

Interact HRMS is an enterprise human resources, payroll, time, benefits, talent, and risk management solution built as a single integrated portal with employee and manager self-service at its core. All 80+ modules share one database, one workflow engine, one alerts framework, and one access control model – eliminating duplicate data entry and ensuring every HR action, approval, and audit trail flows through a single system of record. Fully policy and parameter-driven, Interact HRMS is designed to accommodate the sophisticated requirements of civil service organizations worldwide – including position-based budget control, sophisticated organization structures, grade-and-step salary structures, multi-tier approval workflows, probationary period management, competency-based talent management and civil service commission compliance. Its global architecture supports multi-language, multi-currency, and country-specific payroll rules out of the box. Already implemented across 35 countries, Interact HRMS gives civil service agencies the configurability to meet their unique legislative, governance, and workforce management requirements.

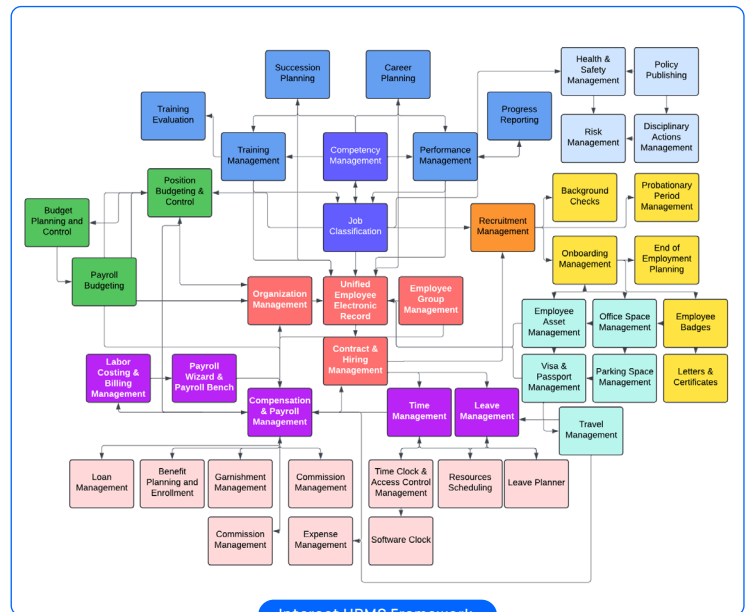


Budgeting

- Position-based budget control that prevents hiring unless a funded, approved position exists
- Hard enforcement of headcount and salary limits tied to legislative appropriations, not soft warnings
- Departmental budget worksheet submission, consolidation, and formal multi-level approval workflow
- Real-time comparison of actual versus budgeted payroll expenditure with automated overrun alerts
- Budget amendment process with approval workflows for in-year adjustments
- Multi-year budget planning capability alongside annual or other periodic cycles
- Variance analysis and reporting exportable for external oversight bodies
- Salary grade-step matrix enforcing pay progression rules within approved compensation bands

HR Administration

- Formal workflow-driven personnel actions for every transaction – hire, transfer, promotion, reclassification, termination – with multi-level authorization and complete audit trail
- Support for multiple employment types in a single system – permanent, contract, temporary, daily-rated, expatriate – each with distinct policy rules
- Merit-based recruitment tied to approved positions with documented selection criteria and audit trail for civil service commission review



- Structured onboarding sequencing security clearance, medical exam, asset assignment, system access, and mandatory training before a new civil servant is cleared for duty
- Probationary period management with defined goals, competency assessments, mid-probation and end-of-probation evaluations, and automated alerts to supervisors and HR
- Progressive disciplinary management with step-by-step workflows, consistent standards across departments, and legally defensible documentation
- Offboarding workflows managing exit interviews, handover activities, asset return, access revocation, and final payroll processing with a complete end-of-employment checklist
- Organization management supporting unlimited hierarchical levels and reporting relationships across ministries, departments, agencies, and field offices – with auto-generated org charts driving workflow approvals and payroll cost distribution
- Job classification catalogue covering civil service grades, pay bands, education and experience requirements, and competency profiles – inherited automatically across recruitment, contracting, performance management, and succession planning
- Formal letters and certificates generated from templates with approval workflows and secure document storage
- Passport, visa, and work permit tracking with expiry alerts for internationally mobile and expatriate civil servants
- Policy publishing with targeted distribution by employee group, self-service acknowledgment tracking, and full version history for auditors

The screenshot shows the 'Edit Position Slot' form with several sections:

- General:** Fiscal Year (2025), Slot Remains (0), Organization Unit (Accounts Receivables).
- Recruitment Slot General:** Position Number (120), Internal Position Number (120), External Position Number (120), Contract Type (Permanent), Clearance Restriction (Internal Security Clearance), Security Restriction (Low), Grade (Grade 3), Step (Step 4), Assigned Employee ID, Assigned Employee Name, Assignment Effective Date.
- Position Budget Details:** Pay Period Type (Monthly), Position Start Date (01/01/2026), Position FTES (1), Position End Date, Pay Period Normal Work Hours (0), SMR Type (Day), Fund Source (GP-100: General Fund), Position Cost Center (1200: Accounts Receivables).
- Budget and Cost Detail:** Total Cost, FY Cost To Date, Budget of other Earnings (% of Basic Salary), Basic Salary (4300), Estimated Budget (84000), Total Budget (\$ Amount) (84000), Budget Balance (0), Budget Starting Month (01/01/2026).

Position Slot Definition

Payroll

- Grade and step-based pay structures with rigid progression rules or negotiated market rates
- Unlimited allowance types – housing, transport, hardship, acting, uniform – each with specific eligibility rules and policy configurations
- Statutory end-of-service and indemnity payment calculations based on years of service, grade, and reason for departure with support for complex formulas including any parameter tracked in the database
- Pension fund deductions with configurable eligibility, contribution rules, and compliance with regulatory requirements
- Garnishment and third-party payment management compliant with federal and local legislation
- Loan management with automated payroll deductions and self-service tracking for employees
- Full labor cost distribution to cost centers, projects, activities, and grants traceable back to approved budget lines
- Retroactive payroll capability for handling backdated salary adjustments arising from reclassifications or delayed approvals
- Off-cycle and end-of-service payroll runs fully integrated with normal payroll cycle without manual adjustment

Time, Attendance and Scheduling

- Multiple configurable timesheet types supporting office, field, shift, project-based, and activity-based environments within a single system
- Biometric clock integration with facial recognition, fingerprint, and card support for secure, tamper-proof attendance recording

Budgeting, Recruiting, Hiring and Onboarding

Position Budgeting and Control
Budget Planning and Control
Payroll Budgeting and Control
Recruitment Management
Contract and Hiring Management
Background Screening
Onboarding Management
Probationary Period Management
Employee Badge Printing

Human Resources Administration

Organization Management
Unified Employee Electronic Record
Sticky Notes Management
HR Actions Management
Disciplinary Actions Management
Policy Publishing
Passport and Visa Tracking
Housing and Accommodation
Travel Management
Employee Asset Management
Parking Space Planning & Management
Office Space Planning & Management
Risk Management
Health & Safety Management
Letters & Certificates Management
Supervisors & Managers Management
Suggestion Box
Offboarding Management
Employee Alarm Management

Benefits Management

Benefit Planning and Enrollment
Pension Fund Management
Investment Fund Management
Indemnity Payments Management
COBRA Management

Compensation and Payroll

Compensation Management
Payroll Management
Payroll Wizard
Expense Management
Labor Costing and Billing Management
Garnishment Management
Loan Management
Commission Management
Third-Party Payments

Leave, Time & Attendance Management

PTO/Leave Management
Leave Planner
Time & Attendance Management
Biometric Clock & Access Control
Resources Scheduling
Software Clock Management
FMLA Management

Self Service

Employee Self-Service
Organization Unit Self-Service
Applicant Self-Service
External Recruiter Self-Service
Client Self-Service

Talent Management

Job Classification
Competency Management
Training Management
Training Evaluation
Performance Management
Career Planning
Succession Planning
Progress Reporting

System Modules

System Manager
Web Services
Alerts Management
Workflow Management
Active Directory Integration
Email Management
Chat Channel Management
Helpdesk Management
Mass Updates

Vertical Solutions

Grants Management
Medical Residency Management

HSE Management

Health & Safety Management
Risk Management

Reports & Analytics

KPI Dashboard
Reports Management

- Jurisdiction-specific overtime rules including authorization requirements before overtime is approved and paid
- Labor cost allocation at the activity, project, cost center, and grant level for public expenditure accountability
- Resource scheduling with shift pattern management for 24/7 environments including healthcare, utilities, and security services
- Exception handling that automatically flags unauthorized absences, missed clock-ins, and timesheet discrepancies for supervisor review
- Software clock for remote and office-based staff without hardware biometric devices
- Direct integration between approved timesheets and payroll eliminating manual data transfer and ensuring audit-ready records

Talent Management

- Competency framework supporting up to 9 configurable tiers, from service-wide standards to role-specific technical requirements
- Formal performance appraisals using 360-degree evaluation with documented criteria defensible against employee challenge or tribunal review
- Goal-based appraisal cycles aligned to departmental and organizational objectives
- Promotion and career progression rules linked to seniority thresholds, qualification requirements, and competitive selection processes
- Succession planning for critical positions with formal readiness assessments, gap analysis, and development plans assigned to identified successors
- Training plans driven by competency gap analysis with costs tracked against approved departmental training budgets
- Training completion records linked to performance appraisals, promotion decisions, and succession eligibility
- Formal probationary period management with structured evaluation milestones and documented confirmation or non-confirmation decisions

Risk Management

- Classification of risks as operational, financial, or legal with tailored mitigation strategies for each type
- Risk committee and risk officer framework with formal assignment of responsibilities and documented assessment records
- Employee-level accountability for risk – linking specific risks and mitigation tasks directly to named employees in their records
- Composite risk indices based on probability, consequence, and business impact to prioritize organizational response
- Mitigation action plans with assigned tasks, deadlines, and tracked completion percentages
- Automated escalation alerts when mitigation tasks are delayed or risks remain unresolved
- Health and safety incident logging with full detail – circumstances, treatment, contributing factors – linked to employee profiles and integrated with electronic records
- Complete audit trail of all risk assessments, decisions, and mitigation actions for oversight body review

Integration with Finance Systems & Third-Party Applications

- General ledger posting of all payroll costs, allowances, deductions, and provisions to the correct GL accounts and cost centers automatically at the close of each pay period
- Bank file generation in the format required by the government's treasury or central bank system for direct salary deposit, third-party deductions, and pension fund remittances
- Payroll reconciliation and variance reports exportable in formats compatible with the government's financial management information system for year-end closing and external audit purposes
- Bi-directional employee data exchange with Active Directory and government identity management systems to maintain synchronized user accounts and access rights as employment status changes
- Integration with background check providers, benefit carriers, and government social security and pension fund agencies through standard file formats, APIs, or HR-XML web services