

# SPINE HR Suite

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CONFIGURE  
COLLABORATE



**ALSO AVAILABLE IN MOBILE VERSION**

## MODULES

Spine EIS & Payroll

Employee Self Service Module (eSSM)

eSSM Advance

Employee Life Cycle

Workflow

Leave Management

Time Attendance Management

Claims / Reimbursement Management

Expense Management

Training & Induction Management

Performance Management System (PMS)

Recruitment Management

Time Sheet Management

Travel Request Management

Help Desk Management

Request Desk Management

Visitor Management System



## SPINE EIS & PAYROLL

Automates your disconcerting human resource management processes & focus on managing your most estimable assets - Your employees.

- Comprehensive Employee Information System.
- Leave, Reimbursement & Loan Management.
- Tax Projection & Pay slips automatically emailed to employee ID.
- Statutory Compliances like PF, ESIC, PT, MLWF & Income Tax (TDS).
- Salary Reconciliation & Comparison.
- Bank Statement for direct salary transfer to individual employee bank account.
- Comprehensive Report Writer & Letter Writing Tool.
- Integration with Tally/ ERP\*.
- Integration with Attendance System.
- Import module to migrate existing Employee Master Data & Historic Salary Data.



## EMPLOYEE SELF SERVICE MODULE (eSSM)

Digital Interactive Interface for New Age Workforce.

- Employee login with stringent password policies & data protection.
- Dynamic Dashboard with configurable widgets.
- Employees can view their Profile, PAYSALIP (CTC / MONTHLY / YEARLY with Comparison statements).
- Provision to place change request with the approval from Admin.
- Income Tax declaration by employee & approval by ADMIN Team.
- Investment proof can be submitted by employee.
- Holiday Calendar View with event photo library.
- Employee can view Assets allocated to them by company.



## eSSM ADVANCE

Empowering Managers with Advanced features to ascertain & perform transactional HR activities.

- HR Info Module will Facilitates enumerated comprehension to payroll user on various masters creation in Spine HR.
- Payroll user can login as PAYROLL profile in Spine HR to view Dynamic Organization Graphical Head Count Dashboard along with option to filter data on various demography & growth.
- Employee Search Directory will allow to locate various contact details of employee dispersed across various geography.
- Dashboard Light menu will allow to highlight key activities to be compulsory displayed to employees before landing to homepage.
- Organization Chart – Corporate will allow employees to view holistic information about the other employee in organization.
- Loan Adjustment Module will allow employees to place request for alteration in specific month deduction, post approval transaction the same will be posted in payroll process.
- Report Writer Tool will allow to extract Employee information Data from system with multiple combinations.
- Import Module to upload Employee Master Data & respective Details.



## EMPLOYEE LIFE CYCLE

Recognizes stages in employee's career path to assist their manager / management and optimize associated processes.

- System driven process flow to complete the on-board cycle & collect ing various employee details alongwith compliances information / documents with Approval & updation in master records.
- Review Probationary / Temporary Employee & transformation to permanent employees.
- Survey feature can be activated to take feedback from employee on their experience with defined system & process.
- Exit request by employees with feedback / comments on same.
- Intimation to respective hierarchy for further actions.
- Request Review by HODs with detailed comments to retain or accept resignation.
- Exit Interview with sign-off clearance from various levels.
- Integration of approved request to Spine Payroll Full & Final Settlement Module (FnF).
- Employee can be reported as absconding by HOD with HR approval & review.
- Relieving Letter generation from system
- Survey Module can be activated to take feedback from employee on their various experience with defined system & process.



## WORKFLOW

Scale Up & Transform  
Organisation Hierarchy  
& Process Flow.

- Creation of Organization chart for transparent planned working structure.
- Definition of multilevel approvers as per the organizational hierarchies.
- Linkage to other processes therein reducing the process time.
- Auto Escalation of transactions based on time frame allocated.
- Work transfer module to cover transaction forwarding to alternate approver or revoke charges on in case of relieving of approver.
- Approver wise analysis for approved, rejected, transaction in process application.



## LEAVE MANAGEMENT

Automate Leave  
Transactions  
Adhering To Policy.

- Employees can apply for Leave / Outdoor Duty (OD) / Compensatory Off Online, which will be approved by respective hierarchy along with their comments.
- Multiple sets of reports / MIS based on policy.
- Auto generation of various statutory reports.
- Integration of Approved Attendance / Leave & Overtime Data with Spine EIS - Payroll System.
- Leave encashment & leave adjustment application by employee.
- Leave planner module to view yearly leaves plans of team members.
- Graphical HR dashboard with leave utilization analysis.
- Configuration of dynamic leave application policy.



## TIME ATTENDANCE MANAGEMENT

Track & Manage  
Workforce Clock In &  
Clock Out.

- Facility to capture attendance from biometric, web login-logout, entry by HOD or batch file import.
- Provision to define various shifts with its complexities (LATEMARK / OT / CO).
- Shift mapping to employee group.
- Creating dynamic shift roster for set of employees.
- Auto alert configuration for various level on attendance discrepancy.
- Comprehensive MIS with Dynamic Dashboard.
- Monthly time sheet view & attendance regularization Request.
- Shift change request by employee & approval by HOD.
- Publish Holiday calendar & option to select optional holiday by individual employee.



## CLAIMS / REIMBURSEMENT MANAGEMENT

High-tech Way To  
Raise/ Reimburse  
Claims Approvals.

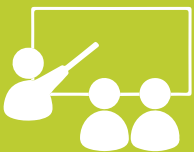
- Provision to define Reimbursement Eligibility Grade Wise with claim intervals.
- Facility to configure flexi basket for employees to opt desire CTC components with approval.
- Claims / reimbursement application online by employees.
- Voucher will be forwarded to respective hierarchy for approval process.
- Detailed & Summarized Ledger for each reimbursement heads.
- Standard Journal Voucher (JV) Integration with Accounting & ERP Systems.



## EXPENSE MANAGEMENT

Settle Expense  
Vouchers through  
Digital Way

- Admin can configure expense limit, each group of employees will have daily, monthly and yearly limits on their expense.
- Online Application for expenses.
- Approval by Respective Hierarchy with comments.
- Approved voucher will be paid to respective employees on cutoff defined by admin.
- Payment voucher from Spine EIS - Payroll System with BANK Transfer file.
- Advanced MIS with Multiple combinations.
- JV Interface with ERP / Accounting Software.
- Project wise/groupwise expense analysis.
- User definable expense categories for comprehensive analysis.



## TRAINING & INDUCTION MANAGEMENT

Discover & Nurture  
Skills With Learning  
Route & Roster.

- Training Calendar with comprehensive inputs on Training Type, Trainers, Training dates, days & venue.
- Training Request by Employee for Specific Programme or Topic.
- Training Invitation to employees by HR or Nomination by respective HOD.
- Employee will enroll for Specific programme, progress report can be viewed with each milestone.
- Training details can be conveyed to participants or groups through email.
- Training attendance capturing by faculty along with Training Feedback by Employees & Review Schedule by HOD.
- Detailed Report on Training Attended by employee.
- Training program cost analysis based on number of participants.
- Training cancellation with email notification to participants.



## PERFORMANCE MANAGEMENT SYSTEM (PMS)

Evaluate & Appraise  
Employee Performance  
To Foster Growth.

- Monthly/Quarterly/six monthly/yearly Appraisal calendar with Milestones.
- Self Goal Definitions by Employees with Sign Off by HOD.
- Goal tracking sheet with input of achievements by Employees & HOD periodically.
- Dynamic KRA / KSA goal library with option to defined / select Employee or Group Wise.
- Self appraisals with comments & rating.
- Managerial multilevel appraisals with feedback.
- User Definable choice on visibility of Approvers / HOD feedback | comments at various levels.
- Balance Scorecard with Auto or Manual Normalization & Bell Curve Generation with Reports.
- Input of Final Rating in EIS for promotion, transfer or increments along with career & succession planning MIS.
- Generation of letters to intimate employees.
- Historic Datasheet on past performance of the employees.
- Competency evaluation & skill evaluation by multilevel based on work flow defined.
- Identification of under performing team members can be evoke to proceed for performance Improvement plan (PIP) or training program.



## RECRUITMENT MANAGEMENT

Acquire Right  
Candidate For  
The Right Position.

- Comprehensive Man Power Requisition Form (MRF) & Approval process from Senior Management.
- Loading of Candidate Database from various sources through excel imports.
- Bifurcation of MRF as budgeted, additional or replacement.
- Assigning approved vacancy to specific inhouse recruiter.
- Short listing of candidates through advanced search engine & interview process automization.
- Comprehensive Interview Feedback & integration of Candidate Master Data to EIS as Employee Database & will also facilitate on boarding automation process.
- Advance check list for New Joinee on completion of mandatory process & document submission.
- Facility to capture cost of hiring & other overheads.
- Letter writing module to create various letter templates.



## TIME SHEET MANAGEMENT

Capture & Monitor the productive time devoted on each project.

- Project Master to capture project & relevant details.
- Mapping of Employees with specific projects.
- Week Master creation for capturing & tracking of data.
- Integration with Spine Time Attendance Module for accurate Data on actual hours worked.
- Various advance options to enhance timesheet entry check points / Validations.
- Time Sheet entry by employee will be forwarded to HOD for their review / approval.
- Generation of dynamic reports based on required combination, employee wise / project wise / period wise with summary & details.
- Timesheet defaulter report for employees who have not submitted timesheet.
- Comparison between timesheet hours & attendance hours.



## TRAVEL REQUEST MANAGEMENT

Manage Travel Planner As Per Travel Policy.

- Travel Plan request by employee on Spine Travel Request Module.
- Approval from respective HOD & Further escalation to Travel Request Manager for further necessary actions arrangements.
- Travel Request Manager will attach travel tickets & related document which will be forwarded to employee.
- Employee can view & download the ticket & other details from approved request.
- Mapping of travel request with project to get project wise analysis.
- Travel status & payment status for each itinerary.



## HELPDESK DESK MANAGEMENT

Digitalized ear to your employee's voice!

- Employee can submit queries online related to their issues.
- Respective Team will respond to queries.
- Detail Query Log report can be generated as per selection.



## REQUEST DESK MANAGEMENT

Conduct Request Grievances with requisition & escalation hierarchy

- Facility to create Request Category & Sub-Category.
- Comprehensive Workflow can be mapped with multiple Request Categories.
- Employee can submit Request / Concern / Queries online related to their issues to HR / PAYROLL / ADMIN / IT / ACCOUNTS or Any other matter.
- Transaction can be review & will be escalated to respective department.
- Respective Team will respond to request.
- Detail Transaction Log report can be generated as per selection.
- Sign-off will be available & initiator will provide confirmation on transaction closure.



## VISITOR MANAGEMENT SYSTEM

Streamlines Check in & Check out Details of Visitors.

- Guests Arrival Request by Employees or Security / Reception.
- Approval of Request & Print of Visitor Pass with Image of Guest.
- Visitor Exit by Employee or Security Reception.
- Comprehensive report on visitor log /location/department/hostwise.
- Eliminates the possibility of proxy visitors.



# SERVICE AND SUPPORT

SPINE ensures successful and efficient implementation of software by offering the optimum level of training to user with experienced consulting and technical support team. We are committed to support our customers with high quality training services and we achieve this through dedicated training sessions.

Built on extensive domain knowledge and continuous investment in leading edge technologies along with continuous involvement of clients experience and feedback, SPINE has achieved one of the best practical software solutions for HR Payroll and Fixed Assets Management System.

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