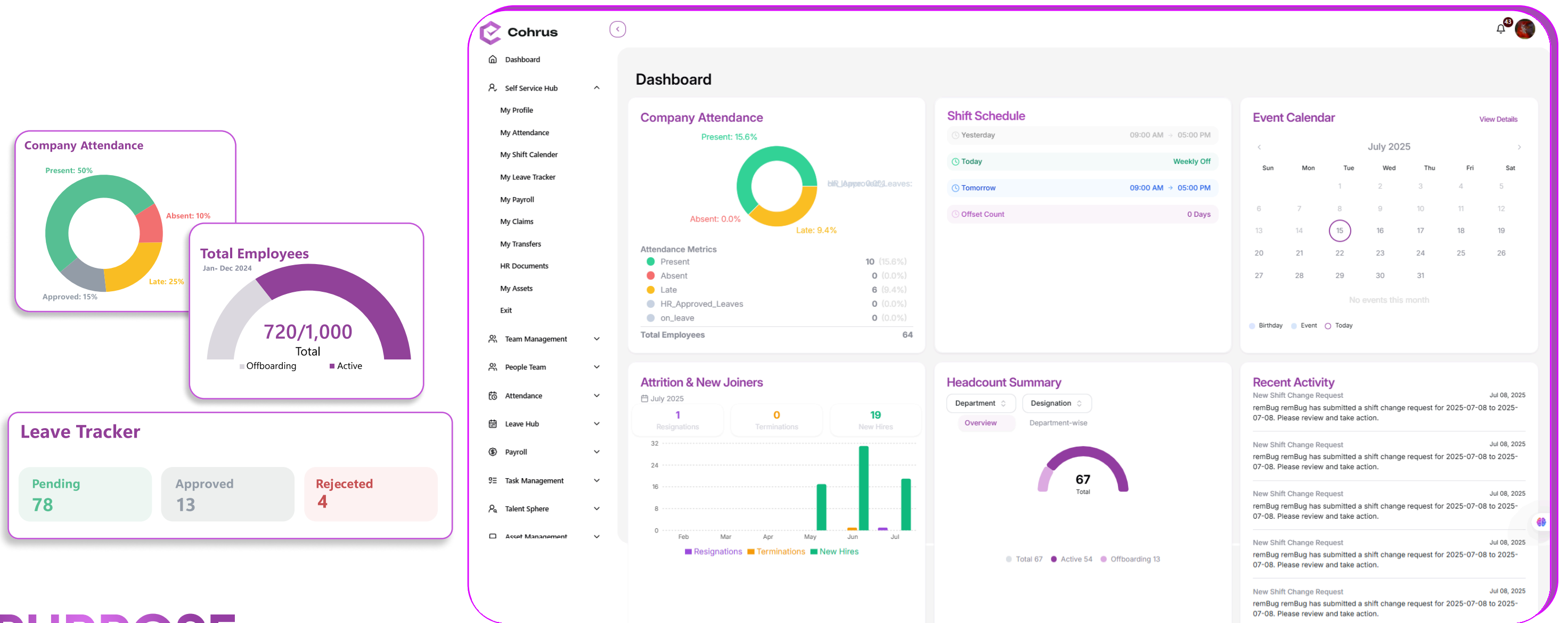


COHRUS

Module Overview

DASHBOARD

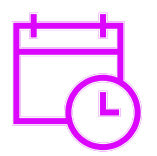
Your Command Center for Smarter Workforce Management



PURPOSE

The Dashboard serves as the central command center, providing a real-time, high-level overview of organizational health, employee activity, and key HR metrics at a glance.

KEY FEATURES:



Company Attendance

Live stats showing who's in, out, late, or on leave.



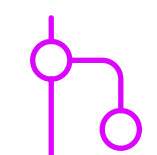
Total Employees

Instant headcount summary with standard work hours.



Event Calendar

View holidays, birthdays, and company-wide events at a glance.



Attrition & New Joiners

Quick snapshot of monthly hires and exits.



Headcount Summary

Department-wise employee breakdown for quick team insights.



Recent Activity

Live updates on HR actions – from offer letters to approvals.



Leave Tracker

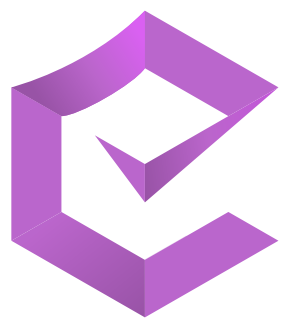
Track pending, approved, and rejected leave requests effortlessly.



Expired Documents

Stay compliant with auto-alerts for expired or soon-to-expire records.





COHRUS

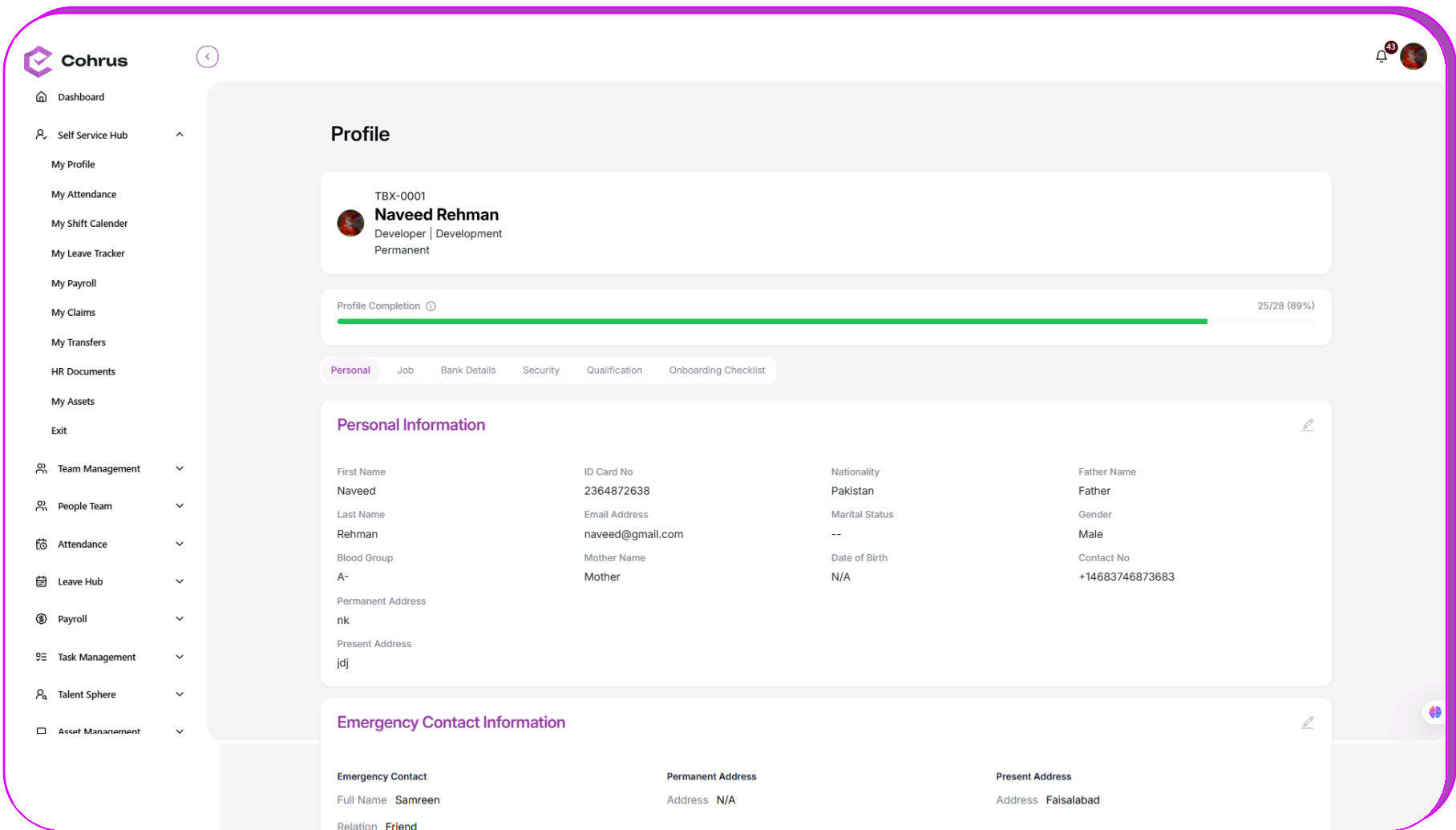
Module Overview

SELF SERVICE HUB










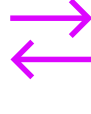



Empower Your Employees. Simplify HR Operations

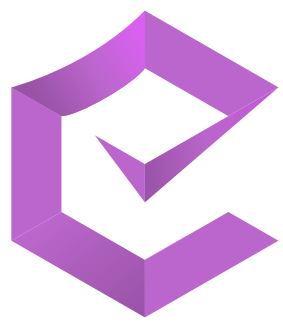
PURPOSE

The Self-Service Hub is a centralized and personalized portal that empowers employees to manage their own HR-related information, requests, and tasks without relying on HR personnel, streamlining administrative processes.



KEY FEATURES:

- **My Profile**
Update personal & professional details
- **My Attendance**
View check-ins, outs, & request time edits
- **My Shift Calendar**
Track shifts & submit change requests
- **My Leave Tracker**
Apply for leaves & monitor status
- **My Payroll**
Secure access to payslips and salary history
- **My Job Rotations**
View and manage job role or position changes
- **My Clearance**
Simplified exit process
- **My Claims**
Submit and monitor expense reimbursements
- **My Letter Request**
Request official letters & certificates
- **My Transfers**
Manage department or location transfer requests
- **HR Documents**
Access company policies with e-sign
- **My Performance**
View performance reviews, goals, and feedback
- **My Assets**
Track company assets assigned to the employee



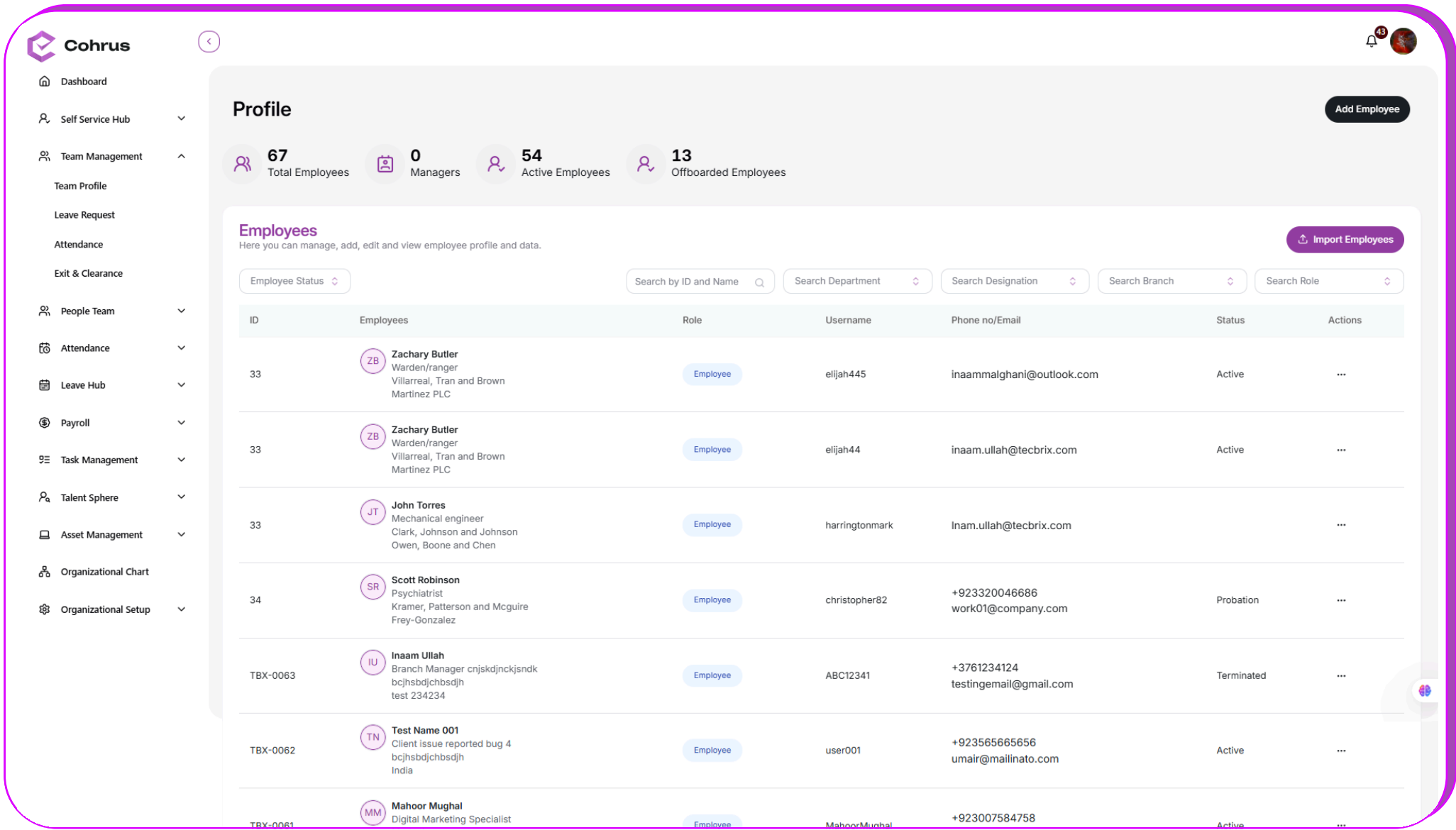
Module Overview

PEOPLE TEAM

Streamline the Employee Lifecycle from Onboarding to Offboarding

PURPOSE

The People Team module serves as the central administrative command center for the HR department, providing comprehensive tools to manage the entire employee lifecycle from onboarding to offboarding.



KEY FEATURES:

Employee Dashboard
Displays metrics like Active Employees, Managers, and Offboarded Staff.

Employee Creation
Simplify onboarding with quick profile setup and system access creation

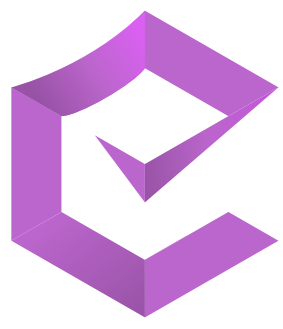
Transfer & Rotation
Handle department transfers and job role rotations seamlessly

Profile Management
View, manage, and search employee data by ID, department, designation, or branch

Exit & Clearance
Manage separation requests, clearances, and handovers efficiently

HR Documents
Store, access, and manage policies and official HR files in one secure space

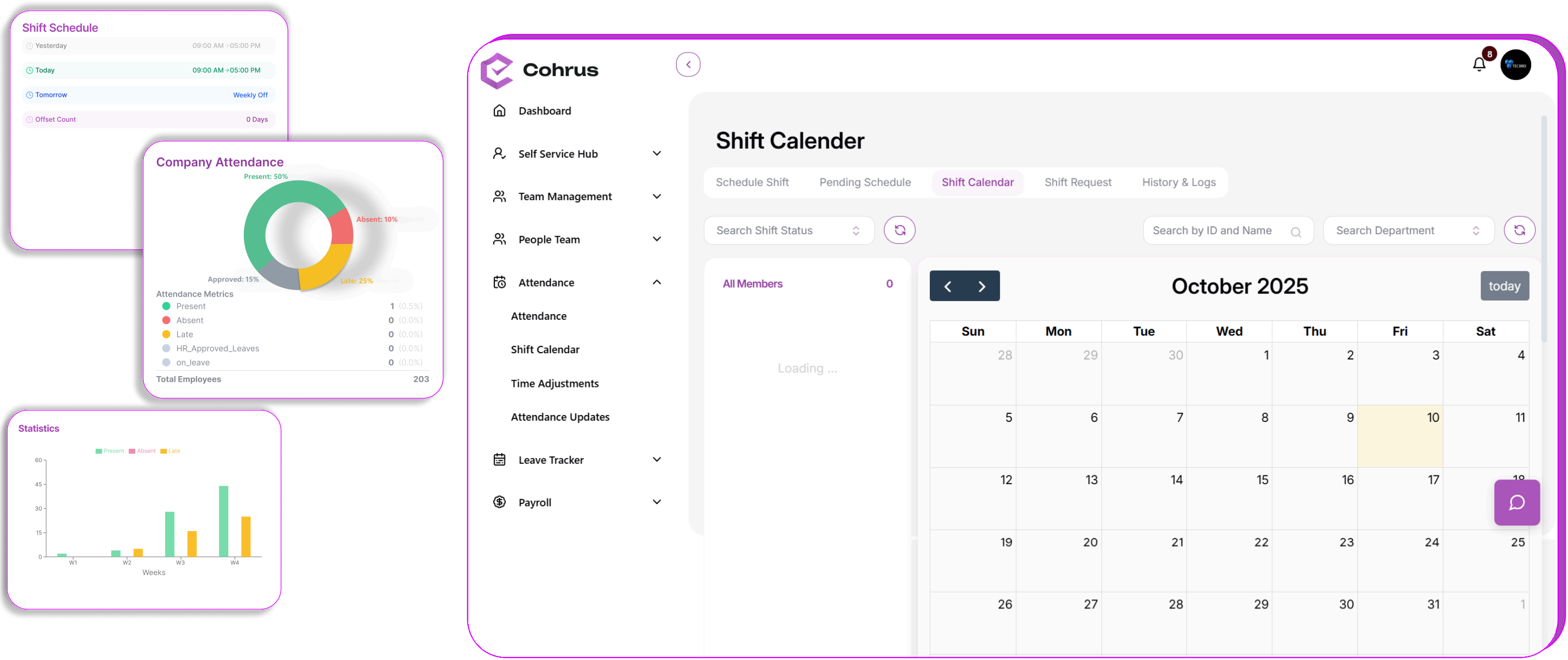
Compliance Management
Ensures adherence to labor laws and company HR policies



Module Overview

ATTENDANCE


Empower Your Employees. Simplify HR Operations





PURPOSE


The Attendance module provides a comprehensive system for tracking, managing, and analysing employee working hours, punctuality, and presence, ensuring accurate payroll processing and operational efficiency.

KEY FEATURES:

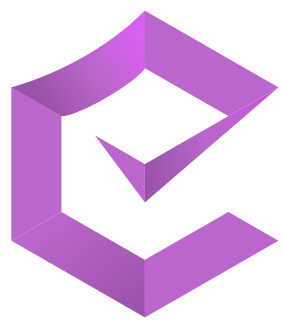
- 

Attendance Dashboard
Live stats showing who's in, out, late, or on leave.
- 

Shift Calendar
Instant headcount summary with standard work hours.
- 

Time Adjustments
Department-wise employee breakdown for quick team insights.
- 

Attendance Updates
Live updates on HR actions – from offer letters to approvals.



SHIFT MANAGEMENT

AI-Powered Workforce Scheduling for Smarter Operations

Shift Schedule

Yesterday

09:00 AM -> 05:00 PM

Today

09:00 AM -> 05:00 PM

Tomorrow

Weekly Off

Offset Count

0 Days

PURPOSE

The Shift Management module is an AI-powered workforce scheduling solution that automates and optimizes shift planning, roster generation, and schedule adjustments, ensuring optimal coverage while balancing employee preferences and business needs.

KEY FEATURES:

- AI Smart Scheduling

Automatically generates shift plans considering availability, skills, and labor rules
- AI Shift Predictor

Forecasts staffing requirements using data trends and seasonal patterns
- AI Roster Generation

Creates optimized, conflict-free, and compliant schedules instantly
- Roster Publishing

Finalize and share schedules instantly with smart notifications and calendar sync
- AI Auto Replacement & Swap

Suggests best-fit replacements and facilitates approved shift swaps
- Roster Review & Adjustments

Managers can review, fine-tune, and approve AI-generated rosters
- Shift Calendar

Visual interface to manage, schedule, and track shift activities

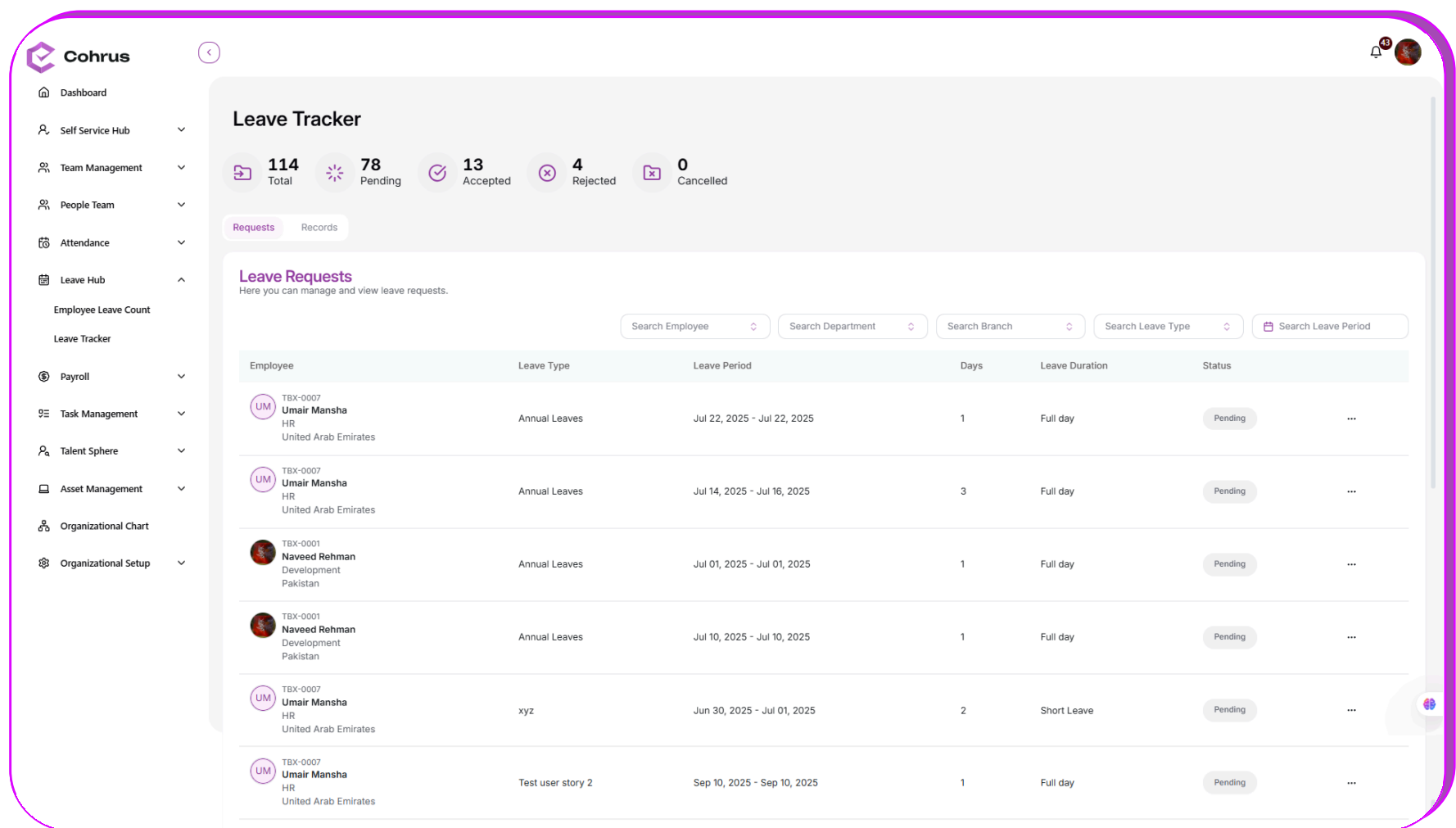
Module Overview

LEAVE HUB

Smart, Centralized Leave Management for the Modern Workforce

PURPOSE

The Leave Hub centralizes all leave management activities, providing tools for employees to request time off and for managers and HR to efficiently track, approve, and manage leave balances across the organization.



KEY FEATURES:




Employee Leave Count

Master record of employee leave entitlements




Leave Tracker

The operational dashboard for managing leave requests




Leave Count Overview

Forecasts staffing requirements using data trends and seasonal patterns




Leave Dashboard Summary

Forecasts staffing requirements using data trends and seasonal patterns




Add Special Leave

Creates optimized, conflict-free, and compliant schedules instantly



Leave Requests

Creates optimized, conflict-free, and compliant schedules instantly



Leave Records

Forecasts staffing requirements using data trends and seasonal patterns



Advanced Filtering

Creates optimized, conflict-free, and compliant schedules instantly

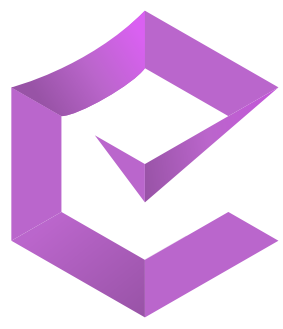
Leave Tracker

View Detail

Pending87

Approved18

Rejected4



Module Overview

PAYROLL

AI-Powered Global Payroll Management. Accurate. Secure. Effortless.

PURPOSE

The Payroll module is an advanced, AI-powered global system that manages the entire payroll lifecycle—from initial setup and automated calculations to multi-country compliance, secure payments, and detailed reporting ensuring unparalleled accuracy, efficiency, and security.

Cohrus

Dashboard

Self Service Hub

Team Management

People Team

Attendance

Leave Hub

Payroll

Employees Payroll

Salary Setup

Claim Request

Task Management

Talent Sphere

Asset Management

Organizational Chart

Organizational Setup

Employees Payroll

Search by ID

Search by Name

Department

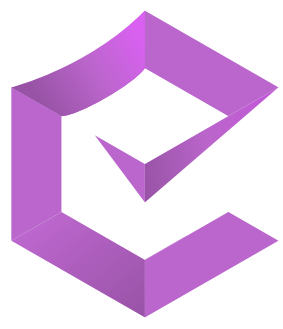
Salary Type

ID	Employee	Designation	Department	Last Revised Date	Total cost	Salary Type
34	<div>SR</div> Scott Robinson work01@company.com	Psychiatrist	Kramer, Patterson and McGuire	New	AED 200000	Weekly
TBX-0063	<div>IU</div> Inaam Ullah testingemail@gmail.com	Branch Manager cnjskdncjndk	bcjhsbdchbsdjh	New	AED 1234	Weekly
TBX-0062	<div>TN</div> Test Name 001 umar@gmailnator.com	Client issue reported bug 4	bcjhsbdchbsdjh	New	AED 800	Hourly
TBX-0061	<div>MM</div> Mahoor Mughal MahoorMughal@gmail.com	Digital Marketing Specialist	Marketing	New	AED 78000	Monthly
TBX-0060	<div>TU</div> Test User01 t1@gmailnator.com	Client issue reported bug 4	Accounts	New	AED 1200	Monthly
TBX-0059	<div>SK</div> Siddkija Kijinkipk snkc@gmail.com	Logistics and distribution manager	Accounts	New	AED 98798	Monthly
TBX-0056	<div>NR</div> Niharika Rout gniharika2909+user4@gmail.com	QA Engineer / SQA	Software Quality Assurance	New	AED 1200	Weekly
TBX-0054	<div>OO</div> Onboarding Onboarding onboarding@gmail.com	Department Executive	Accounts	New	AED 234234	Monthly
TBX-0053	<div>HR</div> HR INTERN Pak hrpakintern@mailnator.com	Finance/Accounts Executive	McDowell and Sons	New	AED 100	Monthly
TBX-0052	<div>PH</div> PAK HR hr_pak@mailnator.com	HR Manager Head	HR	New	AED 100	Monthly

KEY FEATURES:

- Global Payroll Dashboard**
Oversee payroll runs across UAE, UK, Kenya & Nigeria with live progress tracking and analytics
- Employees Payroll**
Manage salary setups, allowances, and one-time adjustments with ease
- Payroll Setup & Configuration**
Define policies, earnings, deductions, and currency rules across regions
- Multi-Step Payroll Processing Wizard**
Guided 7-step workflow for smooth, error-free payroll execution
- Tax, PF & Statutory Compliance**
Automated PAYE, PF, and statutory deductions for global standards
- WPS & Payment Processing**
Compliant salary disbursement with secure integrations
- Pay Run**
Execute, review, and approve payroll seamlessly

- Claim Request**
Submit and track employee expense claims
- AI & Automation Features**
Detect anomalies, auto-calculate complex pays, and prevent errors
- Adjustments & Corrections**
Manual override capability with multi-level approval workflows
- Special Cases Management**
Manage on-hold salaries and end-of-service settlements
- Reporting & Analytics**
Generate detailed payroll reports and dashboards
- Security & Access Control**
Multi-level permissions and encrypted data handling



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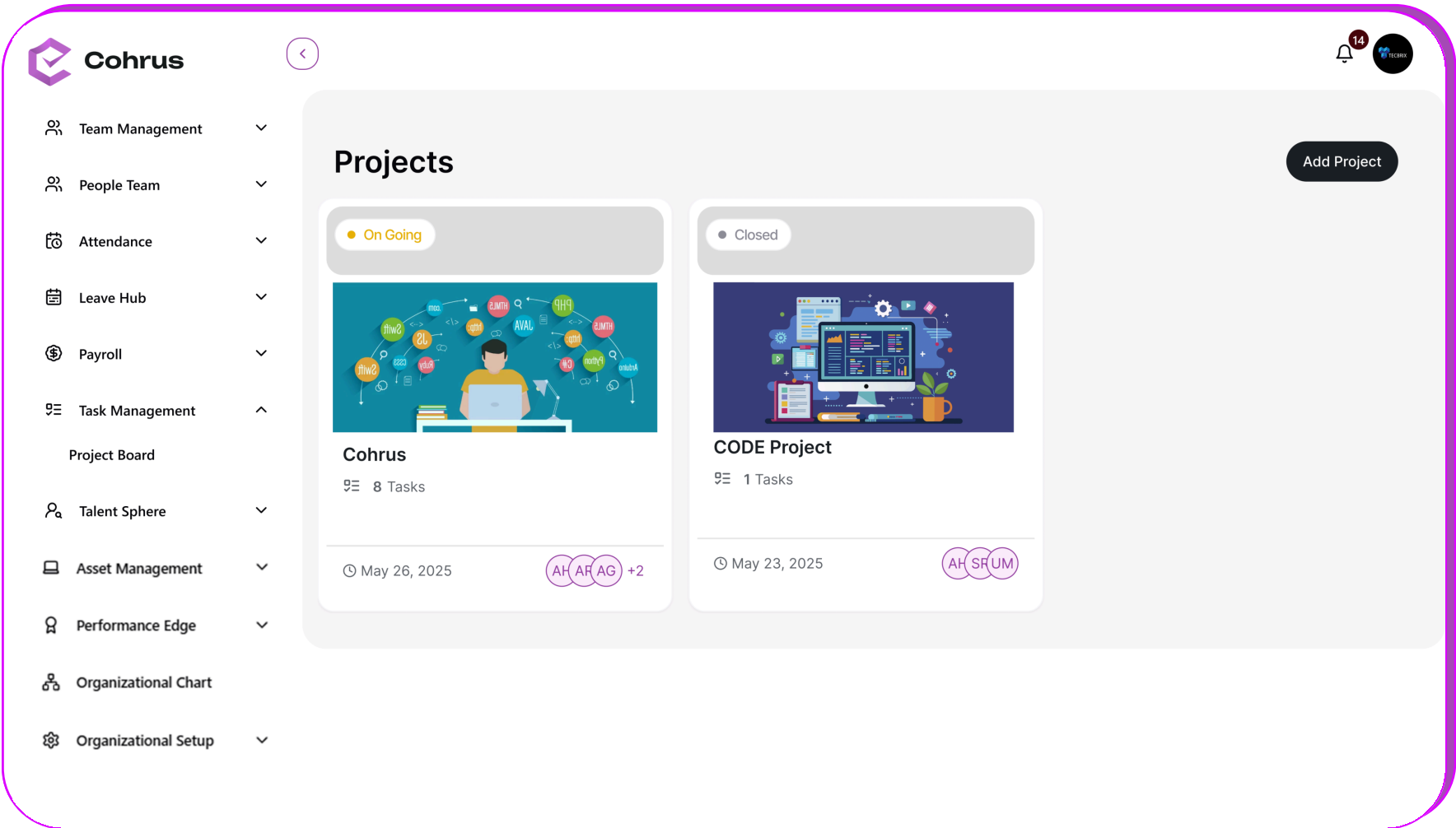
Module Overview

COHRUS WORKSPACE


AI-powered project management for organized, agile, and collaborative teams.


PURPOSE


The Project Management tool (Cohrus Workspace) provides a comprehensive project and task management solution that enables teams to organize, track, and collaborate on work efficiently using agile methodologies and visual boards.





KEY FEATURES:


- 

Projects Dashboard
Track all projects in one place with real-time status updates
- 

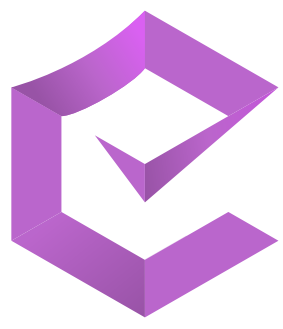
Agile Boards
Kanban-style task management for better visibility and collaboration
- 

Project Management
Create, prioritize, and move tasks across workflow stages
- 

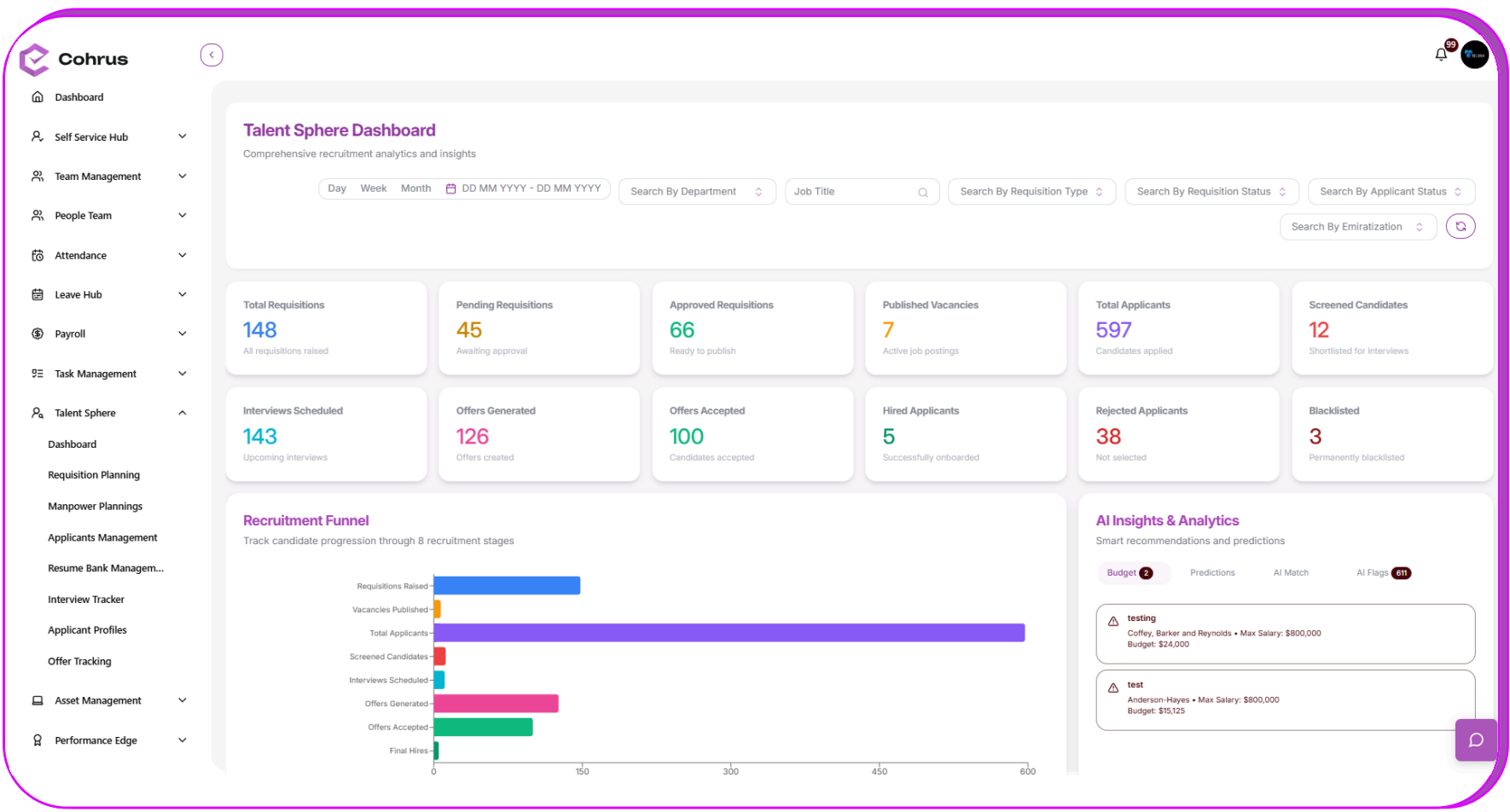
Daily Task Report (DTR)
Monitor daily task completion and progress updates
- 

Project Categories
Analyze project performance and team activity at a glance
- 

Status Tracking
Real-time visibility into team performance and project movement



COHRUS



Module Overview


TALENT SPHERE


AI-Powered Recruitment. Smarter Hiring. Better Talent.

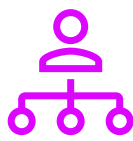
PURPOSE


The Talent Sphere module is an AI-powered end-to-end recruitment and talent acquisition system that streamlines the entire hiring process—from manpower planning and requisition to applicant tracking, AI-driven candidate matching, and final offer management.


KEY FEATURES:


- 


Dashboard
Centralized overview of recruitment metrics, requisitions, and hiring status
- 


AI-Powered Features
Includes AI CV parsing and automated feedback generation for smarter evaluations.
- 

Requisition Planning
Create and manage job requisitions, with tracking for published vacancies
- 

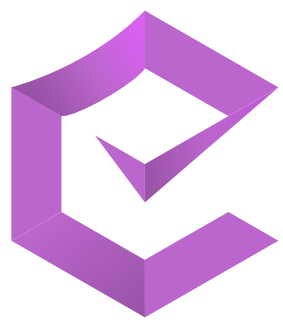
Interview Management
Schedule, track, and manage interviews with integrated meeting links
- 

Manpower Planning
Forecast headcount needs and process departmental position requests
- 

Talent Pool Management
Maintain a resume database for future hiring opportunities
- 

Applicants Management
Track candidates through every stage – from screening to selection, with AI-driven matching and ranking
- 

Offer Tracking
Streamline offer letter creation, approvals, and onboarding of selected candidates



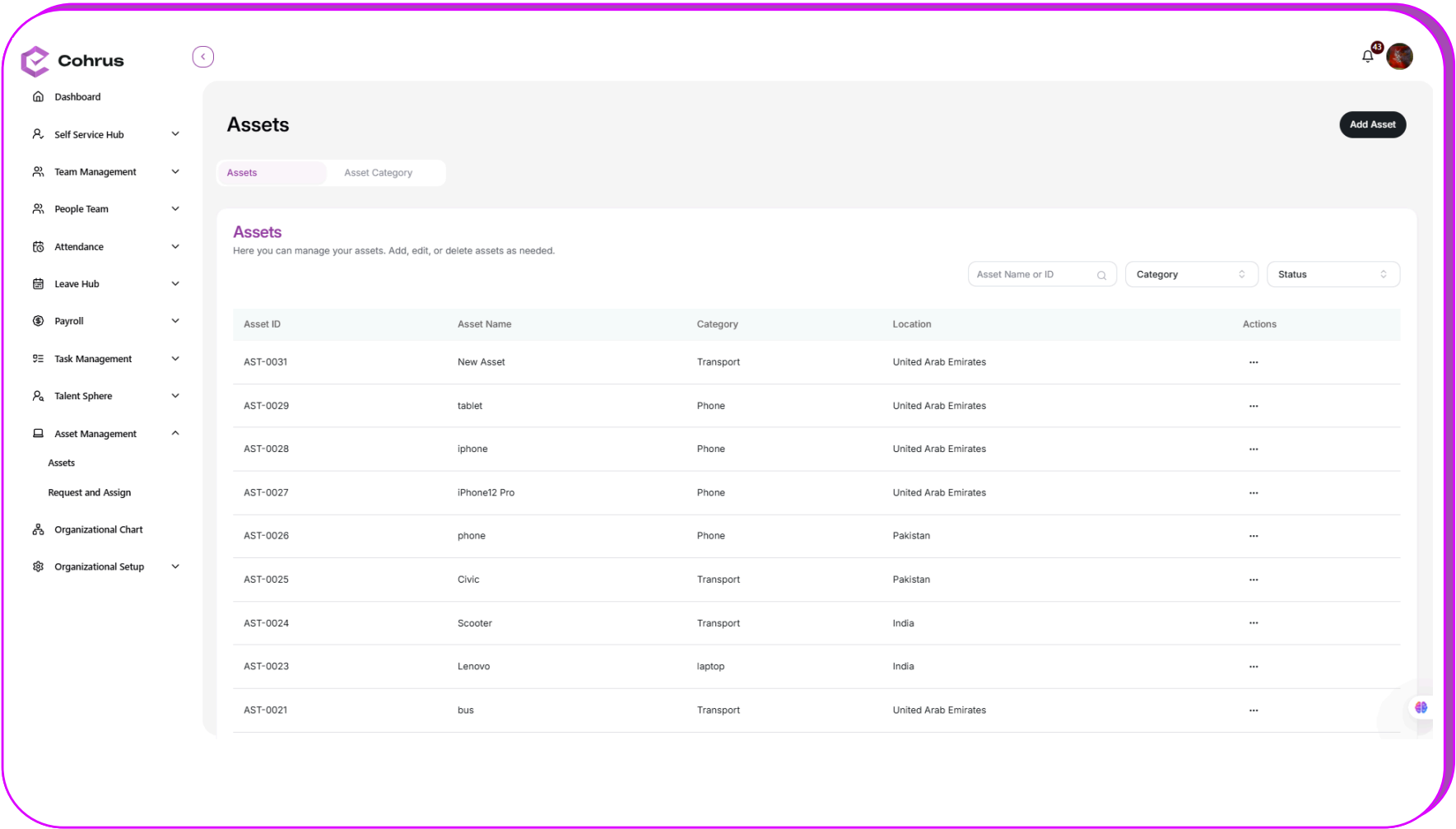
Module Overview

ASSET MANAGEMENT


Track Smarter. Manage Better. Stay Accountable


PURPOSE

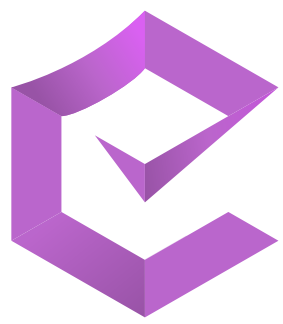
The Asset Management module provides a centralized system to track, manage, and assign company assets throughout their lifecycle, ensuring optimal utilization and accountability across the organization.



KEY FEATURES:

-  **Assets**
Centralized database for all physical and digital assets across departments
- ✓ **Asset Category:**
Classify assets by type, department, or function for better organization
- ✓ **Asset Management:**
Add, update, and track asset details and movement within the company

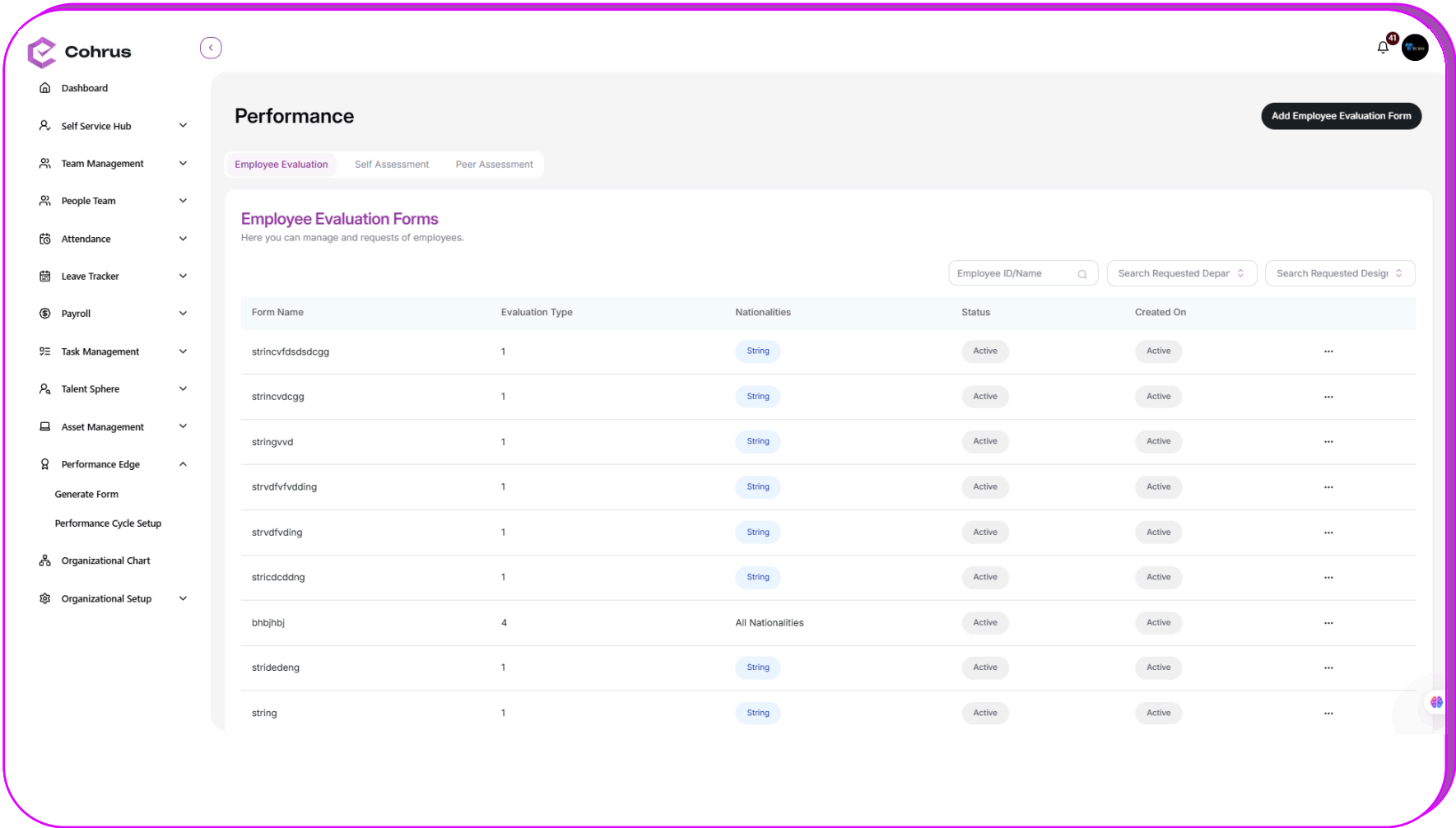
-  **Request and Assign**
Manage the full cycle of asset allocation and employee requests
- ✓ **Requested By Employee:**
Employees can submit asset requests via the self-service portal
- ✓ **Direct Assignments::**
HR or Admin can assign assets directly without request initiation
- ✓ **Requests & Records:**
Track request statuses and maintain complete assignment history



Module Overview

PERFORMANCE EDGE

AI-Driven Performance Management
for a Smarter Workforce



PURPOSE

The Performance Edge module is an AI-powered system that manages the entire performance cycle—from setting up evaluations to delivering data-driven insights. It enables fair reviews, identifies development needs, and drives organizational growth through continuous feedback and skill analysis

KEY FEATURES:



Performance Dashboard

- A comprehensive overview of performance metrics across the organization.
- ✓ HR Analytics & Reporting
- ✓ Department-wise Analysis
- ✓ Evaluation Status



AI-Powered Insights

- Transform data into decisions with intelligent analytics.
- ✓ AI Feedback Summary
- ✓ AI Skill Gap Analysis
- Fair and consistent evaluations powered by AI



Performance Cycle Setup

- Configure and manage different performance review periods and cycles.



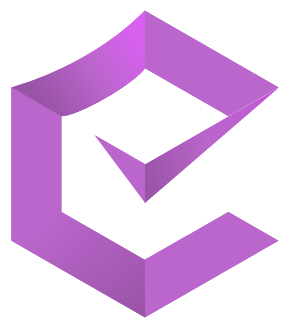
Generate Form

- Design and customize performance evaluation templates

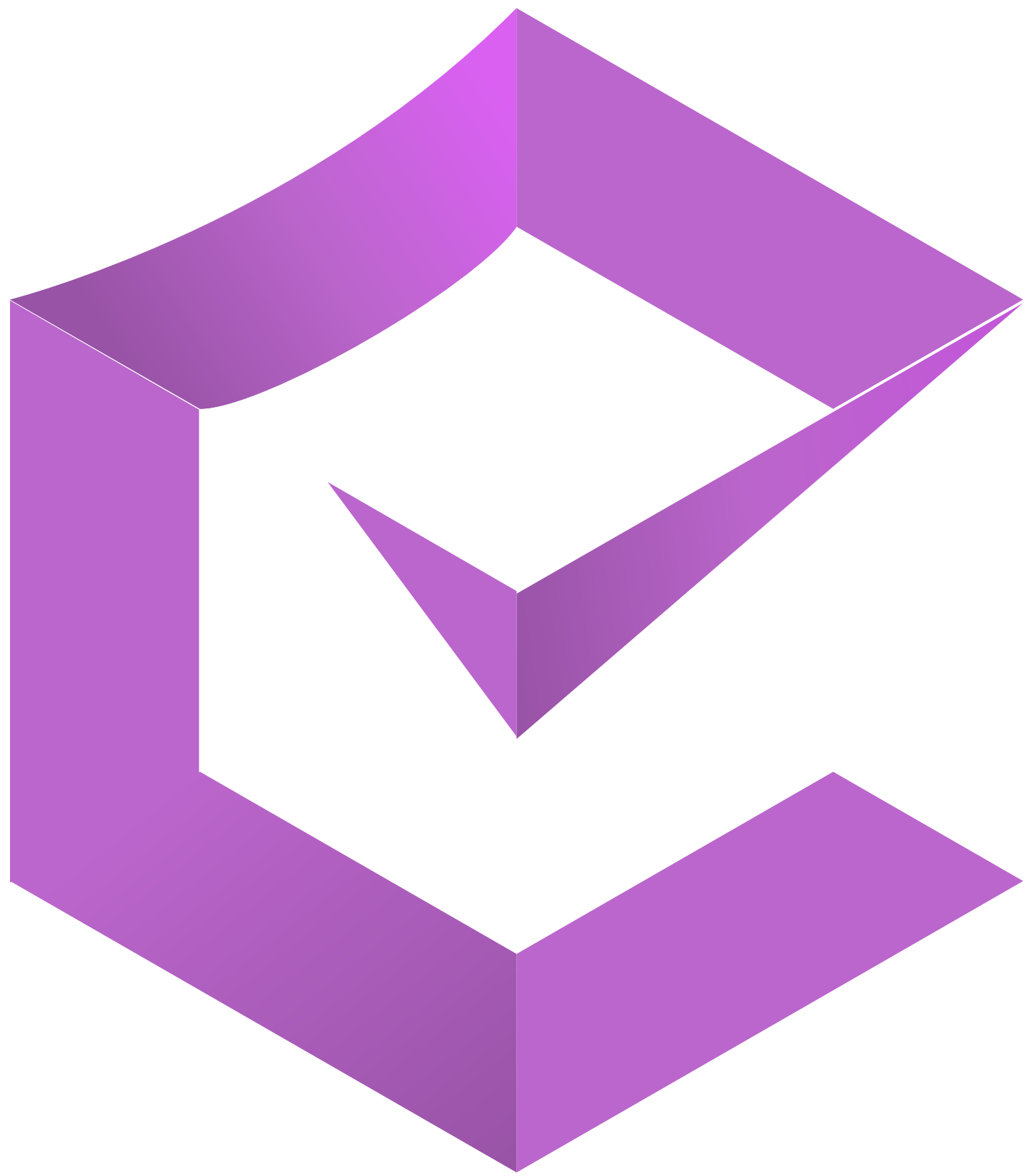


Performance Evaluation

- Central hub for managing reviews, pending tasks, and team assessments. Ensures fair, consistent, and balanced ratings across departments



COHRUS



Module Overview

COHRUS LEARN

AI-powered Learning Management System for smarter training, certification tracking, and skill growth.

PURPOSE

The Cohrus Learn module is a comprehensive Learning Management System (LMS) that enables organizations to manage employee development through mandatory and optional training programs, track certifications, and leverage AI for personalized skill development recommendations

KEY FEATURES:



Training Management

Assign, monitor, and manage mandatory and optional training sessions with access to all materials.



Certification & Course Management

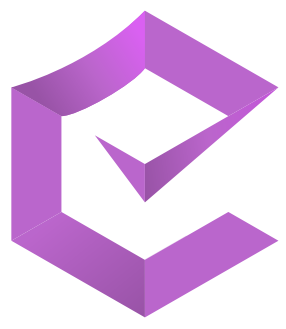
Maintain course catalogs, track certification expirations, and manage complete learning programs



AI-Powered Learning Analytics

Use AI to detect skill gaps and deliver tailored learning recommendations



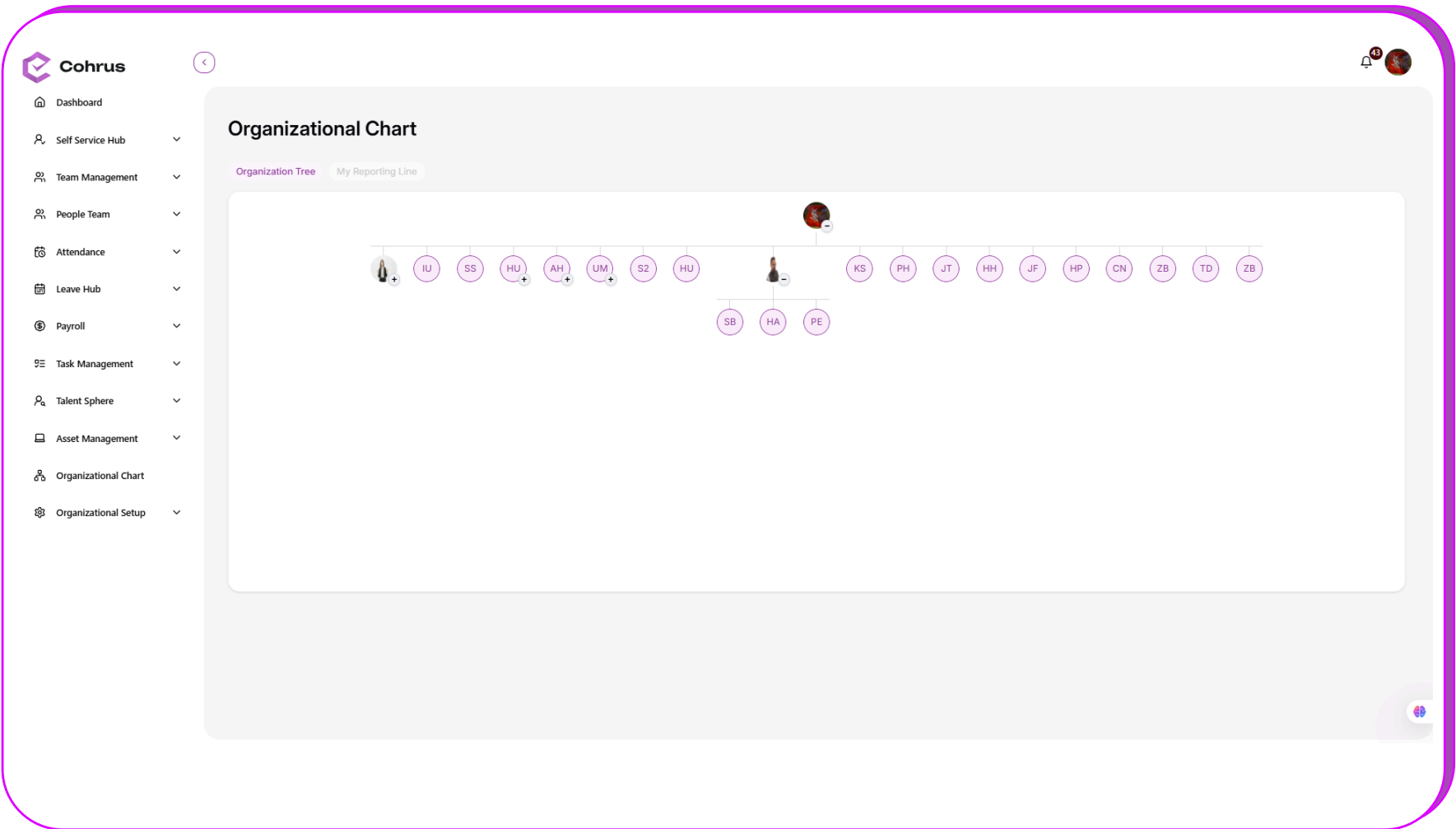


COHRUS

Module Overview

ORGANIZATIONAL CHART

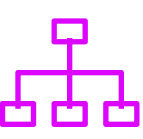
Visualize hierarchy, simplify reporting, and strengthen team transparency



PURPOSE

The Organizational Chart module provides a visual and interactive representation of the company's structure, making it easy to understand reporting relationships, team hierarchies, and the overall organizational landscape

KEY FEATURES:



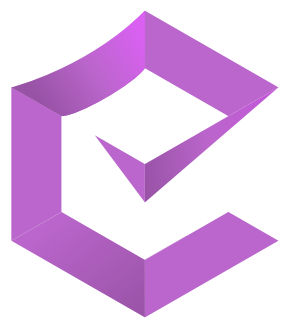
Organization Tree

Displays a live, interactive view of the entire company structure with clear department and reporting hierarchies.



My Reporting Line

Provides employees a personalized view of their position, reporting manager, and team relationships

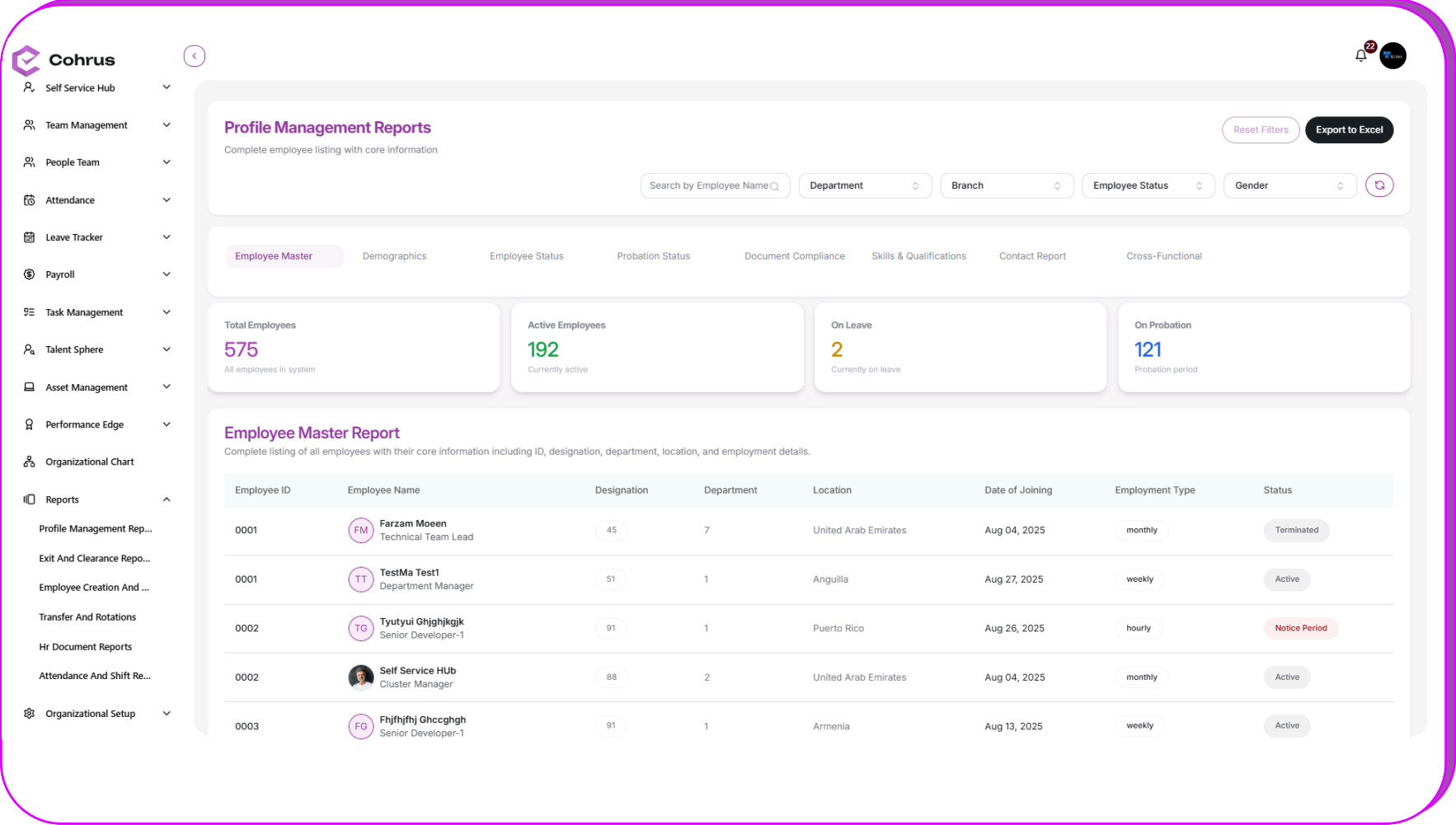


COHRUS

Module Overview

REPORTS & ANALYTICS

Data-driven insights for smarter, faster, and more strategic HR decisions



PURPOSE

The Reports & Analytics module provides comprehensive, data-driven insights across all HR functions with advanced reporting capabilities, enabling informed decision-making and strategic planning through customizable and dynamic reports.

KEY FEATURES:



Extensive Report Library

Use multi-level filters to refine, segment, and customize report views for precision analysis



Real-time Data

Gain instant access to live, synchronized data from all integrated HR modules



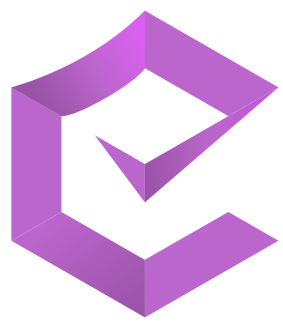
Advanced Filtering

Easily export reports in multiple formats (Excel, PDF, CSV) for sharing and further processing



Dashboards

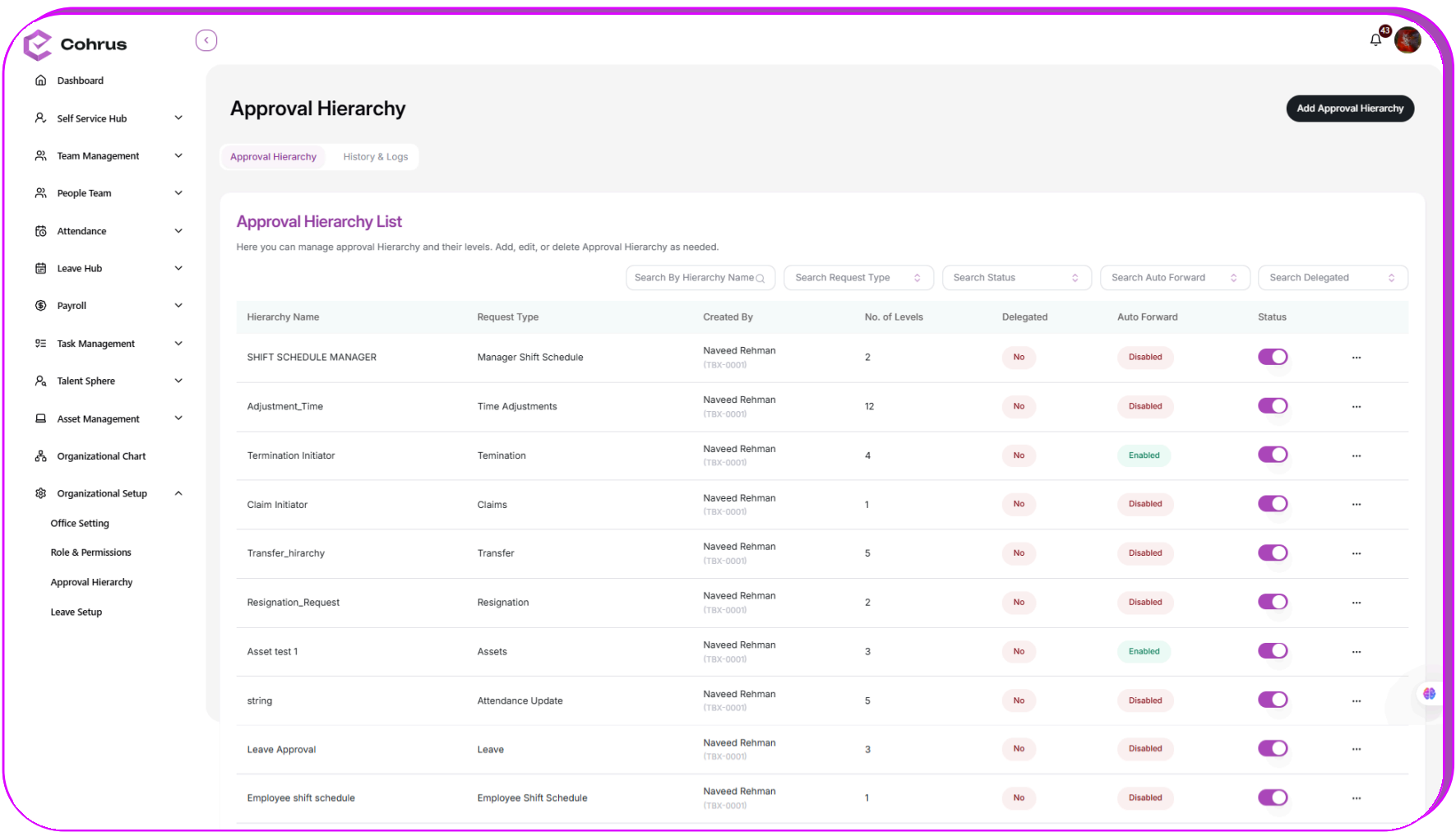
Create and save personalized dashboard views with preferred filters and metrics



Module Overview

ORGANIZATIONAL SETUP

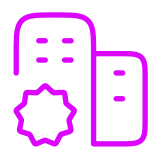
The central control hub to configure, customize, and manage your entire HR ecosystem



PURPOSE

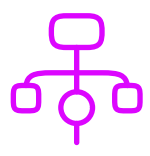
The Organizational Setup module serves as the central configuration hub for the entire Cohrus platform, allowing administrators to define and customize all core organizational structures, policies, permissions, and system workflows.

KEY FEATURES:



Office Setting

Set up core company information, office locations, and branch details



Organization Structure

Set up hierarchy, departments, designations, and working hours



Talent Sphere Setting

Tailor recruitment and hiring workflows to align with company needs



Role & Permissions

Control user roles, data access, and security permissions across the system



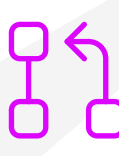
Approval Hierarchy

Establish and manage multi-level approval workflows for key HR processes



Leave Setup

Configure leave types, policies, and accrual or carry-forward rules



Employee Lifecycle Configuration

Standardize onboarding checklists and clearance procedures for seamless employee transitions



Performance Management Setup

Customize evaluation templates, types, and rating scales for performance reviews



System Settings

Enable multi-currency configurations and global system preferences