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HC MS
HUMAN CAPITAL MANAGEMENT SYSTEM
biometric payroll reimagined

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About Us

▶ Introstat is a multi-vendor, value-added solutions provider with branches in Gauteng, KwaZulu-Natal, Western Cape, Limpopo & Mpumalanga offering Managed IT Services.

▶ We combine distribution strength with certified services to deliver end-to-end outcomes.

▶ Introstat provides tailored managed IT services, earning client trust, becoming the preferred supplier, upholding vendor standards, and creating a workplace our employees take pride in.

▶ Introstat is a proud Level 1 BBBEE contributor. This status enables you to claim 135% of your spend with us towards your BBBEE procurement target.

▶ Our national distribution, support, and skilled sales team ensure fast delivery of top printing and IT solutions anywhere in South Africa.

Our Great Services

▶ Introstat provides tailored managed IT services, earning client trust, becoming the preferred supplier, upholding vendor standards, and creating a workplace our employees take pride in.

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Core Offerings

• IT Hardware — Computers, printers, and accessories for all needs.

• Print Consumables — Quality ink, toner, and paper, delivered nationwide.

• Service & Maintenance — Reliable onsite and remote IT equipment support.

• Cyber Security — Protect systems with advanced threat detection and firewalls.

• Business Applications — Licensing and support for essential business applications.

Overview

- ► Human Capital Management System (HCMS) is a Microsoft-native workforce platform that unifies biometric time & attendance, rostering, leave, payroll interfaces, performance, CCTV entry/exit monitoring, and analytics—so you run accurate payroll, control labor costs, and gain real-time workforce visibility.

- ► Single source of data: One place for time data, shifts, leave balances, and performance activity.

- ► Accurate time capture: Biometric + CCTV verification reduces time theft and disputes.

- ► Smarter scheduling: Skills- & rules-based rosters ensure the right people are in the right place.

- ► Frictionless approvals: Leave, exceptions, and overtime routed to managers in Teams.

- ► Payroll-ready data: Validated exports/adapters feed payroll/ERP with fewer reruns.

- ► Actionable insights: Power BI dashboards highlight overtime spikes, absentee trends, and coverage gaps.

- ► Microsoft-native security: Entra ID SSO, RBAC, and Azure encryption/audit logging by design.

Human Capital Management

Solution Overview

Core Capabilities

- Biometric Time & Attendance (multi-device, offline caching)

- Roster & Shift Management with rules/skills

- Leave Management with approvals & entitlement checks

- Performance Management: goals, KPIs, review cycles

- CCTV Entry/Exit Monitoring hooks

- Payroll Interfaces: export/adapter packs

- Business Analytics (Power BI)

- Queue Management for service desks & plants

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PACKAGED CAPABILITIES & ADD-ONS

Modules

Workforce Time & Attendance

- Biometric capture (fingerprint/face/device integrations)

- Geo-fencing & kiosk modes; mobile & shared devices

- Rules engine (overtime, grace periods, rounding)

- Exception handling & approvals

- Offline-first with secure sync

Payroll Interface

▶ Export connectors for popular payrolls (template packs)

▶ Error validation prior to export

▶ Delta runs and re-run safety

▶ Secure file drops (SFTP/Azure Storage)
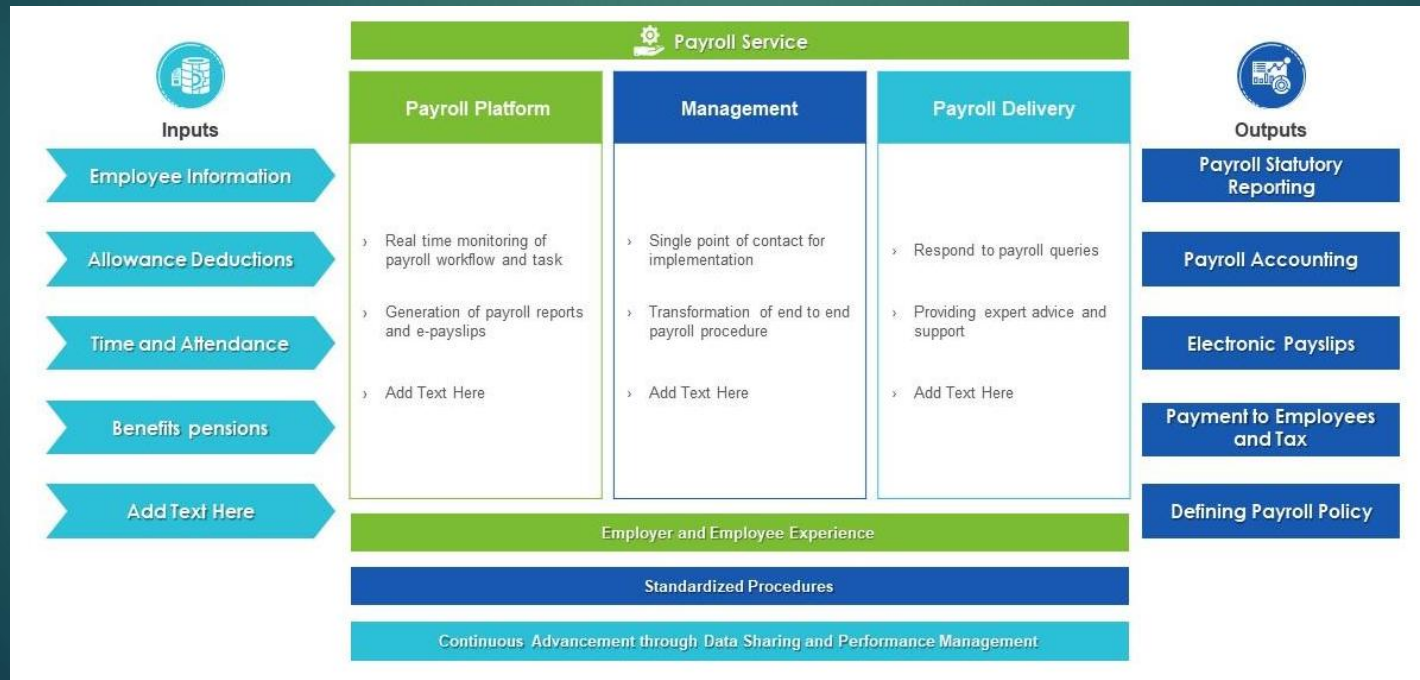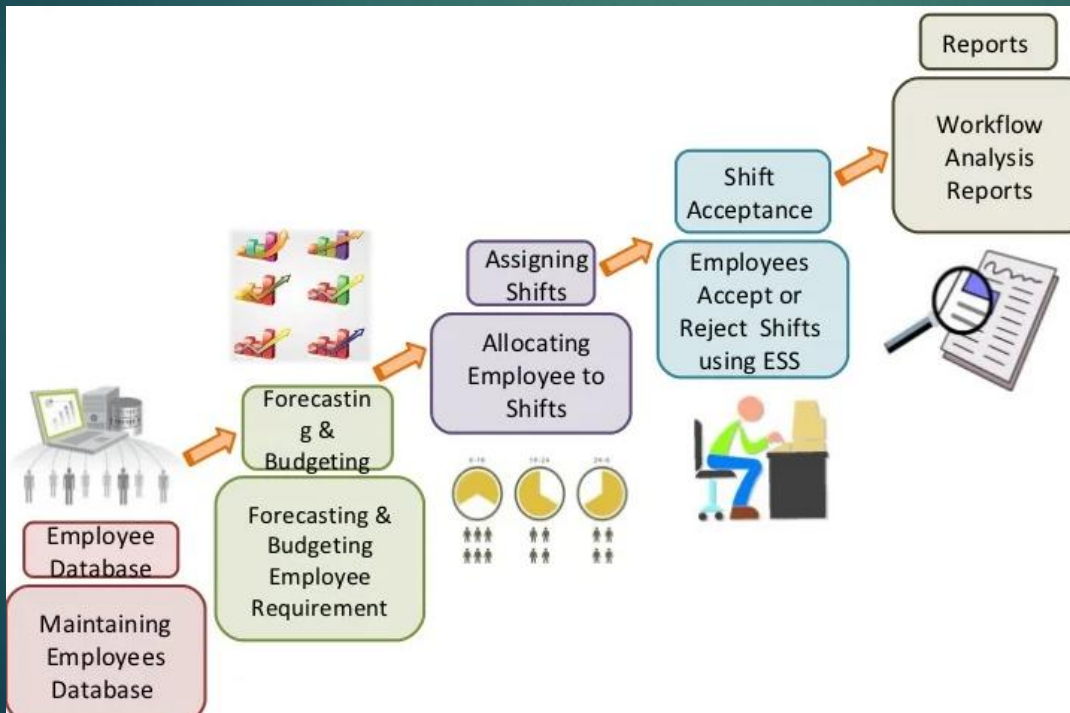
Leave Management

- ▶ Balances, accruals, and encashment rules
- ▶ Manager/HR approvals & delegation
- ▶ Blackout periods, carry-overs, and multi-country calendars
- ▶ Self-service via Teams

Roster Management

► Shift patterns, rotations, skill/role-based assignment

► Bulk planning with labor budget constraints

► Swaps, drops, and vacancy fulfillment

► Compliance checks (rest periods, regulations)

Entry/Exit Point CCTV Monitoring

▶ Event hooks to compatible NVR/VMS systems

▶ Badge/biometric match confirmation logs

▶ Alerts for tailgating or unauthorized access
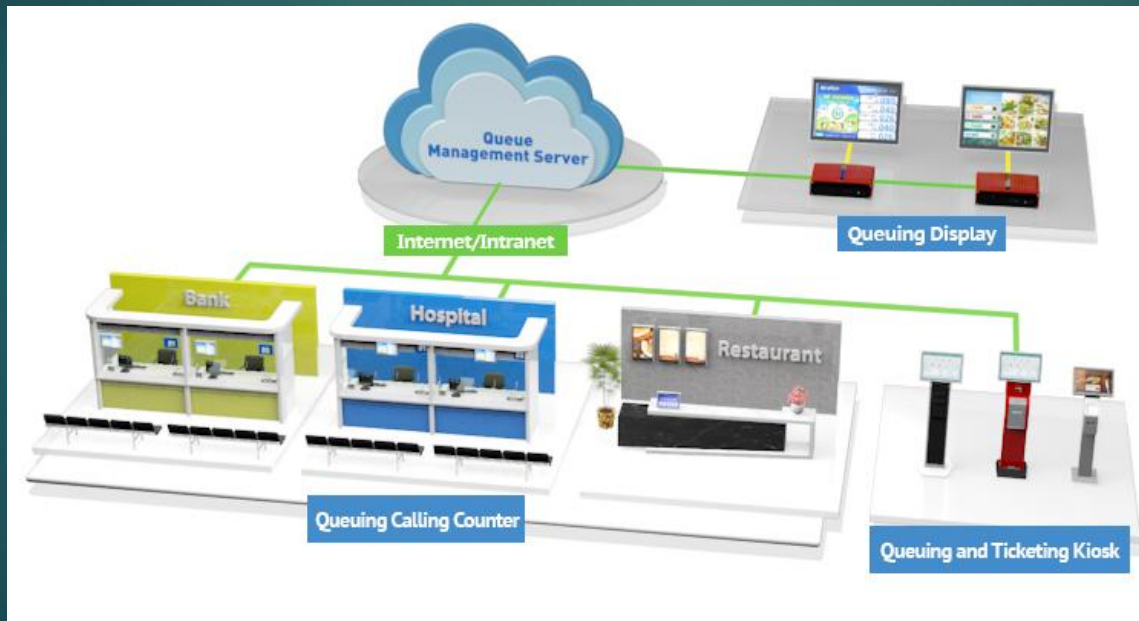
▶ Audit trails with time-stamped evidence links
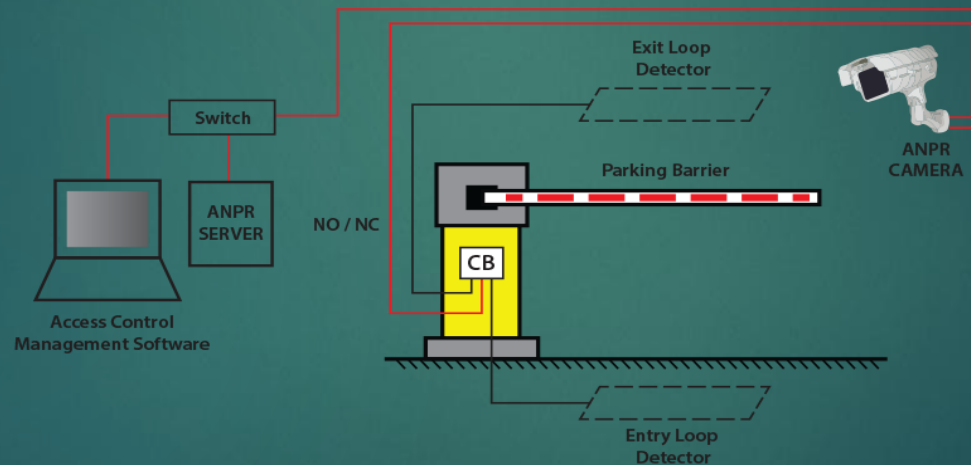
Performance Management

▶ OKRs/KPIs and goal alignment

▶ Check-ins, 1:1s, and review cycles

▶ Calibration & talent visibility

▶ Learning links (Viva Learning / LMS)
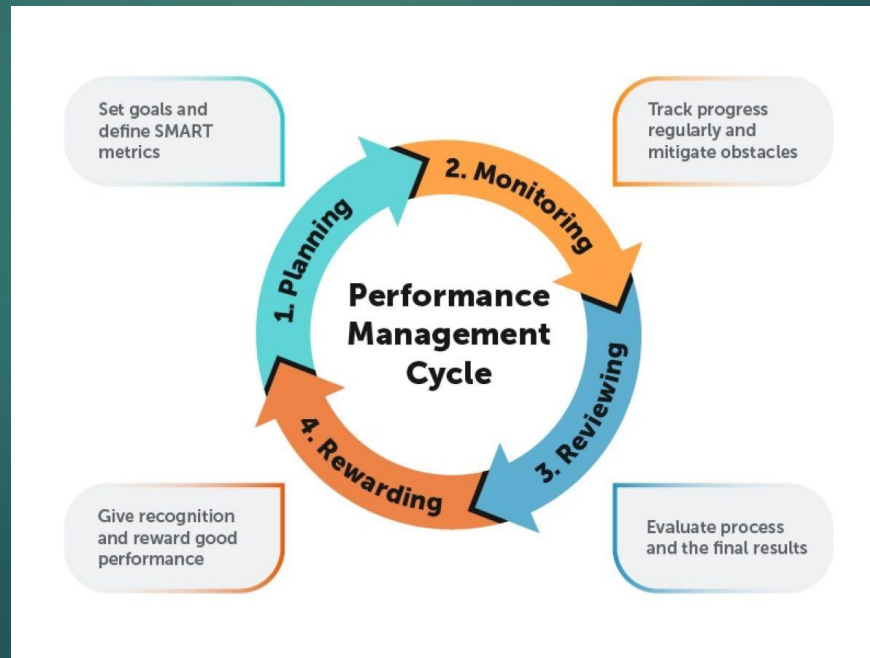
Queue Management

- ▶ Ticketing & queue logic for service counters/shops
- ▶ Prioritization, SLAs, and digital signage feed
- ▶ Kiosk & mobile self-service
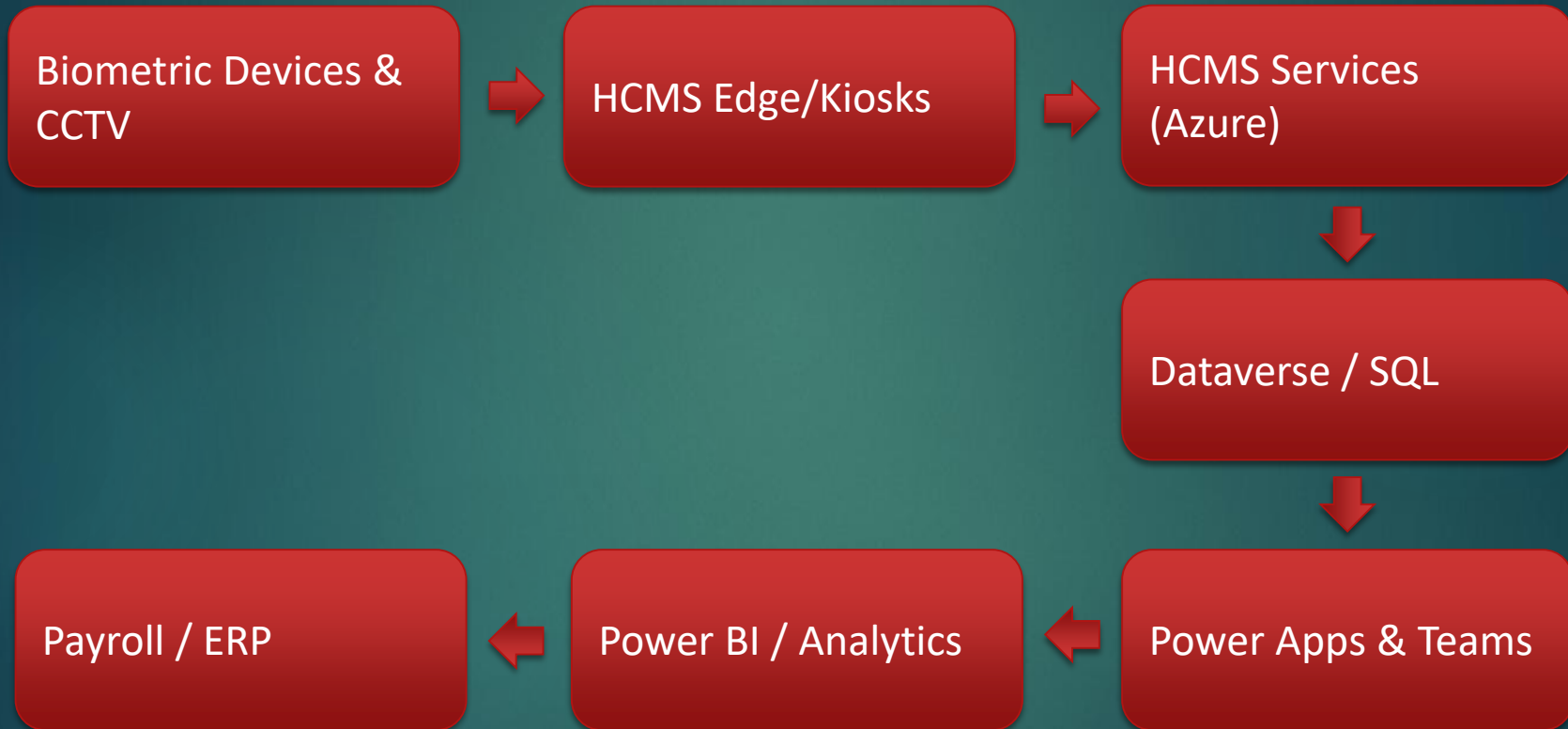
Who It's For

Industries & Sizes

- Manufacturing & FMCG (multi-plant)
- Hospitality, Gaming, Retail
- Healthcare & Public Sector
- Logistics, Field Services
- SMB to Enterprise

Primary Use Cases

- Accurate payroll through verified time
- Multi-site attendance and access oversight
- Union & regulatory compliance (auditable logs)
- Productivity optimization & cost control
- Rapid onboarding via Marketplace

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Reference Architecture

Biometric Devices & CCTV → HCMS Edge/Kiosks → HCMS Services (Azure)

Dataverse / SQL

Payroll / ERP ← Power BI / Analytics ← Power Apps & Teams

Security, Compliance & Privacy

- Entra ID SSO, role-based access control, least privilege

- Data encryption at rest & in transit; key management via Azure

- Tenant isolation for SaaS; dedicated VNets for managed deployments

- Audit logging, retention policies, and export

- POPIA & GDPR-aligned data handling (customer-configurable)

Data Residency & Governance

- Choose preferred Azure region for data-at-rest

- Customer-managed keys (optional)

- Retention configuration per legal/regulatory needs

- DLP and sensitivity labels (Microsoft Purview)

- Audit-ready exports for regulators