

A background image showing the silhouettes of several people in business attire against a bright, cloudy sky. The silhouettes are in shades of blue and cyan. One person in the foreground is carrying a briefcase.

EMPLOYEE MANAGEMENT

ATTENDANCE

RECRUITMENT

APPRAISAL

TRAINING

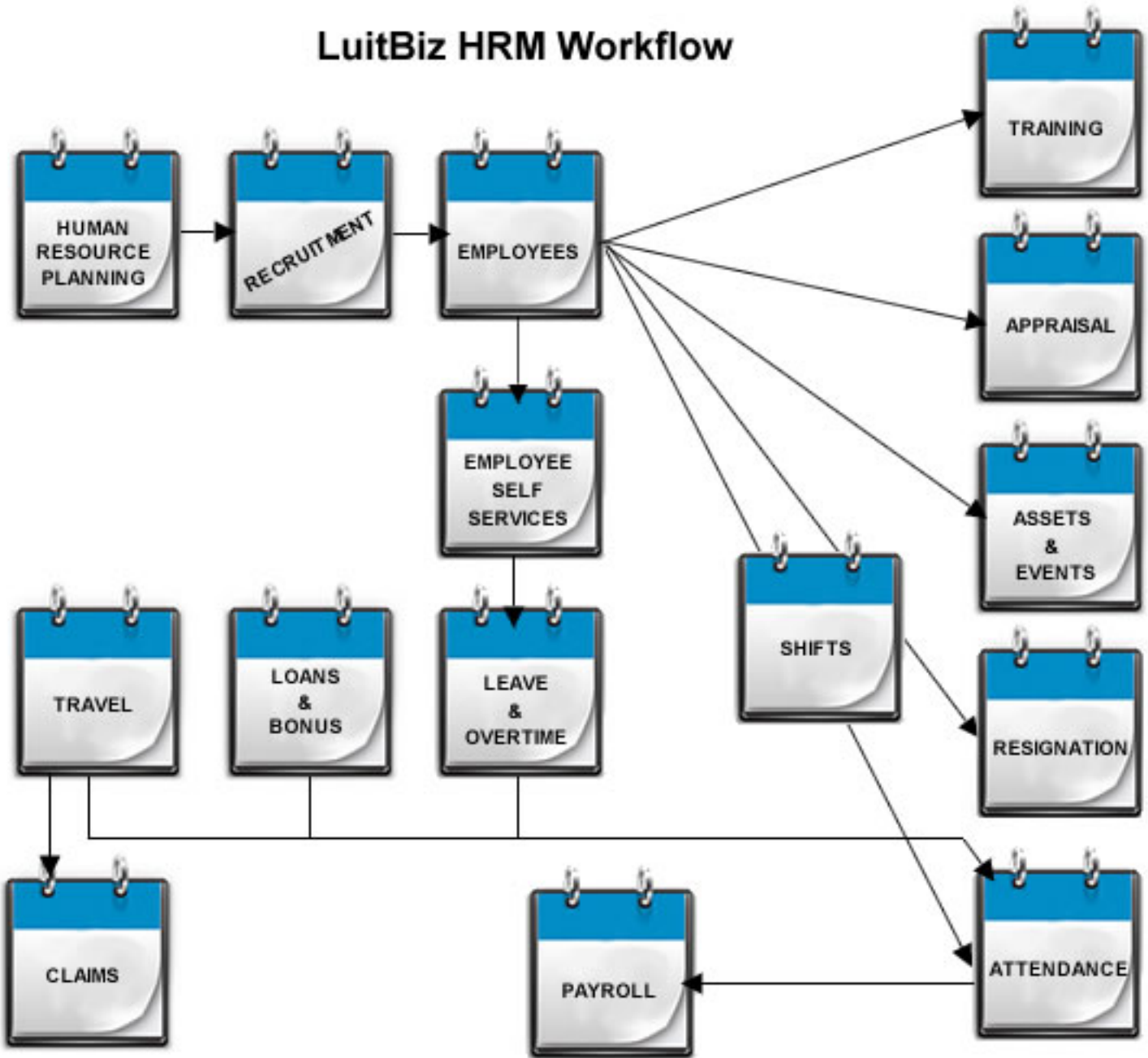
ASSETS

Cloud HRM / SaaS HRM

LuitBiz HRM is a cloud computing based human resources management software that can help you align your workforce's current capabilities and future potential with your business strategy.

LuitBiz HRM helps businesses to utilize their valuable human resources efficiently and effectively and improve productivity. LuitBiz HRM reduces paper-based administrative burden many businesses face that consume much of the human-resources departments' time. Additionally, since LuitBiz HRM can be accessed via the Internet, it saves a lot of organizations a lot of time and money.

LuitBiz HRM Workflow



LuitBiz HRM modules include:

Employee Management:

Employees are the backbone of your organization, accomplishing the day-to-day functions as well as driving growth and new initiatives for your business. You should have noticed that if they can yield benefits for a company, they can also incur losses if not managed properly. LuitBiz HRM helps you to put all your HR related activities in line to increase the quality of your employee base.

Employee Records: All your employee records including personal and salary information can be stored in LuitBiz HRM. This streamlines the functions of your HR department in consolidating and managing employee data from diverse sources.

Employee Departments: Employees can be assigned to different locations and different departments in your company. This helps in managing employees by departments and locations.

Employee Transfers: Employees can be transferred either amongst different locations of your company or amongst different departments.

Advanced Employee Search: Employees can be searched based on various parameters. This helps your HR department in having all the requisite information about employees at their fingertips.

Attendance:

The Attendance Management module of LuitBiz HRM gives you the ability to track your employees' time and attendance. You can customize this module to work with your company's attendance rules.

Leave Applications Management: The Leave Applications Management module of LuitBiz HRM can be used to cut out the physical movements and paper work, help the employees apply for leaves easily, automate the HR administrative tasks of recording leave and controlling these against leave policies defined by you in LuitBiz HRM system. This enables your HR department to have a comprehensive picture of the leave situation in the company etc.

Payroll Management:

LuitBiz HRM automates all your payroll processes and helps your HR and accounts departments to streamline the payroll process. You can configure your payroll rules, and leave the rest to LuitBiz HRM -- it saves you lots of time spend fixing your payroll issues.

Loans & Bonus: You can configure your loans and bonus types and use LuitBiz HRM's payroll process to adjust employee payments. This saves a lot of time spent in processing paper loan applications and managing payment records.

Reimbursement Management: Your employees can claim reimbursement via LuitBiz and the payroll process will take care of adjusting the payment in the employee's pay slip. This streamlines the reimbursement payment process and helps your organization save a lot of valuable time and money.

Payroll Management: The user defined salary heads, salary structure and salary formulae of LuitBiz HRM make it very easy for you to pay your employees. Close integration among payroll, attendance, and leave management allows you to define your payroll formulae with ease and generate employee payslips.

Employee Taxes: Employee taxes (PF, Professional Tax, 401K, TDS, etc.) are handled by the payroll module of LuitBiz HRM allowing you to centrally manage all the taxes and deductions.

Recruitment:

LuitBiz HRM delivers a reliable, intuitive platform suitable for temporary, contract and permanent recruitment of employees. LuitBiz HRM is adaptable to your working methods and processes with the sophisticated features found in more traditional recruitment software. The system takes care of the whole recruitment process starting from creation of job vacancy by your organization, filling of online application form by prospective candidates, interview scheduling, hiring and finally issuing of service certificates to employees who leave your organization.

Job Vacancies: Your HR department can create job vacancies after receiving the requirement details from the hiring manager. Details of these vacancies can be posted in the employee self service module (for employee references).

Job Applications & Online Job Application Form: Applications from prospective employees can be entered into LuitBiz by your recruitment personnel. Alternatively, prospective applicants can apply online via the online job



application form in the customized website that comes with LuitBiz.

Interview Management: Your HR department can schedule interviews for candidates and inform the hiring managers via LuitBiz. This helps in streamlining the interview process and saves time.

Appointment Letters: All appointment letters can be stored in LuitBiz HRM and can be referred to at any time.

Service Certificates: When an employee leaves your organization and you issue him / her service certificate. This service certificate can be stored in LuitBiz CRM and be referred to at a later time if the need arises.

Employee Training:

Your employees are always trying to deliver flawless service to your customers and you need to ensure that they always have the right training and knowledge to do so. In today's knowledge economy the key to creating a sustainable advantage over your competition is to couple training of employees regularly to keep them updated with corporate strategy and business objectives. LuitBiz HRM's employee training module helps your business meet these needs.

Training Management: LuitBiz HRM's employee training module empowers you to track your employees' training and education which is needed to complete his / her job at the highest level of success. You can quickly and easily track employee training, licenses, certifications and qualifications by employee or location and your HR can suggest them to take up the requisite trainings. Employees can register for trainings offered via the Employee Self Service module and take up the training.

Instructors: Your HR department can register instructors who will be providing trainings at different locations and subjects. This helps in streamlining your employee training processes.

Employee Training Profiles: LuitBiz HRM's employee training module allows you to create employee profiles, assign classes and facilitate employee access to view their class offerings and schedule.

Appraisal:

LuitBiz HRM's appraisal module helps your organization to quickly create high-value performance appraisals for all your employees. It is a powerful and easy-to-use tool for cultivating a high-performance workforce that is completely aligned with your organization's goals and priorities.

Appraisal Management: Appraisal Management stands as one of your company's most powerful tools for ensuring your workforce is incited to greatness leading to higher productivity and greater ongoing success. LuitBiz HRM's Appraisal process helps you to transform the appraisal process into a catalyst to drive real business results by eliminating unnecessary time and stress of your current review process and helping you to gain deeper insight about your workforce.

180 and 360 degree Appraisals: LuitBiz HRM's Appraisal process facilitates both 180 degree and 360 degree appraisal processes allowing you to evaluate your workforce the way you like. You can either choose to go for the 180 degree appraisal where employees are evaluated by their managers or have a 360 degree of evaluation procedure by allowing employees to be evaluated by their managers, subordinates and peers.

Evaluation Questionnaires: LuitBiz HRM's Appraisal process adapts to your performance appraisal system rather than imposing a narrow template or a fixed number of options. It allows you to configure different employee evaluation forms and competency layout styles to meet your specific performance management processes and needs.

Asset Management:

Correct management of Fixed Assets can have a substantial impact on the profitability of any company. LuitBiz HRM allows you to manage the fixed assets of your company easily.

Company Asset Management: LuitBiz HRM's asset management module covers the entire asset lifecycle of a company's immovable fixed assets from Procurement to Disposal, including all financial aspects of those lifecycle elements.

Employee Stationery Request Management: Employees can request for stationery and business card printing using the Employee Self Service Module and these requests are handled very effectively by the Asset module of LuitBiz HRM right from receiving the request to placing the order and delivering the stationery to the employee.

Employee Events:

LuitBiz HRM's Employee Events module helps you to plan and announce the details of employee fun events organized for your workforce. You can plan any event complete with people and locations.

Events Scheduling and Announcements: Using LuitBiz HRM's Employee Events module you can schedule employee fun events and post the schedule. Your employees will be able to view the announcement in their Employee Self Service module and attend the event.

HR Forms:

New legislation, the ongoing modernization of company practices, and drastic changes in the workplace have led to a slew of new challenges for HR professionals. The HR Forms module of LuitBiz HRM tackles these challenges head on and significantly simplifies some of the most important HR processes and record keeping requirements. Your HR Department can use LuitBiz HRM to publish HR forms and manuals that can be viewed by your employees via the Employee Self Service Module.

Forms & Manuals Publishing: Your HR Department can publish HR Manuals and forms for your employees. Your employees will be able to view these forms and manuals in the Employee Self Service Module.

Customized Form Generation: Your HR Department can use LuitBiz HRM to generate custom form templates and save them. These forms can be used by employees depending on their requirements. LuitBiz HRM gives you the flexibility to generate custom HR forms to suite your organizational requirements.

Business Benefits of LuitBiz HRM:

The business benefits of LuitBiz HRM are:

Organizational Development - Helps you simulate, analyze and experiment with proposed organizational changes and previous organizational models to attract, retain, and motivate the best people.

Recruitment - Streamlined recruitment process helps you find the best people and then manage and track candidates throughout the entire recruiting process.

Retain Talent- Everyone gets the right information to collaborate and make shared decisions helping your organization to create a good work environment -- a place where people want to stay



For more information on LuitBiz HRM, please contact:

Luit Infotech Private Limited

5, No. 44 Amblipura
Bellandur Gate, Sarjapur Road
Bangalore 560 102
India

Email: sales@luitinfotech.com

Website: <http://www.luitinfotech.com>