

# SPINE HR Suite



# ONE STOP HR MANAGEMENT SOLUTION

Transforming HR, Empowering People

# ABOUT US

Spine Technologies stands as a distinguished leader in the realm of HRMS & Fixed Asset Management Solutions. We deliver seamlessly integrated & cutting-edge solutions, fostering an effortless & efficient experience for both employees & employers.



Our commitment to excellence sets us apart, making them the ideal choice for organizations seeking top-tier technology-driven solutions.

Our corporate headquarter is situated in the vibrant city of Mumbai.

We take immense pride in introducing Spine HR Suite, our offering encompasses a comprehensive array of 18 tightly integrated HR modules & we also provide the flexibility to begin with a modular approach that suits your needs.



7,000+  
Clients



2.5 Million+  
Monthly Payslips



25,000+  
Satisfied Users

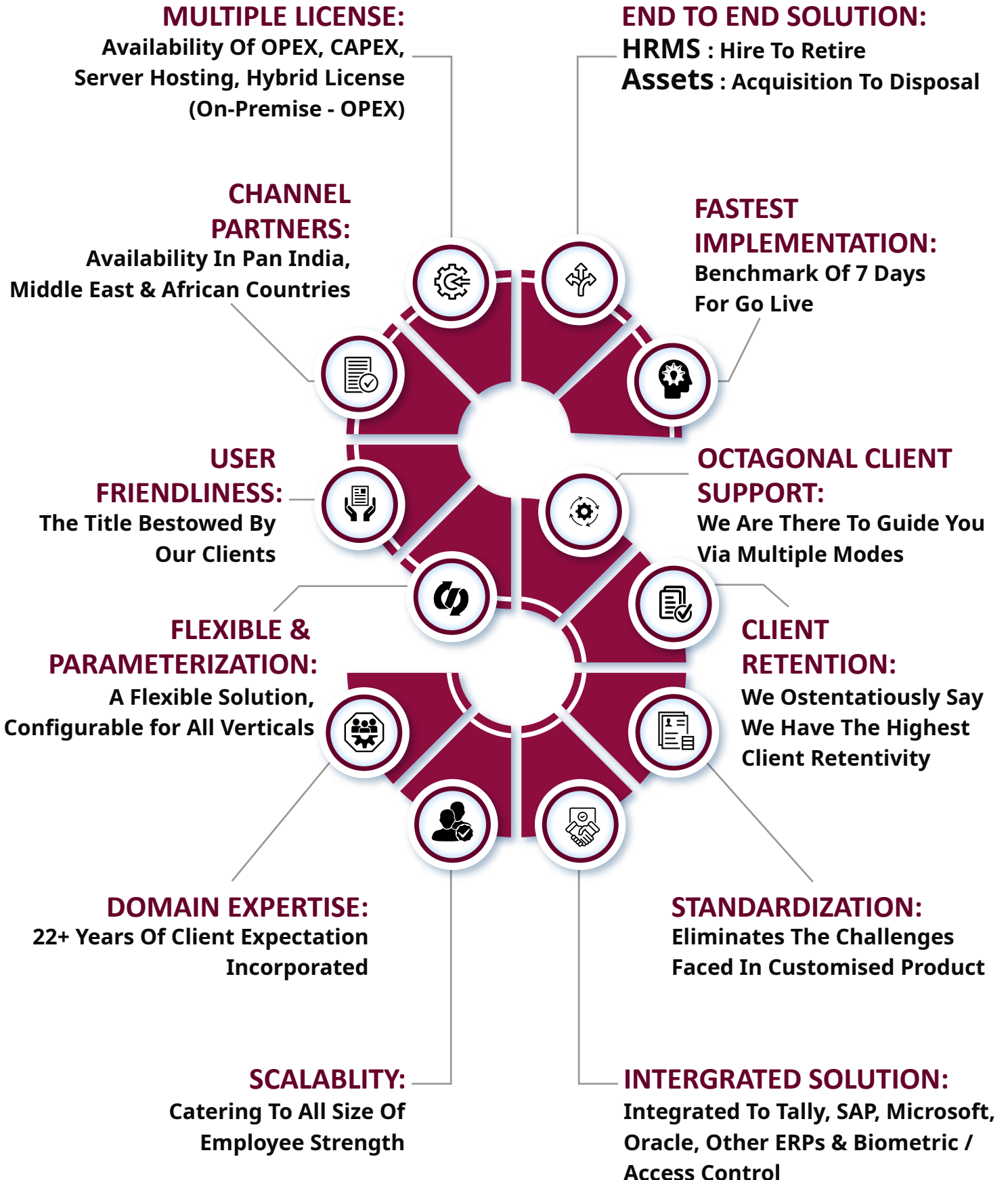


30+  
Industries



1  
Version

# WHY SPINE ?



# NEED FOR HRMS

## WHY DO COMPANIES REQUIRE AN HRMS?

An HRMS makes the management process way smoother, pleasant & easy-going.

Being automated & modular, Spine HR Suite is the perfect fit for your organization regardless of its size.

### **AUTOMATION**

Automation in HR processes enhances the efficiency of employees by liberating them from tiresome & monotonous chores. This lets them concentrate more on strategic & complex tasks, making such productive tasks end up at the top of the priority list.

### **STREAMLINING WORKFLOW**

A HR software keeps track of an employee from on-boarding to exit. This helps in understanding workflow and ensuring best performance and increased productivity by assigning proper tasks to employees.

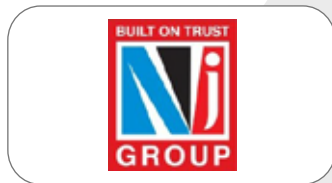
### **AIDING EMPLOYEE RETENTION**

A HR software helps in maintaining transparency with the employee. This encourages employees to perform better. And when employees get a friendly & growth-oriented environment, they tend to stay longer at the organization.

### **ELIMINATING HUMAN ERRORS**

Humans are bound to make errors while doing a lot of work at a time, may it be work pressure or mere haste. Implementation of HR software eliminates such human errors.

# RENOWNED CLIENTS IN WEST INDIA



# FEW OTHER CLIENTS



# CLIENT SPEAK



“ Thank you for being supportive throughout the Journey for last couple of years with Excel Group, you make our Human resource management so easy, dynamic & mostly time saving. ”

**- PRASAD J PARADKAR**  
(Senior Accountant)  
Excel Entertainment Pvt.Ltd



“ We have started our journey with Spine Technologies in the year 2017 with HR. During this journey implementation, training, support, & upgradation has been done smoothly by Spine Team with full cooperation & professionalism. ”

**- BIBHAS SEN CHOUDHURI**  
(DGM-IT)  
Ambuja Neotia  
Healthcare Venture Limited



KDDL Limited

“ Spine Attendance & Payroll has provided me with a range of features & functionalities that have helped me streamline my work processes. The software has been reliable, user-friendly. The support team is extremely helpful & responsive. ”

**- RAJENDRI SHARMA**  
(Senior Manager HR)  
KDDL Limited



“ The Spine is one of the most sorted & reliable attendance software I have used so far. The software comes with no errors & bugs, & the best part about using a spine is the support system at the backend. Their services & knowledge are impeccable. ”

**- SRISHTI SHARMA**  
(Human Resources Manager)  
Sharma Spinning Mills Pvt. Ltd.



“ We have been using Spine around 5 month has been truly phenomenon. Our work become eas'er and faster than previous system (Especially reports on leave, salary register, pay slip and salary process). In a single click we can process the things. ”

**- AJAY KUMAR**  
(Manager)  
Fujiyama Power System Pvt. Ltd.



“ We have been using the software from 2002 and around 2013-14 we added a couple of Spine HRMS modules in the list. Our experience with the Spine team has been very pleasant & without any hesitation I would recommend it to others. ”

**- CHARANJIT SINGH REEN**  
(Head IT)  
Apcotex Industries Limited

# MODULES



RECRUITMENT



HRIS &  
PAYROLL NX



EMPLOYEE SELF  
SERVICE



WORKFLOW



LEAVE



TIME  
ATTENDANCE



EMPLOYEE LIFE  
CYCLE



CLAIMS /  
REIMBURSEMENT



PERFORMANCE  
APPRAISAL



TRAINING  
& INDUCTION



EXPENSE



TRAVEL  
REQUEST



TIME SHEET



RESOURCE  
BOOKING



REQUEST  
DESK



HELP DESK



DISCUSSION  
FORUM



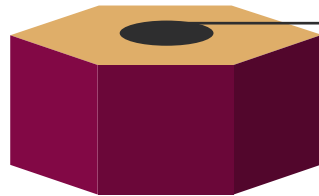
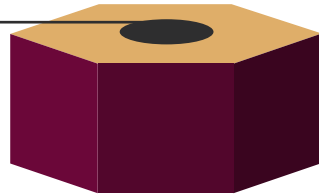
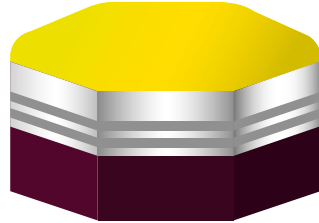
VISITOR



# PRODUCT HIGHLIGHTS

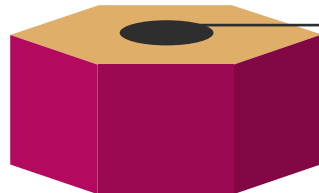
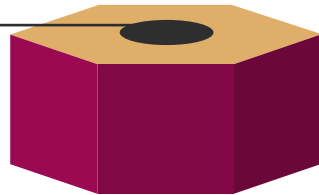
## MOBILE APP

Available On Google  
Play Store &  
App Store



## MAKER CHECKER

Employee Master Creation,  
Salary Structure Add/ Edit  
& Payment Disbursement

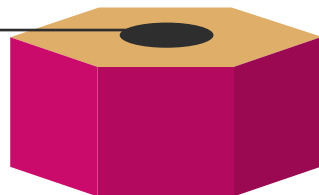


## COMPLIANT INTEGRATED

Pan India,  
Middle East  
& African Countries

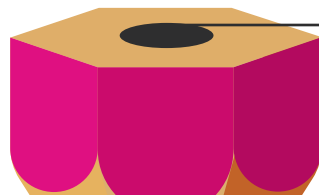
## INTEGRATION

Accounting &  
ERP



## BIOMETRIC INTEGRABILITY

API Based Integration For  
Accurate Fingerprint &  
Facial Attendance Marking



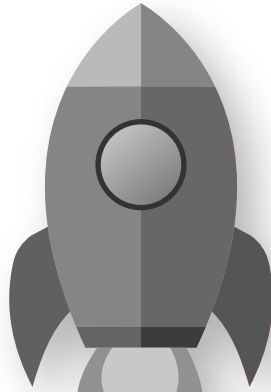
## DEPLOYMENT OPTIONS

SaaS (On-Cloud),  
On-Premise &  
Hybrid



# PRODUCT HIGHLIGHTS

## (ARTIFICIAL INTELLIGENCE)



### **CHATBOT**

AI Based Chatbot  
For Prompt Response  
(Ask Spina)

1

### **GEO TAGGING & FENCING**

Authenticate Attendance  
& Prevent Breaches With  
Location Based Marking  
& Boundary Definition

3

### **RESUME PARSING**

Eliminate Errors  
With AI Based  
Smart Resume Parser

5

### **FACIAL RECOGNITION**

Next-Gen Touchless  
Technology

2

### **REPORTS & ANALYTICS (BI TOOLS)**

Dynamic Report  
Designer & Graphical  
Representation

4

### **PRODUCTION LINKED BENEFIT**

Per-unit Salary Calculation  
& Processing

6

# MODULE HIGHLIGHTS

## RECRUITMENT



### Selection Of The Best But Made Efficient!

- ▶ Vacancy Request & Multi-Level Approval
- ▶ Applicant Tracking System (ATS)
- ▶ Internal Job Posting (IJP)
- ▶ Comprehensive Hiring Process
- ▶ Multi Channel Sourcing
- ▶ Resume Parser
- ▶ Interview Feedback & Scoring
- ▶ Vacancy Allocation To Recruiter
- ▶ Recruitment Funnel Analysis
- ▶ Salary Stimulator
- ▶ Auto Integration With Payroll
- ▶ Multi-Panel Interview Mapping
- ▶ Multi-Dimension MIS & Dashlets
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

## HRIS & PAYROLL NX



### Bid Farewell To Hefty Payroll Processes!

- ▶ Complete Employee Data Bank
- ▶ Employee Documents & Letters
- ▶ Employee Asset Tracking
- ▶ Robust Salary Structure Configuration
- ▶ Loan & Reimbursement Setup
- ▶ Supplementary & Arrears Calculation
- ▶ Customised Payslips & Wages Register
- ▶ PF/PT/ESIC/Bonus/Gratuity
- ▶ Income Tax, e-TDS, Form 16
- ▶ Maker-Checker
- ▶ Statutory Tracker
- ▶ Multi-Legal Entity
- ▶ Upload Past Data
- ▶ Custom Report Writer & Dashlets
- ▶ Full & Final Settlement
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

# MODULE HIGHLIGHTS

## EMPLOYEE SELF SERVICE



### Empower Employee Self-Sufficiency!

- ▶ HR Wall
- ▶ Employee Profile Edit Request
- ▶ Dashboards With Interactive UI
- ▶ Payslip, CTC, Tax Projection & Monthwise Payout Summary
- ▶ Investment Declarations
- ▶ TDS as Per Old & New Tax Regimes
- ▶ Assets Allocated to Employees
- ▶ Organization Chart
- ▶ Employee Search Directory
- ▶ Google Authenticated Login
- ▶ Single Sign-on with AD Integration
- ▶ Login Using Mobile OTP
- ▶ Two Factor Authentication (TFA)
- ▶ User-Defined Quick Links
- ▶ Available On Mobile APP
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

## WORKFLOW



### Make Sure Nothing Hinders The Productivity!

- ▶ Multi-Level Approval Matrix
- ▶ Conditional Workflow Definition
- ▶ Manager Desk
- ▶ Control of Pending Items
- ▶ Alternate Approver
- ▶ Primary & Secondary Approver
- ▶ Application Summary
- ▶ Pending Application Escalation
- ▶ Email & SMS Integration

# MODULE HIGHLIGHTS

## LEAVE



### The Show Must Go On Despite Of Leaves!

- ▶ Multiple Leave Types
- ▶ User-Defined Leave Policies
- ▶ Dynamic Leave Control Panel
- ▶ Multiple Leave Settings
- ▶ Application & Multi-Level Approval
- ▶ Revoke/ Cancellation Leaves
- ▶ Sustain Leave Approver
- ▶ Approval & Rejection Through Email
- ▶ Leave Planner
- ▶ Leave Utilization Analysis
- ▶ Leave Cancellation
- ▶ Leave Encashment
- ▶ Historic Leave Data
- ▶ Available On Mobile APP
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

## TIME ATTENDANCE



### An Automated Time Keeper But Made More Coherent!

- ▶ Attendance Device & Access Control Integration
- ▶ User-Defined Shift Definition
- ▶ Parameterized Policy Setup
- ▶ Advanced Shift Roster & Scheduling
- ▶ Fixed & Optional Holidays
- ▶ OT Hours Approval
- ▶ Short Leave Application Setup
- ▶ On-Duty & WFH Regularisation
- ▶ Geo-Fencing & Geo-Tagging
- ▶ Approval & Rejection Through Email
- ▶ Auto-Sync to Payroll
- ▶ Custom Report Writer & Dashlets
- ▶ Graphical Attendance Analysis
- ▶ Available On Mobile APP
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

# MODULE HIGHLIGHTS

## EMPLOYEE LIFE CYCLE



**From On-Boarding To Exit, Ensuring A Productive Cycle!**

- ▶ Digitalized On-Boarding Process
- ▶ Employees Joining Kit
- ▶ Confirmation Application
- ▶ Confirmation Review & Approval
- ▶ Probation Extension
- ▶ Exit Request & Approval
- ▶ Clearance Sign-Off
- ▶ Exit Interview
- ▶ Tightly Integrated with Payroll
- ▶ Employee Exit Survey
- ▶ Employee Pulse Survey
- ▶ Comprehensive Survey Analysis
- ▶ Multi-Dimension MIS & Dashlets
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

## CLAIMS / REIMBURSEMENT



**Reimbursements At your Fingertips!**

- ▶ Salary Reimbursement Application
- ▶ Eligibility Configuration
- ▶ Flexi-Basket for Employees
- ▶ Vouchers Upload
- ▶ Reimbursement Payout
- ▶ LTA Exemption Setup
- ▶ TDS On Reimbursements
- ▶ Multi-Dimension MIS & Dashlets
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

# MODULE HIGHLIGHTS

## PERFORMANCE APPRAISAL



### Ameliorated Management Asks For Performance Evaluation!

- ▶ Multiple Appraisal Calender
- ▶ Goals/KRA/Competency Definition
- ▶ Targets & Achievements
- ▶ Auto Self Appraisal
- ▶ Multi-Level Appraisal Review
- ▶ Normalisation & Bell Curve
- ▶ Achievements & Disciplinary Actions
- ▶ Promotion & Transfer
- ▶ Performance Improvement Plan (PIP)
- ▶ Succession Planning
- ▶ Employee 9-Box Grid
- ▶ Manager Recommendation
- ▶ Balance Score Card
- ▶ Mid-Term Reviews
- ▶ Competency Assessments
- ▶ Training Need Identification (TNI)
- ▶ Multi-Dimension MIS & Dashlets
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

## TRAINING & INDUCTION



### Apotheosized Training For Brimming Efficacy!

- ▶ Training Need Identification (TNI)
- ▶ Training Calendar & Schedules
- ▶ Nomination By Self/ Manager
- ▶ Online Content Library
- ▶ Employee Feedback
- ▶ Training Score Upload
- ▶ Training Cost Analysis
- ▶ Skill Matrix Alignment
- ▶ Training Evaluation
- ▶ Review by HR
- ▶ Multi-Dimension MIS & Dashlets
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

# MODULE HIGHLIGHTS

## EXPENSE



**No More Penalties & Receipts,  
Track All Your Vouchers!**

- ▶ Configurable Expense Heads
- ▶ Expense Group-Wise Eligibility
- ▶ Mobile-Friendly Expense Submission
- ▶ Integrated with Attendance
- ▶ Project-Wise Expense Tracking
- ▶ Per Kilometre Expense
- ▶ Multi Currency Expense
- ▶ Advance Against Expense
- ▶ Limit Based Approval
- ▶ Voucher Payout Details
- ▶ GST Based Expense MIS
- ▶ Expense Voucher Ledger
- ▶ Expense JV Integration With ERP
- ▶ Multi-Dimension MIS & Dashlets
- ▶ Available On Mobile APP
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

## TRAVEL REQUEST



**Request & Attach Tickets,  
Everything At One Place!**

- ▶ Travel Request Eligibility
- ▶ Tour Plan Creation
- ▶ Multiple Travel Request
- ▶ Accommodation Request
- ▶ Pickup & Drop Request
- ▶ Special Approval
- ▶ Itinerary Upload
- ▶ Status for Itinerary & Payment
- ▶ Travel Request Cancellation
- ▶ Integrated with Expense
- ▶ Graphical Dashboard Analysis
- ▶ Multi-Dimension MIS & Dashlets
- ▶ Available On Mobile APP
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions



# MODULE HIGHLIGHTS

## TIME SHEET



**Automatically Enhancing Your Punctuality!**

- ▶ Multi-Level Project Master
- ▶ Daily or Weekly Time Sheet
- ▶ Summary or Detailed Time Sheet
- ▶ Productivity Tracking
- ▶ Integrated with Attendance
- ▶ Re-Application of Rejected Time Sheet
- ▶ Attendance Based On Time Sheet
- ▶ Client/Project-Wise Cost Analysis
- ▶ Attendance v/s Time Sheet Hours
- ▶ Past Data Upload
- ▶ Multi-Dimension MIS & Dashlets
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

## RESOURCE BOOKING



**Plan, Book & Allot Resources For An Undisturbed Workflow!**

- ▶ Meeting Room Request
- ▶ Guest House or Vehicle Request
- ▶ Asset Reservation Eligibility
- ▶ Allocation to Employee
- ▶ Tracking Asset Availability
- ▶ Cancellation Request
- ▶ Non-Utilized Assets
- ▶ Asset/ Period-Wise MIS
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

# MODULE HIGHLIGHTS

## REQUEST DESK



**Drop A Request, Get Assistance In Your Quest!**

- ▶ Category & Sub-Category
- ▶ Request Submission & Approval
- ▶ Multi-Level Approval
- ▶ Category-Wise Workflow
- ▶ Tracking Requests
- ▶ Escalation of Pending Request
- ▶ Request Closure
- ▶ Sign-off from Requestor
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

## HELP DESK



**Don't Hesitate To Ask For Help!**

- ▶ Category & Sub-Category
- ▶ Query Submission
- ▶ Multi-Level Workflow
- ▶ Category-Wise Looping To Department
- ▶ Detailed Log for Queries
- ▶ Tracking Queries
- ▶ TAT for Each Query
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

# MODULE HIGHLIGHTS

## DISCUSSION FORUM



**Discuss, Like, Comment, Dislike!**

- ▶ Discussion Topic Creation
- ▶ Topic Allocation to Employee
- ▶ Open Discussion Forum
- ▶ Share Views
- ▶ Like, Dislike & Comment
- ▶ Discussion Topic Closure
- ▶ Remove Abusive Comments
- ▶ Cockpit View to HR
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions

## VISITOR



**Welcome Visitors With A Smile!**

- ▶ Visitor Request by Host
- ▶ VIP & Blacklisted Visitors
- ▶ Visitor Arrival Notification by Security
- ▶ OTP Authentication
- ▶ Visitor Pass Printing
- ▶ Sign-off by Host
- ▶ Final Exit by Security
- ▶ Elimination of Proxy Visitors
- ▶ Email & SMS Notification Centre
- ▶ Advance Roles & Permissions



**LET'S CONNECT MORE CLOSELY MORE RESOLUTELY !**

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