

# **EXPAND** Your Business

Globally With **HRAvatar**





## About HRAvatar Software

HGTechSolutions HRMS encompasses a range of solutions that help manage an organization's most valued assets—its employees—in a strategic and coherent manner. Today's HRMS solutions demonstrate the progression beyond the confines of the HR department, core payroll services, and human resource management systems (HRMS) to managing and developing talent and labor resources on a global scale, both strategically and cost effectively. HGTechSolutions HRMS delivers the necessary software support for all employee-related Functions whether distributed or centralized. This enables organizations to manage a geographically dispersed workforce in a global manner, ensuring support for various local payroll and legal reporting requirements.

### What is HRAvatar Software?

HRAvatar is a family of tightly-integrated applications that span back-office operations throughout a company. This solution which includes employee and payroll automation systems – seamlessly coordinate and consolidate different departments together using one system.

### Key Benefits for Your Company

Streamlining of employee life cycle transactions in Human Resources and Academic Personnel, including recruitment, hiring, promotion, transfer, leaves and sabbaticals, retirements, other separations.  
Delivers accurate, timely management information to support strategic planning and workforce management.  
Permits employees to manage their own data - from phone number and home address.

### Human Resource Management

HGTechSolutions Human Resource Management System (HRMS) is a comprehensive solution that streamlines your HR processes. It efficiently administers applicant tracking, benefit programs, workforce training and development, complex union dues calculations and benefits and reporting (AAP). Online communication via your company's intranet helps your employees stay up-to-date on their benefits, training, and life event changes. An add-on module, HGTechSolutions Employee Self-Service is designed for employee satisfaction as well as operational efficiency. Visual Display of Absences View a calendar of employee or departments to enable management to quickly see potential problems. Detailed record of absences along with reasons ensures a good audit trail needed for performance reviews and regulatory reporting. Applicant Tracking Control applicant information, interviews, and matching to available job vacancies.

#### Benefit Administration

Post-date benefit changes and generates benefit groups to separate salaried, office and hourly paid employees (e.g., use flexible benefit rate tables to define benefit deductions, and manage eligibility).

#### Statement of Benefits

Generate benefit statements for employees using a standardized, modifiable form to accommodate your company's logo and other specific requirements.

#### Performance Review

Regulate performance reviews with user-defined review ratings and matrixes. A complete history of reviews is retained for historical analysis and support for pay increases.

#### Skill/Job Management

Manage jobs with skills, pay, and training requirements. Position control allows incumbent and vacancy reporting and provides a hierarchical view of the reporting structure.



#### Employee Transfers

Oversee employee transfers between departments and divisions in a single step, bringing historical employee information along with the transfer. A complete history of all transfers is maintained.

#### Temporary Employees

Single step termination and reactivation reduces the steps to deactivate employees and improves the lead time for bringing employees back into action.

#### Compensation Management

Manage pay changes and history for employees along with unlimited compensation tables that support grades and steps. Automatic periodic increases and license/ certification premium pay are supported. The system also supports mass pay changes and future dating of pay changes.

#### Union Tracking

Manage union requirements for merit increases and union dues and benefits. Standard reports for time of service ranking as well as seniority in job. The system easily accommodates custom seniority calculations.

#### Robust Reporting

Access critical HR information secure reports.

#### Family Medical Leave Act (FMLA)

Determine eligibility, generate required documents, and track FMLA certifications. The FMLA add-on is an advanced feature set that supports Department of Labor FMLA forms such as WH-1420, WH-380, and WH-381, offering a visual calendar display of FMLA time taken.

#### Training and Recruitment

Track your ongoing training and certification requirements online with HGTechSolutions Training and Recruitment. The Training module is used to schedule courses and instructors as well as record training history, reducing the pain of your next regulatory audit. Records must be maintained of training taken and when it was completed. Training information is integrated with all other aspects of each employee, providing a complete picture of an employee's lifecycle. It includes both internal and external classes, instructors, course outlines, and class scheduling—all captured and retained within the HRMS database. There are many advantages to an integrated approach to training. HGTechSolutions HRMS already knows each employee's job assignment and therefore can specify the appropriate training for that job and in what sequence the courses should be taken. Employees may query the system through Employee Self-Service to read course descriptions and to see when classes are scheduled. An employee's request for enrolment may also be submitted via Employee Self-Service, and the employee can view his/her training history as well. The training system automatically creates a record for each student upon completion of a training course. Over time, these records reflect a history of training taken by each employee, when it was taken, and the score or award earned. As part of an integrated design, training history can also be used as one of the criteria on which to base promotion and succession planning decisions.

#### Employee Self-Service

HGTechSolutions Employee Self-Service places the responsibility for employee and manager updates on their shoulders, freeing up the HR and payroll department personnel for more strategic activities. HGTechSolutions Employee Self-Service allows access by employees and managers from a kiosk, your intranet, or the Internet. Both Manager and Employee Self-Service are designed to be extremely easy to use, so even individuals with little or no computer skills can easily navigate through the system with minimal effort. Employee Self-Service Your employees can make their own elections during open enrolment without assistance from HR personnel. They can update addresses, emergency contacts and change dependents. They can display check detail from history, print benefit statements, verify vacation as well as other paid-time-off balances, and more.

#### Manager Self-Service

Managers are able to view selected employee information, post requisitions, initiate pay changes, reassign jobs, and approve time off. A manager can monitor training, upcoming reviews, and produce compensation reports covering only



their employees. Furthermore Manager Self-Service falls under HGTechSolutions HRMS security control so a manager can only access those employees who report to them and see just the data that you've approved. Your self-service system can be customized, using your company's logo, desktop design, layout, colours, etc. A scrolling message board is included, so you can post news and company events, such as open enrolment notices, company picnic announcements, safety statistics, and so on.

## **Payroll**

HGTechSolutions Payroll handles the processing of all employees' pay checks and provides necessary company and US governmental reporting. Comprehensive employee information and memo fields allow you to track employee personnel information, such as performance reviews and outside training. Because payroll is so tightly integrated with Job Management, you will normally only have to review your payroll entries, make adjustments, print your checks, and then post. With Payroll, there is no longer any need to have your payroll done with an outside service, when it is so easy to do yourself.

### **Employees**

Set up employees as hourly or salaried. Pay employees weekly, biweekly, semi-monthly, or monthly.

### **Departments/Shifts**

Establish home department and shift IDs for each employee.

### **Pay Types**

Maintain regular, overtime, double time, holiday, vacation and sick pay types as well as unlimited user-defined pay types.

### **Personnel Information**

Track detailed personnel information in the extensive employee memo file.

### **Checks**

Preview, print on standard check forms, or reprint if necessary.

### **Transfers**

Transfer hours from Job Management or

### **Check History**

Keep check history indefinitely to help audit unemployment or other claims.

### **Voluntary Deduction**

Define any number of voluntary deductions.

### **Payroll Taxes**

Exclude certain deductions, including 401(k) and cafeteria plans.

### **Auto-Pay**

Pay all salaried and/or hourly employees with a few keystrokes.

### **General Ledger Interface**

General ledger entries are automatically created through the payroll process. Process payroll and track vacation, sick time, overtime, pay rates and benefits.

## **Document Management**

HRAvatar includes full document management module which can be used to save files either related to account, project or any other module. This can be very useful for all teams but can be real use for marketing team as they can access it anywhere using internet to download any useful document related to a meeting anywhere they are.



This can also be safe location for keeping files and getting rid of finding the required document from piles of files in the office so can be real time save also.

## Users and User Role Management

HRAvatar includes full featured users and user's role management using which users can be created, deleted and updated. Using User Role Management in HRAvatar one can create roles for a single user or can create set of rules for example which can be applied to marketing employees or can create other which can be applied to sales employees special roles can be created for other users like management or IT department which is managing the HRAvatar software or anybody else who is managing the software.

## Easy to Get Started and Easy to Keep Going

HRAvatar is a comprehensive HRMS solution for businesses seeking a low-cost, turn-key option. The Web-based HRMS infrastructure and intuitive browser interface ensure you'll be up and running—and productive—quickly, without burdening your IT staff.

Informed employees make empowered employees. And empowered employees create satisfied customers. That's what HRAvatar does, breaking down the walls between employees and departments so everyone has a complete view of all customer interactions.

Using HRAvatar get online in minutes with zero IT intervention Just enter username and password rest is all automatic.

One can deploy globally using World Wide Web.

## Training, Support, and Services from the HRAvatar

HRAvatar comes with rich support options. HRAvatar comes with wide training options and has a very good customer support to add to that. HRAvatar team is always working on the edge to provide you best of the services. Training also includes graphical tutorials and interactive web courses. For an additional fee, HRAvatar provides instructor-led training—delivered online or onsite—that is customized to your organization's processes and terminology.

World-class customer care HRAvatar Customer Care will meet all your support needs. Our comprehensive standard support includes free unlimited phone support and access to the HRAvatar knowledgebase and support portal.

Unmatched professional expertise For HRAvatar customers who prefer it, HRAvatar provides an unmatched variety of professional services, including planning and assessment, implementation, data migration, and integration. These are all packages based on assessment—with predictable rollout cost and time frame—or customized to your implementation requirements.

## The Bottom Line

*Massive Boost in Performance with positive business results these are the advantages you get with HRAvatar —the best HRMS solution available.*

### CONTACT US

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