

Smart Solutions. Real Impact.

HRIS – Human Resource Information System

Aava's HRIS is an all-in-one cloud-based platform that automates HR activities within your organisation, boosting efficiency, ensuring compliance and elevating the overall employee experience. It manages employee data, including personal details, job roles, payroll, benefits, performance evaluations and recruitment. Centralising this data enhances accuracy, informed decision-making and compliance with labour regulations.

A. CORE HR

1. Attendance Management

With traditional attendance tracking, decision-makers face manual errors and lack real-time visibility. Our AMS manages employee check-in/check-out times, monitors work hours, generates accurate attendance reports and gives full visibility into attendance, delays or absences. It eliminates manual errors, while ensuring payroll accuracy, improved productivity and optimised workforce management.

2. Leave Tracking

Apart from manual miscalculations and incorrect data entry, scattered data in paper-based methods leads to confusion about leave balances, policies and historical records. Our leave tracker integrates data on a single framework, increasing visibility for HR, managers, and employees, which allow them to allocate resources effectively and prevent disruptions. This leads to better strategic decision-making and a more engaged workforce.

3. Travel Management

Businesses face the challenges of handling bookings and expenses manually and balancing cost efficiency with a positive employee travel experience. Our tool makes booking, expense reporting and reimbursement easier, and consolidates travel data. This enhances visibility into travel spend, better policy compliance, improved traveler experience and robust risk management for employee safety.

4. Onboarding & Offboarding

Manual onboarding and offboarding creates hurdles like poor visibility, delays and miscommunication, harming employee experience. Our HRIS mechanises these activities and

centralises data for greater control. With a single data source, it streamlines workflows, boosts security and compliance, and reduces errors and costs.

5. Employee OT/Substitute Leave Privilege Management

Managing employee overtime or Substitute Leave Privilege manually results in tracking errors, inconsistent policy enforcement and delayed approvals. Our technology enables managers to record employee overtime and convert eligible OT hours into leave credits or compensation as per company rules. By digitising leave balance tracking, organisations can optimise their operations and enhance productivity.

6. Employee Roster Configurations

Varying shifts, compliance requirements and last-minute changes complicate employee roster configurations. Our portal simplifies shift planning, ensures labour law compliance and offers real-time data. It allows managers to efficiently manage scheduling and team rotations, improving workforce productivity through unified rule-based roster management.

B. Talent & Performance

1. Training Modules

Passive learning methods in traditional training often lead to lack of engagement, information overload and poor knowledge retention in employees. Our training modules solve these issues by delivering high-quality interactive content with personalised learning paths. These engaging learning experiences lead to increased productivity, reduced turnover costs, a more skilled and motivated workforce and improved business outcomes.

2. Reviews & Appraisals

Reviews and appraisals are intricate exercises, with manual systems prone to inconsistent criteria, bias, delayed feedback, and poor performance tracking. Our tool standardises workflows and scheduling, sends reminders and centralises data. Timely, objective evaluations and greater data visibility boost transparency, while analysis delivers actionable insights to support employee growth.

C. Payroll & Compliance

1. Payroll Management

Managing varying pay structures, benefits and deductions across a diverse workforce is problematic. Additionally, lack of data consistency and manual mistakes may lead to payment inaccuracies and employee dissatisfaction. Our HRIS simplifies payroll management by managing calculations, tax deductions and payment schedules, reducing errors and saving time.

This integrated approach enhances payroll accuracy and assures timely, consistent employee compensation.

2. Maker-Checker Configuration (Role-Based Access Management)

Without a structured setup, tracking initiators and approvers becomes difficult. Our HR software makes the maker-checker processes simpler by defining clear approval hierarchies, automating workflow routing and maintaining audit trails. It connects access provisioning to job roles and updates permissions instantly with role changes. This results in reduced risks, minimised fraud and improved compliance and accountability.

3. Insurance Policy Management

Tracking multiple policies, ensuring timely renewals and managing employee eligibility for various insurance plans is cumbersome. Our platform assimilates data, sends alerts for renewals and policy changes and facilitates employee enrollment and claims tracking. Companies benefit by eliminating redundant tasks, tightening workflows and modernising legacy systems to drive growth and expansion.

D. Employee Engagement

1. Notices & Announcements

Inconsistent communication, limited reach and a lack of tracking of important updates lead to misunderstandings, compliance risks and disengaged employees. Our software assists organisations in centralising communication, enabling quick targeted announcements, automated alerts and read-receipt tracking. This results in faster response times and improved decision-making for the company.

2. Facilities & Employee Benefits Management

Managing costs, compliance, and employee benefits is demanding. Our digitised interface streamlines benefits administration, tracking eligibility, improving data management and facility bookings. It gives a clear picture of the assets and benefits, ensuring accurate allocation, reducing costs and enhancing employee satisfaction.

3. Calendar Management

Inefficient calendar management processes lead to overlapping schedules, missed deadlines and inconsistent tracking of important events such as performance reviews. We organise calendar functions and reminders and sync key HR activities, ensuring everyone stays aligned. This reduces scheduling conflicts and assists HR teams efficiently manage time-sensitive tasks.