



Excellium

GO BEYOND MANAGING YOUR PEOPLE

BUILD AN EFFICIENT & HAPPY WORKFORCE

WITH

ZOHO People

Keep up with your employees' leave & attendance, track the time they spend on each project, gather data to back all your workforce related decisions, make contextual evaluations, and make sure you're never late in reaching out.

80,000+

employees apply for leave monthly

700,000+

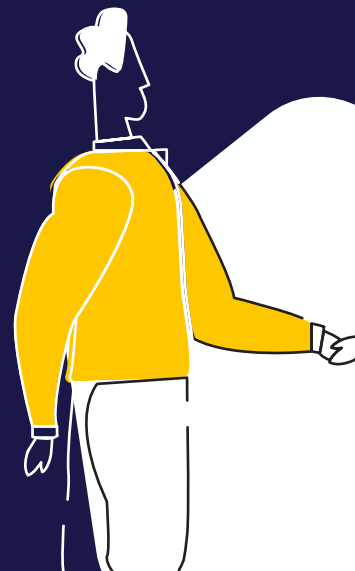
employees check in/out monthly

110,000+

project hours logged

150+

biometric integrations





TRUSTED BY **2000+**

organizations around the globe





INCREASE YOUR IMPACT WITH STRATEGIC EMPLOYEE ONBOARDING

A well-planned employee onboarding process can have a lasting impact on your employees' journey with the organization. Zoho People takes care of both your pre-onboarding and employee onboarding activities. You can set up new-hire portals, send offer letters customize workflows, view reports and trigger the onboarding process.

Employee onboarding Applicable for: All

Welcome aboard

Profile and other forms

Documents and policies

Team

Objectives

Company information

Checklist

Objectives Page description:

Get to know your goals and align them with your teammates'

HR Manager

- 50% Employee grievance handling
- 25% Managing Employee database
- 25% Compensation and Benefits Management

HR Manager - Recruitment

- 20% Candidate interviewing

Competitor Analysis

Customer Engagement

Technical Writing

Creative Writing

Training

Employee Relations

Zylker

Welcome aboard! We wish you a successful journey in our organization.

Welcome aboard

Profile and other forms

Documents and policies

Objectives

You're all set

Keb Lisa has posted a message.
Today 5:49 AM
Hi @Jack Oliver, welcome to Zylker. ❤️ 1

Jack Oliver
Thank you. I'm excited to work with you!
Today 5:53 AM ❤️ 1

YOUR HR CONTACT

Keb Lisa
HR Manager - Recruitment
7392

Write a Comment



MANAGE EMPLOYEE ATTENDANCE AND TIME OFF

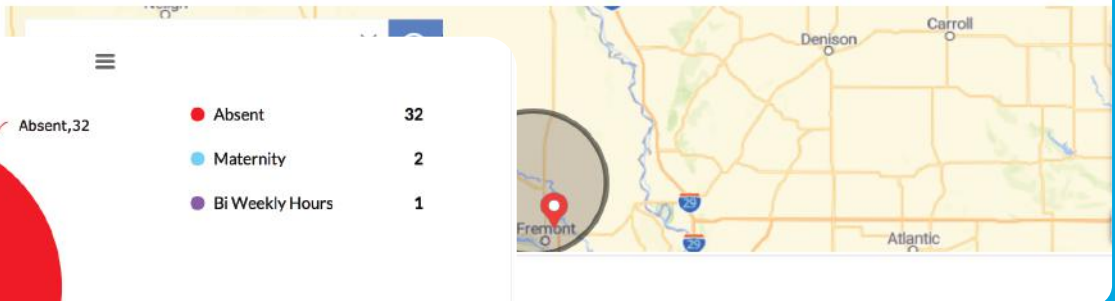
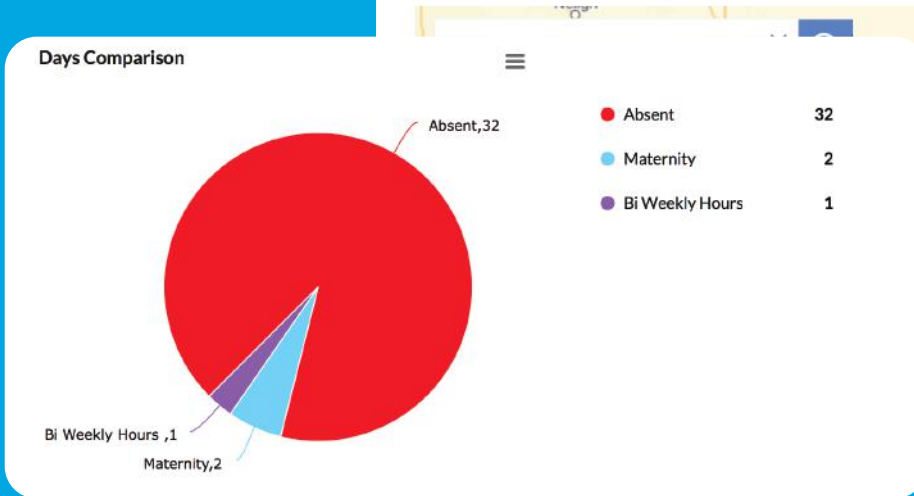
Stay updated about your employees' attendance and time off. Zoho People's leave and attendance management system makes calculating employee attendance easy with solutions like geo and IP restrictions. Now you can know your employees' availability and plan accordingly.

Add Geo Restriction

* Modules

Applicable For

	Applicable	Exceptions
Location	<input type="text" value="x California"/>	
Department	<input type="text" value="x Sales"/>	
Designation	<input type="text"/>	
Role	<input type="text"/>	
	(+)	
Employee	<input type="text" value="x ZY111 Keb Lisa"/>	



A great advantage is the fact that they keep improving the platform, making it easier to use with every day that passes. Plus, with every new update, new features and customizations are available.

Ms. Natalia Oprica,
Manager
KeepCalling



TRACK AND EFFICIENTLY MANAGE TIME

Zoho People comes with an intuitive time-logging system that helps employees and managers track the amount of time spent on every project and client. You can create a record of all time logs using timesheets, send them for approval, and bill your clients accordingly. This helps you spend time on the projects that need the most attention.

Date	Task	Status	Duration	Actions
Oct 5, 2018			10:58	
Oct 5, 2018	Issue Fixing • CR Group	Non-Billable	10:58	
Oct 10, 2018			04:45	
Oct 10, 2018	Medical inspection • KG Pharma	Non-Billable	04:45	
Oct 15, 2018			06:00	
Oct 15, 2018	Reports • Requirement Gathering	Billable	06:00	
Oct 16, 2018			04:00	
Oct 16, 2018	Data Gathering • WellCare EUS Implementation	Customer Data Billable	04:00	
Oct 16, 2018	Wipro • WellCare Implementation	Comms Billable	00:00:25	

Total 25:43 Hrs | **Submitted** 00:00 Hrs | **Not Submitted** 25:43 Hrs



Our most important requirement is time tracking, and Zoho People has that feature. Most of our employees work on projects, and they use Zoho People every day when entering task hours and creating jobs. Our finance team then looks at the billable tasks and generates invoices that are sent to customers.

Boopathy Kumar,
Head of Offshore Delivery
Serendebite



IMPROVE YOUR PERFORMANCE EVALUATIONS

Without contextual data to support your performance reviews, appraisals can be inexact and subjective. Zoho People lets you evaluate employee performance based on KRAs, goals, skill sets, and competencies. This means that you have a holistic and continuous feedback system, which allows you to recognize your best employees and identify those who need training.

Christine Spalding, ZY198

Director - HR

c.spalding@zylker.com

Skill Set Feedback Self Appraisal

You have given a feedback to **Vignesh TK.**
25 May 10:20 AM

Good work on Q3 recruitment!

Like this feedback

Rebecca Biag
25 May 10:25 AM

Good input

You l

Potential Assessment	High	<p>Rough Diamond Low Performer/High Potential</p> <p>95 employee(s)</p>	<p>Future Star Moderate Performer/High Potential</p> <p>75 employee(s)</p>	<p>Consistent Star Outstanding Performer/High Potential</p> <p>60 employee(s)</p>
	Moderate	<p>Inconsistent Player Low Performer/Moderate Potential</p> <p>80 employee(s)</p>	<p>Key Player Moderate Performer/Moderate Potential</p> <p>98 employee(s)</p>	<p>Current Star Outstanding Performer/Moderate Potential</p> <p>20 employee(s)</p>
	Low	<p>Talent Risk Low Performer/Low Potential</p> <p>49 employee(s)</p>	<p>Solid Professional Moderate Performer/Low Potential</p> <p>110 employee(s)</p>	<p>High Professional Outstanding Performer/Low Potential</p> <p>28 employee(s)</p>
		Low	Moderate	High

Performance Assessment

Great Human Resources tool!

Hope C.,
G2Crowd

☆☆☆☆☆ 4.5 /5



CREATE EFFICIENT CUSTOM FUNCTIONS AND WORKFLOWS

Every business has unique HR needs. When you hire a new employee, file a report, or host an event, there are a lot of repetitive and routine tasks involved. Zoho People lets you automate all these tasks using custom workflows and functions, such as automatic mail alerts, schedulers, and field updates.

Edit Workflow

Basic Information

Form Name: Employee

Workflow Name: Onboarding

Status: Active

Description: Execute this workflow when an employee joins the organization.

Trigger Process

Execute based on date

Field Name: Date of joining (Employee)

Date of execution: On

Time of execution: 09:00 AM

Execution occurrence: One Time

Criteria

Date of joining (Employee) Is Not Empty

+ Add new

Action

Select one or more processes to be automatically triggered

- Mail Alerts: Employee Welcome Letter
- Checklists: Employee Onboarding Checklist
- Field Updates: New Joinee status update
- Webhooks
- Custom Functions

Save Cancel



Zoho People has seamlessly merged into our organization and helped us streamline all our HR processes. New hire onboarding has never been this easy and the best part is that we can go back to any record and check the history

Brinda Jayaraman,
Manager Systems
Visual Bi



STORE DOCUMENTS IN A CENTRAL VAULT

Without contextual data to support your performance reviews, appraisals can be inexact and subjective. Zoho People lets you evaluate employee performance based on KRAs, goals, skill sets, and competencies. This means that you have a holistic and continuous feedback system, which allows you to recognize your best employees and identify those who need training.

Organization Files + Add Filter More

<input type="checkbox"/>	File Name		Location	Category	Created On	Modified On
<input type="checkbox"/>	Social Media Policy.pdf		California,C...	General	11/10/2018	11/10/2018
<input type="checkbox"/>	Client Import.pdf		All	General	08/08/2018	08/08/2018
<input type="checkbox"/>	...		All	General	08/08/2018	08/08/2018

Envelope View Close

Envelope Details

Envelope Name	/Original1493278362730_Probation Confirmation letter .png	Status	Sent
Sender	Christine Spalding	Completed on	-
Sent on	27-Apr-2017	Message	-
Send email copies to	-	Last Date	-

Attachments

File Name	Modified Time	
/Original1493278362730_Probation Confirmation letter .png	27-Apr-2017 13:03	

Recipients

Recipient Name	Email	Type	Order	Status	Date Delivered	Completed on
terram@zphone.zylker.com	terram@zphone.zylker.com	SIGNER	1	Waiting for Signature	27-Apr-2017	

Cancel Envelope Close



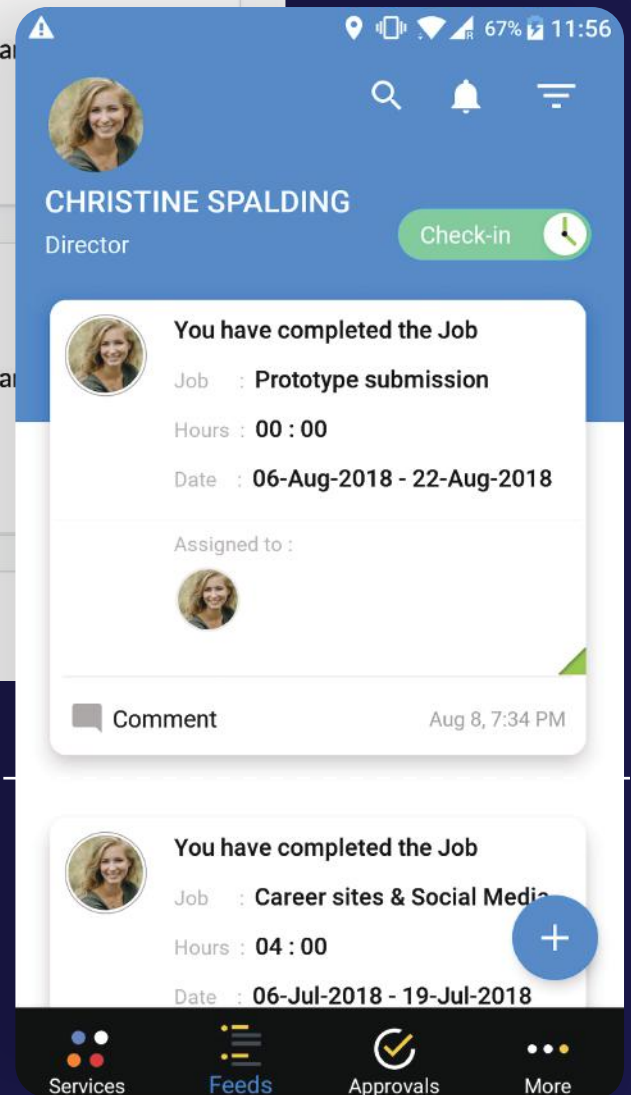
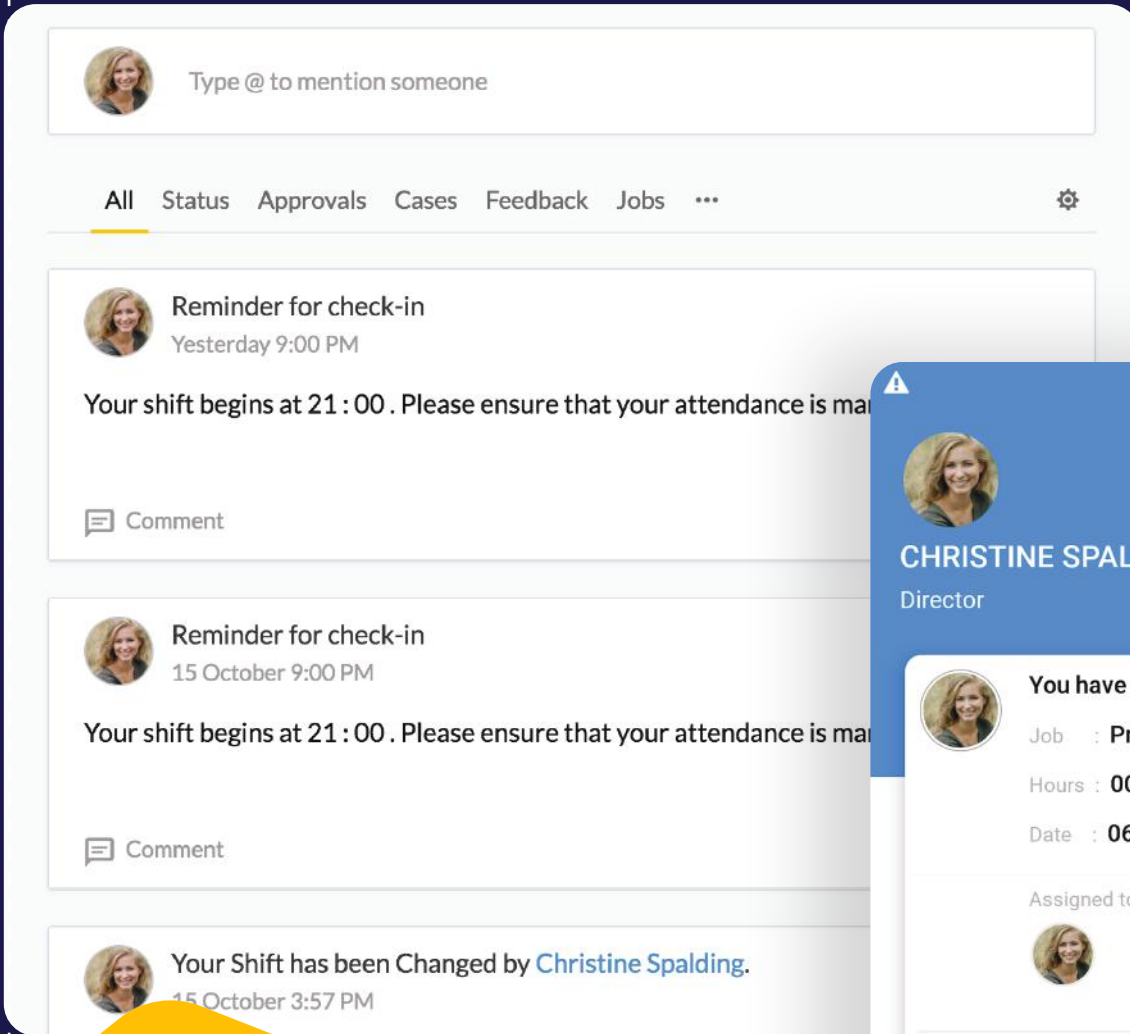
It is a great system that empowers employees to manage their own information and allows the HR consultants to customize the interface.

Kuda Mugabe,
HR Manager
Oaksure Insurance



COLLABORATE AND KEEP YOUR EMPLOYEES IN THE LOOP

Encourage collaboration among your teams regardless of their location. Instant notifications and real-time collaboration in Zoho People helps your employees stay updated about important information, solve organizational challenges, and complete tasks on time.



My employees love it because of the modern user interface and the functionality it provides.

Alexandr Tsybouk,
CEO
TechSpire



ASKING AND ANSWERING EMPLOYEE QUERIES MADE EASY

Connecting HR and employees directly with each other is now easier than ever. Cases works as a query management tool that can be used to sort questions from employees based on specific categories. Agents assigned to the category can answer queries, whose status can also be tracked. Policy papers, FAQs, and other documents can be uploaded for each category that employees can refer to before posting their queries.

The screenshot displays the 'Ask a question about' interface with four categories: Travel, Employee Onboarding, Transport, and another category with a calendar icon. A modal for 'Employee Onboarding' is open, showing details for the category, including an agent, associated content, and a list of FAQs.

Ask a question about

- Travel**
Manage your travel expenses and reimbursements with the Travel
- Employee Onboarding**
Queries regarding Onboarding process
- Transport**
For staff

Query on 'Employee Onboarding'

Subject

Description

Employee Onboarding
Queries regarding Onboarding process

Agent
ON Onboarding

Associated Content
Onboarding Form
Onboarding Guide.pdf

Configure Location based Settings

FAQ Add

- > What should I bring to the Orientation?
- > What is the Onboarding Process?
- > For how long is the Onboarding process?



CREATE AND CUSTOMIZE FORMS FOR ALL THE INFORMATION YOU NEED

Zoho People lets you create and customize your own forms. Drag-and-drop fields gather the information you need from your employees, while audit logs help you identify the changes you've made over time.

The screenshot shows the Zoho People form builder interface for a "Travel Request" form. On the left, there is an "Add Field" panel with various field types such as Single Line, Multi Line, Email ID, Number, Currency, Add Notes, Dropdown, Blood Group, Image, Phone, Date, Formula, Date - Time, Url, File upload, Gender, Decimal, Lookup, Radio, Country, Decision box, and Multi-select. The main area displays the form structure with fields like Employee ID, Travel ID, Employee Department, Is billable to customer, Designation, Travel Documents, Place of visit, Expected date of departure, Expected date of arrival, Expected duration in days, and Purpose of visit. The "Expense Limit" field is highlighted with a dashed box. On the right, there are panels for "Form Properties" and "Field Properties", with the latter showing settings for Display Name, Expense Limit, Label Name, Currency type, Validation, Audit, and Appearance.



Once you learn how to work with templates, it's very easy to create online forms and customize sections specific to your company.

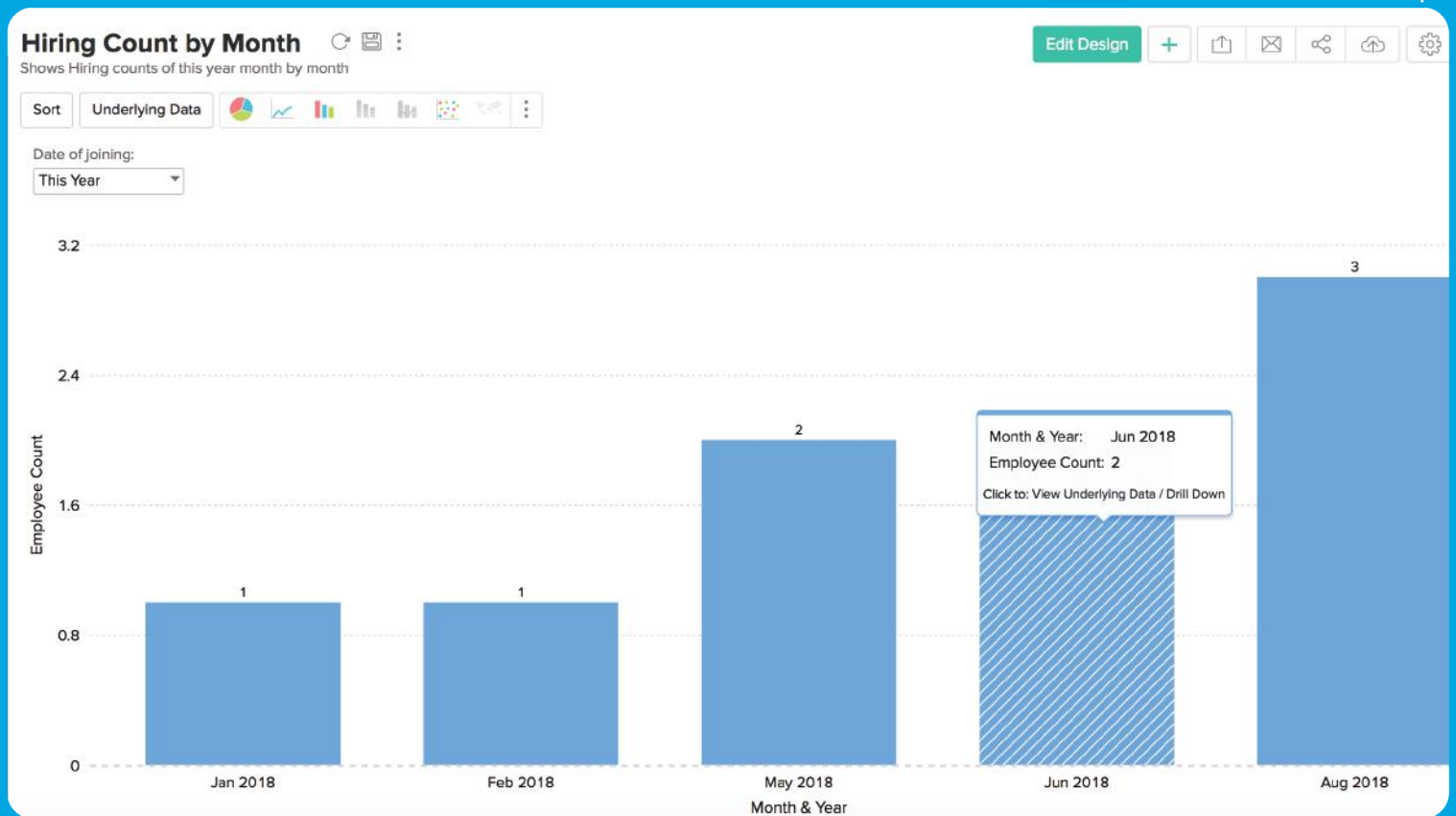
Debbie Kaplan,
GetApp

☆☆☆☆☆ 5/5



VISUALIZE YOUR DATA AND GAIN BETTER INSIGHTS

As your organization grows, it's important to know that your HR tools can grow with you. Zoho People's advanced analytics, powered by Zoho Reports, offer customizable dashboards that provide easy access to a range of related reports. Now you can analyze your data and gather detailed information about your employees and the work they're doing. This lets you make informed decisions about their performance and how to best utilize their talents.



I love the analytics features. They provide management insights about staff and organizational process.

Olusegun Dada,
GetApp

☆☆☆☆☆ 5/5



SET EMPLOYEE SCHEDULES

Working across different shifts and in different time zones shouldn't hinder productivity. Zoho People lets you create custom shifts and shift-based calendars, run automatic shift rotations, and confirm that you have the correct number of people on your rosters.

Calendar View < 09/10/2018 - 15/10/2018 > Associate Em

Employee ▾	Oct 09 Tue	Oct 10 Wed	Oct 11 Thu	Oct 12 Fri
ZY200 Vignesh TK	US shift (21 - 06)	US shift (21 - 06)	US shift (21 - 06)	US shift (21 - 06)
ZY198 Christine Spalding	US shift (21 - 06)	US shift (21 - 06)	US shift (21 - 06)	US shift (21 - 06)
ZY197 Janani Arvind	AUS shift (08 - 17)	AUS shift (08 - 17)	AUS shift (08 - 17)	AUS shift (08 - 17)
ZY196 Rinzee Wilma	AUS shift (08 - 17)	AUS shift (08 - 17)	AUS shift (08 - 17)	AUS shift (08 - 17)
ZY195 Kavin Edwards	AUS shift (08 - 17)	AUS shift (08 - 17)	AUS shift (08 - 17)	AUS shift (08 - 17)
ZY194 Anitha Joshi	AUS shift (08 - 17)	AUS shift (08 - 17)	AUS shift (08 - 17)	AUS shift (08 - 17)
ZY193 Tina smith	AUS shift (08 - 17)	AUS shift (08 - 17)	AUS shift (08 - 17)	AUS shift (08 - 17)
ZY192 Liam Johnson	US shift (21 - 06)	US shift (21 - 06)	US shift (21 - 06)	US shift (21 - 06)

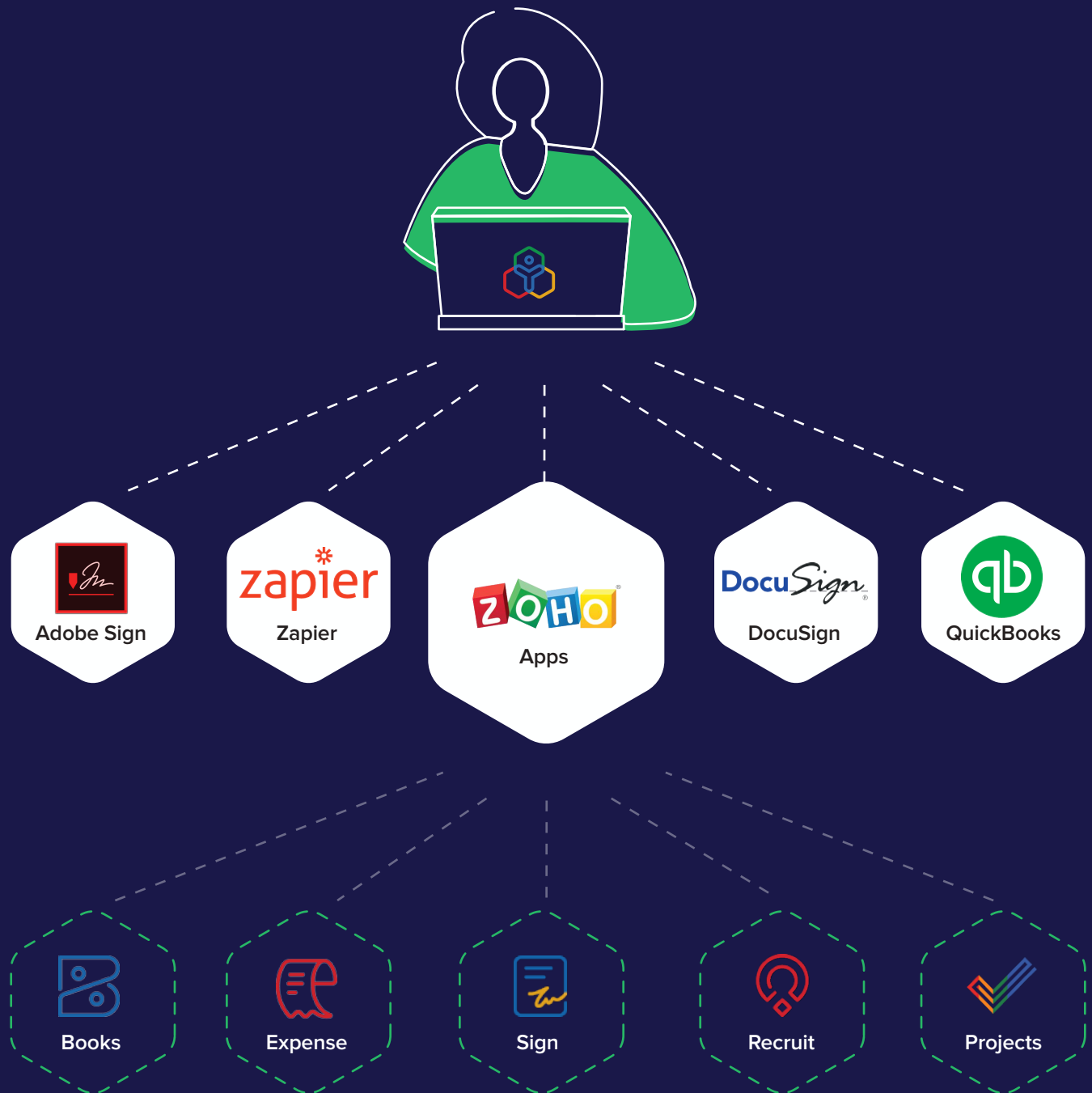


Employees find it very useful to track their leave and count their working hours. The best part is that we can track the time and location of employees who are working onsite. It's an amazing tool

Pravin Gade,
GetApp
☆☆☆☆☆ 4.5 / 5

INTEGRATION

Your organization might depend on a plethora of applications. Zoho People can easily communicate with any third-party app through APIs. Here's a list of our integrations:



Excellium

ZOHO People

WHAT ELSE DO I GET?

24/6 email, chat, & phone support

Onboarding support

Product Demo

info@excellium.biz, enquiries@excellium.biz

+234 803 802 3199

Plot 4, Block B8, CMD Road,
Magodo, Lagos, Nigeria



**Authorized
Partner**

