DIGITAL HRMS

Employee Self-Service Module

A complete HR Helpdesk solution for your employees

CHALLENGES

Key challenges faced during organizational employee service management.

Employee requests are managed manually.

Manual paper procedure used to maintain employee optional benefits.

Monitoring the grievance cell is tough.

No provision for automatic reminders or notifications on assignments.

Physical meetings are necessary with HR.

Manual Management of Employee optional benefits.

Insufficient consolidation of HR contact information.

Submission of requests on their teammates' behalf is not enabled for Managers.

Analyzing data on requests and activities is time-consuming.

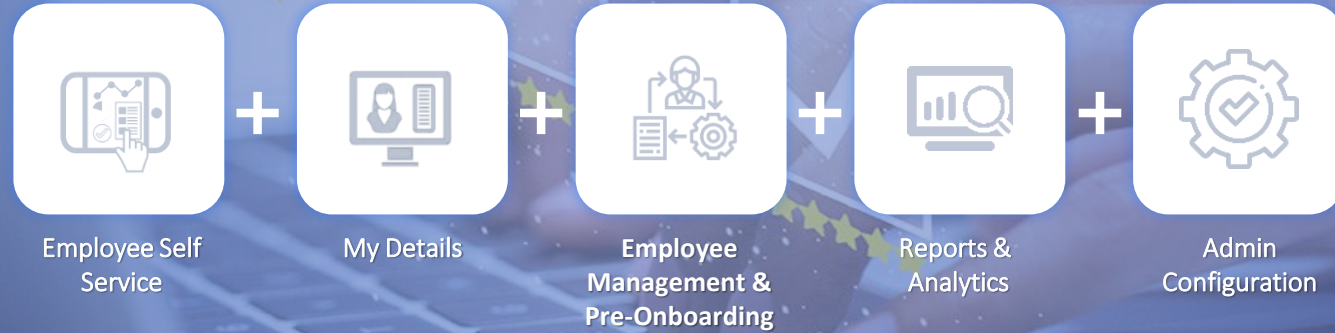Lack of automated procedure for HR to address the requests.

HOW DOES THE EMPLOYEE SELF-SERVICE MODULE HELPS?

An automated employee self-service platform is needed to streamline various processes of employee service.
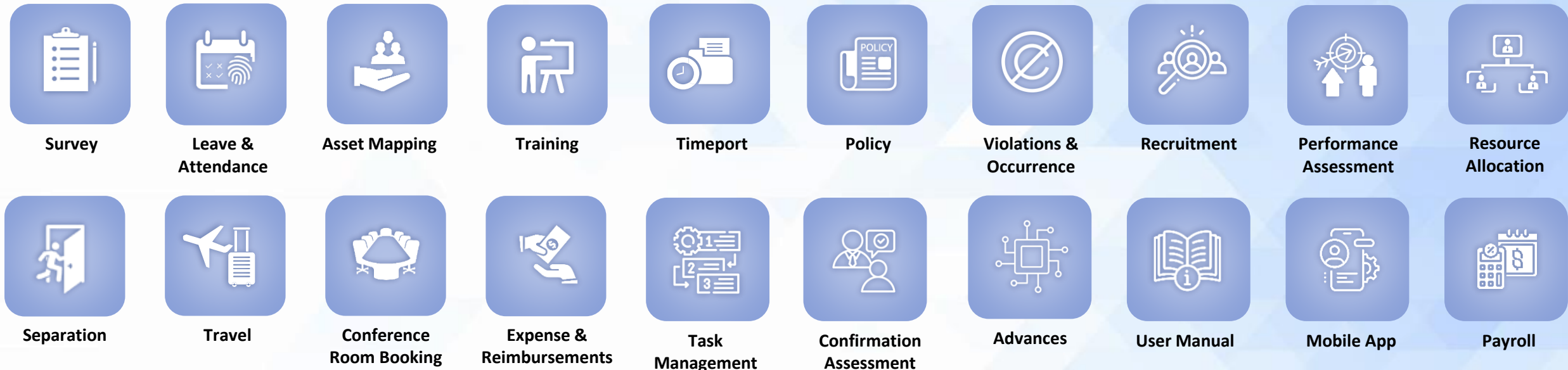
- Share ideas, lodge grievances, and make requests through the HR helpdesk.

- Obtain vouchers to avoid paying taxes.

- Receive prompt notifications, reminders, and updates of requests.

- Managers can raise requests, grievances, and ideas on behalf of the team.

- Supervisors can check the history and respond appropriately.

- Reminders, automated processes, instant access, history, and quick view are available.

DIGITAL HRMS EMPLOYEE SELF-SERVICE SUITE

Employee Self Service **+** My Details **+** Employee Management & Pre-Onboarding **+** Reports & Analytics **+** Admin Configuration

Get the Flexibility to Choose More Modules & Build your Customized Platform for every HR function.

| Survey | Leave & Attendance | Asset Mapping | Training | Timeport | Policy | Violations & Occurrence | Recruitment | Performance Assessment | Resource Allocation |

| Separation | Travel | Conference Room Booking | Expense & Reimbursements | Task Management | Confirmation Assessment | Advances | User Manual | Mobile App | Payroll |

EMPLOYEE SELF-SERVICE PROCESS OUTLINE
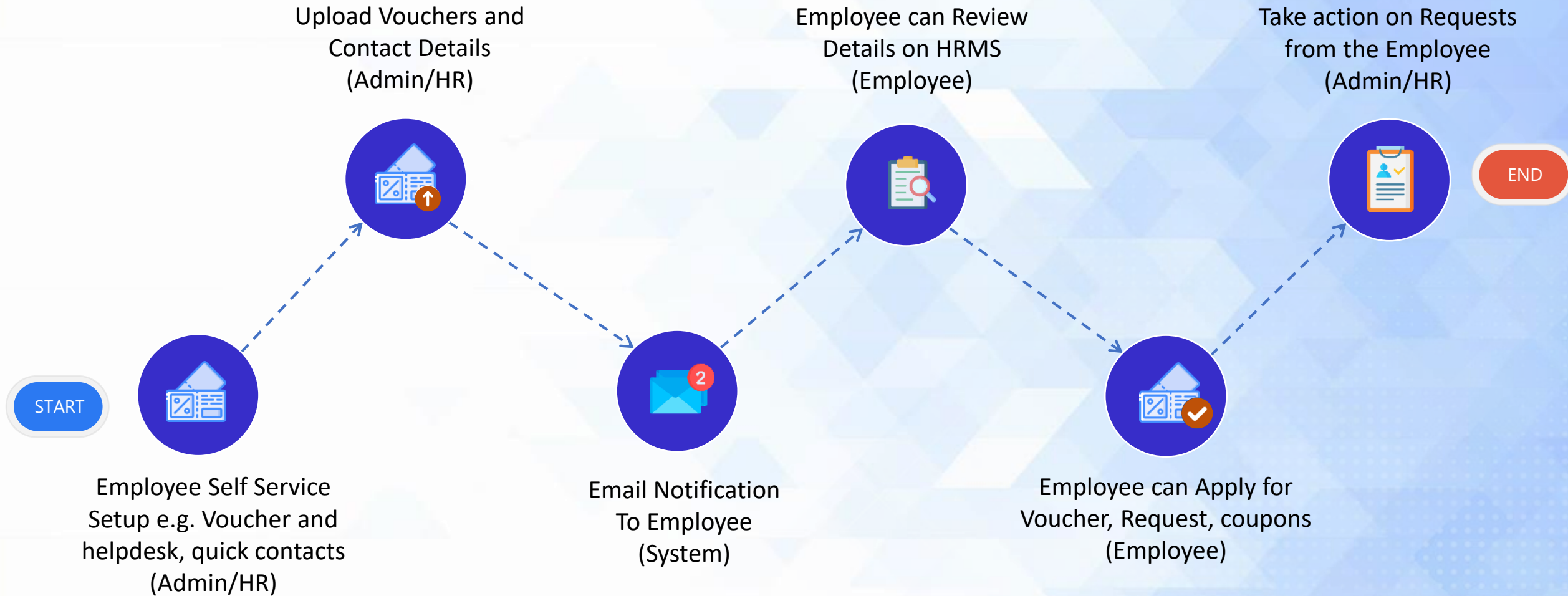
EMPLOYEE SELF-SERVICE MODULE BUILDING BLOCKS

Employee Self-Service Module

Admin Rights	Notification	Business Card Request
Voucher Request	HR Helpdesk	Employee Summary

Support Contact

Admin Rights

- Admin gets access to configure vouchers, business cards, and request complaints and suggestions.

- Different workflows can be created for requesting types of letters, and types of requests in Master.

- Admin can set up contact details of respective departments for employees.

Notification

- View all the pending requests on the tab or Bell icon.

- Managers/HR or Authorized users can take required actions.

- Get an automated notification for the status of the request.

- View the status of requests.

Business Card Request

- Add basic details in the fields which need to be printed on cards like email ID, phone number, and any comments which need to be considered for submission.

- Track the status of the request for self and/or for team members.

Voucher Request

- Company can provide the meal/gift voucher facility to their employees.

- Request gift vouchers to avail of tax benefits which include meal vouchers, gift vouchers, and more.

- Track the status of the request for self an/or for team members.

HR Helpdesk

- Submit various requests (e.g. Employment letter, Bonafide letter, etc.), complaints, and suggestions to the HR department.

- Track the status of a request.

- Managers can also view the list and status of requests raised by their team members.

Employee Summary

- The Employee Summary will be visible based on the permissions.

- Managers or HR can use this tab to raise requests on behalf of their employees.

Support Contact

- Quick contacts for easy reference.

- Provides the contact details for Departments in the organization and accordingly is visible to employees as set by the Admin.

ROLE BASED ACCESS

Employee Self-Service Module has multiple Logins/Roles – HR Admin, Employee

HR/ADMIN

- Add, Manage & Upload Vouchers/ Business cards and Contact details
- Activate/Deactivate Vouchers
- Manage Email Notification and Reminders
- Reports
- Monitor cards and Vouchers

EMPLOYEE

- Application and View of Vouchers (Gift and Meals)
- Raise Business card Request
- Suggestions, Complains, Feedback to HR
- Quick contact details of respective HR

KEY FEATURES

Helps to set up complete business HRMS workflows.

Easy to share policies and quick access to review.

Get all the updated information on a single page.

Reduce manual work and maintain online data e.g. vouchers, and gift coupons.

Keep a track record of all the requests and complaints along with their progress.

Streamlined flow and process for employees, managers, and admin.

Automated reminders and notifications.

Highly secured on cloud data.

Can be accessed from any device.

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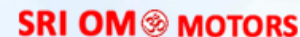
MULTIPLE INDUSTRIES. ONE HR SOLUTION

HEALTH CARE

IT / ITES

AUTOMOBILE

EDUCATION

REAL ESTATE
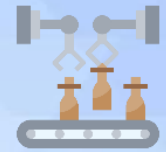
MANUFACTURING

RECRUITMENT AGENCY

CONSULTANCY FIRM
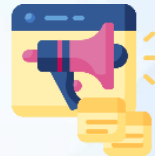
MEDIA & PUBLISHING

FACILITY MANAGEMENT

DEALERS & DISTRIBUTORS

BANKING & FINANCIAL SERVICES

HOSPITALITY

UTILITIES

PHARMA

And many more other industries to which we cater HRMS as a solution.

GO MOBILE WITH YOUR HR PROCESSES

Discover Digital HRMS App
on Google Play & App Store
with advanced features for mobile users.

Geo Fencing

Timesheet Recorder

Fingerprint Signature

Voice Command

Chat Bot

Face Recognition

ABOUT US

Digital HRMS is an one-stop solution for all HR needs. It is a modular customizable HR software platform, developed by T/DG, that empowers your workforce, simplifies your operations and drives your business goals. For more information, visit www.digitalhrms.com

The Digital Group (T/DG) is a MNC and leading provider of a broad range of Information Technology services having software products across domains like HR, enterprise search, automation testing, telehealth, and more. It was incorporated in 1999 and Head-Quartered at Princeton, US. T/DG is a CMMI 5 level company with 1000+ employees and has IT Service Projects & Products as major business. For more information, visit www.thedigitalgroup.com

Awards & Certifications

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ISO 9001	ISO 22301	ISO 20000-1	ISO 27001	ISO 27701	ISO 42001
Quality Management System	Business Continuity Management System	Information Technology Service Management	Information Security Management System	Privacy Information Management System	Artificial Intelligence Management System

CMMI SVC/5℠

CMMI DEV/5℠

SSAE 18 SOC 2 Type II Audit Completed

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