

SmartHRIS

Cloud-based HRIS solution

SmartHRIS - Versions

- Starter : good for small startups with less employees
- Professional : good for small & medium level companies to start the HRM
- Premium : good for companies with matured HRM processes.



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SmartHRIS - User Roles

- Team Member
Employee with self login privileges
- Team Lead
Employee with lead / manager privileges. Full access to attendance and leave management of the team.
- Salary / Payroll Admin
Only for payroll related processing.
- Time Tracking Admin
Only to manage time tracking and follow-ups with employees
- HR Admin
Only to manage HR related duties
- Super Admin
Full Access to SmartHRIS
- Compulin Admin
Technical Support and bulk processing

SmartHRIS - Features

HR Administration	Starter	Professional	Premium
• Guided Dashboard / Landing Page	✓	✓	✓
• Self Login		✓	✓
• Team Lead / Manager Logins	2	Unlimited	Unlimited
• Rosters / Shifts management	1	Unlimited	Unlimited
• Custom User Roles (e.g. Payroll Admin, Time Tracking Admin, etc)		✓	✓
• Assets & Benefits Management (e.g. Laptops, Phones, Health Insurance, etc)			✓
• HR Notifications to employees			✓
• Request HR Services (e.g. Service Letters, Request a meeting, etc)			✓
• Organizational Chart		✓	✓
• Corporate Directory			✓
• Working Calendar	✓	✓	✓
• Email & SMS (Optional) Notifications		✓	✓

Employee Management	Starter	Professional	Premium
• Onboarding / Offboarding Management (Resignations and Disciplinary Actions Tracking)	Limited	✓	✓
• Employee Document Folder		Limited	✓
• Employee Personal Data (Profile)	✓	✓	✓
• Employee photo Card (for ID and Welcome mail)			✓

Performance & Potential management	Starter	Professional	Premium
• 360° reviews (Beta)		✓	✓
• 9 box matrix (Beta)			✓
• Continuous Feedbacks		✓	✓
• Mentoring Plan (Beta)			✓
• Training Tracking (Beta)			✓

SmartHRIS - Features

Payroll Administration	Starter	Professional	Premium
<ul style="list-style-type: none"> Full Salary Process 	✓	✓	✓
<ul style="list-style-type: none"> EPF / ETF / Tax calculations and reports (e.g. C Form, etc) 	✓	✓	✓
<ul style="list-style-type: none"> Pay Slip 		✓	✓
<ul style="list-style-type: none"> Direct Bank Uploads (CSV / Text) 		✓	✓
<ul style="list-style-type: none"> Employee Loans 	✓	✓	✓
<ul style="list-style-type: none"> Employee Fixed or Variable Payments / Deductions 	✓	✓	✓
<ul style="list-style-type: none"> Employee Increment / Bonus Tracker 	✓	✓	✓
<ul style="list-style-type: none"> Month end Process. Update Accounting Systems 	✓	✓	✓
<ul style="list-style-type: none"> Employee Task Connector 		✓	✓

Attendance & Leave Management	Starter	Professional	Premium
<ul style="list-style-type: none"> Mark Attendance (Self Login) 		✓	✓
<ul style="list-style-type: none"> Time Change Requests 		✓	✓
<ul style="list-style-type: none"> Shifts and Rosters 		✓	✓
<ul style="list-style-type: none"> Duty Leave / Paid off days 		✓	✓
<ul style="list-style-type: none"> General Leave management 	✓	✓	✓
<ul style="list-style-type: none"> Nopay / OT Calculations 	✓	✓	✓
<ul style="list-style-type: none"> Freeze Attendance (to calculate No Pay, OT, Attendance Allowances) 	✓	✓	✓

Support & Settings	Starter	Professional	Premium
<ul style="list-style-type: none"> Technical Team Support 	✓	✓	✓
<ul style="list-style-type: none"> Chat Bot 			✓
<ul style="list-style-type: none"> Change Theme / Personalize 	✓	✓	✓
<ul style="list-style-type: none"> Work from home configurations 	✓	✓	✓