



HRMS by Upbooks

A Complete Human Resource
Management Solution



Introduction to HRMS by Upbooks



Powering HR with Smart, Automated Solutions

- A comprehensive, AI-powered platform for managing employees, expenses, payroll, leaves, and HR operations
- Smart automation and AI agents optimize workflows and ensure compliance across all HR functions
- Real-time insights from AI-driven analytics help HR teams make informed decisions faster

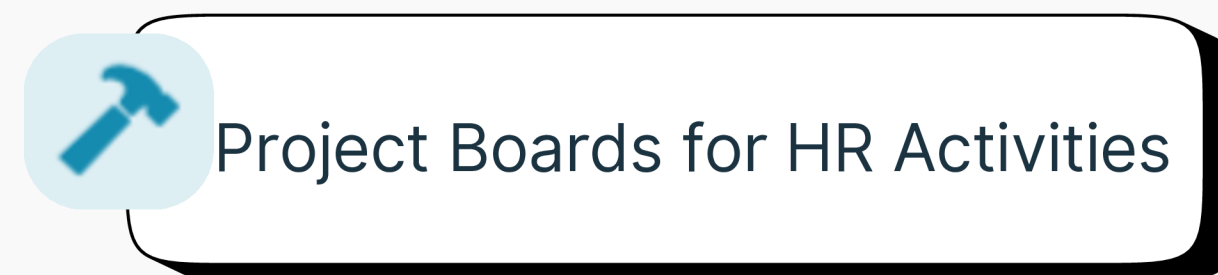
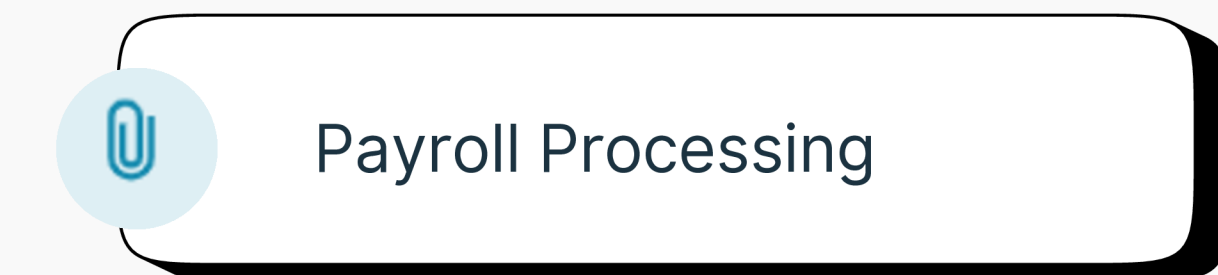
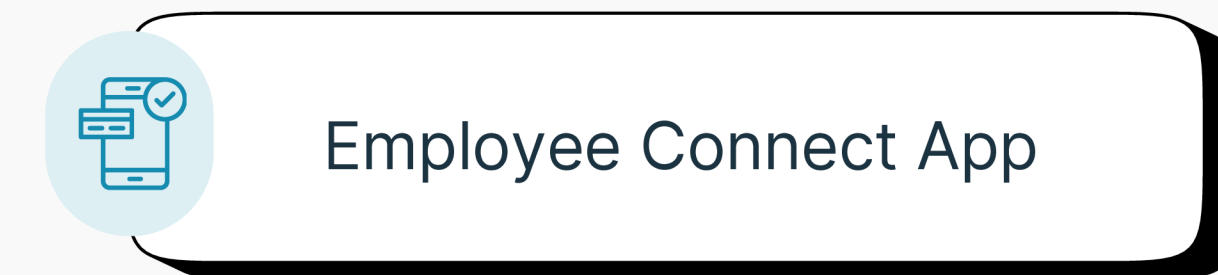
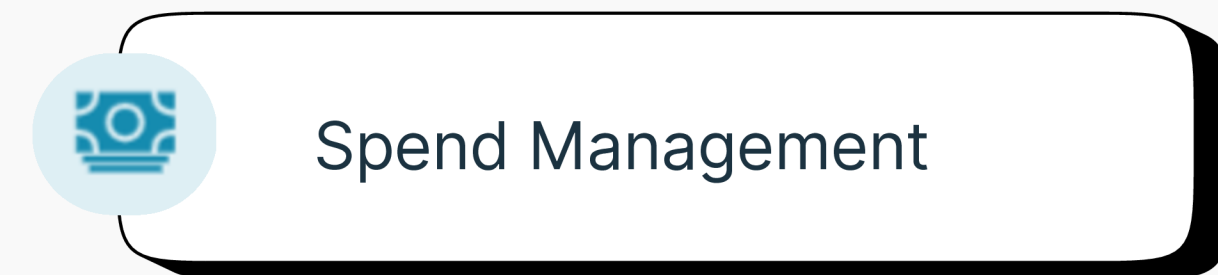
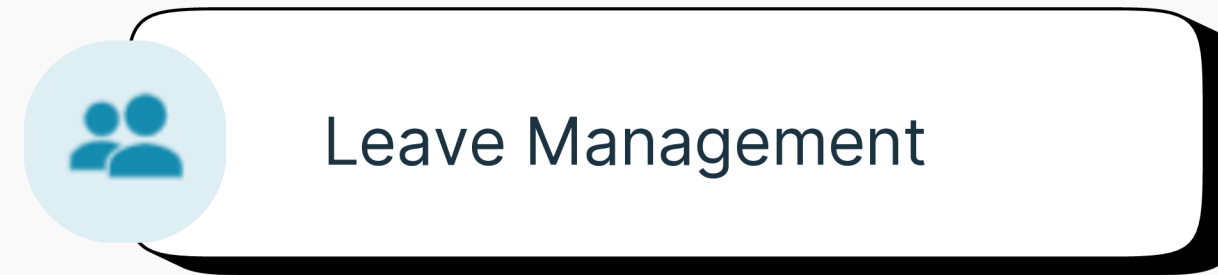
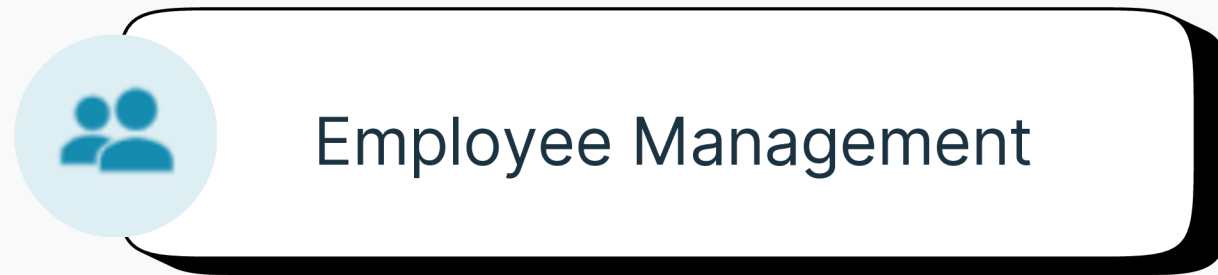


Why HRMS by Upbooks?

- Streamlines HR workflows with AI-driven smart automation
- Boosts efficiency and ensures compliance through intelligent agents
- Enhances employee experience with personalized, AI-powered support



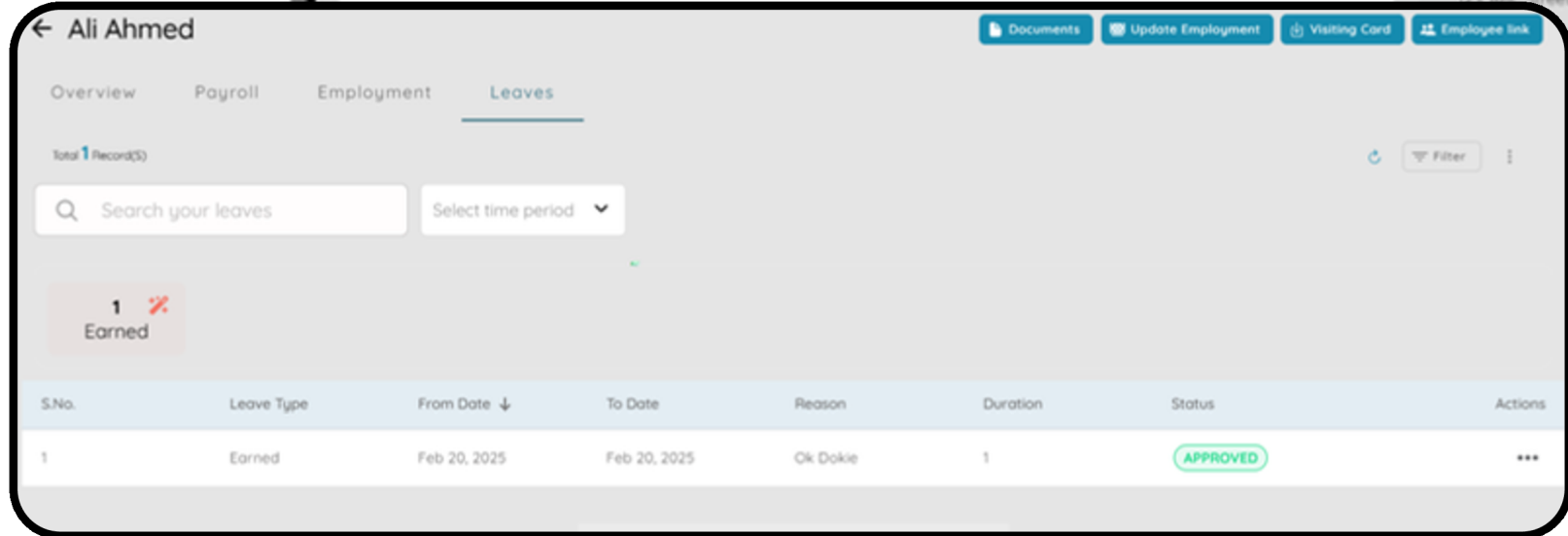
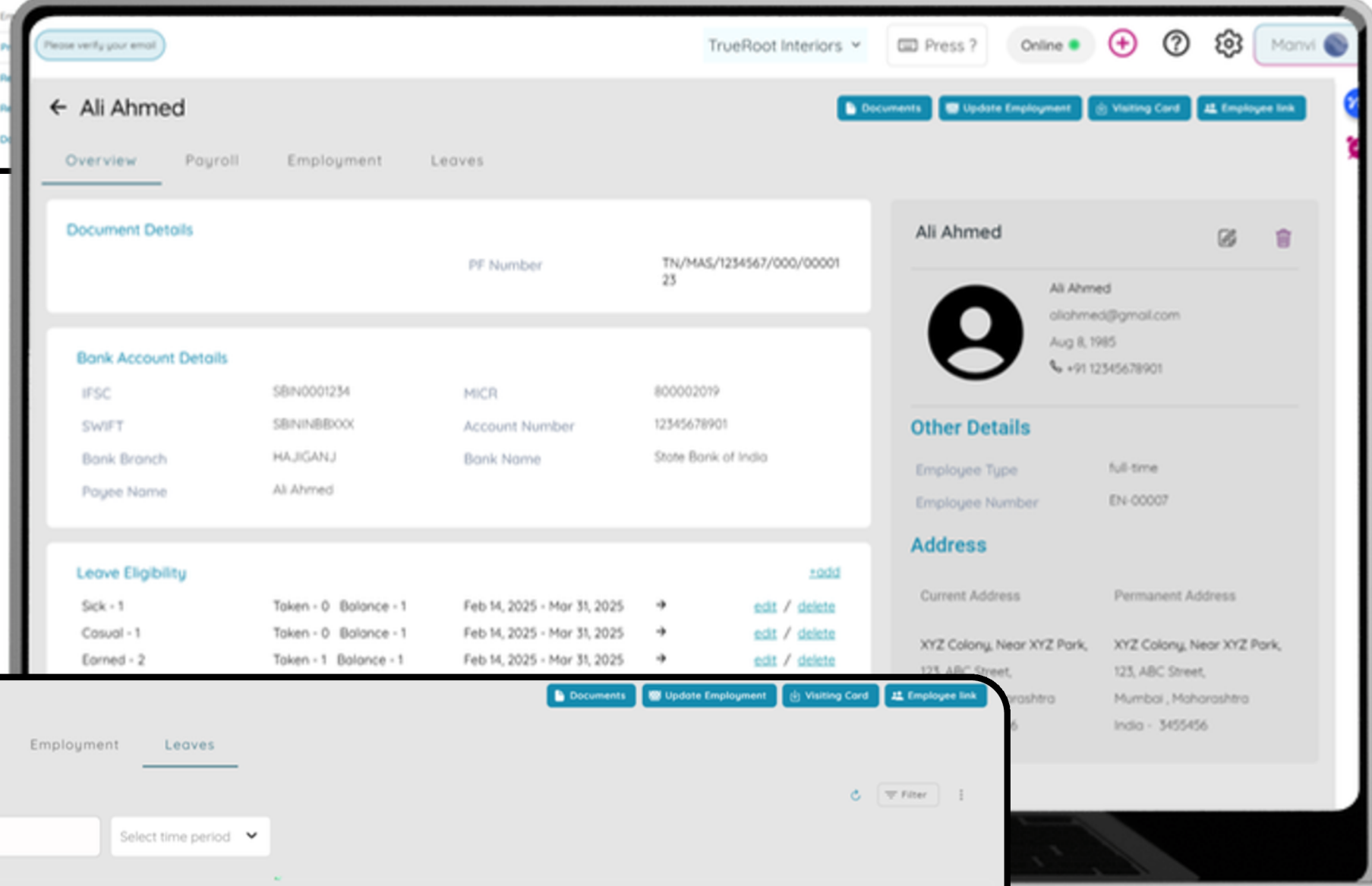
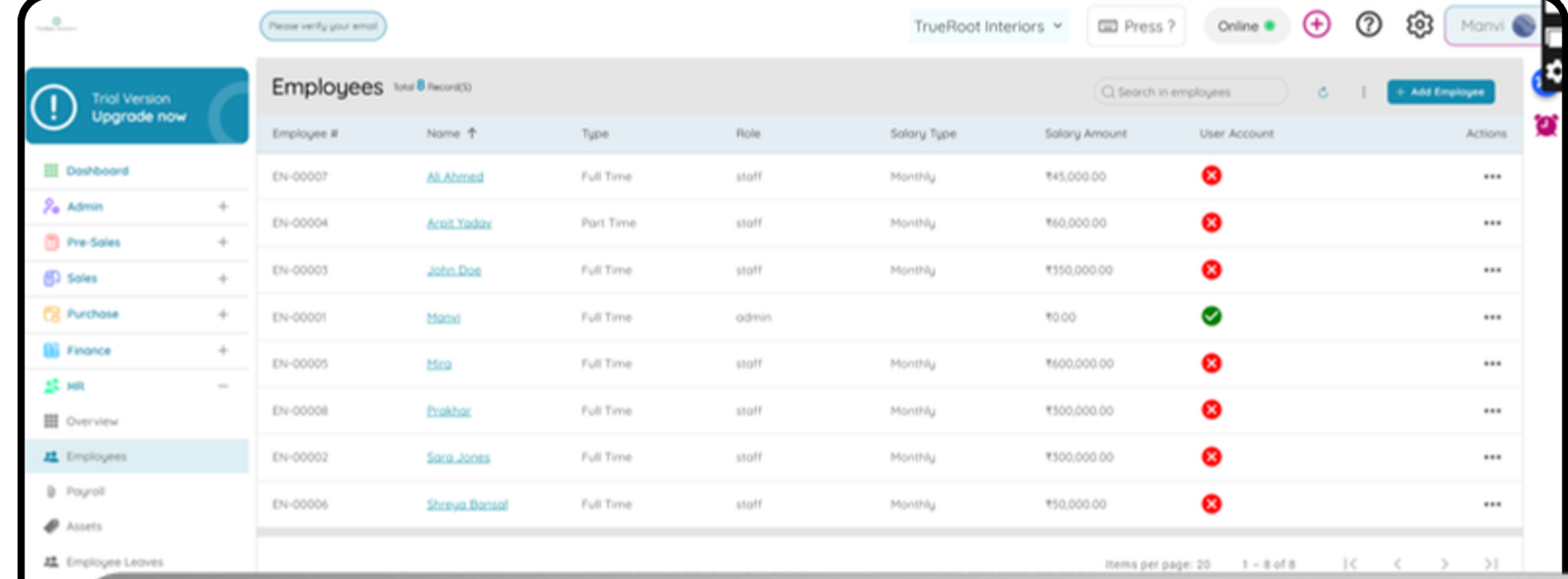
Key Features Overview





Employee Management

- Secure storage of sensitive documents (Aadhar, PAN, contracts, and more) with AI-powered encryption
- Smart systems automate the creation, management, and updating of employee records, reducing manual work and errors
- Dynamic record management that seamlessly adjusts to changes in employee roles, taxes, and compliance regulations
- Real-time AI-driven insights into employee performance, with actionable suggestions to optimize productivity





Smart Spend Management

- Intelligent expense tracking that automatically categorizes and generates real-time reports for better visibility
- Streamlined approval workflows powered by AI to accelerate expense claims and reimbursements, reducing delays
- Predictive budget insights that guide resource allocation and help businesses optimize financial decisions

Hi,
Employee Ali Ahmed has requested for a spend/claim approval.

Employee#: EN-00007
Date: 19/02/2025
Amount: INR 3000
Reason: For meeting

Approve

Reject

Cheers,
Upbooks Team

Apply Spend/Claim

Applying for self or colleague?

Self Others

Employee Name*
Ali Ahmed

Category*
Travel

Amount*
INR 3000

Your Spends **Approve/Reject Spends**

Employee Spends

Total 1 Record(s)

Search other spends

S.No.	Employee	Spend Type	Budget	Reason	Duration	Status	Actions
1	Ali Ahmed		₹3,000.00			PENDING APPROVAL	Update Status

Add Spend Category

Title*
Wellness programs

Amount*
INR 50000

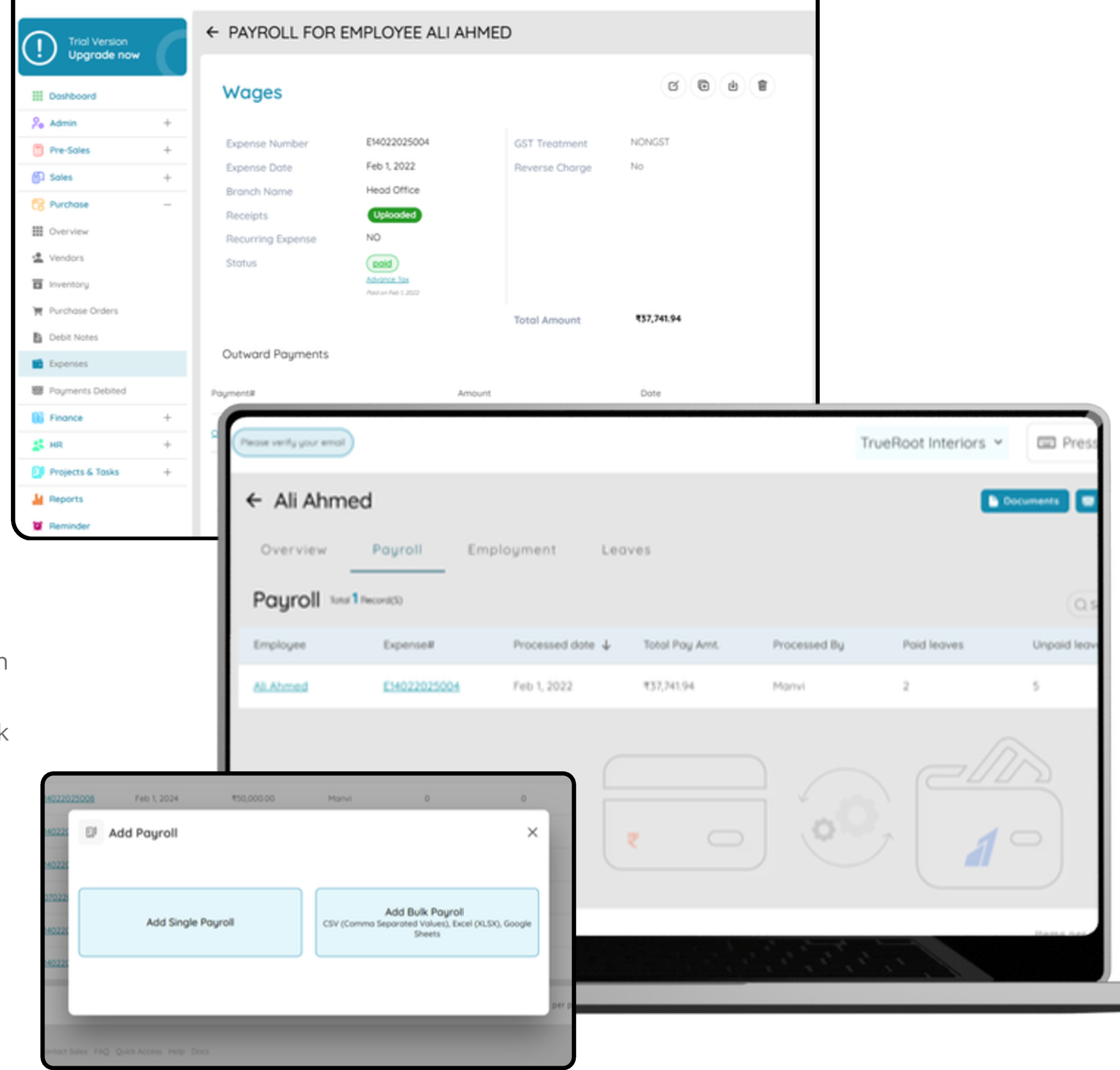
Account*
Accounts Payable (Liability)

Admin Approval Required



Seamless Global Payroll with AI-Powered Smart Automation

- AI-powered automated salary processing for efficient and accurate payroll management
- Smart AI agents ensure accurate tax calculations and compliance across regions, supporting multi-currency and multi-taxation requirements
- Real-time AI-driven payslip generation and distribution with personalized insights
- Flexible payroll with multiple pay structures and direct bank integrations, powered by intelligent automation
- Dynamic AI tax engines that update in real-time to ensure compliance across borders
- Smart agents offer personalized insights into earnings, deductions, and taxes for each employee





AI-Powered Leave Management

- Apply for leaves and check balances with AI-powered convenience
- Smart agents automate approval workflows for faster and more efficient leave management
- Define and customize leave policies with intelligent automation to suit your organization's needs
- AI-driven leave analytics reports to gain insights and optimize leave management across your workforce

Hi
Employee Ali Ahmed has applied for a **Compensation** leave for the below mentioned dates.

Employee#: EN-00007
Type: Compensation

Date: 21/02/2025
Duration: 1 day(s)
Reason: Reason
Applied By: Manvi

[Approve](#)
[Reject](#)

Cheers,
Upbooks Team

Apply Leave

Applying for self or colleague?
 Self Others

Employee Name*
Employee Name

Details

Leave Type*
Leave Type

From Date*
From Date

Reason*
Please briefly describe the reason for this leave

Upload Files
Additionally upload files

Employee List:
Ali Ahmed
Arpit Yadav
John
Mira
Prakhar
Sara Jones
Shreya Bansal

TrueRoot Interiors | Press ? | Online | Manvi

Your Leaves | Approve/Reject Leaves

Total 1 Record(s)

Search other leaves

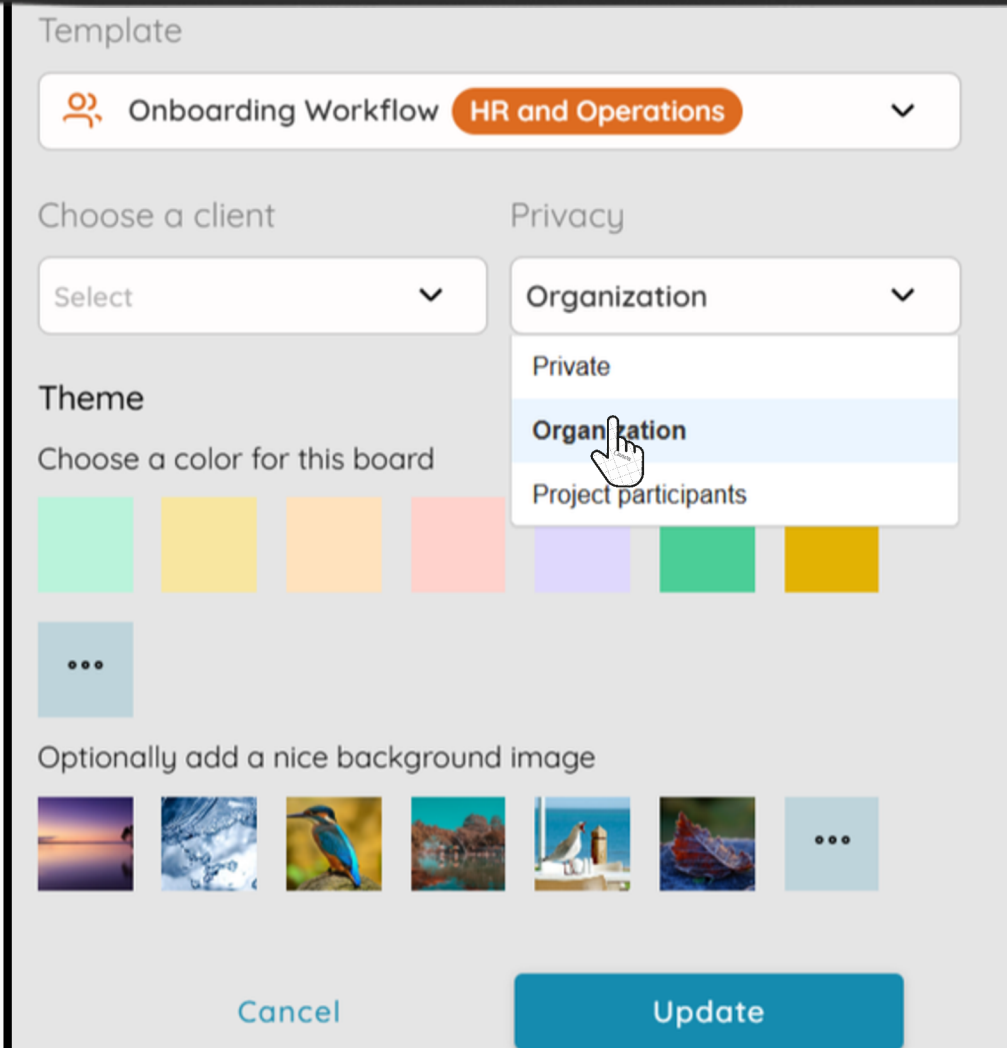
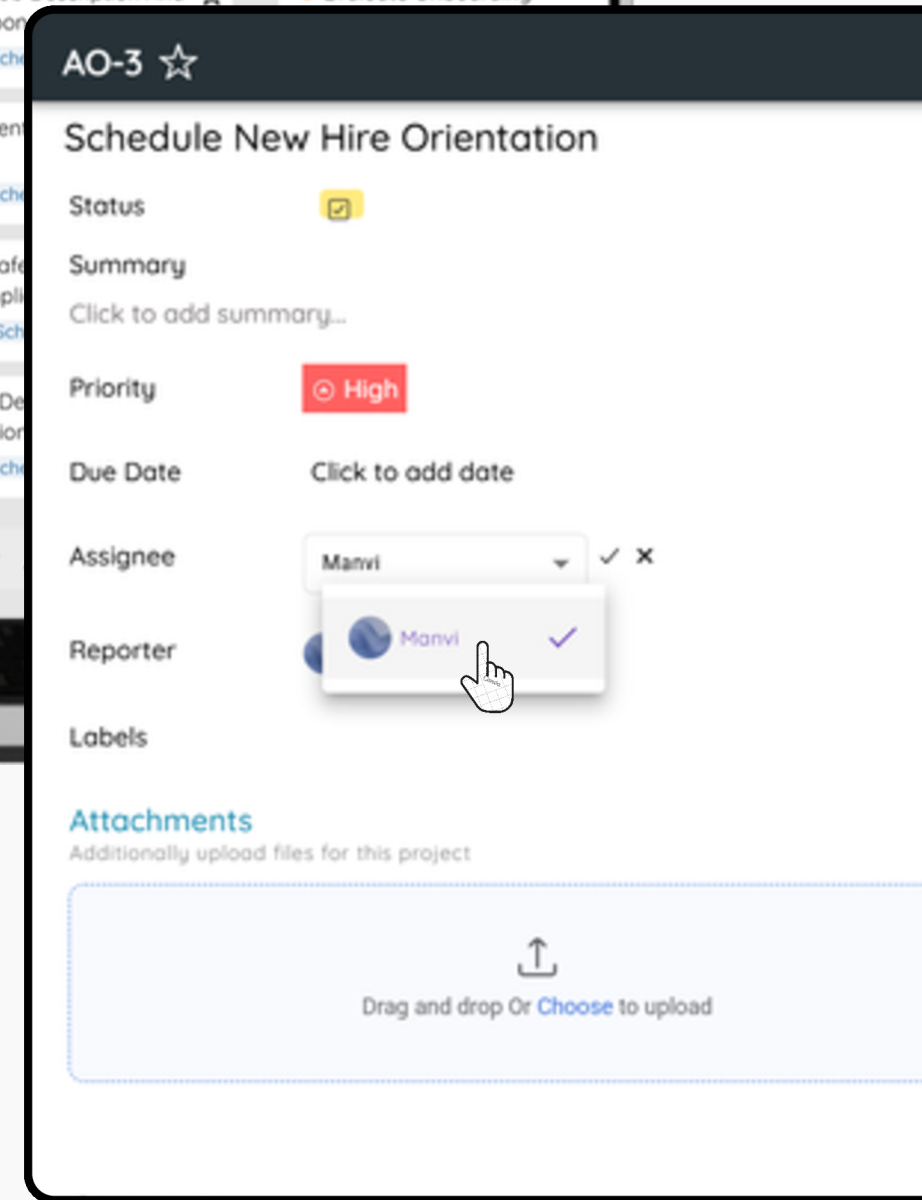
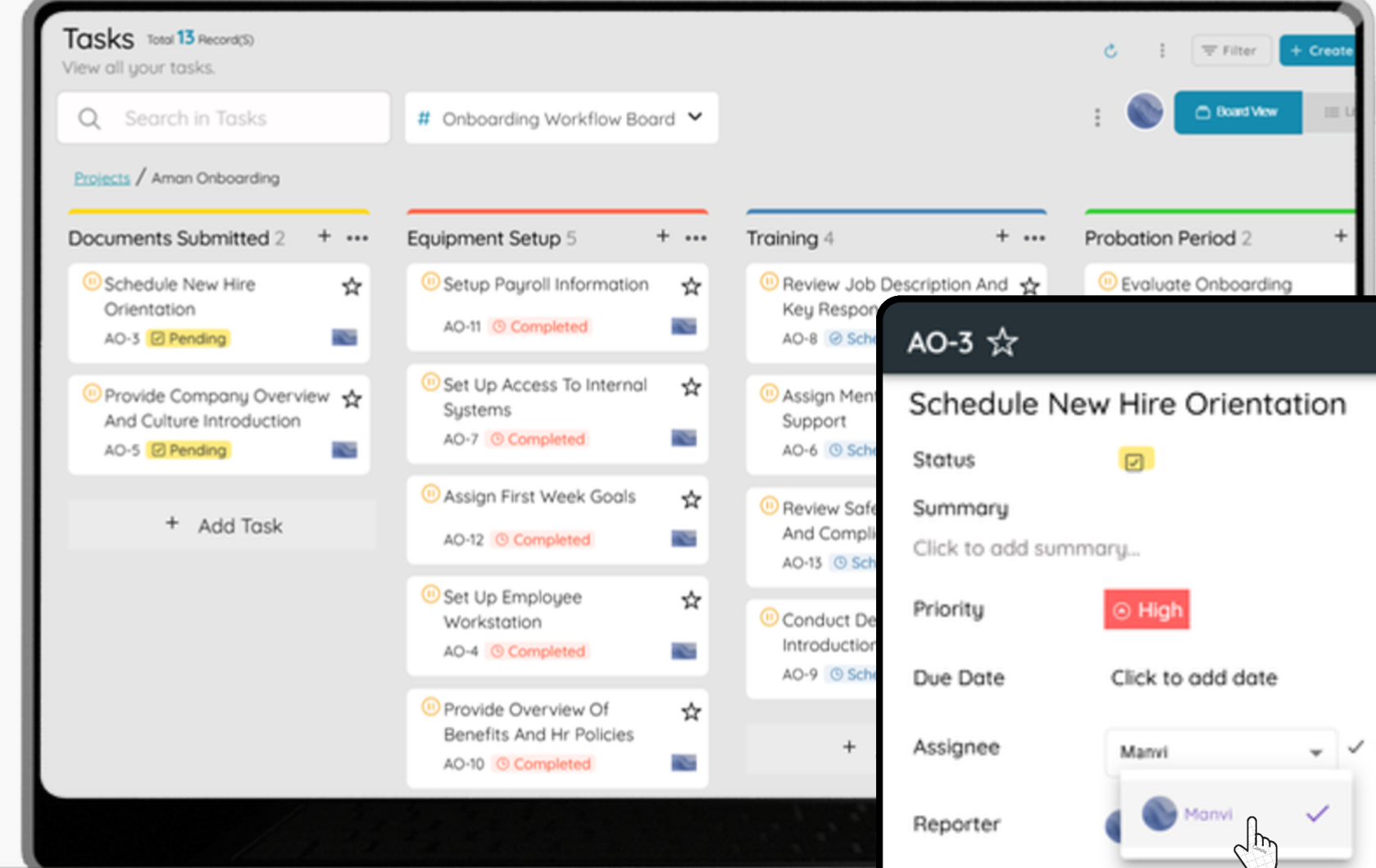
1 Earned

S.No.	Employee	Leave Type	From Date ↓	To Date	Reason	Duration	Status	Actions
1	Ali Ahmed	Earned	Feb 20, 2025	Feb 20, 2025	Ok Dokie	1	APPROVED	***



Boards for HR Activities

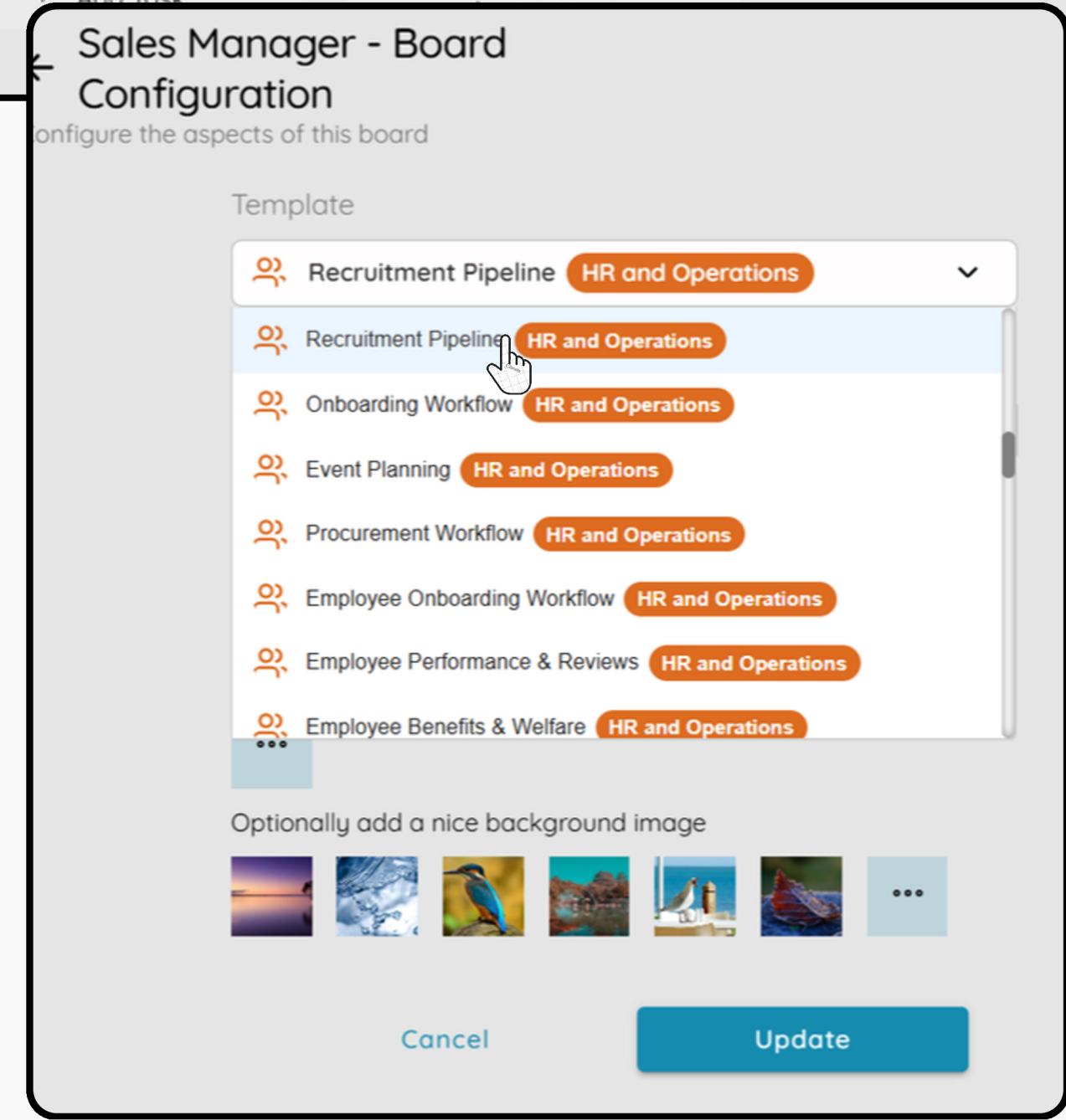
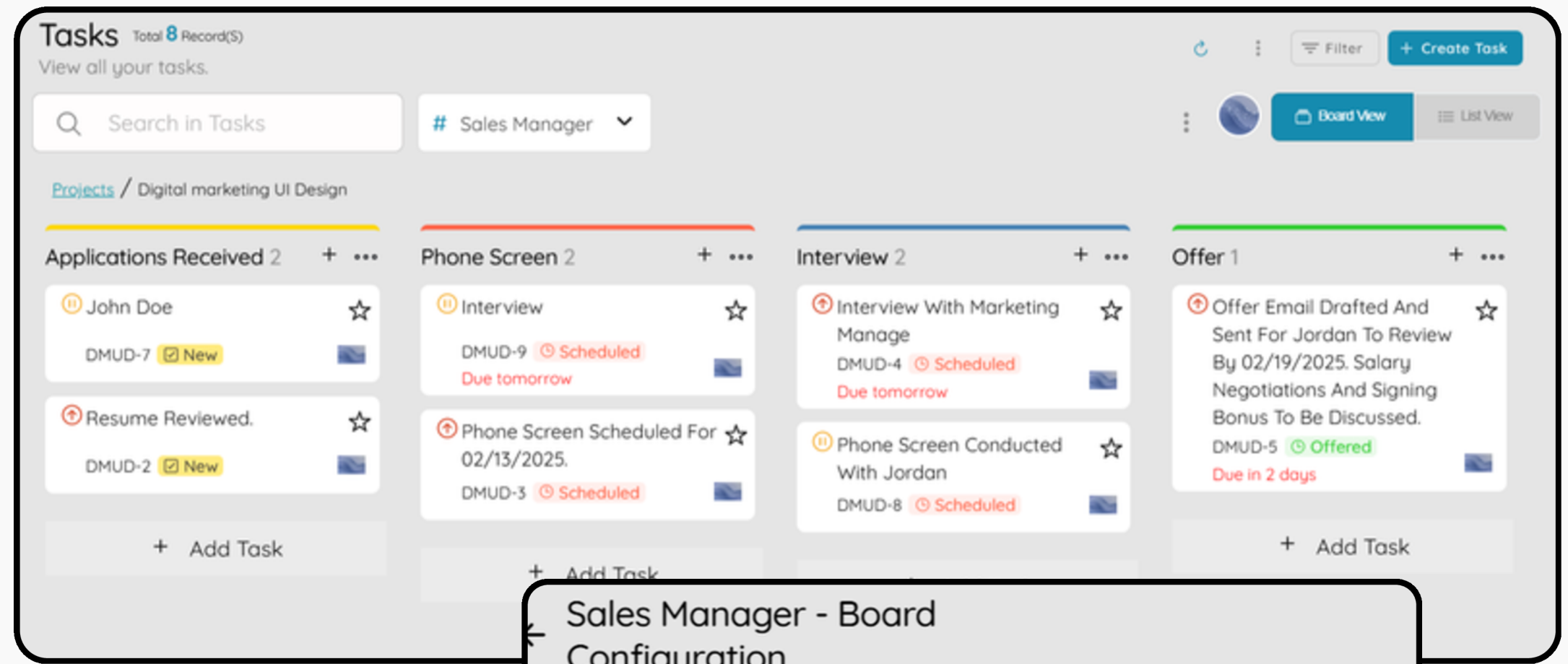
- AI-powered pre-built boards for efficient management of Recruitment, Onboarding, and Exit Formalities
- Smart agents automate task assignments, track progress, and ensure timely updates for better collaboration
- Seamlessly collaborate with your team, using intelligent automation to optimize workflow and boost productivity
- AI insights help streamline processes, improve decision-making, and enhance the overall HR experience





Customizable Board Templates

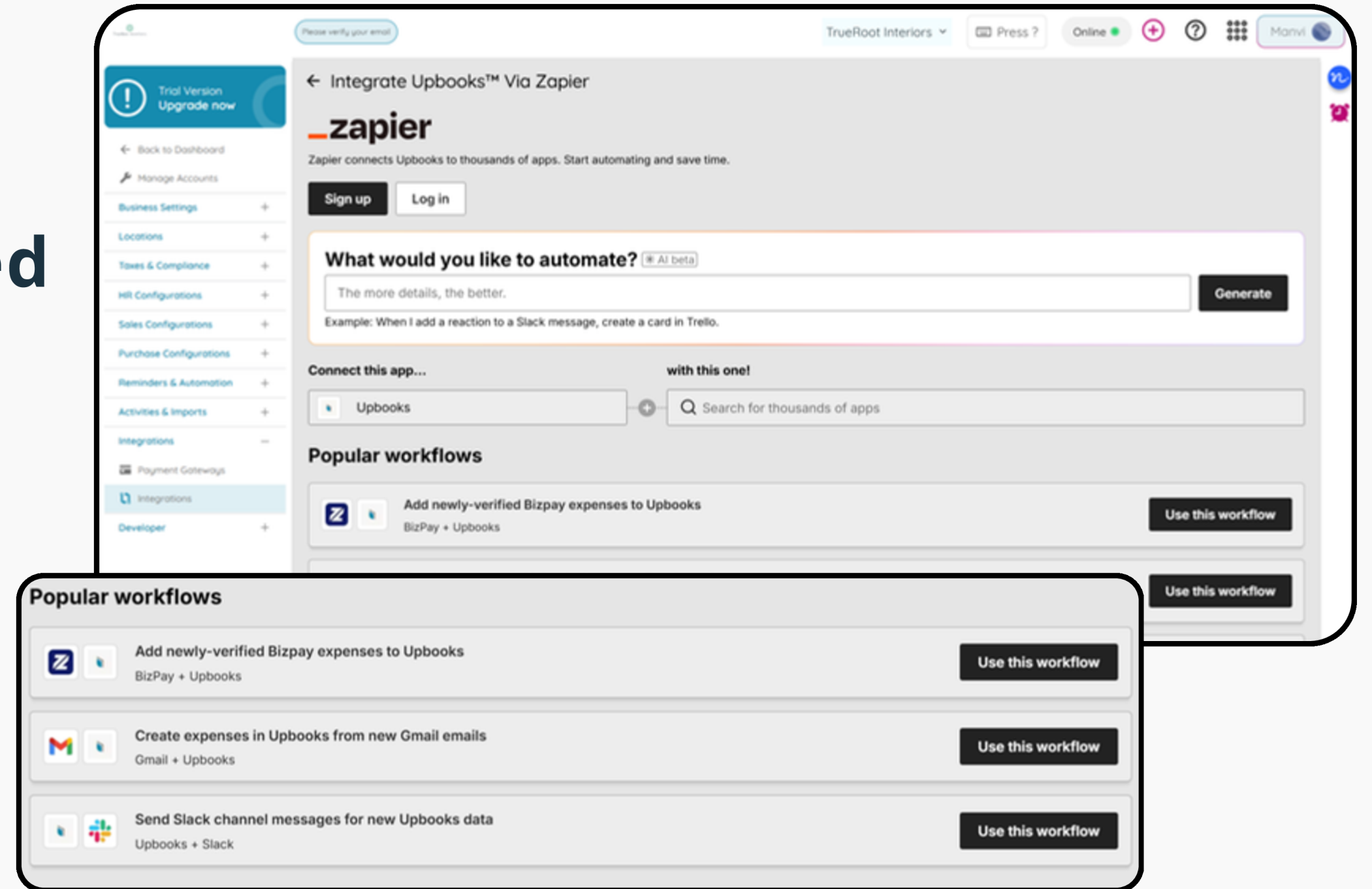
Manage operations across departments with customizable board templates. From **HR tasks** like **recruitment and onboarding** to sales, inventory, and more, our **AI-powered** features help you create and optimize boards for better efficiency and collaboration.





Upbooks can be integrated with over 5000+ apps

Upbooks integrates with over 5000+ apps, seamlessly connecting your HR, finance, and business tools. This enables smooth data syncing, automation, and enhanced efficiency across your entire workflow with minimal effort.



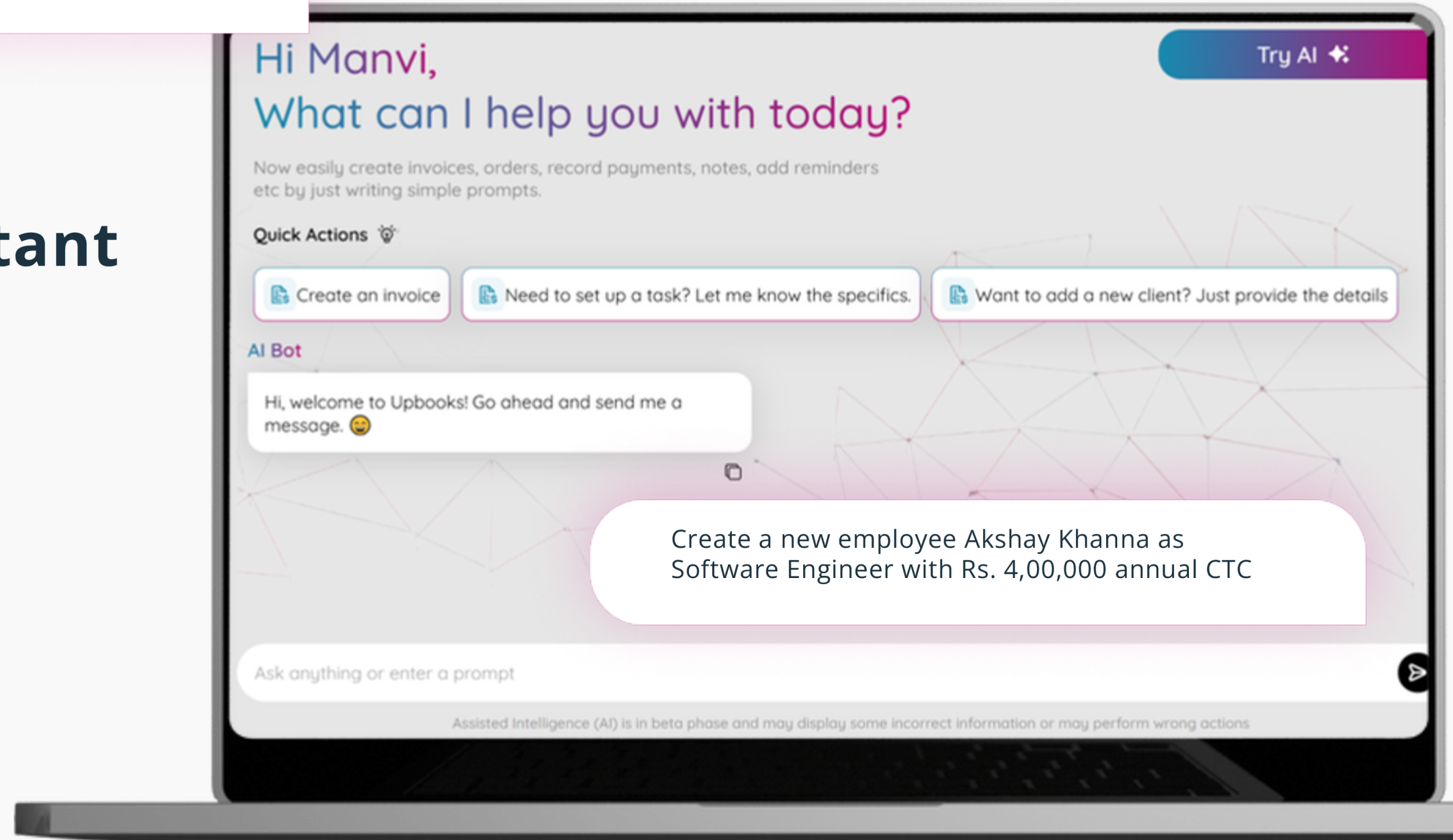


Create a new reminder to follow up with potential design candidate

Prepare payroll for all employees for Feb 2025

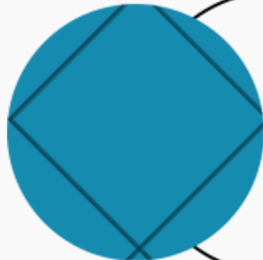
"Ask AI" - Your Smart HR Assistant

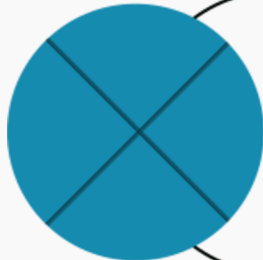
- Unlock the power of "Ask AI", your AI assistant for smooth HR operations
- Simply ask, and let smart agents handle tasks like creating employee records, processing payroll, and setting reminders
- AI automation saves time and ensures seamless HR management with minimal effort

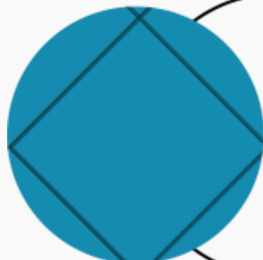


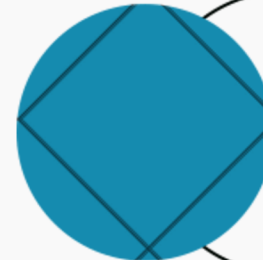
Generate an expense report for employee travel reimbursements in January 2025

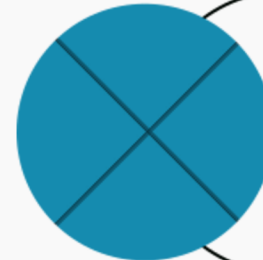
How HRMS Can Be Used

 Recruitment & Onboarding

 Employee Lifecycle Management

 Performance & Training

 Attendance & Shift Management

 Compliance & Reporting

 Employee Engagement & Wellbeing

Why Choose HRMS by Upbooks?

Seamless Integration:

Works with accounting & business tools



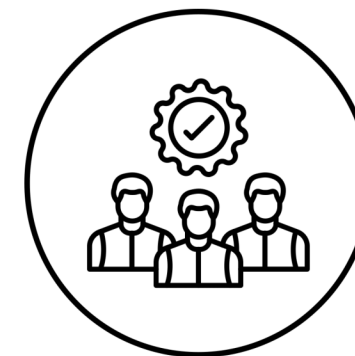
Scalable Solution:

Suitable for small to large businesses



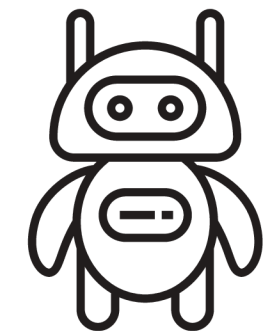
User-Friendly Interface:

Easy to use for HR teams and employees



Automation & Efficiency:

Saves time and reduces manual effort





Try HRMS by Upbooks Today!

Contact us for a demo or more information



www.upbooks.io



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