

Architectural Firm Automates HR Process

What they do?

I.D.E.A.Z. is a Design firm that provides services in Architecture, Interior design, Master Planning & Facilities programming. They have experience in handling varied projects ranging from Hospitality, Corporate, Housing, High end Residential, Commercial and Retail Centers across India and SAARC Countries.

Pre Kwantify HRMS Scenario

IDEAZ started operating with limited resources and with increasing employee size migrated to paper file based document records. This was their central repository for employee profile and related documents. Their Leave details were recorded on registers and granted on mail approvals. Mail approvals were printed as proof and stored in files. Advance and Claims were file record based. Payroll was MS-Excel formula based. Since their major work involved site visits, tracking the employee visit details for settlement purpose was difficult. Their policy documents were hardcopy prints provided to the employee during induction. Payroll calculations were spreadsheet based.

Business Challenges

Our client was using the usual Spreadsheet and hardcopy approach for their entire operation. This resulted in huge problem in maintaining the data:

- Data duplication
- Poor Data quality
- Delay in reports creation
- Absence of In hand employee data
- Resource tracking & monitoring
- Data Loss
- Poor Analysis
- Manual process
- Human Error

Our Solution

Our solution (Kwantify HRMS) has automated their end-to-end HR process starting from employee profile creation, to Payroll generation and Exit management processes. Kwantify has given IDEAZ huge benefit in tracking the site visits thru Local Visit and cost Settlement feature. Besides that, they are getting a complete view of employee's field presence by integrating biometric devices at different locations with the attendance module of the application.



Benefits:

- Increase in Productivity
- Real Time site visit tracking
- Cost saving in HR management
- Total reduction in paper work
- Zero data loss
- Resource tracking & monitoring in real time.
- Proper reporting and analytics
- Reduction in non-value added activities