



HumaNET

Empowering People
through technology...

HumaNET

One Stop Solution for all the HR needs



A Systemitized approach to people management, HumaNET understands and captures the functions of HR Department and convert the same into a workflow

It presents an easy to use interface enabling the HR activities from end to end to be performed in a **Time-Effort-Money** saving manner.



Leave
Office
Early



EMPOWERING PEOPLE THROUGH TECHNOLOGY



The screenshot displays the HumaNET 3.5 web application interface. At the top, there is a blue header with the HumaNET logo and tagline "Empowering People through technology...". To the right of the header, there is a "Live Out of Box" banner with a TVS ICS logo. Below the header, the main content area is divided into several sections. On the left, there is a "News Flash" section with a "Welcome to HumaNET Today's News." message. In the center, there are navigation links for "Events", "Announcements", and "MD's Desk". On the right, there is a "Login" section with input fields for "User ID" and "Password", and buttons for "Login" and "Reset". Below the login section, there are links for "Forget Password" and "Getting start with HumaNET". At the bottom, there is a footer with the Blue Chip Computer Consultants Private Limited logo and contact information, including the website URL <http://www.bluechipsw.com> and support email humanet.support@bluechipsw.com. The footer also includes the text "This Product is Licenced to Blue Chip Computer Consultants Pvt. Ltd." and "Best viewed with IE 5.5 & above and a minimum resolution of 1024 x 768".

Core Modules

- ▶ Employee Info
- ▶ Recruitment
- ▶ Induction
- ▶ Training
- ▶ Appraisal
- ▶ Benefits
- ▶ Leave
- ▶ HR Policies
- ▶ Home Page & Updates
- ▶ Helpdesk
- ▶ FAQs
- ▶ MIS Reports

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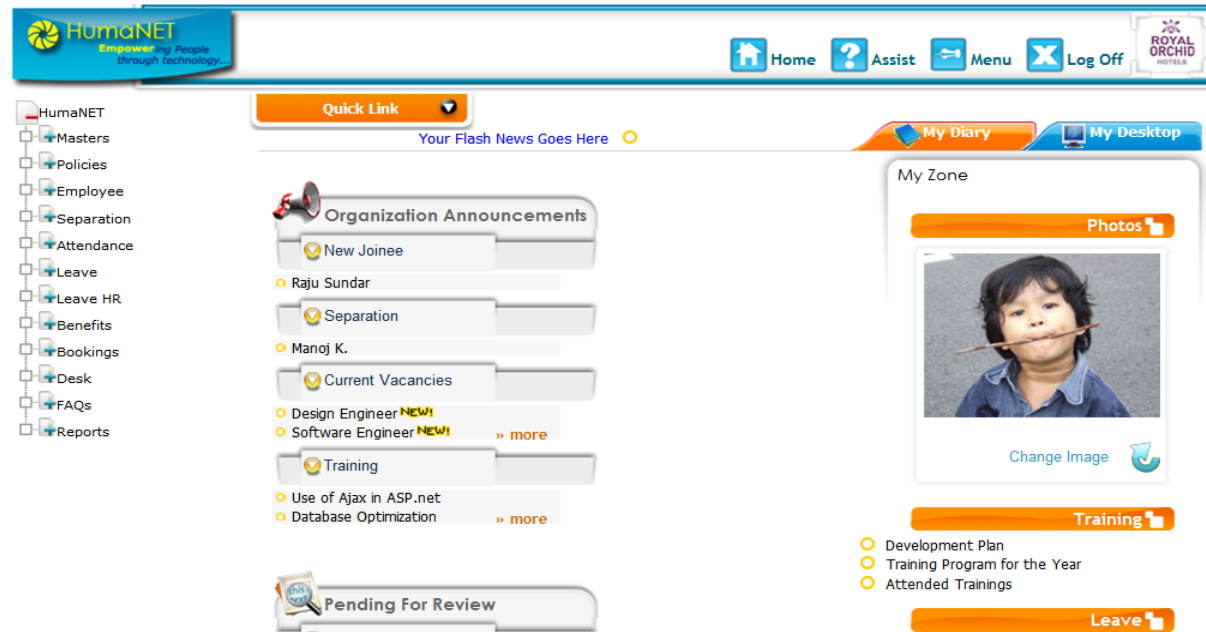
Product Description

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- ▶ eAppointment
- ▶ MD's Desk
- ▶ Attendance
- ▶ Tour
- ▶ Issues Module

Add On Modules

- ▶ Payroll
- ▶ OPS
- ▶ Management Dashboard
- ▶ ePMS



The screenshot displays the HumaNET 3.5 web application interface. At the top, there is a navigation bar with the HumaNET logo and the tagline "Empowering People through technology...". To the right of the logo are navigation links: Home, Assist, Menu, and Log Off. A "ROYAL ORCHID HOTELS" logo is also present in the top right corner. Below the navigation bar is a "Quick Link" section with a dropdown arrow and the text "Your Flash News Goes Here". The main content area is divided into two columns. The left column contains a sidebar menu with a tree view of navigation items: HumaNET, Masters, Policies, Employee, Separation, Attendance, Leave, Leave HR, Benefits, Bookings, Desk, FAQs, and Reports. The right column features a "My Zone" section with a "Photos" sub-section containing a photo of a child and a "Change Image" button. Below the photo is a "Training" section with a list of items: Development Plan, Training Program for the Year, and Attended Trainings. At the bottom of the main content area is a "Pending For Review" section.

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The HumaNET Advantage

- ▶ Streamlining of HR processes
- ▶ Improve employee efficiency and productivity
- ▶ Improved access to information and its communication
- ▶ Reduced Transaction processing time and therefore cost
- ▶ Workflow through e-mails, approvals, escalations and overrides.
- ▶ Reduce workforce reliance on HR and manual processes
- ▶ Lesser paperwork
- ▶ Controlled access to information
- ▶ Knowledge sharing
- ▶ Personalized home page
- ▶ Exception Reporting
- ▶ Interface to other payroll Systems
- ▶ Easy integration with third party attendance systems
- ▶ Task Reminders

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Note

Any of the described features can be customized or new features added to suit the specific requirements of each corporate in keeping with the respective businesses, policies, philosophies and practices.

Tech Note

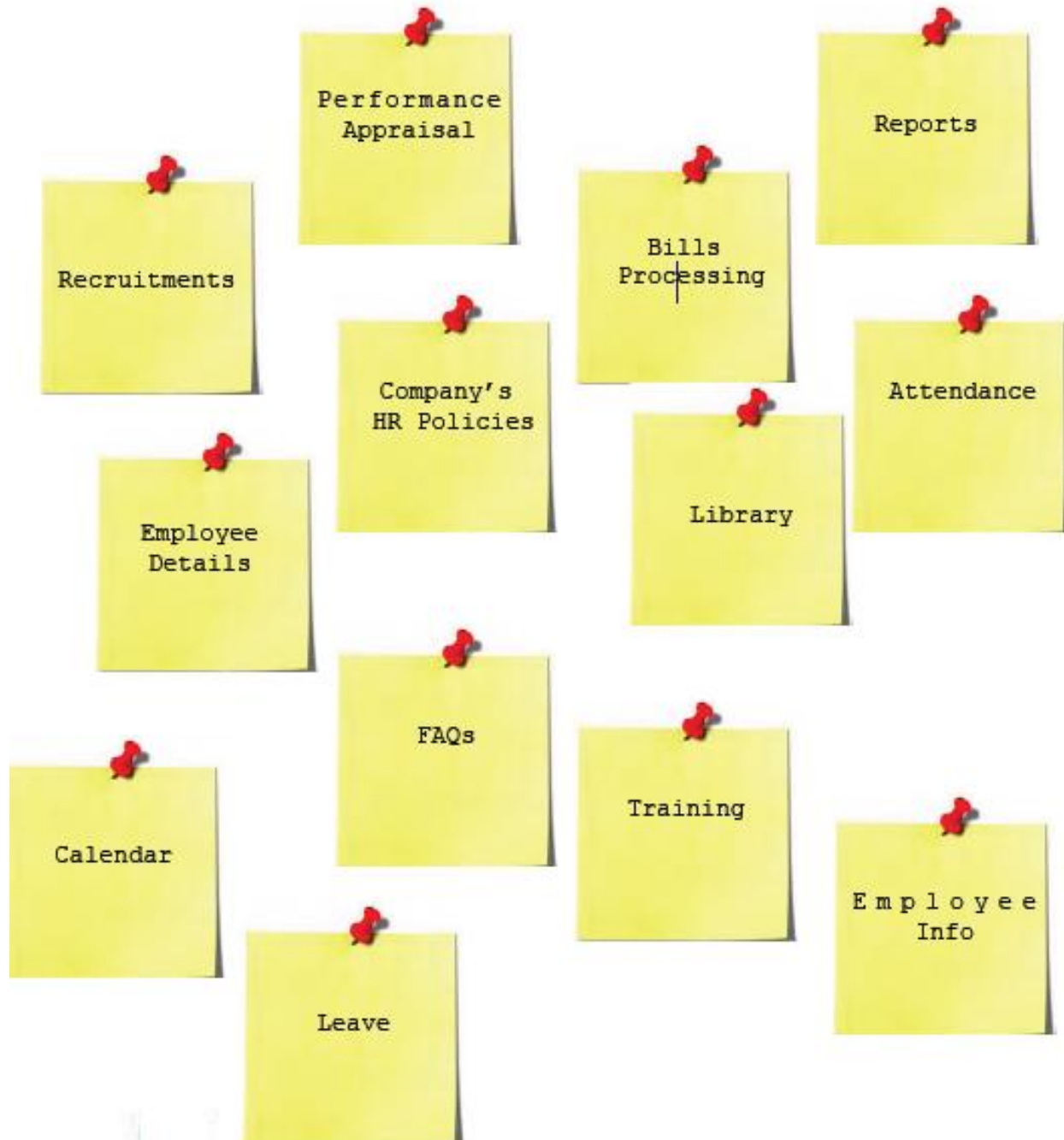
The application is developed on ASP, which will run on any Web Server and will have Internet Explorer Browser as the client front end. The database could either be SQL Server (Ver 7.0 and above).

Why HumaNET?

This package adopts the routine responsibilities and documentation associated with HR functions thus keeping the core focus of personnel ergonomics in the forefront, optimizing the department's efficiency and communicating all necessary information across the enterprise. The workflow and messaging takes care of approvals and escalations with certain overriding rules, to certain authorized persons, so that, work is not stalled for long periods of time.

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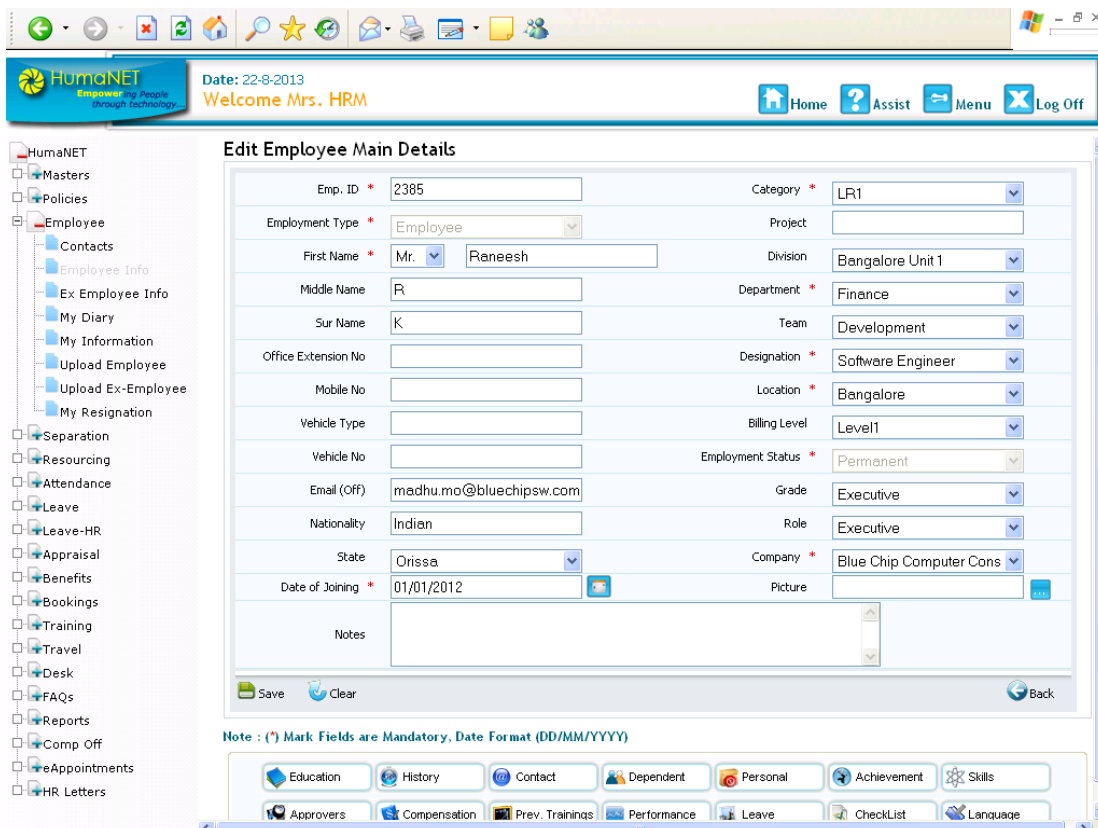
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Employee Information

When a new employee joins the company, the system captures the following details.

- ▶ Education
- ▶ Employee History
- ▶ Contacts
- ▶ Dependents
- ▶ Personal
- ▶ Personal Information and Achievements
- ▶ Registration details like PAN no, passport no, bank details.



The screenshot shows a web browser window displaying the HumaNET application. The top navigation bar includes the HumaNET logo, the date '22-8-2013', and a welcome message 'Welcome Mrs. HRM'. There are buttons for Home, Assist, Menu, and Log Off. The left sidebar contains a tree view of the application's menu, with 'Employee' selected. The main content area is titled 'Edit Employee Main Details' and contains a form with the following fields:

| | | | |
|---------------------|-------------------------|---------------------|-------------------------|
| Emp. ID * | 2385 | Category * | LR1 |
| Employment Type * | Employee | Project | |
| First Name * | Mr. Raneesh | Division | Bangalore Unit 1 |
| Middle Name | R | Department * | Finance |
| Sur Name | K | Team | Development |
| Office Extension No | | Designation * | Software Engineer |
| Mobile No | | Location * | Bangalore |
| Vehicle Type | | Billing Level | Level1 |
| Vehicle No | | Employment Status * | Permanent |
| Email (Off) | madhu.mo@bluechipsw.com | Grade | Executive |
| Nationality | Indian | Role | Executive |
| State | Orissa | Company * | Blue Chip Computer Cons |
| Date of Joining * | 01/01/2012 | Picture | |
| Notes | | | |

At the bottom of the form, there are buttons for 'Save', 'Clear', and 'Back'. Below the form, a note states: 'Note : (*) Mark Fields are Mandatory, Date Format (DD/MM/YYYY)'. At the very bottom, there is a horizontal menu with icons and labels for various employee-related functions: Education, History, Contact, Dependent, Personal, Achievement, Skills, Approvers, Compensation, Prev. Trainings, Performance, Leave, CheckList, and Language.

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The employee will fill up the above details and accept any Organizational agreements as required, by reading and accepting the same, by clicking on the ‘I Accept’ button. The above details will be viewed by the HR dept. who will validate the same and an Employee number will be allotted to the employee for all his future references. Apart from this HR maps information in terms of

- ▶ Compensation
- ▶ Reimbursements
- ▶ Department
- ▶ Designation
- ▶ To Superiors to whom he will be reporting to for various processes



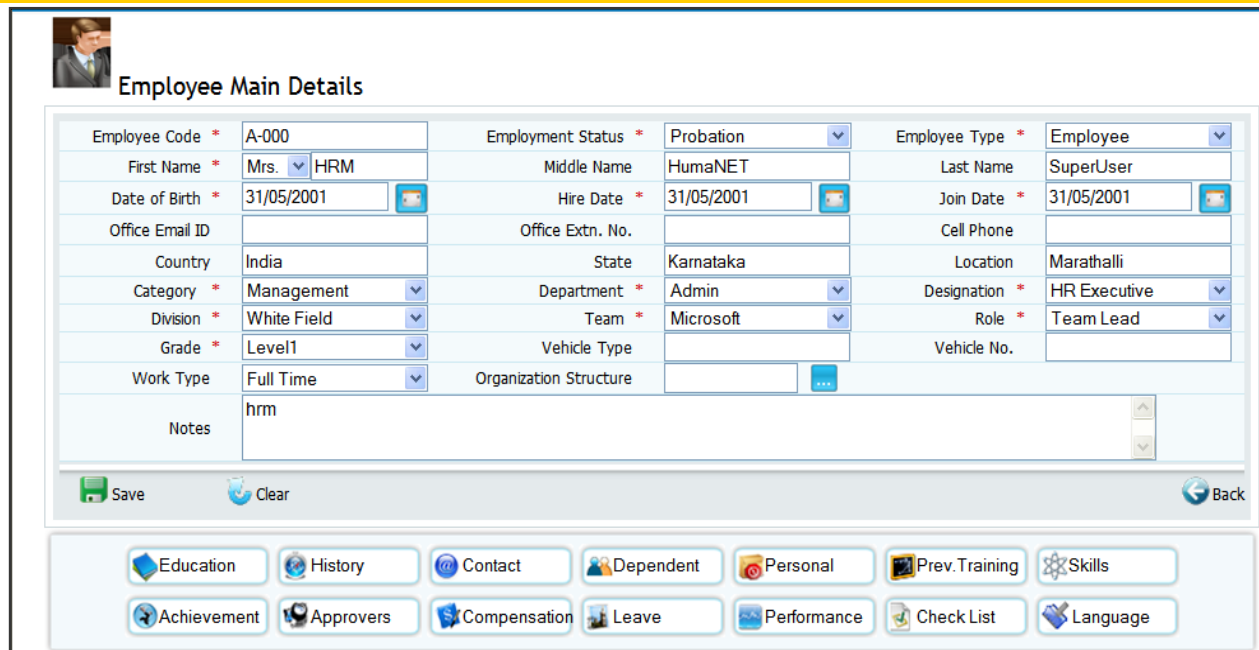
Holidays

April 2008 Based On Client Location Select Month: April 2008 Go

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

All the existing employees’ data will be migrated to this system by a backend process if the data is captured in a pre defined format.

Employees can view data w.r.t other employees based on certain parameter settings in the organization. Certain data like compensation and approver settings can be viewed or edited by only Authorized personnel.



Employee Main Details

| | | | | | |
|-----------------|-------------|------------------------|------------|-----------------|--------------|
| Employee Code * | A-000 | Employment Status * | Probation | Employee Type * | Employee |
| First Name * | Mrs. HRM | Middle Name | HumaNET | Last Name | SuperUser |
| Date of Birth * | 31/05/2001 | Hire Date * | 31/05/2001 | Join Date * | 31/05/2001 |
| Office Email ID | | Office Extn. No. | | Cell Phone | |
| Country | India | State | Karnataka | Location | Marathalli |
| Category * | Management | Department * | Admin | Designation * | HR Executive |
| Division * | White Field | Team * | Microsoft | Role * | Team Lead |
| Grade * | Level1 | Vehicle Type | | Vehicle No. | |
| Work Type | Full Time | Organization Structure | | | |
| Notes | hrm | | | | |

Save Clear Back

Education History Contact Dependent Personal Prev. Training Skills
Achievement Approvers Compensation Leave Performance Check List Language

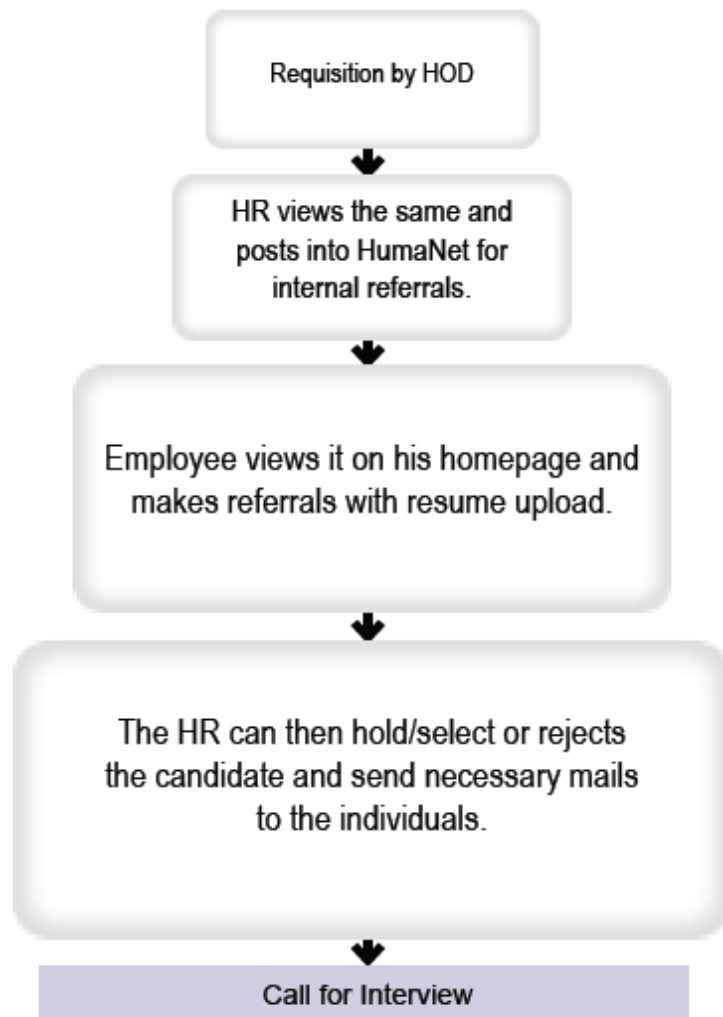
Recruitment

HumaNet initiates the recruitment process by capturing manpower need at the place of requirement and posts the same on to each employee's homepage, after an approval process, where the management and the HR is involved. It is finally filled up, after the HR filters the candidates, who are referrals of the employees themselves.

- ▶ HOD makes a requisition for a resource need.
- ▶ HR views the same and sends for approval by authorized personnel.
- ▶ After the approval, it will be then posted on to the intranet for all
- ▶ Employees to make referrals/internal recruitment.
- ▶ HR can view list of candidates by either by Referral /Internal Recruitment
 - ▶ If selected referrals
 - ✓ HR can view candidates who have been referred
 - ▶ If selected Internal Recruitment,
 - ✓ HR can view employees who are candidates.

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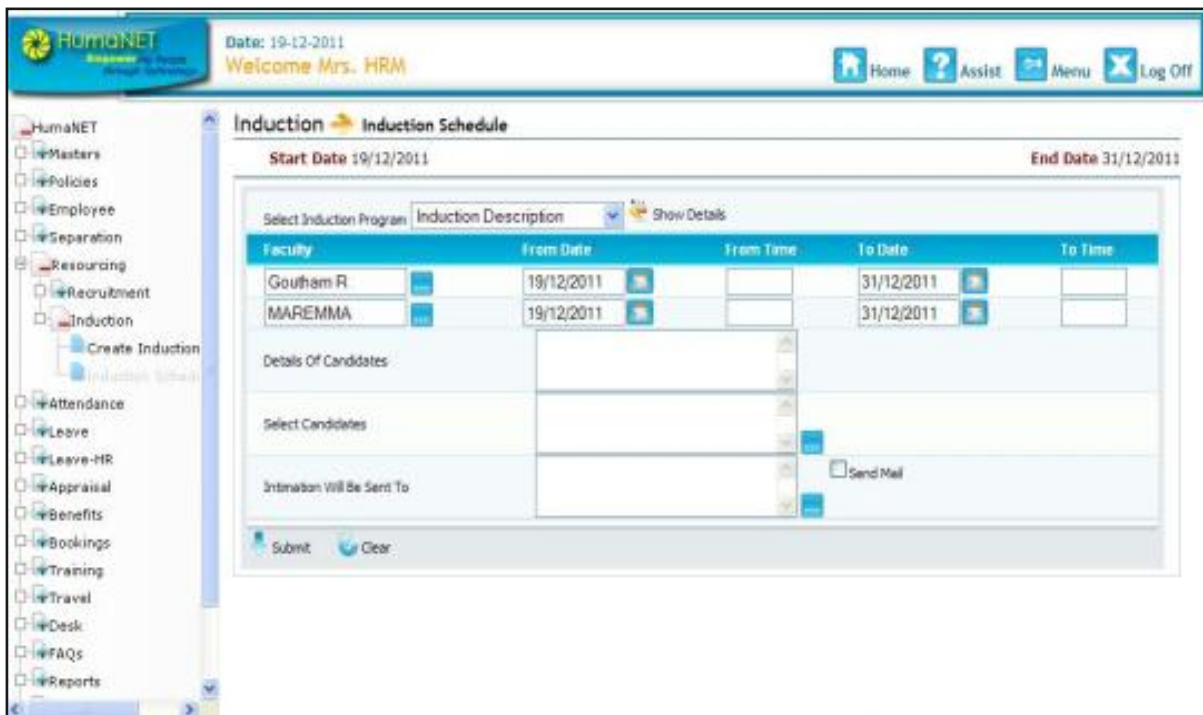
- ▶ HR should be able to shortlist/hold/reject the candidates and send the appropriate letters. If short listed interview details will also communicated to him.
- ▶ Closing of Requisitions to be marked by filling of Remarks. Also an Option to delete the requisition form is given.

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Introduction

HumaNet prepares a new employee to merge into the organization’s culture, policies, rules and other information by taking the individual through certain static presentations, screens that describes all of the above. He is finally asked to submit, that he would abide by the rules and regulations as listed in the HumaNet.



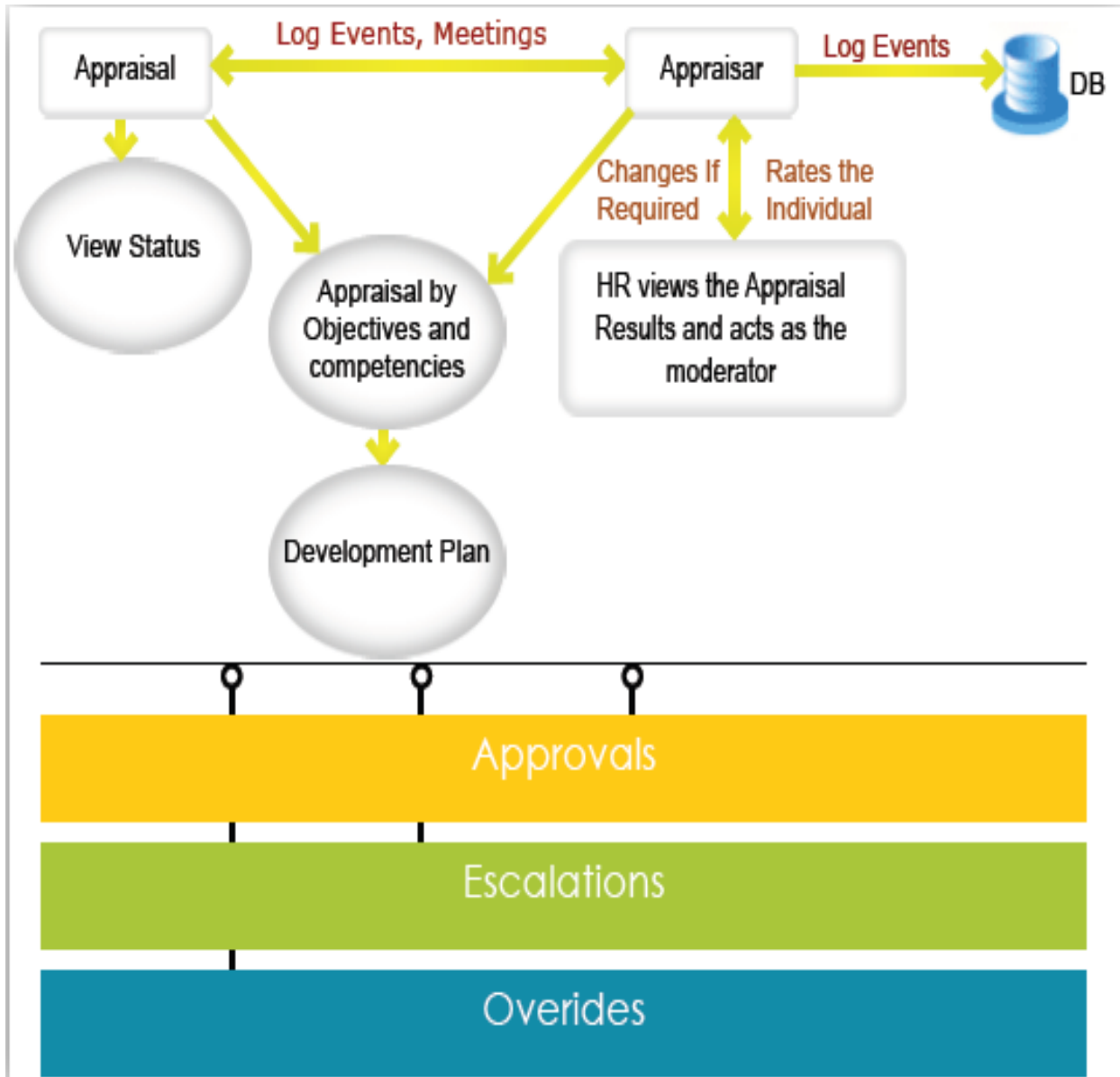
Performance Appraisal

Appraisal in HumaNet is a complex workflow that keeps a log of the events of the individual, so that during appraisal, nothing is missed out. The core competencies with levels of rating are mapped to each job profile, so that different job profiles have different competencies with different expected level of rating. Appraisal gives rise to a developmental plan, which is tightly integrated with training in HumaNet.

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- ▶ Objectives or Goals are defined for each individual at the beginning of the year with measurement criteria.
- ▶ Core Competencies defined for each individual based on their kind of work, with expected ratings at the beginning of the year.
- ▶ The Supervisor logs in the Events during the current year which makes an impact on the Appraisal process. This is a continuous process throughout the year.
- ▶ Appraiser and Reviewer are defined for every employee in case of the Appraisal process.
- ▶ Date is fixed for appraisal, which is communicated through SMS/mail/homepage.
- ▶ Employee fills up the self-appraisal form.
- ▶ List of persons whose self-appraisals have to be appraised appears in the appraiser's page. Appraiser will then appraise the individual.
- ▶ Meeting Details are entered by appraiser and conveyed to employee and reviewer.
- ▶ Appraiser and employee then fill up the appraisal with regard to the Meeting Remarks.
- ▶ List of persons whose self-appraisals have to be reviewed appears in the reviewer's page. Reviewer rates the employee and it is routed to HR.
- ▶ The HR acts as the moderator for the Appraisal process so that there is no bias in the entire process.
- ▶ List of persons whose self-appraisals are complete appears in the HR's page. Further comments can be entered here.
- ▶ History of employee's past appraisals will be maintained.
- ▶ After the Appraisal, the Appraisee is mapped to a development plan. The development plan could self study, on the job training, training etc.
- ▶ The Training is then mapped to the Training Process of the HumaNet.

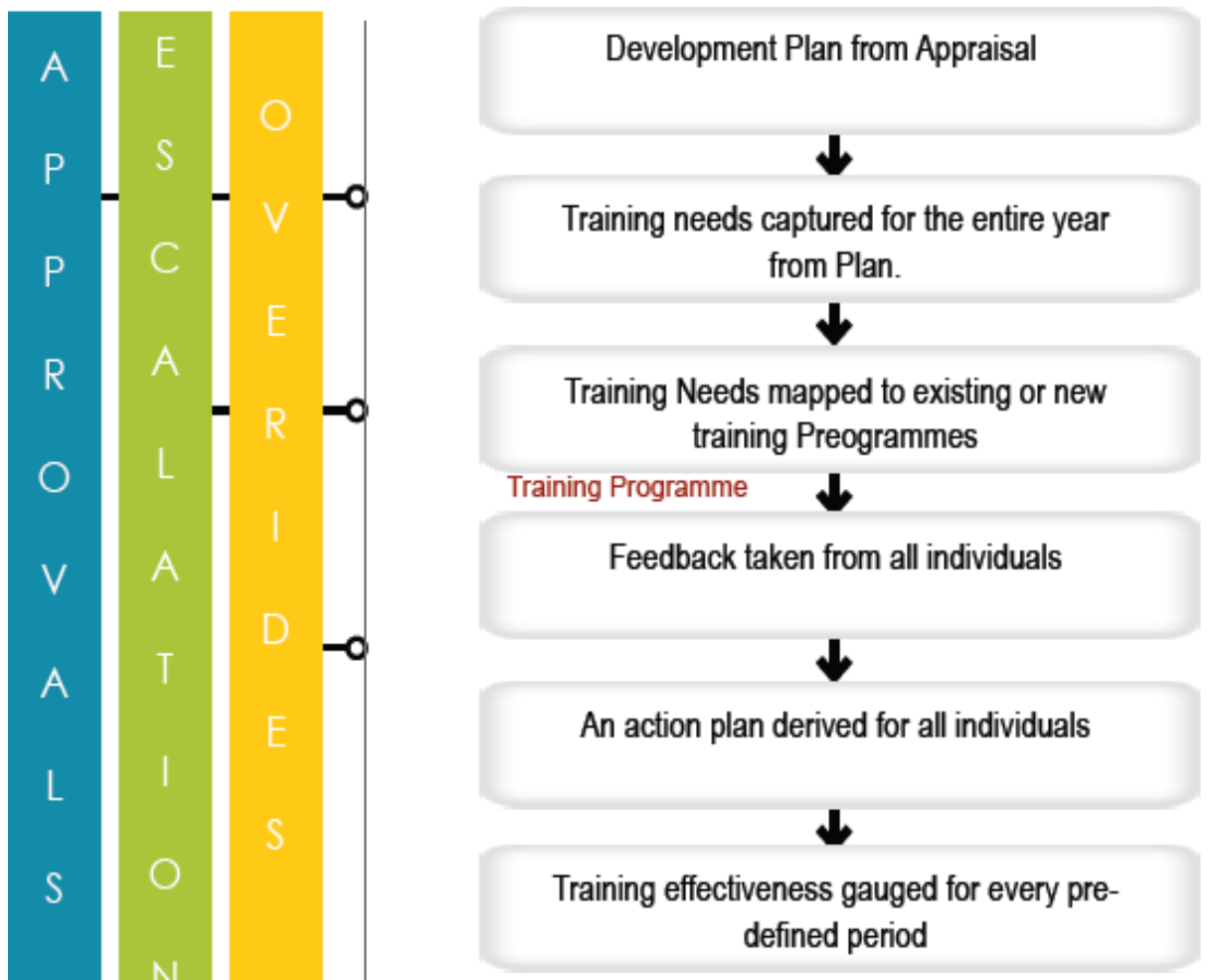


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Training

Training in HumaNet takes off from Development plan, where training needs are mapped to training programmes. This is a dynamic process and continuous till the yearend. The post training final feedback is captured to gauge the effectiveness of the programme. An action plan is then drawn out for each individual and a performance monitoring is maintained till the next Appraisal comes into force.



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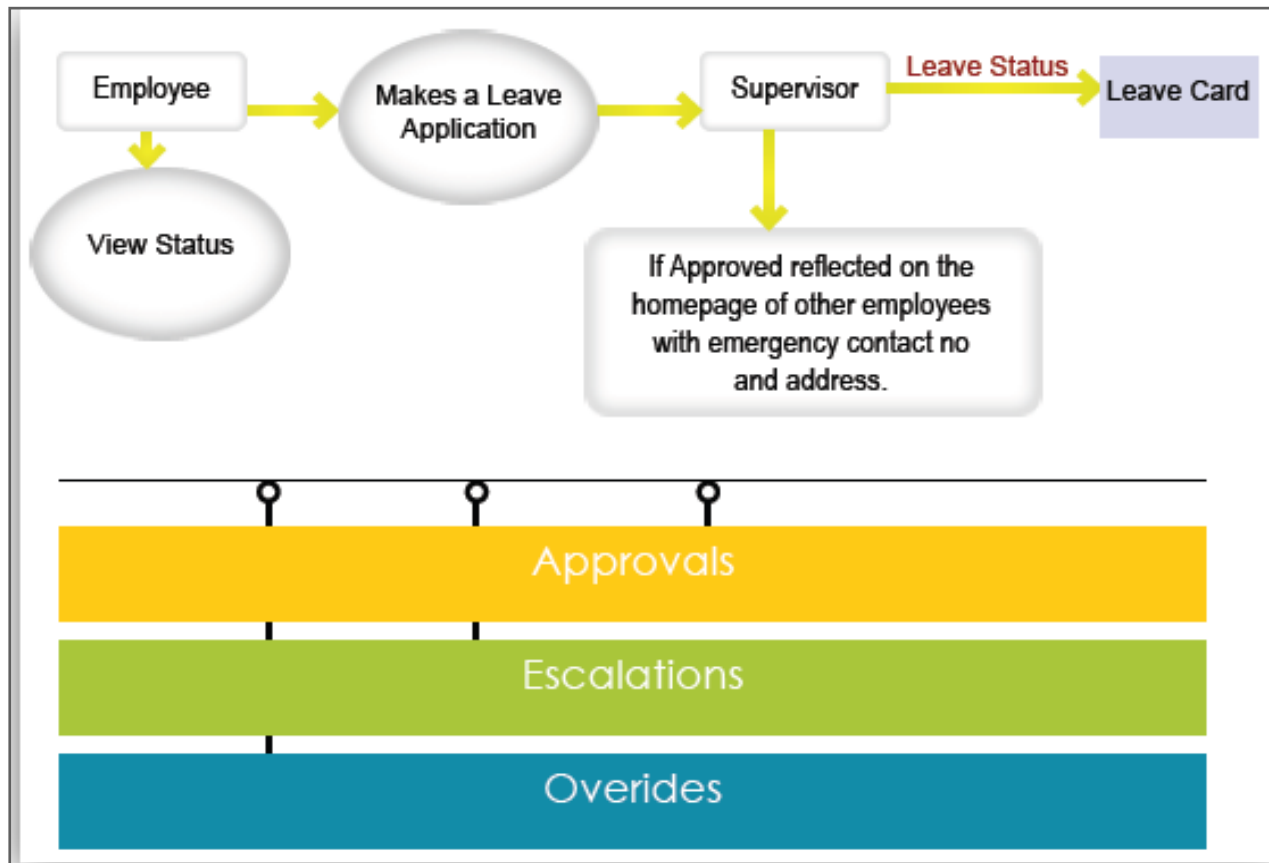
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- ▶ Training needs from Development Plan- Appraisal.
- ▶ Training Programmes mapped to Needs.
- ▶ Non Appraisal individuals also are added to the Programme.
- ▶ Training calendar derived for the entire year.
- ▶ Supervisors too can recommend their subordinates after looking at the calendar.
- ▶ Once the Training Program has been conducted, the Employee fills up his feedback w.r.t the training Program.
- ▶ The participant's action plan is filled up by the individual.
- ▶ A performance monitoring system by way of Training Effectiveness is been captured by HumaNet.
- ▶ History of employees with regards to training program will be kept.

Leave Process

HumaNet facilitates the employees by capturing a leave application and routing the same to their Superiors for approval. The final status of the leave is finally updated in the Leave card of the Employee. The people on leave are flashed in all the homepages of all individuals, wherein details of their contact no and address will be displayed, in case of an emergency.

- ▶ Employee fills up the leave application and submits it.
- ▶ List of employees whose leave application needs to be approved appears in the superior's page wherein he approve/reject the leave.
- ▶ Employee can view status with respect to his leave application.
- ▶ Employee can cancel his leave also

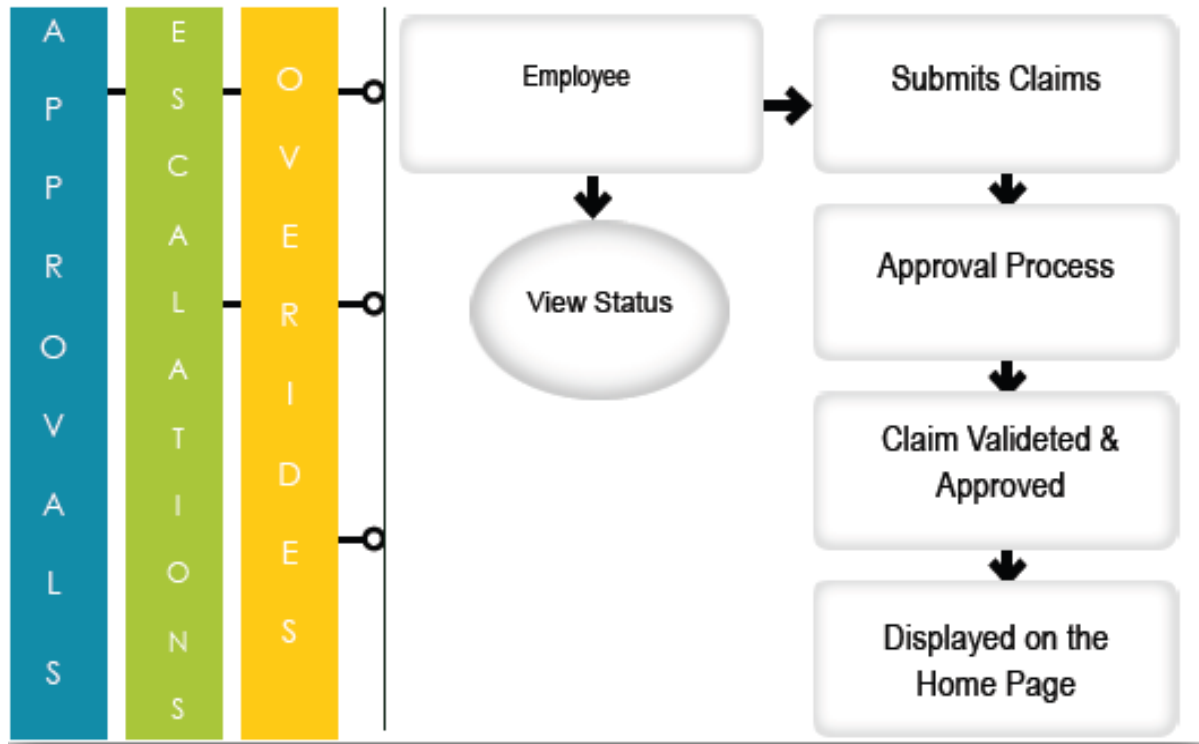


Reimbursement/Benefits Process

- ▶ In the beginning of the Year, all the reimbursements (medical or travel) eligibility limits with respect to employee are captured.
- ▶ Approvers are defined for every employee in case of raising the Reimbursement form, i.e. HR Department and finance department.
- ▶ Employee can fill the reimbursement form for claiming the reimbursement.
- ▶ List of persons whose reimbursement amount has to be approved appears in the approver's page. Approvers can approve the employee's reimbursement claim.
- ▶ Once approved the updated status of reimbursements is displayed on the employee's homepage.

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Help Desk

Help Desk or Grievance Cell in HumaNet captures the general issues, complaints and problems the employees face in the Organization. These are routed to different grievance cell, wherein these are addressed by authorized person (addresser) of the particular cell.

- ▶ Employee enters a complaint in HumaNet.
- ▶ List of persons whose complaints need to be addressed appears in the addresser's page. Addresser can send a reply to the employee.
- ▶ Employee can view status with respect to his complaint.
- ▶ Reminder from employee to addresser in case his complaint is not addressed
- ▶ A facility to convert the grievance to a FAQ.

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Conference/Training Room Booking

Reservation of a Training Center or Conference room in HumaNet helps People to book the rooms in advance so that they are available to the individual when the requirement actually arrives. Any other equipment, food, or stationary required for the programme is made available by reserving the same on the HumaNet.

- ▶ Book the center for a programme and provide the necessary requirements in terms of equipment, food, or stationary.
- ▶ Routed to the HR and validates the same.
- ▶ The room is then reserved by the HR for that particular programme.

Library

Library Management in HumaNet kicks off with the Employee viewing the current availability of book, Cd, periodical and magazine in the Library. He then reserves any item for a particular period. The reservation goes through an approval cycle and finally the Librarian allots the particular item to the person.

- ▶ The employee views the current availability of a particular item in the library.
- ▶ Makes a requisition for the same.
- ▶ The Librarian allots the book after an approval cycle.

Attendance

HumaNet captures the presence of individuals by capturing the login time of the individual into HumaNet. However, it can be made compatible with any swipe card reader database so that the employee movements are captured from the same.

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Other Utilities

There are other utilities which provide value addition to your HR intranet. Homepage, which displays the following

- ▶ Greetings
- ▶ News Flash
- ▶ Organization Announcements
- ▶ List of People on Leave for current month
- ▶ List of Vacancies in the organization, posted by HR.
- ▶ Customized photo (with link below 'Change')
- ▶ Thought for the day
- ▶ Weekly poll
- ▶ Download option of Forms like Income tax forms(pdf format)
- ▶ HR Policies

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