



**KORMIEE™**  
Human Capital Management Software

AN INNOVATIVE TOOLS AND  
UNPARALLELED SUPPORT FOR  
NAVIGATING THE DYNAMIC LANDSCAPE  
OF HUMAN RESOURCE MANAGEMENT





**KORMEE** is the HR software for streamlined efficient, and effective human capital management solutions trusted by hundreds of companies in various counties. From recruitment to final settlement, attendance to payroll, KORMEE offers a comprehensive suite of HR tools designed to meet the diverse needs of modern businesses.

With its intuitive design and user-friendly interface, KORMEE ensures easy adoption and seamless navigation for HR professionals and employees alike, enhancing productivity and efficiency.

Tailor KORMEE to your company's unique requirements with configurable features and scalable options, ensuring it grows with your business and adapts to evolving HR needs. Stay ahead of the curve with KORMEE's commitment to continuous innovation and improvement, ensuring always to have access to the latest HR tools and technologies with multiple modules.

**The Personal Information module** acts as a centralized repository for storing all employee-related information. It provides HR administrators with a single platform to access and manage crucial employee data such as contact details, identification information, emergency contacts, and personal preferences.

This module offers **user-defined data fields**, allowing organizations to tailor the information collected based on their specific requirements. Whether it's demographic data, employment history, or personal identifiers, users can add fields to capture the data most relevant to their organization. Additionally, this module **generates a QR code** for each employee containing selected information.

KORMEE **stores all scanned employee documents** through its document management feature.

The Personal Information module emphasizes **robust security features** to ensure data confidentiality. Features like **role-based access control**, encryption, and audit trails help safeguard employee data from unauthorized access or breaches. Streamlined data entry processes simplify the task of HR personnel when adding or updating employee information. KOREMEE allows **bulk upload capabilities**, and data **validation checks** reduce the likelihood of errors and ensure data accuracy.



**The Attendance Management module** of KORMEE is crucial for organizations to efficiently track and manage employee attendance records. The Attendance Management module offers automated time tracking capabilities, eliminating the need for manual entry of employee attendance data. Integration with all types of biometric devices, **RFID scanners, fingerprint scanners, face scanners**, or **mobile apps**, enables **geo location based** real-time capture of clock-in and clock-out times, ensuring accuracy and reliability.







**The Attendance module** provides flexibility to configure **custom attendance policies** tailored to the specific needs of the organization. Whether it's flextime, remote work, home office, or overtime rules, the software adapts to accommodate various policies seamlessly.

**Compliance with labor laws and regulations** is critical for avoiding legal penalties and maintaining employee satisfaction. The module ensures adherence to labor laws, overtime regulations, and **buyers compliance** enforcing attendance policies consistently and generating **compliance reports** for audits or regulatory purposes.

**The Shift Management module** of KORMEE plays a pivotal role in efficiently organizing, scheduling, and managing employee shifts. The Shift Management module offers flexibility in creating and managing **multiple shifts**. It allows HR managers to **define shift patterns** based on various parameters such as employee availability, skills, and business requirements. Whether it's fixed shifts, rotating schedules, or on-demand shifts, the software adapts to accommodate different scheduling needs.



**The Leave Management module** of KORMEE is essential for efficiently managing employee absences, **ensuring compliance, and maintaining productivity**. The module offers flexibility to **define and customize leave policies** based on organizational requirements, industry standards, and regulatory compliance. HR administrators can configure accrual rates, eligibility criteria, and approval workflows to align with company policies and employee entitlements.



Employees can submit leave requests directly through the **self-service portal or mobile app**. This feature enables employees to check their leave balances, view company policies, and submit requests from anywhere, at any time, enhancing convenience and accessibility.

**Automated multi-layered approval workflows** streamline the process of reviewing and approving leave requests. Managers receive notifications when new requests are submitted, and they can review, forward, approve, or deny requests directly within the software. **Customizable approval hierarchies** ensure that leave requests are routed to the appropriate authorities for timely action.

It ensures adherence to **statutory requirements** such as minimum leave entitlements, and maternity/paternity leave, reducing legal risks and promoting **fairness in leave management practices**.



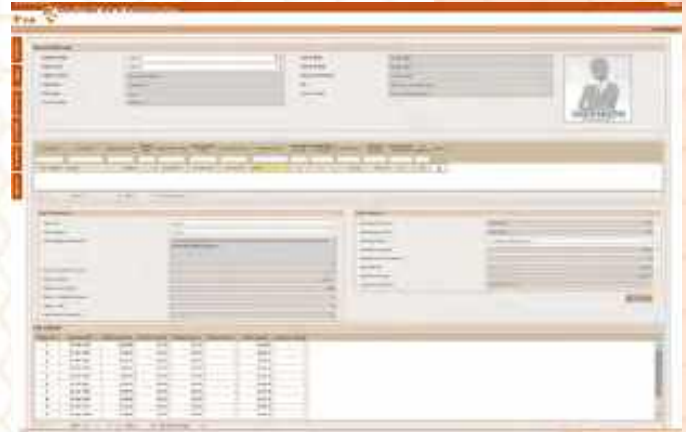


**The Loan Management module** of KORMEE Software is designed to streamline the process of managing employee loans, from application to repayment. The module provides an intuitive interface for employees to **apply for loans directly through the self-service portal**. Employees can submit loan requests, specify loan amounts, and provide relevant documentation electronically, reducing paperwork and administrative burdens.

KORMEE supports various types of employee loans, including personal loans, salary advances, and emergency loans. HR administrators can **customize loan types, eligibility criteria**, and repayment terms based on organizational policies and employee needs.

**Automated approval workflows** route loan requests to the appropriate authorities for review and approval. HR managers can set up **customizable approval hierarchies**, notification preferences, and escalation procedures to expedite the approval process and maintain transparency.

The software offers **flexible repayment options** tailored to employee preferences and financial circumstances. Employees can choose from **multiple repayment methods**, including payroll deductions, bank transfers, or manual payments, to repay their loans conveniently.

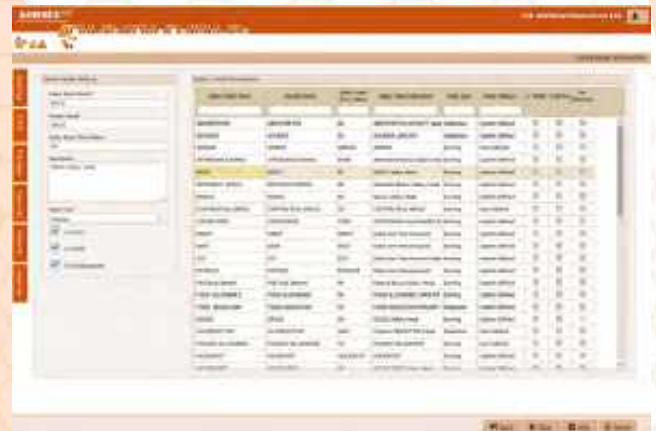


**The Bonus Management module** of KORMEE allows HR administrators to create customizable bonus structures tailored to the organization's goals, performance metrics, and budget constraints. It supports various types of bonuses, including attendance-based bonuses, festival bonus, and user-defined bonuses.

The software automates bonus calculations based on predefined criteria, such as individual attendance information, diverse religious festivals, or departmental targets. Automated algorithms ensure accurate and **transparent bonus calculations**, reducing errors and biases.

**The Payroll Processing module** automates the calculation of employee salaries, wages, taxes, and deductions based on predefined rules and parameters. It **eliminates manual errors** and reduces the time and effort required for payroll processing.

HR administrators can customize payroll setups to reflect company-specific policies, tax regulations, and employee compensation structures. KORMEE's definable pay rates, deductions, benefits, and other payroll components meet organizational needs. KORMEE's allows uploading of salary information for adopting emergency decisions.







**Seamless data flow** from the attendance module allows for the automatic import of employee work hours, overtime, and attendance data into the payroll system. It ensures accurate calculation of wages and **adherence to labor law regulations**.

The module supports various payment methods, including direct deposit, paper checks, and electronic transfers, offering flexibility to accommodate employee preferences and banking regulations.

The software handles **tax calculations and** deductions. It automatically calculates employee withholdings, including income tax, provident fund contributions, and other statutory deductions, reducing the risk of non-compliance and penalties.

Integrated benefits administration allows for automatic deductions for benefits such as health insurance, loan repayments plans, and other deductions. It ensures accurate accounting of employee provident fund contributions and employer matches, streamlining benefits administration processes.

**The Performance Appraisal module** offers multiple feedback capabilities, allowing employees to receive feedback from multiple sources, including managers, and subordinates. This comprehensive feedback mechanism provides a holistic view of an employee's performance, strengths, and areas for improvement.

The software **tracks performance** metrics and **key performance indicators (KPIs)** to measure employee performance objectively. It allows HR managers to define performance metrics, monitor progress against targets, and identify high-performing employees or areas for improvement.

The software facilitates **performance reviews and ratings** to assess employee performance against predefined criteria and performance standards. It supports various review formats, including annual reviews, and mid-year check-ins, and to accommodate different performance evaluation cycles and requirements.

**The Final Settlement module** automates the calculation of final settlements, including accrued leave, unpaid wages, bonuses, and other benefits. This automation ensures accuracy, reduces errors, and saves time for HR administrators.

It provides **customizable templates** for final settlement documents such as resignation letters, settlement agreements, and exit interview forms. HR administrators can tailor these templates to align with company policies and legal requirements.

The module ensures compliance with labor laws, employment regulations, and company policies governing final settlements. It incorporates legal requirements, such as notice periods, severance pay, and employee rights, into settlement calculations and documentation to mitigate compliance risks.







**The Manpower Budgeting & Control module** facilitates comprehensive workforce planning by allowing HR professionals to forecast and allocate human resources based on organizational goals, growth projections, and operational needs. It helps organizations align staffing levels with strategic objectives and budgetary constraints.

KORMEE aligns workforce planning with **strategic business objectives** by identifying key skill requirements and skill gaps needed to support organizational growth initiatives.

The module **optimizes resource allocation** by identifying staffing gaps, surpluses, and inefficiencies within the organization. It helps HR managers allocate resources strategically, prioritize hiring needs, and reallocate resources to high-priority areas to **optimize workforce utilization and productivity**.

**The Recruitment Management module** of KORMEE Software is designed to **streamline the entire recruitment process**, from job posting to candidate onboarding. The module facilitates the creation and management of job requisitions, allowing hiring managers to define job roles, responsibilities, qualifications, and other requirements. It **standardizes the job requisition process**, ensuring consistency and clarity in job postings

This module includes **applicant tracking functions** to manage candidate applications throughout the recruitment lifecycle. It allows HR professionals to track candidate progress, review resumes, schedule interviews, and communicate with applicants efficiently.

The software offers **customizable application forms**, allowing organizations to collect relevant information from candidates based on job requirements. HR administrators can configure application forms to capture specific data fields, screening questions, and attachments, ensuring that only qualified candidates apply for the position.



The software **streamlines interview scheduling** and management by providing tools for scheduling interviews, sending automated interview invitations, and coordinating interview logistics. The module offers **assessment and evaluation** tools to measure candidates' **skills, competencies**, and cultural fit. It includes pre-employment assessments, behavioral assessments, and technical evaluations to ensure that candidates **meet job requirements** and organizational values.

**The Training module** facilitates the requisition of training needs either after recruitment or after identifying employee skills, competencies, and performance gaps. The software supports the development of **customized training programs** tailored to organizational goals, employee needs, and industry requirements. It provides tools for **recommendations of training content**, curriculum planning, and engagement of an effective trainer.

The module includes tools for **gathering feedback** from trainees and instructors to assess training effectiveness and identify areas for improvement. HR administrators can conduct post-training evaluations, surveys, and focus groups to gather insights and measure training ROI





**KORMEE's Self-Service Management module** empowers employees to take control of their HR processes, streamline workflows, and drive productivity with a user-friendly interface and comprehensive features that put the power of HR management directly into the hands of your employees

**Self-Service Dashboard** effortlessly **updates personal information**, ensuring accuracy and up-to-date records. Stay informed about **supervisor details** for clear communication and reporting. **Visualize team attendance** status in real-time for efficient team management. Gain insights into **monthly attendance patterns** with intuitive pie charts.

Access **comprehensive employee profiles**, request updates to profile information directly through the system, monitor attendance records, and **track punctuality** effortlessly. Access salary details and stay informed about **financial history and compensation**. **Apply for loans** and view loan status for better financial planning. Apply for leave and **track leave transactions**. Stay informed about **transfers and potential promotions** for career growth. Report **out-of-office status** for transparent communication.

**Manage departmental issues** by timely reviewing and **approving leave** requests. **Approving promotions, and transfers** from team members. Review and **approve attendance records**, including manual attendance requests, ensuring accuracy. Access a **comprehensive employee directory** for communication and collaboration within the department.

With KORMEE's Employee Self-Service Management Module, your workforce gains autonomy, efficiency, and transparency in HR processes.

**The Organogram Module of KORMEE** offers features designed to enhance organizational clarity, streamline communication, and optimize resource allocation.



This module provides a **dynamic visual representation of the organizational structure**, including reporting relationships, departmental hierarchies, and team compositions. This intuitive interface offers a clear **overview of the organization's hierarchy** at a glance.

This Organogram Module offers a powerful set of features designed to enhance organizational transparency, facilitate communication, and support informed decision-making. It empowers HR professionals and organizational leaders to optimize resource allocation, improve workflow efficiency, and drive organizational success.







KORMEE's **Dynamic Dashboard** is the Comprehensive **HR Analytics Hub**. Experience the power of **data-driven decision-making** with KORMEE's Dashboard, a centralized hub that offers detailed insights into key HR metrics and analytics. From attendance and leave analysis to overtime and salary insights, our Dashboard provides HR professionals and organizational leaders with the tools they need to **optimize workforce management**, drive efficiency, and **achieve strategic objectives**.

Unlock the full potential of your HR analytics with KORMEE's comprehensive Dashboard developed with Microsoft Power BI.



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