



Human Resources Management System



Fully Automated Human Resources Management System that tracks the entire lifecycle of your employees.



WHAT IS SHOP N OFFICE

Shop N' Office is an advanced Human Resource Management System (HRMS) providing a robust set of HR functionalities. The front-end of the application is developed using Angular, while the back-end utilizes the Spring Boot framework and PostgreSQL as database.

The HRMS consists of various modules designed to efficiently manage different HR operation such as organization management, employee information management, recruitment, onboarding, time and attendance, payroll management, benefit management, life cycle management, training and development, loan management, performance management, and exit management.

One standout feature of Shop N' Office is its integration of AI, particularly in the form of a Chabot. Where users can interact with a virtual assistant to get assistance with system-related queries, automatic applicant tracking, candidate shortlisting, and more.

Another strength of Shop N' Office is its customizable and dynamic modules. Organizations can easily tailor the modules to their specific requirements, allowing for a personalized experience. This adaptability ensures that the HRMS can meet the unique needs of each organization.

Furthermore, Shop N' Office comes equipped with an inbuilt recruitment module that offers direct head hunting facility from renowned expert networks. The system also handles complete communication with candidates, streamlining the recruitment process.

WHY SHOP N OFFICE

Shop & Office HRMS offers unique features that set it apart from other HR management systems. One of its standout features is the dynamic organization setup, allowing for the complete customization of entities and hierarchies within an organization. This means that different entities within the same organization can use the system as if it were tailored specifically to their needs. This flexibility and adaptability make the HRMS highly versatile and suitable for organizations with complex structures.

Furthermore, the integration of AI is a significant aspect of Shop & Office HRMS. The AI capabilities are utilized in various ways, including the Chabot feature that provides users with virtual assistance for system-related queries, learning, and problem resolution. This AI-powered Chabot enhances the overall user experience by offering efficient support and guidance. Additionally, AI is leveraged in features such as automatic applicant tracking, candidate shortlisting, and initial screening. These AI-driven functionalities streamline the recruitment process, saving time and effort for HR professionals while ensuring a more efficient and effective selection of candidates.

By incorporating AI in multiple aspects of the HRMS, Shop & Office demonstrates a commitment to leveraging technology for automation and intelligent decision-making, ultimately enhancing productivity and improving HR operations.

Another key feature of Shop & Office HRMS is its ability to source candidates from external expert networks such as LinkedIn and ZoomInfo. The system provides multiple search criteria to filter candidates based on the keywords in the job posting and enables direct headhunting from within the system. This integration with external platforms enhances the recruitment module's capabilities and offers flexibility in the sourcing process. This built-in recruitment module of Shop & Office HRMS eliminates the need for external recruitment agencies for headhunting processes. This not only saves costs but also provides organizations with greater control over the recruitment process.

By leveraging the integration with third-party tools this HRMS streamlines the recruitment workflow. For example, it allows for seamless communication with candidates through platforms like RingCentral, scheduling interviews with Calandaly, and interviewing using MS Teams. These integrations improve efficiency and provide a comprehensive solution for the end-to-end recruitment process.

EXPERIENCE THE BENEFITS

FULLY AUTOMATED

Shop & Office HRM is a fully automated HRMS that tracks the entire lifecycle of a given employee from his or her onboarding to resignation. It keeps track of trainings and developments, employee performance, payroll management, time management and attendance management, which makes Shop & Office HRM a fully integrated HRMS.

CUTS DOWN COSTS

Shop & Office HRM reduces the cost by deploying a paper-less, fully automated solution that allows all data to be kept on virtual environments. By automating the key processes, it also eliminates the time-consuming activities and hence it helps the organization keep its cost down, drastically.

ONE SOFTWARE FOR ALL

You don't have to maintain different systems for tracking attendance, different systems to run the payroll and different systems to measure the performance. All the business systems in your Human Resources Management Eco System can be incorporated into a single integrated system in Shop & Office HRM.

INFORMATION IN REAL-TIME

You don't have to wait for hours to get up to date information on your Human Resources Eco System. With Shop & Office HRM you can access online, real-time information without any time lags. Shop & Office HRM a very reliable and dependable solutions for any organization to deploy.





PRODUCT FEATURES

ENTERPRISE LEVEL HRM APPLICATION

All features required at enterprise level within a HRM application are incorporated into separate modules within this system. The client has the flexibility to select which modules they want to implement. Based on client requirement, Shop & Office Systems can give the client an affordable product that meets their full requirement. Listed next are the individual modules incorporated into this application and features of the application that can be demonstrated if our team can be given a time for a demonstration.



Employee Profile Management

This module allows the organization to enter employee profile details such as personal details, educational qualifications, work experiences, professional membership details, contact information, hobbies, interests and other additional information

Time and Attendance Management

This module allows the organization to view employee Time and Attendance details. It projects employee Absenteeism details. This module consists of reporting capabilities related to Time, Attendance and Absenteeism.

Employee Learning and Development

This module tracks all learning and development initiatives of employees during the employees stay at the organization. It helps the organization determine the learning and development progress of employees

Leave Management

Different job functions demand different leave categories. HRM applications should accommodate all standard leave types. This module allows the organization assign leave, monitor leave and manage employee leave effectively.

Payroll Management

This module allows the organization to run its payroll in a simple three step process called check, confirm and proceed. This eliminates unnecessary time spent on manual payroll entries.

Employee Performance Management

This module helps the organization break its goals into objectives, activities and help measure activities. Performance Management System Evaluates the Key Performance Indicators, Competencies and Initiatives of each employee.

Employee Resignation Management

This module allows employees to proceed a digital employee resignation. Once the resignation is submitted, it will be communicated to relevant officials predetermined in workflows. This eliminates manual documentation.

Employee Loan Management

This module allows employees request for loans and the employer will setup loans. Approved loans can be viewed by both parties including capital borrowings, interest on borrowings and rates.

Employee Benefit Management

This module maintains all employee benefits provided by the employer to employees including allowances, asset allocations, bonus details, medical facilities and other employee benefit that firms wish to offer

Employee Self Service Portal

This module allows employees apply for leave, approve leave, view pay slips and other key functions without any third-party intervention. This module is design to enhance employee convenience.

Human Resources Informatics

This module allows employees view business informatics pertaining to the human resources management functions. This will help identify some HR related trends such as attendance patterns, leave patterns, etc.

Administration & Configuration

This module administers the user creation, user viewing, user edits and allows the firm delete user profiles and configurations. However, this function is only available to organizations super users.

Document and Policy Management

This module helps the firm maintain important documents such as the employee code of conduct. In addition, it also allows maintain firm policies like ISO policies and leave policies.

Employee Life Cycle Management

This module tracks the entire employee life cycle starting from onboarding employees to the organization, development of the employee, career progression of the employee and up to employee resignation.

Onboarding

This module facilitates a smooth onboarding process for new employees. It automates tasks like data entry, document collection, and compliance verification.

Recruitment

Recruitment focuses on managing the recruitment and hiring process. It includes features like job posting and applicant tracking, candidate sourcing, application screening and filtering, interview management, and more

Flexible Organizational Framework

Shop & Office HRMS provides the ability to customize entities and hierarchies within an organization. This flexibility allows different entities within the same organization to tailor the system to their specific needs, making it suitable for organizations with complex structures.

Organization Management

This module allows administrators to handle organizational structures, hierarchies, and departments dynamically. It helps in maintaining

an updated view of the organization's structure and facilitates effective management of employee

Exit Management

This module provides features for managing the off boarding process when employees leave the organization. It includes exit interviews, equipment and asset return, etc.

External Knowledge Network Incorporation

This module provides features for managing the off boarding process when employees leave the organization. It includes exit interviews, equipment and asset return, etc.

AI Fusion and Implementation

The HRMS incorporates artificial intelligence in various ways to enhance user experience and streamline HR processes. The AI-powered Chabot feature provides virtual assistance for system related queries, learning, and problem resolution. AI is also utilized in automatic applicant tracking, candidate shortlisting, and initial screening, saving time and effort for HR professionals while improving the selection process.

Smooth Third-Party Software Assimilation

The HRMS integrates with third-party tools like Ring Central for communication with candidates, Calandaly for interview scheduling, and MS Teams for conducting interviews. These integrations improve efficiency and provide a comprehensive solution for the end-to-end recruitment process.



Shop N' Office Headhunting & Talent Acquisition

A key feature of Shop & Office HRMS is its ability to source candidates from external expert networks such as LinkedIn and ZoomInfo. The system provides multiple search criteria to filter candidates based on the keywords in the job posting and enables direct headhunting from within the system. This integration with external platforms enhances the recruitment module's capabilities and offers flexibility in the sourcing process. This built-in recruitment module of Shop & Office HRMS eliminates the need for external recruitment agencies for headhunting processes. This not only saves costs but also provides organizations with greater control over the recruitment process.

Features

Job Posting

Assign Hiring Manager & Team

Search suitable candidates from expert professional networks such as LinkedIn, zoom info

Initiate communicating with clients through the system

- Call

- Email

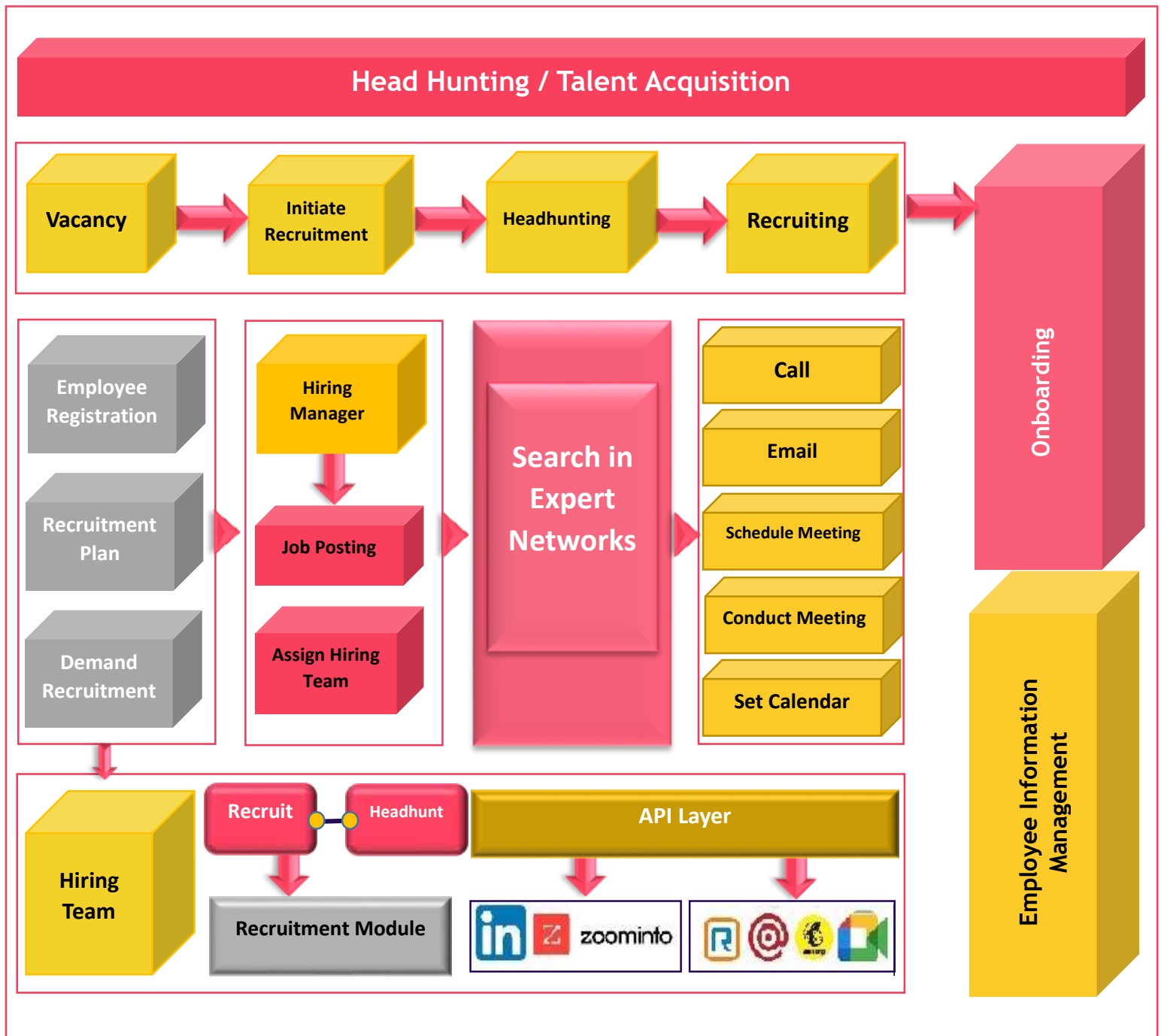
- Schedule Interviews/discussions

- Conduct online interviews/discussions

- Send emails at once to all candidates with unique data

- Ability to create email template

Headhunting & Talent Acquisition



AI based recruitment module

Integration of AI is a significant aspect of Shop & Office HRMS. The AI capabilities are utilized in various ways, including the chatbot feature that provides users with virtual assistance for system-related queries, learning, and problem resolution. This AI-powered chatbot enhances the overall user experience by offering efficient support and guidance. Additionally, AI is leveraged in features such as automatic applicant tracking, candidate shortlisting, and initial screening. These AI-driven functionalities streamline the recruitment process, saving time and effort for HR professionals while ensuring a more efficient and effective selection of candidates.

Features

- Job Posting

- Assign Hiring Manager & Team

- Post in the publicly accessible vacancy page

- Candidates can upload CVs

- System will automatically collect data in the CV and update

- All uploaded cvs will be displayed in recruitment workbench

- System will automatically short list to find most suitable applicants

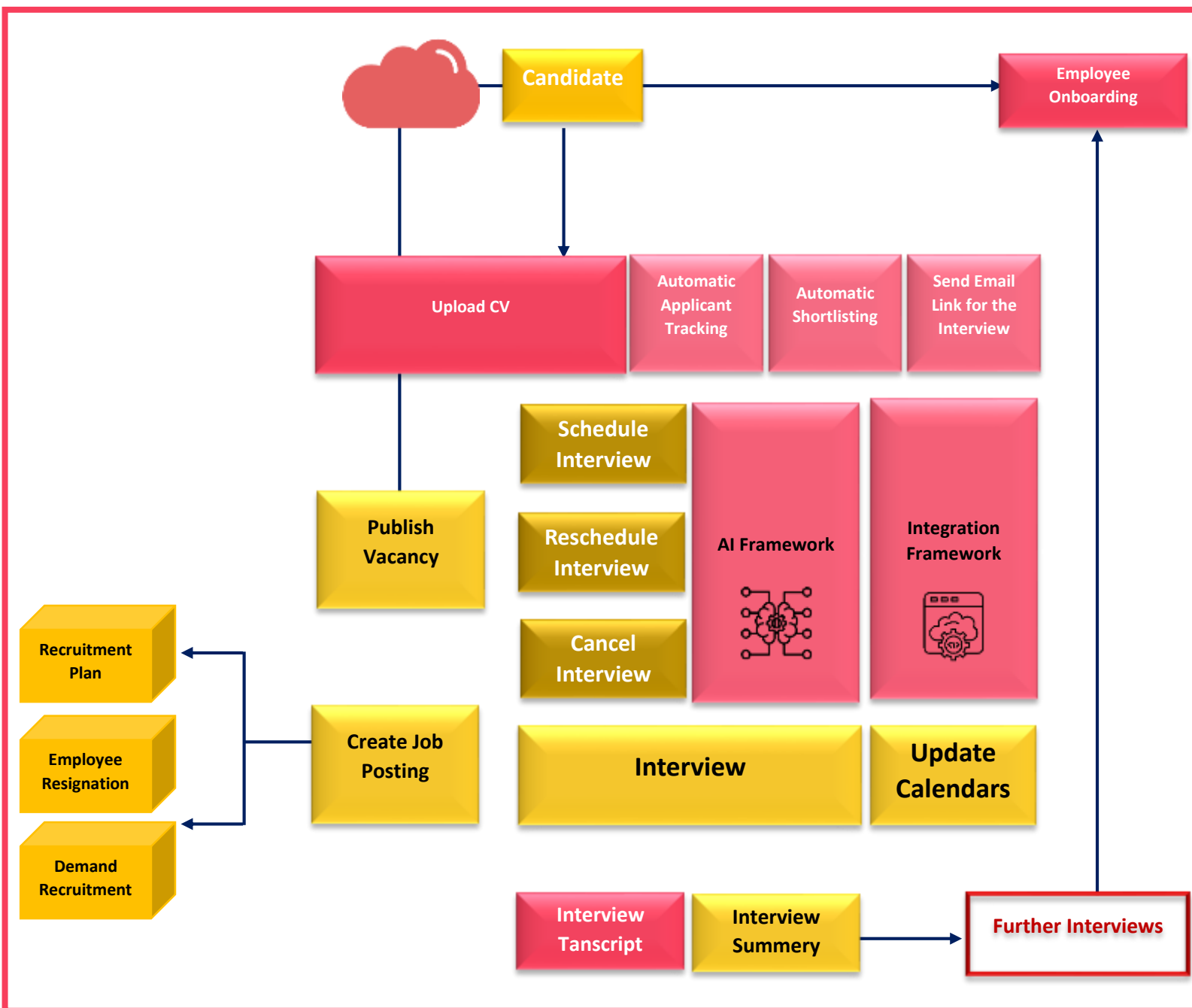
- Email will be sent to candidates with a link to schedule interviews

- Applicants can schedule interviews to their convenient time slots


- Chatbot will conduct the interviews

- Summary of interview with the transcript will be shared with the hiring team

AI based recruitment module



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