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## About Ken-HR

Ken-HR is a framework for building HR applications with ready-made modules, which can be customizable. Ken-Hr framework provides for easy development and implementation for HR solutions for organizations of any flexibility. It provides for a lot of flexibility in modeling HR workflows and integration with other HR and accounting systems like SAP. Ken-HR provides centralized management of HR processes across multiple organizations and multiple locations and having matrix relationships within the organizations. Ken HR can be looked at as two parts, The Ken-HR framework and the Ken-HR modules, which have been developed on the framework.

## Ken-HR Framework

### Portal Interface

#### Portal Interface with enhanced features

**Synopsis:** Provides a home page with features like Configurable menus, HR Role based access-configurable and an Interface to manage content

**Description:** The home page for the application has built in features like Configurable menus, HR Role based access-configurable and an Interface to manage content. The administrator can manage these with user-friendly interfaces.

### Workflow

#### Completely Configurable Workflow

**Synopsis:** Configurable Workflows completely outside of the modules that use it.

**Description:** The system, which is built on a generic framework meant for HR systems (which includes features like employee master, organization structure, positions etc) uses to the fullest extent the features provided by the framework. One of the key features of the framework is the workflow module. This module allows configuration of workflows completely outside of the other modules that use it.

The leave module functions as just another HR module that uses the strengths of the workflow module.

The workflow allows configuration of the approval flow without any coding. It provides for routing based on configurable business rules which makes it possible to very easily model the flows as well as change them as policies /organisations change. The workflow feeds into the Organisation module of the framework for reporting relationships.

The advantage of this is that reporting relationships can be configured independent of the specific HR module and reused across multiple workflows.

## Organisation Management

### Organisation Management module

**Synopsis:** Allows relationships to be mapped within an organisational unit or across organisational units (i.e. matrix reporting) and also allows mapping relationships based on processes.

**Description:** This module allows the mapping of the relationships in an organisation. This module provides a very fine granularity that allows relationships to be captured at employee and process level. This allows relationships to be mapped across organisational units (i.e. matrix reporting) as well as lets the relationships be different for different processes. This gives a great deal of flexibility in managing workflows in organisations of any complexity.

## Reporting Module

### Strong Reporting Feature

**Synopsis:** Common reporting module with added features.

**Description:** For all reports across all modules, we have a common Reporting module. There are templates for most of the modules that can be easily configured based on the requirements.

It has features like:

1. Ability to define reports without having to get into coding and separately from the application database
2. Report templates, which ease the job of creating reports
3. Pre built reports for leave that can be customised easily
4. Exporting the Reports generated to excel for further analysis.

## Other Features

### Seamless Integration with Other HR Modules

**Synopsis:** We have a common framework for the HR solution, where each module can be “plugged – in” with ease.

**Description:** The framework that the leave module is built on allows other HR modules to be “plugged –in”. That is the framework provides a host of services that can be reused by different modules. This means a single point of configuration, which can control all the modules that use it. This also ensures only incremental costs for developing/implementing additional modules.

### Separate modules for Reports, Configurations and Workflow

**Synopsis:** Separate modules for configurations and reports across all modules in the Ken HR Framework.

**Description:** All configurations across all modules in the framework are maintained in a common configuration module. These configurations have a very user-friendly interface.

Similarly for all workflow configurations, we have a separate Workflow module, where all configurations related to the Workflow are done. Even the contents and recipients of the automatic mails being sent on successful completion of a task are configurable in the workflow module.

Similarly for all reports across all modules, we have common Reports module. There are templates for most of the modules that can be easily configured based on the requirements. There are pre-built reports and export to excel feature with most of the reports.

### Interface to external ERP systems like SAP

**Synopsis:** Framework supports an interface to most of the established external ERP systems via Web Services.

**Description:** We have a separate module, which provides an interface with SAP. Similarly, the framework supports the interface to other ERP Systems (Accounting/HR) using Web Services.

**Functional modules developed with the Ken-HR (for some large clients) as of now which can be customized.**

### **1) Recruitment**

- a. Manpower Requisitioning and Position approvals
- b. Multi Stage Recruitment cycles (i.e. shortlist, multiple levels of interview) for approved positions
- c. Tracking Recruitment status for open positions
- d. Capturing of the Skills, qualification and attributes required for the recruitment.
- e. Search option to recognize candidates already present in the system
- f. Capturing various details for candidates like:
  - 1) Educational
  - 2) Professional etc
- g. Interview evaluation
- h. Interview panel and location maintenance
- i. Scheduling interviews and notifying the interview panel members of interviews
- j. Updating interview status after each interview
- k. Generation of various letters, Interview, Rejection and offer based on interview status.
- l. Completely configurable workflows
- m. Recruitment Process monitoring reports

### **2) Employee joining**

- a. Filling up of all joining details by Employee
- b. Processing of data entered and special data entry by HR administration
- c. Approval of details by concerned authorities
- d. Employee Search feature
- e. Joining Process monitoring reports
- f. Associated workflows like id, visiting card etc.
- g. Modification of details of employee whenever relevant.
- h. Classification of employees into grades
- i. Employee photographs

- j. Examples of details captured
  - i. Basic details
  - ii. Address details
  - iii. Medical details
  - iv. Nominations
  - v. Family details
  - vi. Education qualifications
  - vii. Experience
  - viii. Professional memberships
  - ix. Talents and hobbies

### **3) Leave, on-duty and permissions**

- a. Leave entry by employee
- b. Multi level approval by superiors depending on leave balance and type of leave
- c. Grade based configuration/rules for leave balance/holidays etc
- d. Covers all types of leave (casual, medical, LTA, Advance etc) leaves, approval cycles etc,
- e. Leave encashment- voluntary and automatic encashment
- f. Leave balance management (rule based)
- g. Holiday calendar (Location/grade/working-week wise)

### **4) Appraisals**

- a. Complete workflow of appraisals
- b. Setting of KRAs and attributes by HR
- c. Employee self assessment
- d. Multi level of assessment of employees with private and public comments sending back to previous stage with comments etc
- e. Quantitative and Qualitative assessment.
- f. Covers both:
  - i. Probation Appraisal
  - ii. Annual Appraisals

## **5) Transfer of Employees**

- a. Workflow for Inter-department, Inter-location, Inter-Division, Inter Company Transfers
- b. Ability to transfer from one position to another while transferring
- c. Checklists to ensure effective transfer of employee.

## **6) Employee Travel**

- a. Travel planning and arrangements for a multi location/company organization
- b. Automatic eligibility checks based on Grade.
- c. Travel plan approvals with approval deviations
- d. Tracking of travel advances
- e. Interfaces for making arrangements like booking tickets, hotels, transit houses, pickup and drops etc.
- f. Ticket cancellations
- g. Approval of Travel expense statements and deviations from plan, eligibility etc.
- h. Entry of travel statements bill wise and generation of a day wise location wise statements
- i. Passing accounting entries at various stages, Advance, Ticket invoices, expense statements, batching of bills by vendor for payment
- j. Expense settlement in cheque, credit and cash form and accounting for the same.

## **7) Employee leaving**

- a. Leaving workflow which involves capture of exit interview details, multi department approvals,
- b. Final approvals, notifications to ensure smooth processing.
- c. Exit Interviews
- d. Full & Final settlements

## **8) Salary and Service certificates**

- a. Application for certificates and generation of the same

## **9) Benefits administration**

- a. Various benefits can be made available to grade wise to employees and workflows of the same.
- b. Some E.g.
  - i. House Lease
  - ii. Car scheme

## **10) Long service awards**

- a. List of employees who are eligible to receive long service awards (5/10/20 yrs etc)

## **11) Staff Bulletin**

- a. A bulletin notifying everyone concerned of the people leaving joining and customization of the bulletin grade wise.

## **12) Declaration**

- a. Various kind declarations, approval and action.
- b. E.g.
  - i. Relationship declaration
  - ii. Business declaration
  - iii. Gifts declaration etc.

## Ken-HR Advantages

### **Product Advantages**

**4-5 Man years spent in developing the Ken-HR and the various modules associated.**

- Sound Architecture
- Flexibility/Customizability
- Generic framework for any HR application
- Integration with other HR/Accounting systems
- Maintainability
- Process Management
- Adaptable



## Platform Advantages

The Ken-HR system is developed on Lotus Domino platform one of the best enterprise application platforms used today.

- Rapid Application Development
- Secure
- Groupware features
- Scalable
- Platform independent

## Vendor Advantages

Kentropy Technologies has done research and development on various software platforms and domain areas. The Ken-HR is solely developed in-house.

- Experience in implementing HR application for a big client having to automate HR Processes of a group of companies
- Experience in integrating the application with SAP HR
- Years of experience in Lotus Domino
- Years of experience in Web Application Development

## Ken-HR Architecture

