

Get World Class HR Systems. Enhance Productivity and Increase Employee Satisfaction. No Software to be Installed. No Hardware to be Purchased.

EazeHR™

Employee motivation, satisfaction, morale – all companies desire this but only a select few are able to achieve this. There are various factors which contribute to Employee satisfaction and Company's internal processes are amongst the important factors. Typical issues which companies face and which can be addressed by implementation of HR application are:

- Employee records are not well maintained. At times it is difficult to reconcile the salary expenditure with the department's budget.
- Accounts Department is not able to track expenses Employees incur. Department Heads cannot monitor these against a budget.
- Employees are not happy with delays in expense reimbursements and can't get their queries answered.
- Leave policy is not well understood, HR is not able to give a clear picture of leaves status of Employees.
- Company assets like laptops, software CDs, vehicles, printers, phones which are given to Employees are not easily traceable.
- New Employees who join find it difficult to learn and use HR and Administrative processes.
- The process of any Employee leaving the company is not understood clearly by all and not well managed. Full and final settlement takes months.
- Attendance records are maintained in registers causing delays and possible misuse

Through EazeHR companies can address these issues and implement processes which

Roles and Interactions in HR Application

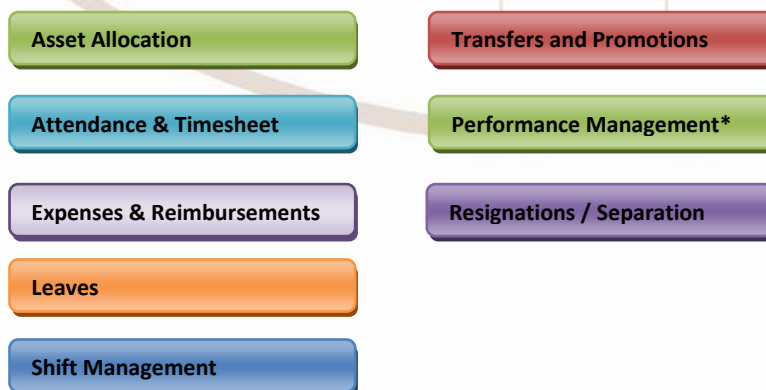


Employee Life-Cycle Management

New Hire Onboarding

Routine Activities

Career Events



EazeHR allows you to design the processes as per your requirements. Features which are available are linked to the Edition to which you would be subscribing.

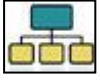
Access is controlled through roles and permissions ensuring that confidential information remains only with the appropriate persons in the organization.

Editions available

- Lite : for upto 50 users
- Standard: for upto 200 users
- Enterprise for more than 200 users

**Subscription starting as low as
Rs 180 per month.**

Designed to meet your business needs now and in future. Configurable to meet your changing requirements.



HR Information System

- All relevant Employee details can be maintained. Companies can also add their own fields to define and capture any additional inputs.
- Department and Organization Structure can be mapped and accessed easily.
- All important documents and policy guidelines can be uploaded and access controlled.



Employee Centric Processes

Processes in HR application have been designed keeping the Employee at the center but at the same time access to data is tightly controlled so that only authorized personnel are able to make changes. Processes which can be enabled through HR application are:

- Employee On-boarding – New employee joins and provides details. HR approves and updates the records.
- Leave Management – HR decides upon the employee eligibility and manages the leave as per the local laws. Employees request and Managers approve as per the configuration. Cancellation, Encashment and Withdrawal can be done.
- Expense Management – All expenses made on account of Company can be claimed. Approvals are given as per policy and Department Heads / Accounts can control the budget.
- Company Asset Management – Work related assets like computers, printers, vehicles, phones can be issued and tracked.
- Attendance and Timesheet – Record attendance online and manage timesheets process.

Most of these processes are also integrated with the Payroll application.



EazeConfig™

All EazeWork applications have a built in configurator EazeConfig. This guides the Application Administrator through all the steps needed to create and manage the Application Setup. Some examples of configuration flexibility in the application are

- Approval levels of various processes like Leave, Expense and Transfer can be changed.
- Authority to request for Assets and manage Asset allocation within Departments can be defined.
- Time period for putting in past due expenses and leaves can be changed.
- Numbering of all requests and Codes can be system generated or defined by you manually.



Tools, Alerts and Reports

Tools – Data which you create and use is your data and EazeWork provides you with tools using which you can download or archive this data when needed. Import, Export tools will help you manage migration of your data from legacy applications to EazeWork applications.

Alerts – Critical activities will be monitored through system generated alerts. These alerts will come through email and dashboard messages and allow you a direct access to pending tasks.

Reports – Predefined reports are available which will meet most of your requirements. Besides this Application Administrator can control access to all reports and also create custom defined Reports.

Data Security and Infrastructure Reliability

EazeWork applications are hosted on ISO 27001 certified and SAS 70 Type II audited data center. This means that the data center is in compliance with US standards of controls policies and procedures and its processes are certified by a third party auditor. All data transfer with EazeWork applications is encrypted and no employee of EazeWork has access to your data directly. We also commit a 99.90% uptime which means a downtime of less than 8 hours and 45 minutes per annum.



EazeWork

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