

KEY FEATURES OF SPINE HR SUITE:**1) HRIS & Payroll NX:****a. HRIS Management:**

- a. Comprehensive Human Resource Information System (HRIS) from Basic Employee Information, Qualification, Previous Job Experience, Past Emoluments, Document Management, Language to Skill Set with Group Medclaim Management.
- b. Creation of fields as per user choice & user definable Mandatory field selection.
- c. Robust & Flexible Salary structure to address location specific critical pay policies.
- d. Import Module to migrate huge amount of existing data including masters along with monthly payroll data of past months.

b. Payroll Management:

- a. Flexible Leave, Loan & Reimbursement Management.
- b. Monthly payroll process, Payslip mass email to employees, Bank Transfer soft files & Letters with Salary & Wage Registers.
- c. Advanced Supplementary & Arrears Calculation Module.
- d. Retrospective Impact of Increment with arrears calculation & statutory posting in challan & returns.
- e. Monthly Headcount Analysis with Payout, Monthly Reconciliation & Graphical Representation of data.

c. Statutory Compliance:

- a. Up to date statutory compliance covering P.F. / P.T. / E.S.I.C. / L.W.F. / Income Tax / Bonus / Gratuity & Encashment Provisions.
- b. Income Tax calculation as per Old Tax Regime & New Tax Regime.
- c. Generation of password protected Form16 with mass email to employees.
- d. Integration with Tally ERP / Accounting Software for Monthly Salary & Provisional JV through standard interface.

d. MIS & Advanced Features:

- a. CAGR Report to track Employee Growth in the organization.
- b. Info-graphic dashboards on various parameters like Age, Gender, Experience, CTC, Marital Status, Blood Group etc.
- c. Financial Dashboards for Month wise Payout Comparison, Cost Center wise Last Month Payout.
- d. User design-able Payslip Format & CTC Letter.
- e. User design-able Letter Format for any employee communication with auto emailing to employees.
- f. Employee Growth Analysis with Historic CTC, Promotion, Transfer & Increment.
- g. Full & Final Settlement with auto calculation of final remuneration.
- h. Report Writer Module to address any complex report requirement.
- i. Advanced & Secured data security policies to create user profile, assign rights, tracking their activity, user log report with freeze of process data at month end.
- j. Flexibility to configure the setup as per requirement.
- k. Letter writing feature to manage employee correspondence in detail.

2) Employee Self Service:

- a. Gateway Module to create & manage employee profile with status By ADMIN of system.
- b. Stringent Password Policies for data protection.
- c. Compatible with Single Sign On / Active Directory & LDAP Integration.
- d. HR Dash board Polls, Thought of Day, News & Events, Organization Chart and Holiday Calendar etc.
- e. Comprehensive Policy Document Management for up to date information to employee on Company Rules, Vision Mission Statement etc.
- f. Employee Profile View, Edit with update of photo & Approving process by HR to update Master Database.
- g. Leave Balances with drop down to ledger level view.
- h. Loan Balances with drop down to ledger level view, Repayment Schedule & available respective balances of various Loans.
- i. Reimbursement details with ledger level view, vouchers status & available of various Reimbursement heads balances.
- j. Current CTC View, Current & Historic Payslips along with Summarized payslip & Monthly Comparison Report for Financial Year.
- k. Download payslip, Tax projection to save on local drives.
- l. Employees can compare their Income Tax calculation as per Old Tax Regime & New Tax Regime.
- m. Submit Income Tax Investment Declarations online.
- n. Approval of Declaration Amount by HR.
- o. Employee wise Income Tax Projection report on Investment declarations.
- p. Photo gallery to share photographs of any event & occasion to the employee.
- q. Comprehensive Employee document management with Upload & down load facility by employee which will be approved by HR / Admin.
- r. Employee can view list of assets allocated to them.
- s. Organization chart based on mapping of hierarchy.
- t. Previous Job Salary Update by Employees.
- u. Employee Search Directory will allow to locate various contact details of employee spread across various geography.
- v. Dashboard Light menu will allow to highlight key activities to be compulsory displayed to employees before landing to homepage.
- w. Organization Corporate View will allow employees to view holistic information about the other employees in organizational.
- x. Loan Adjustment Module will allow employees to place request for alteration in specific month deduction, post approval transaction will be posted in payroll process.
- y. Mass email communication with employees to convey events & announcement.
- z. Employee Assets allocation features with Recovery during FNF.

3) Work Flow:

- a. Approval Level Creation to manage process management.
- b. Module wise approving process to manage transaction with life cycle of each application.
- c. User Friendly Employee Mapping process on reporting with organization hierarchy.
- d. Work Transfer Module to cover transaction forwarding to alternate approver or revoke responsibility of HOD leaving organization.

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- e. Transaction tracking feature for employee & HODs for progress of application status.
- f. Transaction management module for better control of pending items.

4) Leave:

- a. Flexibility to Create Leave / Compensatory/Out door duty Application Policy as per requirement.
- b. Setting Parameters for Leave / Compensatory/Out door duty application.
- c. Leave utilization graph for the current year as well as for last couple of years.
- d. Auto mail initiations by system on apply, approve & reject of leaves to User & HOD respectively.
- e. Comprehensive view on various information of employee to HOD before approving leave.
- f. Auto posting of approved leave in SPINE HRIS & PAYROLL at month end payroll.
- g. Leave Cancellation Request by Employee with option to auto approval of same for future date.
- h. Leave Encashment & Leave Adjustment request by Employee along with approval based on Workflow configured.
- i. Leave Planner to view the Team members Leave & Outdoor Duty Plans.
- j. Various Leave MIS for HOD & HR along with graphical dashboards.
- k. Graphical HR Dash board with Leave analysis for leave utilization for current month with filtration.

5) Time Attendance:

- a. Facility to capture attendance related data from multiple source e.g. Bio-Metric Machines, Swipe Card Interface, Face Recognition Device, Online Login – Logout & Daily or Monthly Muster Based Data capturing by HODs.
- b. Comprehensive attendance policy designing module to configure location or group specific rules & regulations by shift definition along with shift roster.
- c. HOD can also manage Shift Roster for their Team.
- d. Attendance Regularization by HOD.
- e. Monthly Attendance Report to employee, HOD & HR.
- f. Irregular attendance will be regularized by respective HOD with their notes.
- g. Working Hours ratio against OT Hours in current month & for the whole year.
- h. Employee can apply for Shift Change Request with approval of HR.
- i. Shift Transfer option to HOD / HR to manage their team movement.
- j. Publish Holiday Calendar and seek option of selecting optional holiday by individual employee of their choice.
- k. OT Claim & Approval Module with option to apply Over Time Hours by Employees / HOD & approval from HR for payment of OT during payroll cycle.
- l. Report Writer Module to address any complex report requirement.
- m. Graphical HR Dash board with attendance analysis for OT Hours, Latemarks or Absent for current month with filtration.

6) Spine HR Suite - Mobile:**A) Spine HR Suite - Mobile Employee Self Service :**

- a. Comprehensive Policy Document Management for up to date information to employee on Company Rules, Vision Mission Statement etc.
- b. Employee can view Attendance Calendar, Thought of Day, News & Events and Holiday Calendar with Birthday & Anniversary Reminder list.
- c. Employee can View / Download their Payslip & Income Tax Projections in PDF format.

B) Spine HR Suite - Mobile Leave:

- a. Employee can apply for Leave, OD & CO+.
- b. Approval of Leave, OD & CO+ By HOD & HR.
- c. Auto email initiations by system on apply, approve & reject of leaves to Employee & HOD respectively.
- d. Comprehensive view on various leave information of employee to HOD before approving leave.
- e. Auto posting of approved leave in SPINE HR / PAYROLL at month end payroll process.
- f. Employees can filter their In Process, Approved, Rejected or Lapsed applications of Leave / OD / CO+

C) Spine HR Suite - Mobile Time Attendance:

- a. Swipe Request by Employee if their attendance not captured by Attendance Recording Device / Swipe Card & Bio Metric Systems.
- b. Swipe Request Approval / Regularization by HOD with their comments.
- c. Employees can filter their In Process, Approved, Rejected or Lapsed applications of Swipe Request.

D) GPS Based Attendance Marking & Location Fencing:

- a. Employee will activate GPS & Internet on their HANDSET / DEVICE.
- b. Employee will login to Spine HR Mobile & will select MARK IN & MARK OUT. This action will capture current LOCATION details along with Selfie from front camera.
- c. The above details will be synchronized in Spine Time Attendance Module & will be visible to respective Manager / Supervisor / HOD / HR for approval.
- d. Location fence creation on Google maps to restrict Employees to mark their attendance from outside fence location.
- e. Internet is mandatory component to capture above details.

7) Employee Life Cycle:**a. Joining & On-Boarding:**

- a. Welcome Emails with user friendly instruction to complete on-boarding.
- b. System driven process flow to complete the on-board cycle & collecting various employee details along with compliance information / documents.
- c. Approval of collected information by HR & updated the master records.

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b. Confirmation Process:

- a. Auto Remainder Email will be initiated to Employee / HOD & HR to review Probationary / Temporary Employee & make them confirmed if criteria matched.
- b. Confirmation Request can be initiated by Employee or HOD & request will flow as per work flow defined for approval.

c. Employee Exit Request & Clearance Module:

- a. Employee can place the request of resignation online.
- b. Comprehensive Exit Interview form to be submitted by employee.
- c. The request will be immediately escalated to HOD & HR Head through the email intimation for their further course of action.
- d. Exit Request Approval / sign-off by various departments along with final sign-off by HR with detailed input of Exit interviews.
- e. Approved resigned request will be automatically update to SPINE HRIS / PAYROLL - FNF Module to complete the process & relieve the employee.

d. Survey:

- a. Comprehensive survey features to capture the feedback of employees periodically along with reports & analysis.
- b. Survey Module can be activated to take feedback from employee on their experience with defined system & process.

8) Claims / Reimbursement :

- a. Flexibility to Create Claims / Reimbursement Application Policy as per requirement.
- b. Setting Parameters for Claims / Reimbursement application.
- c. Facility to define flexi basket for employee to select the desire CTC components with Approval by respective HOD.
- d. Reimbursement application by employees along with document submission.
- e. Auto mail initiations by system on apply, approve & reject of Claims / Reimbursement to User & HOD respectively.
- f. Auto posting of approved Claims / Reimbursement in SPINE PAYROLL at month end payroll process.
- g. Reimbursement Head wise graphical comparison for allocation & utilization.
- h. Graphical HR Dash board with analysis for Reimbursement allocated against Claimed for the whole year.

9) Recruitment:

- a. Manpower Budget Module to define resource requirement.
- b. Comprehensive Manpower Requisition Form (MRF) to submit the vacancy request.
- c. Approval of Manpower Requisition by various hierarchies along with Checking and bifurcating man power requisition for replacement, fresh or budgeted.
- d. Spine RECRUITMENT MODULE will automate the hiring process with comprehensive & user friendly interface for candidate database.
- e. Facility to source the candidate database from various agencies along with import facility.

- f. Assignment of approved VACANCY to specific in-house recruiter for better tracking and sharing responsibilities.
- g. Facility to define interview panel, panel members & interview round for each designation.
- h. Dynamic interview process & capturing review at all rounds / levels.
- i. Better visibility of candidate data through-out process of interview and selection by capturing over all details of candidate in one page, accessible from various options.
- j. MIS on each level with advanced search on candidate data.
- k. Auto mapping of selected candidates in Employee Master Database with issue of relevant letters & CTC fitment.
- l. Facility to capture cost of hiring along with various other overheads.
- m. Reconciliation of replacement with employee exiting and joining.
- n. Selected candidate will be seamlessly getting integrated in Spine HRIS with creation of employee master database.
- o. Graphical HR Dash board for Time to hire, Cost per hire with filtration of Month or Year.

10) Training & Induction:

- a. Creation of Training Program.
- b. Employee can place the request for Training program with approval by respective HOD.
- c. Recommendation of Employees by HOD or HR for specific training program.
- d. Comprehensive Tracking of training program from Employee participation, feedback on attended training, reviews by HOD & HR.
- e. Posting of various information of training completion to update employee profile with cost tracking.
- f. Integration of training with PMS, Training Recommendation while appraisal will be available.
- g. Historic Data-sheet to employee & HR on training attended.

11) Performance Appraisal:

- a. Creation of Appraisal Calendar as per choice of HR (Quarterly / Six Monthly / Yearly)
- b. Comprehensive parameters setting for KRA / KSA / GOALS with Benchmark by HR.
- c. Facility to create KRA / KSA / GOALS Library for future calendar mapping.
- d. Goal Definition by HR / Manager / Employee before Appraisal period.
- e. Achievements capturing against Targets on various parameters along with Target Due Date.
- f. Self Appraisal by Employee with multiple review options by HOD & HR.
- g. Comprehensive employee details during various appraisal process including Achievements, Offenses & Sickness history, if any.
- h. Compilation of final review data & generation of Appraisal scorecard.
- i. Dynamic graphical representation of data along with comparison of various calendar & appraisal parameters.
- j. Direct Integration of scorecard for increment / promotion in SPINE HRIS & Payroll with recommendation on Career & Succession planning for Team Member.
- k. Under performing team members can be evoked towards GAP Analysis process or performance improvement plan (PIP) or training program available in Spine Training Module.
- l. Graphical HR Dash board with Appraisal Period wise summary, Goal Category wise summary, KRA wise summary with filtration of Appraisal Period.

12) Expense:

- a. Flexibility to Create Expense Application Policy as per requirement.
- b. Setting Parameters for Expense application depending on Expense Category.
- c. Expense voucher application by employees along with document submission.
- d. Expense application validation control with Attendance & Travel Request module.
- e. Project wise Expense tracking along with GST & HSN details capture.
- f. Expense submission based on Per KM Rate or in foreign currency.
- g. Auto email initiations by system on apply, approve & reject of Expense to User & HOD respectively.
- h. Graphical HR Dash board with Month wise Expense, Expense Head wise expenditure, Highest expense amount Employee wise, Highest expense Approver wise with filtration of years.

A) Spine HR Suite - Mobile Expense:

- a. Expense voucher application by employees along with document submission.
- b. Auto mail initiations by system on apply, approve & reject of Expense to User & HOD respectively.
- c. Employees can filter their In Process, Approved, Rejected or Lapsed applications of Expense voucher.

13) Travel Request:

- a. Setting Parameters for Travel Request application depending on Travel Category.
- b. Tour Plan creation with multiple Travel Requests by Employee.
- c. Travel Request application by Employee & approval process to initiate the travel booking process.
- d. The Travel Desk Manager forwards the Travel Request to the Travel Desk Team.
- e. The Travel Desk Team makes arrangements for tickets, accommodation & other requirements based on the Travel Request.
- f. Travel Desk Team sends travel details along with tickets to Travel Desk Manager & Employee.
- i. Travel Request module integrated with Attendance as well as Expense module.
- j. Graphical HR Dash board with Travel Request count summary Month wise, Travel City wise, Travel Purpose wise, Travel Mode wise, Employee wise with filtration of year.

A) Spine HR Suite - Mobile Travel Request:

- a. Travel Request application by Employees along with multi city Tour Plan.
- b. Auto mail initiations by system on apply, approve & reject of Travel Request to User & HOD respectively.
- c. Employees can filter their In Process, Approved, Rejected or Lapsed applications of Travel Requests.

14) Time Sheet :

- a. Multiple level of hierarchy creation for Client, Project, Activity or Task for Time Sheet submission by employee.
- b. Employee can fill & submit Daily or Weekly Time Sheet entry for multiple Projects / Tasks allocated to him.
- c. Employee can submit detailed Time Sheet with description of activities conducted along with From Time & To Time.
- d. Facility to capture Time as well as numeric value of time invested for activity.
- e. Approval of Time Sheet as per process hierarchy defined in Spine Work Flow module.
- f. HOD or HR can redirect the unapproved Time Sheet to respective employees for changes & re-submission.
- g. Analysis Reports for HOD & HR as per Employee wise, Client wise, Project wise, Period wise & Defaulters.
- h. Time Sheet Re-initialization for Employees by HR if submitted incomplete sheet.
- k. Time Sheet module integrated with Leave & Attendance module for validations & consolidated MIS.
- l. Graphical HR Dash board for Invoiceable Time Sheet Hours Client wise, Project wise, Task wise or Period wise with filtration year.

15) Resource Booking:

- a. Employees can make advance booking for Conference Room, Meeting Room, Guest House, Vehicle etc.
- b. Admin can define Time Slots on Hourly basis or Daily basis for availability of each Asset / Resource.
- c. Eligibility Criteria for reservation will be configured by Admin.
- d. Approval by HOD / Admin with blocking of Asset / Resource for the duration.
- e. Auto email initiations by system on apply, approve & reject of application to Employee, HOD & Admin.
- f. Reports to check the available resources for a period in the system.
- g. Proactively managing resources by Admin with various MIS.

16) Request Desk:

- a. Facility to create Request Category & Sub-Category.
- b. Comprehensive Work Flow can be mapped with multiple Request Categories.
- c. Employee can submit Request / Concern / Queries online related to their issues to HR / PAYROLL / ADMIN / IT / ACCOUNTS or Any other matter.
- d. Transaction can be review & will be escalated to respective department.
- e. Respective Team will respond to request depending Workflow defined.
- f. Detail Transaction Log report can be generated as per selection.
- g. Sign-off will be available & Request initiator will provide confirmation on transaction closure.

17) Help Desk:

- a. Facility to create Query Category & Sub-Category.
- b. Employee can submit queries online related to their issues.
- c. Respective Team will respond to Queries.

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- d. Detail Query Log report can be generated as per selection.

18) Discussion Forum:

- a. Open Forum creation by HR for gathering thoughts of employees on various threads.
- b. Definition of Discussion Topic & allocation of the same to restrictive employees of the organization.
- c. Employees can share their views on open Discussion Topic.
- d. Employees can Like, Dislike or Comment their views on comments shared by other employees.
- e. Status updation of Discussion Topic by HR as Open, Closed or Hidden.

19) Visitor:

- a. Tracking of visitor movement start from HOST online request for visitor arrival.
- b. Visitor categorization as General visitor, VIP visitor, Blacklisted visitor or Contractor visitor.
- c. Visitor Arrival Request approval by Security or Reception with Visitor pass printing along with photo.
- d. Online exit of Visitor by HOST along with any material given details.
- e. Final exit of Visitor by Security / Reception to get the comprehensive visitor log Location wise, Department wise, Host wise, Visitor wise or Period wise.
- f. Auto email & SMS integration on various events for faster updates to Host as well as Security / Reception.
- g. The above process eliminates the possibility of PROXI visitors & achieve faster MIS.

20) Ask Spina (Chatbot):

- a. Instead of employees running to HR or HOD for their queries, they can Ask Spina.
- b. Virtual Assistant for your employees for their ESS information & activities.
- c. Spontaneous, short & simple response by Spina for the queries raised by employees.
- d. Searching of output from Internet for the inputs not related to HR domain.

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