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Sapience HRMS is a comprehensive solution which provides you accurate information about your most valuable asset EMPLOYEE. It has powerful reporting and security features that increase efficiency and give you complete control on your employee data and reduce your overheads. Once implemented, you will have all your employee data in one place, allowing you to run powerful management reports on all aspects of your employee details from recruitment to retirement.

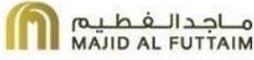
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| Onboarding Process Mapping | Employee Separation | Finance Integration | | | | |
| Recruitment Workflow | Grievance Management | Employee Loans/Advances | Leave Analysis | Career Planning | | |
| Shortlisting and Job Offers | Employee Document Mgmt. | Salary Adjustments | Time Machine Integration | Learning and Development | Employee Job Cost Analysis | Document Expiry Alerts |
| Online Integration with Career Page | Employee Asset Tracking | Claims a Reimbursements | Leave Management | Discussion and Acknowledgement | Salary & Over Head Cost Alloc. | Self Service Workflow |
| Profile Search | Employee Movements | Payroll | Attendance Management | Manager Review | Project Time Sheet | Manager Self Service |
| Candidate Master | Employee Information | Benefits Management | Staff Schedule/ Roster Mgmt. | Employee Self Review | Project, Activity and Task | Employee Self Service |
| Recruitment Management | Workforce Management | Compensation and Benefits | Time/Leave Management | Performance Management | Employee Job Costing | Self Service |
| SAPIENCE HRMS PLATFORM | | | | | | |

Key Benefits of Sapience HRMS

- 🌐 Multiple Company configuration, company wise accounting and payroll period setup 🌐
- Sapience Rule Engine – Unlimited Leave Rules, Gratuity Rules, Travel Fare Rules, etc.
- 🌐 User definable workflow for Leave, Attendance, Performance Review, Expense Claim, Document issue, Letter request, etc.
- 🌐 Complete employee management from Hire (Recruitment) to Retire (End of Service)
- 🌐 Candidate Databank, screening process and hiring process through recruitment module 🌐
- Employee Movements Tracking (department, division, branch, designation, etc.)
- 🌐 Integration of any Time Attendance system to automate the time management
- 🌐 Shift Roster management for rotating employee shifts and user definable flexible holiday configuration
- 🌐 Employee Leave Management and Automated Leave Salary Processing 🌐
- Payroll Cut-Off and Retro Pay Calculation of payroll differences
- 🌐 Tracking of Assets issued to employees and linking with Indemnity calculation
- 🌐 Automation of Employee Separation (Resignation/Termination/Transfer/End of Contract)
- 🌐 **Wage Protection System (WPS) complaint with Ministry of Labour, UAE**
- 🌐 Automated provision calculation for Gratuity, Leave Salary and Ticket Fare, employee pension, etc. 🌐
- Employee Document Management and Expiry Alerts (unlimited documents)

- Automation of benefits administration such as Schooling, housing, travel, etc. based on grade / individual
- Automated End of Service Calculation incl. gratuity, leave salary, travel fare, notice period, pending salaries, assets, allowances and deductions, benefits, unpaid salaries, etc.
- Manage multiple employee series in one single system
- Employee cost tracking for Project / activity / job wise accounting
- Employee and Manager Self Service portal with configurable Workflow
- User definable Employee Self Evaluation and Manager Performance Review
- Goals and competency library and job specific competency matrix definition
- Letter Templates for salary letter, NOC, experience letter, etc. and request through self service
- Reports built in every module and attach unlimited user definable crystal reports
- Output reports to other file formats such as Microsoft Excel, text, PDF, word, etc.
- Life time license provided to client with no dependency on software vendor

SAPIENCE HRMS – PARTIAL CLIENT LIST

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