

# HR

SPINE  
HR SUITE

COMPLETE  
AUTOMATION,  
YET MODULAR



Comprehensive  
**HUMAN CAPITAL  
MANAGEMENT**  
that's made for people



An engaging human capital is an asset for every organization. However, this asset needs efficient maintenance as well as effective retention in order to meet your business goals and objectives. To address this business endeavor, Spine Technologies has configured a highly comprehensive system which is flexible enough to meet your needs now and adaptable enough for future by integrating seamlessly with an ecosystem of different HR activities.

Spine HR Suite simply helps HR teams to reduce costs, streamline processes and improve productivity across the entire employee lifecycle.

Now, RECRUIT, ENGAGE and RETAIN Your Workforce Effectively!



DIRECTOR'S SPEAK:

## Whole Nine Yards for HR Automation

“ Spine Technologies was established with a vision to provide robust, flexible and user friendly software solution providing quality service.

Our Core objective being, benefiting the organizations utilizing our software/services with better Efficiency, Cost-Effectiveness and Operational Stability.

We are known for “Reorganizing your HR department with our Swift Software Delivery & Implementation”. We believe, Faster the implementation..... Faster the ROI.

”

# THE FUTURISTIC APPROACH

## KEY FEATURES:



One Unified Solution



Automatic Upgrades



Ultimate Convenience



Scalable



Unsurpassed integration



Powerful technology



## ONE UNIFIED SOLUTION

A unified solution involving an end-to-end suite crafted to manage the entire life cycle of an employee within one integrated system



## AUTOMATIC UPGRADES

A solution that will ensure no obsolescence of technology as well as no disruption of business operations with constant upgrades and zero additional cost.



## ULTIMATE CONVENIENCE

The ultimate tool that take care of the 360-degree yet end-to-end strategic processing of Human Capital



## SCALABLE

An architected system that adapts to any-size business and industry, catering the change in the working dynamics of the HR department



## UNSURPASSED INTEGRATION

The system covers the entire scope of different modules like finance, accounting and ERP etc. deployed, into an integrated solution that enables business process seamless



## POWERFUL TECHNOLOGY

An ultrapower-packed system that perfectly complies by the latest state-of-art-technology, supporting HR processes efficiently as well as effectively

# Upgrade your **WORKFORCE PRODUCTIVITY**

**SPINE**  
**HR SUITE**

## **KEY BENEFITS:**

## **AN ALL-IN-ONE SYSTEM!**

- Assesses and utilize your human resource potential completely
- Increases the operational efficiency and productivity of your HR department
- Reduces HR administrative costs and focuses on employees
- Meets compliance and audit requirements
- Improves employee engagement and satisfaction
- Ensures seamless flow of information between the employees
- Fosters insightful decisions with better workforce analytics
- Ensures statutory compliance and helps avoid risk with government regulations and reporting
- Integrates with all the devices – Desktop, Tablet and Mobile



# SPINE HR SUITE

#ASK SPINA

WORKFLOW

HRIS &  
PAYROLL NX

EMPLOYEE  
SELF SERVICE

LEAVE

ATTENDANCE

EMPLOYEE  
LIFE CYCLE

CLAIMS/  
REIMBURSEMENT

RECRUITMENT

TRAINING &  
INDUCTION

PERFORMANCE  
APPRAISAL

EXPENSE

TRAVEL  
REQUEST

TIME SHEET

RESOURCE  
BOOKING

REQUEST  
DESK

HELP DESK

DISCUSSION  
FORUM

VISITOR

## #ASK SPINA (A CHATBOT)

*Spine Genie:*  
***Your wish is her command***



- Virtual Assistant
- Spontaneous Response
- Logical Conversation Sequence
- Simultaneous Communication
- Saves Time

## WORKFLOW

- Define Workflow
- Multi-level approvals
- Auto escalation
- Cross Approver
- Work Transfer
- Multi Stage Approval
- Value/Time Based Escalation
- Holistic View of Transaction
- Admin Super-code: Direct Approach

The Fuel : Employee Applications flowing through different levels

# TRANSFORM WITH A COHESIVE HRMS STRATEGY

**SPINE**  
**HR SUITE**



## HRIS & PAYROLL NX

*Smiling throughout  
the entire payroll cycle*

- Know Your Personnel
- Multi Arrears & Supplementary
- Form 16/Form 24Q
- Loan & Leave
- Integration with Tally/ERP/ Attendance System
- Single URL For Multiple Companies
- Digital Document Repository
- Pay Commission Complaint
- Reimbursement
- Salary Reconciliation & Comparison
- Info-graphics
- Define combination of Calculations
- Statutory Compliance
- Easy Excel Uploads
- Letter Writing Tool
- Compound Annual Growth Report



## EMPLOYEE SELF SERVICE

*Country is independent,  
so should be your Employees*

- Dynamic Dashboard
- Updated Employee Information
- Investment Document Submission
- Photo Gallery
- View Payslip/ IT Projection
- Take a Poll
- Org Chart
- Submission / Approval: Personal Documents
- SOX Compliant Password
- Events & Announcements
- Leave/Loan/ Reimbursement Ledger
- Employee Directory

TRANSFORM WITH  
A COHESIVE HRMS STRATEGY



## LEAVE

*Approve Leaves  
maintaining the melody of work*

- Leave Planner
- Leave Application
- Substitute Nomination
- Encash Leave
- Adjust Leave
- Configure Strenuous Leave Policy
- Linkage with Payroll
- LTC Status
- Graphical HR Dashboard



## ATTENDANCE

*Tik Tok On The Clock,  
Lucid integration.....  
NO ROADBLOCK*

- Shift Master
- Employee Shift Roster
- OT Planning/ Apply/Approve
- Real time Integration
- Attendance Regularization
- HOD Substitution
- Mark in & Mark Out
- Geo Tagging & Geo Fencing
- Selfie Attendance
- Advanced Report Utility
- Weekly Off / Holiday Mapping
- Auto Attendance Email Trigger

TRANSFORM WITH  
A COHESIVE HRMS STRATEGY



## EMPLOYEE LIFE CYCLE

*From Ahoy! Welcome Aboard  
.....To Dasvidanya*

- Paper Less Onboarding
- Employee Development
- Confirmation Review
- Organizational Development
- Separation Management
- Employee Surveys
- Employee Experience Analysis
- Career Development
- Employee Retention



## CLAIMS / REIMBURSEMENT

*Invest....Claim.....  
En Route to Save*

- Flexi Basket Configuration
- Configure Claim Limits
- Claims Applications
- Claims with Supporting Documents
- Approval & Audit of Attachments
- Summary & Ledger statements

TRANSFORM WITH  
A COHESIVE HRMS STRATEGY



## RECRUITMENT

*Mining For Diamonds  
in Coal Mine*

- Manpower Planning & Budget
- Parsing Candidate Data
- Interview process Automation
- Cost Analysis for Hiring
- Manpower Requisition Form with Approval
- CV Filter for Selection
- Feedback of Interview
- Salary Parity & CTC Fitment
- Define Job Description
- Advanced Candidate Search Engine
- Advance Checklist for New Entrant
- Offer Letter Generation



## TRAINING & INDUCTION

*Its never too late to learn*

- Training Planner
- Feedback Review
- Cancellation Notification
- Calendar with Invitation
- Training Attendance Reports
- Training Evaluation
- Curriculum Planning
- Cost Analysis on Training
- Faculty Review

TRANSFORM WITH  
A COHESIVE HRMS STRATEGY



## PERFORMANCE APPRAISAL

*Company's Graph Raise is directly proportional to Employee Raise*

- Appraisal Planning
- KRA/KPI/Goal Setup Library
- Review & Appraisal through various levels
- Moderation & Normalization
- Career Progression
- Succession Planning
- PIP or GAP Analysis to improve performance
- Past performance historic data
- Target V/S Achievement Monitoring



## EXPENSE

*GO GREEN TO GIVE GREENS:  
no more vouchers & reminders*

- Define Dynamic Expense Limits
- Apply with Supporting Docs
- Apply Anytime Anywhere
- Approval & Audit of Application
- Projectwise/Groupwise Expense Analysis
- Summary & Ledger of Expense Statements
- GST Compliant
- JV Interface with ERP/Accounting Software
- Payoffs as per the cutoffs

TRANSFORM WITH  
A COHESIVE HRMS STRATEGY



## TRAVEL REQUEST

*Spread your  
wings to Success*

- Entitlement Matrix
- Itinerary Planning
- Approval From Management
- Travel Booking Interface
- Integration with Expense Module
- Ability to upload Documents



## TIME SHEET

*Why only check Monetary ROI.....  
Time ROI is also necessary!!*

- Project Master
- Weekly Time Sheet Submission
- Auto Reminders on Defaulters
- Project Cost Booking
- Project & Task Allocation
- Time Effort Analysis
- Real-time Attendance Integration

TRANSFORM WITH  
A COHESIVE HRMS STRATEGY



## RESOURCE BOOKING

*First Come, First Serve!*

- Reservations for Conference/Vehicle/etc
- Define Time Duration
- Designation Wise Resource Rights
- Check Resource Availability
- Proactive Resource Management



## REQUEST DESK

*Hey!!! Stop running in a quest, just post a request*

- Request Category & Sub Category
- Escalation to respective hierarchy
- Final clearance by User on closure
- Timely Response & accountability
- Request Submission
- Generate Trend Analysis

TRANSFORM WITH  
A COHESIVE HRMS STRATEGY



## HELP DESK

*Stop with the yelps,  
just ask for help!*

- Query Submission
- Comprehensive Log report
- Responsive Effectiveness Monitoring
- Whistle Blower



## DISCUSSION FORUM

*Speak Your Mind;  
comment, like, dislike*

- Open Forum For Discussion
- Define Discussion Topic
- Group/Department Right Allocation
- Comment/Like/Dislike Post
- Supporting Document

TRANSFORM WITH  
A COHESIVE HRMS STRATEGY



## VISITOR MANAGEMENT

*Welcoming a Smiling Guest*

- Guest Arrival Request
- No Proxy Visitors
- Streamlined Check in / Check out process
- Gate Pass Printing with Image
- Comprehensive Visitor Analysis
- Visitor Material Tracking
- Visitor Exit
- Visitors Information

## Stress Free Clientele Sharing Happy Words



**IMC**

Chamber of Commerce and Industry

**BHARAT  
DIAMOND  
BOURSE**

STANDARD COUNTRY OF THE WORLD



As an HR this system has made our life easy and eco friendly. The support team members are approachable, open for suggestions and they ensure that their development teams develop appropriate solutions to the suggestions made

Our Experience with Spine since last 6 years is great, its support system has always been there to help and support us

Its Innovative,  
User-friendly & Moreover  
Reliable at any point of  
time

Team of Spine is a tremendous contributor to my team. On every call request they are available for extended support on technical training. Efficient & quick to close queries, this kind of quality with consistency exceeds our expectations



GIC HOUSING FINANCE LTD.

We have been using Spine since 10 years and our experience has been really excellent

Whenever required we have been getting timely upgrades, support & services

We are proud to be associated with Spine



bonds build businesses

Experience with Spine Team is very good. Very co-operative Team. Everytime I get solution from the Team. Tea. solves the query on priority basis

Spine Software is also excellent. Tax working is very easy



"We have successfully completed 10 years of our birth in India which could not have been possible without your business association and guidance

We would like to thank you for all your quality products, services, valuable guidelines and support extended to the organization. We believe that we will be able to serve our stakeholders in future with our long term relationship and business support"

# Core Competencies Of Spine Technologies

## SPINE PAYROLL

Complete  
Payroll  
Automation

## SPINE HR SUITE

Complete  
HR Automation,  
Yet Modular

## SPINE ASSETS

Fixed Assets  
Management  
From Acquisition  
Till Disposal

## APPLICATION LIFE

Payroll is an ongoing job there's always something to be done.

Conventional payroll systems don't have the updated connections. Whereas with Spine Payroll is an ageless-investment for the life of your business journey as the software supports instant updates and smooth integrations.



## SCALABILITY

While you scale your business model up based on your company grows or reorganizes, Spine Payroll will easily scale up with your company.

Whether you're trying to expand your business or you have a seasonal operation, you don't need to purchase new software for growing employee strengths.



### OUR PRESENCE:

Ahmedabad, Bhopal, Chandigarh,  
Chennai, Delhi - NCR, Hyderabad, Indore,  
Lucknow, Ludhiana, Nagpur, Nashik,  
Panipat, Pune, Vapi,

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