



**PowerApps**

Empowering everyone to build apps

# Human Resource Management System - HRMS

HRMS enables HR professionals manage and streamline the employee information which is automated right from employee pre-boarding to the exit procedures. The app significantly minimizes the manual efforts of various processes involved in employee probation, confirmation, performance appraisal, exit clearance and much more. It helps in collaborating the key people with timely notifications, reminders, approvals, documents generation and more in a standard format.



**Applicant**

Fresh id and login is provided for Pre-boarding process with simplified step-by-step profiling and checklist.

**IT Admin**

Asset allocation without gaps is setup as per requests and authorization.

**HR**

Manages employee profile and organizational formalities right from entry to exit. Like policy updates, GMP, probation, confirmation, resignation and much more.

## Employee profile simplified & digitalized from onboarding to exit formalities

- Applicant:** Virtual onboarding being an inevitable process in pursuit of recording the complete history of an applicant, made simplified using this HRMS application.
- IT admin:** Helps to hand in the required hardware and software assets on authorisation and to manage the VED(Vital/Essential/Desirable) assets with simplified processes.
- HR professionals:** Right from onboarding to exit formalities is made flexible, with defined document verification procedures and checklist with mandatory fields. HRs can create a new profile to digitally review and approve the employee details. HRMS helps in adjoining the required as well as secondary information in a digital directory. Notifications and email triggers can be set for alerts in different process like onboarding, probation, resignation, termination, Group medical policy(GMP), increment , appraisal forms etc.

**About us:** UBTI is well experienced in delivering business applications for a wide range of domains including Aerospace, Financial services, Healthcare, Health Insurance & Education. With our expertise in PowerApps, we build apps enabling our customers simplify and streamline processes, helping them conduct their business with minimal effort. With years of experience in Microsoft Analytics tools, we help our customers derive in-depth insights from their data.



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## Increase visibility



Maximize clarity and confidence to new joiners

Increase visibility to define their responsibilities and enhance their skill set in emerging trends



## Human Resource

### Digital Collaborate

Empower HR to succeed with tailored digital solutions



## IT Admin

Digitalize manual processes

Eliminate unauthorized approval channels, minimize human errors & make H/W & S/W assets available on time. Can track and transform workflows, inspections, and approvals with digital applications.

### Features & Benefits:

- ❖ Easy and user-friendly interface for data entry and Integrated with their existing portal and Database connectivity
- ❖ Self-help & FAQs for applicants
- ❖ Unlimited document storage for applicants with defined checklist of mandatory documents
- ❖ Asset allocation and tracking – asset tag ID generation, inventory maintenance and recording asset history
- ❖ Role-based access ensuring security and data confidentiality
- ❖ Automatic email notifications whenever appropriate action is done – employee on-boarding details intimation, employee details submission, HR approval/rejection, resignation/termination LWD request, probation confirmation, appraisal, handover of assets before exit etc.
- ❖ Analytical reporting – employee facesheet, employee analysis based on location, designation, qualification, skills, status, attrition, asset, probation, GMP, BGV and appraisal
- ❖ Appraisal, confirmation letter generations with the digital signature

