



# CLOUD BASED HR SOLUTION

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GreenHR is a cloud based HR solution that will help involve and empower employees to build competitive organizations that are continuously succeeding desired goals. GreenHR can easily be configured to meet the requirements of any business, be it a multi-national conglomerate or a growing start-up. GreenHR provides your organization a new dimension of competitiveness to your HR strategy!

Hundreds of companies around the world trust GreenHR as their enterprise cloud platform for HR.





**EMPOWER  
THE  
EMPLOYEES**



**FLEXIBILITY  
AND  
RELIABILITY**



## **ABOUT GREENHR**

GreenHR is a cloud based HR solution that will engage and empower employees to build competitive organizations that are constantly achieving desired goals. GreenHR can easily be configured to meet the requirements of any business, be it a multi-national conglomerate or a budding start-up. By combining the power of Social HR, Mobility, Workflows and a new level of Analytics, GreenHR provides your organisation a new dimension of competitiveness to your HR strategy!

We apply innovation not only in technology but also in the way we provide services to our customers. Our service philosophy is developed based on best practices around the world to make sure optimum satisfaction and ROI.





## SUSTAINABILITY IN THE CLOUD

At GreenHR, we measure our success not only in financial terms, but also by how we operate in the community and environment. We are committed to reducing—and whenever possible, eliminating—any negative environmental impact while benefiting the communities in which we live and work.

Our sustainability efforts focus on the environmental, social, and economic issues that help create and sustain long-term success for all. To enjoy a healthy economy that fosters human potential, we need to sustain a healthy planet as a foundation for our economy.

Our approach to environmental stewardship focuses on the impacts that are most material to our business as a cloud software company. These include our carbon footprint, investments in renewable energy, reducing and responsibly disposing of our e-waste, and engaging with our employees to maximize their collective impact on how we operate.



## THE CLOUD IS GREEN

GreenHR's multi-tenant cloud architecture helps customers reduce business costs and carbon footprints by centralizing server processing, optimizing energy usage, and eliminating redundant equipment. GreenHR's data centres are optimized for processing, energy, and cooling efficiency.

# OUR VALUES



## EXCELLENCE

We strive to deliver excellence in what we do. We always leap an extra mile to exceed customer expectation. Our aim is to make every customer a "reference customer". We believe our hard work will always pay us back.



## INTEGRITY

We promise only what we can do. We keep our commitments to all our stakeholders, including customers, suppliers and employees.



## FREEDOM

We believe in freedom to be more creative and innovative. We facilitate freedom to our customers through our solutions and make ourselves open for ideas and strategic initiatives.



## RESPECT

Our culture is to respect. We respect others views and time. We highly respect and regard all levels of the organization hence our customers feel the quality in our services across all levels.



## CARE

As a principle we care for our customers with a deep consideration. We will make sure our customers are given the right products with extra ordinary care. We will stand by our customer at all given times.



## INNOVATIVE

Our main motivator is innovation. We bring innovation not only from outstanding products but also with our service philosophy. We believe innovation is the key to assist our customers in order for them to thrive in their own domains.



# BENEFITS



## MORE THAN AN EMPLOYEE FILE

Replace your employee files with GHR Employee Information Manager to ensure complete data at your fingertips anywhere anytime. Capturing new information of the employee has never been as easy as by simply creating a new field, hence there is no limitation.



## ORGANIZE COMMON FACILITIES

Sometimes managing common facilities such as Meeting Rooms, Company Vehicles or recreation facilities could become ardent whilst GHR could help you to manage it more effectively. You could allow employees to make reservations from the system or assign an individual to manage the feature. Using this function employees, could see the schedule of the particular facility and ensure it is free for them to book or arrange their plans based on the availability.



## SELF SERVICE PORTAL

Employees can be facilitated to have access to their own information such as leave balance, payslips, goals, documents etc. You could also communicate to your employees the company policies, news, company calendar, notices etc. as and when required. Through this powerful tool you can certainly improve organization communication and save time and effort.



## ALERT MANAGER

This is an interesting feature of the system that automatically notifies of any important dates such as anniversaries, birthdays, expiry of documents or events such as Visa, passport, license etc. The system could give timely alerts accurately that could help you to plan yourself in advance. Furthermore the system could notify not only the employee's information but also their spouses and children's birthdays and other important dates.



## ERP INTEGRATION

A guaranteed seamless integration to your existing ERP solution. All the payroll data can be transferred to a format that is acceptable for your ERP solution. Hence, there will be no duplication of the entire process. Responsibilities can be assigned clearly between finance and HR departments for an effective functioning.



## BRING FOCUS TO EMPLOYEES

Focus is quintessential in today's context especially when there is a multitude of distractions hovering around. It is quiet challenging for employees to focus on their core activities with other responsibilities and doings. As a result overall productivity of the company disintegrates while the employee feels disconnected within one's own self. GreenHR is designed to support employees to be in focus of their primary goals and objectives so that they could measure and evaluate themselves. This kind of transparent approach is a sure way of bringing a win-win culture to the organization and the employees.



## EMPLOYEE RETENTION

Cost of loosing a good employee could be more expensive than you could imagine. Not only you loose a valuable contribution from the employee, but also let go the knowledge, increasing the threat of competitors and giving a wrong message to the other employees.



Caroline Garcia  
SHIPPING CARGO ASSISTANT

Employee Self Service

Requests +

Leave Management +

Attendance +

Expense Claim +

### MY LEAVE

LEAVE TYPE	PREVIOUS YEAR BALANCE	CURRENT ELIGIBILITY	ADJUSTMENT	TOTAL ELIGIBILITY	LEAVE UTILIZED	LEAVE APP. PENDING	CURRENT BALANCE
Annual Leave	19.50	22.00	0.00	41.50	0.00	0.00	41.50
Sick Leave	0.00	0.00	0.00	0.00	0.00	1.00	0.00
Unpaid Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[CLICK HERE PLAN YOUR LEAVE](#)

### CALENDAR

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	26	27	28	29	30	31
	2	3	4	5	6	7
				13	14	15

### POLICY DOCUMENTS

Code of Conduct

### PAY SLIP

Paygroup

Select

Pay Period

01/12/2019 - 31/12/2019

PRINT



## CENTRALISED MANAGEMENT

If you are group of companies and stressing how to consolidate all the HR activities across the group, now you have a solution! With GreenHR's multi-legislative, Multi-company and multi-currency tool, you could centrally manage your group irrespective of the location on the globe. You could even run your payroll centrally for each division and get a consolidated view across the group.



## PAY AS YOU GO

Sometimes it is a challenge to allocate a budget for an HR system, when the organization is in dire need to focus on revenue generation. Hence GreenHR is made feasible for you to reflect on the cash flow. No hardware cost, no software cost, no maintenance cost. Just subscribe, and start using from day one. HR solution had never been easy to start, before!





## INSTANT ACCESS TO ATTENDANCE

As a responsible manager you will be required to manage your team's presence, whereabouts and have them on time at office. With GreenHR you could access your team's attendance information from anywhere you are. Irrespective of the number of departments you are responsible for, dashboard is a vital tool that can be at your fingertips. Furthermore, GreenHR could also notify the employee and the manager in case of late attendance thereby, encouraging transparency and helping to manage Time efficiently.



## MULTI LEGISLATION

It is an enormous task to manage a group of companies that has subsidiaries across the globe. You may have a challenge in adhering to each legislative requirement of the respective counties. Thanks to GreenHR's Global Payroll and configurable structure, you could cater to all and any legislative requirement comfortably.



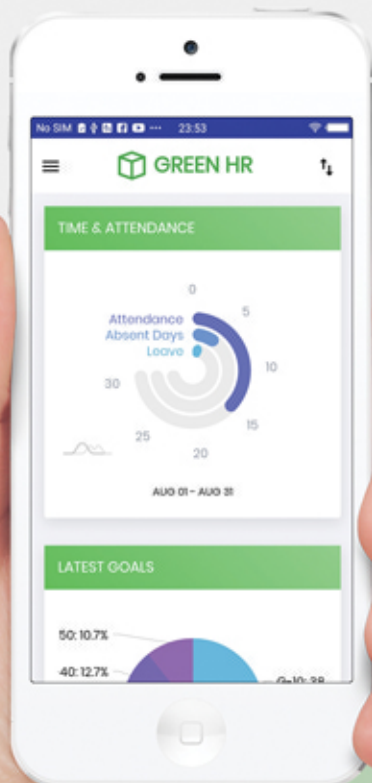
## PAPERLESS OFFICE

Say good buy to bulk employee files and piled up printed forms! With GreenHR you could maintain any form of information and retrieve/share at any time you need. In-built document management system would work as a virtual document shelf where you could also maintain version controls to make it more convenient for the users. The configurable Workflow Engine would help to replace any manual forms and attachments and send it through the approval flow that you wish within the organization



## DYNAMIC WORKFLOW ENGINE

Enjoy the flexibility of approving an employee's request for e.g. leave, expense claim, recruitment request etc while you are on travel or on the move and you could apply for the same any time from anywhere. This is the power GreenHR could bring to your work culture. Easily configurable Workflow Engine could ensure any request to be automated plus setup a dynamic approval flow that can be set-up to your requirements.



# MODULES



Employee Information Manager



Recruitment



Organization Chart



Online Leave Management



Time & Attendance



Expense Claim Management



Workflow Management



Global Pay



Employee Life Cycle



Web Report Navigator



Disciplinary Management



HR Dashboard



Performance Management



Analytical Tools



Training and Development



Self Service HR



HR Planning and Analysis



Corporate Communications



Security Console







## GET IN TOUCH



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