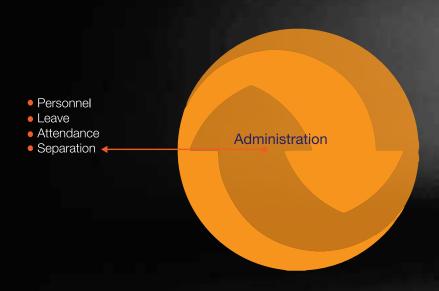


Introduction

PEOPLE.PARTNERS Small Business Edition addresses the simple, yet sophisticated need of organizations with a small employee base. With flexibility to scale to SME and Enterprise Editions later, organizations don't need to change their software as they grow themselves.





Personnel Manager

PEOPLE.PARTNERS allows organizations to keep record of any Document related to an employee. From email correspondents, to increment letters, all can be saved. All of this can be done without any third part email software license.

- Management of Employee Profile Detailed information related to family, qualifications, awards, skills, memberships, dependents, experiences, disciplinary actions, education, etc
- **▶ Employee Documents Manager -** You can move to a completely paperless environment, saving all documents, communication with employees, etc.
- > Company Documents Policies, SOPs etc may be uploaded for employees to view on ESS Portal. Employee level security can also be configured if all employees do not have rights to view a certain document.
- **▶** Employee Transfers (Intra-company)
- > Employee previous tenure history (if rehired)

Leaves & Attendance Manager

or any organization with more than a hundred employees, it becomes difficult to manage employee leaves and attendance. With leaves alone, the paperwork can be a killer!

PEOPLE.PARTNERS integrates with almost any Attendance machine. It allows you to define Leaves related Workflows for quick approvals. It can also handle multiple shifts with no limit. Using the Roster feature, you may create a pattern and copy it on multiple employees.

- Inbound integration with attendance machines
- > Holiday Calendar National and Festival holidays
- Finalization of Attendance for payroll processing
- Flexibility to manage over 100 types of shifts
- Roster Management
- Overtime Request Workflow
- ▶ Attendance / Penalty Adjustment Workflow For adjusting Time In, Time Out or Attendance Status (Late In / Early Out / Half Day / Full Day)
- **>** Leave Workflow
- > Approval via Email
 - Leave Requests
 - Attendance / Penalty Adjustment Requests
 - OT Requests

Separation Manager

Employee Turnover is a natural phenomenon in any organization. PEOPLE.PARTNERS gives you comprehensive statistics for analyzing the root cause of turnover and addressing it to retain your key talent and reduce the cost of inductions and training of new staff.

Notice Period and Penalty handling





- > Personnel Manager
 - Employee Information (Self and Sub-ordinates)
 - Company Documents
- Leave Manager
 - •Leave Request and Approval
- Attendance Manager
 - Attendance / Penalty Adjustment Request and Approval
 - •OT Request Creation and Approval



- Modules / Features
 Just arrange a demo. The product will speak for itself.
- Service / After Sales Support
 Our Team stands-by for addressing your concerns over Skype, Email and Phone!
- User friendliness
 With inputs from hundreds of users and international consultants, the interface has been designed for an intuitive user experience.
- Flexibility
 Developed from a strong product perspective, PEOPLE.PARTNERS is a parametric system, easily configurable for a variety of customers.
- Dashboard
 Our new Dashboard is now extremely intuitive and directly connects you to different parts of the system.
- Pricing
 You can compare us with any product in our category and will find us amongst the most economical ones.



A Collaboration of:

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