



SAMPLEX24 HRM

"CALCULATE THE ORGANIZATION
PERFORMANCE BY ITS PEOPLE"

samplex24

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Samplex 24 is a cloud-based human resource management system that is specialized in human resource management consisting of all HR policies and practices. The major objective of HRM system is to optimize HR policies and practices, implement cost benefits and utilization strategies and processing compensation and performance management.

With Samplex24, you can successfully meet & respond to all HR management challenges in your daily life, by

automating & streaming your daily HR business processes. The objective behind the development of Samplex 24 HRM is to increase the productivity rate by implementing some IT strategies. The HRM system not only reduces cost, save time and automate the routine administration of corporate premises but also does a lot more.



SAMPLEX 24 HRM-AN ASSET TO BUSINESS SUCCESS

A comprehensive and customizable human resource management system Samplex 24 assists organizations to optimize their human resource management process and increase their return on employee investment. Developed by proficient team, this HRM is a perfect integration of features and functionalities that open the ways to increase work productivity and employee efficiency at every stage.

In short-Samplex 24 HRM successfully accomplishes your hr management challenges by covering major areas like attendance, employee self-service, training, recruitment & workforce analytics.



SAMPLEX 24 HRM FEATURES

Core HR Solutions

Collect all employee data from basic employee information to important details at a centralized system.

1

Optimize lifecycle activities of an employee from registration, confirmation & activities with history.

2

Search employee data owing to strengthening capabilities to consume or update employee information.

3

Collect KYE (know your employee) information by storing employee identification information data, tracking status.

4

PRETTY COMFORTABLE ONBOARD EXPERIENCE

- ⊕ Online process in a sequential manner, no need to deal with huge piles of papers.
- ⊕ HR dashboard allows employees to onboard by themselves with least hassles.
- ⊕ The facility of embodied document uploading for certificates, identify proofs, etc.
- ⊕ Review, validate and approve employee data based on a determined workflow.

ALERTS AND REMINDERS FOR COMMUNICATION TRANSPARENCY

- ✦ Bulk mailing feature enables to send mail to all selected employees at once.
- ✦ The previous communication history is maintained well and is accessible easily.
- ✦ Automated system to send alerts & reminders to team members or new joiners.



MANAGING EMPLOYEE DOCUMENT

Facility to store a soft copy of employee's documents, upload them in bulk and access them accordingly whenever needed.

LEAVE MANAGEMENT

Leave management for any human resource system is a very crucial module, which should not be ignored when considering the HR management process. When you streamline leave, it means you get a promising chance to deal with multiple issues in a single shot. At one end, it eliminates your busy schedule, on the other end saves time, transaction cost and employee follow-ups.

- ✦ Leave policies can be customized as per the customer requirement.
- ✦ Create various types of leaves like earned, sick, casual, maternity etc.
- ✦ Make addition or modification in leave rules.
- ✦ Generate your own holiday list, customize holidays region wise.
- ✦ Managers and employees can handle leave requests.
- ✦ Year-end processing of leave as per the requirement.



ATTENDANCE MANAGEMENT

Real-time attendance processing is the requirement of every hr management system, that's why employees & managers require issue fixing very easily at the month end. Samplex 24 HR management system maintains different aspects with excellent simplicity and high efficiency. Some major features are:

- ✦ Attendance data has a proper integration with the payroll module
- ✦ The management system stores real-time attendance data from various sources.



PAYROLL MANAGEMENT

Due to a series of statutory guidelines & a high number of calculations, payroll management is regarded as the most complex process in HR management. Samplex 24 HRM is provisioned to provide you accurate, easy and secure payroll management platform that is stress-free too. Have a quick look at the features:

- ⊕ After successful configuration & implementation, you are able to process the salary of employees in a click.
- ⊕ Calculate salary accurately and automatically
- ⊕ Verify and process the salary securely
- ⊕ Payroll input & payslips automation
- ⊕ Customized payslip creation and distribution
- ⊕ Salary structure can be configured
- ⊕ Create payroll reports

Flexibility and capability to handle different kinds of salary structure are the two biggest strengths of this cloud-based payroll management of our HRM.



RECRUITMENT MANAGEMENT

Recruitment management is a set of specialized tools within the HRM systems that are specially designed for managing the recruitment process. Recruiting is competitive, and it's optimized usage is very beneficial for any corporate entities. With the aid of the recruitment module of Samplex 24 HRM, the efficiency of recruiters and job seekers is optimized.

PROJECT MANAGEMENT

Project management is the process of organizing and managing a team assigned for a particular project. From the dashboard, admin can allocate the project to concerned team or an individual team member and track the status of the project. Team members individually submit their work status, put their comments, upload documents related projects and so much more within the system.

TRAINING MANAGEMENT

Samplex 24 HRM training module helps to track, report and schedule training of employees. Individual and team performance is visible on the dashboard in real time.

REPORTS MANAGEMENT

Employees can manage their tasks and maintain their work reports within the dashboard which can be accessed by the admin.

CHAT MANAGEMENT

Chat module enables employees to communicate individually or through groups so as to enhance overall productivity within the organization.

WHY CHOOSE SAMPLEX 24

- ⊕ We are a reputed IT Software company specialized in HRM software serving small and medium-size companies to optimize HR systems of their organization.
- ⊕ We are specialists in working with organizations who tend to implement HRM technology the first time.
- ⊕ We deserve your long term business partner, where client satisfaction and service excellence are our major benefits.
- ⊕ Complete support before and after implementation of the software system.

Thank You

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