

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

Automate processes, empower employees, and free up resources





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



Wery 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











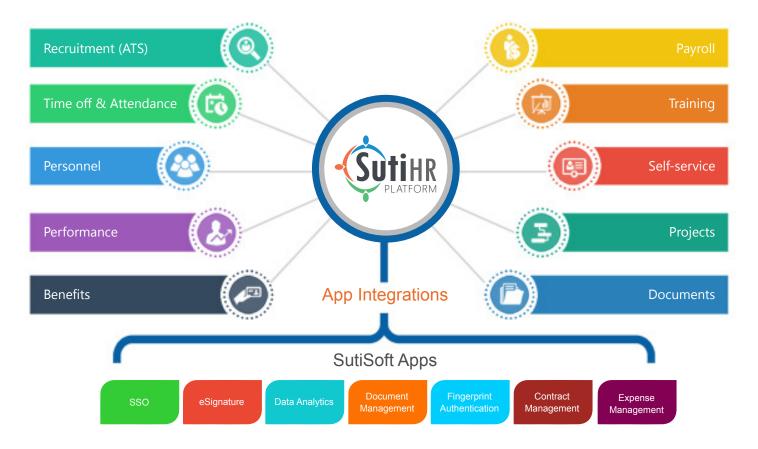








SutiHR Cloud Platform



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 sutihr.com/pricing to get more information on SutiHR modules and related pricing.

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