



Your Human Resources
Information at your Fingertips
Minimum cost and maintenance



InfinityHRM provides world-class, yet affordable Human Resource Management software. Whether your organization has 5 or 5,000 employees, InfinityHRM software can provide the right solutions for you. When your human resources solution delivers everything you need in one place, you can achieve more and you can do it faster and less expensively. That's exactly what you'll get with InfinityHRM. One system contains all employee records, giving you easy access to the information you need to reduce errors, enforce policies consistently, and build your business.

Administration Module

The part of the system where the HR Manager or other appointed personnel perform all system administration tasks. This includes defining company structure, pay grades and other information that serves as the backbone for the rest of the system. Security issues are taken care of through this module as well by defining user rights.



The screenshot shows the 'General' configuration page for a job in the Infinity HR system. The page has a navigation bar with tabs: ADMIN, HR, LEAVE, TIME, RECEIPTS, RECRUITMENT, PERFORMANCE, REPORTS, and JOB TRACKER. The 'General' section includes the following fields:

- Company Info:** Job (dropdown)
- Qualification:** No. of Jobs, Number of Employees
- Skills:** Skills (dropdown), Skills (text input), CONFIDENTIAL (checkbox)
- MEMBERSHIP:** MEMBERSHIP (dropdown)
- NATIONALITY & RACE:** NATIONALITY & RACE (dropdown), RACE (text input)
- Visa:** Visa (dropdown)
- BASIC INFORMATION:** Marital (dropdown), Address (text input), City (dropdown)
- WORK INFO:** Work (dropdown), State / Province (dropdown), Job No. (text input)
- UNIVERSITY/COLLEGE:** UNIV/ COLLEGE (dropdown)
- CUSTOM FIELDS:** Custom Fields (text area)

Fields marked with an asterisk * are required.

Features

- Define Company Info (*General information, company structure, locations*)
- Define Job information (*Job titles, employment statuses, pay grades, EEO job categories*)
- Define Qualification Information (*Education, licenses*)
- Define Skills (*Skills, Languages*)
- Define memberships and membership types
- Define nationalities races
- Define users
- Configure and subscribe for E-mail Notifications

PIM - Personal Information Module

Maintain and manage all employee personal and professional information

This core module maintains all relevant employee related information, including different types of personal information, detailed qualifications, work experience and job related information etc. Picture of employee is included as well.

Information captured in this module is utilized by all other modules, thus eliminating data redundancy.



The screenshot shows the 'Employee Information' table in the PIM module. The table has columns for Employee ID, Employee Name, Job Title, Department, and Job Status. The data is as follows:

Employee ID	Employee Name	Job Title	Department	Job Status
001	John Doe	Software Engineer	Engineering	Active
002	Jane Smith	Marketing Specialist	Marketing	Active
003	Robert Johnson	Customer Support	Customer Service	Active
004	Emily White	HR Assistant	HR	Active

Features

- Personal information (*Date of birth, CNSS, nationality etc.*)
- Color picture
- Contact details
- Emergency Contact(s)
- Dependents
- Immigration details (*Passport & Visa info*)
- Job information
- Payment details (*Pay Grade & Salary*)
- Employee reporting structure (*Assign Supervisor*)
- Work Experience
- Education details
- Skills
- Assign Languages
- Attachments to all his documents

Leave Management

A comprehensive leave management module, with extensive possibilities of defining leave types and more. It caters for all application and approval processes and is able to display information on leave entitlement, balance, history etc. Thanks to the web-enabled and self-service concepts, it streamlines all leave related procedures, eliminates paperwork and saves costs.

Time and Attendance Tracking

The module automates time tracking related processes. The offered functionality enhances the organization's performance by eliminating paperwork and manual processes associated with time and attendance needs. The sophisticated module helps to efficiently organize labor data, improve the workforce management and minimize errors in the enforcement of the company's attendance policies.

Employee Self Service HR

Employee self service is a powerful tool providing employees of the company with the ability to view relevant information such as personal information, updating personal information with web - enabled PC without having to hassle the HR staff. The functionality of this module spans through the entire system, making all information available anywhere, anytime. Of course all information is subject to company defined security policy, where everyone can only view the information he/she is authorized to. Time and cost saving effects from this solution are tremendous.

Benefits Management

Integrated platform to manage benefit-related tasks covers medical and welfare benefits, with possibilities to define new benefits, by type, provider and several other areas. Assigning benefits to employees happens in a variety of ways, individually, designation-wise or other. Benefits history and other information can be displayed through rich reporting capabilities.

Performance module | Evaluate your employees performance

Another natural attachment to InfinityHRM. While simplifying the Employee Performance Review process, you can communicate the key performance indicators for each job title allowing the employees to understand and achieve your expectations.

Report Module

This feature produces customized reports according to your needs. Any number of reports can be defined by selecting from a range of search criteria and report fields. Report definitions can be saved to avoid repeating this task. Once the report definition is saved, the report can be generated by providing the required criteria data.

Features

- Define Leave Types
- View Leave Summary of all employees in one screen
- Define Days-off
(weekends and specific holidays)
- Apply for continuous leave

Features

- Define organization's customers and projects
- Create timesheets
- Define Days-off
(weekends and specific holidays)

Features

- Define HSP
- Employee HSP Summary
- HSP Payments Due
- HSP Expenditure
- HSP Request

Recruitment and Career management (Optional)

Comprehensive solution for the entire recruitment process, including requests for staff, approval of vacancies, entering requirements, capturing candidates information, short-listing, interview notes and other features. The module also allows HR professionals to generate templates and documentation to streamline the whole recruitment process.



Admin PM LEAVE TIME BENEFITS RECRUITMENT PERFORMANCE REPORTS BUG TRACKER

Back

Edit Job Vacancy

Job Title*

Hiring Manager*

Description
Required IT graduate with Master degree - 5 years experience in similar position - Knowledge in Networking, Hardware, Security, Software Implementation and Analysis.

Active

Save Print

Fields marked with an asterisk * are required.



Other Add-ons: (Optional)

Timesheet & report CSV extractor

You can easily extract data to Excel or a text file with this Add-On.

Leave calendar for Infinity HRM

View all leave details of employees in a calendar view.

Notifications

Receive important reminders of expiry dates, passports, licenses, date of births, and other reminders via email.

Leave and recruitment details

You can easily extract data from the leave and recruitment module to Excel or PDF.