

# E2 HRMS

## A COMPREHENSIVE SUITE OF TOOLS FOR MODERN WORKFORCE MANAGEMENT

E2 HR is a versatile Human Resource Management (HRM) system designed to streamline and automate a wide array of HR processes. Built on the flexible E2 Framework, it offers a comprehensive suite of features that cater to the entire employee lifecycle, from recruitment to offboarding. Its no-code / low-code nature allows for extensive customization to meet the specific needs of any organization.



# Core Human Resource Information System (HRIS)

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## Employee Master

A central repository for storing detailed employee information, including personal details, contact information, emergency contacts, and important documents.



## Onboarding and Offboarding

Streamlined workflows to manage the entire joining process, from offer letter generation to asset allocation, and a smooth exit process, including clearance and final settlement.



## Employee Self-Service

A dedicated portal for employees to view and manage their own information, apply for leave, submit expense claims, and access company documents. This empowers employees and reduces the administrative burden on HR.



## Organizational Structure

The ability to define and visualize the company's organizational chart, including departments, designations, and reporting structures.

# Recruitment and Talent Acquisition

E2 HR equips organizations with the tools to manage their recruitment process effectively:



## Job Openings

Create and publish job vacancies, detailing the role, responsibilities, and required qualifications.



## Candidate Management

Track applicants through the various stages of the recruitment pipeline, from initial application to hiring.



## Interview Scheduling and Feedback

Schedule interviews with candidates and collect feedback from interviewers in a structured format.



## Offer Letter Generation

Create and send professional offer letters to selected candidates directly from the system.

# Leave and Attendance Management



## Leave Policy Configuration

Define and customize various types of leave, such as vacation, sick leave, and casual leave, with specific accrual and carry-forward rules.



## Attendance Tracking

Integrate with biometric devices or allow for manual and web-based attendance marking to maintain accurate attendance records.



## Holiday Lists

Create and manage a list of public and company-specific holidays for different locations.



## Leave & Approval

A simple process for employees to apply for leave and for managers to approve or reject requests through the portal or email notifications.



# Payroll and Compensation

E2 HR simplifies the complex process of payroll management:



## Salary Structure and Components

Define flexible salary structures with various earning and deduction components.



## Automated Payroll Processing

Automate the calculation of salaries, including deductions for taxes and other statutory contributions.



## Payslip Generation

Generate and distribute payslips to employees through the self-service portal.



## Expense Claims

A streamlined process for employees to submit expense claims and for managers to approve them, with seamless integration into the payroll process.

# Performance and Development

Foster a culture of continuous improvement with integrated performance management tools



## Performance Appraisals

Conduct regular performance reviews with customizable appraisal templates.



## Goal Setting and Tracking

Set and track individual and team goals to align with organizational objectives.



## Feedback and Recognition

Facilitate a continuous feedback culture and recognize employee achievements.

# Performance and Development

Foster a culture of continuous improvement with integrated performance management tools



- **Reporting and Analytics**

Generate a variety of standard and custom reports on various HR metrics to gain insights into the workforce.



- **Customization and Extensibility**

Being open-source, E2 HR can be extensively customized and extended with new features and integrations to meet unique business requirements.



- **Mobile Accessibility**

Access key HR functions and information on the go through a mobile-responsive interface.

