



UNITY SUITE HRMS



Overview

UnitySuite HRMS is a cloud-based Human Resource Management System which takes care of the HR needs of companies. It's a web-based solution for end-to-end PTO tracking, Performance Appraisal, Bonus Management, Payroll management and Employee management. It is divided into 5 modules namely:

1. UnityHRIS:

The Unity Suite HRIS solutions combine a robust employee database with tools for company-wide communication in an easy-to-use, self-service platform. Employees can review leave balances and request time off, keep their own information up to date, find answers quickly without HR involvement, and share key information throughout the company.

Functions:

- Employees can maintain Personnel data
- Employees and Company can maintain Emergency contacts
- Company and Employees can view Salary history
- Employees can view Job titles and codes with history
- Company and Employees can use the Document management facility to maintain their respective documents
- Employees are provided with a Bulletin board wherein they can receive instant updates
- Company, employees can use the Company calendars for holiday/vacation tracking
- Employees can view Position profiles of each employee for the whole company
- Integration with Microsoft Outlook / Apple iCal / Google Calendar

Benefits of using UnityHRIS:

Communication:

Your company's home page acts as a communications hub for all employees, allowing you to broadcast news and events or reach out to individuals with personal messages and task assignments. Employees can also access a local bulletin board, calendars and a document library as needed.

Centralized information:

Retain all important data in one employee database and ensure that all employee management information is current through self-service updates for leave requests, emergency contacts and documents. The Unity Suite can be customized to the specific data fields critical to your business or industry.

Organized information:

Easily retrieve PTO (Paid Time Off) tracking, position and employee management information any time you need it, through standard reports or your own custom reporting. Assign tasks and timeframes through the system to ensure clear progress tracking and completion.

2. TimeOut:

TimeOut is basically a Paid Time Off tracking and Employee Leave Management system which can be used throughout the organization with web-based, fully configurable absence management process. TimeOut PTO tracking automates processes and eliminates errors - from requesting, approving and tracking time out of the office to automatically updating accruals.

Functions:

- Leave policies and business rules to match your organization
- Automated accrual, grant and balance calculation
- Self-service request and approval
- Email notifications
- Filterable calendars showing who is out
- Timesheet module add-on for seamless
- Time & Attendance

Benefits of using TimeOut:

Flexibility

- Company can set up unlimited vacation policies and local holidays
- Company can grant access and authorization to specific users
- Company can incorporate policy-specific rules, such as maximum vacation accruals, carryover allowances and overrides
- Admin can configure detailed reporting based on your preferences
- Company can provide multiple language options for global users
- Company can incorporate optional web-based timekeeping that integrates directly with your payroll system
- Company can add time tracking functionality to monitor employee time and billing against individual projects, to support staffing and budgeting initiatives

Self-Service facility

- Employees and managers can view current or future balances, request time out, review decisions and more with little or no training
- Ensure immediate email notifications of requests and decisions
- Real-time updates to all major calendar platforms prevent scheduling conflicts
- Mobile interface allows on-the-go requests and approvals

Accurate information

- Automatic vacation accruals, grants and employee balance calculations allow accurate forecasting, leave and FMLA tracking, and vacation payouts
- Policy changes, promotions and position changes immediately update while maintaining proper accrual history



- Regular reporting identifies use of specific day types and balances, while custom reports support payroll, compliance and other needs

Easy Transition

- TimeOut integrates with any Payroll or HRIS system
- UnitySuite handles all implementation and customization, including creating and testing initial files, as well as ongoing updates and backups
- In-person training and ongoing support ensures that you can update policies, add employees and navigate the system easily
- TimeOut software can be hosted by CWS or your own servers

3. P.A. Plus:

P.A. Plus which stands for Performance Appraisal Plus automates performance appraisal processes from setting goals and development plans through monitoring and tracking performance. P.A.Plus simplifies every aspect of talent management, assisting managers in including comments throughout the year, creating reports and conducting more productive employee reviews. By moving from a cumbersome spreadsheet-based system to a social network-styled platform, you can enhance employee involvement and engagement throughout the organization.

Functions:

- Goal and objective setting
- Ongoing performance communication, ad-hoc notes, peer recognition and social contribution
- Create your appraisal system with pre-defined and custom formulas
- Custom forms routing for multi-level ratings
- Supports 360-degree feedback
- Enhances employee engagement

Benefits of using P.A. Plus:

Customized Forms and Routing:

- Automate performance appraisal and 360 feedback forms, as well as forms unique to your organization
- Set up automated routing to ensure that reviews move efficiently through the organization

Goal and Objective Setting

- Create employee, departmental and company-wide goals or objectives
- Track progress throughout the year
- Automatically link goals and comments back to review forms

Ongoing Feedback

- Managers can review employee progress, enter notes or attach relevant documents at any time, for more meaningful insight at employee reviews
- Self-service functionality allows anyone in the organization to provide ongoing feedback for an employee
- Comments can be linked to appropriate goals or tracked to enhance managers' views of an employee's engagement
- Year-round communication and transparency ensures there are no surprises at review time

Comprehensive Reporting and Archive

- Administrators can track completion of reviews or any other assigned tasks in real time
- Custom reports are configured based on your forms for more meaningful insights
- All completed reviews are archived and placed in employee document folders
- Employees and managers can access complete records of past performance

Data Integration

- Interfaces with all payroll and HRIS systems
- Quickly aggregate and update information from any source

4. TalentComp:

TalentComp or Compensation Management module bring order and efficiency to salary administration processes. TalentComp compensation management makes it easy to route, approve and distribute increases and bonuses, process company-wide salary changes, and manage all other types of compensation.

Functions:

- Merit, bonus, stock, lump sum and promotion management
- Budget configuration support
- Guidelines and business rules configured to your specifications
- Compa-ratio and range penetration calculations
- Multicurrency and multilingual
- Compensation Types Managed
 - Merit Increases
 - Bonuses
 - Stock Options
 - Promotions
 - Lump Sum Payouts



Benefits of using TalentComp:

Streamlined Process:

With TalentComp salary administration software, increases and recommendations are routed electronically, so supervisors can approve, make changes or return to managers for adjustment. The system also displays summary pool information for raises and bonuses. Changes are made easily and automatically rolled up for consolidated review—and you can calculate "What if?" scenarios on the fly.

The system tracks employee compensation and performance history. Information can be aggregated from any payroll or HRIS system quickly and easily. Best of all, CWS manages all implementation, maintenance and upgrades, so your compensation software is always up to date.

Flexibility:

TalentComp can be tailored to your budget and business rules, and reconfigured as your business evolves. The customized interface reflects your key data points, such as compa-ratios and recommended increases. Plus, you can support a global workforce, with the ability to manage multiple currencies, companies and languages.

Secure:

All compensation information is protected using the technology that exceeds the current industry standard, and allows access only to authorized users. What's more, the CWS salary administration software limits users' ability to share unsecured documents such as spreadsheets, to keep your sensitive data secure.

Customizations:

Need a specific customization? No problem! TalentComp Pro is available to expand TalentComp's standard functionality. Your dedicated project manager will collect your specific requirements and work with our development team to ensure everything will meet your needs.