



# The ImagilityHR Advantage

Efficiency

Insight

Impact

**Efficient HR management is pivotal,** fostering talent retention, enhancing productivity, and ensuring compliance, thereby driving organizational success and employee satisfaction.



## Let's look at some stats!

Comprehensive onboarding makes employees **33%** more engaged at work\*

Positive onboarding experiences also make employees **18 times** more committed to the company & **38%** more effective at their job

And with engaged employees, **your company could earn 147%** more than competing companies

\*Forbes Advisor

# ImagilityHR does all this and more



ImagilityHR is a cloud-based, AI-driven, Human Resource Management System helping employers centralize all HR activities in one place, with improved onboarding and employee experience, enhancing productivity and employee engagement.

## Key Features

**ImagilityHR is a comprehensive software solution** designed to streamline and automate various HR processes within an organization. It offers key features such as centralized employee database management, attendance tracking, onboarding tools, benefits

administration, leave management, and reporting/analytics capabilities. It enhances efficiency by eliminating manual tasks, improves data accuracy, promotes compliance with labor regulations, and empowers HR teams to make data-driven decisions for effective workforce management.





## Comprehensive Employee Database Management

ImagilityHR has a systematic and organized approach to storing, managing, and maintaining essential information related to employees within an organization. Each employee's personal, employment, and immigration details are stored securely and digitally for easy yet responsible access. The three main components include:

### Centralized Employee Profiles

A centralized employee profile serves as a single, unified repository for all information related to an employee. This includes basic personal details (name, contact information, etc.), employment-related data (job title, department, reporting structure, etc.), and immigration-related information (visa status, work permits, etc.). By having all this information in one place, you can easily access and manage employee data, leading to improved efficiency and accuracy in HR operations.



## Personal/Employment/Immigration History Tracking

This maintains a detailed record of an employee's personal, employment, and immigration history throughout their tenure with the organization. It encompasses various events such as promotions, transfers, salary adjustments, and changes in immigration status. This historical data provides valuable insights into an employee's journey within the company, enabling HR professionals to make informed decisions about career progression, training needs, and compliance requirements

## Document Collection and Verification

Collecting and verifying employee documents is a crucial part of ensuring compliance with legal and regulatory requirements. This includes collecting identification documents, educational certificates, work permits, and any other relevant paperwork. Proper document management helps you maintain accurate and reliable records, reducing the risk of legal and compliance issues

***Comprehensive Employee Database Management*** is a holistic approach to ensure accuracy and authenticity of employee information and enhances HR operations, compliance, and overall organizational efficiency



## Seamless Employee Onboarding

ImagilityHR's smooth and efficient process of integrating new employees into an organization stands out. It provides new hires with the necessary information, resources, and support to help them quickly adapt to their roles, the company culture, and their responsibilities. This comprises:

### Well-Defined Onboarding Kit for New Employees

An engaging onboarding kit with resources that guide employees through their initial days at the company. This kit can be customized to suit the company's values, culture, and processes. This provides new hires with a clear understanding of the organization's expectations, structure, and processes, setting the foundation for a successful start.

## Ability to Send Questionnaire Links and Invites

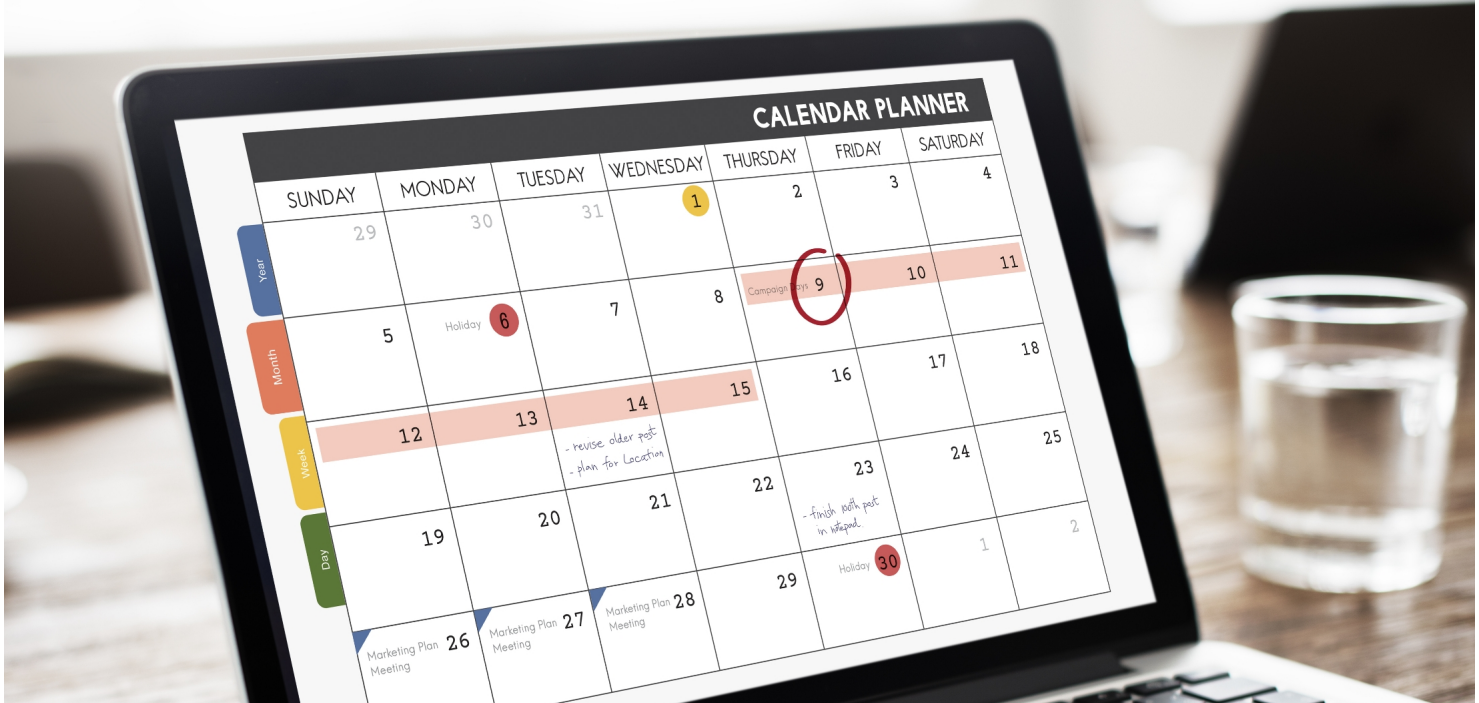
HR personnel can send out questionnaires through links to gather information from new employees, to gather important information about their background, preferences, and needs. By providing links and invites for these questionnaires electronically, the onboarding process becomes more efficient, reducing the need for paper forms and manual data entry.

## Reminder Notifications

Completing various tasks during the onboarding process can be overwhelming for new employees, as there are often multiple forms to fill out and orientations to attend. Reminder notifications play a crucial role in keeping new hires on track. Automated email reminders or notifications can be sent to new employees at specific intervals, gently nudging them to complete pending tasks, attend scheduled sessions, and submit necessary documentation.

***This enhances the overall onboarding experience, leading to faster integration, improved engagement, and higher productivity for new employees. Reminders help ensure that the onboarding process progresses smoothly, and no crucial steps are missed.***





## Time and Attendance Tracking

**ImagilityHR's Time and Attendance Tracking feature** involves various tools and techniques to accurately record when employees start and end their workdays, as well as their presence or absence during scheduled hours. This helps HR monitor and manage working hours, attendance, and related data of employees effortlessly. This includes:

### Clock-In/Out and Attendance Monitoring

Employees can digitally record their entry and exit times through the platform, or its mobile app. Attendance monitoring goes beyond basic clock-in/out records and involves tracking the presence and punctuality of employees. It helps HR ensure that employees are adhering to scheduled work hours and helps identify patterns of lateness or absenteeism.

## Easy Overtime and Leave Management

ImagilityHR also facilitates the management of overtime and leave. Overtime hours can be automatically calculated based on clock-in/out times, ensuring accurate compensation for extra work. Additionally, the system can handle leave requests, approvals, and balances. Employees can submit leave requests digitally, and managers can review and approve them through the system, maintaining transparency and efficiency in managing workforce availability.

## Painless Timesheet Management

Recording and managing the hours worked by each employee can be tedious. But this is crucial for accurately calculating wages, salaries, and other forms of compensation. ImagilityHR streamlines this process by automatically populating timesheets with clock-in/out data. Employees and managers can review and approve timesheets digitally, reducing manual data entry errors and improving overall accuracy.

***The use of AI-powered ImagilityHR to monitor and manage employee working hours, attendance, overtime, leave, and timesheets improves accuracy, efficiency, compliance, and provides valuable insights for effective workforce management***



## Frictionless Exit/Offboarding Workflows

ImagilityHR offers a streamlined and hassle-free process for managing the exit of employees from the organization. Well-defined procedures and tools ensure that employees leaving the company do so smoothly and efficiently. This encompasses clear exit procedures, managing different types of departures (resignation, revocation, termination), and facilitating smooth settlement formalities.

## Clear Exit Procedures Facilitated by Reporting Hierarchies

Exit procedures are well-defined and communicated. Reporting hierarchies play a role in this process by outlining the approval and notification structure for departures. All relevant parties, such as managers, HR personnel, and IT teams, are informed and involved in the exit process. Well-structured procedures prevent confusion and ensure that necessary tasks, such as returning company property or completing documentation, are completed in a timely manner.



## Effortlessly Manage Resignation/Revoke/Termination Procedures

Managing different types of departures—resignations, revocations (cancelled resignations), and terminations—requires flexibility and adaptability in the offboarding process. ImagilityHR handles these scenarios seamlessly, adjusting tasks, notifications, and clearance processes accordingly. This minimizes disruptions to both the departing employee and the organization.

## Smooth Settlement Formalities

Through ImagilityHR settlement formalities like finalizing pending payments, benefits, and dues for the departing employee are easy. A frictionless offboarding workflow comprises calculating and processing final paychecks, settling outstanding leaves, and managing any other financial arrangements. Automating these tasks reduces the likelihood of errors and ensures that departing employees receive what they are entitled to without complications.

***Frictionless Exit/Offboarding Workflows through ImagilityHR*** involve well-defined procedures, flexible management of different departure scenarios, and smooth settlement formalities. This minimizes disruptions, ensuring compliance, and maintaining a positive organizational image throughout the offboarding process.



## Analytics and Reporting

ImagilityHR uses data analysis and visualization tools to extract valuable insights from HR-related information. This data-driven approach enables organizations to make informed strategic decisions, optimize HR processes, and enhance overall workforce management. This includes customizable HR reports and the utilization of insights for strategic decision-making.

## Customizable HR Reports

ImagilityHR can generate customizable HR reports that present specific data points relevant to HR operations. These reports can be created by simply dragging and dropping various parameters to generate relevant reports. Data related to employee onboarding, turnover rates, training effectiveness, compensation etc can be picked and analysed. The ability to customize reports allows HR to focus on the data that matters most to the organization's goals and objectives.

## Insights for Strategic Decision-Making

The data collected and analyzed through HR analytics and reporting provide valuable insights that inform strategic decision-making. By identifying trends, patterns, and correlations within HR data, organizations can make more informed choices regarding talent acquisition, employee development, performance management, succession planning, and compensation strategies. These insights guide long-term planning and help align HR practices with broader business objectives.

***ImagilityHR's Analytics and reporting feature***

*helps organizations adopt a data-driven approach to optimize their HR practices, enhance workforce management, and align HR strategies with overall business goals*





## Compliance and Security

Adhering to legal regulations and protecting sensitive data forms the core of ImagilityHR and takes care of laws and regulations related to employment practices, data privacy, and information security. This includes GDPR and data protection compliance, as well as implementing access controls and data security features.

## Data Protection Compliance

HR departments handle a substantial amount of personal employee data, making compliance a crucial consideration. This includes obtaining explicit consent to collect and process personal data, ensuring data accuracy, enabling data portability, and providing the right to erasure. ImagilityHR helps organizations build robust processes to handle employee data to remain compliant.

## Access Controls and Data Security Features

Protecting employee data from unauthorized access, breaches, and cyber threats is paramount. ImagilityHR provides access controls to ensure that only authorized personnel have access to sensitive HR data. This involves setting role-based permissions, two-factor authentication, and data encryption. This ensures compliance with data protection laws and regulations and minimizes legal risks and potential penalties.

***ImagilityHR not only ensures legal compliance but also helps HR teams safeguard data integrity, build trust, and enhance the organization's overall security image.***



## How we can help you

Our AI-driven software ImagilityHR represents a transformative approach to Human Resources (HR), centered around the people within your organization. By leveraging cutting-edge artificial intelligence technology, we aim to redefine how HR functions and create a more People-Centric approach.

Here's how we can help you:

## Streamline HR Processes

Our software is designed to automate and streamline various HR processes, reducing manual effort and administrative tasks. From onboarding to offboarding and everything in between, our technology optimizes workflows, allowing HR professionals to focus on strategic initiatives rather than repetitive tasks.

## Provide Valuable Insights

The power of AI allows us to analyze vast amounts of HR data to extract meaningful insights. By identifying trends, patterns, and correlations in employee data, we can provide you with actionable insights that enable data-driven decision-making. These insights can influence talent management strategies, employee engagement initiatives, and more.

## Increase Organizational Performance

When HR processes are streamlined and decisions are based on data, organizational performance improves. By ensuring better employee onboarding, facilitating effective performance evaluations, and aiding in the offboarding process, our software contributes to a more efficient and effective workforce.

### Contact Us

For more information, please visit [www.imagility.co](http://www.imagility.co)

Or call us at +1 603 782 4622/+1 617 865 6588.