# LET'S MAKE HR BETTER

HR BluSky

www.hrblusky.com

HRM Software that Maximize Employee Productivity and Streamlines HR Process

## ABOUT US

HRBluSky
Let's Do HR Better

The awards and support that HRBluSky is getting across the globe in a short span of time is encouraging. Let's work together to make HR better.

### OUR MISSION

To make specialized HR Services affordable using smart technology

### OUR VISION

To be a global leader in providing better everyday life for employees and employers

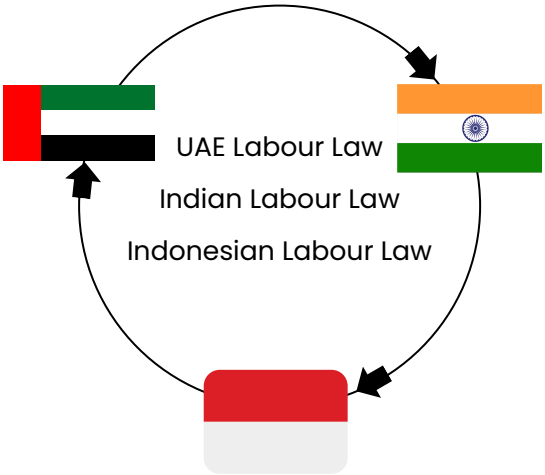
### OUR Values

Innovation

Care

Affordable

# HRBluSky Overview

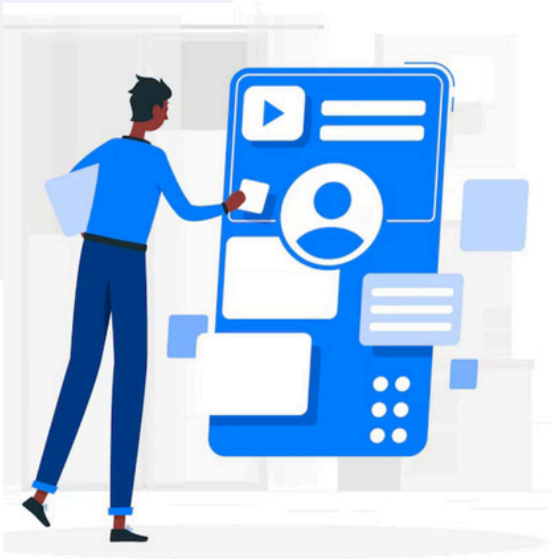



## Pre-Configured

- HRBluSky is pre-configured for India, UAE, Singapore and Indonesia.
- Ensure compliance to local law.
- You can go live faster and be productive immediately.

## Improved Productivity

- Alert notification on phone ensures employees are reminded about important events such as missed attendance or document expiry.
- Bulk upload features are available throughout the HRBluSky - Deal with massive amount of data in style.
- Reports can be scheduled to run as per your requirement. Save time on admin work and receive reports directly at your inbox.
- Set rules and automate repetitive tasks such as assigning shifts etc.,
- Stay connected with colleagues and stakeholders in a friendly and secure way using HRConnect app.



# HRBluSky Overview

## Security on AWS

- HRBluSky is hosted and managed on AWS at Bahrain -One of the secured hosting platforms on the planet.
- Regular backups are managed by AWS who is compliant with Global standards like SOC & PCIDSS.
- Your data is available anytime to you. Our support staff have limited access to your data to support you when you need.
- HRBluSky is highly scalable. As and when your usage peaks. AWS optimizes computing resources and improves user experience.

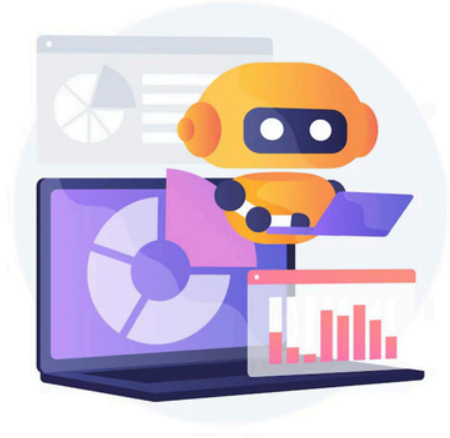
## Extensibility

- You can add custom forms and fields to every section of HRBlusky. There is no limit.
- Popular attendance device brands like ZKTeco and Team Office are readily integrated. Just plug in the device of your choice and manage attendance in HRBlusky straight away.
- Standard APIs are available to integrate with any 3rd party application.

# HRBluSky Overview

## Workflow Automation and AI

- Workflow driven approval process supported by AI ensures improved overall efficiency
- Transaction dashboard and workflow monitors ensure real time visibility to all stakeholders.
- Manage changes to business rules and computations in an easy-to-use rule engine without the need of technical experts. (E.g. Put automatic salary deduction entry for employees who are absent or late based on rules).
- Right from capturing attendance up to analytics, AI drives HRBluSky to extract its full potential.



## Features for every employee

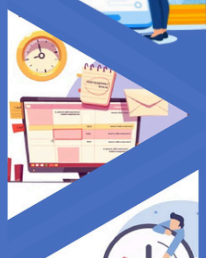
- Whether employees work from office, factory, home or on the move, HRBluSky is available to them
- Mobile app, PC or any browser - HRBluSky is ready to support
- Cloud application ensures 24 x 7 availability
- HRBluSky role-based access ensures right information is available to Executives, Managers, Admins, approvers or general staff.

# Features

Employee Data Management

Attendance

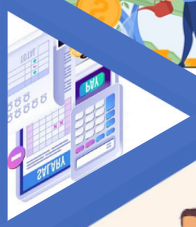
Shift and Roster



Leave Management

Employee Self Service

Benefits Management



Payroll

Employee Engagement

AI Analytics

Reports

# Employee Data Management

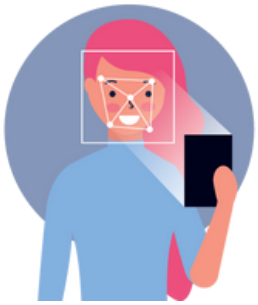
## Employee Life Cycle Management

- Manage the entire employee lifecycle from hire to retire.
- Enable and manage right access and permissions for different set of employees.
- Capture all relevant employee data with the ability to add additional fields and forms as needed.
- Establish department and organization structure to ensure data is organized and controlled.

## Employee Role Based Access

- Employees can review and request changes to their data, ensuring accuracy.
- Manage custom tabs and country-specific fields to meet local requirements.
- Access control is based on the organization's structure to ensure confidentiality.

# Attendance



## Employees in-office or home

- Collect attendance using employee's mobile phone.
- Accurate attendance validation using facial recognition and geofencing.
- Works on phones that does not have fingerprint sensor or face unlock feature.

## Employee on the move/Geo fencing

- Track employee location on google map.
- Capture places/sites visited along the way.
- Report total distance travelled along with time spent on each site.
- Automated Calculation of conveyance or overtime.

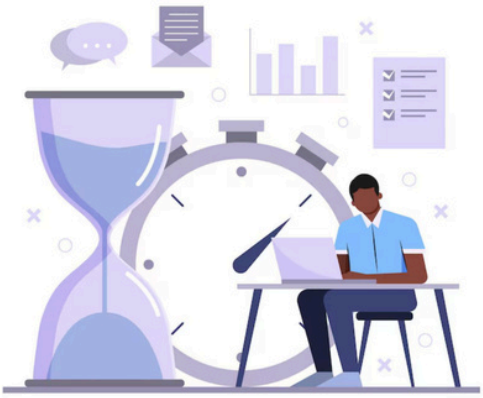
## Factory/Large office

- Easily capture attendance using state of the art.
- biometric attendance using Time Office and ZKTeco brand devices.
- Automatic two-way sync of attendance and integration into HRBlusky cloud.
- No need to install heavy servers or PC at client site.

## Automated Reminders

- Stay on top on the attendance status with HRBluSky real-time notification on mobile or email.
- In-app reminders for employees for shift time and missed attendance.
- in-app and email notification to supervisor about late attendance, overtime and other time exceptions.

# Shift and Roster



## Time Exception Processing

- Process attendance and time exceptions using mobile App or web browser anytime-Single click.
- Configure multiple levels of approvals for time exception records as needed.
- Compensatory off or permission requests can be managed easily by employees with approval from manager.
- Manually input attendance or time exceptions as needed.

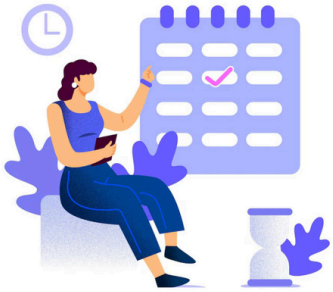
## Shift Roster

- Create a simple day shift or complex multi-day shifts.
- Automatically assign shift roster to employees every month.
- Bulk import shift roster from excels when needed
- Configure supervisors and notification settings for each shift.
- Set multiple Overtime levels and rates as needed for payroll calculations.

## Automatic Processing

- Use our easy-to-use rule manager excel to create automatic entries for implementing your attendance policies. E.g, Salary deduction for repeated late attendance over a week or month.
- Send the entries for approval or automatically approve entries based on requirement before sending to payroll.

# Leave Management

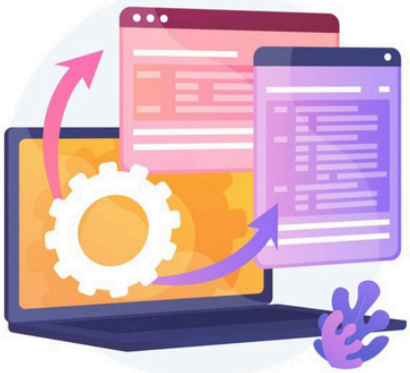


## Leave Request

- Employees can use mobile app or browser to request leave.
- Manager can request on behalf of employee.
- Manage leave balance dynamically as soon as the requests are approved or processed.
- Approvers can see leave history of employee along with projected leave balance to make a call on approval.

## Leave Configuration

- Choose from pre-configured set of leave for your country or define your own.
- Can Create an own leave type and Configure Accordingly to the Local labor law E.g. Annual Leave, Maternity Leave, etc.
- Set Multiple levels of approvers as needed for each type of leave.
- Manage accruals, carry over, lapse and compensatory off rules in an easy to manage excel formula.
- Leave can be rolled over to multiple years and
- balances can be viewed separately as per your company policy.
- Bulk Upload and migrate the initial leave balance using excel.



# Leave Management

## Leave Encashment

- Set policies for leave encashment as to who can encash the leave.
- Manager can request on behalf of employee.
- Set Multiple levels of approvers as needed.
- Disburse the cash in payroll or out of payroll and manage the transaction status in HRBluSky accordingly.

## Time off in Lieu/Compensatory off

- Define compensatory off collection and redemption rules.
- HRBluSky automatically flags the overtime hours to manager for adding the hours as comp off.
- Employee can manually request to add or redeem compensatory off which will be sent for approvals.

## Leave Calendar

- Leave calendar shows all employees within a department with their planned / approved leaves in a friendly calendar view
- View can be switched to weekly or monthly as appropriate

# Employee Self Service

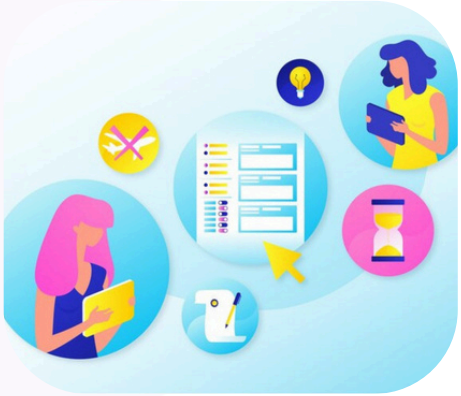
## Initiate Paperless request

- Employees can use mobile app or browser to initiate request.
- Manager or admin can request on behalf of employee.
- Administrators can configure HRBluSky to show or hide request types that are available to employees.

## Hire to Retire

Employee right before joining until they leave the organization all actives can be performed online.

- On-boarding
- Leave
- Overtime
- Claim
- Loan
- Personal Details Update
- New joiner data
- Resignation
- Company Letters



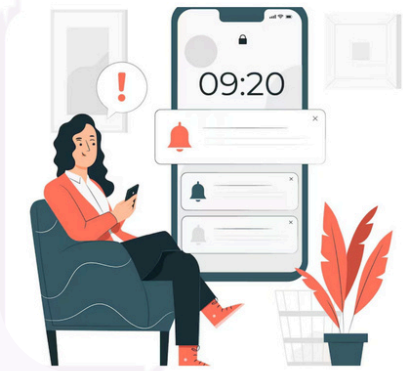
# Employee Self Service

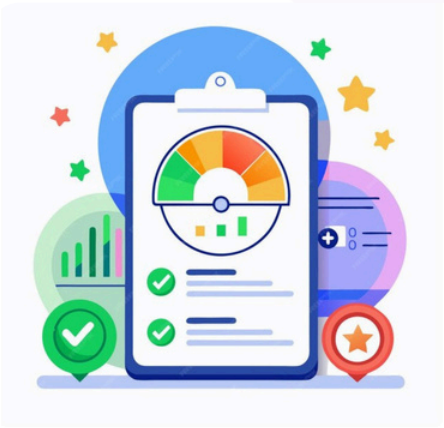
## Approval workflow

- Configure HRBluSky specifically for every type of request.
- Multiple level of approvers can be defined for each request.
- Approvers could be specific employee or a job role like direct supervisor, line manager etc.

## Notifications

- Approvers receive in-app notification for every request they receive for approval.
- Employee is notified upon the progress of request.



## Approval Dashboard

- Central administrator can see all the requests that are in progress or completed.
- Change the approver when approver is not available or process the request centrally on behalf of approver.
- Any out of payroll settlements can be done (Re-imbursements etc.) and monitored here.

# Benefit Management

## Customizable Accrual Setup

- Effectively manage all employee benefits along with dependent benefits.
- Configure benefit accruals based on company policy.
- Check and report on double benefits given to employees
- Track and monitor employee and department expenses over a period
- Track all quantity and amount-based benefits in one place

## Employee Benefit Requests

- Employees can request accrued benefits like flight tickets, education loans, and other entitlements.

## Daily Accrual Tracking

- Benefits accrue daily, allowing employees to monitor balances and entitlements.
- Collected Date can be viewed as a report or Posted to any other GL(General Ledger) system.

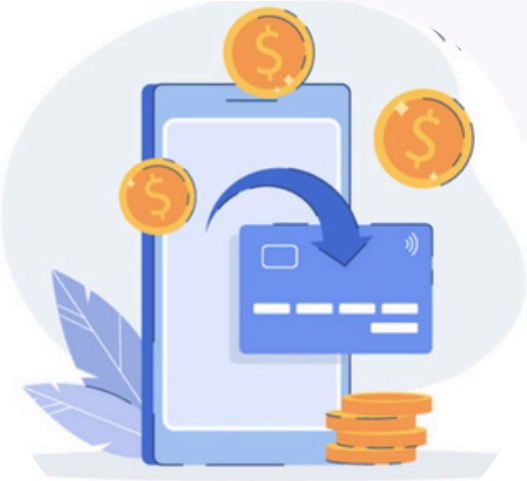
# Benefit Management

### Statements & Reports

- View daily statements and generate reports for tracking benefit accruals and expenses.

### Approval Workflow

- Benefit requests follow a structured approval process to ensure compliance.



### Multiple Payment Options

- Manage payments via bank, cash, or payroll for seamless transactions.

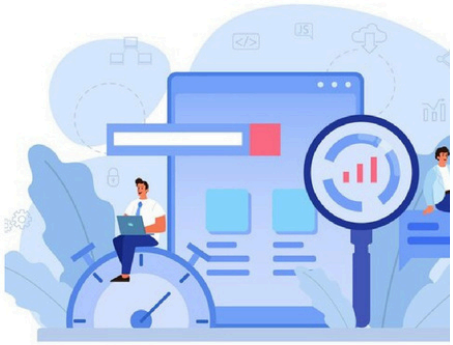
# Payroll

## Additional Fields

- Add as many custom forms and fields as you need for your country or company.
- Use the additional fields in formula engine for fine tuning your payroll.
- Enhance the integrity of your payroll processes by customizing deductions, payments, or other country-specific fields according to local payroll regulations.

## Formula Engine

- Use our Excel based formula engine to cover all the pay scenario with ease.
- Country specific scenarios and complex taxations are pre-configured. Going live with HRBlusky is within a few days, not months.
- Use real variable name instead of excel cell for easy formula analysis and check fast formula creation and analysis.
- User Friendly excel formulas means maximum flexibility for customization and accuracy.



## Compliance and Performance

- HRBlusky is pre-configured with pay elements, taxation and formulas to suit your country so you get started in within days.
- AWS serverless architecture ensures speedy & stress-free payroll run within minutes no matter how many employees are in a payroll. Save your time.
- Your data is saved and managed by Amazon in AWS data centres to ensure maximum safety and privacy for your data.

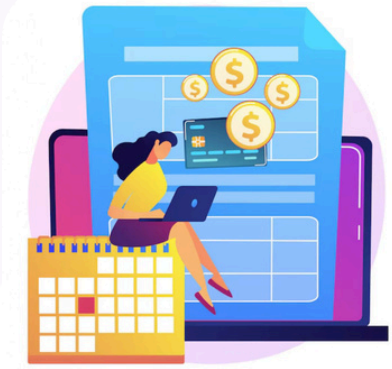
# Payroll

## Transaction Dashboard

- Process all payroll transactions in a central location after all the approvals.
- Check and process transactions that are pending approval or stuck in between.
- Process any out of payroll transactions and record settlement (Re-imbursement, loan or claim).

## Single Click Payroll

- All the pre-requisites for pay run and exceptions are proactively flagged in advance.
- Monitor the progress of payroll status anytime through Payroll Dashboard.
- Initiate payroll runs with single click.
- Anytime you can inspect, preview or process individual employee payroll.
- Rollback one or more payroll runs with confidence, and easily reprocess after making corrections.



# Employee Engagement

## Collaborative workforce

- Help employees build relationships with HRBluSky Connect app.
- Securely extend access to external stakeholders such as applicants, suppliers or customers as needed.
- Coordinate internal projects by creating specific teams for each project (e.g., HR team) and managing collaboration efficiently.
- Post updates, send circulars and notifications on time to keep all stakeholders informed.
- Share images and automatic reminders for employee birthdays, work anniversaries, and other important events.

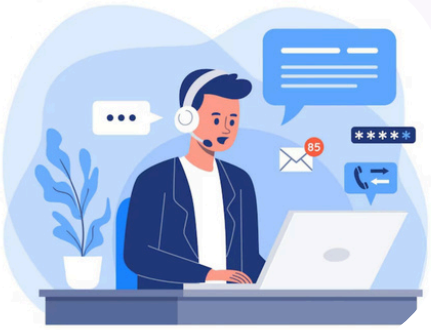
## Task Management

- Create checklists and add tasks.
- Assign task to team members, set deadline, collect data in custom forms, post status in chat and more.
- Use dashboard to filter and be on top of the tasks.
- Task management is secure with role-based access, ensuring that only assigned individuals can view tasks, maintaining confidentiality and security.

# Employee Engagement

## Field Work Force Management

- Store leads and customers in an easy to manage CRM module.
- Create checklist and manage tasks for each customer as needed.
- Oversee how employees interact with customers, recording time spent and tracking employee visit locations through geolocation.
- Manage customer appointments and employee visits, calculating time spent with customers.
- Collect customer feedback and maintain detailed records of interactions to improve service.
- Track employee interactions with customers to ensure quality engagement and follow-up.



## HR & IT Help Desk

- Create and manage internal help desk tasks such as fault calls or new device requests
- Set different stages, statuses and assign tasks
- Chat securely with each party involved in the ticket

# AI Analytics

## Blu -AI (Your Analytics Assistant)

- Meet Blu-Our AI chatbot, Chat with Blu and ask more demanding questions.
- Blu analyses your data in HRBlusky and comes up with answers instantly.
- User need not be a technical expert - Blu understands your domain and language.
- Leverage Blu -AI to Processing Capability to Generate results instantly.

## HR Analytics

- Blu is trained on HR domain to answer specific questions combining data from
- Recruitment,
- Employee demographics,
- Attendance

## Infographics

• Blu generates rich context sensitive graph which you can drill down in real time

• Blu analyses your data and summarizes the situation using graphs and text save time and effort on analysis

# AI Analytics

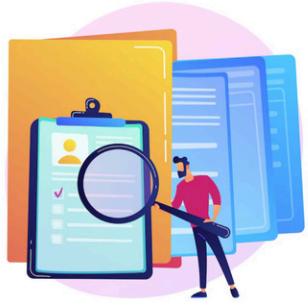
## Business Insights

- Configure Blu to generate periodic reports on various metrics and trends automatically.
- Blu learn your data and produce improved insights as per your business needs.

## Integration and Customization

- You can bring in your operational data from sales or other departments to get more insights into your data.
- Categorize your data into modules and grant access as per your data access needs.
- Fine tune the built-in analysis or create your report.

# Reports

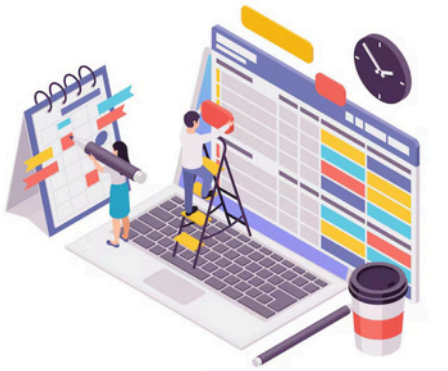


## Standard Reports

- 100+ pre-configured reports are available on Attendance, Payroll, Self-Service Requests, Employee Data, Admin Reports.

## Customized Reports

- Customize standard report to create own reports -fast and easy.
- Export reports as excel, PDF. Can view in online and send through emails.

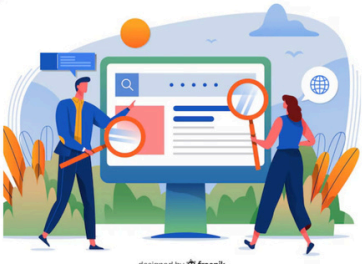


## Scheduled Reports

- Schedule any report for individual or at company level as email.
- Receive reports on email.
- View previously run or scheduled system as history in system anytime.

## Advanced Search

- All the fields are available for more complex search to get customized results.
- Suitable for system administrators to query on entire database.



## Security

- Data access control ensures user gets only their department data (as configured).

# HRBlusky Recognition

جامعة عجمان

AJMAN UNIVERSITY

**Winner**

International Business™
EXCELLENCE AWARDS 2020
FINALIST

**Finalist**

# Free Demo

A self configurable, easy to access and user friendly platform to make your work life better.

Request for demo - https://hrblusky.com/request-demo/ and get your free demo system for 15 days now. (no credit card required)

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