



SimplyHRMS: An Effective HRM Solution for SMEs

A detailed look at what makes SimplyHRMS the best software support for human resources teams of small and medium-sized enterprises.

HRM Challenges Faced by SMEs

Small and medium-sized enterprises usually don't have an entire HR departments with multiple team members and deployed human resource management software.

The absence of HR department or HR software and applications means poor employee management.

Poor employee and human management translates into high attrition rates, productivity losses and bad reputation.

Here's a snapshot of the recurrent HRM challenges faced by an SME.

Poor communication
with employees

A lot of hassle with
physical paperwork

Payroll issues

Difficult leave and
benefits management

Poor Employee data
management

Failing to meet compliance
requirements

The Solution: **SimplyHRMS**

Centralizing and automating HRM processes is an inherent solution to many of the aforementioned challenges.

SimplyHRMS is an easy-to-use, no-frills, and cost-effective HR management software that offers both i.e. the centralization and automation of HRM processes.

What Makes **SimplyHRMS** Ideal for SMEs?



A Lightweight Cloud-Based
HRM Solution



Boasts Simplest Interface



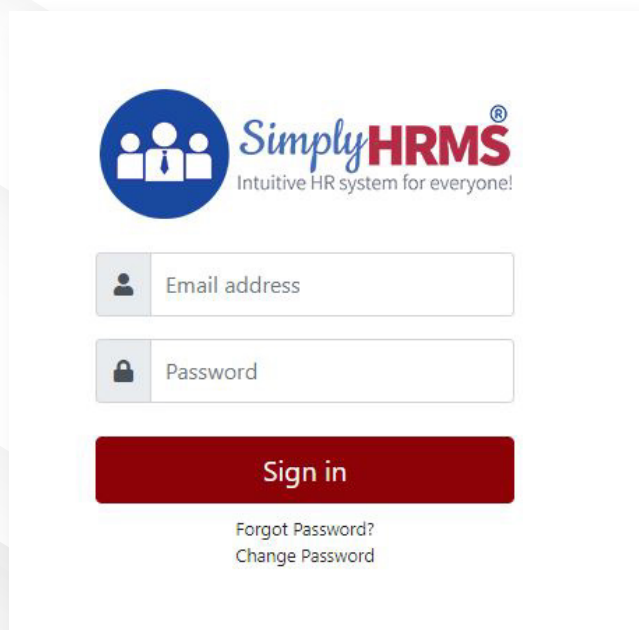
One Account for All



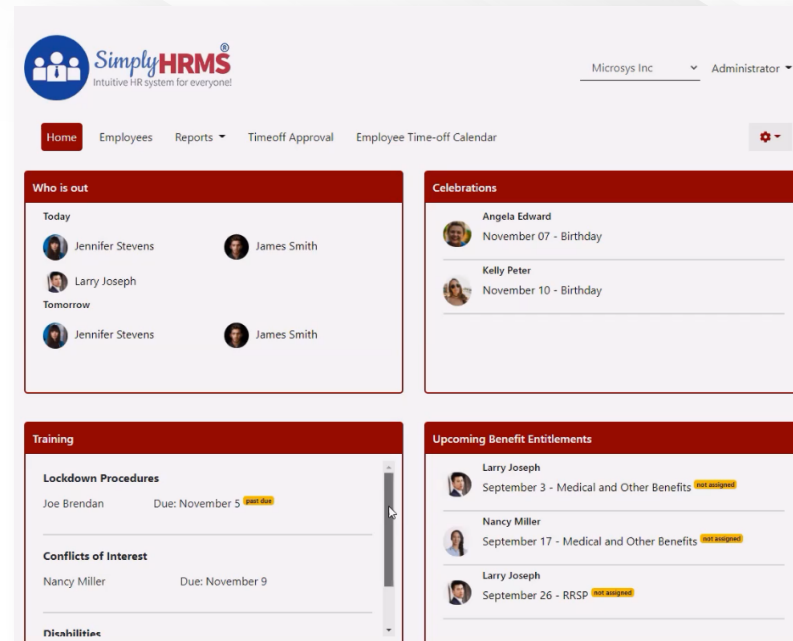
Easy on Budget

User-Friendly Interface

Your HR team won't need extensive training sessions for learning the use of SimplyHRMS. Its social media-esque interface is self-explanatory. Team members even with an entry-level understanding of HR processes can use it without too much supervision and feedback.



The login interface features the SimplyHRMS logo at the top, followed by two input fields: 'Email address' and 'Password'. Below these is a prominent red 'Sign in' button. At the bottom, there are links for 'Forgot Password?' and 'Change Password'.



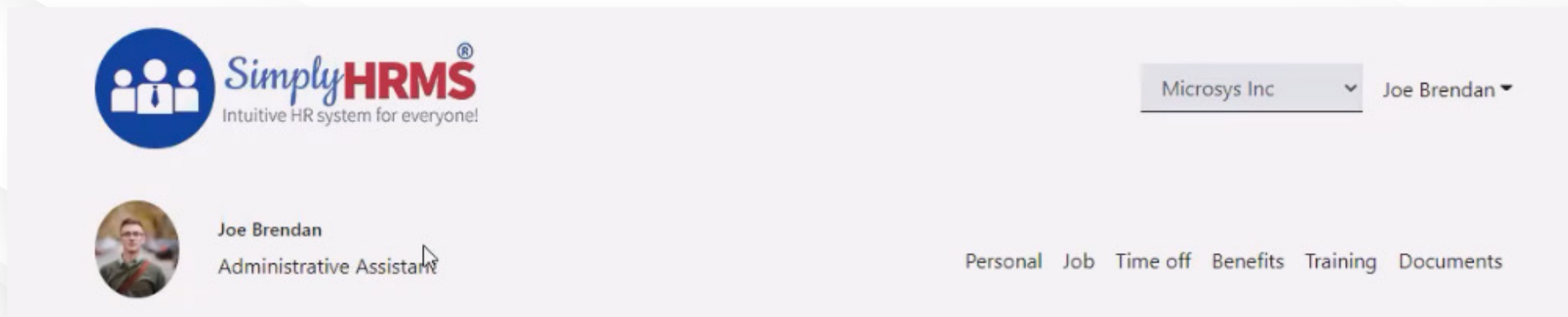
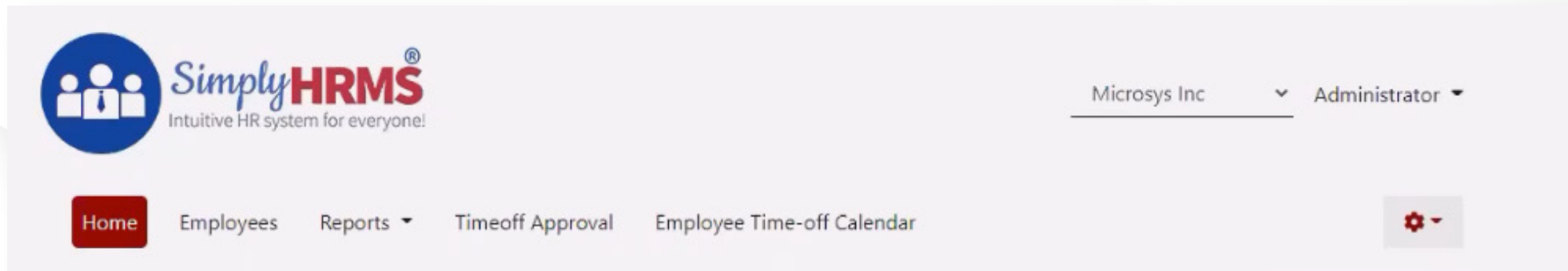
Cloud-Based Application

With SimplyHRMS, you don't have to stress your resources in setting up a separate desk/in-house data center/server to run the HR management software. SimplyHRMS is a cloud-based platform. You can use it from any device and any location just like any other online app.

Both these SimplyHRMS attributes make it a custom-made option for a small and medium business that can't afford to spend resources on training and deployment of HRM software.

One Account for Administrator and Employees

This is Microsys' unique proposition with SimplyHRMS. It allows enterprises to get a single subscription and single link for the application that both administrators (HR people, managers, etc) and other users (employee) can use for relevant HRM features.



Has Everything that an SME Needs in HRM Software

The cloud-based backend, user-interface, and agile performance of Microsys have no bearing on its functionality. You will get all the features on a centralized platform to streamline and automate your human resource management.

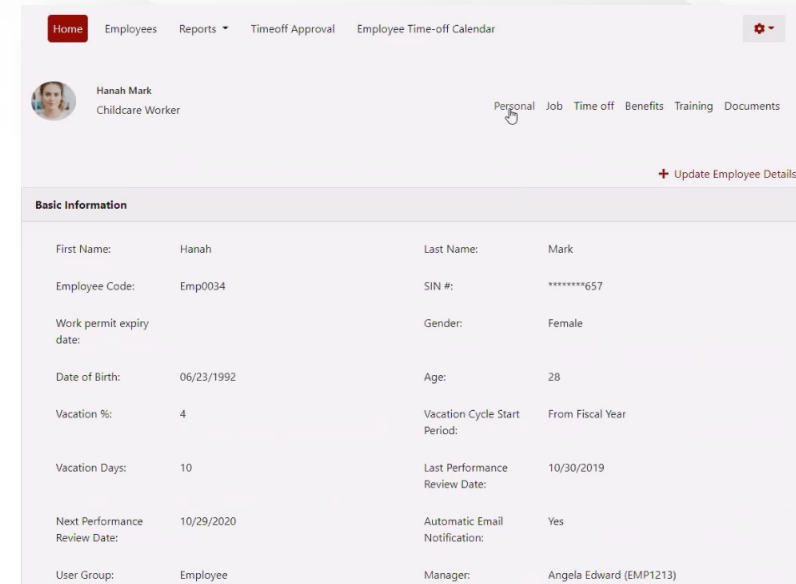
- ◆ A Comprehensive Employee Database
- ◆ Employee Entitlement Management
- ◆ Event Tracking and Notification System
- ◆ Employee Self-Service
- ◆ Pay Schedule Management
- ◆ Document Depository
- ◆ Activity Scheduler





A Comprehensive Employee Database

SimplyHRMS offers a centralized and consolidated employee database that contains almost all the information needed by the HR department. From basic to personal information and employment history to entitlement status, every entry on the SimplyHRMS provides a quick employee overview to HR staff and their respective department managers.



Home Employees Reports Timeoff Approval Employee Time-off Calendar

Hanah Mark
Childcare Worker

Personal Job Time off Benefits Training Documents

+ Update Employee Details

Basic Information

First Name:	Hanah	Last Name:	Mark
Employee Code:	Emp0034	SIN #:	*****657
Work permit expiry date:		Gender:	Female
Date of Birth:	06/23/1992	Age:	28
Vacation %:	4	Vacation Cycle Start Period:	From Fiscal Year
Vacation Days:	10	Last Performance Review Date:	10/30/2019
Next Performance Review Date:	10/29/2020	Automatic Email Notification:	Yes
User Group:	Employee	Manager:	Angela Edward (EMP1213)

New Time off/ Vacation Request

Vacation/Time off Entitlements

Entitlement type	# of Days Entitled (to date)	Days Taken	Days Available
Bereavement Family	3.0	0.0	3.0
Carry Over Days	0.0	1.0	-1.0
Family Responsibility	8.0	1.0	7.0
Jury Duty	10.0	2.0	8.0
Lieu Days	0.0	0.0	0.0
Sick Days	7.0	0.0	7.0
Vacation	10/6.9	5.0	1.9

Add Time off details

Upcoming / Previous Time off

Show 10 entries Search:

Date	# of Days Taken	Entitlement Type	Approval Status	Actions
08/11/2020 - 08/11/2020	1	Carry Over Days	Approved	
08/17/2020 - 08/18/2020	2	Vacation	Approved	
08/21/2020 - 08/21/2020	1	Family Responsibility	Approved	



Employee Entitlement Management

SimplyHRMS offers a separate section to manage different types of entitlements (time-off, vacations, benefits, etc.) for every employee. Since time-off/vacations are the most frequently used employee entitlements, SimplyHRMS offers a robust time-off/vacation management segment





Event Tracking and Notification System

SimplyHRMS assists HR personnel in keeping track of milestones and achievements of all employees to commemorate them in time.


Who is out


Today

 Jennifer Stevens


 James Smith


Tomorrow

 Jennifer Stevens

 James Smith


Celebrations

 Angela Edward
November 07 - Birthday


 Kelly Peter
November 10 - Birthday

Training

Lockdown Procedures


 Joe Brendan
 Due: November 5 Not done


Conflicts of Interest


 Nancy Miller
 Due: November 9


Disabilities

Upcoming Benefit Entitlements


 Larry Joseph
September 3 - Medical and Other Benefits Not assigned

 Nancy Miller
September 17 - Medical and Other Benefits Not assigned

 Larry Joseph
September 26 - RRSP Not assigned



Microsys Inc. Joe Brendan



Joe Brendan
Administrative Assistant

Personal Job Time off Benefits Training Documents

Employment Information

Department:	Admin	Job Title:	Administrative Assistant
Employment Type:	Full-time Salary	Original Hire Date:	06/05/2019
Hire Date (Entitlement):	09/19/2019	Employment Status:	Active
Leave of Absence Reason:		Employment Status Effective Date:	09/19/2019
Comments:			

Work Information

Show 10 entries
 Search:

Effective Date	Department	Job Title	Pay Rate	Pay Type	Pay Schedule	Comments	Created By	Created On	Action
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Employee Self-Service

Employees can log in to SimplyHRMS and manage several tasks from their work desks without sending emails to HR and other departments. This include:

- See and update their personal information on the company's database
- Apply for the day-offs/vacations
- Access their personal documents stored with the organization
- Keep themselves updated about upcoming training sessions



Pay Schedule Management

SimplyHRMS also offers HR personnel to manage pay schedules from its interface. They can categorize employees based on pay schedules (weekly, bi-monthly, monthly, etc.)



Microsys Inc. Administrator

Home Employees Reports Timeoff Approval Employee Time-off Calendar

Settings - Pay Schedule

Manage Pay Schedule

Pay Schedule Code :

Pay Schedule Description :


Save

Cancel

Pay Schedules

Show 10 entries

Search:

Pay Schedule Code	Description	Created by	Created On	Actions
BIWK	Bi-Weekly	Administrator	02/18/2020	 
MON	Monthly	Administrator	02/18/2020	 
WKLY	Weekly	Administrator	05/20/2020	 
Pay Schedule Code	Description	Created by	Created On	Actions

Showing 1 to 3 of 3 entries

Previous 1 Next

Hanah Mark
Childcare Worker

Personal Job Time off Benefits Training Documents

Upload New Document

My Documents

Show 10 entries

Search:

File Name	Document Description	Document type	Uploaded by	Added Date	Actions
letter.pdf	Training notes	Training	Hanah Mark	08/11/2020	
performance-evaluation.pdf	Employee Evaluation Form- Hanah Mark	Performance Appr.	Hanah Mark	08/10/2020	
resume-hannah-mark.docx	Resume - Hanah Mark	Resume	Hanah Mark	06/18/2020	

File Name	Document Description	Document type	Uploaded by	Added Date	Actions
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Showing 1 to 3 of 3 entries

Previous 1 Next

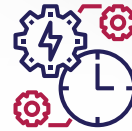
Company Documents / Templates

File Name	Document Description	Document type	Actions
company policies.pdf	Company Handbook	Company Handbook	
letter.pdf	All dept	Company Handbook	




Document Repository

SimplyHRMS also provides a document repository where all the relevant files (employee application forms resume, company policy, handbook, training manuals) and folders can be stored.



Activity Scheduler

SimplyHRMS helps HR departments create training sessions on the approved dates and times and notifies the concerned parties from the software application rather than sending out separate notifications and reminders.


Microsys Inc
Administrator

[Home](#)
[Employees](#)
[Reports](#)
[Timeoff Approval](#)
[Employee Time-off Calendar](#)

Settings - Training

Manage Training

Training Code
Training Title

Training Description
Assign Departments
Select Departments

Due number of days from start

Save Cancel

Training

Show 10 entries
Search:

Training Code	Training Title	Training Description	Due No.of days from start	Departments	Added by	Added Date	Actions
TRA008	Human Rights	Human Rights	60	Admin, Communicat, Front Desk, IT	Administrator	02/20/2020	

Training							
Show 10 entries				Search:			
Training Code	Training Title	Training Description	Due No.of days from start	Departments	Added by	Added Date	Actions
TRA008	Human Rights	Human Rights	60	Admin, Communicat, Front Desk, IT	Administrator	02/20/2020	
TRA012	Breaks & Hours of Work	Breaks & Hours of Work	90	Admin, Childcare, Communicat, Front Desk, IT	Administrator	02/20/2020	
TRA017	Conflicts of Interest	Conflicts of Interest	30	Admin, Childcare, Communicat, Front Desk, IT	Administrator	02/20/2020	
TRA021	Disabilities	Disabilities	30	Childcare, Catering, Housekeepi, Kitchen Ge, Parking, Maintenanc, Front Desk, Member Ser, Admin, Wellness, Communicat	Administrator	02/20/2020	
TRA023	Discrimination	Discrimination	30	Childcare, Catering, Housekeepi, Kitchen Ge, Parking, Maintenanc, Front Desk, Member Ser, Admin, Wellness, Communicat	Administrator	02/20/2020	
TRA030	Evacuation	Evacuation	15	Childcare, Catering, Housekeepi, Kitchen Ge, Parking, Maintenanc, Front Desk, Member Ser, Admin, Wellness, Communicat	Administrator	02/20/2020	
TRA031	Fire	Fire	15	Childcare, Catering, Housekeepi, Kitchen	Administrator	02/20/2020	