

# ***NexWaveERP Human Resources***

NexWaveERP Human Resources (HR) module serves as a comprehensive platform for managing various aspects of your workforce. It includes functionalities to streamline HR processes such as employee recruitment, onboarding, performance management, training, and time & attendance. The HR module centralises employee data, allowing you to maintain accurate records of personnel information, skills, qualifications, and employment history. Integrated with other ERP modules like Finance and Operations, HR functionalities ensure alignment between workforce management and organisational goals. The module supports compliance with internal policies through automated workflows and reporting capabilities. By providing real-time insights into workforce metrics and performance indicators, the HR module enables informed decision-making, enhances employee productivity, and fosters a positive work environment. Overall, HR modules in your NexWaveERP system optimises HR operations, streamlines administrative tasks, and contributes to the strategic growth and development of your organisation's human capital.

## ***Employee Lifecycle***

The employee lifecycle features encompass the end-to-end management of an employee's journey within the organisation. From recruitment and onboarding to performance management, development, and offboarding, this module provides comprehensive tools to oversee every stage of the employee lifecycle. You can efficiently manage personnel records, track career progression, and administer employee interactions. Integrated with other modules, it ensures seamless coordination across HR functions, promoting consistency and accuracy in employee data management. By automating workflows and notifications, the HR module facilitates timely performance reviews, goal setting, and feedback sessions, fostering continuous employee development and satisfaction.

## ***Key Benefits***

- Streamlined HR Processes**
- Enhanced Employee Experience**
- Cost Savings**
- Centralised Employee Data**
- Improved Decision-Making**



## Employee Performance

The employee performance features within NexWaveERP HR are essential for managing and evaluating the performance of your workforce effectively. This module provides tools to set and track individual and team goals, conduct performance reviews, and provide continuous feedback. Integrated with performance metrics and key performance indicators (KPIs), it allows you to measure employee contributions against established objectives and organisational targets. Performance appraisal functionalities facilitate regular assessments, identifying strengths, areas for improvement, and developmental needs.



## Shift & Attendance

The employee shift and attendance features play a crucial role in managing workforce scheduling and tracking attendance reliably. This module enables you to define shifts, assign schedules, and effectively monitor employee work hours. Integrated with robust time-tracking tools, it captures precise clock-in/out times, breaks, and overtime hours, ensuring accurate attendance records and compliance with labour regulations. Real-time visibility into attendance data allows for monitoring productivity trends, analysing attendance patterns, and optimising staffing levels based on operational needs. By streamlining shift management and attendance tracking, the HR module enhances operational efficiency, reduces administrative workload, and supports effective workforce management practices that enhance productivity and employee satisfaction.

## Recruitment

The Recruitment features within NexWaveERP HR are designed to streamline and optimise your hiring process. You can create and manage job postings, track applicants, and collaborate with hiring managers seamlessly. The module allows you to define job roles, qualifications, and skill requirements, ensuring clarity in candidate selection criteria. Integrated with applicant tracking capabilities, it facilitates resume screening, interview scheduling, and candidate evaluation, all within a centralised platform. Advanced reporting and analytics provide insights into recruitment metrics, such as time-to-hire, enabling continuous improvement of recruitment strategies.

## Leave & Expense Management

The Leave and Expenses management features are designed to efficiently handle employee time-off requests and business-related expenditures. This module simplifies the process of requesting, approving, and tracking various types of leave such as vacation, sick leave, and personal days. Employees can easily submit leave requests, check their entitlements, and monitor request statuses in real-time, promoting transparency and reducing administrative overhead. Additionally, the module facilitates expense management by capturing expense details, verifying claims against company policies, and expediting reimbursement processes. Automated notifications keep all stakeholders informed throughout the leave and expense management lifecycle, ensuring timely approvals and efficient operations.

