



thinkpeople

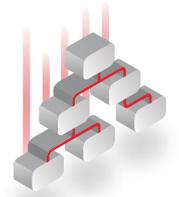
a comprehensive cloud based HR management software designed for complete employee lifecycle management. thinkpeople has functionalities ranging from workforce planning, recruitment, payroll, talent and exit management.

the application is flexible and can be adapted to existing systems. thinksynq also offers customisations to fit specific market/industry requirements.

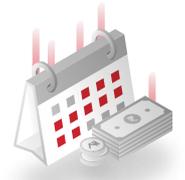
while we recommend using the entire solution for optimal outcomes, customers have the option of choosing individual modules

- » JAVA with MySQL database
- » android & iOS

recruitment
& onboarding



employee
administration



talent
management
system



talent
development



business
travel

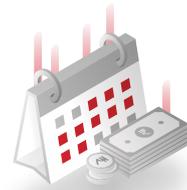


self-care



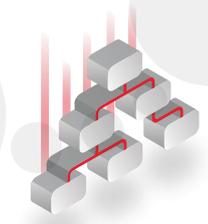
reports
& analytics





employee administration

profile | attendance | leave
shift | over time | loans
pay roll | ERM



recruitment & onboarding

manpower request | job descriptions
evaluation | org structure

- » raise manpower request, create or edit organisation structure workflow for greater transparency, clarity, effectiveness and productivity.
- » create positions & define reporting relationships
- » define attributes for each position – level, designation, educational qualifications, experience profile, competencies, job description, key deliverables, cost.
- » setup position-wise interview templates and interview levels
- » source resumes from employees in multiple modes - using internal job posting, candidates using career page or linked to external job sites and consultants using consultant portal
- » setup position-wise compensation & offer letter templates
- » compute compensation including one time payments like joining bonus, notice period.
- » position-wise pre-joining activity templates can be created
- » initiate pre-joining activities for each candidate and trigger mails to line managers and process owners for their action
- » schedule and record pre joining formalities like medical evaluation, previous employment, background check.

- » employee profile management
- » configure the leave and attendance rules as per organization policy
- » track attendance thru real time monitoring via direct biometric link, web attendance, mobile attendance (geo tagging) or summary upload
- » define shift rules, allocate resources based on fluctuating work load
- » create loan deduction rules either thru system generated calculation or manual method and integrate with payroll module for disbursement and deduction
- » flexible pay component creation, customisable to levels and functions
- » HR payroll software module integrated with leave management system provides flexibility to process daily, weekly, bi-monthly and monthly pay
- » arrears, increment and promotion related compensation changes processing
- » collect and verify tax declarations, generate TDS certificates and tax compliance reports
- » robust exit process, from raising resignation request to final settlement including dues management from departments
- » exhaustive ERM tool to create an easy-to-use query and complaint management system to record, categorize and assign responsibility to solve employee issues.
- » ensure complaints are resolved with the complaint closure management feature that has system based triggers for assigned personnel/concerned department.



talent development

development needs |
competency mapping |
succession & career planning

- » define training needs, create trackers and measure effectiveness.
- » map competencies and assess talent for current and future needs
- » map and track succession for defined positions
- » map career plan for target positions and tracker

talent management system

KRA setting | pit stop reviews
self appraisal | rating reviews
increments

- » performance management software to create process for performance measurement, succession & career planning, skill basket, development planning & execution, training calendar
- » administrator, line manager or employee can set goals and track progress
- » pit stop for accessing progress during the appraisal period, can be set up either monthly, quarterly or half-yearly
- » self-assessment, line manager assessment & functional review and 360 degree assessment can be configured
- » provision to track past performance assessment for correlation
- » process pay increments basis performance



reports & analytics

standard reports | flexible reports
dashboards

- » comprehensive list of standard reports
- » unique tool to create your own reports by choosing components from any module and storing as a template
- » reports highlighter options to summarise data
- » graphical representation of reports
- » choice of dashboards from a comprehensive list for CXOs, line manager and self



business travel

travel requests | travel expense approval | expense settlement

- » organise, oversee and control your company travel policies and travel expenditure with ease
- » manage travel approval with rule based expenditure approval
- » get a comprehensive rule based travel expense report, template to prepare and approve items such as daily expense, store supporting documents including bills
- » use a convenient travel agency module that provides access to an agency portal to book tickets and settle bills
- » settle expenses through feature laden reimbursement module that covers settling of bills & advances, splitting of expenses based on approved expenses/between colleagues/separating personal & official travel expenses



self-care

dashboard | attendance leave management | tax declaration | approvals

- » desktop and mobile based self-care for employees access
- » iOS and android platforms available for mobile self-care
- » choice of dashboards from a comprehensive list
- » manage attendance for self and team
- » view leave balances (across all leave types) and holiday details for self and team
- » employees and managers can apply for and approve or reject leaves/ restricted holidays, respectively based on leave balance
- » view and download payslips (current and past)
- » view, upload and update income tax declaration. Upload and submit final IT proof of investments.
- » access your HR policies
- » initiate and manage exit process