

SutiHVM™

SutiHVM is a web-based/enterprise solution for managing the entire employee recruitment to payroll process from a single interface. The easy-to-use solution eliminates manual effort, time delays, paper use and administrative costs. SutiHVM improves process control, workforce efficiency, compliance to regulations and adherence to company policies.

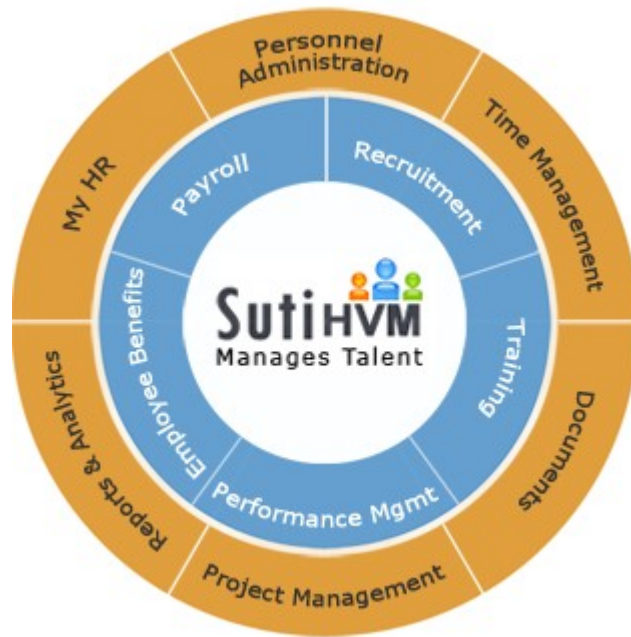
SutiHVM provides administrators the ability to configure various details relevant to your organization for faster adoption and making it simpler to use. Features like Documents, Time Management, Project Management and Payroll make it a more comprehensive solution for all your Human Resource needs.

Key Features Include:

- ✓ **Recruitment**
Manage & approve requisitions for required positions in the organization. Source, screen and select skilled talent accordingly.
- ✓ **Personnel Administration**
Manage various on-boarding tasks, employee personal details and off-boarding tasks during the entire employee hire-retire lifecycle.
- ✓ **Training**
Enhance competency of employees by organizing appropriate training programs. Monitor employee feedback and calculate training effectiveness.
- ✓ **Performance Management**
Evaluate on-job performance of employees, suggest necessary (professional/personal) changes and help planning a better career.
- ✓ **Time Management**
Monitor attendance, working hours, leave applications, time sheets of employees to calculate effective working hours.
- ✓ **Employee Benefits**
Enroll employees into various benefits plans appropriate to their life events based on the compensation rules of your organization.
- ✓ **Payroll**
Create pay structures, pay scales to suit the requirements of your organization. Easily process payroll and pay employees on time.
- ✓ **Documents**
Manage various documents in the organization, seek approval before introducing new documents and make them available for use across the department/organization.
- ✓ **Reports & Analytics**
Extensive reports and dashboards give quick insight into various aspects of your organizations HR process.
- ✓ **Project Management**
Monitor various project parameters such as objectives, timelines, people involved and technologies used for each of the ongoing & completed projects in the organization.

✓ **My HR**

Employees can view & manage their personal information, apply for leaves, send daily/weekly reports etc from a single interface.



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