

INDAGO7 HRMS HELPING YOU ALIGN YOUR WORK FORCE



Indago7 HRMS overview

Indago7 HRMS is information system that will provide a vast range of features to manage the crucial organization asset - people. It provides a perfect platform for re-engineering and aligning your HR processes along with the organizational goals.

Administration Module (Admin)

The part of the system where the HR Manager or other appointed personnel perform all system administration tasks. This include defining company structure, pay grades and other information that serves as the backbone for the rest of the system. Security issues are taken care of through this module as well by defining user rights.

Features:

- Define Company Info (General Information, Company Structure, Locations)
- Define Job information (Job titles, Pay Grades, Employment Statuses, EEO Job Categories)
- Define Qualification Information (Education, Licenses)
- Define Skills (Skills, Languages)
- Define Memberships and Membership types
- Define Nationalities & Races
- Define Users

Time and Attendance Module

The module automates time tracking related processes. The offered functionality enhances the organization's performance by eliminating paperwork and manual processes associated with time and attendance needs. The sophisticated module helps to efficiently organize labor data, improve the workforce management and minimize errors in enforcement of company's attendance policies.

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M K G R O U P

Personal Information Manager Module (PIM)

This core module maintains all relevant employee related information, including different types of personal information, detailed qualifications and work experience, job related information etc. Picture of employee is included as well. Information captured in this module is utilized by all other modules, thus eliminating data redundancy.

Features:

- Personal information (Date of birth, SSN, nationality, ethnic race etc.)
- Color picture
- Contact details
- Emergency Contact(s)
- Dependents
- Immigration details (Passport & Visa info)
- Job information
- Payment details (Pay Grade & Salary)
- Employee reporting structure (Assign Supervisor)
- Work Experience
- Education details

Employee Self Service Module (ESS)

Employee self service is a powerful tool providing employees of the company with the ability to view relevant information such as personal information, updating personal information with web - enabled PC without having to hassle the HR staff.

The functionality of this module spans through the entire system, making information available anywhere, anytime. Of course all information is subject to company defined security policy, where everyone can only view the information he/she is authorized to. Time and cost saving effects from this solution are tremendous.

Reports Module

This feature produces customized reports according to your needs. Any number of reports can be defined by selecting from a range of search criteria and report fields. Report definitions can be saved to avoid repeating this task. Once the report definition is saved, the report can be generated by providing the required criteria data

Leave Module

A comprehensive leave management module, with extensive possibilities of defining leave types and more. It caters for all application and approval processes and is able to display information on leave entitlement, balance, history etc. Thanks to the web-enabled and self-service concepts, it significantly streamlines all leave related procedures, eliminates paperwork and saves costs.