



MANONE



A value-driven organization



*We create a world of possibilities
to support businesses*

Headquartered in **Delhi, India**, Manone is a business-support services firm, that specializes in providing **Human Capital Management Services**, customized to the way its clients need them.



Vision

To set the highest benchmarks in HR Outsourcing Services.



Mission

To deliver enduring value for all stakeholders through an energizing people-centric culture, responsible execution & innovative technology.



Values

- Inspire and achieve excellence.
- Be accountable for our commitments and service standards.
- Provide an enriching client experience.

Inherent client-centricity





Manone: A Factsheet

A quick Overview



One-stop destination for Payroll Management, Integrated Facilities Management & Manpower Outsourcing



Experience of **10+ Years** in delivering services with the highest standards



Equipped to provide an inclusive & **end-to-end range** of services



A **pan-India** spread of work & clients



Software **USP** is its simplicity, comprehensiveness, easy deploy-ability and dynamic interface



HRMS enriches the experience of **2 Lakh+** users



50+ multi-national partners



Technologically advanced & compliance-driven mechanism



Seamless assimilation of technology in providing services



Operational Effectiveness

Payroll Management

Our **end-to-end** payroll management services help you **remove problems and challenges in employee-management** and can save you from issuing inaccurate paychecks and annoying tax-authorities.



An aptly designed software



A payroll software, that's **simple in design and completely configurable in purpose.**



Its range-based salary structure **streamlines the automation process** for organizations of any size.



Your **HR and Finance staff** can make salary and payroll changes throughout the month, saving themselves from the monthend agony.



A repository of benefits



Generates
automatic payrolls



Contains basic tax-
reporting tools



Helps in creating accurate and
fast Invoices and quotes



Easily integrates with
other in-house software



Facilitates in filing Tax
Forms



Makes
compliance
easier

A variety of Modules



Core HR



Attendance
Management



Online Leave
Management System



Employee
Information Portal



Payroll
Management



Exit Management



Mobile Application
(including Field
Punch)

MODULES



MODULES

Grievance Management

Time Sheet

Exit Management

Travel Management

Canteen Management

Task Management

Visitor Management

Learning and Development

Mobile Application



Manone HRMS



ONLINE LEAVE MANAGEMENT SYSTEM

Leave management is one of the simplest yet crucial HR activities that often consumes a significant portion of the HR team's time. HR personnel have to ensure compliance with leave policies, guarantee the availability of sufficient staff at all times and also make sure that employee satisfaction is retained.

KEY FEATURES

- Leave rules definition
- Leave request, On-duty request and approval
- Leave cancellation before and after approval
- Permission request
- Multimanager approval
- Email alerts for approval, cancellation and rejection
- Leave rejection
- Leave encashment
- Leave carryforward
- Integration to attendance system (Biometric/Access control)
- View of all attendance events like in-time, out-time, late, permission, on-duty for a date from the calendar by an employee and his manager

Manone HRMS



EMPLOYEE INFORMATION (ESS)

Employee self-service provides employee's the access to their personal records and details. ESS features include allowing employees to change their contact details, banking information, and upload documents.

KEY FEATURES

- Publish company announcements
- Publish HR announcements
- Employee referral for open position
- Employee survey/polling
- Buy and Sell of goods amongst employees
- HR login to enter branch data
- Employee login to add/edit master data
- Payslip viewing and printing
- Tax declaration entry
- Tax worksheet view
- Dynamic policy creation like leave policy, travel policy, attendance policy etc with relevant attachments—user rights based
- Video upload for viewing – user rights based

Manone HRMS

MOBILE APPLICATION

Manone HRMS comes handy with a mobile application for managing the core activities of an employee.

KEY FEATURES

- View the attendance data In time, out time, late, permission and shortfall hours.
- Can apply for leave, permission and on-duty through the mobile app.
- View leave balance and status of leave (pending, approved, or rejected).
- View payslips and tax worksheet
- View company policies, announcements, events, thoughts, polls,
- Job openings, birthday, wedding anniversary, service anniversary of colleagues, magazines/ newsletters, video, etc.
- HR can call/text/mail any employee without adding to personal contacts.
- Field punch /Geofence

Manone HRMS



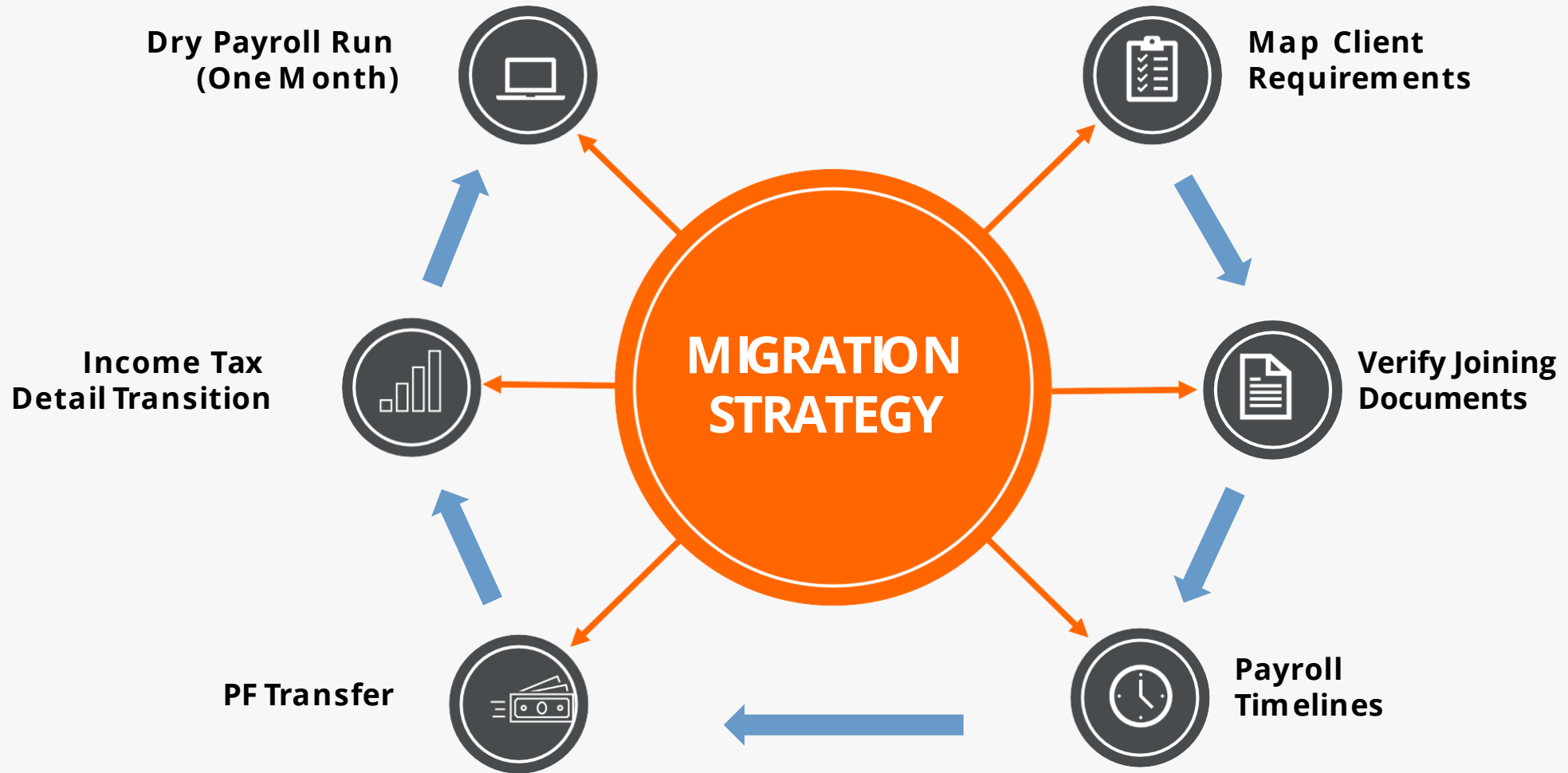
EXIT MANAGEMENT

Employees can tender resignations online for approval by the Manager and HR. Manone HRMS facilitates online clearance by respective managers across various departments. F&F can be processed on completion of clearances by all departments.

KEY FEATURES

- Online submission of resignation
- Notice period approval by Manager
- Check list verification by Manager
- Check list verification by Admin
- Check list verification by HR
- HR approval for Full and Final settlement
- Exit interview

MIGRATION STRATEGY



Key Features





A hassle-free Query Management

We understand your requirements and are committed to provide uncomplicated services to you, by making **a trained Helpdesk available to solve your employees' queries.**



A story of efficiency and credibility

A Case Study that reflects efficacy of our service

HPL Electric and Power Limited is India's leading electric equipment manufacturer with almost a **2000-strong workforce**. The company used a hybrid model of the payroll system, with a paper-based model and was outsourcing it.



Challenges

- Comprehensive and single system of record for Payroll Management-functions
- Finding the greatest value
- Looking for vendors with specific functionality
- Hundreds of options in the marketplace and wanted to narrow down their options



Proposed Solution

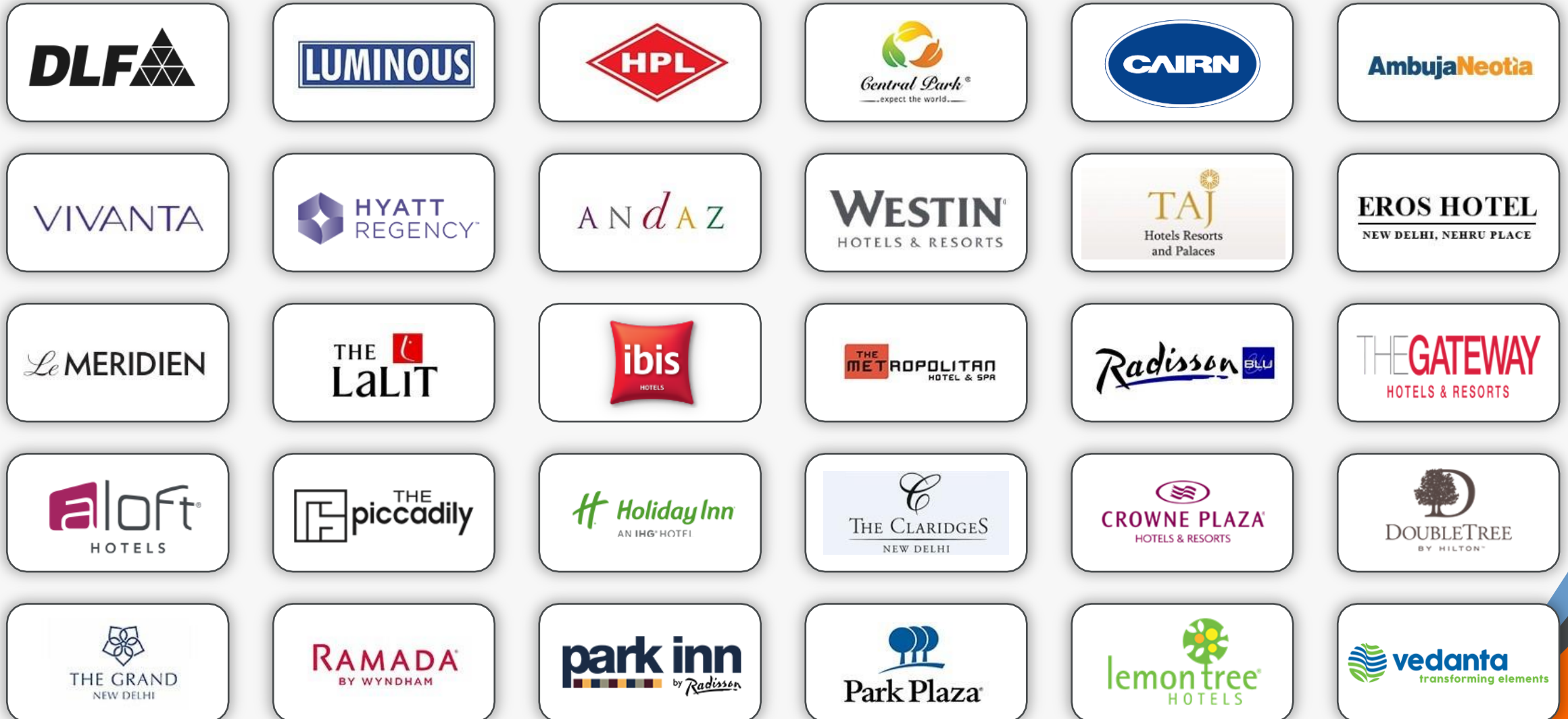
We brought to the company a **comprehensive and cutting-edge Payroll Management**, with all the services on a single platform. Our offerings came in core HR- management, payroll, time and attendance, benefits-management with employee self-service module and others.



Outcome

- Enhanced employee-productivity
- Zero errors
- Data-security
- Easy data-management
- Reduced costs

A gigantic list of clients and growing...





MANONE



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