



# Accord eHR

## Human Resource Headship

### **Accord eHR**

Intelliob Accord eHR is a revolutionary system that promises to take the pain out of HR Management, Accord eHR has been designed with a view to integrate all HR related functions right from recruitment, creating positions to disbursing pensions.

Accord eHR offers enterprise-wide information collection and logical grouping to provide in depth trend analysis for ever growing organizations that aim at capitalizing on any given opportunity for optimum Human Resource Management in the existing infra structural and manpower boundaries.

### **Work Smart**

The older school of thought that equated HR with inventory tracking has given way to the new one that equates HR with Asset Management.

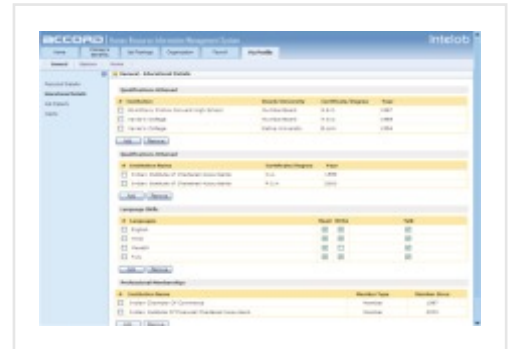
Research says that 80% of HR is taken up by administration, leaving a mere 20% for planning, analysis and improvement. Accord eHR is all set to better balance this ratio. With Accord eHR, your HR department is now equipped to work smart.

# Work Smart

## HR Asset Management

Of all the domains in an organization, HR plays the most vital role of bringing new people in the organization while taking care of the existing employees as well. It is also one of the most over looked departments as well. As a consequence, it becomes very difficult for HR Managers to maintain operational efficiency at optimum levels.

Accord eHR views your workforce as your assets. Therefore it tracks recruitment, skill pools, knowledge banks, employee histories, personal records, appraisals and attrition like Asset Management tool tracks your assets. These are the kind of tools that sets Accord eHR in a league of its own in HR Systems and helps your organization achieve the lean and mean structure that every organization aspires for.



## Key Modules

### Employee Relations

The core function of this module is to ensure that the organization's employee relations are conducive to optimizing the contributions of its human resources.

### Recruitment & Planning

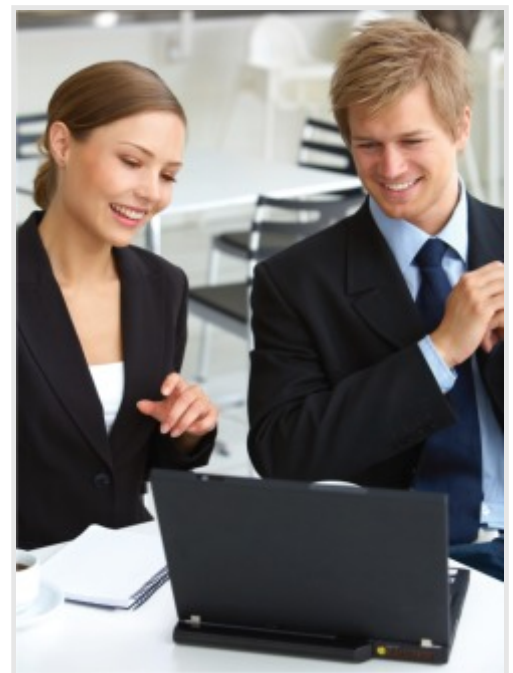
This module manages the organization staffing needs ensuring that the organization is appropriately staffed to deliver products or services and to meet objectives and commitments to the stake holders.

### Organization Development

The core function of Organizational Development is the internal development of the organization's resources so that organizational performance is maximized.

### Payroll

Payroll is an integral part of the HRMS and authorized data entered into the employee file automatically effects payroll on approval.



## Employee Relations

- **Policies & Procedures**  
Employee-related policy documentation, communications & management of the terms and conditions of their contracts with the Organization.
- **Benefits Administration**  
Administration of non-standard salary benefits, including leave, allowances, overtime, gratuities and pensions. The actual payment of cash benefits is enacted by Payroll on approval.
- **Industrial Relations Advisory**  
Handling of grievances, discipline and industrial disputes. This module also records any employee-related negotiations and their status.
- **Occupational Health & Safety**  
Investigation and tracking of Workplace Safety and Health issues and claims management.

## Advantage

- Improve the cost effectiveness of recruitment and selection
- Reduce the administrative burden of your HR department
- Improve profitability and deliver other economic and organizational objectives
- Improve your internal communications
- Improve the day to day management and delivery of HR
- Build a better work force

Research says that 80% of HR is taken up by administration, leaving a mere 20% for planning, analysis and improvement. Accord eHR is all set to better balance this ratio. With Accord eHR, your HR department is now equipped to work smart.

## Recruitment & Planning

- **Application Processing**  
Managing and responding to all applications based on advertised positions. Responses to advertised vacancies are then forwarded to the Appointments & Engagements Module.
- **Appointments & Engagements**  
Recruitment handling of candidates to fill vacancies after the Manpower & Organizational Design Module has officially noted a vacancy. Interview assessments, tabulations and appointment recommendations.
- **Manpower & Organizational Design**  
This functional area supports in determining the staffing needs of the Organization's operational areas, including areas where succession planning is necessary. This module also helps in evaluating job/role positions and records organizational structure design and the appropriate placing of staff within the organization.

Accord eHR helps you achieve optimum levels of Human Resource Management, giving you complete control of all HR aspects by integrating all organization and employee data to provide information on every facet of the operations right from employee policies to payroll processing.

## Organization Development

- **Performance Management & Appraisals**  
Management of individual performance processes opposed to the Organization Performance Management System, which is directly tied to the Departmental Balanced Scorecard reporting.
- **Training**  
Administration of the training programs and interventions that have been approved for staff. This includes course bookings, payments, transportation and accommodation where relevant.
- **Change Management**  
This function includes the development of programs and projects to ensure that staff are aligned to the Organization's strategic goals, for example, rewards and recognition strategies, education and training interventions, performance management, and the communication of the business imperatives and organizational programs.



## Payroll & Time Office Management

- **Payroll Processing**  
Administration of the payment of wages, salaries and pensions in accordance with organizational policies and government regulations.
- **Time & Attendance**
  - Recording the input of employee time records into the payroll system.
  - Processes completed attendance time sheets.
  - Verifies balances time and attendance data.
  - Maintains time and attendance files.

## HR Scorecard

As senior managers turn the spotlight onto HR's contribution to the success of the organization, HR functions need to build and implement balanced performance management frameworks that align the day-to-day activities of the function with the strategies of the organizations they serve. HR managers are often unable to describe, manage, or measure human capital as a strategic asset.

Accord eHR Scorecard creation is a part of the latest developments and best-practice thinking in the fields of human resource management and business performance management and measurement. Accord eHR Scorecard provides the organization with a proven set of tools that will help link and align HR priorities with enterprise strategy.

# Accord eHR

## Data Management & Business Intelligence

Accord eHR is built using the next-generation data management and analysis tools that helps organizations deliver increased value to your businesses by decreasing the amount of effort that is required to maintain reliable systems and enabling organizations to take full advantage of their information assets.

Accord eHR delivers Business Intelligence with analytics including online analytical processing (OLAP), data mining, extract, transformation, data warehousing, and reporting functionality.

## Security

Accord eHR provides you with rich security features to protect your valuable data. For regular usage, authorized users must log in to Accord eHR. Depending on the access rights allotted to them, Accord will present with intuitive menus.

Granting and controlling of user authentication is far more flexible and provides granular permissions at diverse user levels. Additionally Accord eHR is integrated with Windows authentication for Single Sign On.

## The Accord Suite

Accord eHR is an integral component of the Intelliob Accord Suite of Enterprise Resource Planning framework that includes CRM, SCM, Financials, MFG, InvenTrack, and AssetTrack. The Accord Suite brings comprehensive enterprise-wide automation within an organizations budget.

## To Know More

To learn more about Accord eHR, contact our Business Development Managers or Technical Managers. They have the expertise necessary to design a solution that fits your specific business needs. Or, visit our Web site

[www.accordehr.com](http://www.accordehr.com)

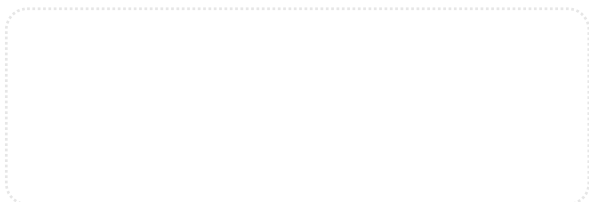


ISV/Software Solutions



ISO 9001:2008

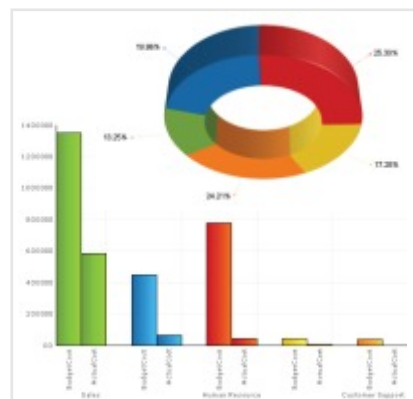
Intelliob Channel Partner :



Hyderabad, Kolkatta, Chennai, Delhi, UAE, Saudi Arabia, Africa

### Accord eHR Reporting

offers a comprehensive solution for creating, managing, and delivering both traditional paper reports and interactive Web-based reports. Accord eHR can generate comprehensive reports that stretch the entire spectrum of the database.



### Technology Behind Accord eHR

Intelliob Accord eHR is designed and developed using the latest Microsoft .Net Technology to provide a secure, portable and highly scalable solution that safeguards investments to achieve maximum returns.

BRHR00/REV/02/12.01.2013

**Corporate Office:**

**Intelliob Technologies (P) Ltd.**

13/C, 6th Floor, Techniplex-II IT Park, Off. Veer Savarkar Flyover, Opp. Grand Sarovar Premiere Hotel, Goregaon (West), Mumbai-400 062, India. Tel : +91 22 67672828 / 67672829 / 676728230. Fax: +91 22 67672831

Web: [www.intelliob.com](http://www.intelliob.com) E-mail: [info@intelliob.com](mailto:info@intelliob.com)