



iHRMS

Human Resources Management System

Inspire Management Training Centre



Benefits Administration

Develop plans, configure eligibility rules, make payments or deposits, manage enrollment, costs & accounting.

Centralized employee records

Single repository; all employee records are stored, updated and maintained. better reporting; compliance and preparing for audits.

Time & attendance

time-off requests, time-off balances, employee scheduling, timecards integrated with payroll and projects.

Inspire Management Training Centre, Qatar is pleased to introduce a complete Human Resources Management System with advanced Competency Management.

iHRMS is an end-to-end fully integrated suite of software applications used to manage human resources and related processes throughout the employee lifecycle.



Employee Management

The **HRMS** is the route to complete a training course, acquire a new skill, develop a career path, gain recognition or become a mentor.

Delivers a central portal to support analysis, reporting and compliance processes. It's where you structure your workforce into organizational units, like departments or locations; define reporting relationships between managers and employees; and align payroll to accounting cost centers. It's here where personal information is recorded and maintained, and this function is the cornerstone of efforts to offer employee self-service, maximize reporting and improve HR service delivery.





Optimization

Companies that take a proactive approach to optimizing the workforce are more resilient to change, have higher retention of top talent and better employee engagement.

Gleaning information from the **HRMS** to develop a vision for the future workforce is a primary requirement to company's success.

Top **FIVE** Business Benefits **HRMS**



Better, deeper insights

With an **HRMS**, all data is in a single bucket, with higher integrity. That enables better, faster decision-making. It's also pivotal to a workforce planning and analytics initiative, where a company assesses its current workforce and compares that reality with future needs as determined by business objectives.

Some key benefits here are the ability to identify and address skills gaps before they hurt productivity, codify succession plans and keep a handle on labor costs by analyzing how overtime or double time payments affect financial performance.

With an **HRMS**, HR teams can also spot early indicators of problems. For example, if high-performing employees in one department leave at a higher-than-normal rate, that might signal a toxic manager. An HRMS can connect dots and help identify at-risk employees.



Waves

IT SOLUTIONS, SERVICES & CONSULTING

Improved employee engagement

Within an **HRMS**, HR can create training curriculums, personalize learning plans and career paths and set up mentorships.

An **HRMS** can both match senior people in one department or geography with those who can benefit from a mentoring relationship, conducted virtually, and deliver and tabulate employee satisfaction and engagement surveys.

All these development activities are then tracked in the **HRMS** to recognize development milestones. That helps keep employees on track and loyal to the company.





Process efficiency & a culture of self-service

Responding to inquiries or administering large programs, like benefits enrollment or performance reviews, can take most of an HR professional's time each week. Within an **HRMS**, HR can set up a knowledge repository so people can find answers to FAQs, and employees and managers can securely access their own records, enabling HR to focus on more value-added services.

In addition, HR processes that require multiple levels of approval, like processing timecards, job requisitions and time-off requests, can be major time sucks.

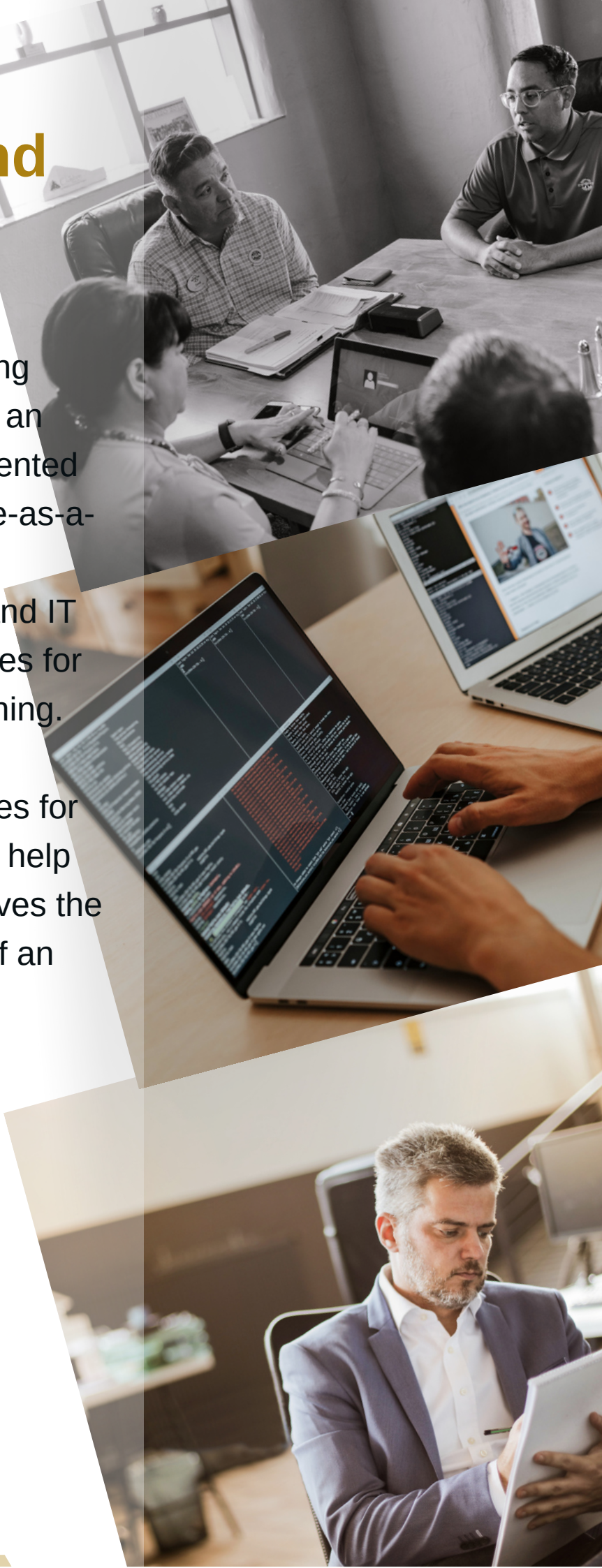
An **HRMS** provides approval workflows for automating these and other processes so approvers are notified when it's their turn to approve (or reject). That can reduce processing time by more than 50% and improve accuracy.



Lower back-end overhead

From an IT and capital-spending POV, the centralized nature of an **HRMS**, especially one implemented in a fully cloud-based, software-as-a-service model; requires less hardware, data center space and IT and development staff resources for maintenance, support and training.

This rationalizes IT expenditures for HR technology, requires fewer help desk staff and generally improves the satisfaction of full-time users of an **HRMS**, the HR team itself.





Faster recruiting

Attracting top talent and building your company's reputation is another area HR pros are passionate about.

The candidate experience, however, has been largely ignored because it's difficult to gain insight into the job search process when postings happen outside of the company.

An **HRMS** solves this problem by connecting recruiters and candidates electronically through job boards and mobile applications, making the process more enjoyable and efficient.

HR can even access candidate-pooling technology that accelerates passive recruiting when new positions open up.





FEATURES of HRMS





Recruiting & Hiring

- Organize your job positions and vacancies.
- Promote job listings and invite applications online.
- Define your own recruitment stages/processes.
- Track applicant stages throughout the recruitment cycle.
- Integrated with documents.



Documents

- Organize Documents of Employees including passport, National ID cards, etc.
- Set Expiry Date for Documents.
- Validation for Expiry Date, while attaching documents.
- Mail Notification with customizable alerts to Employee as well as HR, on document expiry .



Contacts

- Define employee contracts including contract period, work type, job responsibilities, salary structure, etc.
- Automated management of contract lifecycle based on contract period.
- Fully Integrated with Payroll.



Entry & Exit Checklists

- Define checklist for employee entry and exit process.
- Launch entry and exit process for employees and track progress.
- Progress bar and percent pie on the employee list for quick reference and action.



Training & Compliance

- Define skill or competency categories and add skills within them.
- Define Rating levels and associate it with skill types.
- Define skill allocation to employees by departments and by roles, with option to define minimum rating required to be compliant.
- Evidence submission for allocated skills .
- Skill Evaluation and Rating based on submitted evidence.
- Lifecycle management for evidence submissions.
- Automated notification with customizable reminder options, on expiring evidences.
- Automated update of compliance status for the skill with expired evidence.
- Comprehensive Skill Matrix Excel Report at various level including: Department, skill type, skill and employee.



Attendance & Time off

- Manage and track employee leave allocations, requests and approvals.
- Approve or reject leave requests.
- Employee self-service for recording attendance and leave request.
- Kiosk mode of attendance entry.
- Biometric integration for attendance entry.
- Comprehensive leave analytics and reports.



Expenses & Payroll

- Configure Salary Rules.
- Configure Salary Structure.
- Automated salary calculation based on salary structure and time-off.
- Individual as well as batch processing of Employee Pay Slips.
- Automated entries in accounting journals.



Awards & Appraisals

- Manage periodic evaluation of employees.
- Define your own survey forms with multiple choices of question types.
- Track evaluations and manage follow ups and reminder notifications.
- Automate the evaluation process by scheduling clear evaluation plans.
- Print evaluation reports for internal purposes.
- Gamification and challenges for intermittent evaluations with manual/automated granting of awards/badges.

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