KunbaHR – HRMS for SMBs

Question: Why KunbaHR when there are hundreds of HRMS systems already available?

While it is true there are several good HRMS systems in the market, most of them cater to large organizations. Most small to mid-sized businesses don't need complex systems because their needs are rather straightforward.

With complexity, not only acquisition cost is high, the ongoing cost in maintenance, training etc. are exponentially high. If you don't need all the bells and whistles, which most SMBs don't, then why not keep it simple and inexpensive. We conducted an extensive study of businesses that ranged from 5 to 50 people and their overwhelming response was and I quote "give me a system that will let me do my job easily and quickly". The result is KunbaHR.

Question – What does KunbaHR offers that other systems don't?

We actually don't offer anything that other systems don't. What we do offer is the ease of use, quick setup, features that you actually use on a daily basis, robust security and killer support, all for a fraction of the cost of the other systems.

Question – What are some of the key features that you offer?

When developing KunbaHR, we were actually focused on "not adding a ton" of useless features. After back and forth between subject matter experts and architects, we settled on the following key features

- ***Employee Dashboard*** – Quick snapshot of all the information that you need for today. Nine out of 10 times, you may not have to go anywhere else in the system other than the dashboard to get your job done. Dashboard allows you to quickly view and act on pending tasks such as approving your direct reports' vacations / timesheets / course requests, or filling out pending performance appraisals. It also allows you to see yours' and you direct reports' performance goals and their progress. Dashboard also shows you any scheduled company events, co-worker birthdays (if your administrator want to display the birthday information), who is out of

the office today, or any company news that your HR/Administrator wants everyone to see. You can even send a quick email or a quick shout-out to your co-workers. If you are going to be out of office, no problem, just click the button and others will see that you are out of office. You can even see company directory or create your own personal directory of your frequent contacts. This comes in handy when your co-workers are in different location and you need to reach them quickly.

- *Quick Navigation* – Using top quick navigation, you can clock in or clock out, view and update your profile or see your report card.
- *Approval Process* – You direct reports can submit course requests, timesheets and vacation requests. As a manager, you can view, approve or deny either from the dashboard or by clicking on Approvals from the left hand menu.
- *Report Cards* – One of the amazing feature in KunbaHR is the report card. A report card displays an employee's overall historical information such as hire date, historical performance appraisals, goals, compensation history, and succession history such as all the job titles they have held or the departments they may have been in. You can see your own report card from the quick menu on the top right corner. If you are a manager, then you can see you direct reports' report card by clicking on Report Cards from the left menu. HR Managers can see report cards for all employees.
- *Company Calendar* – Company Calendar is another robust feature which allows you to view all events / meetings / holidays that are scheduled. The calendar can be viewed in weekly, monthly or yearly view. This is a quick way to see any events that are scheduled event months out. You can subscribe to the calendar by clicking on the subscribe link, and then importing the file in your favorite calendar such as outlook, google calendar etc.
- *Timesheets* – If your company uses timesheets, then you can quickly fill out the timesheets by clicking on the timesheets option from the left menu. You can even fill one out for your direct reports. Your timesheets will be submitted to your manager for approval.
- *Schedules* – KunbaHR has a very robust scheduling feature. You can create a weekly schedule and assign employees to specific shifts. The employees can then clock in using the clock in /out feature. Your admin can configure to allow employees to only clock in / out when they are on the schedule or allow them to clock in / out regardless of the schedule. This is a quick way to track an employee's time. Note: Only managers can create schedule for their direct reports.

- ***Punch Manager*** – Punch manager works hand in hand with schedules, but it can also be used independently. When employees clock in / out, you can see their punch times in the punch manager. Managers can adjust the punches or add a new punch using this feature as well. All punch changes/adjustments are recorded for auditing purpose.
- ***HR Docs*** – While not a document management system, KunbaHR has a very robust feature to allow the HR Managers to upload documents in KunbaHR and set access permissions. The access for each document can be granted by location, department and/or job title. Only users that satisfy the access criteria will be able to access that document. For auditing purpose, all document access is logged.
- ***Learning Management*** – Administrators can define courses via admin section and configure whether a course requires approval or can be auto-approved. Employees can request courses by clicking on Learning from the left menu. When setting up courses, admins can also upload any relevant documents which will be available to employees when they request the course. Any courses that require approval will be sent to managers for their approval.
- ***Performance Goals*** – Using this feature, managers can setup performance goals for their direct reports. Employees can also setup their own goals. Goals can be marked as "Rated". All rated goals will display on the performance appraisals and both managers and employees can rate them.
- ***Performance Appraisals*** – I am very proud of this feature. As we all know, every organization has some sort of performance appraisal process and it is usually very cumbersome and most managers drag their feet. We've tried to make it as simple as possible. HR Managers have the ability to define rating scale, competencies, and templates and assign them to the job titles. Multiple competencies and templates can be created and a different template can be assigned to different job titles. This ensures that employees are rated on competencies that are relevant to their role. Moreover, administrators can also configure to auto create appraisals either on a fixed date for everyone or based on their anniversary date. Two types of appraisals – Annual and Mid Term can be configured. If this is set, then KunbaHR will automatically create appraisals for everyone whose job title has a template assigned and send out notification emails. System will also send out reminder emails based on the configuration settings. This allows for a very quick and easy appraisal setup and process. HR Managers can also create an on-demand appraisal for anyone very easily.

- ***Compensation*** – Appraisal and compensation usually go hand in hand. Managers can click on Compensation from the left menu and quickly see the current compensation information for their direct reports. They can also recommend the change. This recommendation will then be sent to HR Manager who must approve it for the compensation to become effective. Using this feature, you can also see historical compensation for an employee.
- ***Custom Fields*** – While we've tried to provide the setup that should be enough for most organizations, sometimes it may not be. Administrators have the ability to define company level or employee level custom fields. These fields can be used to store the relevant information. Administrators can also decide who can see or edit this information. The Custom Fields menu from the left hand side quickly allows you to view the custom field and the associated value for the company level custom fields that you have the ability to view.
- ***Clients / Projects / Contacts*** – While KunbaHR is not a CRM, we have provided the ability for the organizations to manage their clients, projects and contacts information. Client Administrators or System Administrators can manage this information from the admin menu. This information is then available to all employees by clicking on Clients from the left menu.
- ***Reports*** – KunbaHR provides a robust set of pre-built reports. Depending on your access level i.e. Employee, Manager or Administrator, you will see specific reports that you can run, print or save as a PDF.

Now these are just user level features. There is the admin section for the Administrators such as adding/updating users, adding/updating locations, defining custom fields, adding/updating courses, performance competencies, setting up vacation types, termination types, security parameters, uploading HR documents and providing access etc. While I am not going to go thru all the admin features, I do want to discuss couple here.

1. ***HR Documents*** – If you are System Admin or HR Admin, you can quickly upload HR documents and define who can access them. Not only that, you can also maintain the version history. When you upload a new document by editing an existing document, previous version is automatically saved. While the previous version is not available for everyone to see, you can still view it using this section.
2. ***Company Holidays*** – System and HR admins can setup company holidays and configure them as one time or recurring. If recurring, they can setup whether the holiday occurs on the same day every year or same

date. This allows the admins to define company holidays once and they will show up on the calendar year after year.

3. *Company Events* – Companywide events can be scheduled using the admin section. Events can be either one time, or recurring. When recurring, they can be daily, weekly or monthly. All events will show up on every employees' dashboard and calendar.

4. *Company News* – Admins can also quickly setup a news article and enter the news start and end date. All news articles within that time-frame will appear on employees' dashboard.

5. **Emails** – Administrators can create an email and send it to one or more employees either immediately or schedule it to be sent in the future. Moreover, previous emails can also be resent.

Question – Wow that is an impressive list of features. What about security?

Yes, that is an impressive list but we are not stopping here. Based on our customer's feedback, we will be rolling out new features. As far as the security is concerned, we wanted KunbaHR to be accessible but highly secure. There is usual username/password and the password must meet a certain security criteria. Additionally, administrators can configure password to expire after x number of days and everyone will be forced to change their password. Moreover, they can configure so that employees' cannot use previous x number of passwords when setting up a new password. There is also two factor authentication. While not enabled by default, administrators can quickly enable it, which will send a 6 digit authentication code to the employees' email address when they try to login and they must enter the code to continue logging in. The code is only required once every 24 hours.

In addition to that, an organization can make it even more secure. KunbaHR allows admins to configure it so that only certain IP addresses can login to KunbaHR. If this setting is enabled, a range of IP addresses must be provided. Only those IP addresses will be allowed to login.

Question – That is a nice list of features. How much does it cost?

We follow simple pricing model. KunbaHR costs only USD 4.00 per employee per month. There are no silver/gold/platinum plans. You'd agree that the price is very attractive for all the software has to offer.

Question – Very impressive. Any final thoughts?

Don't take my word for it. Check out for yourself by going to https://www.kunbaHR.com and then click on the Login to a Demo Account

button. You can experience the entire system yourself without having to sign up. Also, don't forget to download detailed user and admin guide by going to Support from the top menu after logging in. One more thing – our software is fully responsive, meaning it will work on both large screen monitors, laptops, tablets and even mobile phones.

Give it a try. You've nothing to lose and we'd love to hear from you. So drop us a note!

Thank you

Sincerely,

KunbaHR Team

https://www.KunbaHR.com