**Product Datasheet – Mitrefinch Human Resources Management**

- Easy Report Generation for quick analysis and easy export
- Flexible configuration to fit company needs
- Letters generated with calculations for contracts, leave arrangements, etc.
- Automatic reminders for events

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**All your employee data in one place**

Giving you easy access to view, analyse, and generate reports on all your personnel details quickly and easily. Employee data is stored on many panels, divided by topic. The fields can be designed to hold data of almost any type. A mixture of text, lookup, dates, pictures and labels can be placed on the form in any desired layout.

Employee codes are applied using drop-down lists. This reduces the possibilities for incorrect input, and allows these fields to be selected or sorted on in reports.

Salary calculation and breakdown is available for all employees utilizing the **Pay** section. After creating a selection of pay grades detailing information such as hourly, weekly or monthly factors and guideline salaries, the grades are applied to each employee as appropriate.

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**Absence Profiling & Entitlement Accruals**

When used in conjunction with the **Mitrefinch Time & Attendance** system, user-defined absence categories can be created: e.g., compassionate leave, jury duty, vacations, dentist etc.

An entitlement is allocated to the employee. Once any absence (e.g. vacation) is booked, the days planned are automatically deducted from the remaining entitlement. Should excess absence be booked a warning can be displayed advising the user.

This procedure also works retrospectively, for example, a supervisor might offer a day’s vacation instead of an unauthorized absence to an employee. These actions have an immediate effect on the employee planner or personal absence profile.
Instant access to information

Everything is tracked within the HR software. To attach employee records to the system, simply attach any type of digital file. The information can then be viewed by screen or by field. Management can then view the documents on their computer screens with the options to print, email, or export as needed.

HR Software improves compliance

As various provinces have different regulations regarding leave and attendance, Mitrefinch HR software can make sure your organization adheres to all the necessary laws, allowing you to customize them as they periodically change. Anytime one of these laws or regulations is violated, the system alerts you to avoid any penalties or legal fees and fines.

Easy Report Generation

The powerful built-in Report Generator ensures quick and easy access to meaningful, up-to-the-minute information, arming managers with the data needed to generate accurate employee or contract details. Any information put in the system can be reported on. Whether Managers need a quick update on when contracts are ending or employee birthdays, a report can be generated on the spot.

Benefit from complete workforce management

Integrating HR Management software with Mitrefinch Time and Attendance System (TMS) provides you with a complete workforce management solution, fully customized to meet your own specific business and industry needs.