I-SUITE
SIGNATURE SOFTWARE

ITEC™

HUMAN RESOURCES

The Core of Business Management.

Key Benefits

KPI TRACKING

Overview: The KPI tracking feature enables HR and management to set, monitor, and assess employee and department performance through predefined KPIs.

Key Components:
- Set and track individual, team, and department KPIs.
- Visual dashboards and reports to monitor progress.
- Autom ated performance reviews based on KPIs.
- Real-time feedback and performance insights.
- Goal alignment with company objectives.
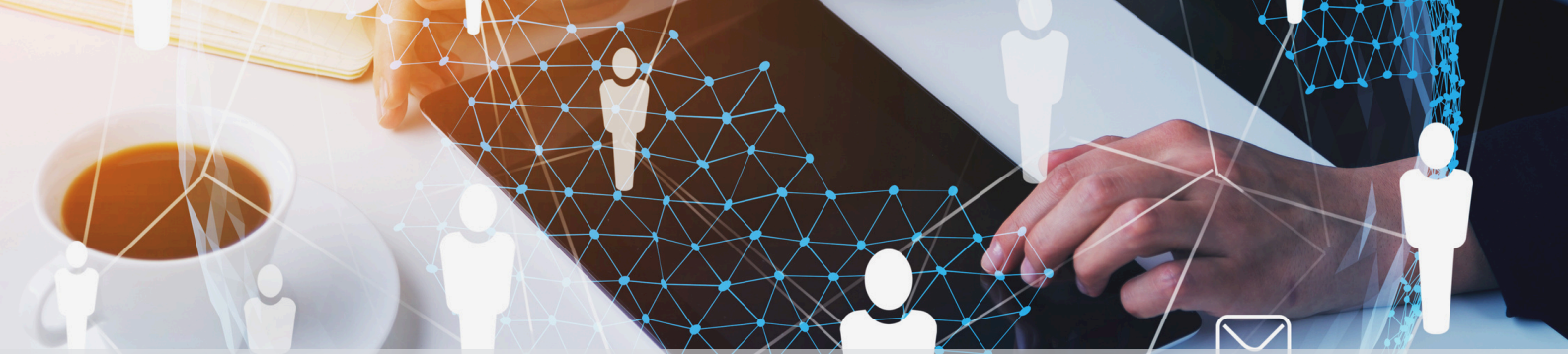

PROJECT MANAGEMENT

Overview: This feature allows HR to track employee involvement in projects, including project timelines, deadlines, and individual contributions.

Key Components:
- Task assignment, tracking, and completion status.
- Project timelines and milestone tracking.
- Resource allocation and workload management.
- Collaboration tools (e.g., messaging, document sharing).
- Project reporting and analysis tools.

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TRAINING MILESTONES REPORTING

Overview: Provides detailed reports on employee training progress, certifications, and development milestones.

Key Components:
- Track completion of mandatory and optional training programs.
- Automatic reminders for training deadlines.
- Certifications and qualifications tracking.
- Customisable training dashboards for employees and HR managers.
- Training effectiveness evaluation and feedback collection.

ACCESS CONTROL AND BIOMETRIC INTEGRATION

Overview: This module integrates biometric authentication(fingerprint, facial recognition, etc.) for secure access control to physical locations and systems.

Key Components:
- Biometric login for employees to access systems.
- Secure door access control using biometric data.
- Real-time access monitoring and logs.
- Integration with attendance management systems.
- Support for multiple biometric modalities (e.g., fingerprint, facial recognition, retina scan).

ADDITIONAL FEATURES

- **Employee Database Management:** Centralised database for employee records, including personal details, employment history, and benefits.
- **Document Management:** Secure document storage for HR-related documents such as contracts, evaluations, and training certifications.
- **Reporting & Analytics:** Comprehensive reporting on performance, project progress, and training development, with customisable filters and visual analytics tools.
- **Integration with HRMS Ecosystem:** Seamless integration with payroll, recruitment, and benefits management systems for a unified HR experience.
- **Mobile Accessibility:** A mobile-friendly interface for HR managers, employees, and project managers to access information, manage projects, and track KPIs on-the-go.

USER ROLES AND PERMISSION

HR Admin: Full access to all modules, reports, and employee data. Can configure KPIs, project milestones, and training programs.

Project Manager: Access to project management tools, including task assignment, status updates, and team collaboration features.

Employee: Access to personal performance KPIs, project tasks, training milestones, and biometric login functionalities,

IT Admin: Configuration and management of biometric systems, security features, and user access levels.

USER INTERFACE & EXPERIENCE

Dashboard: A customisable dashboard that aggregates KPIs, project statuses, training progress, and biometric access data into one central interface.

Interactive Reports: Reports with filtering options, drill-down capabilities, and visual charts for easy understanding of key metrics.

Mobile Interface: An intuitive mobile application to view KPIs, manage tasks, track training progress, and utilise biometric access.