



HumaNET

Empowering People
through technology...

HumaNET

One Stop Solution for all the HR needs



A Systemitized approach to people management, HumaNET understands and captures the functions of HR Department and convert the same into a workflow

It presents an easy to use interface enabling the HR activities from end to end to be performed in a **Time-Effort-Money** saving manner.



Leave
Office
Early



EMPOWERING PEOPLE THROUGH TECHNOLOGY

Core Modules

- Employee Info
- Recruitment
- Induction
- Training
- Appraisal
- Reimbursement
- Leave
- HR Policies
- Home Page, Homepage Updates Articles, Helpdesk and FAQs
- MIS Reports
- eAppointment
- MD's Desk
- Attendance
- Tour
- Issues Module

- Library / Stationary
- Asset Tracking



Add On Modules

- Payroll
- OPS
- Management Dashboard
- ePMS



The HumaNET Advantage

- Streamlining of HR processes
- Improve employee efficiency and productivity
- Improved access to information and its communication
- Reduced Transaction processing time and therefore cost
- Workflow through mailing, approvals, escalations and overrides.
- Reduce workforce reliance on HR and manual processes
- Lesser paperwork
- Controlled access to information
- Knowledge sharing
- Personalized home page
- Exception Reporting
- Interface to other payroll Systems
- Interface to Swipe cards (Employee Movement systems)
- Reminders
- Attendance
- SMS Compatibility

Note

Any of the described features can be customized or new features added to suit the specific requirements of each corporate in keeping with the respective businesses, policies, philosophies and practices.

Tech Note

The application is developed on ASP, which will run on any Web Server and will have Internet Explorer Browser as the client front end. The database could either be SQL Server (Ver 7.0 and above) or Oracle.

Why HumaNET ?

This package adopts the routine responsibilities and documentation associated with HR functions thus keeping the core focus of personnel ergonomics in the forefront, optimizing the department's efficiency and communicating all necessary information across the enterprise. The workflow and messaging takes care of approvals and escalations with certain overriding rules, to certain authorized persons, so that, work is not stalled for long periods of time.



Annexure - I

Employee Information

When a new employee joins the company, the system captures the following details

- Education
- Employee History
- Contacts
- Dependents
- Personal
- Personal Information and Achievements
- Registration details like pan no, passport no, Bank details



The employee will fill up the above details and accept any Organizational agreements as required, by reading and accepting the same, by clicking on the 'I Accept' button.

The above details will be viewed by the HR dept. who will validate the same and an Employee number will be allotted to the employee for all his future references.

Apart from this HR maps information in terms of

- Compensation
- Reimbursements
- Department
- Designation
- To Superiors to whom he will be reporting to for various processes



All the existing employees data will be migrated to this system by a backend process if the data is captured in a pre defined format.

Employees can view data w.r.t other employees based on certain parameter settings in the organization. Certain data like compensation and approver settings can be viewed or edited by only Authorized personnel.



Recruitment

HumaNet initiates the recruitment process by capturing a manpower need at the place of requirement and posts the same on to each employees homepage, after an approval process, where the management and the HR is involved. It is finally filled up, after the HR filters the candidates, who are referrals of the employees themselves.

- HOD Makes a requisition for a resource need.
- HR views the same and sends for approval by authorized personnel.
- After the approval, it will be then posted on to the intranet for all
- Employees to make referrals/internal recruitment.
- HR can view list of candidates by either by Referral /Internal Recruitment.

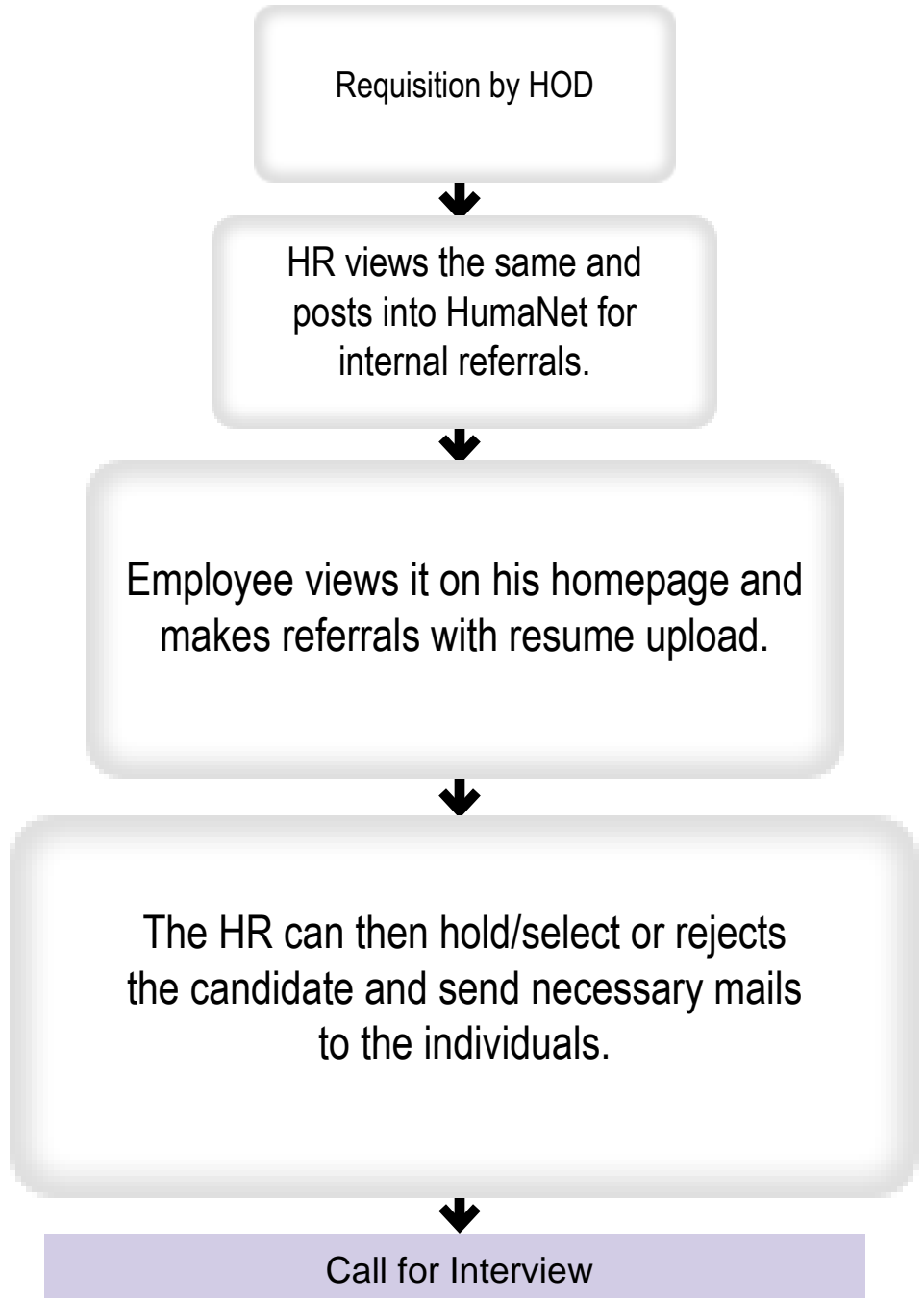
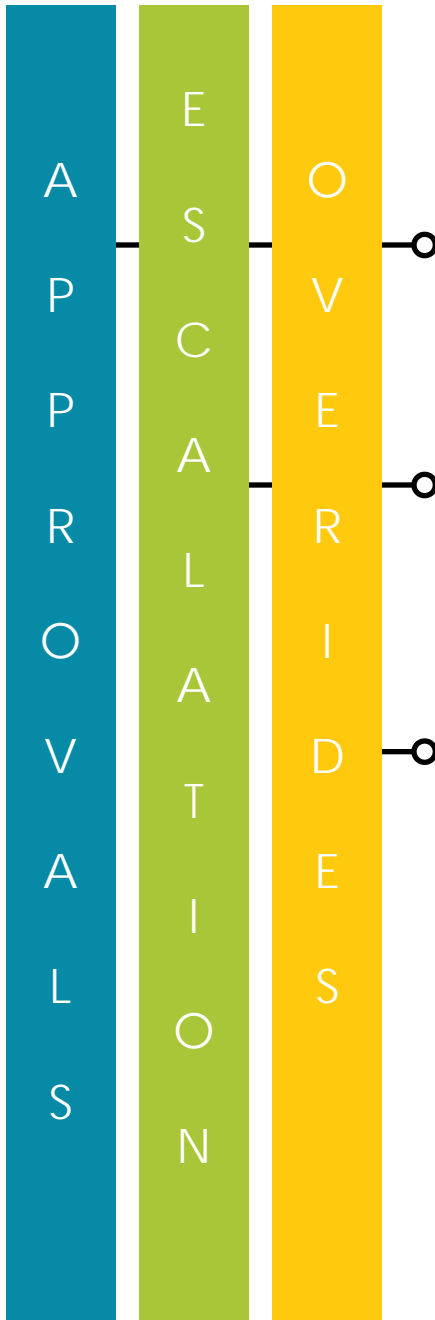
If selected referrals

- HR can view candidates who have been referred

If selected Internal Recruitment,

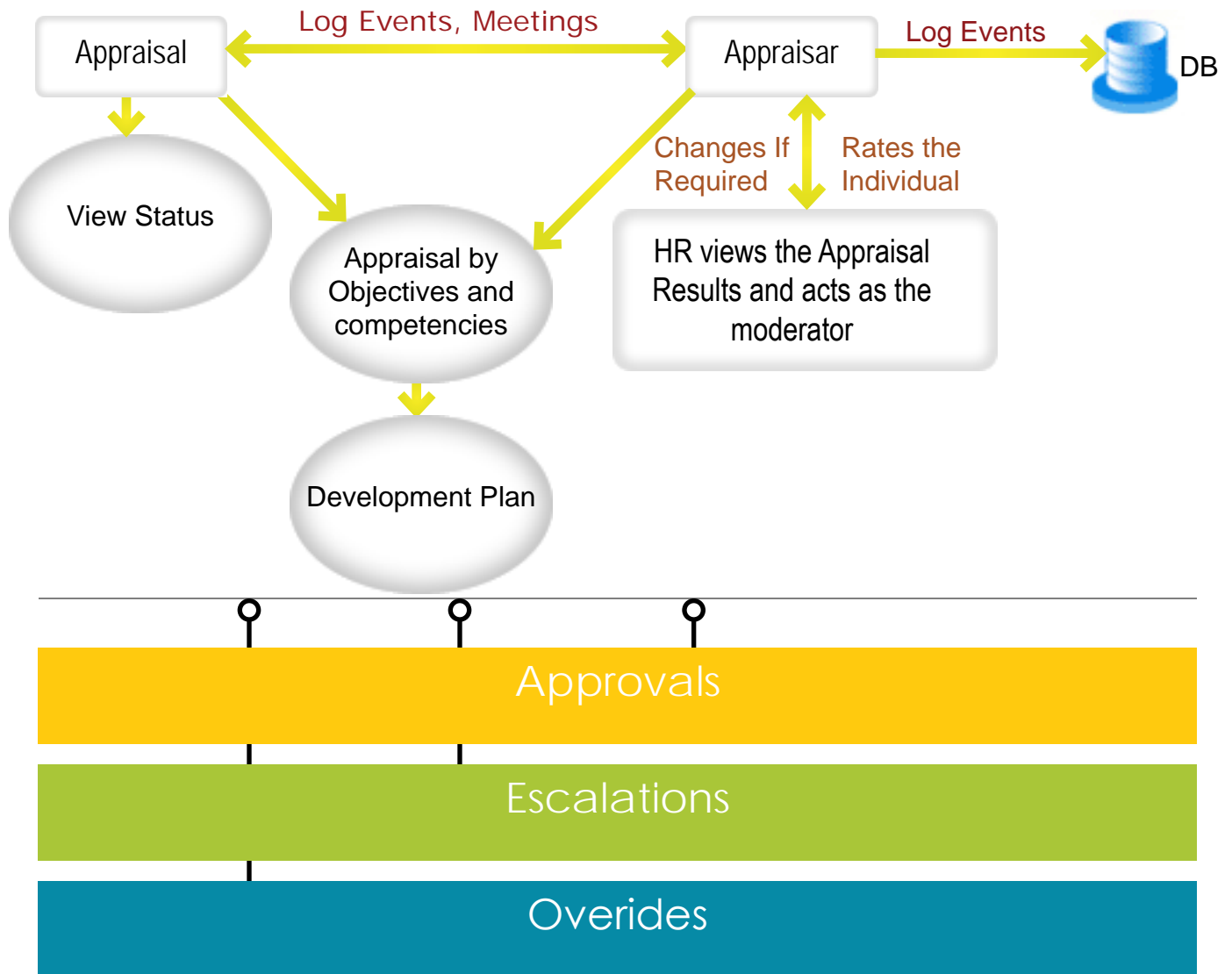
- HR can view employees who are candidates.

Process Flow of Recruitment HumaNET 2.0



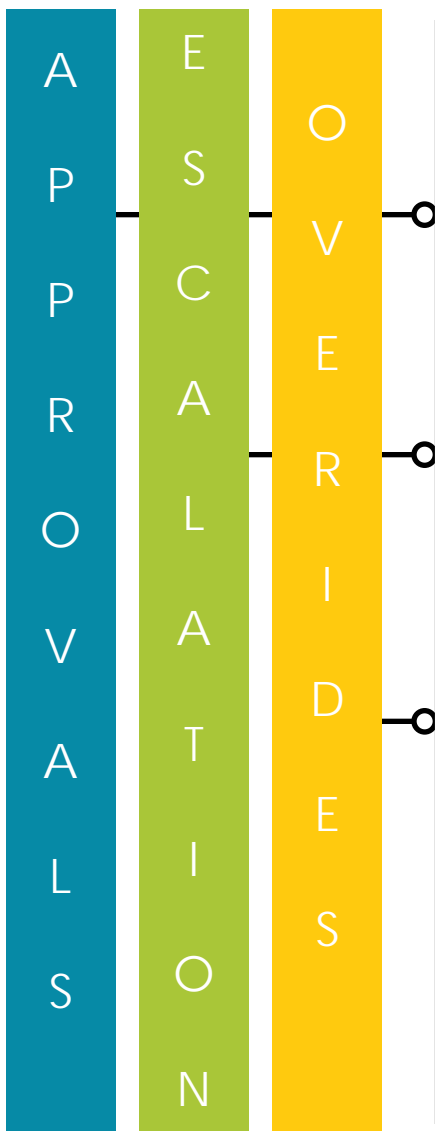
- Objectives or Goals are defined for each individual at the beginning of the year with measurement criteria.
- Core Competencies defined for each individual based on their kind of work, with expected ratings at the beginning of the year.
- The Supervisor logs in the Events during the current year which makes an impact on the Appraisal process. This is a continuous process throughout the year.
- Appraiser and Reviewer are defined for every employee in case of the Appraisal process.
- Date is fixed for appraisal, which is communicated through SMS/mail/homepage.
- Employee fills up the self-appraisal form.
- List of persons whose self-appraisals have to be appraised appears in the appraiser 's page. Appraiser will then appraise the individual.
- Meeting Details are entered by appraiser and conveyed to employee and reviewer.
- Appraiser and employee then fill up the appraisal with regard to the Meeting Remarks.
- List of persons whose self-appraisals have to be reviewed appears in the reviewer 's page. Reviewer rates the employee and it is routed to HR.
- The HR acts as the moderator for the Appraisal process so that there is no bias in the entire process.
- List of persons whose self-appraisals are complete appears in the HR 's page. Further comments can be entered here.
- History of employee's past appraisals will be maintained.
- After the Appraisal, the Appraisee is mapped to a development plan, The development plan could self study, on the job training, training etc.
- The Training is then mapped to the Training Process of the HumaNet.

Process Flow of Appraisal HumaNET 2.0



Training

Training in HumaNET takes off from Development plan, where training needs are mapped to training programmes. This is a dynamic process and continuous till the year-end. The post training final feedback is captured to gauge the effectiveness of the programme. An action plan is then drawn out for each individual and a performance monitoring is maintained till the next Appraisal comes into force.



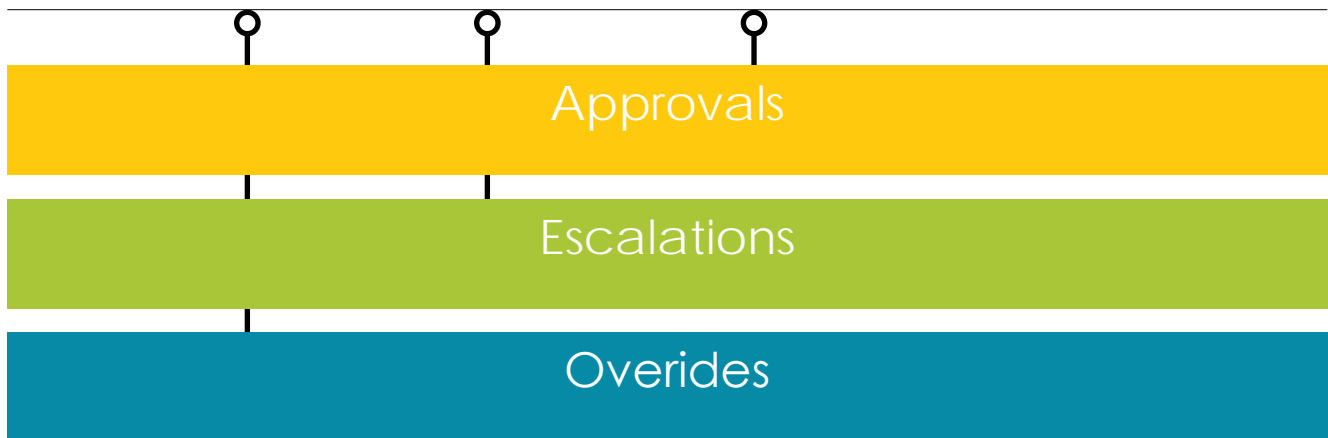
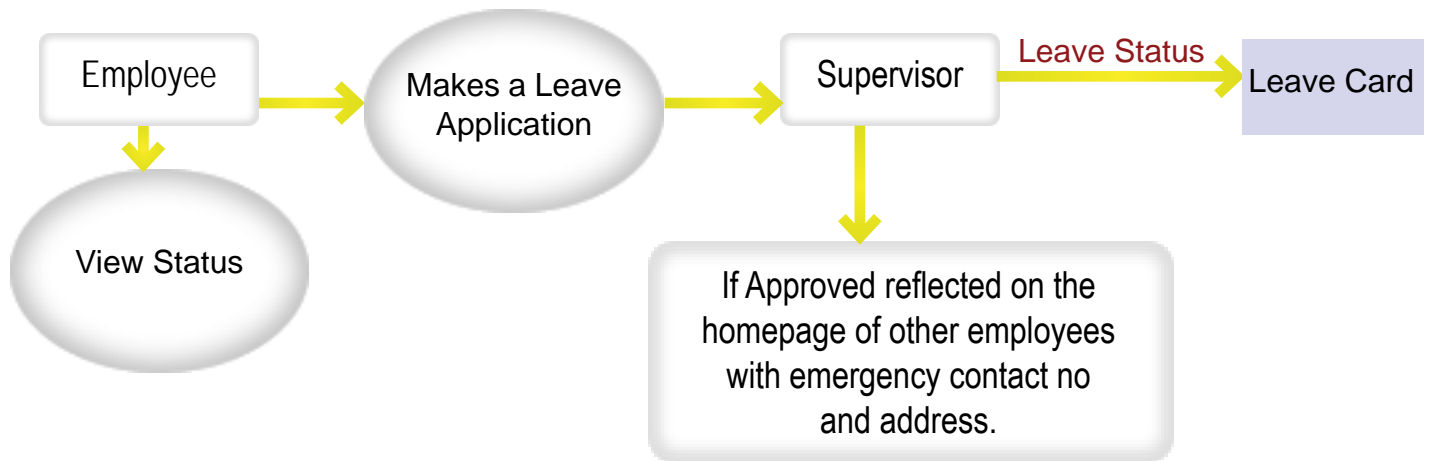
- Training needs from Development Plan- Appraisal.
- Training Programmes mapped to Needs.
- Non Appraisal individuals also are added to the Programme.
- Training calendar derived for the entire year.
- Supervisors too can recommend their subordinates after looking at the calendar.
- Once the Training Program has been conducted, the Employee fills up his feedback w.r.t the training Program.
- The participant's action plan is filled up by the individual.
- A performance monitoring system by way of Training Effectiveness is beencaptured by HumaNet.
- History of employees with regards to training program will be kept.

Leave Process

HumaNet facilitates the employees by capturing a leave application and routing the same to their Superiors for approval. The final status of the leave is finally updated in the Leave card of the Employee.

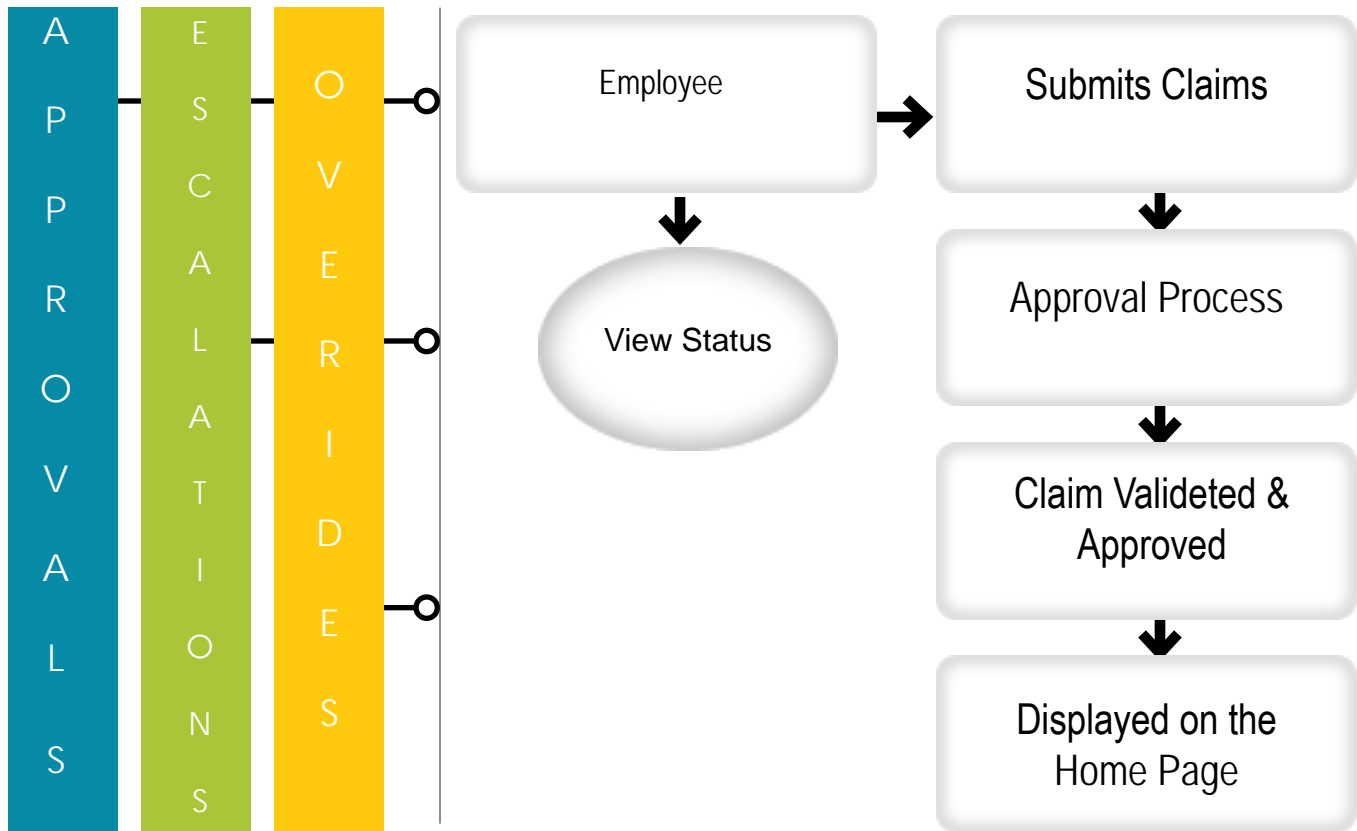
The people on leave are flashed in all the homepages of all individuals, wherein details of their contact no and address will be displayed, in case of an emergency.

- Employee fills up the leave application and submits it.
- List of employees whose leave application needs to be approved appears in the superior's page wherein he approve/reject the leave.
- Employee can view status with respect to his leave application.
- Employee can cancel his leave also



- In the beginning of the Year, all the reimbursements (medical or travel) eligibility limits with respect to employee are captured.
- Approvers are defined for every employee in case of raising the Reimbursement form, i.e. HR Department and finance department.
- Employee can fill the reimbursement form for claiming the reimbursement.
- List of persons whose reimbursement amount have to be approved appears in the approvers page. Approvers can approve the employee's reimbursement claim.
- Once approved the updated status of reimbursements is displayed on the employee's homepage.

Reimbursement/Benefit plan Process HumaNET 2.0



Help Desk

Help Desk or Grievance Cell in HumaNet captures the general issues, complaints and problems the employees face in the Organization. These are routed to different grievance cell, wherein these are addressed by authorized person(addresser) of the particular cell.

- Employee enters a complaint in HumaNet.
- List of persons whose complaints need to be addressed appears in the addresser's page. Addresser can send a reply to the employee.
- Employee can view status with respect to his complaint.
- Reminder from employee to addresser in case his complaint is not addressed
- A facility to convert the grievance to a FAQ.

Conference/Training Room Booking

Reservation of a Training Center or Conference room in HumaNet helps People to book the rooms in advance so that they are available to the individual when the requirement actually arrives.

Any other equipment, food, or stationary required for the programme is made available by reserving the same on the HumaNet.

- Book the center for a programme and provide the necessary requirements in terms of equipment, food, or stationary.
- Routed to the HR and validates the same.
- The room is then reserved by the HR for that particular programme.

Library

Library Management in HumaNet kicks off with the Employee viewing the current availability of book, Cd, periodical and magazine in the Library. He then reserves any item for a particular period. The reservation goes through an approval cycle and finally the Librarian allots the particular item to the person.

- The employee views the current availability of a particular item in the library.
- Makes a requisition for the same.
- The Librarian allots the book after an approval cycle.

Attendance

HumaNet captures the presence of individuals by capturing the login time of the individual into HumaNet. However, it can be made compatible with any swipe card reader database so that the employee movements are captured from the same.

Other Utilities

There are other utilities which provide value addition to your HR intranet. Homepage, which displays the following

→ Greetings

Will Display

- Greeting
- Name
- Date & Time

→ News Flash

Will Display

- Heading will have a list of some greetings sites, which will be provided by the Organization.
- Also link to this week 's Birthdays/Anniversaries, which will open a separate page with Birthdays/Anniversaries of the person with photo and send wishes as this will take care of person's whose Birthdays/Anniversaries falls on the holidays. Sending wishes will be through local mail. Just the name of the persons whose birthdays and anniversaries are there will be displayed. On click of the birthdays one can send messages to that person. On the next page photo will be displayed as well as a text box with message to send.

→ Organization Announcements

Will Display

- New Employees
- Promotions
- Transfers
- Resignations
- Others

→ This will enable employees to view articles which acts as a knowledge base for the organization.

→ List of People on Leave for current month

Will Display

- On click of it one should know whom to contact in case person is on leave and Contact Address

- List of Vacancies in the organization, posted by HR.
- Customized photo (with link below 'Change')
- Thought for the day

Will Display

- Thought for day will be displayed.

- This is in case the login person has subordinates reporting under him. List of employees whose transactions in terms of claims, leave or any other processes, has to approved, will be displayed in his homepage.

This Will Display

- Leave
- Training
- Reimbursements
- Recruitment
- Appraisal
- Help Desk

- Leave Status

Will Display

- Leaves availed, and remaining leaves to feature for an employee

- Weekly poll

Will Display

- On click Poll will be display for current week. User can enter only once. Once he enters poll results will be displayed in graphical manner.

- Quiz On click of this link quiz will be displayed. User can enter the quiz and submit the answers. Results will be communicated to him. It can be open ended or close-ended quiz.

→ Last Quiz Winner

On click of this link quiz results will be will be displayed.

→ General

This Will Display

Useful Links

- List of useful links
- Admin screen need to be there for entering useful links

Forms

- On click it will take to list of both two kinds of forms
- Type 1:** list of forms available on intranet like leave form, RRF
- Type 2:**Downloadable forms of Your Organisation like Income Tax forms (Pdf format)

→ Your Organisation Links on Menu

Will Display

- Links to Greetings sites,
 - General Links,
 - Other related Web Links
- This will give all your Organisation internet web sites.
- Download option of Forms like Income tax Forms(pdf format)
 - Customized photograph
 - Employee should have the option to select to photo to be put on the home page.
 - Link needs to provide to customize your settings.
 - This link will take employee to the page which will display him thumbnail size of photo which will be displayed in the photo area
 - Max of three photos including his passport size photo will be displayed in preference page.
 - News Flash
 - Rotating marquee or ticker, which will give news flash.
 - Small icon to view details of the news. This flash will give updates of party, general meeting or summit held which will be in bulletin board.
 - Both of the entries will be separate i.e. entries screens are separate for news flash as well as bulletin board

→ HR Policies

This Will Display

- Online HR Policies
- Upload Option will be given for uploading word documents

→ Articles

This Will Display

- Online Articles
- Upload Option will be given for uploading word documents

→ Weekly poll

Will Display

- It is close-ended poll with question having close ended answers which is weekly.
- Admin can delete previous polls also.
- Inclusion of a open ended poll where hr can select among the replies the best answer. This is for competition like best name etc

→ Quiz

Will Display

- Admin /HR to be given an option of creating open-ended question as well as close-ended question.
- In case of close ended question system will randomly pick up winners (number of winners can be specified)
- In case of open-ended poll, the HR can select among the replies the best answer. This is for competition like best name etc

HumaNet can also interface with other payroll applications so that activities like viewing and printing payslips can be done on the Intranet.



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