



# 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 a smart and comprehensive Human Resource Management System designed to simplify and streamline your entire HR process. From recruitment and onboarding to payroll, attendance, performance, and employee lifecycle management, everything works seamlessly in one integrated platform.

Empower your people. Simplify your HR. Grow with confidence.

## WHY SHOP N OFFICE

Shop N' Office HRMS stands out for its flexibility, intelligence, and adaptability. Its dynamic organization setup allows businesses to fully customize structures, entities, and hierarchies making it ideal for organizations with complex or multi-entity operations.

Flexible. Intelligent. Built for modern organizations

## EXPERIENCE THE BENEFITS

### *Fully Automated*

Manage the complete employee lifecycle from onboarding to exit in one seamless, fully integrated platform. Track training, performance, payroll, attendance, and more with ease.

### *One Software for ALL*

No more disconnected systems. Shop N' Office brings your entire HR ecosystem into a single, unified solution.

### *Costs Efficient*

Reduce paperwork, eliminate manual processes, and cut operational costs with a fully automated digital platform.

### *Real-Time Information*

Access accurate, up-to-date HR data instantly — empowering faster decisions and smarter workforce management.

## PRODUCT FEATURES

### 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.

#### Key Features

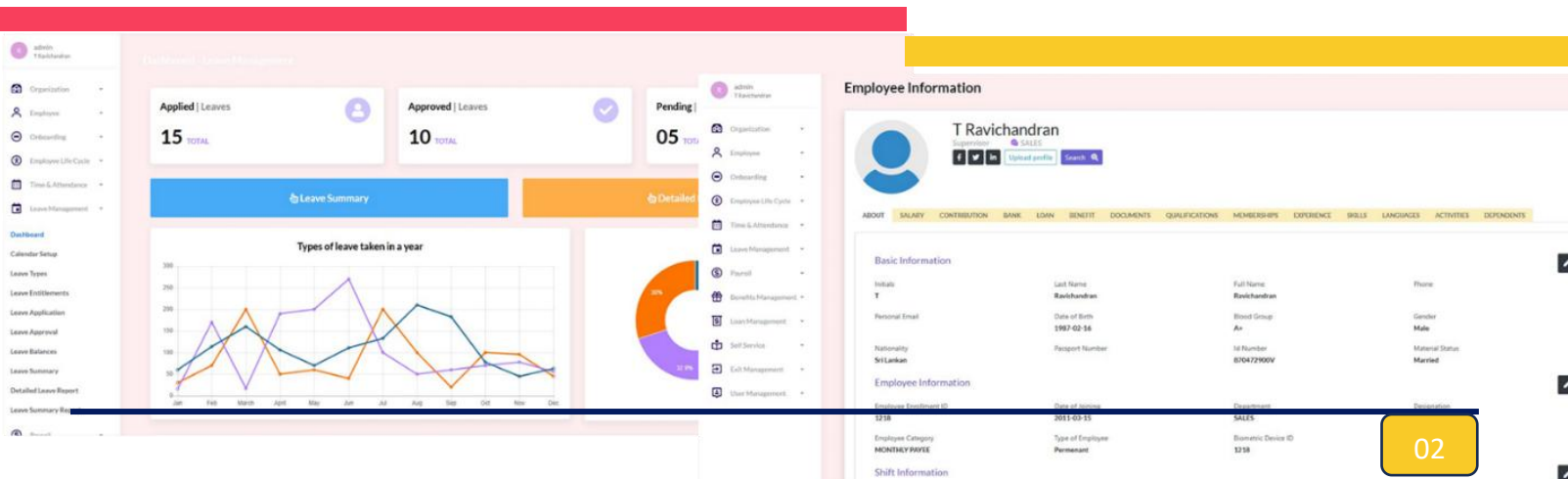
- Store personal details, employment history, education, contact info, hobbies, and more.
- Customize fields to fit organizational workflows.
- Maintain secure and compliant data storage.
- Provide authorized access for HR and management teams.
- Generate dashboards and reports on employee metrics.

### 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.

#### Key Features

- Biometric and manual attendance entry.
- Manage shifts, rosters, overtime, and late arrivals.
- Flexible scheduling and labor law compliance.
- Real-time dashboards for attendance insights.
- Seamless payroll integration.



## *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.

### Key Features

- Customize leave types: annual, sick, casual, etc.
- Track entitlements, balances, and history.
- Configure approval workflows with notifications.
- Monitor trends and ensure policy compliance.
- Generate detailed leave usage and absence reports.

## *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.

### Key Features

- Auto-calculate salaries, taxes, deductions, and benefits
- Generate pay slips and bank submissions
- Manage fund contributions
- Monitor real-time payroll dashboards and reports

## *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.

### Key Features

- Monitor all learning and training initiatives.
- Define individualized learning paths.
- Enable continuous feedback and progress tracking.
- Access dashboards and analytics on training ROI.

## *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.

### Key Features

- Break down company goals into measurable employee objectives.
- Track KPIs, competencies, and initiatives.
- Integrate with training programs for targeted development.
- Manage trainer profiles and training requests.
- Access real-time dashboards and performance analytics.

## *Employee Loans 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.

### Key Features

- Employees can request loans through the portal.
- Flexible repayment schedules.
- Transparent capital, interest, and repayment tracking.
- Automate deductions and reporting.
- Access dashboards to track trends and statuses.

## *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.

### Key Features

- View pay-slips, apply for leave, and update personal info.
- Submit training requests and manage attendance.
- File resignations and conduct self-appraisals.
- Personalized dashboards with real-time data.

## *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.

### Key Features

- Seamless onboarding with automated workflows.
- Lifecycle dashboards and real-time insights.
- Talent development, performance, and career tracking.
- Streamlined offboarding with exit interviews and alumni engagement.
- Strategic workforce planning through analytics.

## *Onboarding*

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

### Key Features

- Automated data entry, document collection, and compliance checks.
- Customizable onboarding checklists by role.
- Real-time progress tracking dashboards.
- Ensure policy compliance and smooth integration for new hires.

## *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.

### Key Features

- Create and post job openings.
- Track applicants and schedule interviews.
- Automate resume screening and filtering.
- Source candidates via job boards and social media.
- Manage interviews and integrate with calendar tools.

### 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.

### 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.

### 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.

### 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.

### 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 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.

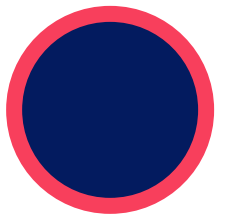


### AI Fusion and Implementation

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, Calendly 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.




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