



Administration

Administrators can create master data sets (job titles, pay grades, employment status, etc.), company structure; run audit trails to monitor changes; assign user management; do user password reset configuration, run event notification (birthdays, employee contracts, etc.); publish news, announcements, and HR Policies.

peopleSuite enables administrators to assign user roles like employee, supervisor, department head, division head, product leader, and other roles that may be agreed upon installation.

Personnel Information Management

personal details, detailed employment history, salary history, contacts, dependents, termination, and related details

Human Resource Platform

friendly. powerful. affordable.



MoodLearning, Inc.

Enterprise Center for Technopreneurship
3/F National Engineering Center
University of the Philippines
Diliman, Quezon City

T: +63 2 435 9166

M: +63 917 524 6411

E: contact@moodlearning.com

W: moodlearning.com



peopleSuite
for the enterprise

PEOPLE MATTER

peopleSuite is another quality service platform of MoodLearning, Inc.



TIME AND ATTENDANCE

- daily time record (DTR) management
- integration with your installed compatible **biometric system**, simplifying the labor-intensive work of tracking, data entry, and payroll processing
- option to input attendance information manually or automatically via compatible biometric devices

PERFORMANCE

- performance reviews using Key Performance Indicators (KPIs) specific to each job title
- scaling performance by employees through performance reviews



Recruitment

- candidate resumé repository
- shortlist using resumé parsing to read keywords
- configurable screening questionnaires
- interview scheduling
- hiring approvals

caring about your best resource: the employee

Leave Management

- leave credits (to be set by authorized accounts)
- configurable leaves (paternity, maternity, sick, vacation, birthday, special)
- configurable work weeks
- leave restrictions, leave carry forward, and other compliance rules
- leave accrual settings based on employee status, job titles, years of service or other custom fields



JUST WHEN I
THOUGHT IT'S A
LOT OF PAPER
WORK...

peopleSuite
came along.



Employee Access

- employees can log in to **peopleSuite** and update their personal information any time from anywhere with internet connection
- employees can securely access **peopleSuite**, based on predefined roles
- leave application and the approval from supervisors can be done online
- employees may view their leave summaries to keep track of their leave entitlements, leaves taken, and leaves carried forward

peopleSuite Advantage

Aside from being a comprehensive and affordable system, **peopleSuite** stands out for its ability to integrate biometric hardware for its Time and Attendance and highly-configurable Payroll modules.