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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.

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

			
			
			
			
			
			
			
			