



Yunbit RRHH

Yunbit Human Resources
Documentation



HR, internal communication and talent management

Yunbit HR is much more than just labor management software: it is a comprehensive platform designed to simplify and optimize all aspects related to your company's human resources. From document management to internal communication and employee participation, **Yunbit HR** offers a unique work environment adapted to the corporate identity of your organization. With a single web access point, it provides all the necessary tools for any HR department, guaranteeing full control and efficient personnel management.

One of the main advantages of **Yunbit HR** is its extensive flexibility and adaptability. As your organization grows and evolves, this platform can expand its functionality to meet new business needs and challenges. Furthermore, thanks to its philosophy of continuous improvement, **Yunbit HR** always stays up to date, without hidden costs or wasted time on manual updates. This ensures that your company is always using the latest technology and best practices in human resource management.

Integration is another strong point of **Yunbit HR**. This tool easily links to other areas of your business, such as finance, accounting and sales, allowing for a holistic view and unified management from a single web access point. In addition, **Yunbit HR** is adapted to the mobile environment, which means that your team can access and manage information at any time and from anywhere.

In summary, **Yunbit HR** is the complete and competitive solution that your company needs to optimize human resources management. With its extensive functionality, flexibility, integration with other business tools and an unbeatable price, **Yunbit HR** becomes the ideal ally to drive the success and growth of your organization.

Competitive advantages

Complete cross-platform accessibility

Yunbit HR offers all the necessary tools for labor management from a single web access point, simplifying and unifying human resources administration.

Customization adapted to your needs

With Yunbit HR, your platform adapts to the growth and change of your company, expanding its functionality according to your constantly evolving needs.

Seamless integration between solutions

Yunbit HR effortlessly integrates with other areas of your business, such as finance and sales, providing a holistic view and unified management from a single platform.

Seamless updates

With constant improvements and no hidden costs, Yunbit HR always stays up to date, ensuring that your company uses the latest technology in human resources management.

Key functionality, modules and applications

Yunbit HR offers a wide range of functionalities, modules and applications designed to cover all your company's needs:

- **Labor and payroll management:** From management through payroll and contract applications to presence control, vacation and leave management, compensation days, absences and disciplinary sanctions, management of medical examinations and events or task management
- **Employee portal:** The Yunbit employee portal facilitates labor management as well as internal communication with collaborators and employees. The portal will make it possible to streamline management and improve control of all internal procedures and management or for the Administration.
- **Selection, performance and talent:** The HR development tools that Yunbit offers are integrated with the rest of the modules and applications of the system that they affect; so that both the selection processes and the performance evaluation or career or succession plan processes are configured in a simple and integrated way.
- **Payroll Application:** Acquire a unique functionality in the market and integrated with the rest of the business areas in which it influences the Administration and the business direction and management itself. Official models, personnel expenses, updated reports, payment forecasts, cost estimates, etc.
- **Process automation:** Simplify the labor management of your business thanks to the automation of processes such as requesting advance payments, vacations, expense notes, training, management of common resources, surveys, performance evaluation, two-way communication.

Yunbit HR Solutions

Product	Solution	Functionality
Yunbit HR Human resources software that helps avoid errors and mitigates management and logistics costs caused by lack of control and the management of a large volume of information; an internal management tool that improves the quality of employee service.	Employees	Manage all your employees' information from a single place, making it easy to access and update personal data.
	Agreements	Manage collective agreements efficiently ensuring compliance with regulations.
	Contracts	Automate the creation and management of employment contracts with customizable templates and integrated management.
	Payrolls	Automate payroll calculation and distribution, ensuring accuracy and regulatory compliance.
	Digital signature	Simplify signing employment documents with our digital signature solution.
	Vacations and permits	Simplify vacation and leave management, allowing employees to request time off and managers to approve it efficiently.
	Temporary disabilities	Easily manage temporary disabilities by ensuring proper tracking and replacement management.
	Record of working hours	Control the hours worked by each employee with a workday registration system, complying with current legislation.
	Remuneration record	Maintain detailed compensation records to ensure transparency and pay equity within your organization.
	Extra hours	Accurately track and manage overtime in accordance with company policies.
	Variables, incentives and commissions	Design and manage variable remuneration schemes in a transparent and motivating way for your employees.
	Expense notes	Make it easy to manage expense notes, allowing employees to easily report expenses and supervisors to quickly approve them.
	Work and shift calendars	Organize work calendars and shift assignments with flexible tools.
	Medical examinations	Schedule and manage medical examinations to ensure the well-being and occupational health of your employees.
	Task management	Assign and monitor tasks within your team, improving work organization and increasing productivity.
	Process automation	Optimize HR processes through automation, reducing time spent on administrative tasks and minimizing errors.
	Personalized internal notices	Send personalized internal notices to keep your employees informed about relevant news, changes and organizational updates.
	Complaints channel	Facilitate a safe and confidential reporting channel, fostering an ethical work environment free of inappropriate conduct.
Investigation of events and accidents	Implement a systematic process for the investigation of workplace events and accidents.	
Reservation of spaces	Allow the reservation of workspaces and meeting rooms digitally, optimizing the use of the company's physical resources.	

Yunbit HR Solutions

Producto	Solución	Funcionalidad
Yunbit HR Human resources software that helps avoid errors and mitigates management and logistics costs caused by lack of control and the management of a large volume of information; an internal management tool that improves the quality of employee service.	Control of presence and registration of personal situation	Monitor attendance and work time with advanced attendance control systems.
	Organization chart, areas and positions	Visualize and manage the organizational structure clearly by defining areas, positions and hierarchies.
	Telecommuting	Manage telework policies with tools that enable work flexibility.
	Flexible remuneration	Offer customized flexible compensation plans per employee.
	Control and monitoring of the equipment	Track team performance and productivity with analytics and reporting tools.
	Corporate communication	Generate corporate communications to keep employees informed about business development and growth.
	Internal communication	Improve internal communication by facilitating information sharing and encouraging collaboration between teams.
	Notices and tasks	Coordinate notifications and task assignments efficiently, ensuring all team members are aligned and up to date.
	Suggestions and queries area	Promote a space for employees to share suggestions and ask questions, fostering a collaborative work environment.
	Variables, incentives and commissions	Design and manage variable remuneration schemes in a transparent and motivating way for your employees.
	Career plans	Develop and manage personalized career plans.
	Flexible remuneration plan and benefits	Offer flexible compensation plans and personalized benefits packages, increasing employee satisfaction and retention.
	Training	Boost your employees' skills with a training management system.
	Recruitment	Streamline the recruiting process, from job posting to candidate selection.
	CV selection and management	Optimize selection processes with advanced CV management tools.
	Onboarding and entry/exit actions	Manage employee onboarding and exit processes systematically, ensuring a smooth and efficient transition.
	Equipment and uniforms	Control the distribution of equipment and uniforms, ensuring that all employees have what they need to do their jobs.
	Employee portal	Easy access to relevant information, services and personal management tools through a dedicated portal.
	Document management	Centralize and secure HR documents, from policies and procedures to personnel records.
	Knowledge management	Encourage the creation, sharing and application of knowledge within your organization.
Reports and statistics	Generate detailed reports and statistics on various aspects of HR, providing valuable insights for decision making.	

Manage your business intelligently

Integrate all areas, departments and business processes into a single cloud solutions platform.

100% connected business solutions

Get **all the information** you need in real time; from all areas and departments of the organization.

Dynamic, integrated and reliable processes

Coordinate a team of people supported by software **adapted to your activity and priorities.**

Sustainable remote work

Work from anywhere, with all the information and in an **outstanding way.**

Guaranteed development and innovation

Enjoy the benefits of **software that evolves** with the market and the needs of your business.

For more information

Contact a sales representative at comercial@yunbit.es
Contact us at www.yunbitsoftware.com/contacto.html
Request a demo at www.yunbitsoftware.com/solicitar-demo.html

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