

Moon HRM

Support Document

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GENERAL

About Moon HRM

Moon HRM is the all-in-one HR management solution to streamline your entire employee lifecycle and increase your company's ROI. For a smooth employee experience, automate time tracking, biometric access management, daily work reporting, and leave management with Moon HRM today.

What is Moon HRM?

Moon HRM is a comprehensive Human Resource Management software designed to streamline HR processes and empower businesses. It simplifies recruitment, employee management, performance reviews, and more.

With top-class features like time tracking, Biometric Access Tracking, and Daily Work Reports, it aids organizations in more effective staff management. While biometric access tracking uses fingerprints to record attendance and break hours automatically, time tracking enables precise calculations of daily and weekly working hours. This, in turn, lowers administrative expenses while improving the effectiveness of attendance control.

It is undoubtedly a robust leave management system that enables employees to request leave and receive information about team leaves, simplifying the management of leaves and attendance.

Moon HRM enables super admins to create users or managers with designated roles, facilitating adequate team supervision. HR managers can also be assigned user roles based on designation and criteria to ensure that roles are customized for each organization's unique requirements.

Other features include Team Access Control, Company Banner Display, Project Hours Tracking, Time Logs, Daily Worksheet, Attendance Reports, Leave Requests Administration, Employee Ticket Management, Holiday Calendar, and Managed Drive for effective file administration.

Who Uses Moon HRM?

Moon HRM is an essential tool for businesses of all sizes, from small startups to large enterprises. HR professionals, managers, and business owners rely on Moon HRM to enhance employee management, automate HR tasks, and foster a more productive workforce. **It is available on Mac, iOS, Windows, Android, and Web App.**

Features:

- Streamline and Automated HR Processes
- Accurate Project Hours Time-Tracking

- Biometric Access Tracking
- Daily Work Reports
- Automated Leave & Attendance Management
- Dedicated User Role Management
- Cloud Storage Integration
- Customizable Interface
- Universal HR Data

FAQs

Can I Define Employee Roles & Give Access Accordingly with Moon HRM?

Our attendance software for employee management helps the super admin define multiple employee roles and access.

Can I Use Moon HRM for Remote Work Monitoring?

Sure. If your organization has more remote workers, our employee management software can help monitor and track their screens. Also, our performance management software can track the employee's real-time work productivity.

Is Moon HRM Accessible from URL - as a Web App?

Yes, our software is accessible from the URL.

How Can I Integrate Moon HRM with Basecamp Extension?

Here is the simple procedure to integrate Moon HRM with

1. Install Basecamp Time Tracker Extension
2. Click on the Login Icon on the Top Right of the Basecamp Extension
3. Enter Your Moon HRM Email Address
4. Verify the Email Address by Entering the OTP
5. Complete the Verification Process with Basecamp Permission

What are the Key Features Of Employee Management Software?

The key features of employee management software include time tracking, project management, biometric access, leave and attendance management, holiday calendar, and work reports.

How Can Employee Management Software Benefit My Organization?

It automates most of the tasks, making it easy for the human resource manager to manage the HR tasks without any manual operations such as managing attendance, work reports, and more.

Does Moon HRM Track Employee Performance?

Moon HRM tracks the employee's project updates, including the billable hours. It also monitors the employee's whole-day tasks, thereby enhancing productivity.