

Streamline HR Administration with Comprehensive Employee Information Management Solution



Access comprehensive employee information on an intuitive dashboard, allowing your HR teams to stay on top of diverse administrative processes and streamline HR management.

Highly Informative Employee Centric Database

- Real-time access to employee information pulled from other HRiQ HRMS modules.
- Personalize employee database templates to suit your unique industry or business requirements, focus on the information you need
- Notify staff of important company news or upcoming retreats with pin-up announcements or PDFs on a central announcement board on the employee portal.
- Set up alert systems in the HRIS to remind specific employees for important approvals and task deadlines such as renewal of employee visas or performance appraisal deadlines



Employee Query Tool for Grouping of Employees

- Our intuitive query tool easily assists you in identifying groups of employees based on criteria set by you.
- Easily export the information extracted from the HRIS into excel or word formats to create a simple information report on the spot.
- Share important documents with employees based on their hierarchy with our three-level document folder.

Convenient Employee Self-Service Portal

- Lessen your Human Resource administration's workload by allowing employees to easily log in and update their own personal data pending approval of your designated admin.
- Employees can also easily access their employee web-based portals on any preferred browser or through our mobile application.

EMPLOYEE RECORD

EMPLOYEE ID: [Search] NAME: [Search] [Filter] [Export] [Print] [Delete]

Employee ID	Name	Position	Department	Location	Employment Type	Contract Type	Start Date	End Date	Status
001	John Doe	Software Engineer	Engineering	Singapore	Full-time	Permanent	2018-01-01	2024-12-31	Active
002	Jane Smith	Marketing Manager	Marketing	Singapore	Full-time	Permanent	2019-03-15	2024-12-31	Active
003	David Lee	Sales Representative	Sales	Singapore	Part-time	Contract	2020-06-01	2023-05-31	Inactive

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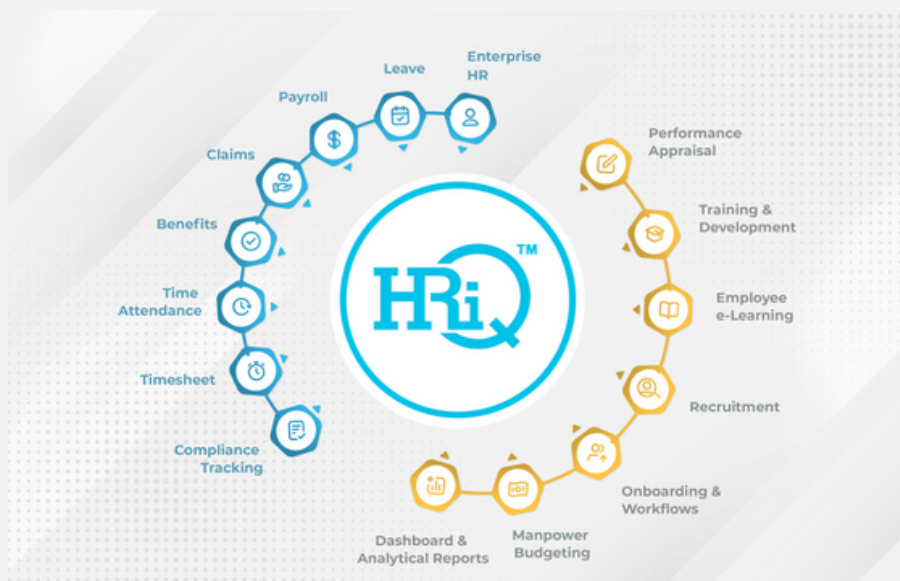
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Integration with Dashboard Report Builder

- Our HRI module is highly integrated with a separate powerful dashboard report builder module that creates intelligent reports with valuable insights for high-level management personnel. With intuitive and visual representation, turn raw data into compelling reports showing information to measure the success and continuity of the organization.
- The Dashboard Report Builder pulls real-time data from the HRI portal to provide you an integrated report about every domain in your company.

Strict Control of Security and Access Rights

- Manage access rights to employee's information based on the segregation of duties across the team.
- Ensure the security of sensitive employee data between different entities by setting specific access rights to employee information in each separate entity.
- Set specific access rights for each individual module to ensure that only relevant personnel with the right authority will be able to read or input data.



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