

## HRM Suite to help you plan and streamline your human resources across geographies.



The most important aspect that has the potential to affect the profitability of your business instantly is the Human Resources you have employed. The profitability further varies depending on your workforce, situated at a single location or spread across geographies. It is important for any organization to keep track of, plan & streamline the performance of each & every individual that results in better performances leading to better overall profitability of your organization.

CW- HRMS is the ultimate swiss-knife, that helps in taking informed decisions and provides vital information about the performance of the organization, anytime, everytime.

### Every insight, right at your fingertips

Every important insight about your workforce that has the potential to fetch you millions of dollars or even save them is available right on your Mobile Phone & Computer, designed & paired together in the form of beautiful dashboards.

Our advanced cloud servers deliver that right information that your business needs, at lightning speeds, no matter where your workforce is operating from. Crucial information is always available in realtime, anytime!

Our rich experience in Human Resource Management & technology helps you in adopting the latest technology and configuring it according to your unique needs. Automate every function you need with utmost confidence. Afterall, we are know for our flexibility and CW-HRMS is known for its scalability.

### UI & UX - Zero guessing game

With one of the coolest user interfaces & seamless user experiences, with its tastefully designed dashboards and functionalities that can be accessed with minimal effort. Our solutions enable you to deliver an exceptional experience to all your people, no matter who they are and where they work.

#### Key Products Areas

- Manpower Planning
- Talent Acquisition
- Performance Management
- Disciplinary Management
- Training & Development
- Payroll Management
- Compensations & Benefits Management
- Labour Relations & Statutory Compliance
- End of Service

#### Key Benefits

- Extremely Cost effective solution for every kind of business
- Understand your entire employee's cost to the organization
- Reduce the need for IT support while providing access from any location, with any device
- Data security is maintained by using superior firewalls and encrypted transmissions.
- Decision making made easy & instant



# Cubicle Works Human Resource Management Suite

## Man Power Planning

CW - HRMS is designed to help you in putting right number of people, right kind of people at the right place, right time, doing the right things for which they are suited for the achievement of goals of the organization.

- Organization chart with complete visibility of reporting structure at all levels.
- Shows the complete data of manpower cost to estimate the budget required for yearly and Ad hoc manpower planning

## Talent Acquisition

CW-HRMS not only helps you in filling positions, but also helps you in utilizing the candidates and their skills that come out of a rigorous recruiting process as a means to fill similar positions in the future also.

These future positions can be identified today by looking at the succession management plan, or by analyzing the history of attrition for certain positions. This makes it easy to predict that specific openings will occur at a pre-determined period in time.

- Versioning of offer letters can be generated till the offer accepted or rejected
- On boarding tasks are auto assigned by the system to each departments like Admin, IT, Uniform to issue them to new joinees.

## Compensation & Benefits Management

A happy employee will be more productive and contributes more to the overall profit of the business. CW-HRMS helps you in providing monetary as well as non-monetary rewards to the employees, in order to compensate for the time they allocate to their job and thereby helps the organization achieve employee satisfaction.

## Payroll Management

There are numerous workflow activities and checks required before processing payroll. CW-HRMS makes all these activities painless and easy to handle. Leaves, Attendance, Full & Final settlements, expenses, loans and many other processes are seamlessly integrated to make your life easier.

## Total Rewards Management

Total rewards management module from CW-HRMS encompasses six components — compensation, benefits, work-life effectiveness, recognition, performance management and talent development that collectively defines an organization's strategy to attract, motivate, retain and engage employees. These components represent the tool kit from which an organization chooses to offer and align a value proposition that results in satisfied, engaged and productive employees who, in turn, create desired business performance and results.



## Training & Development

CW - HRMS helps you in sharpening of skills, concepts, changing of attitude and gaining more knowledge to enhance the performance of your employees. Good & efficient training of employees helps in their skills & knowledge development, which eventually helps a company improve.

- Auto registration of mandatory trainings to the employees joining in under certain positions
- Captures actual costs incurred on the trainings scheduled
- Training calendar captures and organises all the training schedules registered which gives clear picture to the training coordinator

# Cubicle Works Human Resource Management Suite

## Employee Administration

CW-HRMS helps you in handling all the routine tasks that your organization should carry out to maintain formal employment of individuals who render certain services to this organization according to their contracts, whether on a part-time or full-time basis.



## Employee Self-Service Portal

With CW-HRMS in place, Guide your employees in gaining complete clarity on their pay and tax details, apply leave and attendance requests; and process reimbursement requests through a personalized and interactive user-experience that delivers insight based on their day-to-day needs. Your managers can now approve/reject employee leave requests, attendance and reimbursement requests via an intuitive and responsive online portal. Furthermore, managers can download comprehensive reports for every employee within their team.

- Different kind of letters required for employees can be requested through self service which can be downloaded on approval.
- Queries to HR can be posted by employees through HR request without getting strain of approaching HR department sitting at some other locations
- Reporting Managers going on long vacation can reroute their approval workflows to other managers by acting appointment
- Delegation of duties can be done by the employees through delegation request

## Time & Attendance Management

Regardless of the number of locations your organization is present in, Effective time-management of a workforce through CW-HRMS assists your organization in comprehensively analysing your return on invested man-hours and makes it easier to handle complex attendance logs and overtime calculations through a single-integrated platform.

- Integration to T&A machine to sync real time login data and attendance status is updated
- OT hours are auto calculated based on the actual login details which reduces human efforts

## Shift Management

CW-HRMS helps you in shift scheduling effectively and efficiently. This feature ensures you to plan and schedule employee shifts without any complication ensuring a smooth process flow. It bridges the communication gap that can happen over manual methods and proactively manages and tracks employee shifts.

- Reduces time in preparing the shift roster as system suggests the shift plan
- Shift calendar helps the managers to see all employees working on different shifts.

## Leave Management

When your company's leave policy is enforced consistently, it improves transparency & employee satisfaction. CW-HRMS leave management module automates everything from leave accounting, grants, to period closing activities.

## Disciplinary Management

It is crucial for every organisation to have a disciplinary procedure in place with clear guidance for managers and employees on how employee relations issues should be managed. CW-HRMS helps your business in avoiding mishandled action, thus reduces your risk, costs and damage to reputation.

- Ability to record all policies for the disciplinary actions as per the standard labour law.
- Initiates disciplinary actions through Auto pay deductions, warning letters.

# Cubicle Works Human Resource Management Suite

## Performance Management

CW-HRMS helps you in creating a work environment or setting in which people are enabled to perform to the best of their abilities.

It is a whole work system that begins when a job is defined as needed. It ends when an employee leaves your organization helping in interaction with an employee at every step of the way in between these major life cycle occurrences and making every interaction opportunity with an employee into a learning occasion.

- Tracking the performance of employees through continuous score review system
- Decision making of probation period is simplified

## Loans & Advances

The Loans and Advances Management module from the CW-HRMS helps the organization to manage the loans that they have given out to the employees by defining types of loans provided to the employee. It allows specific rates of interest to be issued based on pay grade and level within the company.

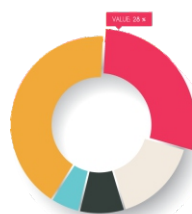
## End of Service (Gratuity)

As there is a legal obligation for most of the businesses to provide their employees with an End of Service Benefit (EoS), also commonly known as an End of Service Gratuity. CW-HRMS helps you in defining a payment made to the employee upon the termination of employment, provided that this was longer than one year and that the relationship is not terminated upon the ground of Gross Misconduct.

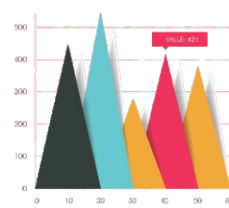
- Checklists are auto assigned by the system to different departments to clear before the employees Full and Final Settlement is completed
- Before the End of Service is approved HR team can Schedule discussions through system with all required members.

## Labour Relations & Statutory Compliances

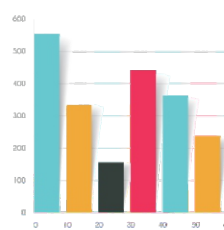
It is absolutely imperative to comply with all legal and statutory norms for businesses to operate successfully. This often involves significant investment of resources, time, and continuous monitoring. With the ever-changing employment laws, it becomes a challenge for small and mid-sized companies to keep themselves compliant. CW-HRMS provides a reliable HR compliance module to help you to be in the know of all the changes that are happening, in order to be compliant and avoid penalties.



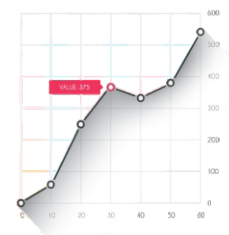
Employee Engagement



Employee Attrition



Employee Payscales



Employee Performance

## Report Generation

CW-HRMS helps you in gaining a 360° view of your workforce. Our insightful reports help you in identifying risks, uncovering opportunities, monitoring trends, and drill into contributing factors.

- Analyze workforce demographics across locations
- Understand employee headcount and attrition trends
- Pay your people fairly according to your compensation philosophy with total rewards reports and dashboards.



## Our other solutions :-

CW - Distribution | CW - Construction | CW - Retail  
CW - Life Sciences | CW - Manufacturing  
CW - Data Sciences | Agritech | Poultry NxT