



iON Human Capital Management Solution

For organizations spread across multiple sites, Human Resource Management processes — such as recruitment, deputation, and employee appraisal — are complex. HR departments are increasingly adopting cloud ERP systems to automate these processes. Companies need data-driven solutions for informed decision-making in the areas of recruiting and retaining talent. Organizations are looking at new ways to manage their workforce and measure performance through HR analytics, performance management systems, and social media.

To address these challenges, Tata Consultancy Services (TCS) brings you direct benefits through iON Human Capital Management (HCM) Solution. This integrated solution helps you to effectively manage your employees and increase productivity across your workforce. You can align employee goals with business objectives, cultivate employee skills, measure and reward performance. Our process-oriented solution also helps you identify, nurture, and retain talent while maintaining statutory compliance and cost effectiveness.

Overview

Across industries, HR departments want automated, integrated solutions for engaging their human capital. However, organization-wide implementation of such solutions is often a challenge in terms of maintenance costs and integration with other systems. Alongside, executives in many organizations are familiar with the traditional processes for HCM and payroll management — and may resist adoption of an automated solution.

iON HCM Solution is a complete Enterprise Resource Planning (ERP) solution that automates your human resources management and payroll processes.

Our Human Resources Management Solution (HRMS) simplifies routine activities, allowing you to focus on strategic initiatives. Easily manage your hiring and performance evaluation processes, while also managing employee records and validating their financial details. The solution helps you manage every stage of the payroll process, ensuring effective, accurate payroll cycles. It affords HR process owners a single view of employees across branch locations, and gives HR departments on-demand Business Intelligence (BI) reporting capabilities. Reporting dashboards help executives make quick decisions. Optional add-on modules include a Professional Virtual Community (PVC) and a Learning Management Solution (LMS), which aid in employee collaboration, training, and assessment.

We offer iON HCM in both implementation as well as a managed services model.

Managed Service: The service is delivered as an output. In this model, we manage the process end-to-end, so you can forget the operational hassles and focus on your core business.

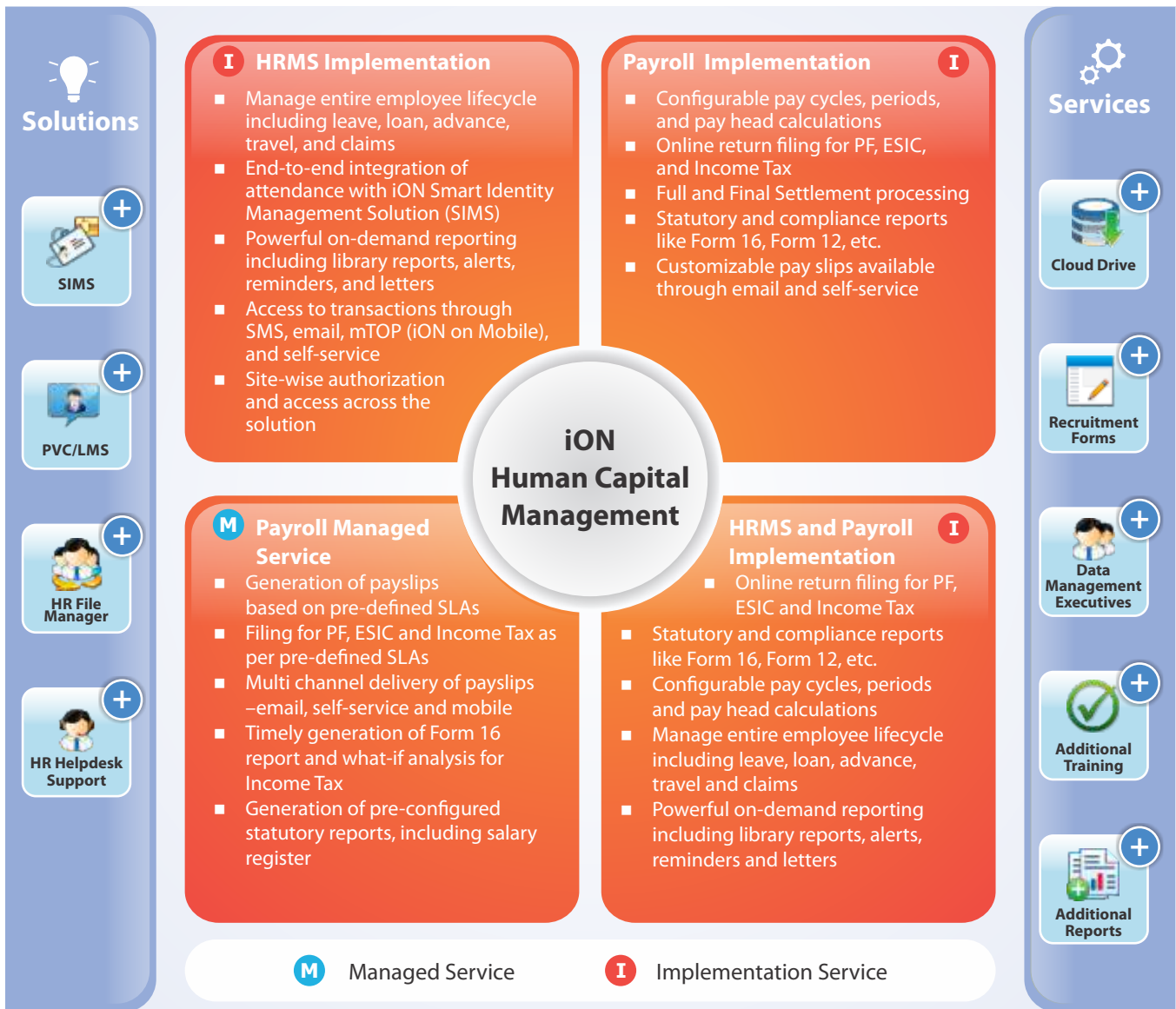
Implementation Service: In this model, we deliver a completely configured system ready for your end-users to transact and extract output on a day-to-day basis.

iON HCM solution helps you power your workforce performance with:

- **Recruitment management** through modules and features such as vacancy management, instant creation of employee records, and e-forms for easy and systematic validation of applications
- **Workforce management** using features for managing employee records and tracking employee history effectively
- **Performance management**, including integrated performance evaluations and promotion processes
- **Compensation and benefits** that allows you to handle financial details, CTC, and taxation
- **Learning management** through creation of training schedules, online training, encouragement of participation and feedback, and assessments conducted through LMS

- **Attendance and payroll management** that allows you to validate employees' financial details, process and manage payroll easily, as well as manage leaves, attendance and shifts
- **Exit management**, including maintaining a clearance checklist and enabling easier processing of full and final settlement for employees
- **Compliance management** enabling easy adherence to policies and regulations such as Labor Welfare Fund (LWF), Employee's State Insurance Corporation (ESIC), Employee Provident Fund (EPF), and Voluntary Provident Fund (VPF)





iON Human Capital Management - Offerings

In addition, our solution and services further enhance the productivity and learning environment in your organization.

■ **Smart Identity Management Solution (SIMS):**

A unified security solution that issues identification (biometric profiling or smart cards) to every individual in the organization, facilitating efficient employee data access management

■ **Professional Virtual Community (PVC)/ Learning Management Solution (LMS):** This platform combines the collaborative capability of PVC and the interactive learning enabled by LMS, empowering individuals across the organizational ecosystem to interact, communicate, collaborate and learn together, and embrace the digital lifestyle

■ **HR File Manager:** An HR document management solution that allows all data related to employees to be stored on the cloud and be accessed anywhere, anytime

■ **HR Helpdesk Support:** This solution uses a structured approach to address queries from employees. It records queries and tracks them to closure

■ **Cloud Drive:** A data backup solution which ensures that your data is always safe and can be accessed whenever required

■ **Recruitment Forms (eFORMs):** An electronic form available on the cloud helps capture prospective employee data for recruitment. This is especially helpful when conducting recruitment drives

■ **Data Management Executives:** Our Data Management Executives service offers support in data entry and day-to-day operations

Benefits

The iON HCM solution tightly integrates the human resources management and payroll processes, and helps your organization's HR department comply with industry best practices. Our solution provides functionalities for the entire human capital lifecycle from employee entry to exit.

It provides you the following business benefits:

- **Streamlined, automated processes:** Simplify the HR management process by automating and integrating all operational HR processes, such as employee administration, leave, training, attendance, exit management, payroll management, and statutory compliance
- **Reduced costs:** Moderate costs by automating core HR processes
- **Improved human capital management:** Optimize employee productivity and foster collaboration in your organization. Align employee performance with business goals and measure performance effectively
- **Real-time insights:** The solution features provide your senior management team with real-time insights through reports and dashboards that can be created on demand and according to your preferences. mTOP, an easy-to-use mobile application, enables them to make important decisions on the go
- **Adherence to compliance standards:** Easily comply with changing regulations through improved processes and reporting

Why iON

iON provides a comprehensive solution that addresses varied IT requirements of your organization. From hardware, network to ERP, iON is offered as a single service, in a pay-as-you-use model, allowing you to leverage the solution's true potential as your business grows. iON ensures integration of all processes along with ease of use of the software.

You gain from:

Integrated solutions

We offer single- window IT with a pre-integrated suite of hardware, network, software and services. We ensure that your functions are digitized, automated and connected. For example, if you are using a CRM solution along with a core ERP (e.g Manufacturing), and have a document management system to organize supporting files and a HRMS, we ensure that these solutions are connected and work as one. So for you, it is simply one IT and not multiple applications. Integrated applications thus provide a comprehensive view of business enabling better decisions.

Increased agility

We bring in the agility to keep pace with changing processes or a new line of business. We help you configure the processes to work as you currently do or the software recommends and allows you to choose industry best practices based on your business parameters. The solution gives you increased convenience allowing you to perform various tasks from your mobile device, no matter where you are. Being automatically compliant with statutory requirements, the solution ensures your company is always audit ready and legally compliant.

A pay-as-you-use model

Our model eliminates capital investment up front as we facilitate procurement of the IT infrastructure and software on rent for the duration of the contract. Additionally, you only pay for the number of users who actually use the software. Thus, you pay as you use on a monthly basis which includes maintenance and training. Typically, the ROI exceeds rental within three months, when best practices are well followed.

Personalized solutions

Although iON is a cloud service, the software is configurable to each business. You will always get the flavor of your business by picking and choosing what processes you would need. Furthermore, the multilingual capability of the software allows you to customize the solution label names to read in vernacular languages (like Hindi, Marathi, Tamil etc) enabling users to learn and operate the solution with ease.

Automatic upgrades

We continuously invest in our solutions to incorporate best practices. The software is constantly enriched based on user feedback and industry and statutory changes. You will get the upgrades without disrupting your business operations or any additional cost. Being in perpetual beta ensures that there is no technology obsolescence.

Enhanced Business Continuity

Our solution offers optimal performance in normal broadband connectivity along with a stringent security mechanism to ensure your data privacy is maintained. The capacity of the solution grows with your increasing computing needs and reduces the need for IT staff. The solution is resilient to failures as the service works from back-up data centers in the event of a disaster, ensuring continuity of business operations.





TATA CONSULTANCY SERVICES

About TCS iON

TCS iON is a strategic unit of Tata Consultancy Services focused on manufacturing industries, education institutions and exam boards. We provide technology by means of a unique IT-as-a-Service model, offering end-to-end business solutions for the sector.

TCS iON caters to the needs of multiple industry segments, through innovative, easy-to-use, secured, integrated, hosted solutions in a build-as-you-grow, pay-as-you-use business model. We serve our clients with the help of best practices gained through TCS' global experience, domestic market reach, skills, and delivery capabilities.

For more information, visit us at www.tcsion.com

Contact

To know more about the iON Human Capital Management Solution

Toll Free Number 1800 209 6030

Email ion.salessupport@tcs.com

About Tata Consultancy Services Ltd (TCS)

Tata Consultancy Services is an IT services, consulting and business solutions organization that delivers real results to global business, ensuring a level of certainty no other firm can match. TCS offers a consulting-led, integrated portfolio of IT and IT-enabled infrastructure, engineering, and assurance services. This is delivered through its unique Global Network Delivery Model™, recognized as the benchmark of excellence in software development. A part of the Tata Group, India's largest industrial conglomerate, TCS has a global footprint and is listed on the National Stock Exchange and Bombay Stock Exchange in India.

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