

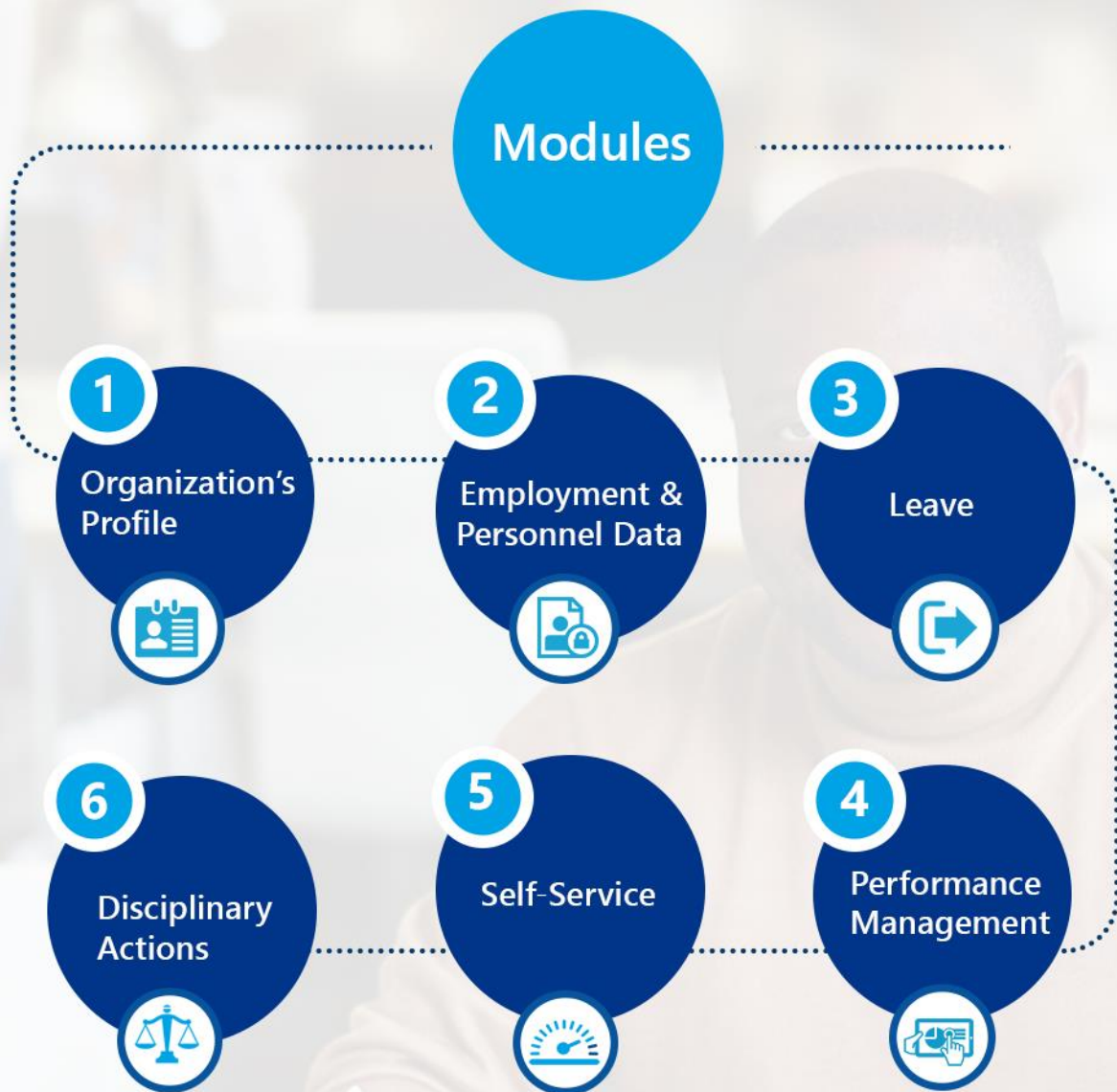
*Faster, easier BreezeHR for a happier  
& more productive team.*



# Breeze HR

HR is all about Data!

Go paperless with your employees' information such as employee bio data, leave management, performance appraisal, time & attendance and more. Here is a simple and clever solution designed with you and your business in mind.



## *What Breeze HR can do for you*

### 1 Organization's Profile

- Organization calendar
- Staff directory
- Messages and notifications
- Multi Sectional

- Appraisal notifications
- Repository of historical performance appraisals
- Replicate your existing appraisal forms
- Multi-level appraisal system

### 2 Employment & Personnel Data

- Unique staff ID numbers and photographs
- Bio data
- Educational qualifications
- Job history
- Job movements and internal transfers
- Employment anniversary and awards

### 5 Self-Service

#### *Employee Self-Service*

- View personal profile
- Submit leave & other requests
- Perform self-appraisal

#### *Manager Self-Service*

- Appraise subordinates
- Approve leave & other requests
- Perform transactions for Subordinates
- Nominate subordinates for training

### 3 Leave

- Leave scheduling
- Alerts on leave due sent to Employees and their Managers
- Leave days tracking
- Computation of leave entitlements
- Manage various leave types
- Leave and training clash detection
- Leave resumption processing

### 6 Disciplinary Actions

- Issue and track queries online
- Track disciplinary actions
- Disciplinary history
- View company policies

### 4 Performance Management

#### *Appraisals*

- Define & assign tasks to employees
  - Task progress monitoring & reporting
  - KPI definition and monitoring
  - Employee self-assessment
  - Comprehensive staff appraisal
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## Getting the Bird's Eye View of your Company

*For a bird's eye view of your business, the Dashboard in Breeze HR is the quickest and easiest way to get an overview of how your business is doing.*

## BreezeHR Key features

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### • Easy to read dashboard

Keep an eye on day-to-day, weekly or monthly absence plans and core stats. See who's off and when.

### • Online leave management

Employees can request time off from their accounts. Once requested, it's sent to their manager for approval.

### • Employee self-service

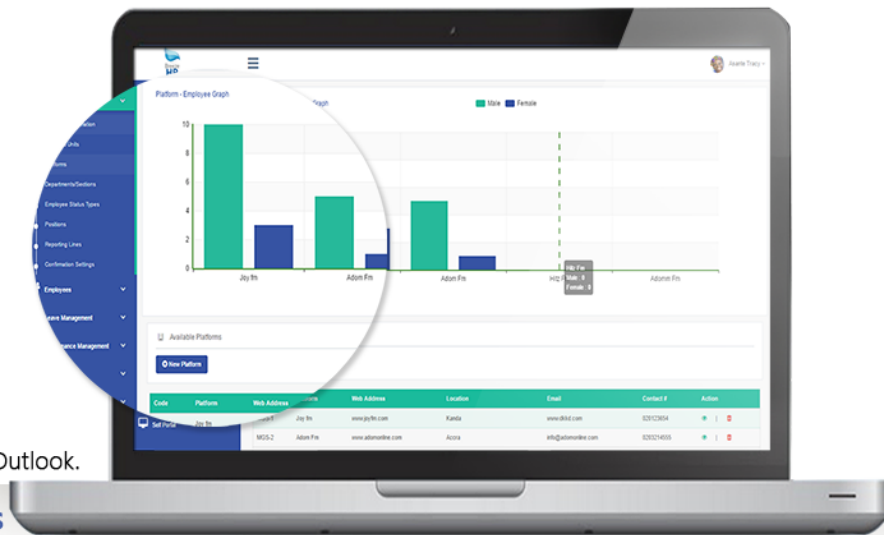
Give your employee online access to plan their own leave, appraise themselves, respond to queries & modify their own bio-data.

### • Shared leave calendar

Always know when your employees are on leave. Seamlessly integrates with iCal, Google Calendar and MS Outlook.

### • Get detailed employee & company reports

See graphical reports, to easily gather meaningful insights about the key HR stats



BreezeHR serves as an enabler towards a more integrated approach to HR management with a self-service element that provides fast access to key HR information and an online system that makes it easier to rate employees rather than the traditional paper-based appraisal processes. It helps companies solve their HR challenges and lets them focus on building their core business.

Our all-in-one HR application has everything a company needs to effectively handle their HR processes. With BreezeHR, Be in charge!!!



# Breeze HR

...Be in Charge!

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