



Beehive HRMS helps you manage
Your Most valuable asset

YOUR EMPLOYEES

EFFECTIVELY

AND EFFICIENTLY





Payroll and Compensation



Leave Management



Loan Management



Time and Attendance

E-Separation (Exit)



Employee Self Service



Employee Information System (HRIS)

Claims and Reimbursement



Grievance Management

Recruitment Management



Training and Development



Performance Management

Employee Information System (HRIS)



Beehive's Human resource information system helps manage entire information of every specific employee in detail. HR Department need not go back to paper and spreadsheets to look for employee specific Information, HRIS software provides you with a user friendly User Interface to

maintain Employee's personal information, official Information, additional Information with respect to his profile and much more that could be stored as mentioned.

		Micheal John Dcosta Active	
Employee Code	1001	Department	Development Dept
Designation	Admin	Branch	Main Branch Vikhroli BSSPL
Employee Status	Probationary		
Employee Synopsis Employment Synopsis Proficiency Synopsis Others			
Personal Profile			
Personal Details			
Salutation	Mr	First Name	Micheal
Middle Name	John	Last Name	Dcosta
Pseudo/Nick Name	Mike	Father/Husband Name	
Gender	Male	Place of Birth	Mumbai
Nationality	Indian	Religion	NA

Features

- Employee document manager
- Resource-Asset Tracker
- Reward's & Recognition
- Specifics of Joining
- Particulars of Job Confirmation
- Employee Job Profile
- Employee Family and Dependant Details
- Employee Insurance Details
- Medical History and accidental statistics
- Employee Club Association Profile
- Employee Training specifics
- Employee Appraisals History
- Privileges provided to Employee's
- Employee personal, academic and official particular
- Employee Reference Information
- Employee Skill Information Past and Present

Few Highlights

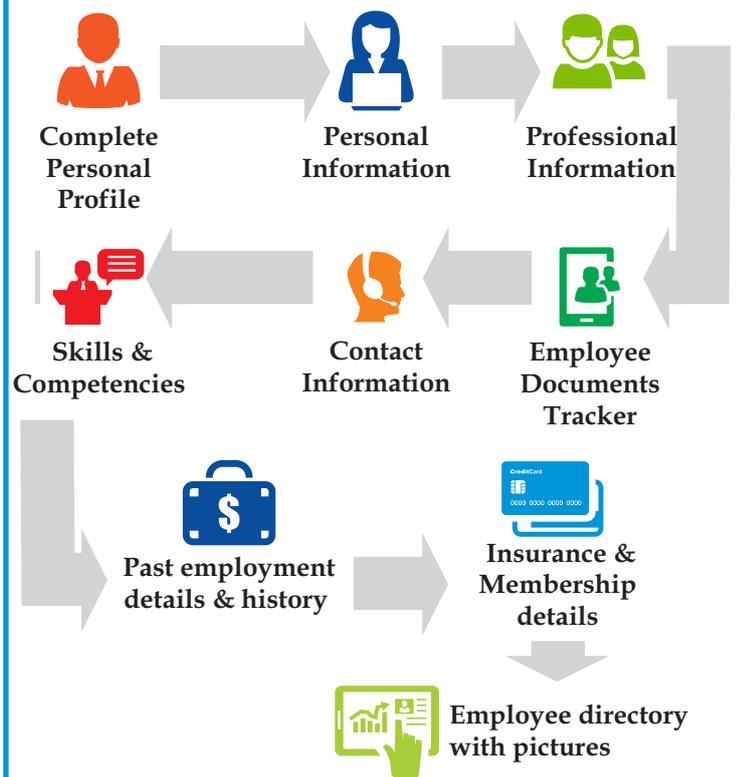
HRIS - Complete employee profile with respective categories of information with role based access to respective stakeholder within organization.

Career History - Complete view on employee movement right from interview schedule till the last date of working and complete progression report.

Statutory Info - Get the complete details about employees statutory information, no more file browsing is required

Photo View - You can even search employee with their photo, photo directory will enable you to even search for photograph of an employee.

Employee Information System (HRIS)

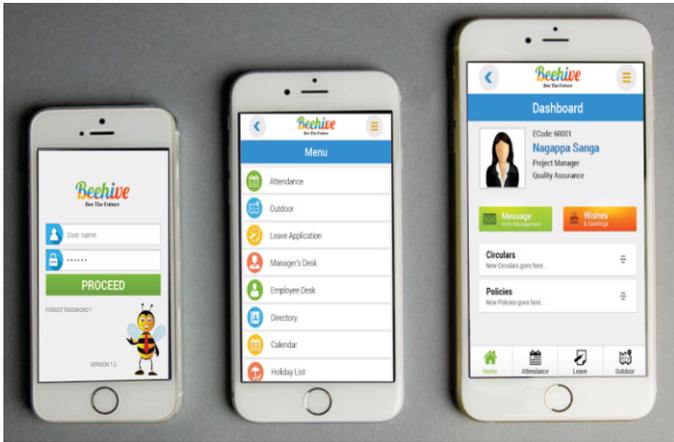


Employee Self Service



Beehive's Employee Self Services has a lot of amazing features which can be utilized by employees and managers as well. Employee Self Service has an online Employee personal management allows you to have an online access for Leave & Attendance with an inbuilt

Calendar, can view their compensation history and much more features mentioned below.



Features

- Online Employee personal management
- Online access for Leave & Attendance Calendar
- Manager's Desk
- Employee's Desk
- Online Leave, Attendance, Claim requests and workflow based approval routing
- Helpdesk & Grievance Management
- On-Line company Forms / Policies
- Online Poll, News, Surveys & more
- Online scrolling for Birthdays of the month
- Online access for suggestions and forms
- Online Outdoor application Feature
- Online Resignation Feature
- Inbuilt Directory for easy information access for employee's

Few Highlights

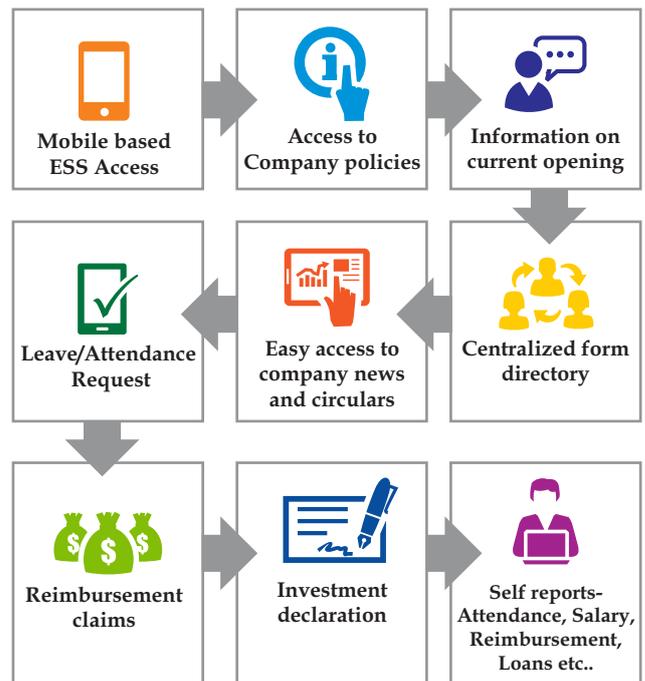
Easy Access to company Policy -Employees can access the company policy anytime from anywhere, this will reduce transactional overheads from HR department

Request Submission on Go -Mobile based access enable employees to submit their time / leave request while they are on the Go

Dedicated Dock - Employees and managers will have dedicated access to their pending and assigned task

Grievance Reporting - Employees can submit their grievance related query to respective authority.

Employee Self Service



Time and Attendance



Beehive's Time and Attendance Software with built in Multiple Shift Management helps creating various shifts for group of employees, helping define various work hours and overtime. Time and Attendance software can be Integrated with various Biometric device for smooth update of data,

Time and Attendance system also allows to upload the data in various format like XLS or CSV In case integration is not done with Biometric Device. Data can be edited and approved before posting for final payroll processing. Time and Attendance System offers the below mentioned features

Features

- Time incorporation with any type of Attendance reader / biometric devices / thumb impression machine's
- Attendance captured through Beehive's Time in - Time out facility
- Attendance captured through Beehive's Import feature for remote locations
- Hierarchy based calendar view for attendance
- Shift management for employee's
- Flexible Shift management
- Outdoor application facility in attendance
- Holiday/Time Off application facility in attendance
- Employee time management
- Features capturing late coming details, early going details, absenteeism details all with just one click
- Overtime management
- Regularization feature for all type of delayed attendance



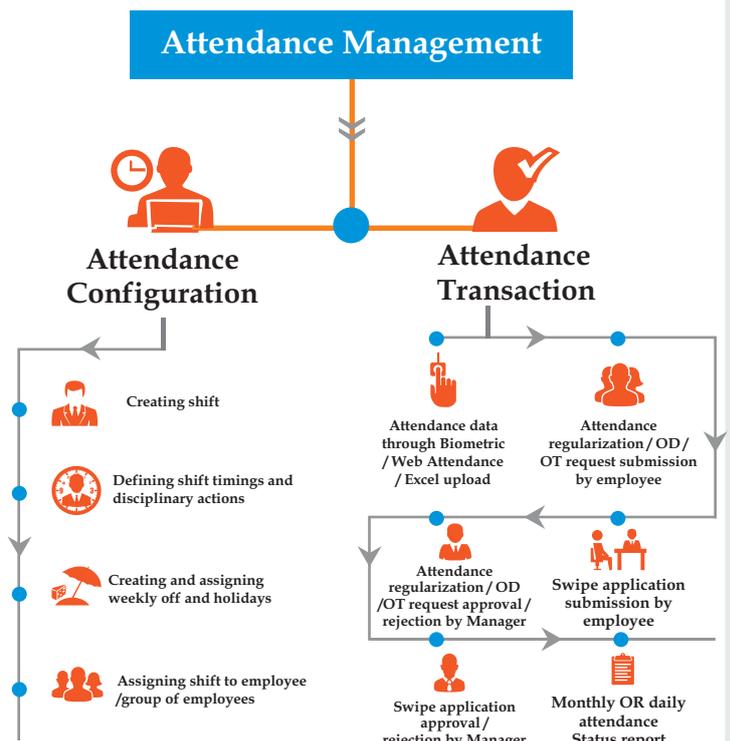
Few Highlights

Real Time- Attendance data will be sync with Beehive HCM 24x7

Integration- Integration with payroll will eliminate manual reconciliation

Shifts- Create unlimited shift and assign to respective branch, unit or department

Requests- Request for over time, outdoor, regularization from ESS



Leave Management



Leave Management enables you to apply for leave online, view leave balances and track all your employee leave information from one central place for any type of industry having multiple locations. Automating your leave approval process you can curtail unexcused absences.

Beehive's Leave Management Software helps HR and all employees with online information on all the details with respect to their leave balances, history, earnings, etc. Leave software lets you create any number of leave policies with different rules and eligibility as per employee or groups. Different Leave policies can be set with approvals depending on the types of leave. Few key features mentioned below.

Leave Application

Employee	40002 - Krishna Bhanu Singh
Leave Type	Privilege Leave
Leave Taken Type	Planned
From Date	01/12/2015
To Date	04/12/2015
Partial Days	None
Reason	Need Leaves for my Cousin's Wedding in Jaipur
Send notification to others email id's	ravikamar@beehive.com, sheena@bee

Features

- Balance Information for all leave types
- Online access for Leave Application
- Online access for Department Head and HR for approval's
- Instant access for Leave balance details on your finger tips for all levels
- Automatic leave escalation
- Leave can be applied for specific time additional to half and full day
- Leave cancellation request
- Encasement application and approval feature
- Leave accruals
- Comp Off Application and approval feature
- Comp Off Tracker
- Hierarchy based calendar view for leave status
- Intelligent leave analyzer
- Customizable Leave types
- Icon library for instant view for leave status
- Real Time Information captured on leaves for your team members.

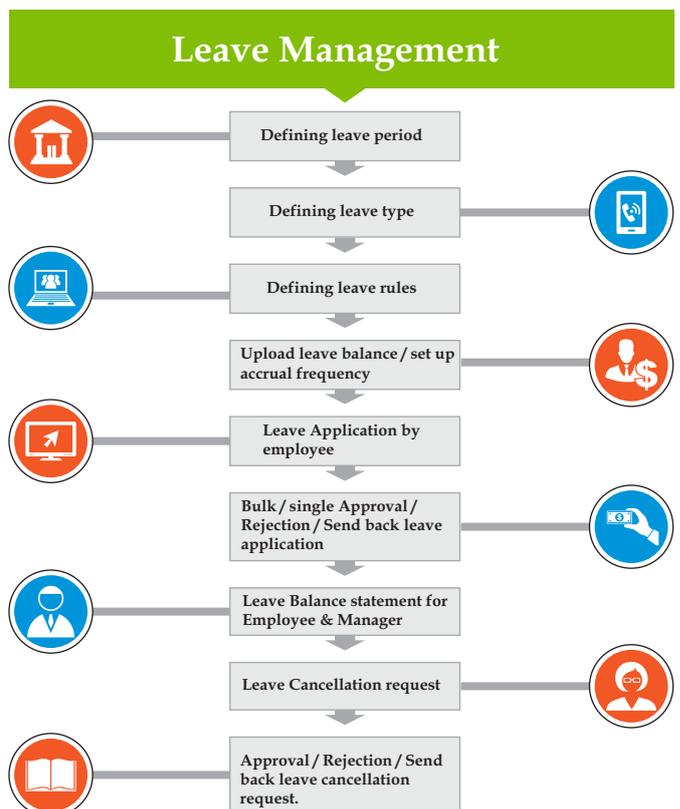
Few Highlights

Workflow Based - Workflow based leave application and approval and notification to each stakeholder

Easy Configuration - Configure your leave rules with robust configuration engine for each leave type.

Integration - Leave is integrated with payroll so no more separate loss of pay calculation

Access on Go - Everyone can access leave data on their mobile / tablet by using secured login.



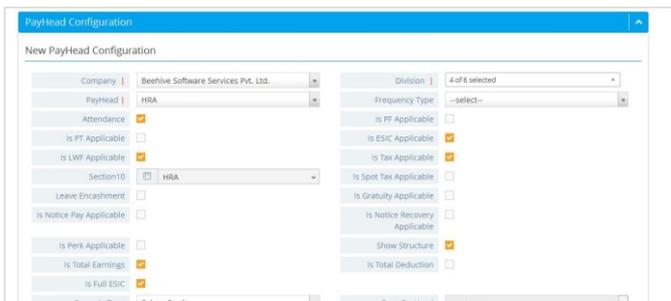
Payroll and Compensation



The primary objective of the payroll department is to ensure that all employees are paid accurately and timely with the correct Earnings and Deductions, and to ensure the same are remitted in a timely manner.

Beehive's Payroll software is very user friendly, scalable and simple allows you to manage your company payroll for employees, Tax calculations and statutory compliances. Payroll software helps you manage PF, PT, ESIC, Income Tax, etc for individuals as well as group of people.

Beehive's Payroll Management Software endows you to add as much as no of elements you would want to add, where you can define PT applicable, PF applicable, map it with different elements, round it off, consider it taxable or non- taxable, add different formula type, define the frequency of every element etc. The payroll software offers you flexibility to even process salary in batches for people, branch wise, location wise offering different rights to employees at different level.



Features

- Element Configuration Tool
- 250 Elements inbuilt in beehive system
- Map Element's feature
- Formula Builder
- Allocate Structure
- Grade / Employee CTC structure
- Arrear Management
- Variable Pay and Additional variable pay feature
- Income Tax Corner
- Configurable Salary Head's
- Salary Calculation [formula generation]
- Coverage of all statutory tax's and compliances
- Salary payslip generation and configuration
- Salary Lock and Unlock feature
- Form 16 Configuration and Income Tax Configuration
- Tax projection and Tax deduction
- Investment Declaration and Approval
- Coverage of all kinds of Challans
- Salary view feature for employee

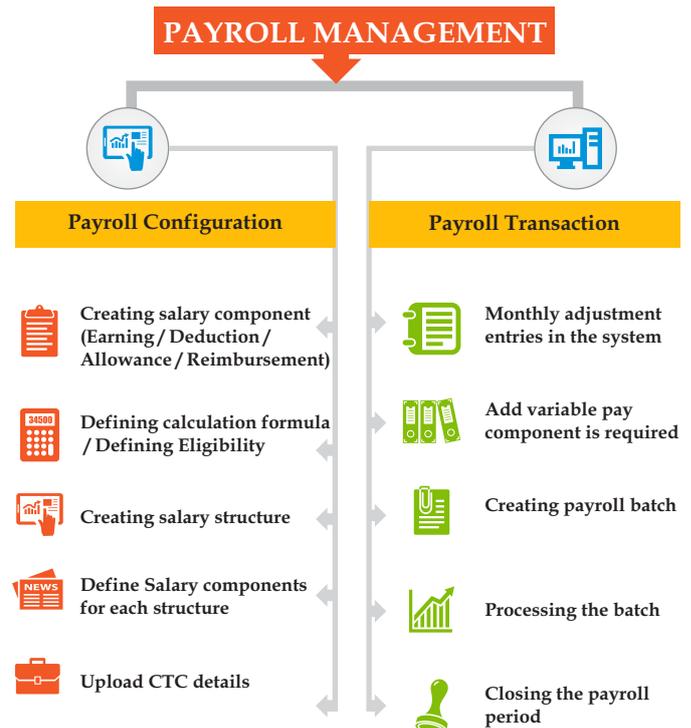
Few Highlights

Processing - Run-time processing eliminated the repetitive processing time, which gives a faster payroll output and improve productivity

Automated - Rule based payroll management will automate entire payroll processing right from CTC creation, tax calculation till form 16 generation.

Compliance - Statutory filling and tax filling is super easy, system will generate ready to upload statutory report files in required format.

Integration - Payroll is integrated with Leave, Attendance, reimbursement, loans & advances so no more repetitive processing



Loan Management



Loan Software allows you to define specific interest rates, which can be issued to Employees depending on the category, grade or seniority as per the company policy. Employees can request Loans through Employee Self-Service and which can be approved by their seniors and HR. Employee

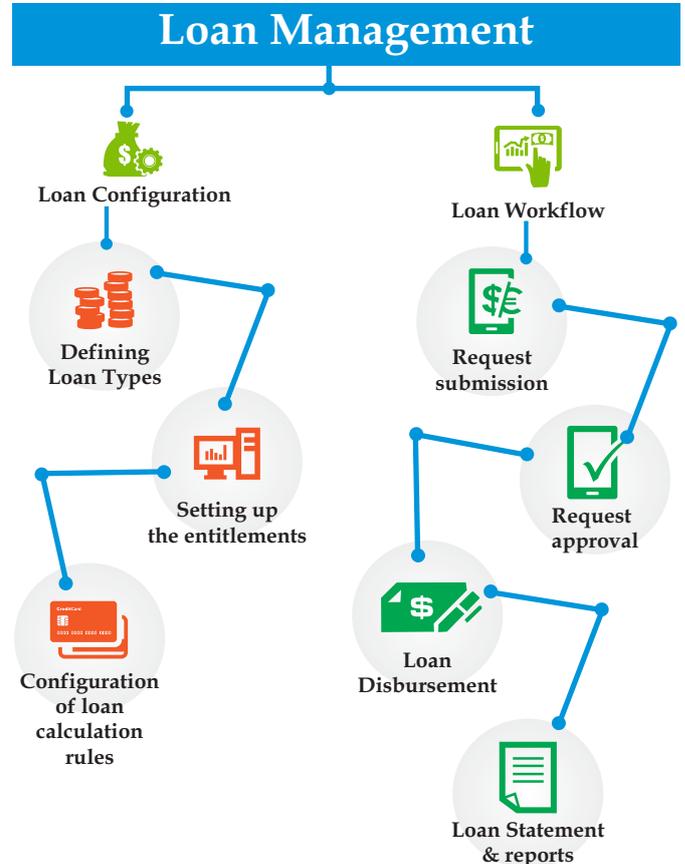
can request for a relief for a particular month or early Repayment or restructuring of the Loan depending on company policy. Loan Installments can be preset for deduction in the monthly payroll cycle.

EmployeeCode	Employee Name	Loan Name	Application Date	Loan Amount	Loan Payment By	Status
40008	Amal K Baid	Personal Loan	20-Aug-2015	1000	Manual	Pending
40005	Shakil KM Akhmad	Personal Loan	23-Jul-2015	100	Manual	Pending
40008	Venkatamma Mondli	Vehicle Loan	25-Jun-2015	500	Manual	Approved
40008	Venkatamma Mondli	Vehicle Loan	07-May-2015	5000	Manual	Approved
40004	Abul G Gore A	Home Loan	20-Feb-2015	15000	Manual	Reporting 1 Approved
40008	Venkatamma Mondli	Vehicle Loan	03-Feb-2015	100000	Manual	Reporting 1 Approved
40009	Vinay Maury	Home Loan	26-Dec-2014	240000	Manual	Approved
40008	Venkatamma Mondli	Personal Loan	26-Dec-2014	11000	Manual	Reporting 1 Rejected
40008	Venkatamma Mondli	Home Loan	26-Dec-2014	22000	Manual	Approved
40007	Aarti Tayshete Juvale	Vehicle Loan	01-Dec-2014	700000	Salary	Approved

Features

- Loan Configuration
- Flexible loan payment options
- Loan Application
- Online Department approval
- Online HR approval
- Various Interest rate calculations

- Online Loan status
- Flexible Payment / Recovery options
- Configurable Entitlements



Few Highlights

Loan Types - Flexibility to create any type of loan and with in-depth configuration engine.

Requests - Loan request and approval based upon pre described criteria and workflow

Integration - Loan integration with payroll, no more separate loan EMI calculation for finance team

ESS - ESS based loan statement will eliminate operation overhead from finance to generate and publish loan statements.

E-Separation (Exit)



Exit management software is a comprehensive module to manage the process of full and final settlement of an Employee or Contractor's Employment or Contract. For smooth Exit process it helps manage all the Exit Activities and allow for the creation of full and final Checklist

Features

- Notification to all department heads
- Full and Final Settlement
- Asset tracker for recovery
- Department wise NOC for exit process
- Pending Dues status
- Full and Final Settlement Report
- Exit Interview



Online Separation Management



Stakeholder wise Exit checklist



Full and Final Settlement

Few Highlights

Workflow

Employees can submit resignation request online with notification and alerts to respective reporting hierarchy.

Exit Formalities

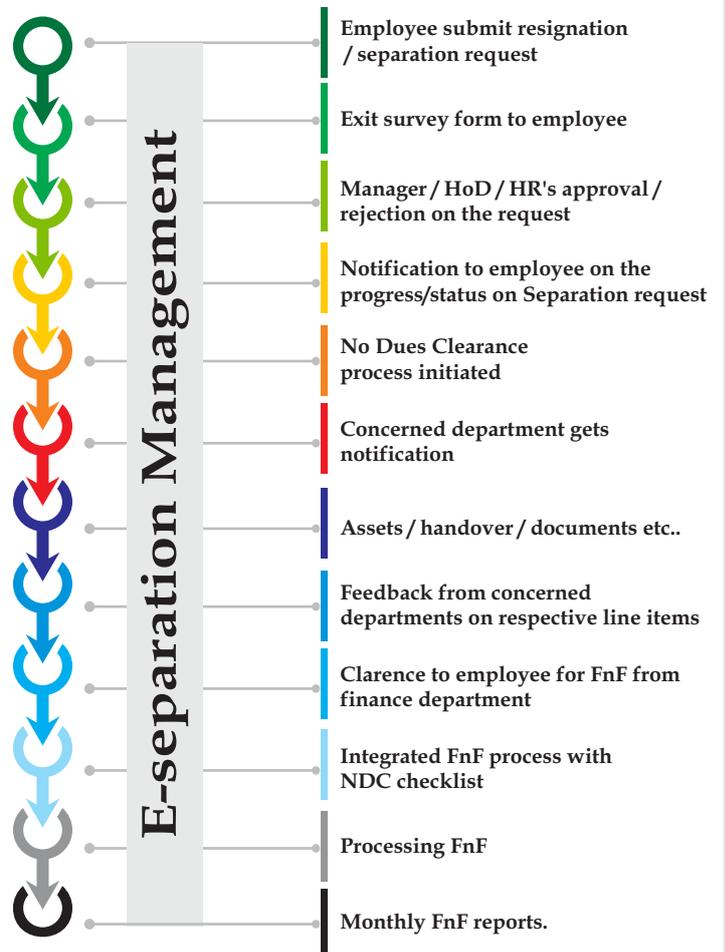
Easy to configure exit checklist and exit process with the status update from reporting managers OR department heads.

NOC

Automated Department levels no dues clearance initiation on resignation approval, to get the feedback from all departments.

Exit Analysis

Dedicated Exit questionnaire analysis will help you to understand and control the attrition.



Claims and Reimbursement



Beehive's Claims and Reimbursement Management Software gives the flexibility within the organization to define various types of Expenses with various policies for specific Employee categories or Employees in specific role. Employees can enter their expenses online through 5

Employee Self-Service and these expenses can be approved by their respective reporting seniors/ authority.

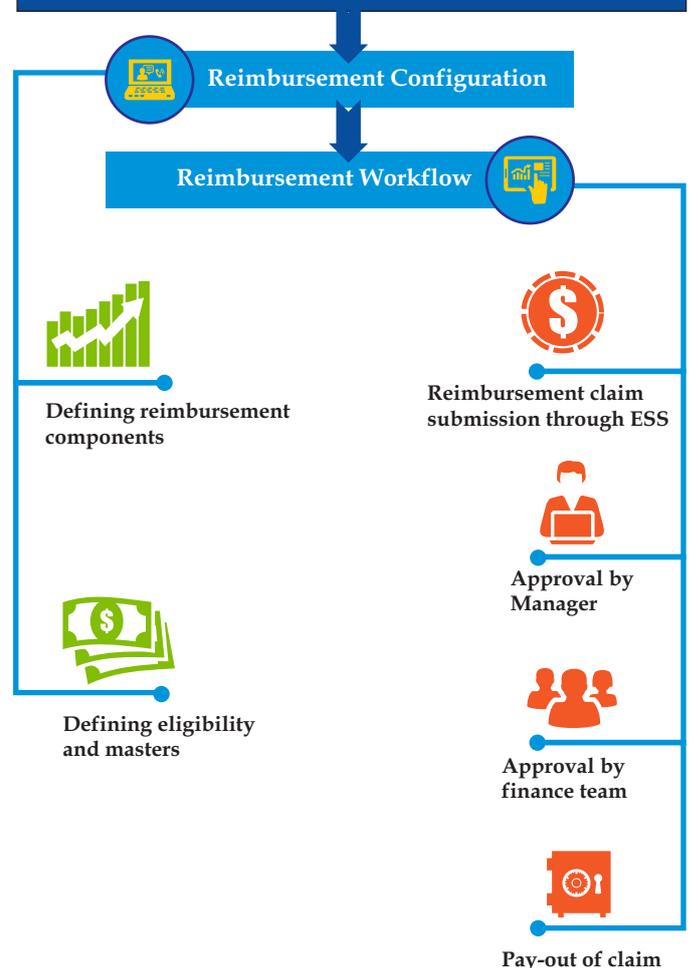
Approved Expenses can be claimed either in the monthly Payroll or could have separate approval and reimbursement payments based on the organization policy. The Reimbursement modules allows to set predefined budgeted limit for different category of employees depending upon the organization policy, enabling employees to apply for expenses within the specified limit as per the policy.

Bill Number	Bill Date	Bill Amount	Document Name	Remark
4545896	01/11/2015	650	981d305c-4b70-513e-71d9-329d5d76d74b.docx	Prescribed Medicines bill
54546	01/11/2015	350	Beeae95c-e6d0-1680-c688-486ffcc1c25.pdf	Doctor Fee

Features

- Claim submission form generator for employees
- Category selection for easy sorting of claims
- Payroll integration for quick addition of reimbursement
- List of documentation for employees to check if they are eligible for claim
- Status tracker for the claim processing
- Claim Configuration
- Claim application and claim approval
- Reimbursement Application and Approval

Claims and Reimbursement



Few Highlights

Policy Driven- Rule based and workflow based claim approval process eliminates the transactional overheads from the finance team.

Eligibility - Define entitlements for various types of expenses based on employee status / grade / designation etc

On the Go - Claims, expense documents submission is online, employees can submit and approve the expense claims on the GO

Integrated - Claims and reimbursement pay-out is integrated with payroll. With effect OR without effecting on CTC and tax calculation.

Recruitment Management



for reviewing, reducing the risk of losing a deserving applicant, since all the records are maintained online in the Recruitment System, which means Organization Unit Heads, Managers, Employees and HR Departments will be able to search for a particular Applicant.

Recruitment system is also linked with HRIS system so once applicant is selected, eliminates the need of re-entering the data of the candidate again in the system, It can be done by just a click. Recruitment software helps and reduces work and time at every level in the organization at the same time keeps a record of a candidate post joining too to track the history as well if ever required.

Candidate Search			
Department Requisition Details			
Request No	R00017	Date Of Request	15-05-2015
Requester Name	Vinay Vinay	Zone	West
Location	Vikhroli	Grade	B GRADE
Branch	Main Branch Vikhroli BSSPL	Department	Quality Assurance Dept
Type of Requisition	Permanent	Remarks	Test
Profile Details			
Profile Name	Positions	Qualifications	Functional Area
QA Engineer	2	Bachelor Hotel Management and Catering Technology(B.H.M.C.T)	Quality Management

Few Highlights

Requisition Management - Manpower requisition with approval, department heads can submit manpower requisition request and processed with approval workflow.

Job Portals - Easy integration with job portals so no more worries with respect to resume sourcing, seamless integration will highlight related resumes automatically.

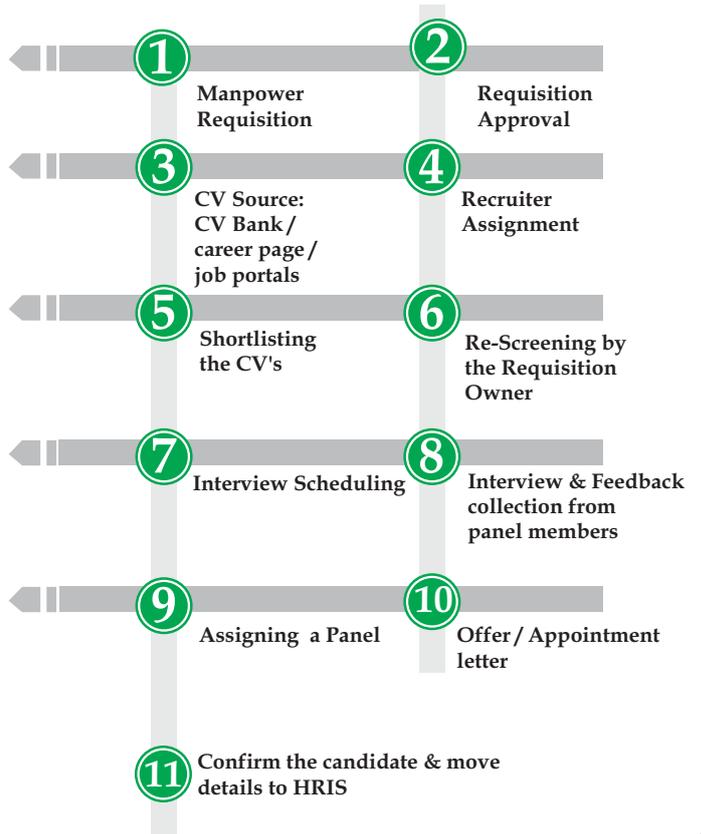
Interview Management - Interview scheduling, coordinating with interviewers and candidates will be automated with easy workflow configuration and alerts mechanism.

Feedback - Interviewer feedback will be a centralize data repository for all interview panel members, each one can have a dedicated window to review the candidate.

Features

- Workflow based request routing of resources
- Online Resume Bank / Repository from various sources
- Resume upload feature
- Resume screening
- Department requisition for resource hire
- Auto and manual advanced search Talent Spooler
- Integrated Candidate bank with third party job portals
- Interview particulars and approvals
- Interview Ratings
- Online Candidate short listing & interview scheduling
- Analytical data information prior approvals
- Online Offer letters, Appointment letters to candidates
- Candidate general statistics / information
- Document check listing
- Automated on-boarding for Payroll
- Checklist with reminders for new recruit
- Automated transfer of candidates to HRIS

Recruitment Automation Flow



Training and Development



Beehive's Training and Development Management software allows you to define any number of Training Courses for both internal and external training that the company would conduct during the year and maintain a training calendar. Training courses can be defined with some brief

information on the details of the courses. Training Calendar can be viewed by employees for information on the various trainings schedules.

Training management software allows the employee to request for a training through employee self service to their senior through approval process. HR can plan and conduct a training based on minimum candidate attendees confirmations Training reports are available to track the history of Training by Employee, Employee Group and Organization Unit.

Training module is also integrated with other modules to track important information , Training can also be conducted based on the feedback and recommendations from Performance Management system. Training Feedback can be tracked post training to monitor the progress and development. Training attendance can also be captured.

Features

- Training requirement analysis
- Training cost analysis and training information
- Training Recommendations and approvals
- Training Requests and approvals
- Training program/course information
- Training based attendance
- Online training calendar (where you can also schedule training's for the entire year)
- Training effectiveness analysis
- Pre training rating
- Post training rating
- Training feedback

Few Highlights

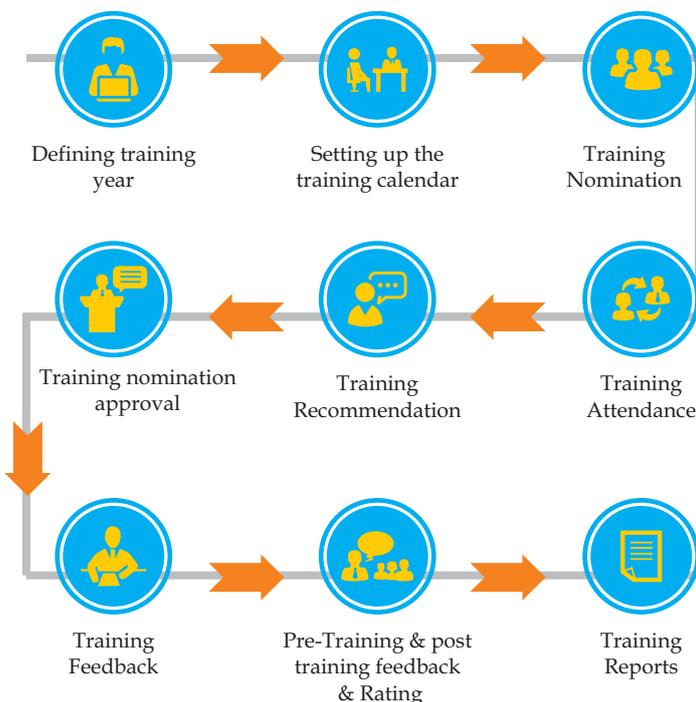
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Training and Development



Performance Management



Beehive's Performance Management software allows the user to manage the entire Performance Cycle, starting from defining Performance competency and KRA, if required along with Seniors, Colleagues, HR and Management. No restrictions for conducting Performance and Appraisals within 7

the organisation depending upon the organisation structure or the role played as it can be defined based on your organisations need with our user management module.

Performance Management software automates performance appraisal based on KRA's / KPI's / Competencies Within which core skills can be defined, weightages can be defined, self-ratings and remarks for candidates, ratings and remarks from superiors upto multiple levels can be defined.

Performance management system helps you to provide recommendations for colleagues for their areas of improvisation and weaknesses. Candidates can manage and maintain records of their achievements other than standard competency and KRA defined for them, which could be reviewed by seniors during the appraisal process

Atul Gore		Employee Code:	P0015							
Appraisee: 14.05, 81.00%		Department:	Sales							
Appraiser: 15.00, 0.00%		Designation:	Sales Officer							
Competency: Intellectual		Branch:	Uttarakhand							
Key Result Area:		Employee Status:	Permanent							
Asset Management Process		Comments:								
Appraisee: 3.00										
Description	Company Assigned Objective	Timeline	Weightage	Business Goals	Rating	Calculated Rating	Remarks	Appraiser 1 Rating	Appraiser 1 Calculated Rating	Appraiser 1 Remarks
1) Asset Management Process	Internal Business Process	3	100		3	3		C	3.00	
A) Close Order		20		5			Excellent	A		Good
B) Implementation in Customer		20		2			Not good	D		Unsatisfactory
C) Purchase order		20		2			Not good	C		Unsatisfactory
D) Create Opportunity		20		1			Worst	E		Unsatisfactory
E) Lead Generation		20		5			Excellent	B		better

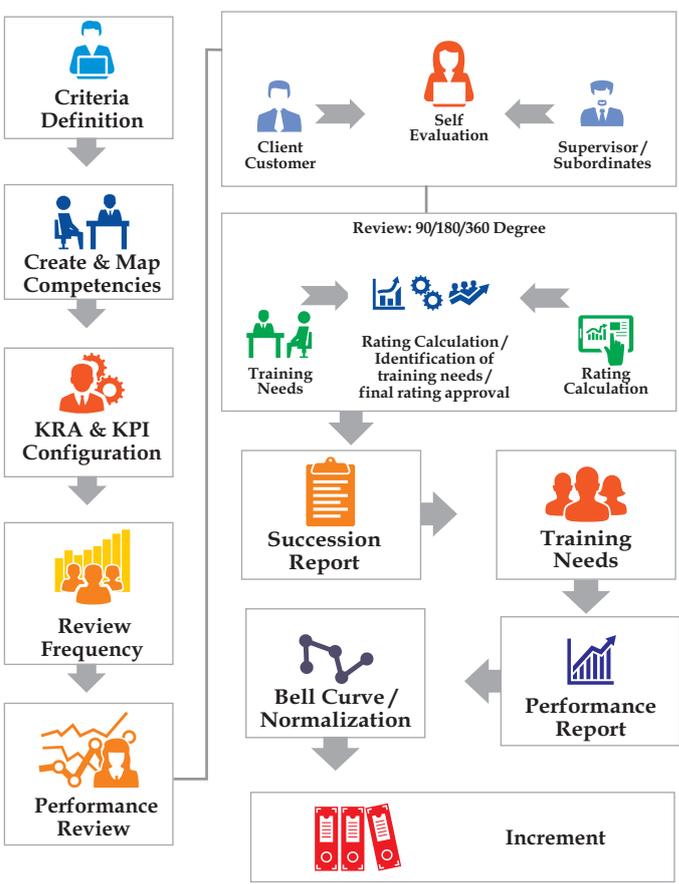
Few Highlights

- Performance Appraisal** - Automated performance appraisal based on KRA's KPI's and competencies.
- Company KRA** - Self KRA Entry with approval by functional managers and department heads.
- Configurable Process** - Hierarchy based self / superior / peer / HR configurable 180/ 360 degree evaluation and appraisal.
- Performance Report** - Detailed performance report with all organization filters. Facility to normalize rating based on desired bell curve.

Features

- Automate Performance appraisal based on KRA's / KPI's / Competencies
- Self KRA entry with approvals
- User configurable 180/360 degree appraisal process
- Balanced scorecard
- Peer and client review
- Hierarchy based Self / Superior / Peer / HR evaluation and appraisals
- Self and superior rating with work-flow
- Goals setting
- Complete evaluation & appraisal feedback from appraisee
- Uniformly provide employee performance feedback
- Recommendation on various skills (integrated with training module)
- Define competitive employee compensation plans
- Reminders and alerts on appraisal due dates

Performance Automation Flow



Grievance Management



"Beehive Grievance Management Module" eliminates emails from existing employees to HR, replacing it with a database driven issues management system. This in turn has ability to curb erroneous handling of sensitive and critical issues related to employees.

With the Beehive's grievance module your employees will have an opportunity to voice out there problems whether it concerns occupational health & safety or complaints concerning harassment, discrimination any problems within the work area. By having a uniform grievance procedure it ensures that problems are dealt with in the same manner for everybody.

All users are treated fairly at all times, All queries raised by user are dealt with courtesy, accuracy and resolved in time. Users are made aware of their rights to enable them opt for alternative remedies, in the event of being not satisfied with the Company's response or resolution to the complaint, It is foregone conclusion that Grievances if managed well leads to enhanced retention, increase in productivity and minimized litigation

Features

- No more Emails for Grievance reporting, end to end Grievance management module Facility to create unlimited grievance types
- Creates multiple stake holders based on grievance type.
- Grievance reporting level can be customized to customers requirement
- Multi location / company set up – Now companies can have Grievance reporting specific to company / branch / location / designation / level, etc based upon companies organizational attributes
- Employees can report Grievance through ESS with Grievance tracker and status
- Head can assign the grievance internally with closing dates
- One click information on organizational Grievance related information and Extended MIS reports to analyse the Grievance handling within company
- Understand the bottlenecks at Grievance handling process, and re-engineering of the process through automation.

Grievance Management



Few Highlights

Reduced Attrition- Create happy culture by understanding and resolving employee concerns which resulted in loyalty development.

Status Reporting- Request owner can track the progress OR status of the raised grievance related concern.

Strategy - Understand the bottlenecks at Grievance handling process, and re-engineering of the process through automation

Notification- Workflow based notification alerts enables respective stakeholder to assist on employee query

Beehive

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