



Key Modules in Admin Login



Salary Management

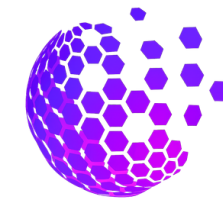


SALARY MODULE:

- Admins can manage and process employee salaries, including adjustments and bonuses.

KEY FEATURES:

- **Setup & Configuration:** Define earning, deduction, reimbursement, and perk components used in salary calculation.
- **Calculation Engine:** Build custom formulas and reusable salary templates for different roles.
- **Processing:** Assign salaries, view monthly records, and process disbursement.
- **Reporting & Compliance:** Generate annual salary reports and statutory Form 16.



Key Modules in Admin Login

ATTENDANCE MODULE:



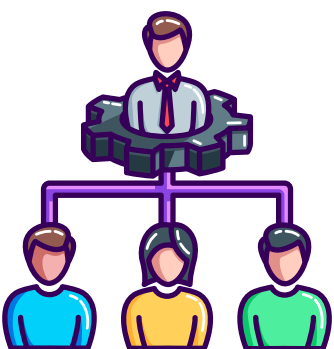
- Track employee attendance, manage leaves, and handle shift scheduling.
- Real-time attendance tracking (manual or automated).
- Manage leave requests and approvals.

KRA MANAGEMENT:



- Track employee performance based on Key Result Areas (KRA).
- Set performance goals, track achievements.
- Evaluate performance against institutional objectives.

TEAM MANAGEMENT:

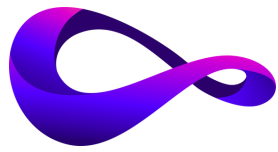


- Admins can manage teams, departments, and reporting structures.
- Assign employees to teams or wings.
- Track team performance and workload distribution.

ONBOARDING:



- Digitizes new hire paperwork for rapid onboarding.
- Consolidates all orientation documents in one system.
- Enhances engagement with an interactive induction process.



Key Modules in Admin Login

LEAVE MANAGEMENT :

- Employees can request various types of leave (sick, vacation, personal, etc.), and admins can review and approve or reject requests.

KEY FEATURES:

- Employees can request leave directly through the system.
- Admins can review and approve leave requests based on policy.
- Automatic notifications are sent to both employees and admins about leave status.



LEAVE BALANCES :

- Employees can view their leave balance and usage
- Track different leave types (sick, annual, casual, etc.).
- Admins can configure leave policies per institution.
- Leave History: View and track leave taken over the course of the year.

LEAVE REPORTS:

- Admins can generate reports on employee leave usage and trends.
- Generate monthly, quarterly, and yearly leave usage reports.
- Track absenteeism and manage staffing needs accordingly.



Key Modules in Admin Login



RECRUITMENT & ONBOARDING :

- Admins configure the recruitment process, define job roles, and handle applications.

KEY FEATURES:

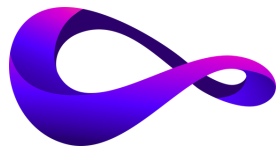
- Set job criteria and qualifications for positions.
- Automate job postings and candidate management.

VACANCY MANAGEMENT:

- Admins can view and manage open vacancies, shortlist candidates, and schedule interviews.

KEY FEATURES:

- Track recruitment pipeline status and interview scheduling.



Key Modules in Admin Login

GRIEVANCE MANAGEMENT:

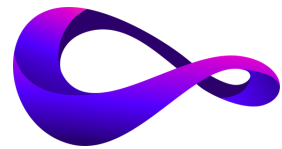


- Admins handle and resolve employee grievances in a timely manner.
- Record and track grievances reported by employees.
- Manage resolution processes and maintain grievance history.

SEPARATION MANAGEMENT:

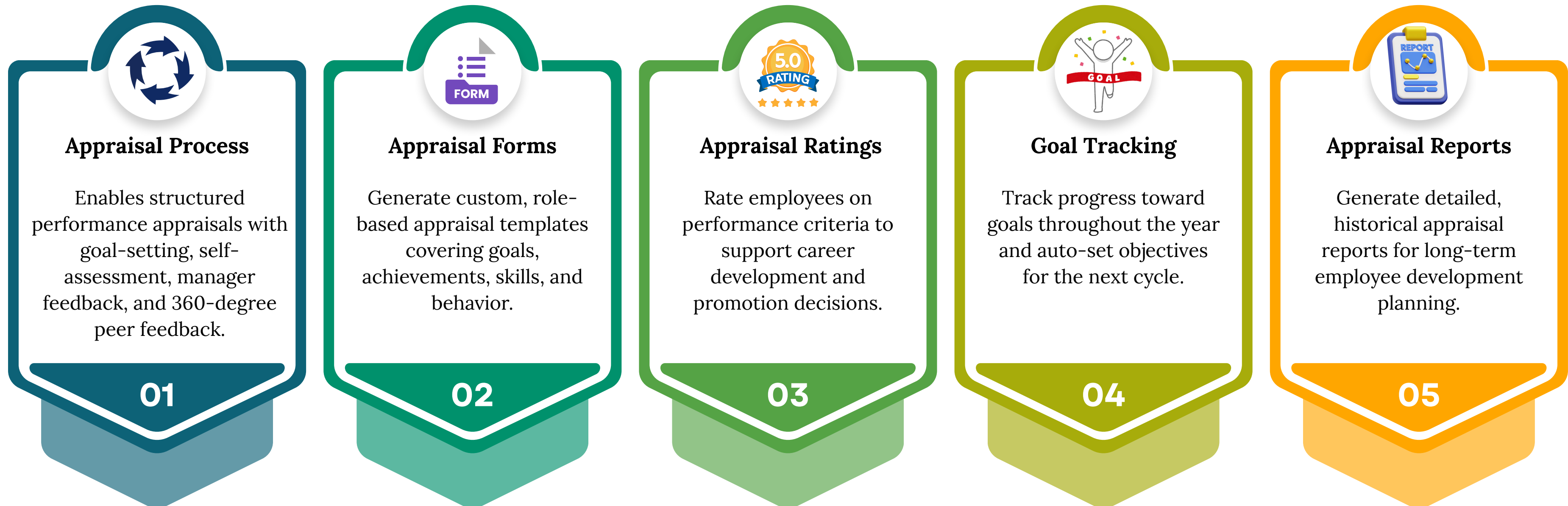


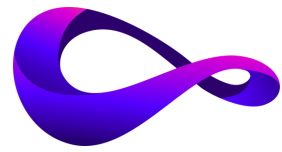
- Admins can manage employee separations, whether voluntary or involuntary.
- Exit process management including final settlements, asset handover, etc.
- Conduct exit interviews and maintain separation records for compliance.



Key Modules in Admin Login

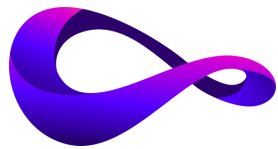
Employee Appraisal





Key Modules in Employee Login

- | | |
|----------------------------|---------------------------------|
| 1. Dashboard | 9. Previous Employment |
| 2. Face Registration | 10. Work force vacancy request |
| 3. Face Recog Attendance | 11. Compensatory off |
| 4. Attendance logs | 12. Retirement Management |
| 5. Manual attendance | 13. Exit Interview Module |
| 6. Employee Holidays | 14. Employee no dues |
| 7. Employee Salary slip | 15. Manage applicant assessment |
| 8. Education Qualification | 16. Leave Management |



Key Modules in Employee Login

EMPLOYEE DASHBOARD



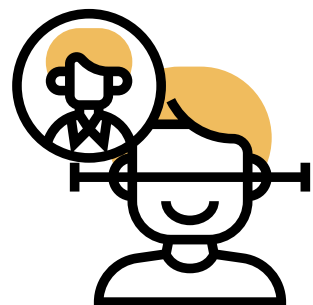
- Provides a comprehensive overview of HR metrics and notifications.
- Centralizes access to key HR functions and real-time data.
- Offers quick insights to support daily decision-making.

FACE REGISTRATION



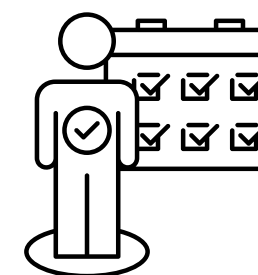
- Captures and registers facial data for secure authentication.
- Enhances security with face recognition verification for attendance.
- Streamlines identity management with quick, accurate recognition.

FACE RECOG ATTENDANCE

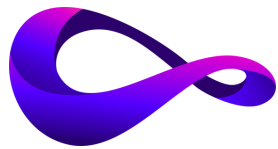


- Enables employees to quickly record their working hours.
- Uses automated processes for efficient time tracking.
- Minimizes errors with a user-friendly check-in system.

ATTENDANCE LOGS



- Displays a detailed record of daily attendance entries.
- Facilitates trend analysis and punctuality monitoring.
- Supports audit processes with organized historical data.



Key Modules in Employee Login

MANUAL ATTENDANCE



- Allows HR to correct or update attendance entries manually.
- Provides flexibility to address biometric discrepancies.
- Ensures accuracy through human oversight of attendance records

HOLIDAYS



- Lists official company holidays and observances clearly.
- Helps employees plan their schedules around public holidays.
- Ensures the most current holiday information is readily available.

SALARY SLIP

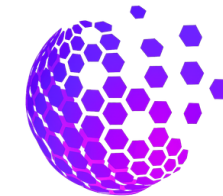


- Displays detailed monthly or periodic salary information.
- Breaks down earnings, deductions, and benefits transparently.
- Offers secure, personal access to pay records.

EDUCATIONAL QUALIFICATION



- Records and verifies employees' academic credentials.
- Supports talent alignment with role-specific qualifications.
- Facilitates career development and targeted training initiatives.



Key Modules in Employee Login

PREVIOUS EMPLOYMENT



- Documents historical work experiences and roles accurately.
- Validates professional background for informed decision-making.
- Assists in evaluating candidate expertise and cultural fit.

WORK FORCE VACANCIES REQUEST



- Lists available internal job opportunities within the organization.
- Enables employees to apply for new roles and career advancement.
- Encourages internal mobility and professional growth.

COMPENSATORY OFF

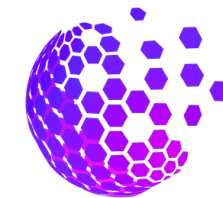


- Manages requests for compensatory leave due to overtime.
- Tracks accrual and usage of compensatory time off efficiently.
- Supports work-life balance through structured time-off policies.

RETIREMENT



- Guides employees through the retirement planning process.
- Manages documentation and benefits for a smooth transition.
- Ensures compliance with retirement procedures and policies.



Key Modules in Employee Login

EXIT INTERVIEW



- Conducts interviews to capture feedback on the departure process.
- Gathers insights to improve organizational retention strategies.
- Records employee experiences to drive future improvements.

EMPLOYEE NO DUES



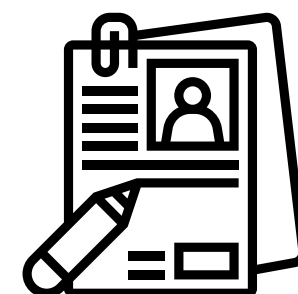
- Confirms that all dues and company assets are settled pre-exit.
- Streamlines the final clearance process with clear protocols.
- Ensures a smooth and documented transition for departing employees.

MANAGE APPLICANT ASSESSMENT

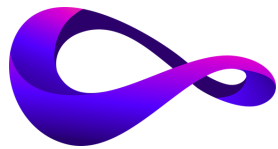


- Evaluates candidate skills through structured assessments.
- Organizes and tracks hiring processes for informed decisions.
- Provides data-driven insights to enhance recruitment quality.

LEAVE MANAGEMENT



- Facilitates the submission and approval of leave requests digitally.
- Monitors leave balances and accruals in real time.
- Automates notifications to streamline leave updates approvals.



Key Modules in Employee Login (in progress)

TRAINING AND DEVELOPMENT PLANNING:



- Curates personalized learning paths to target individual skill gaps.
- Integrates training resources for continuous on-the-job development.
- Tracks progress and milestones to support ongoing professional growth.



EMPLOYMENT DOCS MANAGEMENT



- Centralizes secure digital storage and retrieval of employee records.
- Automates document workflows for efficient updates and approvals.
- Enhances compliance with audit trails and role-based access controls.



FEEDBACK TOOLS:



- Enables employees to submit feedback on any topic with an intuitive interface.
- Supports targeted feedback for specific tasks, projects, or policies.
- Provides real-time analytics to track and address feedback trends promptly.





HR INFINITY

A Comprehensive HR Solution Powered By AI

Efficiency in Management, Excellence in HR



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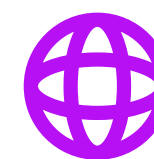
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