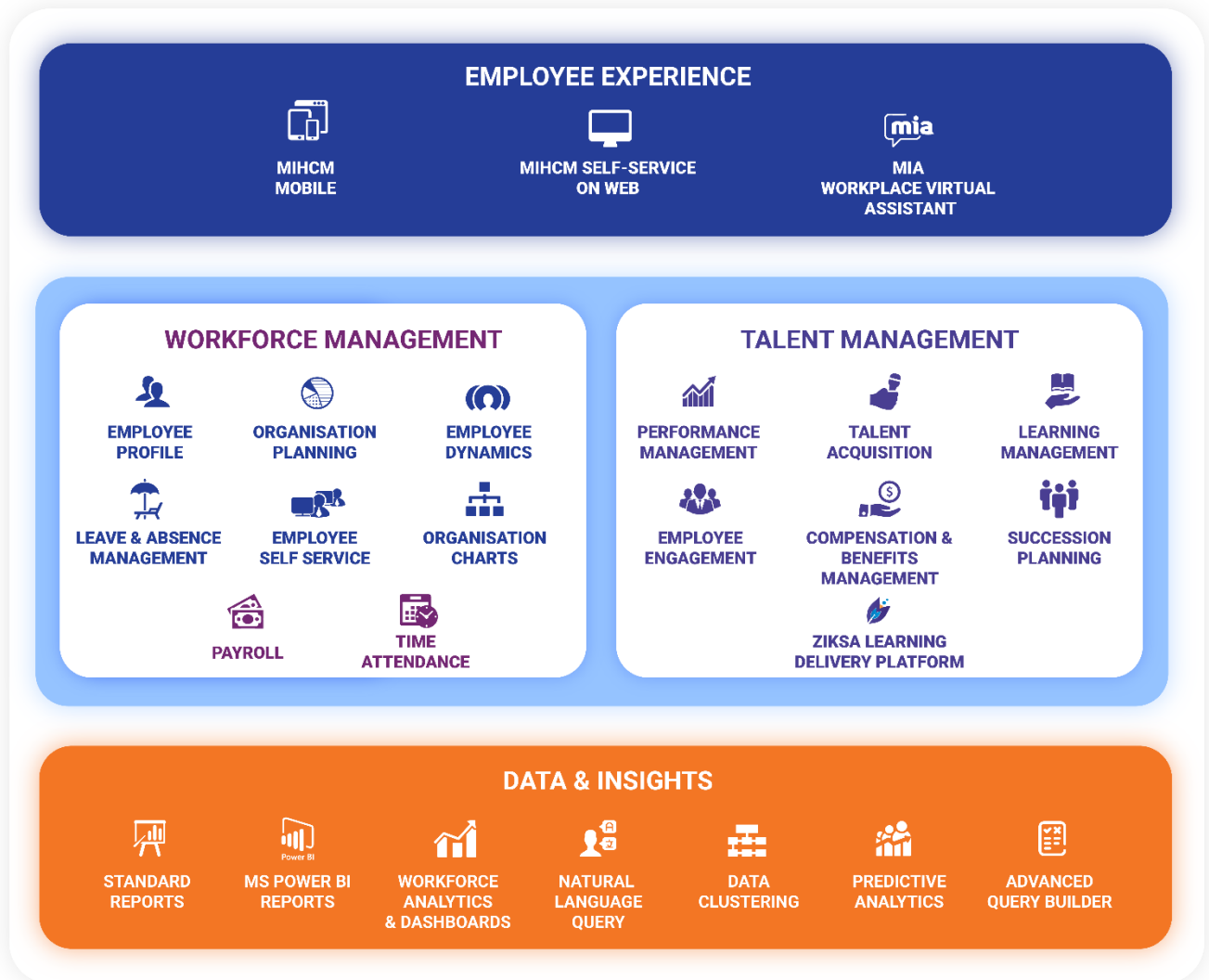


MiHCM Module Details

Functional Modules





Features

HCM Core



Management of your workforce personnel information should be challenge-free for your organization. MiHCM will help your HR professionals collate personnel information on a digital profile in a more efficient practice.

HIGHLIGHTS

- Systematic employee data storage with Digital Personnel Profiles to display a broad range of employee information including;
Personal/Work Family/Bank/Qualifications/Emergency/Insurance/
Health/Legal/Work/ Experience/Skills/Professional Memberships/
Achievements/Training/Travel/Performance History/Letter History etc.
- Conveniently search for different active and resigned employees' profiles.
- Generate, modify & manage letters and documentation.
- Customizable templates for confirmations and exit interviews.
- Manage Job Descriptions.
- Headcount Planning.
- Visualize, model and configure hierarchical levels with user-friendly parameterization.
- Comprehensive Organization and People Charts.

KEY FEATURES

Employee Information

- ⦿ Maintain detailed information of your employees in a centralized system. Grant or limit access only to selected users based on their position in the reporting hierarchy.
 - Employee personal information
 - Employee work details
 - Employee family information
 - Employee contact details
 - Employee medical information
 - Bank information
 - Work experience
 - Qualifications information
 - Skills
 - Accomplishments
 - Memberships
 - Employment history
 - Documents and employee correspondence

- ⦿ Track employees through employee number, name, identification number, etc.
- ⦿ Attach employee photos in their profiles.
- ⦿ Store important documents with the facility of document templates including:
 - Employee application
 - Certificates
 - Warning letters
 - Any other document generated by the organization.
- ⦿ Record and track changes of employee information and history, along with updated information.

Employee Timeline

- ⦿ Browse the following employee history in a snap shot view:
 - Promotions
 - Transfers
 - Increments
 - Training details
 - Performance
 - Appointment details
 - Health
 - Employee Vaccination details
 - Assets provided to the employees (i.e. Mobile phones, Computers etc.)

Re-join

- ⦿ Maintain profiles of resigned employees in the system as deactivated profiles.
- ⦿ Reactivate these profiles in the case of a rejoin with appropriate changes.

Letter builder with Templates

- ⦿ User-friendly letter template builder function.
- ⦿ Print or issue letters to employees with an automatic filing-in letter folder.
- ⦿ Assisted and personalized initial set up of the fields for the letter builder by Microimage.
- ⦿ Docu-sign feature available upon request

User Administration

- ⦿ Create roles, grant rights to the roles, manage the roles and assign roles to different groups.
- ⦿ Define user roles (e.g. Administrator, user, management user etc.) for each module (e.g. Profile manager, ESS, recruitment etc.). Assign or limit user rights for each role to access a certain function.
- ⦿ Assign employees to the previously defined user roles.
- ⦿ Within User Administration, permission can be given to access relevant modules.

Employee Dynamics

Manage employee confirmations, movements, promotions, transfers, demotions, resignations, terminations, retirements and disciplinary information. Guide your line managers and HR on these activities through templates, workflow approvals, timely alerts etc. In order to maintain data consistency, MiHCM prompts to update pending requests and reporting line changes when transfers & promotions take place.

HIGHLIGHTS

- ⦿ Manage employee confirmation process.
- ⦿ Transfer an employee from the current company/department/section to a new place (or from current place to another place).
- ⦿ Facilitate promotion of an employee by providing details of the new position, specifying their promoted category (e.g. GM/Executive/Staff etc.), promoted designation (e.g. Sales Manager, Senior Sales Executive), new reporting person and the date promoted.
- ⦿ Edit the employment type of the employees on probation based on performance monitoring. Give performance points before confirming. This takes input from the Performance Management Module.
- ⦿ Execute the resignation and clearance procedure of an employee.
- ⦿ Define the reason for resignation, date of acceptance, attach resignation letter, enable the exit interview, complete the exit task list and remove the employee from the master file.
- ⦿ Ability to record disciplinary procedures - disciplinary offenses and actions taken.

KEY FEATURES

Probationary Period of Employment

- ⦿ Define the probation period based on various employment categories.
- ⦿ Alert line managers and HR via emails and ESS tasks on due employee confirmations.
- ⦿ Generate the following letters:
 - Letter of confirmation.
 - Letter of termination.
 - Extension of probationary period etc.

Employee Movements

- ⦿ Track information pertaining to various types of employee movements:
 - Promotions
 - Transfers
 - Demotions
 - Terminations
 - Retirements

Information pertaining to Promotions

- ⦿ Track various types of promotions:
 - Promotions with increments
 - Promotions with probation
 - Promotions without probation
- ⦿ Record information relating to reason for promotions and attach documents.
- ⦿ Record information concerning the changes due to the promotion:
 - Change in employee job or position
 - Change of location
- ⦿ Automatically generate *letters of promotion* for prospective employees.
- ⦿ Maintain information pertaining to Transfers.
- ⦿ Record information pertaining to reason for transfers.
(E.g. Grievance, penalizations)
- ⦿ Accommodates information concerning the type of transfers, as *transfer in* or a *transfer out*.
- ⦿ Accommodates information on changes due to transfers:
 - Changes in location
 - Changes in nature of work
 - Changes in job or position
- ⦿ Derive approvals through the system, from company manager and sector head, etc.
- ⦿ Automatically generate *letters of transfers* for employees concerned.

Information pertaining to Demotions

- ⦿ Accommodate information pertaining to reason for demotion.
- ⦿ Record information on the demotion as a *transfer in* or a *transfer out*.
- ⦿ Accommodates information on changes due to the demotion:
 - Changes in the job /position
 - Changes in the location concerned
 - Changes in the nature of work
- ⦿ Derive approval through the system from company manager and sector head etc.
- ⦿ Automatically generate *letters of demotion* for employees concerned.

Information pertaining to Resignations

- ⦿ Record information concerning employees tendering resignation.
- ⦿ Maintain attachments pertaining to the resignation.
- ⦿ Record information concerning reasons for resignation.
- ⦿ Manage the resignation acceptance and approval processes through the reporting hierarchy of the enterprise.
- ⦿ Forward and obtain acceptance on the resignation from department head, company manager and sector head etc.
- ⦿ Accommodates information concerning exit interviews and store relevant documents. Divisions will be notified via email on payroll/salaries.

Information pertaining to Termination

- ⦿ Record information concerning reasons for termination.
- ⦿ Record information pertaining to the termination process.
- ⦿ Store attachments of all documents produced in the process of termination.
- ⦿ Automatically generate service letters for employees concerned.

Information pertaining to Employee Retirement

- ⦿ Record information concerning:
 - Date of retirement.
 - Age of retirement.
 - Information pertaining to gratuity payment.
 - Information pertaining to the service letter.
- ⦿ Automatically generate service letters and other related documents.

HR Planning & Charts

View an informative graphical representation of your organizational structure and hierarchy of designations. When designations are created for your organization, technical and managerial competencies can be defined broadly for each job category, and it will be linked with the HR Administrator. It also facilitates manpower planning.

HIGHLIGHTS

- ⦿ Categorize job competencies of multiple levels with descriptions.
- ⦿ Facilitate human resource manpower planning with links to recruitment.

KEY FEATURES

Organization Charts

- ⦿ Graphical organization charts to better visualize your enterprise.
- ⦿ Departmental employee charts with drill down employee profiles.
- ⦿ Organization position charts to clarify reporting routes.

Head Count Planning

- ⦿ Setup headcount plans (head count budgets) for each level of your company.

Approval Process

- ⦿ Prepare manpower plans for divisions by the respective divisional manager.
- ⦿ Ensure Review and Approval by the respective managers.
- ⦿ Configure approval workflows. The system facilitates changes in policy and approval hierarchies. Implement approval processes by introducing required controls.

Amendments to Manpower Plans

- ⦿ Forward manpower plans for review and approval by respective managers.
- ⦿ Recruitment – Creation of vacancies will not take place unless a variance is observed when actual head count is compared with the budgeted.
- ⦿ Employee Movements – Overall employee movements will be reflected on the budgets. If employees are transferred, promoted or demoted out of the company, the budget approval process would be introduced.
- ⦿

Job Description

- ⦿ Explain the key responsibilities of the jobs concerned (Job Description).
- ⦿ Provide information on reporting relationships of the jobs – Both superior and subordinate.
- ⦿ Specify qualifications for the valid jobs (Job Specification).
- ⦿ Facilitate key result areas and competency profiles for valid jobs.
- ⦿ Include values required for jobs. (Form of a competency profile).
- ⦿ Provide information concerning behavioral related values of the jobs.

Employee Self Service



Provide your employees with the fundamental tools and access to update personnel information, get updates or submit requests and have their HR pertinent tasks performed conveniently. The self-service facility is designed for ease of use, enabling employees to take the lead on numerous HR and employee activities on a single system.

HIGHLIGHTS

- Gain access to employee self-service via mobile and manage individual HR needs, now available on iOS and Android.
- Access information quickly via dashboard widgets.
- Enter job tasks you performed on daily basis with timesheet functionality.
- Interactive activity feed to receive updates of activities related to performance, learning, leave, birthdays, work anniversaries etc.
- Access employees' information pertaining to personal/work/attendance records.
- Manage leave and change personal information whilst tracking change history.
- Ability to view processed pay slip.
- Access an online training calendar with the ability to apply, view nominations and notifications.
- Request training programs and nominate others based on authority limits.
- Access company HR news, notices, staff directory, policies, documents and more.
- Execute self-performance appraisals.
- Enable recruitment requisitions for authorized supervisors, managers and CxO's.
- Receive alerts on absenteeism, new staff, resigned staff, birthdays and more.
- Personalize your portal.

Time & Attendance



Enrich your enterprise with the most advanced time management capabilities to suit any organization of any size. It provides easy setup and configuration for a variety of working conditions across different industry verticals. Utilize timely management information for effective decision-making and calculate attendance-based incentives/overtime, late and leave administration.

HIGHLIGHTS

- Explore comprehensive Time Management features such as calculating over-time, work hours, lateness, absenteeism, etc.
- Fully automated data downloading and processing.
- Seamless online data query facility with productive management reports.
- Manage leave with ease.
- Supports small/medium/large scale organizations.
- Ready to Integrate with any automated data capturing devices (Biometric, RFID, Barcode, etc.,).
- Integration with 3rd Party Payroll.
- Geofencing enabled attendance tracking.

KEY FEATURES

Comprehensive Shifts & Rosters

- Supports unlimited shift & roster patterns.
- Advanced shift & roster scheduling.
- Supports flexi and split shifts.
- Conveniently adjust individual or group-wise shift changes.
- Supports midnight crossover.

Comprehensive over time management

- ⦿ Specify the overtime grace period.
- ⦿ Supports Single, Double, Triple OT.
- ⦿ Set-off meal & tea breaks against overtime.
- ⦿ Set-off overtime against late attendance.
- ⦿ Batch-wise overtime authorization.
- ⦿ Early in-overtime calculation.
- ⦿ Overtime prior authorization. (Hourly or Time based).
- ⦿ Overtime manual authorization (In Administrator level).

Comprehensive leave management

- ⦿ Policy based leave allocation for employees.
- ⦿ Lieu leave & day off management.
- ⦿ Auto leave generation based on the probation period.
- ⦿ Short Leave Management.
- ⦿ Leave Encashment (end of the year).
- ⦿ Attendance Bonus calculation based on punctuality.

Other functionalities

- ⦿ Meal Processing.
- ⦿ Attendance Bonus calculation.
- ⦿ Late Penalization.

Attendance related Reports and Analytics

- ⦿ Utilize the following MIS reports available on MiHCM and modify them according to your user requirements. Add more reports on request.
 - Late Report
 - Attendance Report
 - Daily Absent Report
 - Absent Report for a period
 - Absent without leave
 - Employee Timesheet
 - Daily OT Report
 - OT Claimed Vs Approved
 - Summarized Attendance

- Attendance Log Information
- Attendance Back Log Information
- Invalid Attendance
- Attendance Summary
- Mobile Attendance
- Consecutive Absenteeism
- Attendance Register
- No pay Report
- Monthly Attendance Summary
- Staff Shift Schedule

HCM Analytics

Standard Reports and MiHCM Analytics

- Following are among the MIS reports available in MiHCM. All these reports will be modified according to the user requirements. Further new reports can be added on request.

- Staff Profile
- Staff Work Experience
- Staff Skills
- Staff Visa Information
- Staff Preference Information
- Staff Insurance Information
- Staff Health Information
- Staff Bank Information
- Staff Awards & Accomplishments
- Staff Children Information
- Staff Spouse Information
- Item issued for staff
- Contract Expiry
- Birthday List
- Confirmation Due
- Late Report
- Attendance Report
- Daily Absent Report
- Absent Report for a period
- Absent without leave

- Employee Timesheet
- Daily OT Report
- OT Claimed Vs Approved
- Summarized Attendance
- Attendance Log Information
- Attendance Back Log Information
- Invalid Attendance
- Attendance Summary
- Mobile Attendance
- Consecutive Absenteeism
- Attendance Register
- No pay Report
- Monthly Attendance Summary
- Staff Shift Schedule
- Leave Details
- Leave Allocation Summary
- Employee Transfer Promotion History
- Employee Resignation History
- Employee Rejoin Report
- Employee Redesignation History
- Employee Reactivate History
- Employee Disciplinary - Incident & Involvement
- Employee Disciplinary - Incident & Action Taken
- Dynamic Requests
- ESS - Requests
- Employees without Goals
- Employee Goal Summary
- Appraiser List Assigned to an Evaluation
- Performance Progress Report
- Performance Summary
- Goal Summary
- Confirmation Results
- Confirmation Results Summary
- Culture Values Report
- Competencies Report
- Development Plan Report
- Additional Accomplishments Report
- Potential Assessment Report
- Performance Sign-Off Status Report

- Trait Scores Report
- Final Performance Summary
- Approver Pending Requests Report
- Manpower Report
- Interview Information
- Training Nominee List
- Category wise Program Details
- Training Absentee List
- Training History
- Training Need Analysis Report

KEY FEATURES

- ⦿ Gain a broad spectrum of real-time HR insights relating to attendance, analytics, performance, recruitment and learning.
- ⦿ Understand workforce changes, employee turnover, employee life cycle movements and diversity in the workplace through real-time analytics.
- ⦿ Utilize the insights dashboard to access a macro view of every HR and talent management dimension.
- ⦿ Natural Language Query facility for easy and quick searches.
- ⦿ Advance strategic HCM Analytics tools for:
 - Profile searching and extraction
 - Workforce Dynamics analysis
 - Talent Management profile comparisons
 - Performance related analysis tools
 - Talent Matrix Analysis
 - Training related strategic analysis of costs, effectiveness, hours and more
- ⦿ Comprehensive standard reporting for all process-oriented modules.
- ⦿ Ability to obtain custom reports via Microsoft Power BI.
- ⦿ Analytics on compensation cost distribution.

HCM Mobile Apps



Designed to seamlessly run with MiHCM, HCM Mobile makes your HR processes accessible and easy to use for employees. The Mobile capability fosters great employee engagement with a consumer grade user experience.

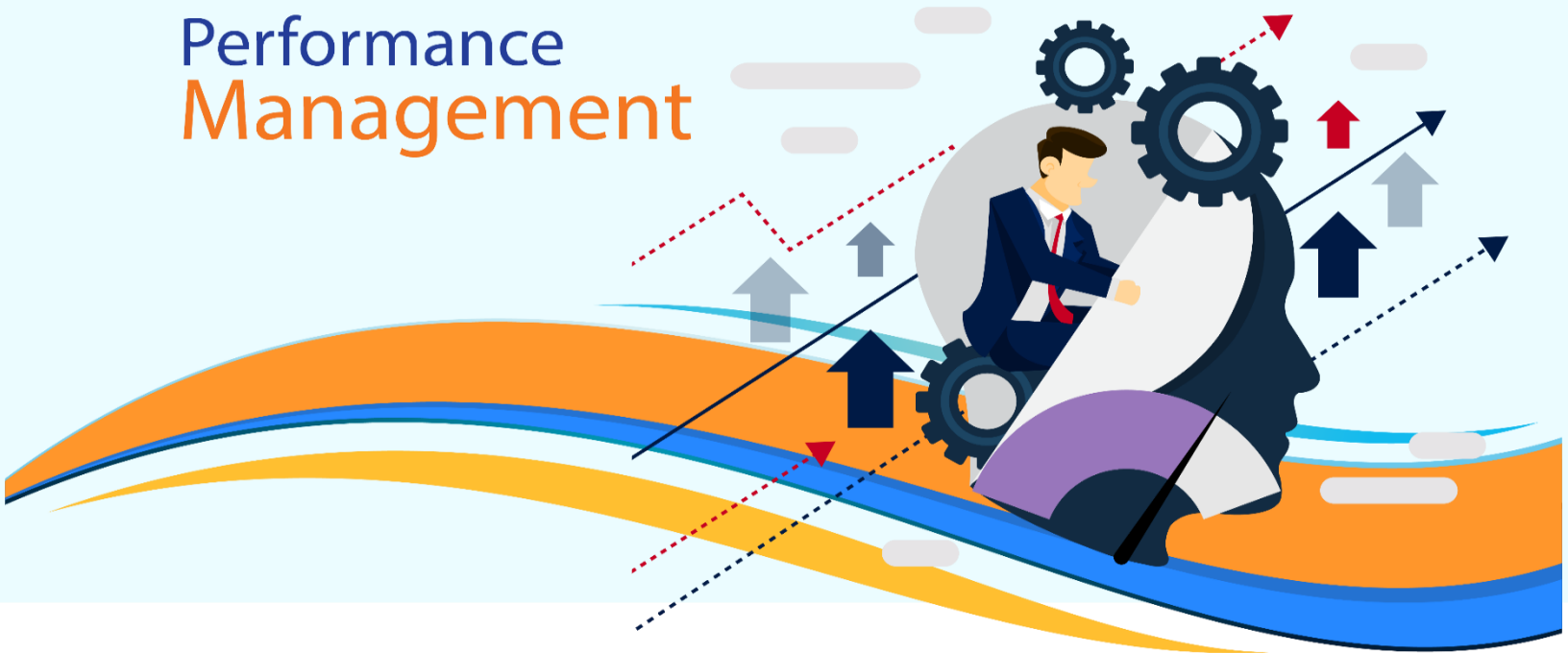
MiHCM Mobile App is now available on iOS and Android devices.

KEY FEATURES

- HCM Mobile provides secure mobile access to a range of HR Core self-service functionalities:
 - Leave - Apply Leave, Leave Balance/Allocation, Team Leave and Leave History.
 - Attendance - Employees can check-in/out with Apple Siri and Google Assistant (voice integrated) and Time Location tagging
 - Performance – Self-performance appraisal.
 - Pay Slip - Access to pay slip/salary information.
 - Team - Access team profiles, leave, attendance and contacts.
 - Reach HR - This function will provide feedback & requests to the HR department.
 - Things to Do - Various approval actions can be performed using the app.
 - Social Activity Feed.
 - Notice Board
 - Benefits – to submit and reimburse claims
 - Access to more Team functions such as Performance tracking, Training Schedules.
 - Ability to submit overtime requests and approve these requests
 - Employees can submit the list of work/activities daily with the timesheet.
 - Employee Directory

*Note: Mobile app is continuously improved with many features and functionalities.

Performance Management



Make better-informed decisions with access to real-time information about the performance of your employees. Develop individual work plans, monitor real-time performance and manage vertical and horizontal mobility of employees. Assign employees to training and identify their contributions to your organization. Enhance your strategic analyses and workforce management activities.

HIGHLIGHTS

- Manage your employees' performance in real-time and utilize the social interaction function to follow performance improvements
- Set up diverse commands such as evaluation periods, rating mechanisms
- Set up and revise goals in real-time
- Monitor milestones and cascade goals according to your company structure
- Evaluate employee competency
- Assess your employees' potential to chart their growth within the company
- Assess values at individual employee levels
- Appreciate employees' additional accomplishments
- Allow self-appraisals
- Use the final summary (combining goals, competencies, values and additional accomplishments) to make management decisions
- Automatically identify training requirements to minimize performance gaps or to support future development purposes. (This feature integrates with MiHCM Learning Management module)
- Access performance history of the entire organization, based on job categories/departments/individual

KEY FEATURES

Goals

- ⦿ Set SMART goals for your employees to align them with your company's mission.
- ⦿ Develop score-based goals to measure employees' performance.
- ⦿ Increase control over employees' goal execution; Set cascading goals and see individual, team, or company-wide progress.
- ⦿ Allow employees to keep team leaders up to date on activities they are working on and their work progress.
- ⦿ Goals library to support the goal setting up process.

Continuous Performance Management

- ⦿ Track your team's progress against goals, ensure that they are working on what matters and conveniently provide actionable feedback.
- ⦿ Share employee achievements and progress on the Activity Feed to gain their peers' comments and likes.

Assessment on Traits/Key Result Areas (KRAs)

- ⦿ Develop a qualitative assessment to evaluate your employees based on traits/KRAs that are specific and important to your company, in addition to general goals and KPIs.

360° Feedback

- ⦿ Capture a more balanced and complete view of employee performance with 360-degree feedback.
- ⦿ Design pulse surveys to share with superiors, peers, subordinates and customers to gain feedback.

Competency Assessment

- ⦿ Categorize employee competencies.
- ⦿ Set up/define different levels of competencies to be used to measure the variance between required and actual level of employee competencies.
- ⦿ Define the expected competencies for each job role.
- ⦿ Assess actual employee competency levels through performance appraisals.
- ⦿ Build training programs for the different competency levels.
- ⦿ Maintain necessary links with other modules such as succession planning, learning & development and performance management.
- ⦿ Assign competencies for each designation/job category and assess your employees' actual levels of competency against the expected levels.

Accomplishments

- ⦿ Identify and recognize any additional employee accomplishments that exceed or complement the goals or KPIs assigned to them.
- ⦿ Allow them to share these accomplishments with their peers to gain recognition.

Culture and values

- ⦿ Ensure your employees' work culture aligns with the organization's values.
- ⦿ Assess employees' alignment with the values and offer them scores as part of the performance appraisal.

Potential assessment

- ⦿ Determine critical roles in your organization and use the potential assessment determinant to assess employees' suitability for these successive roles.

Executive Summary on Performance (Final Performance Summary)

- ⦿ Visualize individual, team or company-wide performance summary on a single interface.
- ⦿ Recommend employees for development/improvement plans upon signing-off on the performance appraisal.

Performance Insights

- ⦿ Compare performance between employees to gauge their progress on all performance dimensions.
- ⦿ Visually capture the best-performing employees who exhibit a comparably higher degree of performance and potential.
- ⦿ Visualize the performance distribution in your organization to support performance related decisions.

Learning Management



Capture information on training needs from the Performance Appraisals, Business Plan of the Organization or Employee Requests. Allow appraisers to track information and update employee file with learning & development requirements. The system provides training entitlement lists, training budgets, maintains training courses and institutions, links with competency libraries, historical training data and training event management, schedules training modules, updates the individual electronic schedules/calendars, tracks participation and triggers assessments subsequent to training programs.

HIGHLIGHTS

- Streamline employee onboarding processes such as create user profiles, assign user roles and enable self-service capabilities for the new recruits.
- Comprehensive resource and program database equipped with history tracking.
- Easy to use Training Need Analysis (TNA) with access to profiles/training plans/progress plan.
- Auto generation of training calendar with accessibility to workforce through portals.
- Online training recommendations/nominations.
- Training Proposal approvals via workflow with budget controls.
- Participant Notifications.
- Logistics Notifications.
- Training attendance capturing.
- Final training evaluation.
- Knowledge sharing and transfer of learning.
- Track effectiveness.
- Comprehensive alerting and tracking layers to monitor the process.
- Business intelligence and reporting features.

KEY FEATURES

Training Need Analysis

- ⦿ Identify training needs from the individuals to the enterprise level.
- ⦿ Enable divisional managers to identify training needs at the divisional level and training needs of the individuals (employees) within the division.

Training Plans

- ⦿ Plan training according to training requirements given at each level of the enterprise.
- ⦿ Schedule a training calendar according to the training plan prepared.
- ⦿ Develop the training calendar at divisional levels, company level and sector level.

Training Budgeting

- ⦿ Calculate budgets for training at company/divisional levels for different training categories.
- ⦿ Propose training programs based on training budgets allocated to all levels of the enterprise.
- ⦿ Track training budget utilization.

Information Pertaining to Training Programs

- ⦿ Accommodate the following information for your training programs:
 - Title of the training program
 - Location
 - Participants
 - Date
 - Time
 - Duration
 - Expected Subject Area/s to be covered in the program

Training Evaluation

- ⦿ Record information of the training evaluation.
- ⦿ Record information of the evaluation of trainee.
- ⦿ Generate template driven training evaluation forms.

Talent Acquisition



Recruitment with Onboarding is associated with the organizational structure and the staff cadre. A Head of Department will generate an Employee Requisition Form in the event of a resignation, termination or retirement of an employee or the creation of a new job position in the organization structure. This request will go through an electronic-channel (a processing workflow) and your HR division/department will receive notifications upon approval for necessary actions.

The module allows you to conduct psychometric testing, FAQ assistance for interview panels and prepare interview schedules while updating individual electronic schedules/calendars, evaluation sheets and final advisory notes to the HR administrator through proper channels to recruit final candidate(s). This module can also be linked with the career portal module and filter applications through criteria based short-listing.

HIGHLIGHTS

- Requisitions link to HR Plan/Organization Chart/Job Profiles.
- Application database.
- Ability to screen/shortlist candidates through chatbot and video-based interviews.
- Online recruitment portal integration.
- Comprehensive online recruitment requisitions.
- Advanced criteria-based applicant selection.
- Comprehensive, user-friendly interview planning and short listing.
- Workflow based approvals.
- Instant notification for Interview panels/participants/administration.
- Customizable template-based interview sheets.
- Online Recruitment progress dashboard.
- Recruitment checklist verification.
- Final selection with a workflow-based approval.
- Automatic updates to the master profile.
- Recruitment-related letter generation.
- Automated onboarding process with pre and post activity tasks via Onboarding self-service.
- Preview the recruitment process in the form of a funnel.

KEY FEATURES

Vacancy Requisition

- ⦿ Record information about job vacancies.
 - Validity period of the vacancy.
 - Name of the person raising the vacancy.
 - Job vacancy location, company and division.
- ⦿ Link the job/position to the vacancy.
- ⦿ Number of openings in the vacancy.
- ⦿ Display the job descriptions and specifications.
- ⦿ Link the vacancy to a particular recruitment activity.
- ⦿ Forward the vacancy requisition request for respective manager's approval.

Resume Acquisition

- ⦿ Submit applications through a web interface hosted on the corporate web site.
- ⦿ Manual entry of applicant CV's (Optional).
- ⦿ Automatically generate an applicant number. Subsequent to the creation of an applicant record, the system examines prior applications submitted by the candidate (System attempts to check similar candidate Names, ID Card No. or Passport No. etc.).
- ⦿ The applicant data entry screen will facilitate overall information segments in the standard application forms.

Application Short Listing

- ⦿ Criteria based short-listing to automate your screening process.
- ⦿ Ability to conduct video based virtual discussions with candidates for shortlisting.
- ⦿ Ability to give an age range.
- ⦿ Gender.
- ⦿ Educational qualifications.
- ⦿ Professional qualifications.
- ⦿ Membership of professional bodies.
- ⦿ Previous work experience.

Interview Process

- ⦿ Schedule first interviews after applicant short-listing.
- ⦿ Select your interview panel
- ⦿ Notify your interview panel via e-mails about the scheduled event.
- ⦿ Notify your candidates about interview schedules and rejections.
- ⦿ Subsequent to a successful initial interview, HR will schedule the 2nd interview.
- ⦿ If successful at the 2nd stage, the applicant will be called for a final interview.
- ⦿ The following letters will be generated through the system:

- Interview letters.
- Offer letters.
- Rejection letters.
- Appointment letter

On boarding

- ⦿ Define pre and post onboarding tasks to new recruits.
- ⦿ Allow new recruits to complete pre and post onboarding tasks while tracking completion progress of every task via onboarding self-service.
- ⦿ Create employee profiles automatically by extracting details from the application.
- ⦿ Enable new employee access to the MiHCM system and its functionality upon completing the onboarding tasks
- ⦿ Visualize the onboarding progress of every recruitment requisition on a single interface.

Employee Engagement



HIGHLIGHTS

- On-going conversation - Institute an open feedback system and on-going conversation with employees.
- Pulse Surveys - Create and publish pulse surveys to capture opinions of employees across the organization or in preferred entities.
- Analyze Pulse Surveys - Quantify employee opinions through survey analysis capability and determine the degree of engagement.
- Publish News & Policies - A structured notice board to publish company policies, vacancy notes and other announcements.
- Reach HR - Allow employees to escalate concerns to HR via the MiHCM Mobile App with 24/7 access.

Payroll



HIGHLIGHTS

- ⦿ Fully localized statutory requirements to suit your local environment
- ⦿ Advance Formula building and complete control over salary definition and other payroll related computations
- ⦿ Handle centralized multi company payroll administration
- ⦿ Fulfill country specific statutory requirements with easy to manage system plug-ins architecture to handle centralized multi country payroll administrations
- ⦿ Handle multi-currency payments
- ⦿ Advance built in system integration tools and features
- ⦿ User-friendly transaction maintenance and easy integration with Microsoft Excel spreadsheets
- ⦿ User defined custom reports
- ⦿ Comprehensive user management and information security with systems audit trails
- ⦿ Advance data entry/processing validations and reconciliation reports
- ⦿ Highly optimized payroll processing to manage a large workforce
- ⦿ Integrated system alerts and notifications
- ⦿ User defined advance data export facility to manage SLIP transfers/GIRO, EPF, etc.,

Key features

Standard features

- Advance Formula building and total control over defining salary and other payroll related computations
- Ability to handle centralized multi company payroll administration
- Fulfills country specific statutory requirements with easy to manage system plug-ins developed to handle centralized multi country payroll administrations
- Ability to handle multi-currency payments
- Advance built in system integration tools and features
- User friendly transaction maintenance and easy integration with Microsoft Excel spreadsheets
- Advance data entry / processing validations and reconciliation reports
- Highly optimized payroll processing to manage large workforce
- Integrated system alerts and notifications
- Easy to use data importing facility from Microsoft Excel worksheets
- Data Exporting facility to external systems

Advance Development Framework

Payroll Formula editor

- Build or edit your complete payroll formulas according to your local practice
- Integrate 3rd party external functions into the formula generation. This allows you to embed your own localized policies into the system
- Ability to use the Microsoft SQL server
- Advance user defined functions and data storage to customize and create new policies and procedures inside the Payroll Formulas

Module Plug-in facility

- Build your own user defined modules and interfaces and attach it to the HCM system through an easy-to-use plug-in manager.
- The modules should be compatible with the development framework guideline provided by MiHCM.

User Defined Reports

Users will be able to build their own reports and format with the following industry standard reporting tools:

- Microsoft SQL server Reporting services

Compensation & Benefits



HIGHLIGHTS

Compensation Planning

- Design comprehensive compensation packages aligned with your organization's needs.
 - Define packages, plans and execute them using data from MiHCM and other integrated products.
 - Define compensation components – base pay, bonuses, allowances, and more – to measure the total pay with the facility of pay ranges
 - Easily calculate bonus, increments & variable payout requirements of departments.
- Simplified and effective compensation management.
 - Utilize MiHCM data to plan, analyze, and execute compensation packages.
 - Manage increments, ad hoc promotions with defined pay ranges.

Benefit Administration

- Define packages to manage benefits and claims according to the employee hierarchy, service years and contract categories
- Align benefits and claims based on the changes in the employee life cycle indicated in MiHCM.
- Eliminate manual audits and ensure all employees are in the correct corresponding plans.
- Assign medical, entertainment and other fringe benefits to the employees eligible for these benefits.
- Eliminate manual benefit remunerations and payout benefits with payroll.
- Ensure all statutory regulations are applied to benefits.

Succession Planning



HIGHLIGHTS

- Identify roles that require succession.
- Receive recommendations on potential successors based on performance, competency, qualifications and experience.
- Track activities to bridge competency gaps, develop successors and determine experience required for future positions.
- Identify suitable training programs to bridge competency gaps based on registered training programs under different competency levels.
- Be informed/notified of appropriate actions based on development plans once potential successors are identified.
- Visualize the identified potential successors and their readiness level on the people chart.
- Workforce Analytics & Smart Search provides required insight for effective decision-making.
- Developing a Succession/ Talent Pool for future reference.

Workplace Virtual Assistant for Microsoft Teams



MiA Workplace Virtual Assistant for Microsoft Teams provides employees with secured and convenient access to manage their routine HR needs while on the go. Moreover, Mia Workplace Virtual Assistant enables HR and business leaders to understand workforce productivity underpinned with a series of productivity dashboards.

HIGHLIGHTS

- Enable employees to begin and end the workday by Checking-in/out using Mia Workplace Virtual Assistant for Microsoft Teams.
- Employees can submit leave request/and obtain approve.
- Team leaders can approve HR related requests.
- Employees can check the leave balance of every leave type.
- Provides a preview of Pay slips in PDF form.
- Employees can escalate their HR service requests to the HR team.
- The Work Activity feature lets the workforce to record their daily activities and meetings indicating the time spent on each task.
- Mia Workplace Virtual Assistant for Microsoft Teams produces real time analytics and reports on the entire workforce productivity, attendance, leave, timesheet analysis etc.
- Employees will have access to individual's analytics to understand their own productivity.
- Employees can view and keep track of their tasks scheduled in Microsoft Planner.
- Mia Workplace Virtual Assistant for Microsoft Teams is integrated with Outlook Calendar.
- Ability to disseminate important company notices/news to employees, and employees can preview them in Mia Workplace Virtual Assistant for Microsoft Teams.
- Ability for employees to record their regular physical activity along with the hours spent on each activity.
- Dispatch wishes on employees' birthdays and work anniversaries.