



Newgen's Offering for **Transforming HR Shared Services Centers**

Overview

Human resource (HR) is a critical department in every organization, responsible for strategic and administrative tasks. Rigid systems, functional silos, and manual and paper-based processes often pose challenges to bring sustainable practices into HR operations. In view of the same, every enterprise must invest in a viable technology-driven platform to fulfill comprehensive business requirements while empowering their human resources.



From Hire-to-Retire: End-to-End Employee Lifecycle Management

Newgen offers applications tailored to meet the requirements of HR professionals and streamline the complete range of employee lifecycle management i.e. hire to retire through a perfect amalgamation of digitization, workflow automation, and enterprise mobility. The applications are built on a digital automation platform powered by cutting-edge technologies. The platform has a low code capability that helps businesses gain speed and agility. The applications are configurable to manage exceptions and ad-hoc routing in a seamless manner.

Challenges Snapshot

Poor compliance adherence

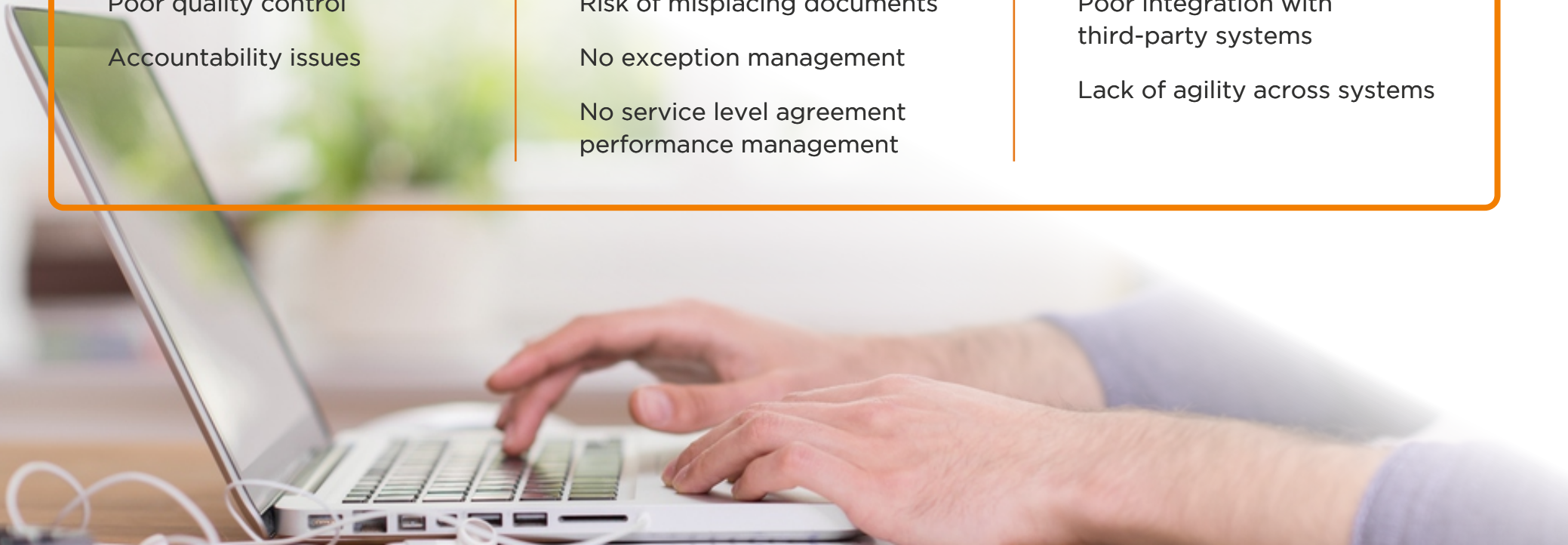
- Lack of transparency
- Poor quality control
- Accountability issues

Operational Inefficiencies

- Low workforce productivity
- Risk of misplacing documents
- No exception management
- No service level agreement performance management

Change Resilience

- Lack of scalability
- Poor integration with third-party systems
- Lack of agility across systems



Core Capabilities

User management

- User creation/locking
- Lightweight directory access protocol (LDAP) authentication
- Group assignment

Rights management

- Individual user or group-based rights assignment
- Different templates across different work steps
- Rights segregation at various levels, such as (company, module, user, form, and report)
- Dynamic rights assignment as per workflows

Comprehensive reports

- Different reports generation including ledger, ageing, voucher, query and others
- Data as per the assigned rights

Process designer

- Unified flow option (multiple forms in single flow)
- Dynamic flow assignment option (case management)
- Step-based rights



Form and report builder

- Design form/report using inbuilt controls
- Availability of various configurations, namely auto-save, custom pop-ups, grid control and others
- Support for different companies/subsidiaries to cater to multiple entities (parent-child entity relationship management)
- Configurable dashboard with custom widgets design option
- Real-time alerts and notifications
- Strong integration with enterprise content management suite
- Applicability for mobile apps (Android and iOS)

Newgen's Model to Streamline HR Processes



Employee Onboarding

There's nothing worse than arriving for a new job, enthusiastically, and ending up spending the complete day in filling piles of forms.

Streamline the onboarding process by automating time-consuming and repetitive tasks while freeing your business users and new employees from the drudgery of paper-led processes. Leveraging the suite, empower your users to:

- ✓ Assess applicants' profiles in a seamless manner
- ✓ Plan and set follow-up actions (schedule interviews and assessments) in a timely manner
- ✓ Roll-out offer letters and negotiate conveniently
- ✓ Perform reference and background checks for validations and verifications
- ✓ Manage end-to-end employee records & department allocation
- ✓ Plan onboarding/training sessions and generate an induction plan
- ✓ Generate comprehensive reports anytime, anywhere

Candidate Details			
Recruitment Type *	Contract	Annexure No	5
Candidate First Name *	Shivam	Middle Name	
Cadre		Email Id *	shivam@gmail.com
Mobile No. *	8181818181	Alternate Mobile No.	
Landline No.			
Communication Address			
Joining Details			
Salary Details			
SRF Details			
SRF No. *	56	SRF Received *	No
Remarks (if SRF is not received)	ghjgj		

Candidate Registration

Employee Management

Post onboarding employees it's important to ensure their smooth stay in the organization.

Empower your HR and enable them to deliver smarter results by reducing mundane and increasing their involvement in team building activities.

- ✓ Track appraisal cycles and promotion status
- ✓ Initiate transfer requests for relocation
- ✓ Manage bouquet of your employee benefits
- ✓ Track claims and compensations statuses
- ✓ Raise salary advances, TDS declaration, and other requests
- ✓ Register complaints/incidents/change of status
- ✓ Upskill them by enabling them to voluntary involve in centralized training programs

With automated processes, the HR should be able to:

- ✓ Handle multiple geographies requests using one platform (smart service desk)
- ✓ Manage payroll initiation process
- ✓ Track timesheet/feedback form defaulters
- ✓ Enable notification of employees' change in status
- ✓ Ensure auto-mail generation of organization changes
- ✓ Generate employee skillset reports regularly

Staff Master			
E-Code		Previous E-Code	
Employee Code *		Previous Employee Code	
Employee Name			
Joining Date	dd/mm/yyyy	Gender	
Employee Status		Date of Training	dd/mm/yyyy
Email ID		Date of Contract	dd/mm/yyyy
Department		Location	
Dept Head Code		Dept Head Name	
Dept Head Email ID		HR Rep Name	
HR Rep Code		HR Rep Email ID	
Function Category		Function	
Designation		Level	
Band		Swipe Card No.	
Omnirecruit Vchr No			
PF No		ESI No.	
Appoint Due Date	dd/mm/yyyy	Confirm Due Date	dd/mm/yyyy
HR Verification			
Verification Status		Verification Date	

Staff Master

Employee Offboarding

It's vital to keep a track of critical steps involved in offboarding process and make the exit process simple, clear, and hassle-free.

Gain valuable insights into employees' attrition rates, resignation patterns, and improve overall employee experience. Allow your users to:

- ✓ Initiate a smooth relieving process
- ✓ Reverse a previously initiated separation request
- ✓ Track the HR exit checklist in real-time
- ✓ Initiate full and final settlement process
- ✓ Generate comprehensive reports of your organization's attrition rate over a specified period

The screenshot displays a web application for employee offboarding. The top navigation bar includes links for Home, Exit Feedback Form, and Separation (284), along with Submit and Clear buttons. The main content area is divided into three sections: 1. 'To be filled by the outgoing staff only' containing fields for Separation Id, Short Name, Employee Name, Designation, Department, Date of Joining, Last Working Day, and Total Period Worked (Yrs.). 2. 'Reason for Joining Newgen' with seven checkbox options: 1. Company dealing in new Technology, 2. New & growing organization, 3. Professional organization, 4. Good work culture, 5. Better Salary/Designation, 6. An appropriate Company to start/enrich career, and 7. (Any other specify). 3. 'Reason for Leaving Newgen' with six checkbox options: 1. Higher Studies, 2. Higher emoluments offered, 3. Better designation offered, 4. Starting own business, 5. Assignment not challenging, and 6. Family problems. On the right, a 'Feedback Activities' sidebar lists various forms with star icons: Attrition Inputs Form, Exit Feedback Form, Full and Final Form, HR Rep. Feedback Form, Immediate Superior Feedback Form, LWD Update, Neutral Observer Feedback Form, No Dues (highlighted with a star), Peer/Friend Feedback Form, Separation, Separation Revocation, and Separation Feedback Report.

Feedback Forms

Why Newgen's Software for Transforming HR Shared Services Centers?



Easy deployment of
new processes on-the-go



Minimized process
cycle times



360-degree
process visibility



High flexibility and
process standardization



Lower cost
of ownership



Better
compliance



Real-time
exception handling



Improved
user experience

About Newgen

Newgen is the leading provider of a unified digital transformation platform with native process automation, content services, and communication management capabilities. Globally, successful enterprises rely on Newgen's industry-recognized low code application platform to develop and deploy complex, content-driven, and customer-engaging business applications on the cloud. From onboarding to service requests, lending to underwriting, and for many more use cases across industries. Newgen unlocks simple with speed and agility.

FOR SALES QUERY

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