



Your Prime HR Partner

What's in here ?

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- ☐ *Current clientele and presence*
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About Us

BizHRS is owned and managed by AK Finserv LLP. **BizHRS** has been founded by qualified Chartered Accountants & Information Technology experts with the aim of providing accurate and cost effective data. We as an organization are providing solutions to industries across various sectors like automotive, pharma, service industry, etc. to automate/outsource the payroll process through **BizHRS**. **BizHRS** automates all operations pertaining to people which includes employee information management, leave and attendance management, expense claims management, training, appraisals, payroll management and many more - making it an end to end solution for any organisation.

On-boarding till exit

On-boarding and separation
Leave and attendance
Monthly Payroll Processing
Expense Claims Management
Statutory Compliances

EMPLOYER KEY FEATURES



Customizable access right and workflows



Flexible reporting structures

EMPLOYEE KEY FEATURES



Accessing KYC Documents and profile



Easy to go mobile application for day-to-day operations

Cloud Based Platform:

BizHRS is hosted at AWS Instance with 99.3% uptime and highly scalable capabilities.

Employee Self Service Portal:

Employees will have access to portal and mobile application for day-to-day functions like profile completion, leaves, attendance, claims etc.

Managed Statutory Services:

Team of experts and dedicated partners for payroll related compliances includes dedicated support.

Current market presence

Presence in
4+ Countries

Monthly
Attendance
& Payroll for
3000+ HC

Processed
Payroll & expense
claims
INR 200 Mns

Web & Mobile App

Live in India, Qatar, Bahrain,
Algeria & Kuwait

Employee headcount

On-boarded clients in
manufacturing, recruitments,
professional, pharma & IT
services with 3000+ headcount

Processed Transactions

Monthly payroll &
Expense claims INR 10 Mns
Is processed & payslips
generated



KJA



YCODDA



AlphaRep
PHARMA
THE Pharmaceutical Support in Algeria

Mgneto



Wael Pharmacy Co. W.L.L.
since 1966

مؤسسات سقالة
Cigalah Group

HRMS module

- Create internal vacancies
- Shortlist CVs & Schedule interviews with feedback
- Generate Offer & Appointment letter
- Exit management



Time Management

- Integrate with Bio metric device
- Take Geo-location-based attendance
- Leaves management
- Work from home requests



BizHRS Independent Modules

Payroll Processing

- Investment declarations
- Loan & Advance
- Auto-Payslip



Statutory Compliant Practices

- Payroll as per WPS
- Employee Insurance Management
- Employee Visa Management



Payroll Outsourcing

- Employee Onboarding
- Attendance Regularization
- Employee Lifecycle letters
- Monthly payroll and payslip
- Statutory compliances
- Parallel Support



Expense Claims

- Workflows
- Multi-level approval
- Printable claim report
- Auto generated reports



Detailed dive



HRMS Module

Requisition

- Stating parameters for candidates
- KRAs, KPIs & reasons for requirement
- Multiple approvals

Position Screening

- Creating interview panel with multiple rounds
- Interviewer Feedbacks and HR Round
- Offer creation with multiple approvals for sending to candidate

Appointment

- Creation of candidate login
- Onboarding alongwith KYC and internal company documents
- Generation of Appointment Letter

Confirmation Process

- Feedback over pre decided parameters
- Multiple approval

Role change & salary revision

- Change in salary structure
- Approval at multiple levels

Separation

- ESS for resignation
- NOCs from different department
- Multiple level approval
- Full & Final settlement
- Relieving & Experience letter generation

Detailed dive



Time Management Module



Attendance

- Integrate with Bio Metric multiple machine
- Geo location enabled application
- Flexible shift & time settings
- Mis-punch approvals
- Manual override



Work From Home

- Creation of work from home requests alongwith work done
- Manager approval & linking to attendance for payroll

Comp Off

- Creation of comp off
- Comp off approvals



Leave

- Auto credit leaves as per policy
- Manager & HR level leave approval
- Mail notifications & reminders
- Leave cancellation rights & sandwich leave customizations



Out-door Duty

- Creation of ODD requests
- Attaching travel & stay requests with ODD
- Approval at multiple levels



Shift Roster

- ESS for resignation
- NOCs from different department
- Multiple level approval
- Full & Final settlement
- Relieving & Experience letter generation



Detailed dive



Payroll Processing



Flexible salary masters

- Add salary components as required
- Add/View/edit rights as per roles
- Appraisals based on approval



One click payslip disbursements

- Configurable payslip format
- Send payslip over month closure



Salary Inputs

- Add Variable Pay
- Add Incentive/bonus
- Keep salary on hold
- Put manual recoveries
- Pay arrears



Full & Final settlements

- Considering leave encashments
- Gratuity calculations
- Approvals at multiple levels

Detailed dive



Statutory Compliant Practices

→ *Payroll as per WPS*

→ Employee Insurance
Management

→ Employee Visa
Management



- Ready reference reports at the portal
- Mail support for employee queries

Detailed dive



Expense Claims Module



Creation of Masters

- *Company Structure*
- *Employee Masters*
- *Access Rights*
- *Accounts Masters*



Disbursement Function

- *Get periodical approved expense report*
- *Track current status*
- *Get Mail Notifications*



Expense Claim Application

- *Apply from App/Web*
- *Attach Supporting documents*
- *Track current status*
- *Get Mail Notifications*



Expense Manager Approval

- *Approve from App/Web*
- *Get Mail notifications*
- *Give remarks upon action*



Expense Finance Approval

- *Approve from App/Web*
- *Get Mail notifications*
- *Give remarks upon action*

Detailed dive



Payroll Outsourcing

Employee Onboarding

We create offer letter to a new joiner and collect the joining documents right from KYCs till previous experience & employer related documents.



Attendance Regularisation

We manage the month's attendance to roll out in timely manner for Payroll part of which covers sending reminders to employees for regularizations.



Employee lifecycle letters

Maintenance of letters issued to employee from joining till separation from companies is taken care and documented by our team.

Monthly payroll and payslips

Payroll calculations are performed through system and checked by our experts to provide your team for final payments along with auto payslips.



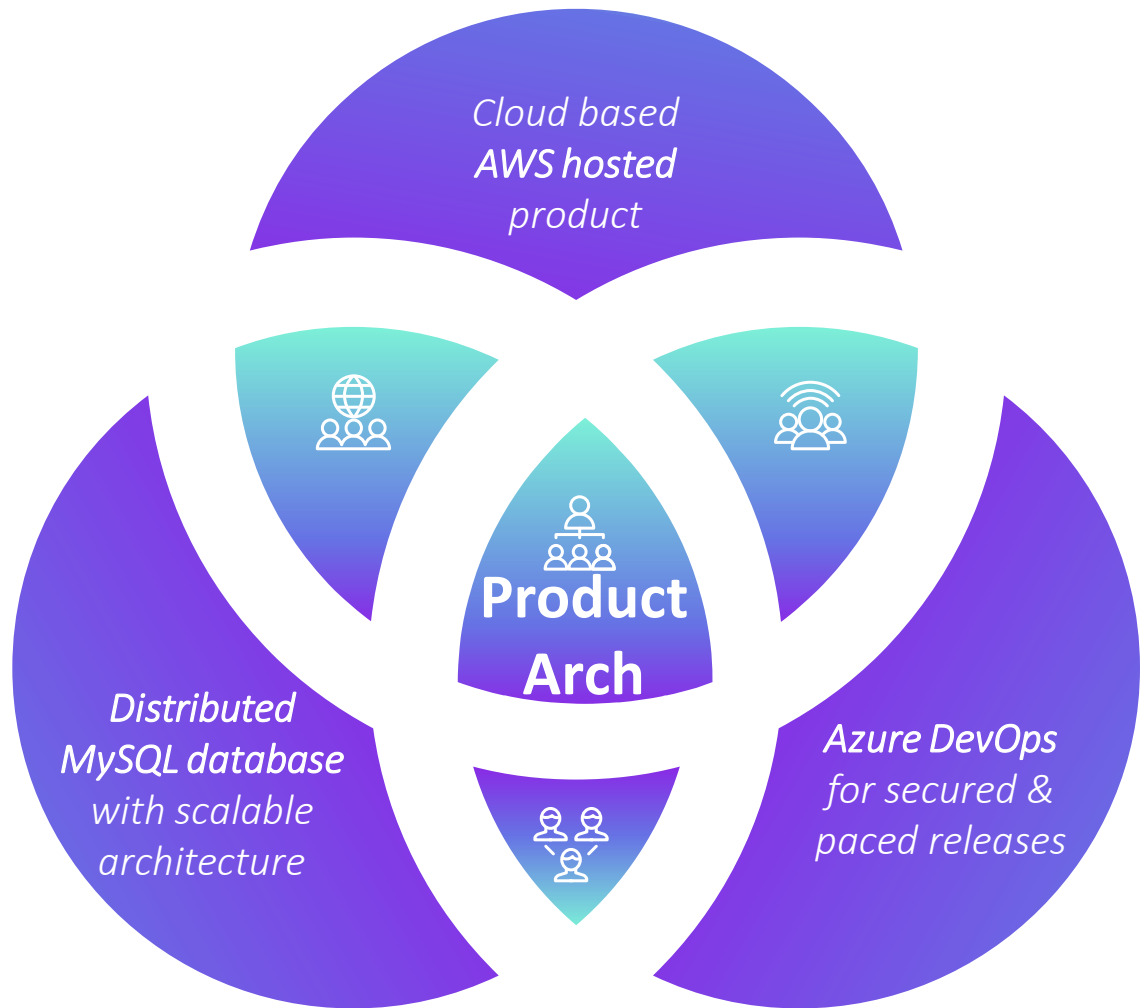
Statutory Compliances

As a team member joins in organisation we start onboarding on statutory platforms and file returns for applicable acts in territory.



Parallel Support

Transfer the general queries both towards employee general policies and finance to our one line of support.



Security Practices



AWS SOC 3 Report

- *HIPPA Compliance*
- *AWS Server Security with EC2*



AKF Security Practices

- *Physical security*
- *Network Security*
- *People processes*
- *Redundancy and Business Continuity*

Why Us ?

Independent deployable modules

BizHRS can be implemented in piecemeal pattern by the companies as the requirements.

Hybrid model of software with human experts

While software does its own automation, we have team of experts to file your statutory returns & compliances related to Payroll.

Scalable architecture

We are hosted on scalable AWS cloud with self service portal to add new employees and start using the incremental modules without any downtime.

Customizable reports & access rights

Role based access rights make it easy to separate out functions & job role. Also, customized reports forms part of the delivery alongwith 20+ generic reports.

Auto report schedulers

We have enabled report distribution structure scoping in auto reports to be mailed or send to FTP as scheduled may it be daily, weekly or at any other periodicity.

Employee ancillary functions

BizHRS takes care of some other employee ancillary functions like Minutes of meetings, forms (with builder), tickets, conference etc.



Implementation Cycle

Initial understanding of requirements
(In Person/Virtual)

Freezing requirements & modules

Customizations ETA

P1

Initiation

Curating database & masters 1 Day

Bulk upload of data 1 Day

Payroll 2 Days

Leave and attendance 2 Days

HRMS 5 Days

Expense Claims 2 Days

Back Office 1 Day

P2

Setting up |
(2 Weeks)

Go Live & sending user credentials

Training to Admin, HR & Accounts

Cut off date

We are there, i.e. live support

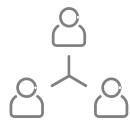
P3

Production



*The above timelines are subject to availability of data

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Thank You