

HR Feature Matrix

Feature	Description	EntegrOS Smart HR
Handbooks	Production of staff handbooks for each location	✓
Incidents	Maintenance of all incidents details	✓
Disciplinary	Maintenance of all disciplinary details	✓
Appraisals	Archive of all previous appraisals	✓
Languages	Maintain language proficiencies	✓
Qualifications	Maintain qualifications details	✓
Goals	Record personal goals and ambitions	✓
Training	Maintain access to training material / libraries	✓
Tests	Ability to create electronic tests	✓
	Link tests to dashboard	✓
	Analyse results statistically and graphically	✓
Reports	Annual leave	✓
	Leave plans	✓
	Appraisal report	✓
	Joiners	✓
	Leavers	✓
	Staff anniversaries	✓
	Staff birthdays	✓
	T.A.S.K. report	✓
	K.P.I. report	✓
	Personal goals report	✓
	Education profile	✓
	Age profile	✓
	Performance	✓
Improvements	✓	
Decliners	✓	



EntegrOS Smart Apps HR Feature Matrix

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Feature	Description	Entegros Smart HR
HR Administration	Maintain skills table to ISO standards	✓
	Maintain tasks table to ISO standards	✓
	Maintain abilities table to ISO standards	✓
	Maintain knowledge table to ISO standards	✓
	Import from ISO classifications	✓
	Maintain benefits table	✓
	Maintain leaver checklist	✓
	Set spending authorities	✓
	Maintain absence types table	✓
	Specify reporting managers	✓
	Create multiple profiles	✓
	Set security access for all modules	✓
	Create users / teams / departments / offices / locations	✓
	Apply user access profiles	✓
	Apply CRM access	✓
	Print identity cards	✓
	Automate appearance on website	✓
	Edit templates	✓
	Order notification buddies	✓
	Import contact information	✓
Disable / delete / log out users	✓	
Create agents	✓	
Broadcast instant message to all staff	✓	
Roles	Set groups	✓
	Set career levels	✓
	Create job adverts on website	✓

HR Feature Matrix

Feature	Description	Entegros Smart HR
Job History	Dates, title, salary	✓
Attendance	Electronic absence requests	✓
	Yearly leave plan production	✓
Skills	Ability to rate all individual skills	✓
	Setting key performance indicators	✓
	Automate requests for training	✓
	Attach training material to staff records	✓
Tasks	Ability to rate all individual skills	✓
	Setting key performance indicators	✓
	Automate requests for training	✓
	Automate appraisal process	✓
Abilities	Ability to rate all individual abilities	✓
	Setting key performance indicators	✓
	Automate requests for training	✓
	Automate appraisal process	✓
Knowledge	Ability to rate all individual knowledge	✓
	Setting key performance indicators	✓
	Automate requests for training	✓
	Automate appraisal process	✓
Payroll	Archive of all commission statements	✓
	Archive of all payroll statements	✓
	Maintenance of standard deductions	✓
	Setting of individual commission rates and overrides	✓
Benefits	Maintain benefit entitlements	✓
Expenses	Electronic expenses processing	✓
Travel Requests	Electronic travel requests	✓