

# -i-INTRA-

One place ... Manage all

## Human Resource Management





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Intra is an intranet web-based application with mobile support based on the concept of Professional Services Automation (PSA). It can manage employees' documents through an organized process workflow in addition to managing remote site or branches without a real existence of HR employee locating on site or branch.



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## Main modules

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-  Payroll
-  Document workflow
-  Helpdesk
-  Policies/ Forms
-  Announcements
-  Attendance
-  Appraisals
-  Vacations / leaves
-  CRM
-  Chat



## 1. Payroll

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- Generate employee pays slip
- Manager employee expenses requests after direct manager approval
- Salary slip (Can choose to view in different styles)
- Payroll monthly automatic generation
- Can modify and add /delete in salary slip of employees
- Can allow payroll sheet to be send directly to bank
- Handle multi subsidiary companies



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## 2.Attendance

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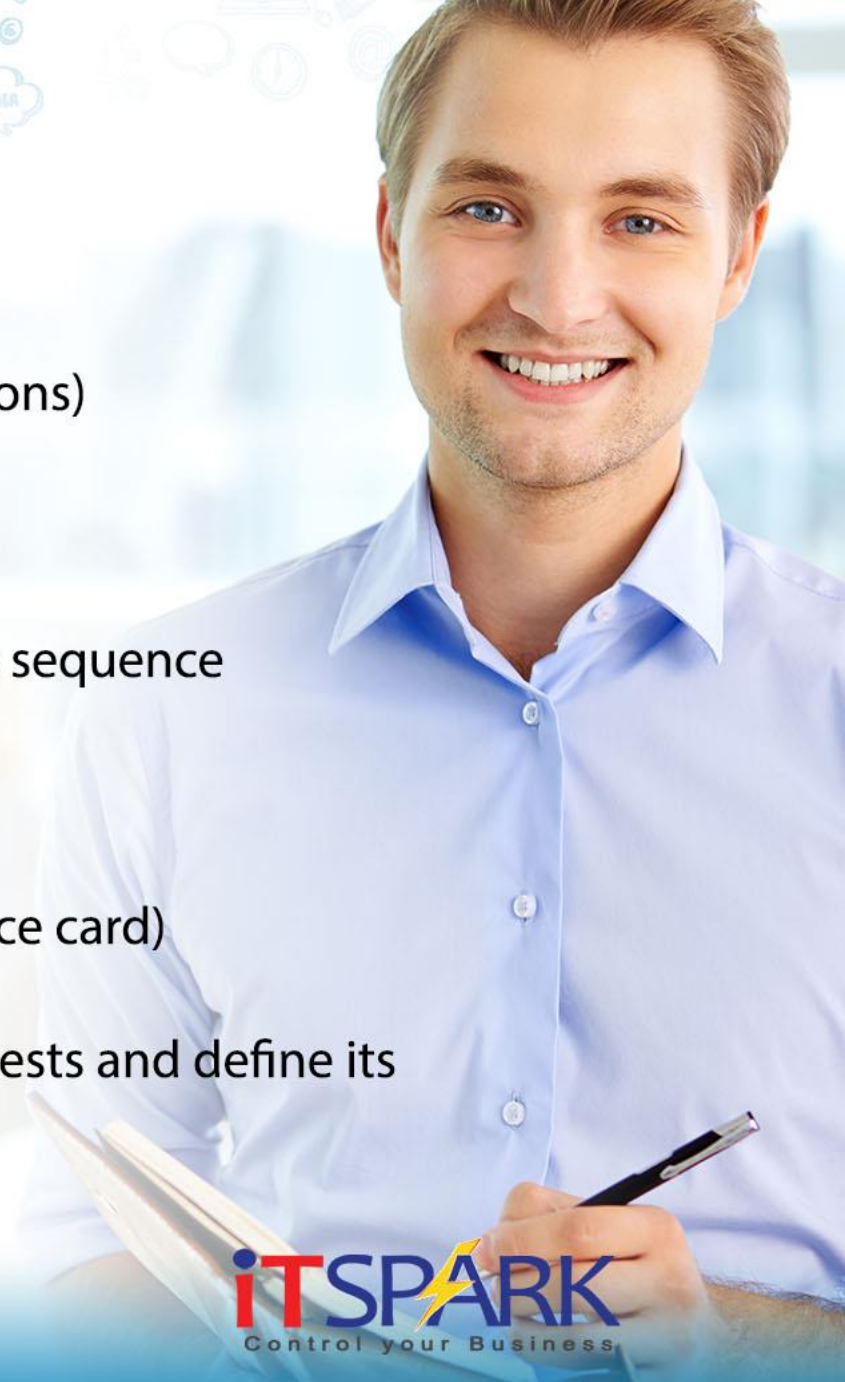
- Attendance Reports
- Integration with multi Fingerprint devices
- Handle attendance exception periods (ex: Ramadan working times)
- Integration with employees special requests
- Handle multi branches
- Handle multi subsidiary companies



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## 3.Document Workflow

- HR Document workflow (Vacations, Expenses, Permissions, Missions)
- Admin can create define the approval cycle of any of (Vacations, Expenses, Permissions, Missions)requests and define its sequence
- Leaves submission workflow
- Insurance (Employee can request for issuing or reissuing insurance card)
- Generic Document workflow (Admin can create any type of requests and define its





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## 4.Appraisals

- Employee Performance appraisal
- Define points and give weight to each point
- Creates Development Training Plan
- Give score for each point
- Generates employee KPI and total Score



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## 5. Helpdesk

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- IT
- Facilities







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## 6. Vacations / leaves

- Integrated leaves reports
- Initial vacation yearly balance
- Bridge vacations
- National holidays
- Handle employees' requests permissions



## 7.Policies/ Forms

- View company policies
- Download Company Forms





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## 8.CRM

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- Create leads/clients list
- Sales follow-up
- Handle sales funnels prospects
- Events Reminder
- Create emails list/groups/templates
  - o Send emails to leads customers according to classifications



## 9. Announcements

- Create announcements
- Send to groups
- Show announcement on certain period





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## 10.Chat

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Employee can chat together through the system which can reduce communication time and cost using normal phone lines and provide fast tunnel for employees to reach each others.



## Mobile app

- Mobile application is available.
- Provide Push notifications
- Check in/out from the app





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