



Mastering HR Management with HRMatrix Software

A practical guide to implementing the HRMatrix framework at your organization



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Introduction

- Orblogic Inc. specializes in HR software solutions, offering a comprehensive HR management system called HRMatrix. This platform addresses various HR needs for businesses of any size, focusing on simplifying and securing HR processes.



Chapter 1:

Understanding HRMatrix

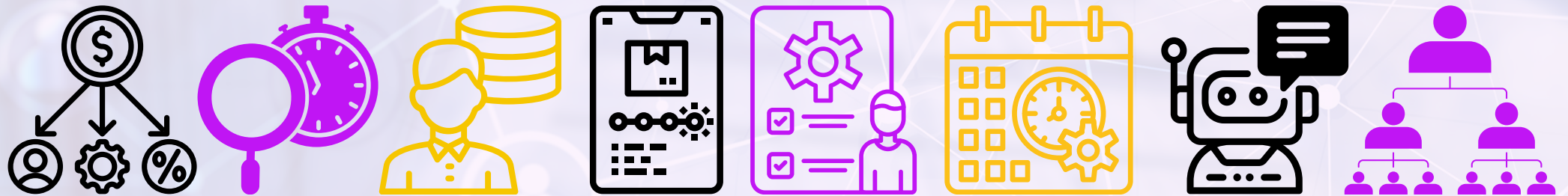


1.1 Overview of HRMatrix

Our comprehensive suite of HR software solutions is tailored to meet the unique needs of businesses of all sizes and industries. HRMatrix delivers a seamless experience for HR professionals and employees.

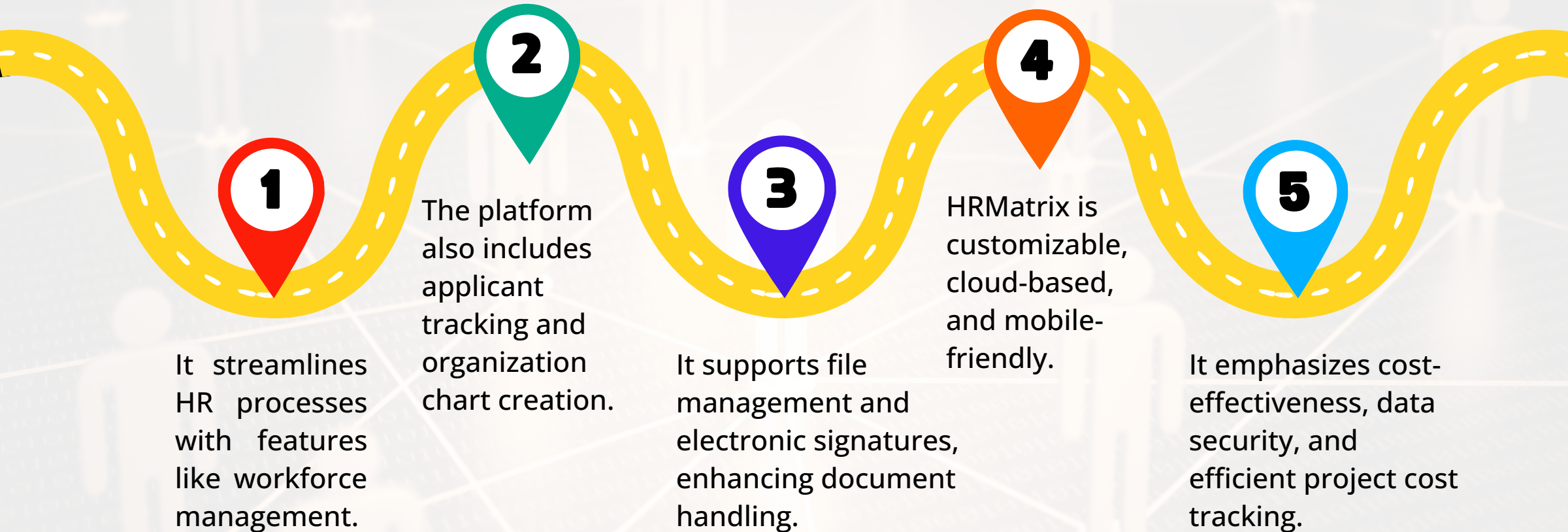
1.2 Core Features and Functionalities

Key features include workforce and expense management, time-off tracking, employee data management, applicant tracking, online onboarding, time and attendance management, recruitment bot, and organization chart creation. HRMatrix also offers file management, electronic signature capabilities, and expense tracking.



1.3 Benefits of HRMatrix

HRMatrix, offered by Orblogic, provides several benefits as an HR management system.



Chapter 2: Getting Started with HRMatrix

2.1 Installation and Setup



Supported Browsers

HRMatrix is accessible through popular browsers.



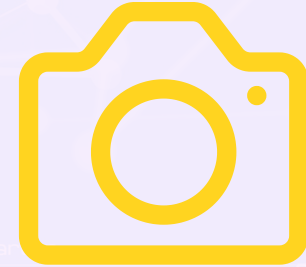
Internet Connection

Ensure a stable connection for seamless access.



Device Compatibility

Web access is supported on various devices.



Camera Functionality

Time and attendance may require a functioning camera.

A man with short brown hair and a light beard, wearing a blue button-down shirt, is holding a silver laptop. He is looking directly at the camera with a slight smile. The background is a light beige color with a faint, abstract network diagram consisting of white lines and small circular nodes, some of which are highlighted in yellow.

2.2 Installation process

Contact the Orblogic sales team to receive your personalized login credentials for HRMatrix. Once obtained, follow these steps:

- **Online Website Login:**

1. Visit <https://app.orblogic.com/signup>.
2. Use the provided credentials to log in and access the platform.

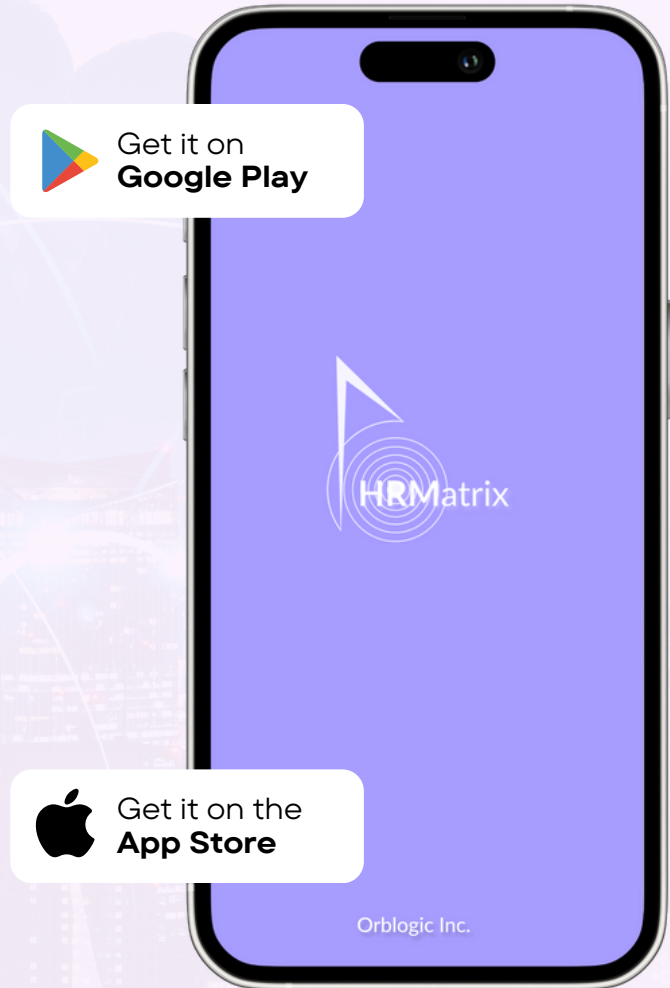
Mobile App Installation:

Android Users:

- Go to the Google Play Store.
- Search for "HRMatrix" and find the official app.
- Download and install the application.
- Log in using the same credentials.

iOS Users:

- Visit the App Store on your iOS device.
- Search for "HRMatrix" and locate the official app.
- Download and install the application.
- Log in using the provided credentials.



Chapter 3:

Core Features



Key features include workforce and expense management, time-off tracking, employee data management, applicant tracking, online onboarding, time and attendance management, recruitment bot, and organization chart creation. HRMatrix also offers file management, electronic signature capabilities, and expense tracking.

3.1 Employee Data Management

HRMatrix tracks employee data with employee database management software, a centralized place to make you compliance-ready.



3.2 Time and Attendance Tracking

HRMatrix provides an AI-Powered face recognition, secure and transparent Contactless attendance tracking system to monitor and track employee attendance in real-time.

3.3 Time-off Management

Your time-off balances are consolidated in a single place where you can see each time-off type with accrual balance and submit the time-off request with a few clicks.



HOURS	Regular	Overtime	Double time	Travel	Per Diem	Misc
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						



3.4 Attendance Timesheet Management

With the flexibility to view records on a daily, weekly, monthly, or customized basis, employees can easily monitor their work hours and attendance patterns.

3.5 Expense Management

You just need to upload the receipt and click the scan button, then HRMatrix provides you with an accurate date and total price mentioned on the receipt.

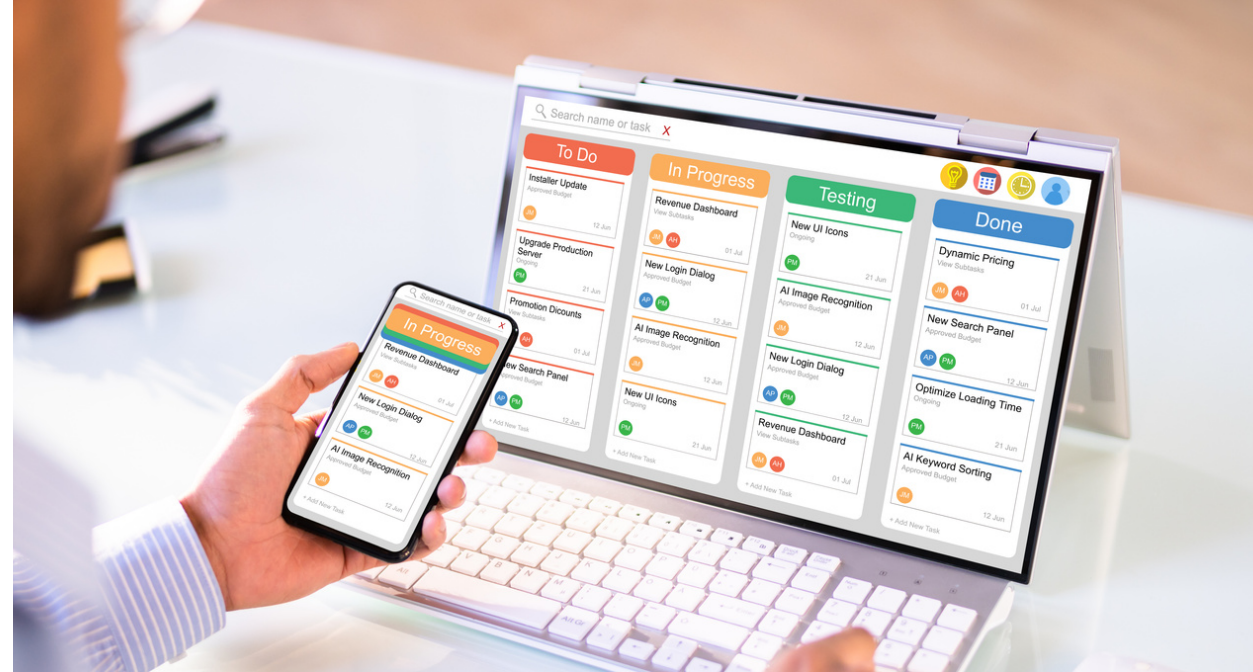


3.6 Electronic Signatures

Create a multi-level signer flow so that multiple people can receive the document in an orderly manner.

3.7 Project Timesheet Management

HRMatrix intuitive timesheet interface lets your employees enter time against each project with few clicks.

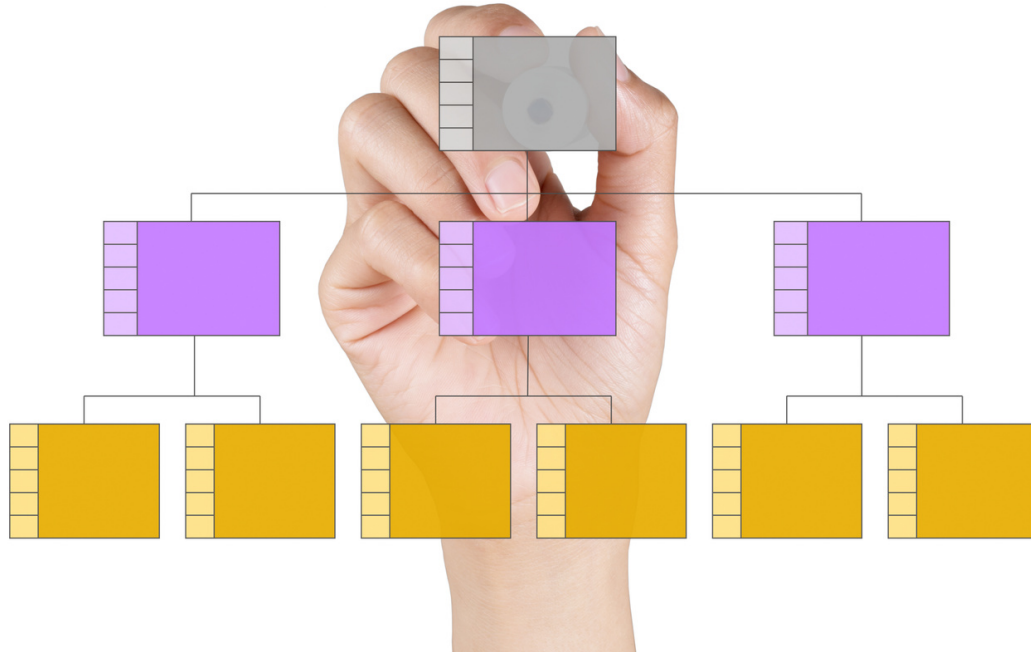


3.8 File Management

Build a centralized electronic file storage library for document management and distribution to your employees. Digital assets are stored securely and safely in a single place.

3.9 Enterprise Learning Management

You can use any content such as videos, PDF, PowerPoints, and Word documents to create the course.



3.10 Organization Charts

There is no need for HR to create the organization chart anymore. Get rid of the old way of managing the organization hierarchy.

Chapter 4: Recruitment and Onboarding



KHRMatrix Recruitment Bot helps you to make the decision based on trained AI algorithms. HRMatrix AI-Powered online interview solution that is designed to hire at scale can communicate with those candidates who complete your skill assessment.



4.1 Job Posting and Applicant Tracking

- **Posting job openings**

ATS integration makes it easy for you to get your job posted on multiple job boards in front of millions of new candidates that you potentially wouldn't have reached otherwise, all without ever needing to leave the comfort of your ATS.

- **ATS – Job Board Integration**

Now, you can post directly to job boards from our ATS with a single click. HRMatrix ATS integrates with the leading job boards of 2023 such as Monster, Dr.Jobs, etc.

4.2 Resume Parsing

It automatically screening candidates resumes according to job, shortlist thousands of candidates, sends assessment invites, also, schedule interviews, and create assessments.



4.3 Automated Interview Scheduling

Hiring managers can easily schedule candidate interviews with interview expiry dates. Automated interview scheduling streamlines recruitment teams' workloads.

4.4 Recruitment BOT

HRMatrix AI-Powered online interview solution that is designed to hire at scale can communicate with those candidates who complete your skill assessment.



4.5 Automated AI-Based Unbiased Scoring

HRMatrix Recruitment Bot generates unbiased scoring based on trained AI Algorithms. Real-time video calls will still save you time by eliminating the travel time you would need to account for on either end.

Chapter 5: Analytics and Reporting



Unlock actionable insights and optimize your HR operations with HRMatrix's advanced analytics and reporting features. From employee performance metrics to workforce trends, empower your decision-making with comprehensive data visualization and analysis.

5.1 Custom Reports

Customized HR reports are essential for managing project expenses, attendance, timesheets, employee information, salary history, and time off. These reports offer valuable insights into productivity, resource allocation, and compliance.



5.2 Data Security and Compliance

HRMatrix, touted as the best HR Management Software, prioritizes data privacy and security. With robust encryption measures and stringent access controls, it safeguards sensitive HR information.



What's Next?

Thanks for reviewing our HRMatrix (HR Software) best practices guide. If you haven't already, please check out our ([Case Studies](#)) detailing the core principles of HRMatrix, and our maturity model, which breaks down the top-level requirements across all foundational elements. We've also compiled useful learnings, technical guidance, and other resources on our external Orblogic site.