HILINKS NETWORK SOLUTIONS LTD.

HR System

Intelligent Human Resource Management Solution

A comprehensive workforce platform for recruitment, employee records, attendance, leave, payroll, performance, training, reporting, and employee self-service.

Manage People Better. Automate HR. Improve Productivity.

HR System Overview

The Hilinks Network Solutions Ltd. HR System is a comprehensive, secure, and intelligent workforce management platform designed to help organizations automate human resource operations, improve employee productivity, strengthen workforce accountability, and simplify day-to-day HR administration.

The platform brings recruitment, employee records, attendance, leave, payroll, performance management, staff scheduling, training, reporting, and employee self-service into one centralized system.

Instead of relying on spreadsheets, paper files, disconnected payroll tools, attendance books, and manual approval processes, organizations can manage their workforce digitally from a single platform.

One centralized HR platform for the complete employee lifecycle - from recruitment and onboarding to payroll, performance, development, and exit.

Employee Database Management

Maintain a centralized and secure digital database for employee personal information, contacts, emergency contacts, departments, job titles, employment status, branches, salary information, bank details, identification documents, contracts, qualifications, certifications, next-of-kin details, work history, promotion history, disciplinary history, performance records, training records, and uploaded documents.

Authorized HR personnel can retrieve accurate employee information quickly without depending on physical staff files or scattered spreadsheets.

Recruitment Management

Manage job vacancies, job descriptions, hiring departments, candidate applications, CV uploads, applicant screening, shortlisting, interview scheduling, interview evaluations, recruitment stages, candidate communication, offer letters, and final employment decisions.

Employee Onboarding

Guide new employees through staff profile creation, employment documentation, contract upload, department and supervisor assignment, work location, employee number, payroll setup, bank information, schedule configuration, policy acknowledgment, equipment allocation, orientation, and access permissions.

Attendance Management

Record attendance manually or through supported employee self check-in, smart ID cards, RFID, NFC, QR codes, biometric devices, attendance terminals, or integrated access-control devices.

Monitor check-in and check-out times, late arrivals, early departures, absences, overtime, working hours, attendance percentages, department attendance, branch attendance, and attendance history.

Leave Management

Support annual, sick, maternity, paternity, compassionate, study, casual, medical, unpaid, and custom leave categories.

Employees can view leave balances and submit requests digitally, while managers and HR personnel can approve, reject, monitor balances, view employees on leave, and access leave histories.

Payroll Processing & Salary Management

Manage basic salary, allowances, bonuses, commissions, overtime, benefits, taxes, pension deductions, loans, salary advances, absence deductions, late-coming deductions, and other configured deductions.

Generate monthly payroll, employee payslips, salary summaries, department payroll reports, deduction reports, allowance reports, payment records, and payroll history.

Employee Payslips

Give employees secure access to payslips showing basic salary, allowances, bonuses, overtime, gross salary, tax, pension, loans, deductions, net salary, and salary period.

Performance Management

Configure appraisal periods, KPIs, department objectives, employee goals, competency assessments, supervisor evaluations, self-assessments, ratings, management reviews, and comments.

Identify high-performing employees, employees requiring improvement, training needs, promotion candidates, leadership potential, and performance trends.

KPI Management

Define measurable indicators such as sales targets, customer satisfaction, attendance, productivity, project completion, service delivery, revenue contribution, error reduction, compliance, response time, and other operational targets.

Staff Scheduling & Shift Management

Create morning, afternoon, night, rotational, weekend, departmental, branch, employee-specific, public-holiday, and special-duty schedules.

This is especially valuable for hospitals, factories, security companies, hospitality businesses, retail organizations, and other shift-based operations.

Employee Self-Service Portal

Employees can access personal information, attendance records, leave balances, leave applications, payslips, payroll information, performance records, training records, announcements, schedules, assigned tasks, and employment documents.

Manager & Supervisor Portal

Authorized managers can view assigned employees, approve leave, monitor attendance, review performance, conduct appraisals, view schedules, track departmental KPIs, submit disciplinary reports, recommend promotions, monitor training, and access departmental analytics.

Training & Development Management

Manage internal and external training, workshops, seminars, courses, certifications, conferences, orientation programs, mandatory training, and skill-development programs.

Track employees enrolled, training dates, providers, costs, completion status, results, certificates, and certification expiry dates.

Certification Tracking

Track certification name, issuing authority, certification number, issue date, expiry date, renewal date, supporting documents, and current status.

Automated reminders can be configured for certifications approaching expiry.

Employee Document Management

Securely maintain contracts, identification documents, certificates, qualifications, CVs, promotion letters, warnings, transfer letters, appointment letters, confirmation letters, training certificates, resignation letters, and exit documents.

Promotion & Transfer Management

Maintain promotion and transfer histories including previous and new designations, salary changes, departments, branches, roles, supervisors, effective dates, approvals, reasons, and supporting documentation.

Disciplinary Management

Record complaints, misconduct reports, queries, warnings, investigations, employee responses, disciplinary hearings, management decisions, suspensions, final warnings, and related documents.

Employee Recognition & Rewards

Maintain records for employee-of-the-month awards, long-service awards, sales achievements, innovation awards, service excellence, management commendations, and special recognition.

Employee Loan & Salary Advance Management

Manage loan or advance applications, amounts, repayment schedules, monthly deductions, outstanding balances, approval status, and payment history. Approved repayments can connect directly to payroll.

Expense & Reimbursement Management

Allow employees to submit work-related expenses such as transportation, travel, accommodation, meals, office purchases, training, medical reimbursement, and other approved business expenses.

Business Travel Management

Track travel requests, destinations, travel dates, purpose, transportation, accommodation, travel allowances, approvals, and supporting documentation.

Asset Allocation Management

Track company assets issued to employees, including laptops, computers, mobile phones, vehicles, ID cards, access cards, office equipment, tools, uniforms, and other property, together with issue dates, condition, return dates, and return condition.

Employee ID Card Management

Support employee identification cards with photographs, names, staff numbers, departments, job titles, organization names, expiry dates, QR codes, barcodes, RFID, or NFC technology.

Smart cards can also integrate with attendance and access-control systems.

Organizational Structure & Multi-Branch Management

Define subsidiaries, branches, departments, units, divisions, teams, job positions, reporting relationships, supervisors, and managers.

Head-office administrators can view consolidated workforce, attendance, payroll, leave, performance, expense, and staffing information across multiple branches.

Employee Lifecycle Management

Maintain connected records from vacancy and application through recruitment, onboarding, confirmation, attendance, payroll, appraisal, training, promotion, transfer, disciplinary management, resignation or termination, exit clearance, and former employee records.

Resignation & Exit Management

Manage resignations, retirement, contract completion, termination, dismissal, redundancy, notice periods, exit interviews, asset returns, outstanding loans, salary settlement, department clearance, and final approvals.

HR Analytics & Reporting Dashboard

Display total employees, active employees, new employees, employees by department or branch, employment type, employees on leave, attendance percentages, late arrivals, absenteeism, payroll cost, overtime cost, recruitment activity, employee turnover, performance ratings, and training participation.

Comprehensive HR Reports

Generate employee, attendance, leave, payroll, salary, recruitment, performance, training, certification, promotion, transfer, department, branch, turnover, workforce-cost, disciplinary, and employee-exit reports.

Notifications & Alerts

Notify employees and management about leave requests and decisions, payroll processing, payslip availability, training schedules, certification expiry, appraisals, interviews, birthdays, contract expiry, probation completion, schedules, company announcements, and HR notices.

Notifications can be delivered through in-system alerts, email, SMS, and other supported integrations.

Contract & Probation Management

Track contract start and expiry dates, probation periods, confirmation status, contract renewal, and employee confirmation, with automatic alerts for important employment dates.

HR Policies & Employee Handbook

Publish employee handbooks, leave policies, attendance policies, codes of conduct, workplace safety rules, data protection policies, expense policies, disciplinary procedures, remote-work policies, and other organizational policies.

Role-Based Access Control

Define access for Super Administrators, HR Administrators, HR Managers, Payroll Officers, Recruitment Officers, Department Heads, Branch Managers, Supervisors, Finance Officers, Auditors, and Employees.

Each role can be limited to the data and functions required for its responsibilities.

Audit Trail & Activity Logs

Maintain logs of user logins, record creation, record changes, payroll processing, leave approvals, employee updates, role changes, permission changes, and other important administrative actions.

Data Security

Support secure authentication, role-based permissions, password policies, session management, backups, activity logging, restricted administrative access, encryption where applicable, secure cloud deployment, and controlled document access.

Cloud-Based & Mobile-Friendly Access

Authorized employees and administrators can access the platform from desktops, laptops, tablets, and smartphones.

Employees can conveniently check attendance, apply for leave, view payslips, check schedules, read announcements, access HR documents, and review personal information.

Integration Capability

Integrate with biometric attendance devices, access-control systems, accounting software, banking and payroll platforms, payment systems, ERP solutions, email systems, SMS gateways, government or regulatory platforms, and third-party APIs where required.

Major Benefits

Streamlined HR Operations

Reduces repetitive administrative work and allows HR teams to focus more on workforce development and organizational strategy.

Reduced Paperwork

Moves employee records, attendance, leave, payroll, appraisals, documents, and reports into a digital environment.

Improved Payroll Accuracy

Automated calculations reduce errors associated with manual payroll processing.

Better Employee Experience

Self-service functionality gives employees convenient access to important HR services.

Improved Workforce Productivity

Managers can monitor attendance, performance, schedules, and workforce availability more effectively.

Faster Decision-Making

Real-time dashboards and reports provide useful information for workforce planning.

Improved Transparency

Employees and managers gain clearer visibility into leave, attendance, payroll, appraisals, and approvals.

Greater Accountability

Activity logs, digital approvals, employee histories, and structured reporting strengthen accountability.

Stronger Compliance Management

Maintain accurate employee records, certifications, contracts, payroll history, and HR documentation.

Reduced HR Administrative Costs

Automation can reduce time and resources spent on routine HR activities.

Better Workforce Planning

Analytics provide visibility into employee distribution, staffing levels, attendance patterns, payroll costs, and turnover.

Centralized Workforce Information

Maintain one reliable source of employee information instead of disconnected records.

Ideal For

- Corporate organizations
- Small and Medium Enterprises
- Government ministries and agencies
- Local government institutions
- Schools, colleges and universities
- Hospitals, clinics and medical laboratories
- Hotels and restaurants
- Manufacturing companies
- Construction and engineering firms
- Financial and microfinance institutions
- Retail businesses and supermarkets
- Logistics and transportation companies
- Security companies
- NGOs
- Religious organizations
- Professional service firms
- Telecommunications companies
- Technology companies
- Multi-branch enterprises
- Large corporations

Why Choose the Hilinks HR System?

The Hilinks HR System is designed to provide more than basic employee record management. It creates a complete digital workforce-management environment connecting employees, HR departments, supervisors, finance teams, department heads, branch managers, and senior management.

Instead of maintaining separate applications for attendance, payroll, leave, recruitment, performance, training, employee records, HR documents, staff scheduling, and reporting, organizations can manage these processes within one coordinated platform.

Built for Growth

As an organization expands, the HR System can grow with it. Additional employees, departments, branches, job positions, supervisors, payroll structures, work schedules, policies, user roles, reports, and integrations can be added as operational requirements evolve.

Transform Human Resource Management

Organizations need an intelligent workforce platform that improves efficiency while giving management better visibility into their most important resource - their people.

Hilinks Network Solutions Ltd. HR System

Manage People Better. Automate HR. Improve Productivity.