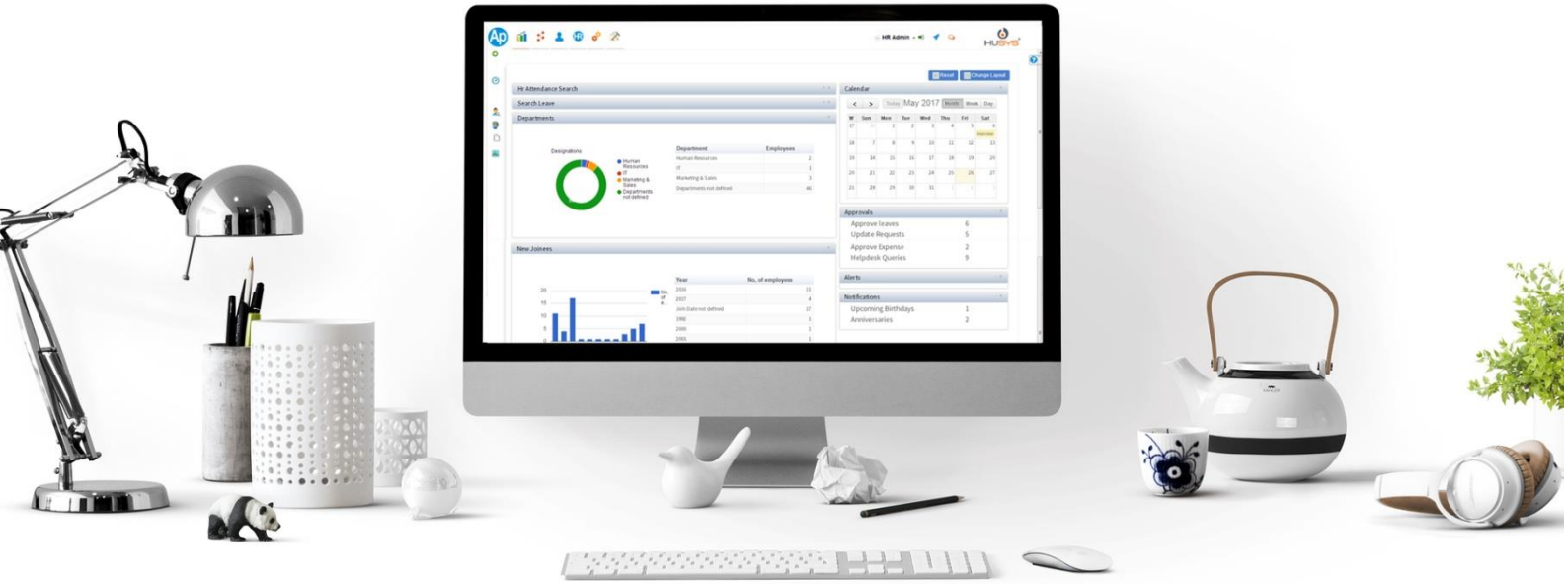# HUSYS

India's First HR Company Listed on NSE - Emerge

ApHusys Data Sheet

ApHusys: simple to use HR Management Software

Application for Human Synergies (here in referred to as ApHusys) is an application for human capital management (HCM) which includes strategic talent management, India payroll, travel and expense, leave management, employee self-service and data security. It provides instant access to your employees and your HR Department's users, providing comprehensive personalized information they need, to make fast, informed decisions. Information is delivered anytime, anywhere to any web browser.

ApHusys is cloud based, easy to use HR software that is available on a simple pay-per-use subscription model. Suitable for mid-sized to large organizations, all employees, managers and HR administrators are always in sync with the information necessary to drive your HR goals. ApHusys comes as a complete suite that works from Recruitment to Retirement, and is also available as individual modules. ApHusys products keep growing in capabilities and breadth of offering along with the requirements of our clients as we continually build new features with growing market feedback.

ApHusys is designed for enterprises to manage complex and dynamic business environments. It provides the customers highly adaptable, accessible and reliable applications to manage critical business functions that enable them to optimize their human capital resources.

Application Environment & Access

1. **Technology: -** ApHusys is based on open source software.

   - Cloud based web application accessible from internet browser and mobile apps.
   - Built on open source environment.
   - Indigenous software platform developed at Husys.

2. **Security and Scalability: -**

   - Highly secured
   - Husys has wide experience handling sensitive HR data.
   - Deployed in AWS cloud under safe and secured environment
   - Dedicated instance created for every client for managing client data

3. **Deployment: -**

   - Multiteancy (Application can run with a single instance with a several servers).
   - Code: Centrally deployed.
   - User Data has a dedicated instance for each client.

4. **Data Security: -**

   - Application runs on AWS cloud (Amazon web services).
   - Configured powerfull Disaster Recovery with the application.

5. **Access: -**

   - **Web Access**: Employees can log onto the Web Browser by any Internet access with password and user name protected environment.
   - **Mobile Access**: Employees can also log onto the application from their mobiles by installing the ApHusys mobile App from the store.

6. **Multi-Level Security: -**

   - User ID and password based login with module wise privileges, password formation / change rules.
   - Each user in the application is linked to one or more Roles.
   - Each Role is linked to a set of modules with their respective menu options.
   - Each user's role has a user defined name.
   - Granting role based access is part of the SYSTEM ADMIN configuration.

7. Privileges: -

> Depending upon the role chosen at the time of login, the user will have the privileges based on the options which the role permits. For example, each user may have complete administrator access to certain components & features and limited access to some users depending on the role.

8. Audit-Trail (Journaling): -

> Audit trails of master and transactional data for all the modules.
> Complete activity trail of important activities is available on request.

9. Interfaces: -

> Interfaces like export / import / load user data is possible with the application.
> Interface like bio-metric and related devices is possible with the application.
> Application provides the integration with Job portals.

Organization Structure

1. Organization Structure Definition

> Masters for following
> - Countries, States, Regions, Locations, Centers, Zones
> - Verticals, Divisions, Departments, Functions
> - Bands, Grades, Levels, Designations
> - Roles, Role Maps, Skills, Competency, Qualifications
> - Employment Type

2. Charts / Reports

> Organization chart creator, that depicts various locations of company with the list of departments and designations
> Create / Generate organization chart for various entities (Organization, Location, Region, Vertical, Division, Center, Function, Project, Program) with appropriate details for each role/position

3. Operations

> Create/Delete/Modify/Hide/Display details
> Print reports/Charts
> Export/Import the data

Dashboard

1. Customizable Dashboard

   › Facility to display appropriate default dashboard as a default screen as per the end user role.
   › Facility for end user to customize his/her dashboard to suit his/her preferences and needs.

Company Setup

1. Configuring company specific information

   › Facility to load client specified logos & images in Login Page, Home Page, Other Pages, and Pay slip
   › Leave Rules, Leave Structures
   › Pay components, Pay Structures
   › Professional Tax rates
   › Investment Declaration Sections
   › Statutory Components
   › Recruitment interview stages, Applicant Sources, Clients
   › PMS Rating scale, Goal Plan, PMS Milestone
   › Projects & Project Goals
   › Bank accounts
   › Payslip settings
   › Attendance IP settings
   › Reports Configuration

Employee Information Management

1. **Employee Data**: ApHusys has a capacity to capture the Employee Basic information, Personal information, and many more.

   a. **Employee Personal Information: -** ApHusys has provision to enter the Employee personal information and about his/her family background.

      › Name (Name, Middle & Last Name), Gender (Male/Female)
      › Birth information (Date of Birth, Place Birth & Actual Date of Birth)
      › Marital status (Single, Married, Widower, Divorced, number of children, & date of Marriage)
      › Relations (Relation, Name, Gender & Age)

   b. **Employee Family details: -** We can gather and store the Employee family details.

- Father Name, Mother Name and her Maiden Name
- Spouse Name, Children Names, Dependents Names
- DOB of all the family Members
- Gender of all the family members
- Nominee Details (along with Guardian details in case of minor).

c. **Employee Contact Information: -** Feeding the personal and emergency information for retrieving the data at any time.

- Home Address, Permanent Address, Work Address, Emergency address
- Personal Mobile, work mobile, Emergency mobile
- Personal E-Mail, Work E-mail

d. **Employee Health Information: -** Recording basic health information regarding the employee.

- Blood Group, Physically Handicapped, Allergies, Identification.

e. **Employee Hobbies, Languages known: -**

- Hobbies (Hobbies & Remarks)
- Languages know (Name, can speak? write? & read?)

f. **Employee Educational qualifications: -** Ability to record the educational qualifications of each employee.

- Qualification, Qualification category, Institute, Duration, Year of passing.
- Grade, Level, Mode.

g. **Insurance**: -

- Provision to capture Insurance card number with Expiry data.

h. **Employee Identity Details: -** Provision to enter and store the documents securely.

- PAN Card no
- Income Tax URL
- UAN number
- UID1, UID2

i. **Employee Passport details and Travelling: -** Ability to add scanned copy of Employee passport and provision to enter the below details.

- Passport No
- Expiry Date

j. **Employee Previous Employment details: -** Easily stored previous employment details securely.

- Organization, Location
- Period, Designation, References, Role Played.
- Skills Acquired/Used, Other
- EPF Number, Location and nominee, UAN
- ESI Date, card No, Location and Nominee
- Medical Insurance Card Number
- Insurance Expiry Date
- Background verification details (BGC/ verification reports, references, reference reports).

k. **Employee Skills: -** Feed the skills for better achievements.

- Proficiency, Skill level, Comments

l. **Employee Achievements: -** Easy record keeping.

- Recognition, presentation, presenting date etc.

m. **Employee Miscellaneous Information: -**

- Major Responsibilities.
- Memberships.

n. **Employee Job details and Location of present organization: -** Provision for loading present work done and their work location details.

- Employee code (Alphanumeric)
- Reporting manager & Tags
- Employee photo.
- Related user, Designation, Department.
- Join Date, Coach, Vertical name, Function name, Band, Grade, Level, Role.
- Probation (Start date, end date, Further action)
- Separation (Status of employee)
- Performance details like (Employee Feedback Assessment)
- State, country, Work location.

o. **Employee Accounts: -**

- Salary payment mode and type.
- Banks Accounts details

> IFSC code.
> PPF

p. Employee No. Generation (Automatic)

> Alphanumeric (combination of alphabets and numerals / serial numbers)
> Either Entry (Manual) or Automatic (Dynamically generated/created as per predefined formula)
> Facility to define rules for automatic generation of employee number (in case of automatic option)
> Some similar scheme for uniquely identifying Employees

2. **Attachments / Documents:** Manage the attachments and documents.

> Facility to add **scanned copy** of Employee credentials and documents such as passport, visa, driving license, PAN card, Aadhar card, Technical certificates.
> Facility to define **expiry date** details for Passport, Insurance, Documents.
> Facility to upload employee CVs (Short, Long, Role specific)

3. **Operational Facilities**

> Feature to categorize employee data in to public and private for access rights
> Feature to provide immediate update of individual employment and employee personal data.
> User instantaneous access to employee addresses, phone numbers, passports, and emergency contacts.
> Facility for employee to access & manage their ESS through mobile app.

4. **Queries / Reports**

> Ability to generate online query from employee to HR
> Generate employee head count report with multiple combinations
> Provides departmental and consolidated analysis in the reports.
> Flexible reporting capability, enabling the user to generate reports with various combinations of data elements resident in the system.

5. **Initial data entry for new Joiners**

> Approval for change in address, personal details, dependents details etc.

> ❯ HR is prompted about any change / additions employee has made to his / her personal information which HR should authenticate before it enters the data bank.

Employee Socials: -

1. ApHusys provides intra company communication facilities for employees.

   ❯ Option to communicate/send messages through groups both privately and publicly.
   ❯ Facility to share confidential information/notifications to selected group/category of employees privately.
   ❯ Facility for employees to communicate with each other through instant messaging.
   ❯ The messages which are received can be marked as To-do or archives.

2. Notifications

   ❯ Facility to send automatic alerts for upcoming Birthdays, Confirmations, Retirements
   ❯ Generate any additional automated reminders and alerts (customizable)
   ❯ Facility to send notifications, circulars, etc. along with attachments to selected group/category of employees.

3. Common Share

   ❯ Personnel procedures and policy manuals can be made available on-line to employees
   ❯ Company & marketing collateral can be made available on line to employees

4. Flexibilities to employee

   ❯ Users can view/ send the messages like news feed.
   ❯ Status details like current user like active user, exit user etc.

Reports Tool: - Reports Tool with flexible options

   ❯ Facility to search for a specific or wildcard value in the reports (on important columns)
   ❯ Facility to define a condition for search
   ❯ Facility to save search by using filters.
   ❯ Facility to sort columns
   ❯ Facility to add a report to Dashboard

HR Operations: -

1. Employee onboarding and Probation Analysis

   › Facility to track and manage the employee on boarding activities and document submission status
   › Facility to define pre & on boarding checklists
   › Facility to create boarding checklist
   › Facility to assignee the task of onboarding
   › Facility to create induction course link
   › Facility to create the employee with basic employee details
   › Provision for analyzing the employee performance in the probation and accordingly take suitable action (Probation extension/Early Probation confirmation/PIP plans).

2. Employee Exit Formalities

   › Record Employee Exits, Exit reason
   › Employee Exit formalities like Exit No Due Clearance, Exit Interview, Exit Analysis.
   › Facility for employee to submit Resignation notice online and Manager to accept / reject with reason.

3. Letter Generation

   › Create your own format for letter including data from HRMS (mail merge)
   › All letters and documents can be created on line after data is entered
   › Supports printing of appointment letter (Download is available for appointment letter), increment letter, relieving letter, experience letter, warning letters, offer letter, confirmation letter, termination letter, memos, show cause notices and other miscellaneous letters.

4. Transfers & Grievances

   › Create your own format for letter including data from HRMS (mail merge)

Leave Management

1. Leave Administration

   › Facility to define n number of Leave rules and Leave Structures as per the requirement.
   › Automatic checking of leave eligibility for each employee
   › Multiple leave types can be created with eligibility and availing rule for each e.g., Sick, Privilege, Casual, maternity, etc.
   › Different carry forward rules and encashment rules for different type of leave
   › Ability to mark Off Duty when person is not present
   › Accrual rules for different earned leaves based on confirmation, length of service
   › Calculate employees leave accrual, based on contract type, and update the balance
   › Ability to enter adjustment against the leave balance
   › Auto calculation of opening balance of leave every year with option to overwrite.
   › Ability to make prior pay period adjustments and apply time, pay rules and accrual balances that were in effect at that point in time with automatic recalculation
   › Leave regularization for previous months.
   › Predefine leave available for total leave or incremental monthly basis. Monthly increment of leave on pro-rata basis.
   › Ability to credit leave time after change of status, for example, probationary to permanent
   › Ability to limit maximum accrued leave or holiday time, limit carry-over and zero out unused time.

2. Leave Records

   › Upload of leave taken date in excel format
   › Records employee leaves history with an option to print.
   › Leave availed & balance report based on function, unit or position
   › Facility to send email to line manager regarding Leave status of subordinate
   › Employee wise leave applied report
   › Unit wise Leave type report
   › Upload monthly absence data in excel format

3. Leave Workflow

   › Employees can apply for leave online with automatic workflow approval
   › Email application and approval generates email to the concerned manager / employee
   › Manager gets automatic reminder for pending leave applications
   › Option to HR to apply for Leave on behalf of a team member.

> Once last date of working is entered in the system, all access and application accesses will be blocked

Attendance & Time Management

1. Attendance Administration Configuration & Operations

   > Facility to create and revise fixed / rotational / weekly schedules
   > Facility to define work timings, shifts, flexible shift timings, shift timings, weekly offs, holidays (location / function / country /shift wise), alternate Saturday working rules, attendance rules (late coming, early going, time off, etc.), over time rules
   > Facility to define attendance period for monthly pay roll
   > Facility to define multiple types of rotational schedule / shifts including night shift
   > Facility to handle flexible shifts based on hours worked, multiple holiday rules based on location / department / shift, ad-hoc changes to shift schedule
   > Provides an overview of employees working in any shift.
   > Ability to group employees into different Attendance groups
   > Facility to handle employee time management, late Coming, early going, absence due to travel on duty, missing / irregular swipe regularization, etc.
   > LWP can be marked automatically based on late minutes & attendance rules, number of occurrence, min hours to be worked, etc.
   > Compensatory off tracking for working on a weekend/holiday.
   > Overtime calculation for normal shift and holiday
   > Bio-metrics Interface: Ability to interface with Bio-metric systems, provided interface details are made available for integration
   > Facility to upload attendance data
   > Facility to define and integrate bio-metric devices being used (Finger print / smart card / IRIS, In / Out / Both, synchronization rules.

2. Automated Attendance Tracking

   > Facility to create fixed / rotational / weekly schedules
   > Completely automated tracking of attendance based on rules defined
   > Automated absent marking for payroll
   > Automated credit of compensatory off (based on rule)
   > Automated overtime calculation (based on rule)
   > Provision to override the automated calculations and credits

3. Crisp Reporting

   > Attendance summary report - gives complete at a glance report of roaster, present, absent, unauthorized, on overtime, etc.
   > For all unauthorized presence - it also gives the name and scheduled for the day

> For all absence - it also gives the name and actual worked shift for the day

Comprehensive Payroll Management: -

1. Payroll / Salary Administration

   > Employee salary calculated for mid-month joining and with arrears for employees on-boarded in the previous month
   > Facility to edit and maintain multiple salary structures and adjustments
   > Provides flexible earnings and deductions file, rate calculations and report generation schemes.
   > Transfer employee from one payroll to another payroll at any time and in the middle of the month
   > Provides individual/ batch multi-payroll processing.
   > Facility to generate payments based on Salary, Hours, Days, and Other Units of Measure
   > Facility to define Flexible earning / deductions heads calculations, add own earnings / deduction heads, One-time entry of earnings / deductions
   > Facility to define unlimited earning / deduction / miscellaneous heads
   > Resigned Employees salary to be processed with Active Employees and need to withhold those employee's salary
   > Chart based calculations for any allowance / deduction as per company rules
   > Maintains records of employee's medical Insurance including dependents.
   > Bulk upload for Employee Information and salary data
   > Bulk upload of salary revisions
   > Component wise and Claim Wise Reimbursement statement
   > Facility to view annual pay sheet
   > Flexible reporting capability, enabling the user to generate reports by accessing various combinations of data elements resident in the system
   > Payroll Register Generation Location / Function / Unit wise for both active and resigned employees

2. Salary Recovery and Arrears

   > Calculation of retrospective pay based on the number of days in the respective month
   > Facility to recover overpayments, corrections, adjustments, undo

3. Loans and Advances

   > Facility for employee to put a request for loan/advance.

> Provision to provide the interest rate, Installments for auto calculation and deduction for employees during payroll processing.

> Facility to overwrite the calculated EMI/amount for employee in a month and auto adjustment of the deviation amount in the other remaining months

4. Salary Disbursement

> Facility to generate pay slips online in a PDF format
> Pay slips print out in bulk option
> Pay slip generation in PDF with option to send by email
> Generate Bank Upload file for Reimbursement process
> Generates bank credit transfer advises
> Facility to hold salary for employees

5. Taxation

> Online declaration of proposed and actual investment in ESS
> Complete Taxation rules defined as part of the pay structures configuration
> Completely automated calculation and deduction of tax
> Facility to override the automated tax calculation for exception cases
> Taxation formula can be changed any time without the need for upgrade or new release of the product
> Tax calculation based on perquisites given to the employee
> Facility to print IT computation worksheet at any time during year - showing the IT calculation based on the projected earnings for the year
> PF No (Monthly Report, PF ECR, challan reports)
> Facility to generate reports like PF ECR file, PT Reports of all states etc.
> TDS (Monthly Report, eTDS, challan, eTDS Returns, Form 24Q, Form 12BA)
> ESI Date, card No, Location and Nominee (Monthly Report, challan).
> Facility to upload and keep track of Form 16 -Part A
> Facility to generate PDF of Form 16 -Part B and digitally signed

6. Statutory Compliances

> All payroll related statutory rules and reports provided as part of the implementation
> Statutory regulations for India available as part of the ready implementation pack

7. Reimbursements / Benefits claims

> Facility to track medical reimbursement claims and balances against entitlement
> Reimbursements can be published through Self-service for employees claims along with online approval process
> Attach scanned copy of bills for online approval

8. Perquisites

  › Define tax treatment for each such perquisite
  › Tracking of perquisites and assets given to employees with expiry/recovery dates if any Specifically suitable for perquisites like Company owned, or leased housing, Company owned/leased car, club membership cards, telephones, furniture etc.

9. Inputs for payroll

  › Data entry access can be restricted to only one time entry or monthly entry or both
  › Data entry access can further be restricted either for only one or more or all pay structures
  › Data access can yet further be restricted to certain forms (which results in access being given to only certain heads/elements of pay structure)

Performance Management System

1. Performance / Appraisal Evaluation Setup

  › Facility to get any existing PMS method configured.

    ○ Facility to define and maintain appraisal system grade / level / designation / location wise
    ○ Facility to define Probation / Confirmation / Training review and recommendation (confirmation, extension, termination)
    ○ Facility to associate appraisal method for employees based on location / department / function / role
    ○ Facility to define Appraisal periods
    ○ Facility to define intermittent review/appraisal periods (Monthly/Quarterly/Half Yearly)

  › PMS Forms

    ○ Facility to select fields that should be displayed in forms
    ○ Facility to define and maintain KRAs, KRA Categories, Goals, Goals & Objectives, Needs
    ○ Facility to define KRA attributes / fields (KRA, Category, Definition, Measures, Evaluation criteria, Rating Scale, Rating Scale wise weightage, Definition, Remarks, etc.)
    ○ Facility to associate (define applicability) based on Grade, Function, Department, Role, etc.
    ○ Facility to define the KRA weightages, Total weightage

- Facility to define KRA restrictions such as Min and or Max number of KRAs, Mandatory KRA (for all, specific category of people), etc.

> Multiple levels of rating for different evaluations, subjective / objective ratings

- Facility to define and maintain KRA, Soft Skills rating Scales, Rating Scale names and descriptions
- Facility to define overall Rating method (Manual, Calculated)
- Facility to copy previous ratings, display previous ratings while doing evaluation for current period
- Facility to indicate not applicable specified KRAs for associates.

> Facility to define events, Recipients' and associated messages and methods to send alerts, notifications, Reminders
> Facility to modify goals as required by changes in business needs and can be reviewed periodically.
> Facility to define workflow based multi-level evaluation
> Facility to define rules for Increments, Incentives, Promotions based on Evaluation
> Automation of Performance Based Incentive through PMS rating.

2. PMS Workflow & Process

> HR Initiates PMS plans and process
> Employee / Manager initiates and fills appraisal
> Submit PMS form to manager as per the review periods defined by HR

3. Operations

> Facility to modify goals / objectives / KRAs as required by changes in business needs
> Facility to enable the functionality to employees for goal setting, tracking and appraising as per the predefined time lines and send alerts accordingly.
> Facility to disable the functionality to employees as per the predefined time lines.
> Facility for giving/modifying recommendations for increments, incentives, bonus, pay hikes, promotions, etc.

Recruitment Management System

1. Vacancy Management

> Facility to capture candidate information like Resume, Personal Address, Permanent Address, Emergency Contact details, Educational qualifications, previous employment history, Interview details

- Facility to create job requisition by providing information such job description either create or select job descriptions from drop down (master list), specify competencies, salary range, etc.
- Facility to choose other portals for publishing job descriptions based on what the client has subscribed for
- Facility to uniquely create, modify, inactivate and view positions and all required position related data for any effective date
- Facility of validation of position details such as salary, grade etc. at the time of requisition/ offer
- Facility to create, edit, view and withdraw requisition against approved positions
- Ability to notify different departments for new employee requirements

2. Sourcing

- Facilitate selection of sourcing methods for the requisition (Resume database, Social networking, Walk-ins, Campus selection, Post JDs on portals, Advertisements, etc.)
- Facilitate sourcing of resumes from the database, based on the criteria specified
- Shortlist applications, schedule interview process
- Facility to perform key-word text search on job classification data
- Provides search option that uses various criteria to identify the correct applicant data

3. Outsourcing

- Facility to create, edit, cancel and maintain vendor/ agency database
- Manage a consulting agency's candidate submissions and contract job opportunities.

4. Applicant Tracking

- Facility to automate workflow to refer all qualified, tested applicants to requisitioning manager for final selection process.
- Information of hired applicants (who have accepted offer) will be made available to other systems like Payroll & HRMS.
- Facility to notify declined applicants through email or letter.
- Facility to check if applicant data exists. Searchable database of candidate information and their resumes. Search criteria are customizable
- Facility to record feedback online by any number of panel members
- Facility to transfer unsuitable candidate to another suitable vacant position
- Facility to create different interview stages

5. Offers Management

- Generate offer letters
- Generate offer/appointment letters
- Maintain on-boarding checklist for various levels of employees

- Track the progress of on-boarding activity for each department and for each candidate
- Add candidate record to employee database

6. Husys Job Portal

   - Develop & maintain Husys Job portal
   - Ability to create mini site / dashboard for clients
   - Refine & update resume database

7. Employee Onboarding

   - Add candidate record to employee database
   - Generate appointment letter
   - Maintain pre-boarding & on-boarding checklist for various levels of employees
   - Track the progress of on-boarding activity for each department and for each candidate
   - Create employee record from onboarding screen itself
   - Capturing Induction activity

Training Management System

1. Training Operations
   - Coordinate conduction activities (training plan, legibility, trainers, feedback, logistics, etc.)
   - Capability to extract no-shows and absentees report for the trainings

2. Training Requests & Nominations
   - Facility for employee or manager to nominate for a specific training

3. Training Registrations & Feedback
   - Facility to confirm the attendance (Attended/confirmed/cancel)
   - Facility to provide feedback about the session

HUSYS ®

#GetHREnabled

Consulting, Operations, Technology

THANK YOU

Reference Offices:

Bangalore | Chennai | Delhi | Hyderabad | Mumbai | Gurgaon | USA