

# LuitBiz HRM & ESS

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## BROCHURE



Cloud Based  
Responsive Human  
Resource Management  
& Employee Self  
Service Software

Luit Infotech Private Limited

Email: [sales@luitinfotech.com](mailto:sales@luitinfotech.com)

Phone: +91 80 4206 1217

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



## LuitBiz HRM & ESS

LuitBiz HRM is a cloud based completely responsive 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 and 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 any device connected to the Internet, it saves a lot of organizations a lot of time and money.

LuitBiz HRM comes integrated with LuitBiz ESS - a comprehensive Employee Self Service Software that has all the functionalities involved in the completely lifecycle of an employee - right from recruitment to exit interview including appraisal, training, payslips, helpdesk, reimbursement, claims and bonus. The strategic HR framework of LuitBiz HRM and ESS aims to leverage & align HR practices to build critical capabilities that enable a company to achieve its goals. This approach offers both financial & non-financial benefits to a company which practices it.

LuitBiz HRM and ESS helps a company to strategically manage their workforce by:

- Formulating strategies that will match the organisation's (internal) strengths and weaknesses with environmental (external) threats and opportunities. In other words, make a SWOT analysis of the organisation
  - Implementing the strategies so formulated
  - Evaluating and controlling activities to ensure that organisation's objectives are duly achieved



Companies with newly upgraded HR systems see cost savings of 22% per employee

## Did You Know That?

Companies that have digitised their employee processes have **26% higher annual revenue growth** that other companies.....

LuitBiz HRM & ESS 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.

**Employee Exit Interviews:** The exit interviews of outgoing employees can be scheduled via LuitBiz HRM. Exit Interview questionnaires can be prepared in LuitBiz HRM that need to be filled out by the interviewer in LuitBiz ESS. The whole exit interview process is recorded in LuitBiz.



## Employee 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.

**Leave Applications Submissions:** Employees can submit their leave applications via the Leave Module of LuitBiz ESS. These applications are received by the HR department in the HR module. They are then either processed by the HR department in LuitBiz HRM or sent for approval to the employee supervisors in LuitBiz ESS. The complete process of Leave Application submission, approval and processing is completely automated by LuitBiz HRM and ESS that in turn is linked to the employee's payslips.



## Employee Expenses

LuitBiz HRM automates all your payroll processes and helps your HR and accounts departments to streamline the employee expenses process. You can configure your expense rules, and leave the rest to LuitBiz HRM -- it saves you lots of time spend fixing your employee expense issues.. Employees can view their payslips via the ESS module of LuitBiz and print them out.

**Bonus:** You can configure your bonus types and use LuitBiz HRM's bonus management 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.

## 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.

**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). Additionally, hiring managers can request for job openings via the ESS module of LuitBiz.

**Job Applications:** Applications from prospective employees can be entered into LuitBiz by your HR department and forwarded to the hiring managers.

**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.

**Recruitment Questionnaires:** Recruitment questionnaires can be built up in LuitBiz HRM by the HR department that need to be filled up by the hiring managers via the ESS module of LuitBiz. This helps in standardizing the recruitment process and maintain transparency.

## 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



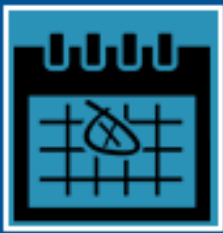
LuitBiz HRM's appraisal module helps your organization to quickly create high-value performance appraisals for all your employees. It is a powerful and easy-to-use tool for cultivating a high-performance workforce that is completely aligned with your organization's goals and priorities.

**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.

The Appraisal Management feature of LuitBiz HRM and ESS helps your HR department have complete control over the complete appraisal processes of your employees and maintain transparency.

**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.



## 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.. 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. This way, all the policy documents of your organization are stored in a central repository that can be accessed by your employees.

**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.



## Employee Helpdesk

LuitBiz HRM and ESS comes with an employee helpdesk module that can be used by employees to submit their grievances to the HR department. Additionally, the HR Department can add a knowledge base of Frequently Asked Questions (FAQ) that can be viewed by the employees via the ESS modules. These DIY tips can reduce the burden of the HR department in addressing employee grievances and also help employees find quick solutions to their problems.

# Business Benefits of LuitBiz HRM

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.

**Try LuitBiz For FREE**  
**Click Here**



For more information on LuitBiz HRM & ESS, contact:

**Luit Infotech Private Limited**

Email: [sales@luitinfotech.com](mailto:sales@luitinfotech.com)

Phone: +91 80 4206 1217

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