

An integrated platform solution for end-to-end human resource management

Automate processes, empower employees, and free up resources

A robust HR management solution that provides powerful tools for every part of the HR cycle - from recruitment-to-retirement



“We are happy with SutiSoft’s HR solution. After an impressive demo and much evaluation we decided to use SutiSoft’s solution. We are very pleased that we did.”

- Yanni Wang

VP, Admin and Controller, HMicro, Inc



“Very happy with the service. I contacted a number of online HR software vendors before choosing SutiHR.”

- Gary Putterman

CEO, InternetMarketing.net



Why SutiHR?

Simplify your HR Management process

- Create hierarchies, pay structures, employee benefits, and training schedules
- Clearly define individual and team goals, metrics, and KPIs for performance appraisals
- Automate the payroll and benefits administration processes
- Get immediate notifications about requisitions, approvals, and work reports
- Create project plans and assign tasks to team members online

Empower employees while reducing HR workload

- Allow employees to view and manage personal information
- Enable employees to submit requests, manage approvals, and change benefits
- Allow employees to monitor, apply for, and cancel time off
- Let employees perform peer and self-evaluations during appraisal period
- Allow employees to raise complaints, issues, and any other requests

Leverage the modular design and seamless integration with third party solutions

- Generate detailed reports of various critical HR processes with the analytics module
- Analyze reports and act swiftly to increase process efficiency
- Leverage eSignature for faster approvals and sign offs
- Integrate seamlessly with third party solutions

Some of our happy customers worldwide



SutiHR Cloud Platform



Features Summary

Employee Self-service

- Manage personal and time off data
- Create/approve requests easily
- Secure and continuous access
- Built-in inbox and chat options
- Automated routing and approvals
- Notifications, in/out board, clock-in/out

Personnel

- Extensive employee profiles
- Customize or create custom forms
- Setup employee privileges
- Create and define workflows
- Employee transfer and succession

Recruitment

- Hiring Pipeline - Manage requisitions, resumes, shortlisting candidate, interview schedules and feedback, final assessments, onboarding
- Custom job offer/email templates
- Recruitment process scoreboards

Time & Attendance Management

- Time and attendance data capture
- Time off rules and policy enforcement
- Automated notifications and reminders
- Extensive reports
- Time off balances and calculations
- Import timesheets from other APIs

Shift Scheduling

- Create shifts according to different time parameters (daily, weekly, bi-weekly, monthly)
- Create independent schedules for departments
- View/track employee availability and plan schedules
- In-built swap system for easy replacement finding
- Define the week's start according to the day of your choice

Performance Management

- Multiple appraisal types
- Automated notifications and reminders
- Integrated eSignature application
- Create custom templates using drag and drop interface for question types

Goal Management

- Create SMART goals using KPI library
- Set and track goals (individual/team) that support the common objectives of your business
- Cascading and linking goals
- Set notifications to remind employees to update goal progress

Employee Benefits Administration

- Setup and manage employee benefit plans including health, insurance, savings, spending accounts as well as custom plans
- Configure employee/employer deductions based on age/employment
- Manage open enrollments/life cycle events

Payroll Management

- Configure base salary, incentives, overtime, and ESOPs
- Customize pay schedules
- Integrate with third-party payroll processing applications. e.g. TRAXPayroll
- Generate pay stubs
- New hire information reporting
- Benefits deduction tracking

Document Management

- Upload, archive and organize documents
- Support for signed/unsigned documents
- Maintain version control
- Assign view/edit privileges
- Assign document to approvers/verifiers based on organization hierarchy

Training & Development

- Plan and organize training
- Evaluate training effectiveness
- Attendance and feedback monitoring
- Gather and share data
- Automated email notifications
- Track training costs against budgets

Analytics

- Gain valuable insights using graphical representation of data
- Manage data feed from different sources
- Customize dashboard, create storyboard
- Plot graphs or view data in a tabular format
- Create and share custom reports

Project Management

- Facilitate team project tracking and status
- Add projects, tasks and upload documents
- Assign tasks, send notifications and view progress in real-time
- Create task dependencies and set priorities
- Track project status on Gantt charts

Connect With Us



End-to-end HR Management on your terms

Intuitive interface. Modular design. Flexible pricing.

Visit us at sutihhr.com/pricing to get more information on SutiHR modules and related pricing.

www.sutihhr.com

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