

Streamline Your Workforce Management

Efficient. Intelligent. Secure.

All-in-One Solution for **Attendance,
Onboarding, Payroll & Task Tracking**

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Introduction

At Hajiri, we understand the complexities that businesses face in managing their workforce efficiently. From attendance tracking to payroll processing, manual HR tasks can be time-consuming and prone to errors. That's why we've developed **Hajiri.in**, a cloud-based HR management platform that automates and simplifies these essential processes, empowering companies to focus on growth and productivity.

Hajiri provides businesses with a robust, user-friendly solution for:



Onboarding & Documents: Simplify employee onboarding with easy document management and digital records, ensuring a smooth start for new hires.



Attendance Management: Streamline attendance tracking with location and selfie-based geofencing, AI-powered face recognition, biometric devices, and seamless integration with WhatsApp and Slack.



Leave & Shift Management: Manage employee shifts, leave requests, and approvals with real-time tracking and customisable workflows.



Statutory Compliance: Ensure adherence to PF, ESI, and TDS regulations with automatic compliance management.



Payroll Automation: Effortlessly manage payroll, deductions, and payslip generation.



Employee Self-Service: Empower employees to view and manage their attendance, leave balances, and payslips from anywhere.

With Hajiri, businesses can unlock their team's efficiency, reduce administrative burdens, and ensure compliance—all while offering employees a seamless experience.

In this proposal, you will find detailed information on how Hajiri can be tailored to your specific requirements, along with flexible options to suit your operational needs.

We are excited about the opportunity to support your business and help you streamline your HR processes.

Admin Control: Comprehensive Management at Your Fingertips

Hajiri's robust admin module empowers organisations with granular control over various aspects of workforce management. Our suite of admin tools ensures seamless operation and customisation to meet your specific organisational needs.

Company Setting

- Customise company profile and branding
- Set up multiple branches or locations
- Upload Company's HR Policy
- Assets Management

Shifts & Attendance Setting

- Define attendance rules and policies
- Set up geo-fencing for location-based attendance
- Configure check-in/check-out methods (biometric, mobile app, web portal)
- Customize late arrival and early departure thresholds
- Set overtime rules and calculations

Automation Rules

- Create custom triggers for automated actions (time-based, event-based)
- Implement automated approval flows with multi-level conditionals
- Set up automatic data updates for employee records
- Automate payroll processes including pro-rata calculations
- Create compliance automation checks for payroll and tax reporting

Roles & Responsibilities

- Create custom user roles with specific permissions
- Define hierarchical structures within the organization
- Assign managers and team leads
- Set up approval chains for various processes (leave, attendance corrections)
- Control access to sensitive information and reports

Holiday & Leave Settings

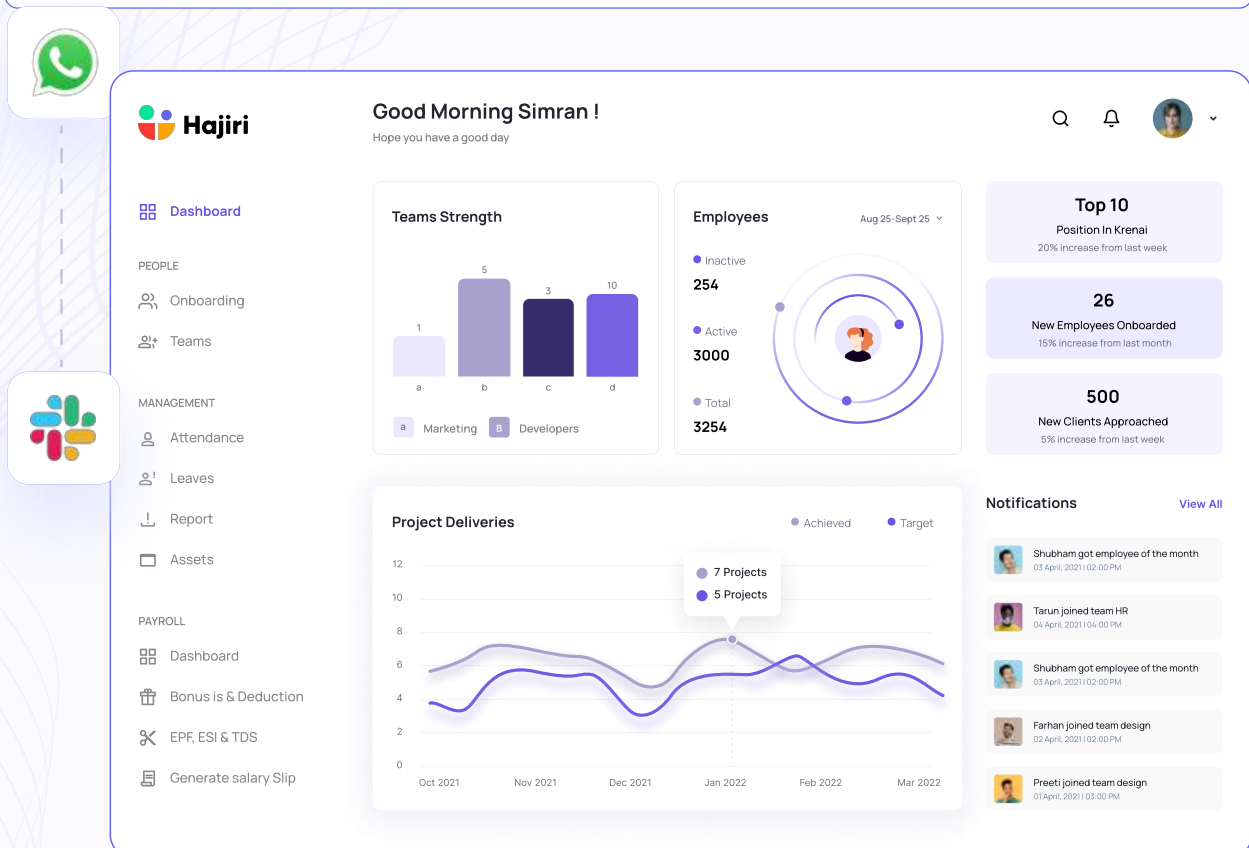
- Create and manage leave types (paid, unpaid, sick, vacation, etc.)
- Set leave accrual rules and carry-over policies
- Configure leave approval workflows
- Set up leave balance notifications and reminders
- Manage holidays and company-wide events

Employee Tax Management

- Configure automatic tax calculations (income tax, professional tax, etc.)
- Set up tax deduction scheduling aligned with payroll cycles
- Support multiple tax regimes simultaneously
- Provide tax liability projections for employees
- Generate compliance reports (e.g., Form 16, 26AS reconciliation)

Roles & Responsibilities

- Create custom user roles with specific permissions
- Define hierarchical structures within the organization
- Assign managers and team leads
- Set up approval chains for various processes (leave, attendance corrections)
- Control access to sensitive information and reports



Capturing Attendance: Flexible Solutions for Modern Workplaces

1

Attendance Via What'sApp

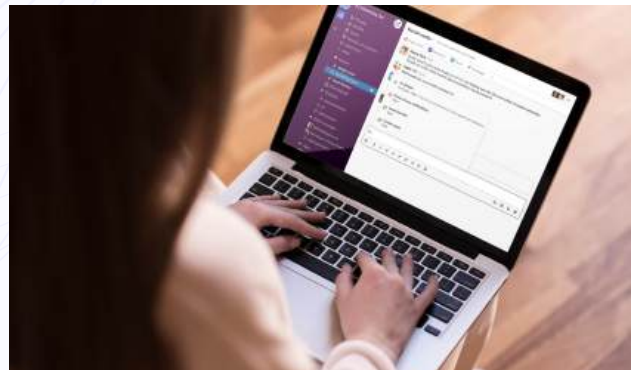
Seamlessly capture attendance with a simple check-in/out process using WhatsApp, no hardware required.



2

Attendance Via Slack

Enable employees to mark attendance directly through Slack, integrating with their daily workflows.



3

Attendance Via Biometric Machine

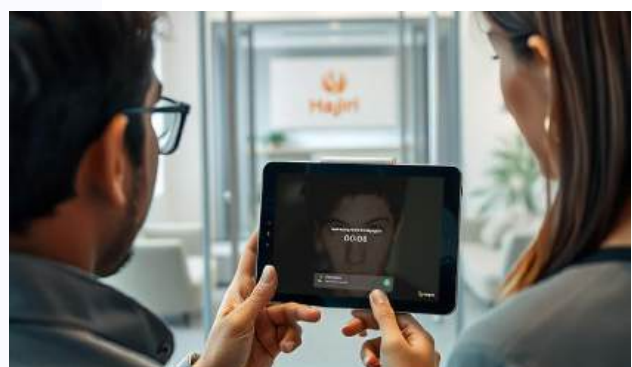
Capture accurate attendance using biometric fingerprint and face recognition devices for on-site staff tracking



4

Attendance Via Lens

Utilize AI-powered face recognition technology to mark attendance with a secure, contactless experience




Hajiri Module:

1. Employee Onboarding and Documentation

Streamline your employee onboarding process with Hajiri's comprehensive Employee Onboarding and Documentation module. From the initial welcome to the exit process, our system ensures a smooth, efficient, and compliant journey for both employees and HR teams.

Modules	Description
New employee registration	The system will allow HR person to register new employee
Document upload/verification	The system will enable employees and HR to upload and verify required documents.
Probation period monitoring	The system will track probation periods and notify managers for timely evaluations
Asset allocation	The system will manage the allocation and tracking of company assets to employees.
Exit Process Management	The system will facilitate the exit process with automated workflows and checklists.



Employee Onboarding
Here's what's going on today.

Dashboard

Onboarding

Team

Attendance

Leaves

Reports

Assets

Dashboard

Bonus & Deduction

EPF, ESI & TDS

Generate Salary Slip

Premier

Trial Plan

Verified Users
26 Users
Complete Onboarding

Pending Verification
77 Users
In Process Onboarding

Rejected Profile
13 Users
Error Documentation

Requested Profile
9 Users
Pending Verification

Employee Name	Employee ID	Team	Email	Phone Number	Accessibility	Status	Action
Esther Howard	11231	Management	the@samline.com	2567896544			
Robert Fox	11231	Designing					
Ralph Edwards	11231	Marketing					
Courtney Henry	11231	Management					
Leslie Alexander	11231	Designing					
Darlene Robertson	11231	Marketing					
Esther Howard	11231	Management					
Robert Fox	11231	Designing					
Ralph Edwards	11231	Marketing					
Courtney Henry	11231	Management					
Leslie Alexander	11231	Designing					
Darlene Robertson	11231	Marketing					
Darlene Robertson	11231	Marketing					

Robin Mia

18/01/2023 Designer

01300000004

robin.mia@hajiri.com

Last active time is today - 1:37 PM

Attendance & Leave

Payroll & Finance

Learning & Development

Benefits

January 2023

Monthly

New Request

Summary

208 hr 30 min Scheduled

215 hr 15 min Worked

+ 7 hr 30 min Difference

2 Incomplete records

4 hr 30 min Total leave

1 hr 5 min (Early Out)

2 Holiday

1 Absent

+ 2 hr 10 min Approved LT

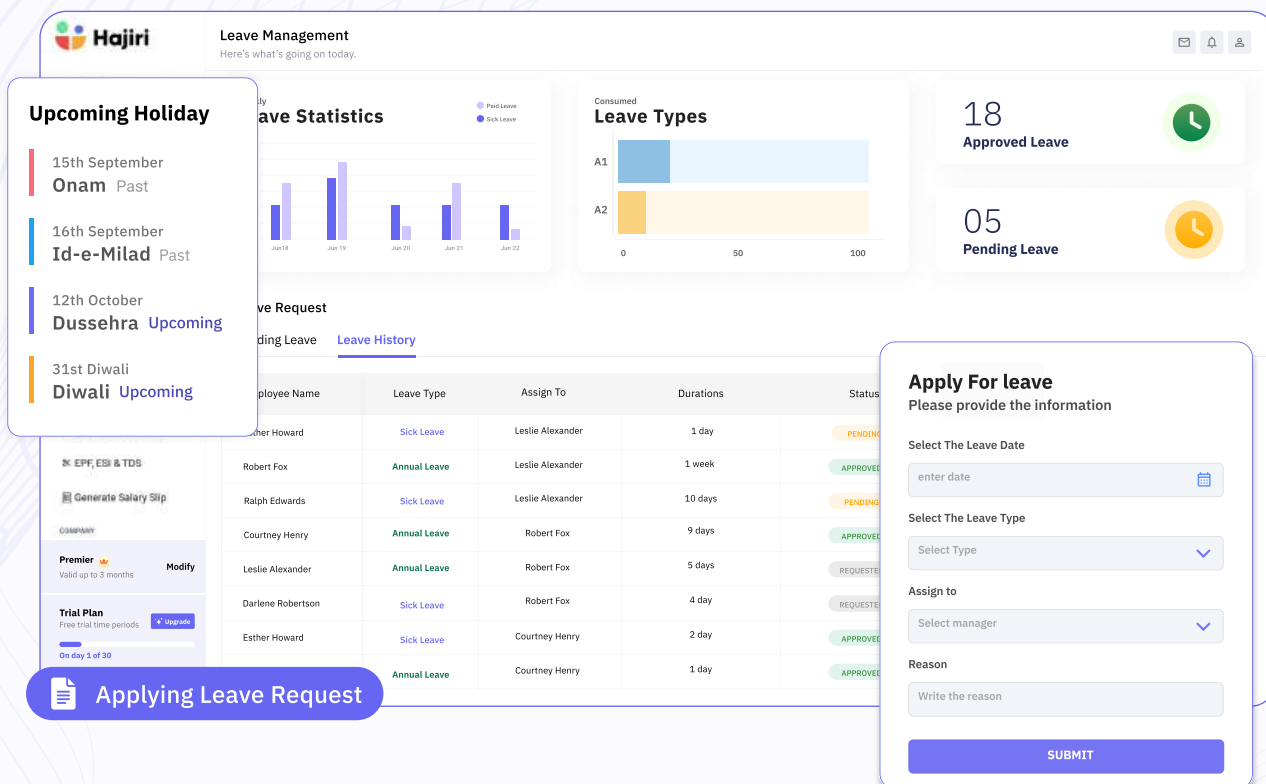
Date	Status	Scheduled	Check In	Check Out	Worked	Difference
Sunday, 1 Jan 2023	Present	9 am - 6 pm	9:00 am	6:00 am	9 hr 00 min	-
Monday, 2 Jun 2023	Present	9 am - 6 pm	8:50 am	5:30 am	8 hr 40 min	-30 min
Tuesday, 3 Jun 2023	Present	9 am - 6 pm	9:00 am	3:30 am	9 hr 30 min	+1 hr 30 min
Wednesday, 4 Jun 2023	Absent	9 am - 6 pm	No Record	No Record	-	-8 hr
Thursday, 5 Jun 2023	Holiday	Day off	-	-	-	-

Verified Users

2. Holiday & Leave Management

The Holiday & Leave Management module is designed to streamline the process of managing employee time off, including holidays, vacation days, sick leave, and other types of absences. This module aims to improve transparency, automate leave requests and approvals, and ensure accurate tracking of employee leave balances.


Modules	Description
Leave Policy Configuration	The system will enable HR to configure different leave types and associated policies.
Holiday Calendar Management	The system will allow HR to set up and manage the company holiday calendar.
Leave Application	The system will allow employees to submit leave applications electronically.
Leave Approval Workflow	The system will facilitate the leave approval process through predefined workflows.
Leave Balance Tracking	The system will automatically track and update employee leave balances.
Leave Reports Generation	The system will generate comprehensive leave reports for management and HR.



3. Shifts, Attendance Setting & Automation Rule

The Shifts, Attendance Setting & Automation Rule module is designed to streamline the process of managing employee work schedules, tracking attendance, and automating related tasks. This module aims to improve workforce management efficiency, ensure accurate time tracking, and provide flexibility in handling various shift patterns and attendance rules.

Modules	Description
Shift Management	Effortlessly create, assign, and manage multiple shift types, set recurring patterns, and handle split shifts with break times for streamlined workforce scheduling.
Attendance Settings	Customize working hours, flexible time policies, overtime rules, and integrate time-off management for accurate attendance tracking.
Time Tracking	Track time effortlessly with multiple clock-in methods, real-time monitoring, automatic hour calculations, and geolocation-based attendance tracking.
Automation Rules	The system will manage the allocation and tracking of company assets to employees.



Dashboard

People

Onboarding

Team

MANAGEMENT

Attendance

Leaves

Reports

Assets

PAYROLL

Dashboard

Bonus & Deduction

EPF, ESI & TDS

Generate Salary Slip

Attendance Management

Here's what's going on today.

Comparison

Attendance Chart

Daily

Weekly

Monthly

100%

80%

60%

40%

20%

0

01 Aug

02 Aug

03 Aug

04 Aug

07 Aug

08 Aug

09 Aug

10 Aug

11 Aug

14 Aug

15 Aug

16 Aug

91%

Report

Weekly Attendance

100%

80%

60%

40%

20%

0

Sales

IT

Attendance Overview

Quick Search

Unprocessed Logs

Daily Report

Settings

ID	Employee	Role	Department	Date	Status	Check-in	Check-out	Work hours
2341421	Ahmed Rashdan	Help Desk Executive	IT Department	29 July 2023	Work from office	09:00	18:00	10h 2m
					Absent	00:00	00:00	0m
					Late arrival	10:30	18:00	8h 30m
					Work from home	09:00	18:00	10h 5m

Set Automation Rules

Late Entry Rules

Define the late entry rules for the employees

Rule 1

Custom salary Deduction rule

Half Day Salary Deduction Rules

Full Day Salary Deduction Rules

Duration

00:30:00 hrs

Duration Type

Per Minute

Occasion

5 Times

Duration

00:30:00 hrs

Occasion

5 Times

Duration

00:30:00 hrs

Occasion

5 Times

Shift Management

Enter IN time

Enter OUT time

Enter BREAK START time

Select

Enter BREAK END time

SUBMIT

Geofencing & Location Management

The Geofencing module in Hajiri provides intelligent location-based attendance tracking, ensuring accurate employee presence monitoring while maintaining flexibility for various work arrangements. This module streamlines attendance verification through advanced location-tracking capabilities and automated compliance management.

Modules	Description
Location Configuration Management	Configure and manage multiple work locations with customizable boundaries, supporting both regular offices and temporary project sites with precise location tracking and verification capabilities.
Attendance Verification System	Enable secure check-ins through multiple authentication methods including location verification, selfie validation, and AI-powered face recognition for enhanced security and accuracy.
Remote Work Flexibility	Support various work arrangements including work-from-home, field work, and client site visits with automated location verification and exception management workflows.
Compliance & Reporting	Generate comprehensive location-based attendance reports while maintaining privacy standards and regulatory compliance for location tracking data.

Key Features

- Multi-location support with custom radius settings (50m to 1km)
- Real-time location verification with selfie-based attendance
- Work from home location registration and verification
- Location-based attendance reports and analytics
- Privacy-compliant location tracking with end-to-end encryption

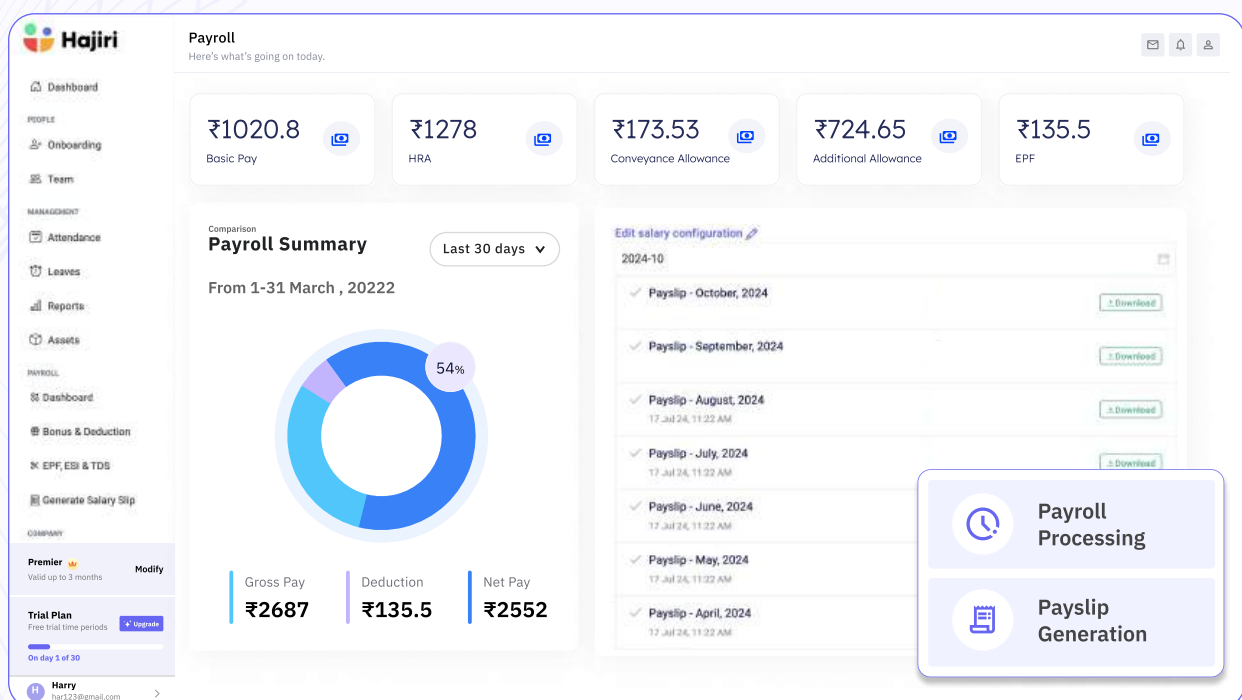
Business Benefits

- Reduce manual attendance verification
- Improve workforce management efficiency
- Ensure compliance with attendance policies
- Support flexible work arrangements
- Minimize administrative overhead

4. Salary, Payslip and Employee Tax Management

The Salary, Payslip and Employee Tax Management module is designed to streamline the process of managing employee compensation, generating accurate payslips, and handling tax-related tasks. This module aims to automate complex calculations, ensure compliance with tax regulations, and provide transparency in salary management for both employers and employees.

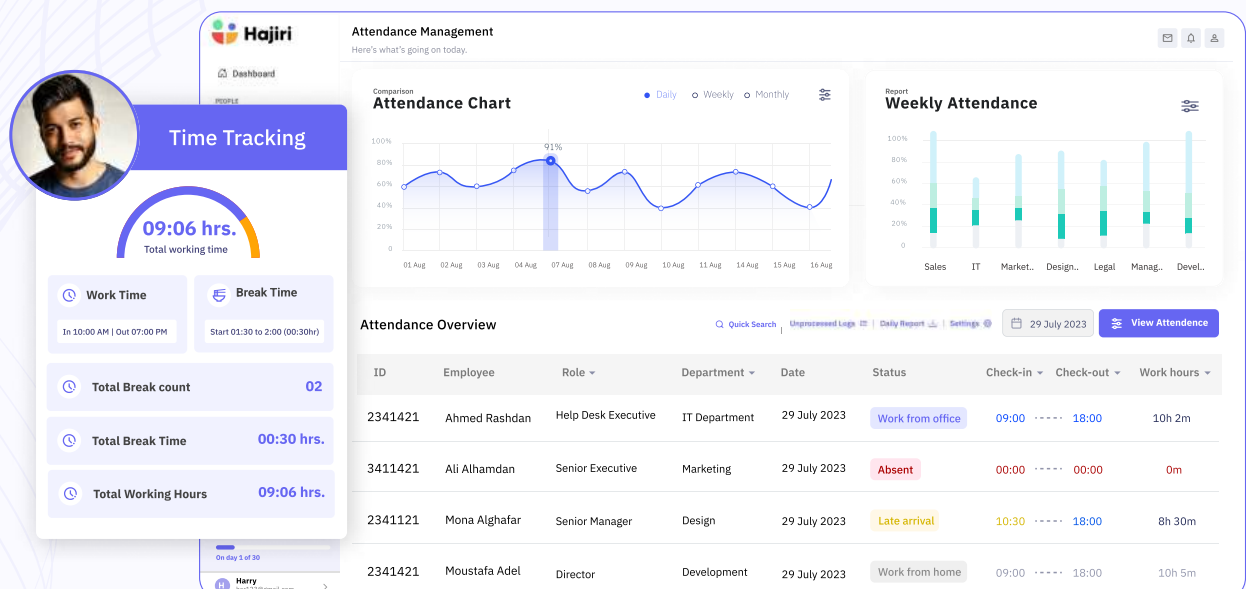
Modules	Description
Salary Structure Management	Configure salary components, set up salary grades, and manage revisions and increments with ease.
Payroll Processing	Automate payroll calculations based on attendance, manage deductions, and support multiple pay periods seamlessly.
Payslip Generation	Create customizable payslips, distribute them digitally, and provide employees with historical access to their payslips.
Tax Calculation and Management	Automate tax calculations, configure tax rules, and generate tax forms and reports based on local regulations.
Deductions and Benefits Management	Manage statutory and voluntary deductions along with employee benefits like insurance premiums and meal vouchers.
Compliance Management	Ensure compliance with tax laws, generate statutory reports, and maintain audit trails for every transaction.
Integration Capabilities	Seamlessly generate bank files for salary transfers and integrate payroll data with other financial systems.
Reporting and Analytics	Generate detailed payroll reports, analyze trends, and export data for financial accounting and auditing.



5. Attendance Tracking

The Attendance Tracking module is designed to accurately record and manage employee work hours, breaks, and overall attendance. This module aims to streamline the attendance process, improve accuracy, and provide real-time insights into employee presence and time utilization.

Modules	Description
Employee Check-in/Check-out	Enable check-ins via WhatsApp, Slack, biometric devices or geolocation tracking with real-time recording for multiple shifts.
Break/Back Tracking	Track breaks seamlessly using biometric devices or integrations with WhatsApp and Slack for both start and end times.
Break Monitoring	Monitor break durations to ensure policy compliance with alerts for exceeded break times.
Daily Timesheet Reports	Generate automated daily timesheets with customizable templates for check-in/out times and break summaries.
Report Export	Export attendance reports in multiple formats (PDF, Excel, CSV) with scheduled automated exports.
Data Visualization	Visualize attendance patterns with graphical reports for teams and individuals through dashboards.
Targeted Reminders	Send configurable check-in, break, and check-out reminders via WhatsApp, Slack notifications with custom rules.
Attendance Regularization	Allow employees to request attendance corrections via self-service with a manager approval workflow and audit trail.
Reporting and Analytics	Access comprehensive attendance reports, analyze trends in tardiness or absences, and create custom reports.



6. Roles & Permissions

The Roles & Permissions module is designed to manage user access control within the Hajiri system. It provides a flexible and secure way to define roles, assign permissions, and manage user accounts, ensuring that users have appropriate access to system functions based on their responsibilities.

Modules	Description
Role Management	Create, modify, and manage roles with granular permissions, ensuring secure access control and version tracking.
User Management	Manage user accounts with ease through bulk operations, role assignments, and multi-factor authentication support.
Permission Assignment	Efficiently assign, inherit, and customize permissions for roles, ensuring precise access control for all functions.
Audit Logging	Maintain security and transparency with detailed activity and access logs, ensuring compliance and real-time monitoring.
Role-Based Reporting	Generate reports based on specific role permissions, ensuring that only authorized personnel can access sensitive data.

7. Notification

The Notifications module is designed to keep users informed about important events and updates within the Hajiri system, with a focus on attendance-related information. This module allows users to customize how they receive notifications, ensuring that relevant information is delivered through their preferred channels in a timely manner.

Modules	Description
Notification Channels	Enable both admins and users to select their preferred notification channels, choosing between real-time Slack alerts and WhatsApp.
Notification Types	Manage notifications for personal attendance (check-ins, check-outs, breaks, overtime), employee attendance for managers (team summaries, late arrivals, absentees), system updates (maintenance, security), and compliance alerts (overtime, breaks, work hour regulations)
Notification Preferences	Allow users to set preferred channels (Slack, WhatsApp), customize notification frequency (real-time, daily), and choose language preferences for localized content

8. Reports

The Reports module in Hajiri provides comprehensive insights into employee attendance, compliance, and HR-related data. It offers a range of customizable reports to help organizations track, analyze, and optimize their workforce management processes. The module is designed to cater to various stakeholders, including HR administrators, managers, and employees, offering both high-level summaries and detailed breakdowns of critical information.

Modules	Description
Attendance Reports	Generate comprehensive attendance reports, including summary, daily records, salary details, and leave balances for effective workforce management.
Compliance Reports	Ensure regulatory adherence with detailed compliance reports, covering attendance summaries, daily attendance, and leave balances for staff leave cycles.
Miscellaneous Reports	Access diverse miscellaneous reports featuring staff details and bulk salary slips to streamline HR operations and enhance payroll management.

The screenshot displays the Hajiri Reports module interface. On the left is a sidebar with navigation links: Dashboard, PEOPLE (Onboarding, Team), MANAGEMENT (Attendance, Leaves, Reports, Assets), and PAYROLL (Dashboard, Bonus & Deduction). The main content area is titled 'Reports' and includes a subtitle 'Here's what's going on today.' It features two primary sections: 'Attendance Reports' and 'Compliance Reports'. The 'Attendance Reports' section lists: Attendance Summary, Attendance Report, Salary Report, Daily Attendance Report, and Leave Balance. The 'Compliance Reports' section lists: Attendance Report (Staff leave summary cycle). To the right is a 'Reports Logs' section showing a list of reports generated on specific dates in October 2024, each with a download icon. A modal window titled 'Attendance Reports' is overlaid on the bottom left, displaying six key metrics with icons, values, and trends:

Metric	Value	Trend
Total Employees	452	+2 new employees added
Absent	30	+3% Increase than yesterday
On Time	360	-10% Less than yesterday
Late Arrival	62	+3% Increase than yesterday
Early Departures	6	-10% Less than yesterday
Time-off	42	2% Increase than yesterday

Pricing Plan: One Platform for All Your HR Needs

Affordable & Efficient







Manage employee onboarding, attendance, leave, payroll, and salary slips effortlessly all from one powerful platform at budget-friendly prices. Explore the key differences between our plans and select the one that best suits your business needs. Whether you need essential features or advanced capabilities.

Compare Plans	upto 30% Off on yearly plans	
	Basic	Premium
One powerful platform at budget-friendly prices	₹69 ₹49/month per employee	₹125 ₹99/month per employee
Onboarding & Documents - Employee	✓	✓
Shift-based attendance management	✓	✓
Assets Allocation/ Management		✓
Slack & WhatsApp Integration	✓	✓
Leave Request & Approval Management	✓	✓
Salary Structure & Compliance	✓	✓
Payroll and Salary Slip Automation		✓
Employee Tax Management		✓
Automation rule	✓	✓
User Roles & Privileges	Basic	Custom
Reminders & Alerts - Notifications	✓	✓
Employee Exit - Documentation		✓
Report & Dashboard	Basic Reports	Advance Reports

Implementation Timeline:

Phase	Duration	Key Deliverables
Initial Setup	1-2 weeks	System configuration, data migration
User Training	2 days	Employee and admin training sessions
Go-Live	1 day	System launch and final adjustments
Post-Launch Support	Ongoing	Continuous support and optimization

Hajiri Implementation Methodology

-  **Project Initiation:** Kick-off call scheduled after subscription payment, covering implementation plan, data templates, and feature overview.
-  **Implementation Timeline:** Implementation begins within 2 days of payment, leveraging cloud-based methodology to ensure access to the latest features.
-  **Estimated Effort:** Approximate 10 man-days needed to configure all Hajiri modules, covering setup, configuration, and feature integration.
-  **Implementation Process:** System configuration, data migration, integration setup, and user training performed once, with additional sessions available at extra cost.
-  **Estimated Effort:** Approximate 10 man-days needed to configure all Hajiri modules, covering setup, configuration, and feature integration.
-  **Continuous Updates and New Features:** Receive automatic updates with new features and improvements, supported by regular communications on their optimal use.
-  **Support and Communication:** Email support available Monday to Friday for queries, issues, and guidance on using new features.
-  **Escalation Matrix:** Escalation matrix provided for both implementation and ongoing support, ensuring clear communication channels.
-  **Training and Onboarding:** System admins and end-users receive comprehensive training, with additional webinars and resources for new features.
-  **Go-Live and Ongoing Support:** Assistance during go-live and continuous post-go-live support ensures smooth adaptation to new functionalities.

Applicable Terms & Conditions:

Hajiri Subscription Model: Hajiri is offered through a CLOUD model and charges Subscription Fees on a Per Employee Per Month (PEPM) basis for the modules listed in the proposal. Fees will only be applicable to active users within the system.

Scope and Additional Modules: Any module or service not explicitly included in this proposal will be considered Out of Scope and subject to additional charges based on standard rates. Any further customization or enhancements requested post-implementation will also be considered chargeable unless agreed otherwise in the contract.

Advance Payments: Upon acceptance of this offer, the following 100% Advance Payments will be required:

Yearly Subscription Fees calculated as (Number of Active Employees) X (PEPM) X (12 Months).

Estimated Effort: Approximate 10 man-days needed to configure all Hajiri modules, covering setup, configuration, and feature integration.

Invoicing and Subscription Terms:

- The subscription period for the first invoice will begin from the Project Kick-Off Meeting Date or from the date of the first upload of employee data, whichever is earlier.
- Hajiri charges on the basis of actual active user count. Employees added to the system will be treated as active from the date of entry, irrespective of the actual joining date. Similarly, employees marked as separated will be considered active until the date they are removed from the system, irrespective of their official exit date.
- Any exceeded user count beyond the initial agreement will be charged either on a Quarterly Basis or at the time of the next renewal, whichever comes first.
- All payments must be made within 5 working days from receipt of the first proforma invoice. Subscription renewals require payment at least 15 days before the current term's expiration to ensure uninterrupted access to the Hajiri platform.

Travel and Training Costs:

- Any work requiring travel to the customer's site will incur additional costs. These out-of-pocket expenses related to travel, boarding, and lodging will be borne by the customer. Travel and accommodation arrangements will be in line with Hajiri's travel policies.
- One online training session for designated trainers within your organization is included in the Standard Product Implementation Methodology.

Subscription Period: The subscription period starts from the date of the Project Implementation Kick-Off Call.

Subscription Price Changes: Subscription fees are subject to a 10% annual increase upon renewal. This ensures continued updates and enhancements to the platform as per industry standards.

Refund Policy and Termination: For details regarding pro-rated refunds in the event of early termination, please refer to the Hajiri Refund Policy available on our website.

Additional Modules: Any additional modules requested post-implementation can be added at an additional subscription cost.



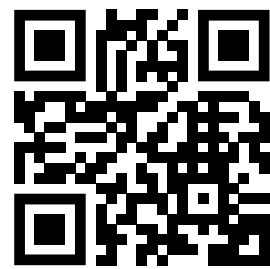
All-in-One Solution for **Attendance,
Onboarding, Payroll & Task
Tracking**

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