

# Supercharge Your Workforce & Help Your Company Grow With **BEEHIVE HRMS**



**Beehive**

Address :  
Address: Karma Stambh, FC – 1&2,  
Near 247 Park, LBS Marg, Vikhroli west,  
Mumbai – 400 083, Maharashtra, India.

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✉ Sales@beehivesoftware.in  
🌐 www.beehivesoftware.in

# 24 modules and still counting..

Manage everything here right from "Hire to Retire"



Admin



HR  
Information System



Org Structure  
for multi  
Companies



Employee  
Self Service



Recruitment  
Management  
System



On-Boarding



Confirmation  
Process



Attendance  
Management



Attendance Geo  
Fencing & Tracking



Leave  
Management



Payroll  
Management



Form 16 & Tax  
Management



Loans  
& Advances



Travel  
Management



Expense  
Management



Performance  
Management



Learning &  
Devopement



Grievance  
Management



Exit  
Management



Mobile App



Survey & Polls



Contractor  
Management



Performance with  
Goal Setting



Task and  
Timesheet  
Management



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# Stakeholder-Wise Benefits



## EMPLOYEE

- Employee Self Service / Dashboard
- Access to Internal Job Postings
- Attendance Calendar & Leave Application & Balance
- Salary slip, Form 16 and IT computation
- Easy access to Circulars / Policies
- Employee Survey / Polls
- Travel/Expense Applications
- Tax Planner / Online
- Investment Declaration
- Multi punch attendance with location tracking
- Training Self recommendation and feedback
- Employee grievance handling
- Timesheet / Task management
- Goal setting / KRA application
- Smart mobile app

## MANAGER

- Team Dashboard Approvals on the Go with Mobile app.
- Team attendance tracking.
- Team Reports & MIS Proxy data entry
- Access to team Leave Calendar
- Monitoring Employee productivity/KRA
- Team Goal Setting
- Manpower Requisition / Interview feedback
- Training Recommendation for team.
- Task / Timesheet approval / Task assignment
- Approvals for attendance & leave
- Budget / advance approvals on Travel & Expense.
- Profile based access to employee data

## HR TEAM

- Organization Structure / Multi companies
- Better grievance management
- Manpower & Attrition Analysis
- Centralized Employee Data/Documents
- Integration with other portals
- Flexibility on defining HR Policy/ Work-flow
- HR Dashboard
- Special privilege for leave adjustment
- Talent & Training Management
- Tools for employee engagement
- Application Tracking
- Employee letter generation
- Automated on-boarding process & e-separation
- Task checklist for pre-post joining for on-boarding

## FINANCE TEAM

- Automated Calculation on payroll
- Seamless reimbursement approvals
- Statutory Compliance with filing Utility
- Online Investment approval
- Integrated Loan and advance calculations
- Automated payroll Integrated with leave and attendance
- Form 16 with Digital Signature
- Easy integration with accounting system
- Payroll Dashboard ,reports & MIS
- Reduce/ Eliminate the risk of wrong calculations/ Avoidance of leakages
- Statutory report as per states
- Bank file generation for salary credit
- Bulk generation of password protected-payslips

## MANAGEMENT

- Centralize employee information for better control and planning
- Defining organizational budgets on travel/expenses/ recruitment etc
- Flexibility of hosting the application on Cloud/On Premise
- Management Dashboard and forecasting.
- Monitoring the code of conduct
- Better Succession planning
- MIS and Analytic
- Complete control on employee
- Expediting the overall HR process
- Cost Effectiveness & Data Security
- Application scalability for future
- Bird Eye view on critical information
- Knowing/Identifying the process bottlenecks
- Elimination of non-compliance risks



# Mistakes People Should Avoid Making While Considering The HR Software



It should be flexible enough to address all your unique requirements



The tool should be mobile first tool, availability on iOS & Android



Application should be hosted on a world class cloud infrastructure



Should be always compliant with the updated statutory laws



Application should be extremely user friendly with intuitive user interface



The product vision should be In-sync with the current & the future growth of HR trends



Dashboard, MIS and Analytics should be the integral part of the offering



Deployment option should be flexible to offer On-Cloud as well as On-premise



Application should be API Ready for integration



Tool should have configuration wizard for ease of administration

**Beehive** offers all of this and beyond !!

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