



# phiro

Human Resource Management System



Phiro is the most complete HR management solution for any businesses size— driving improved efficiency and better decisions across all your key HR tasks.

## Maximize business result through your workforce.

The right people make all the difference. It's true in small companies, large companies, and everywhere else. A business itself does not generate ideas, does not provide service, and by itself is neither innovative nor productive. People make all of those things happen. It's the people inside the company that execute the strategies, so companies that want to set-up for success know they need a business solution to optimize their workforce for today and prepare it for tomorrow.

Despite the importance of the workforce, many organizations have traditionally viewed their employees primarily as a capital expense. With an eye on salaries, benefits packages, and hiring, the chief concern of many human resource departments was to reduce costs. Then things got complicated. Phiro is that solution. Phiro improves executive insight and decision-making while ensuring you have the right people with the right skills doing the right work. Phiro includes a complete set of tightly integrated talent management solutions, robust workforce analytics and planning, plus a next generation core HR solution.

## Using PhiroHR, you can:

- Manage all your employee-related information and processes in a single solution.
- Make stronger decisions faster with improved access to workforce analytics.
- Ensure government compliance to avoid company risk in meeting federal and state rules, regulations, and reporting requirements.
- Closely monitor employee records and personnel actions, HR compliance, benefits administration, absence management, reporting (standard and custom), and data import/export actions



## Manage all of HR in one place.

- **Core Function**  
Establishes the organizational structure, maintains personnel records and supports report preparation
- **Payroll**  
Handles all types of employees and pay frequencies
- **Self-Service**  
Enable your employees to request time off, review pay history, update contact information, and more—with just a few mouse clicks. Instead of calling the HR department with routine inquiries, employees and managers can access and review information regarding time off, current benefits, and current job details—anytime, anyplace over the Internet or company intranet.
- **Workflow**  
Automates processes for given business procedures and triggered actions, generates online alerts, message and reports
- **Benefits Administration**  
Enables organizations to define plan coverage and rate data for a wide range of benefit plan types. Also provides enrollment and handles coverage calculations.
- **Attendance Tracking**  
Maintains detailed and summary attendance history, and tracks and reports all types of leaves and vacations
- **Position Control**  
Tracks authorized headcount (FTE), over-filled and under-filled positions, and enables users to manage contract employees
- **Talent management**  
Increase employee engagement, productivity, retention, and alignment with organizational goals
- **Additional functionality** includes forecasting and costing, recruiting, training and development, labor relations, safety and health, and a variety of scheduling functions.





# Why Phiro?

What really sets Phiro apart is how we create a greater freedom for your organization to succeed. We do this by removing as much complexity from business as possible.

Our heritage isn't only about software—it's about how we serve our customers. The Phiro customer experience starts with our commitment to delivering personalized and professional service at every stage and continues on as your business grows and its needs change. Some of the ways we make your investment in our solutions easy, beneficial, and rewarding include:



## Local expertise

Our network of regionally based authorized partners and certified consultants gets you up and running quickly on Phiro and provides the ongoing service you need for continued success.



## Responsive support

We back Phiro with comprehensive customer support, including regular maintenance updates, 24X7 access to our online knowledgebase, and live technical assistance.



## Flexible training

Spasi and our business partners provide multiple training methods, including classroom, online instructor-led, recorded learning, web seminars

# Phiro Platform



## Business Roles



Board



HR



Manager



Employee



Custom Role



## Personnel Administration

Personnel administration module provides the setting of basic data, many kinds of employee histories, and attendance setting which related to employees.

- Visualize organizational charts
- Centralized data storage  
Storing all employee information & documents (contract, certificate, etc.). Equipped with flexible search tools & filter.
- HR Process Automation
- Create and track any kind of customized HR management process, easily set up through required tasks, forms and notifications
- Enables managing the global absence policies, employee time sheets, and absence records such as vacations, sicknesses, and business trips. Employees can request time off and the managers approve them. HR can track all the absence statistics, record and modify the absences, and approve or reject them.



## Recruitment

Recruitment module integrates and automates all the recruitment and selection process which support you to get the right people suit with organization needed.

- Create a centralized candidate database
- Manage, approve and easily fill open vacancies
- Provide online applications and collaboration with applicants
- Unify the onboarding process



## Workforce Planning

Manpower planning provides tools to analyze your organization requirement suitable with organization goals. This module consists of

- Analyzing the current manpower inventory
- Making future manpower forecast
- Create fulfillment for the requirement (recruitment, selection, placement, etc.)



## Training & Development

Training module provides setting of employee learning process suit with competency standard which already be appointed. Learning process covering planning, learning & evaluation. Integrate with budget allocation, budget journal, training activation until the evaluation after activity

- Create and Manage Learning Catalog
- Plan & Tracking for every employee training program
- Create customize & flexible online test.
- Equipped with assessment test creator to create an online test for each training / participant. Admin can
- assign pre-test and post-test easily.
- Report on learning activities



## Performance Management

Performance management module automates employee performance management process. In performance module, you enable to:

- Create customized period and component, in the easy-to-use format.
- Visualize and align KPI Goal
- Analyze and improve performance for entire organization
- Monitoring performance management process in a graphical dashboard



## Compensation & Benefit

The Compensation and Benefits management module enables you to plan, track, and analyze the compensation and rewards for each employee.

With this compensation management, you can:

- Operate the module with employee compensation components
- Manage compensation in a collaborative environment
- Reward performance and productivity appropriately



## Career management

Career management module enables you to identify and develop the most talented workers and promote them for the good of the company. With career management module you can:

- Can easily define career paths & individual goals for your employees
- Work with talent pools for various employee groups and levels
- Create succession plan
- Retain and promote key employees and high performers



## HR Planning & Organization

This module prove setting of organization structure, include relation of business entity, organization unit, location, position, etc. Also provide facilities for filling analysis & job evaluation until job grading.



**Get started with the  
human resource  
management solution  
that's easy to use and  
easy to implement.**

[www.spasi.com/product/phiro-hr](http://www.spasi.com/product/phiro-hr)  
+62-21-83792381

Phiro offers the most complete human resource management solution for small and midsize businesses.

With Phiro, you can:



**Maximize business values through your people.**



**Reduce administrative work and focus on strategic programs.**



**Make stronger, fact-based decisions.**



**Ensure compliance and avoid risk.**



**Hire and retain a more talented workforce**



**PT. Spasi Indonesia**

📍 The Royal Palace  
Jl. Prof. Dr. Soepomo, SH. No.178 A  
Blok B No.29, Menteng Dalam - Tebet,  
Jakarta Selatan

☎ +62-21-83792381

✉ [info@spasi.com](mailto:info@spasi.com)

🌐 [www.spasi.com/product/phiro-hr](http://www.spasi.com/product/phiro-hr)

#### About Spasi

Spasi provide all company size an easy-to-use, secure, and efficient HR software and services. Our customers receive continuous advice and support through our local experts to help them solve their business problems, giving them the confidence to achieve their business ambitions.

For more information, please visit [www.spasi.com](http://www.spasi.com). Follow Spasi on Facebook, [Facebook.com/SpasiIndonesia](https://www.facebook.com/SpasiIndonesia), and Twitter, [Twitter.com/spasiind](https://twitter.com/spasiind)