



Human Capital Management System (i-HCM)

 Infinigent

i-HCM Solution Overview

Infinigent Human Capital Management system (i-HCM) has been designed as an innovative software that provides adaptive HR solutions through in-built robust processes and complete customization capability to address your specific needs. It is a complete Web based HR, payroll and time management suite that offers end-to-end HR solutions. It increases employee productivity, provide meaningful reports and real time MIS for tracking vital HR indicators.



Recruitment

Infinigent offers advanced tools to assist organizations with the entire hiring process, from requisitions, sourcing, applicant tracking and management, to interviewing and job offer.



Human Resource

A modern, unified approach, manage the entire employee lifecycle with one easy-to-use, web based application



Timesheet

Timesheet is a highly flexible solution designed to meet unique time and labour requirements across all industries and across all levels of an organization, providing people with quick, simple, and accurate time entry.



Payroll

Infinigent Payroll is a Web-based system that allows you to process payroll in real-time, ensuring 100% accuracy, flexibility and control. Real-time synchronization with all Infinigent modules...



Employee Self-Service

Eliminate repetitive data entry, increase organizational productivity and decentralize everyday HR management with Infinigent's Employee and Manager Self-Service



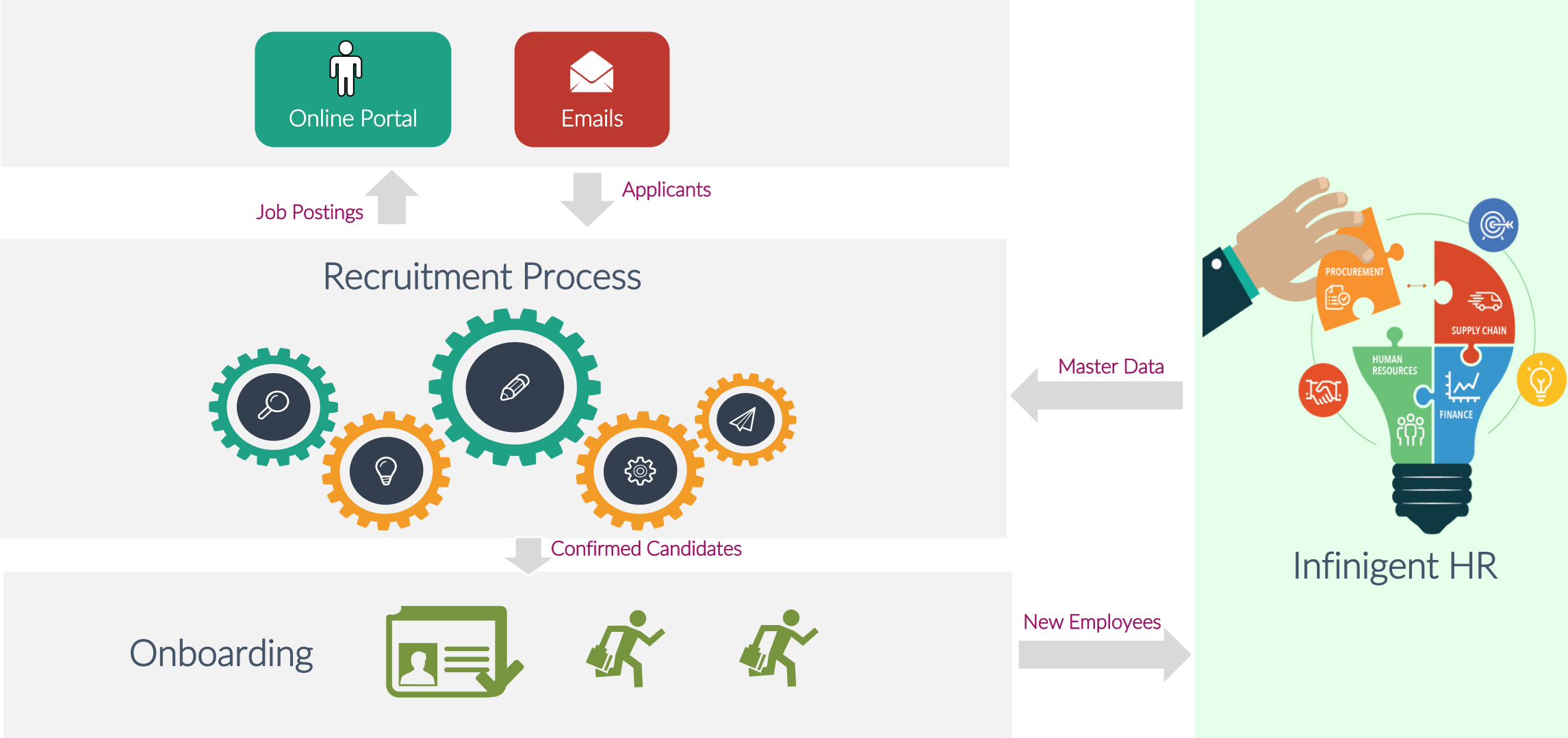
Performance Management

Effective performance management increases employee motivation and Infinigent allows managers to identify performance gaps and guide employee development.



Ability to interface with
any ERP or legacy
systems

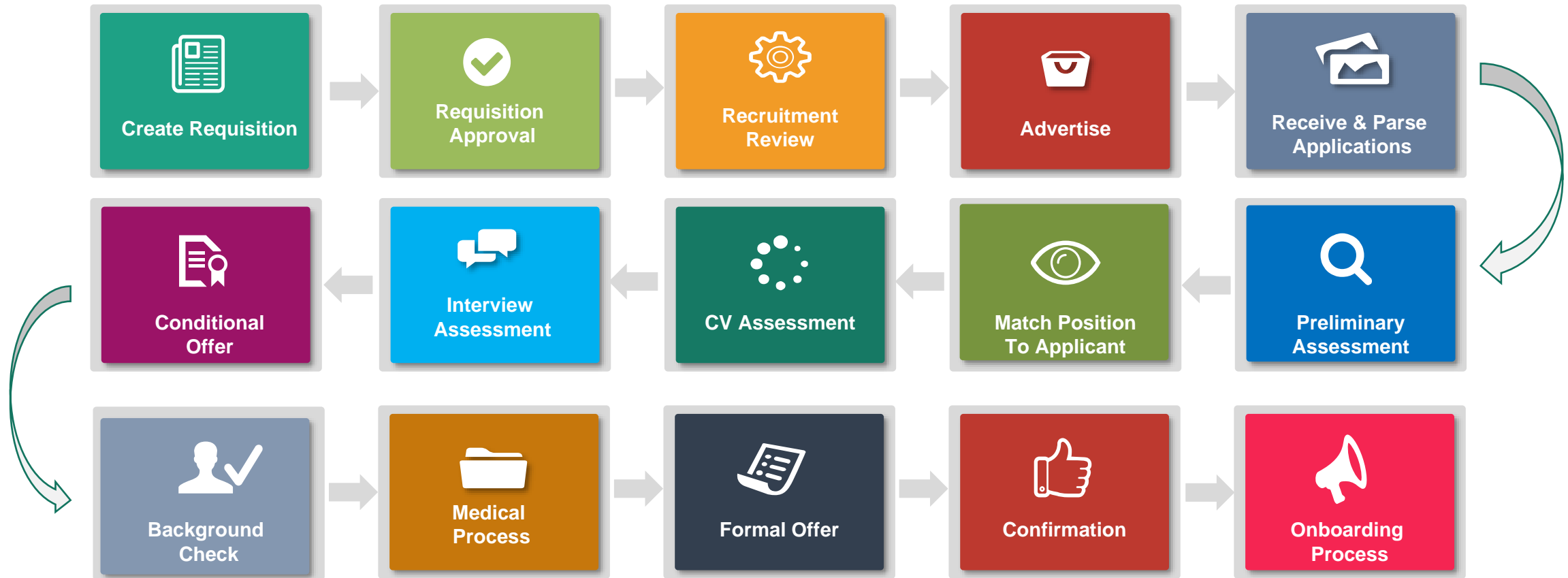
Recruitment: Solution Overview



Recruitment: Key Features

This system offers a complete solution for both management of passive talent AND applicant flow. The combination of applicant tracking, facilitating creation of talent pools, requisition submittal, approval, and posting right on through to on-line job inquiries and hire logging, including key administrative metrics and dynamic candidate questionnaires.

This solution has the features of an enterprise class solution, commercially high standards for security/availability, automated batch resume parsing, extensive document storage, and tracking features.



Human Resource (HR)

Infinigent's comprehensive Human Resource Management tools are designed to help you effectively manage your workforce. A wide range of company and employee data is maintained centrally and can be included in standard or ad hoc reports. By automating your core HR processes with our intuitive software not only will you improve employee cost, capability management and monitoring, you will also increase efficiency - leaving more time to focus on strategic HR initiatives rather than shuffling mountains of paperwork.

Company Setup

Supports Multi Company set up, Multiple Organization Levels , Cost Center, Department, Section, Unit, etc.

Compensation

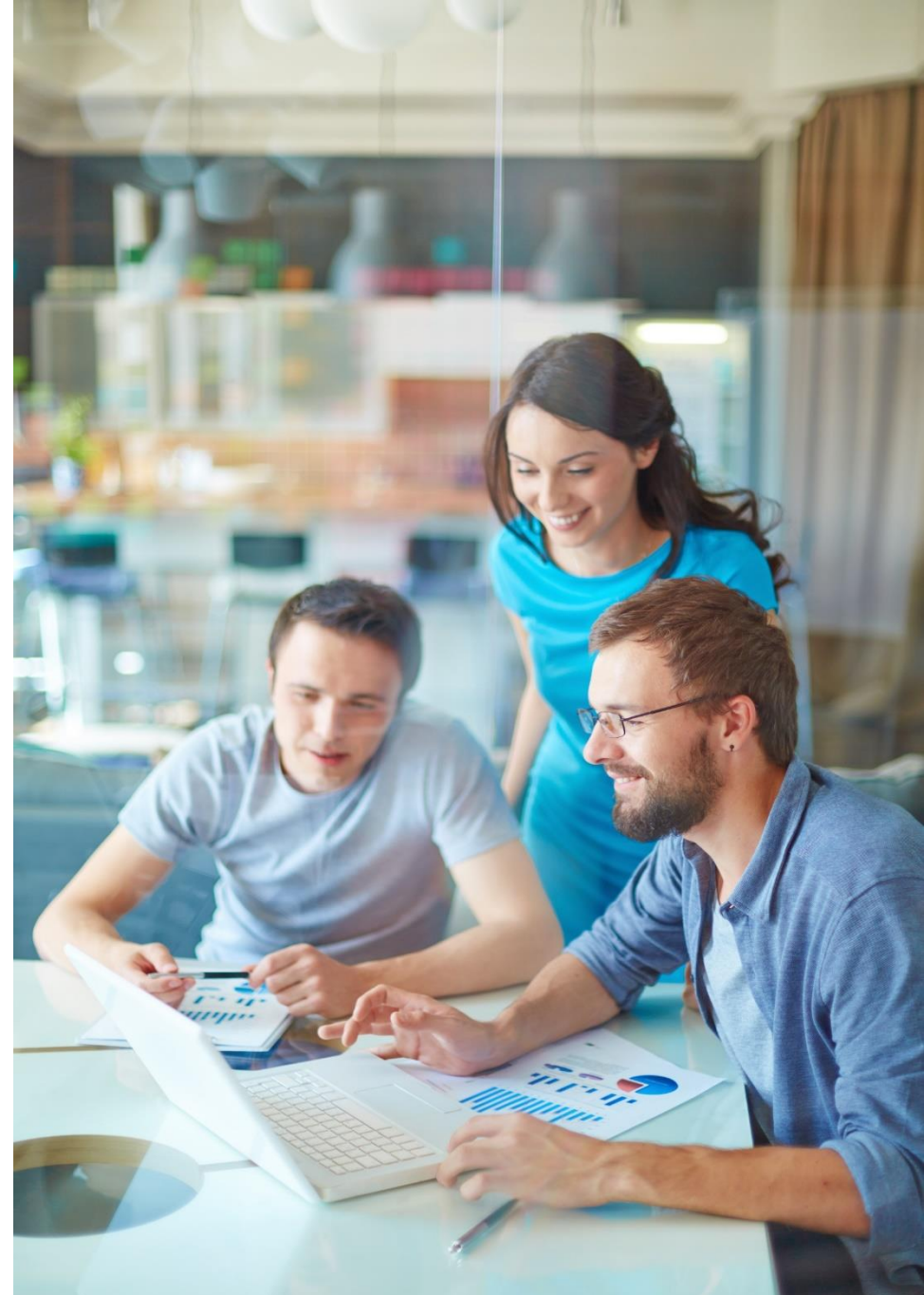
Define your compensation matrix based on your organization's structure, job levels and grades, etc.

Leave Management

Companies can establish and enforce the rules for all of their leave policies and build the desired workflows to ensure leave requests and entitlements are managed correctly.

Document Management

Easily attach documents to employee HR records, including memos and any associated documents to support the employee lifecycle.



HR: Key Features



HR Organization

Supports Multi Company set up, Multiple Organization Levels, Cost Center, Department, Section, Unit, etc.



Employee Profile

Employee Personal Information, Official Information, Family Details, Educational Information, Emergency Contacts, Passport, Visa, Labour card, all related information all in one place



Job Description

Create position/ individual level of JDs and auto assign to employee profile.



Transfer / Promotion

Covers employees increment, promotion, and transfer cycle. Using this, HR can smoothly work on these processes and close it maintaining the history for reference.



Separation Process/ Final Settlement

Supports employee resignation, termination, settlement, and End of Service Benefit calculations based on Specific country Labour Law or company rules.



Calendar View

See HR information at a glance with the multi-featured calendar. Information like new joinings, birthdays, document expiries can be configured to show in the calendar.



Dependent

Register the dependents and manage employee's dependent associated benefits like education claims, medical insurance, and etc.



Loan/ Advance Management

An approved loan, advance requests can be converted to instalments in easy and simple steps. Loan payments are processed automatically through the payroll at the end of each pay period.



Organization Chart

Auto-populate your organization structure and view your respective departments in a multi-level format.



Letter/ Certificate Templates

Design/ Customize the HR templates like salary certificate, NOC letters, bonus letter, and etc.



Expense Claim

Employees can manage, obtain approval & get paid their expenses with simple steps.



Employee Assets

Asset Management allows defining asset items and assignment of these assets to employees to track assets recovery at the time of employee departure.

Employee Self-Service(ESS)

Enhanced Employee engagement and satisfaction. Infinigent Employee Self-Service saves your business valuable time and increases employee engagement. Give your on-site and remote workers the flexibility to access their personal information, benefit details, schedules and manage their leave online.



All-in-One Employee Self-Service

- ★ **Time-Off Requests**
Allow employees to self-manage their leave & availability
- ★ **Timesheets**
Allow your employees to fill in their own timesheets, whenever and wherever they want to.
- ★ **Payslips**
Employees can access all their payslips and payment summaries online at any time.
- ★ **Document Management**
Submit, access and securely store employee documents in one database.

Timesheet

Infinigent Timesheet is efficiently organizing employee data, improves workforce management and helps you minimize attendance policy errors. This system feature allows employees to enter and then submit Timesheet containing the number of hours they have worked on specific projects and activities. Both these features provide HR / Project team with the ability to view detailed Project Man-hours data, plus lots more!



Time Management

- Validation rule settings. (define minimum hours/ max hours/ OT cap for weekend, week days & public holidays)
- Project based task/ activity setup
- Project wise budget Man-hours & Resource Control
- Define Individual Man-hours limit for a day/ Month /Project
- Time Booking Options: Daily/ weekly/date range
- Bulk update facility for edit & cancel time bookings
- Over Time claim can be linked to biometric readers
- Rule based settings: control time bookings like apply leave if access hours < X hrs
- Analytical Reports: Budget Vs. Actual Man-hours Report
- Custom Reports & Dashboards

Payroll

Infinigent Payroll is a Web-based payroll system that allows you to process payroll in real-time, ensuring 100% accuracy, flexibility and control. Real-time synchronization with all i-HCM modules and robust reporting addresses your toughest payroll processing problems. It support a multi-company workforce, as well as, cater for an unlimited number of organization levels. The system features user-friendly functionality for the payment and handling of salaries, overtime, deductions and Reimbursement and lot more features.

- Payroll master data – Basic Salary, Payroll additions and deductions
- Process payrolls on your schedule
- Built-in Retro pay functionality (Incomplete timesheet, Salary Increase, Leave Change)
- Monthly transactions – expense recoveries, miscellaneous earnings and reimbursements
- Full payroll setup and run – includes payroll runs for leave and termination
- Bank and Payment Setup (Bank details, Employee Bank details, Multi-Currency)



- Generate salary WPS file in a fly. Batch WPS file creation option for leave salary and final settlements
- Salary Disbursement Statement and Salary Transfer Letter Generation (Define Salary Letter Template)
- System generated pay slip and bank transfer report
- Provision of gratuity, leave & ticket calculation
- Post pay data and direct deposit statements to Employee Self-Service

Performance Management

Boost employee productivity, profitability and engagement through meaningful, constructive and ongoing performance management.



Scorecard

Align the goals of the organization with that of individual employees. Save time and effort, higher employee engagement.



Appraisal

Allows both the employee and the manager(s) to rate the employee on a wide range of skills and scorecard, complete the review on time, with electronic record keeping for fast retrieval.



Calibration

Ranking your employees on a scale in order to differentiate top performers from low performers and to ensure consistency



Reward Management

Ensure high performers are recognized and rewarded in a meaningful way by equipping managers with the data and communications tools they need to distribute compensation in an objective, transparent manner.

The Six Step Appraisal Process

Agree Objectives

Manager communicates business objectives to direct reports. Appraisee drafts individual objectives & weightings (where needed). Appraiser and appraiser finalise objectives & weighting.

Monitor Progress

Appraiser and appraiser monitor progress against objectives and behaviours periodically throughout the year.

Provide Feedback

In support of monitoring progress, appraiser and appraiser hold regular conversations throughout the year to discuss progress against objectives, budgets and behaviours. Mid-year reviews take place based on the agreed objectives and behaviours.

Communicate Outcomes

Appraiser meets appraiser to communicate their final rating and rewards (if applicable)

Calibrate

Calibration meetings are held, where ratings are discussed and compared. Final ratings are agreed. HR Conducts reward regression to ensure fit to increments and bonus budgets.

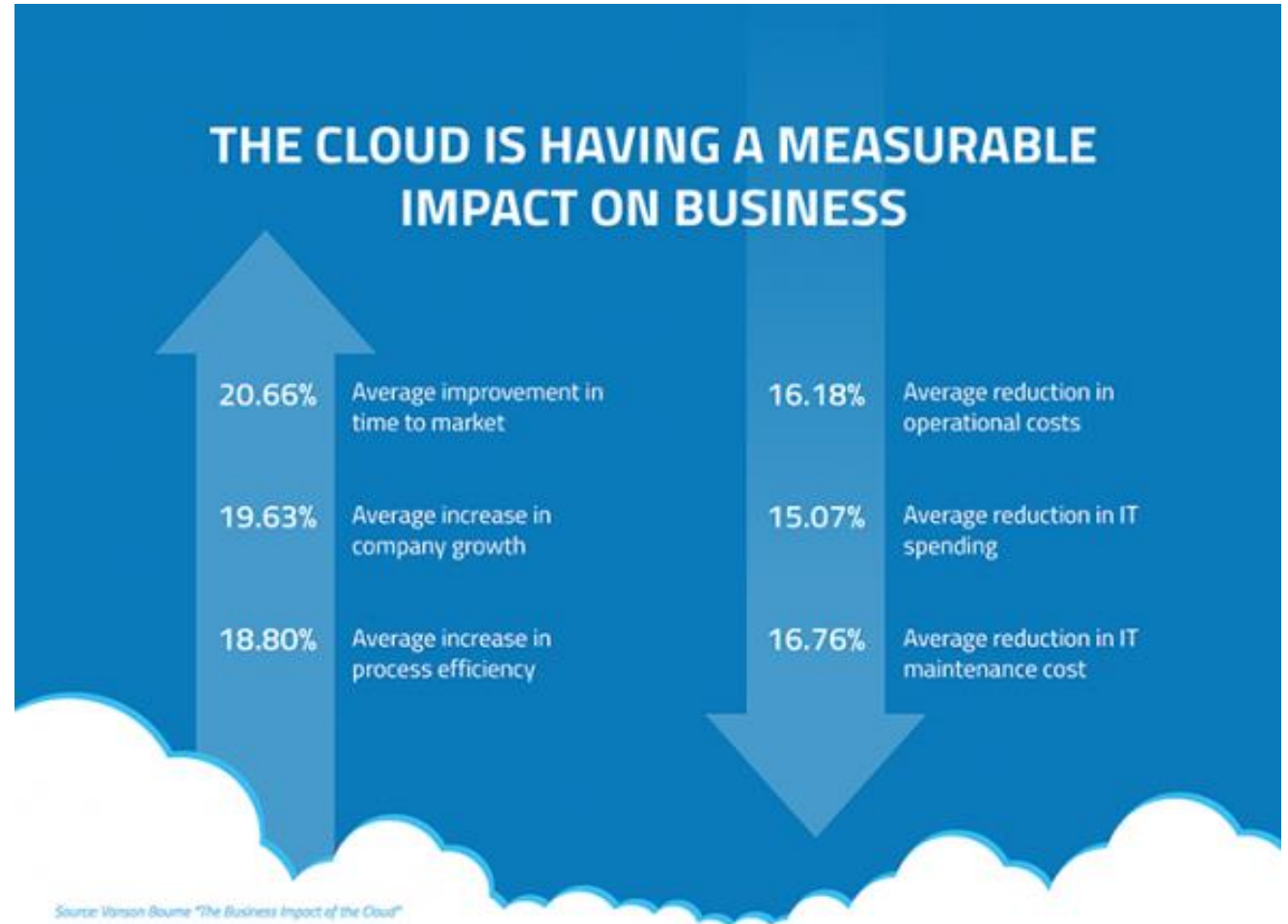
Complete Appraisal

Appraiser reviews appraiser objectives & behaviours, and documents additional supporting evidence. Learning and development needs and plans are identified and Rating finalized.

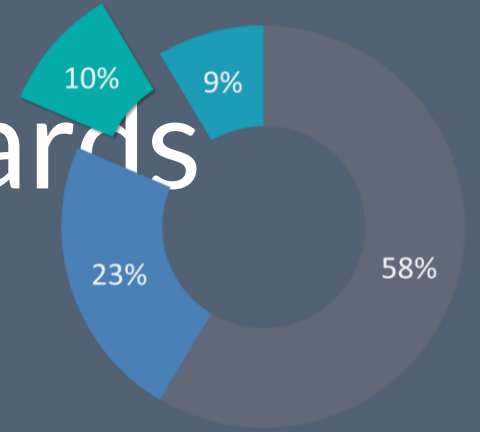


Proven Cloud Partner

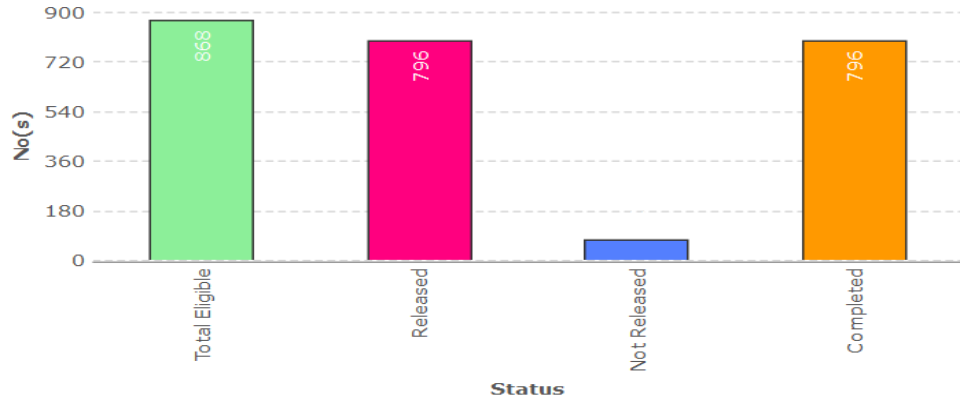
Our solutions are hosted at Microsoft Azure a leader in the Cloud Infrastructure as a Service space. Microsoft Azure has a strong focus on security, following the standard security model of Detect, Assess, Diagnose, Stabilize and Close. So you can be confident your data is safely protected. Azure provides high availability and redundancy because of Microsoft's vast global footprint. With data centres located in all parts of the world, Azure can offer service level agreements guaranteeing 99.95 percent up time.



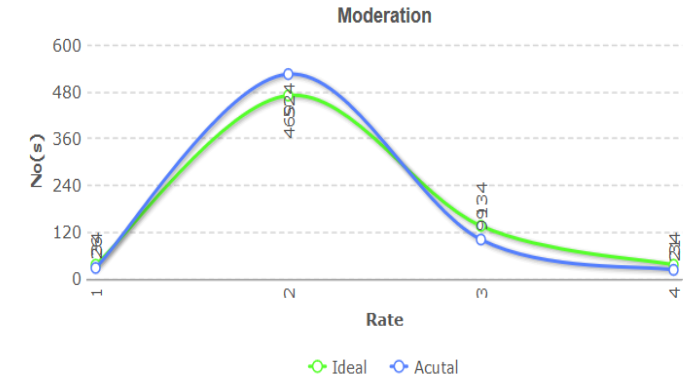
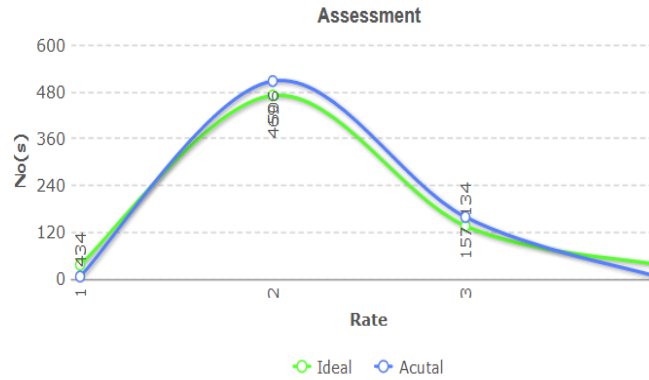
Performance Leadership Dashboards



Appraisal Status



Operations / Projects



Summary Analysis 2017-2018

Business Division	Rating				Total
	Needs Improvement	Fully Meets Expectations	Exceed Expectations	Outstanding	
Construction	5	184	47	12	248
Engineering	1	37	18	1	57
Support Services	27	366	82	16	491
Grand Total	33	587	147	29	796

		1	2	3	4
Ideal Distribution	%age	5	70	20	5
	No.(s)	34	469	134	34
Actual Distribution	%age	0.6	75.5	23.4	0.4
	No.(s)	4	506	157	3

		1	2	3	4
Ideal Distribution	%age	5	70	20	5
	No.(s)	34	469	134	34
Actual Distribution	%age	3.9	78.2	14.8	3.1
	No.(s)	26	524	99	21

What Makes Us Irresistible



Flexible Templates

Highly customizable templates that allow to create templates/ forms for different roles. Create templates based on job title/ or Job role driven KPIs.

High-quality data visualisation

Powerful, built-in reporting and analytics tools help you become an expert at managing performance data. You can easily drill down to the data you want and need. With Infinigent, you get deep, complete data you can always trust

Enterprise Ready

Flexibility, scale & access control. Whether you operate in different time zones, or across different subsidiaries - we've got you covered.

Integrations

Upload and sync your employee data across your existing HR systems. Our RESTful API allows you to Integrate with your own data sources, sync with your employee management directories, or build your own custom applications.

Security

Permission driven database restricts the user's access to the apps & menus you specify. As an admin, you have complete control over manager access to data and platform functions. You decide what's best for your team and organisation.

Customer Support

We set you up for success by partnering you with a dedicated account manager who will help with your onboarding, training, and any other questions.

What Makes Us Irresistible

Modular Deployment

Its modular nature allows the choice of specific modules, instead of the entire suite. This flexibility helps in answering specific needs and reduces the costs.

4 Weeks Implementation

It does not take months to implement Infinigent. With disciplined project management, we are able to ensure that the HR can quickly realize the value of investment and make that strategic shift in role.

Cloud Ready

Infinigent on Cloud is quick to deploy, easy to use and pay-as-you-go. Data is secure, ease of use, fast implementation and no capital cost.

Reports & Analytics

Dynamic reports creation that provides the insight to every aspect of the company performance

Accessibility

Compatible with all modern Browsers. provides true mobility, performs superbly on small devices.

Expert Implementation


Experts use a proven approach to lower the time to implement the solution, resulting a robust delivery




Contact Us

We are here to help you out. At Infinigent we believe responsiveness is the key to success. We strive to provide best-in-class customer service...

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