

2007



**XPERT**

IT SOLUTIONS LLC

ENABLING BUSINESS



**XCEED**  
Voice of Employee

## PRODUCT FEATURES

XCEED Features  
Xpert IT Solutions  
11/26/2007



## XCEED OVERVIEW

HRMS gets easier, better for companies. More companies are either upgrading their systems or buying their first one - human resource management systems. And here we are out to give you a more excellent, robust, user friendly product, 'XCEED – The one stop solution for all the Human Resource needs of an organization.'

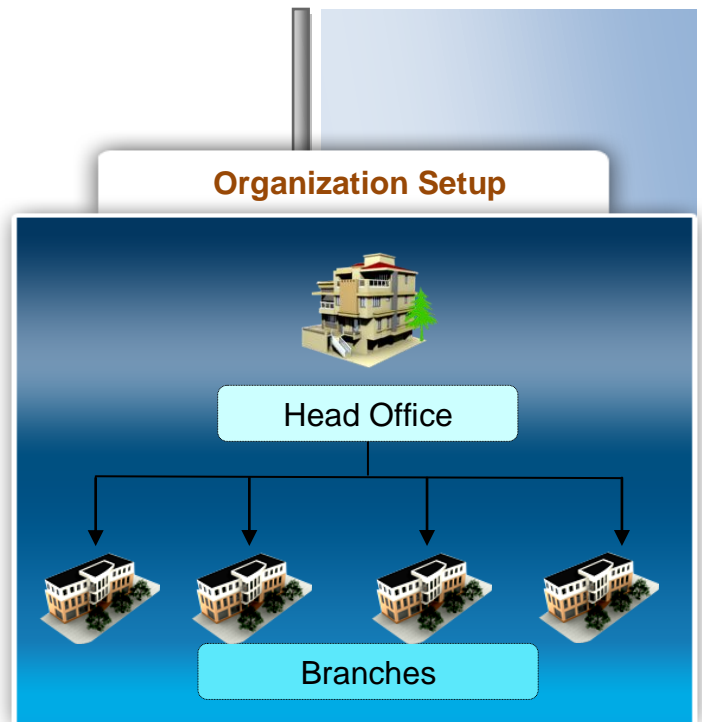
The features an organization look out in its HRMS is all that is present in XCEED.

- **Efficiency**  
An in built work flow for approvals, is it new employee, leave request, or expense claim. You get it under one roof.
- **Self-service**  
With self-service employees can log on to computer from anywhere and see their annual allotment. Moving this kind of duties away from HR's desk not only save time and money, but also increases employee satisfaction.
- **Paper-less office**  
No files no papers. Just click and upload. Single point of document storage.
- **Security**  
Strong hierarchical structure and constraints defined, prohibits unauthorized access.



## Organization Management

- Ability to create organization structure, define organization units (branches) and identify the location.
- Allows setting of financial period (Month, quarter, and year) for the organization and also defining the organization rule for leave cycle implementation.



## Organization Position management

- **Definition of Organization Structure**  
Defining organization head, department heads, managers, HR managers and their reporting structure within the organization.
- Allocation of employees to the positions in the organization structure.



## Employee Information Service

- **Employee Documentation Management**

All the necessary documents like Passport, Visas, Licenses, Insurance, employment contract etc. are stored and notifications are generated on approach of its expiry date.

- **Employee communication details**

Employee contact details of office and home including permanent and current, is maintained.

- **Employee Dependent management**

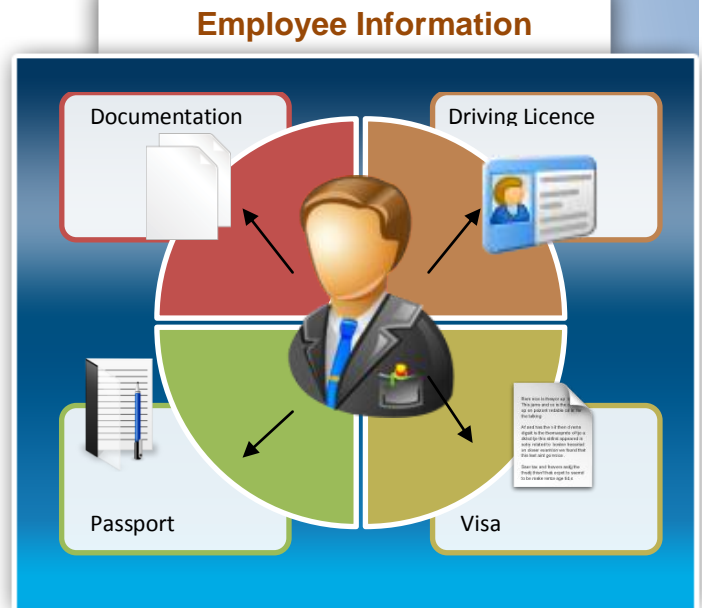
Includes information of employee dependents and their documents like Visas, Insurance. Notifications are generated on approach of expiry of these documents

- **Employment History**

Maintaining employee work experience details inclusive of the previous employer.

- **Employee's Education Background**

Employee's education record with any additional certifications, membership is maintained.



## Employee Asset Management

- **Details of Organization Assets**

Each asset details are maintained along its insurance and expiry dates being monitored. Records of assets allocation done to employees are also available.



## Leave Management Service

- Defining the Holidays**  
 Maintaining holiday list based on the location.
- Defining the leave policy and associating rules to each of the leave type
- Year end process to carry forward unused leaves and set new entitlements for the new year
- Transparent approval process**  
 Process includes Manager Approval followed by HR approval. Option to set routing rule is also available in manager approval page.
- Up to Date summary of Employee Leave Usage**  
 Leave summary is updated at the end of each leave request approval process.
- Unused Leave Encashment**  
 Based on leave type rule employee can en-cash or carry forward the unused leaves.



## Expense Management Service

- Claims**  
 Includes expense claims for Airfare, Hotel, Rental Car, Taxi, Meals, Car Mileage. Also facility to add new expense claim items.
- Multi-currency claims**
- Claim Approvals**  
 Process includes Manager Approval.



## Payroll

- Service Under Development**

## Time Sheet

- Service Under Development**

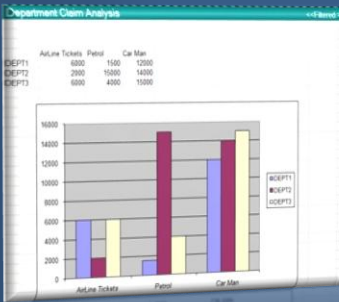
## Built-in Business Intelligence

Predefined reports templates to view the employee database for effective management.

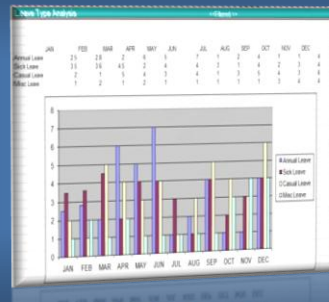
- Asset Utilization
- Leave entitlements summary
- Expense claim reports
- Time management reports
- And scores of other useful report templates

## MIS Reports

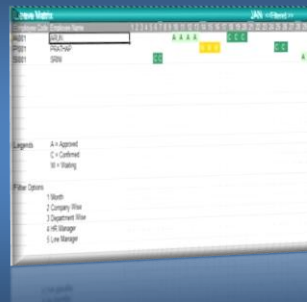
Department Claim Analysis



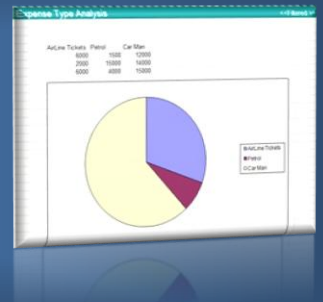
Leave Type Analysis



Leave Matrix



Expense Type Analysis



## Office Locations

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