

RUNTIME SOFTWARE HR MANAGER

YEARBOOK 2023

NEW HR MANAGER?

*Check these pro-tips to
give a boost to your
career and make an
impact*

BEYOND PAYCHECK

*Things you can do in
addition to paying a
monthly salary*

LATEST IN HR TECH

*Trending tech tools
used by modern day
HR Managers*

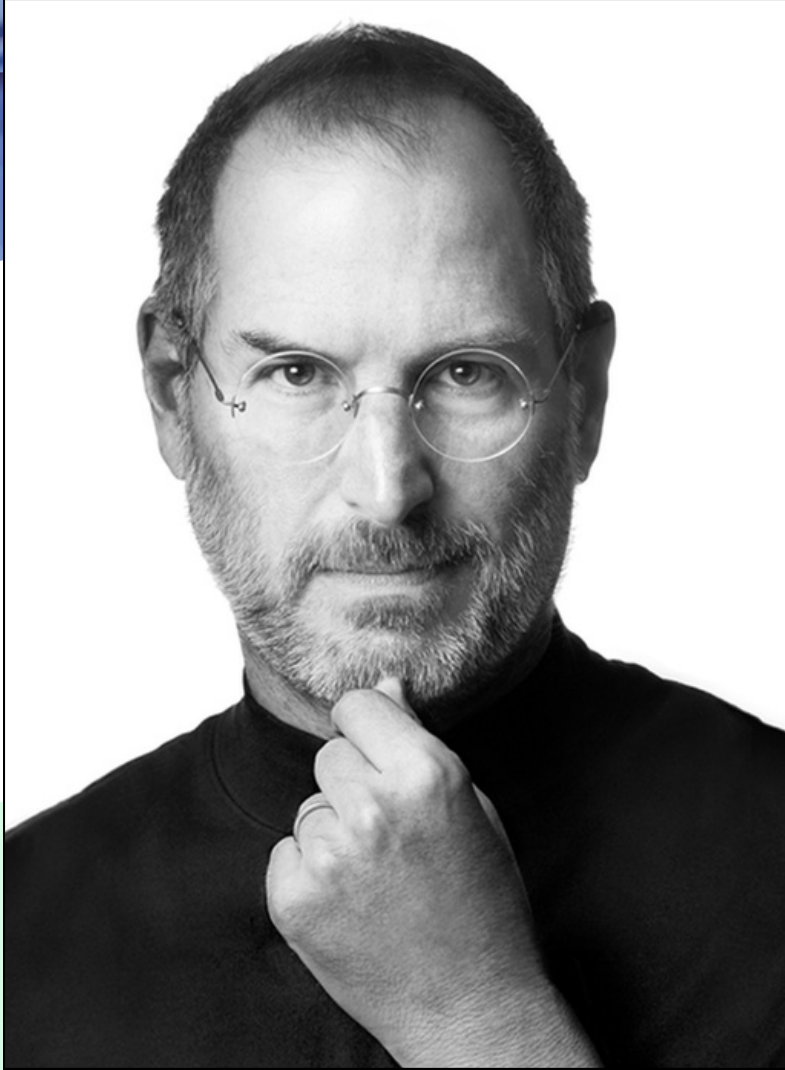
 **OFFERS
INSIDE**

HR TIPS FOR
SUCCESS IN 2024

**CHANGE THE WAY
YOU MANAGE HR**

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HRMS



STEVE JOBS

“Management is about persuading people to do things they do not want to do, while leadership is about inspiring people to do things they never thought they could do.”

FOUNDER'S CORNER

UNVEILING THE VISION BEHIND RUNTIME SOFTWARE

Over the past 3 years, **Runtime HRMS** family has grown to 20,000+ users and over 300 clients across all states of India. Our shared vision has propelled us to new heights, and I have no doubt that the path ahead holds even greater opportunities for growth and impact.

We, at Runtime Software, have committed ourselves to stay at the forefront of technology and ensure that we are well positioned to address ever-changing market needs.

If I have learned one thing during my time at Runtime Software, it is that continuous innovation is the only way to stay relevant in the technology industry. Keeping this at heart, we are glad to launch our AI-based assistant service (codenamed Celia) for our mobile users which is being gradually rolled out as you read this, and full rollout will be completed by end of Jan'24. You can now chat with Celia in natural language like 'What is my leave balance?' or 'Send my pay slip for Oct' and more.

Our customers are at the heart of every thing we do and we will continue to ensure that our services not only meet their needs but also anticipate and address the challenges of tomorrow.

To our clients, thank you for your patronage. You are the driving force behind our continuous evolution and the success stories we create.



FOUNDER, RUNTIME SOFTWARE



**“Continuous
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the technology
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How HR Tech is changing the HR Landscape

By Neha Gupta

HR technology is the hardware and software used to support a wide range of human resource tasks and responsibilities. Payroll, employee benefits, recruiting and applicant tracking are just a few examples of what typically falls within the realm of HR technology.

1

RECRUITING AND HIRING

Adopting a customized applicant tracking system can standardize the processes for job postings, interview scheduling, and hiring workflows for more efficient, consistent results.



2

NEW-HIRE TRAINING AND ONBOARDING

During the onboarding process, new employees can more easily integrate into the workplace and gain the training and knowledge needed to thrive for the long term.



3

EMPLOYEE TRAINING

To address retention and engagement, a business can offer training opportunities through learning tools and technologies, industry conferences, or online training resources, all of which can help employees hone their skills and prepare for future career growth

4

USING AI STRATEGICALLY

AI has dominated news cycles in 2023, and as AI continues to evolve, its influence in the workplace is sure to grow as well. From resume scoring and ranking to assessing employee satisfaction, AI-powered processes may offer HR teams improved scalability, efficiency, and personalization.



5

ADOPTING CLOUD-BASED HR SYSTEMS

The use of cloud-based HR systems – hosted on servers and easily accessible by authorized users – continues to grow among businesses, especially with younger employees accustomed to working almost entirely online.

NEW HR MANAGER?

NAVIGATING THE HR HORIZON

In the intricate realm of Human Resources, embarking on the journey as an HR Manager marks the commencement of a rewarding yet challenging expedition. As you step into this pivotal role, the path ahead is laden with opportunities to learn, pitfalls to avoid, and skills to cultivate. This article serves as your compass, guiding you through the essential aspects of your early HR career, offering insights, expert advice, and practical wisdom to set you on the path to success.

Embrace Continuous Learning

Master the HR Technology Landscape

In the digital era, HR is increasingly intertwined with technology. Familiarize yourself with **Human Resource Management Systems (HRMS)** and other relevant tools to streamline processes. As the renowned management consultant, **Peter Drucker**, once said, *"The best way to predict the future is to create it."*

Understanding and leveraging HR technology will position you as an innovator in shaping the future of your organization.



Continue
reading...



Beyond Paycheck

A Strategic Guide to Non-Monetary Retention Tactics

By Mamta Fasge

Brand Strategist, Runtime Software

In the contemporary realm of talent management, the quest to retain skilled professionals extends beyond the realms of mere financial incentives. This article aims to unravel the latent potential within non-cash benefits, showcasing how astute managers can significantly bolster employee retention by prioritizing elements such as workplace motivation, appreciation, and overall job satisfaction.

Decoding the Dynamics of Retention

Retention, as a concept, transcends the transactional nature of financial compensation. Employees seek a workplace that offers more than a paycheck – an environment characterized by fulfillment, purpose, and a genuine sense of belonging. Managers who comprehend this intrinsic truth are better positioned to formulate a comprehensive retention strategy that seamlessly integrates non-monetary elements.

Cultivate a Culture of Appreciation

Recognition serves as a formidable motivator. Regular acknowledgment of an employee's contributions, be it through public commendations in team forums or personalized expressions of gratitude, not only elevates morale but also fosters a positive organizational ethos.

The implementation of a robust culture of appreciation is pivotal in imparting a sense of value and commitment.

Invest in Professional Development

Employees are more inclined to commit to an organization that invests in their professional growth. Managers should actively endorse and facilitate opportunities for professional development, ranging from workshops and conferences to online courses. This strategic investment not only augments the employee's skill set but also conveys a profound dedication to their enduring success.



Harmonize Work-Life Equilibrium

Modern professionals prioritize a balanced work-life equation. By endorsing flexible schedules, remote work options, and nurturing a culture that respects personal time, managers demonstrate a sincere concern for the overall well-being of their team members. This, in turn, significantly contributes to heightened job satisfaction.

Facilitate Effective Communication

Open and transparent communication lays the foundation for a healthy professional relationship. Managers should foster an environment where employees feel empowered to articulate their thoughts and ideas. Regular feedback sessions provide an avenue for constructive discourse, fostering trust and allegiance.

Curate Team Building Activities

Beyond the confines of the office, team-building activities play a pivotal role in strengthening interpersonal bonds. Whether through weekend retreats, volunteer projects, or informal team gatherings, these activities contribute to a more cohesive and connected team.

Champion Mentorship and Guidance

Implementing a structured mentorship program within the organizational framework can prove instrumental. Seasoned employees serving as mentors offer valuable insights and support, accelerating the learning curve for their mentees while fostering a sense of camaraderie and loyalty.

Recognition of Personal Milestones

Beyond professional milestones, recognizing and celebrating personal events such as birthdays and work anniversaries adds a personal touch. This practice underscores a genuine interest in the well-being of team members, further cementing their commitment to the organization.

Cultivate a Positive Work Environment

The physical and cultural aspects of the workplace exert a significant influence on job satisfaction. Investing in a well-designed, comfortable workspace, coupled with a positive company culture, fosters a sense of pride and belonging among employees.

Unleashing Fun Fridays!

Dream Big. Work Hard. Play Harder.

Explore these exciting team-building activities that are not only enjoyable but also contribute to a more cohesive and motivated work environment.

1. Escape Room Challenge

Transform a conference room into a virtual escape room, where teams work together to solve puzzles and unlock clues. This not only encourages teamwork but also enhances problem-solving skills. You can also organize a treasure hunt challenge and crown the winning team with exciting prizes.



2. Themed Dress-Up Days

Inject some creativity into the workplace by organizing themed dress-up days. Whether it's "Superhero Day" or "Throwback Thursday." Do you remember the Barbie vs Oppenheimer movie dress up challenge? It was a totally fun activity that created a lot of buzz on social media as well. This simple activity fosters a sense of camaraderie and adds an element of fun to the work atmosphere.

3. Desk Decoration Contest

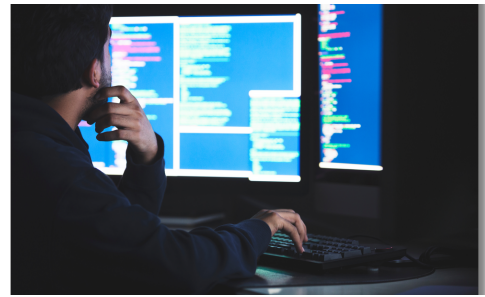
Employees spend most of their time at the office desks so why not hold a Desk Decoration Contest? Encourage employees to personalize their workspaces based on a theme.

Let employees pick up their themes in this way they will be more creative. You can also set some rules for the game such as – only sustainable materials will be allowed, a theme like best out of waste and so on. A friendly competition for the best-decorated desk can spark creativity and build a positive, collaborative spirit.



4. Coding Challenge

Organize a coding competition or hackathon for the tech-savvy members of your team. This coding challenge helps the team to brainstorm new ideas as well as strategically work on the existing problem statements.



5. DIY Team-building Workshops

Arrange a do-it-yourself workshop where teams create something together, like building a small gadget or solving a technical problem.



6. Outdoor Icebreaker Activities

Take advantage of outdoor spaces by organizing icebreaker activities like a company picnic, mini-golf tournament, or a friendly sports match. Fresh air and physical activity contribute significantly to overall well-being.



7. Lunchtime Trivia

Host a weekly trivia session during lunch hours. Prepare questions related to industry knowledge, pop culture, or even team members' hobbies. This not only stimulates mental engagement but also provides a platform for shared interests.

8. Random Acts of Kindness Day

Designate a Friday as "Random Acts of Kindness Day." Encourage employees to perform small acts of kindness for their colleagues, fostering a positive and supportive workplace culture.



KEY STATISTICS ON TEAM BONDING



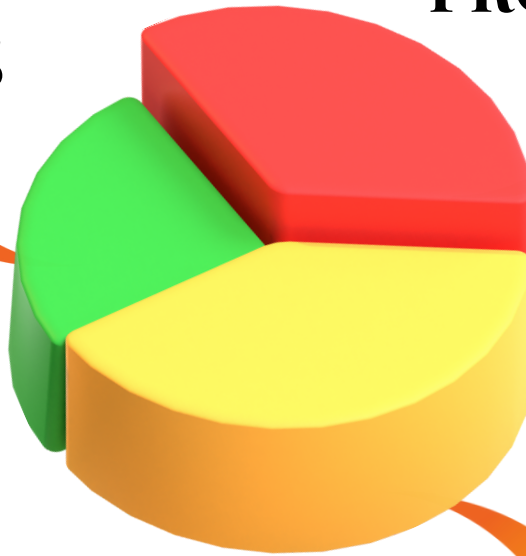
LOW STRESS

20%



PROFITABILITY

21%



RETENTION

50%

A study by the American Psychological Association found that team-building activities positively impact employee well-being, reducing stress levels by up to **20%**.

According to a Gallup survey, teams with high levels of engagement show a **21%** increase in profitability.

The Harvard Business Review reports that employees who feel a strong sense of belonging at work are **50%** more likely to stay with their organization.

Overcoming Hurdles in Human Resources

By Ashwani Kumar Singh
Director, Neotecra India Pvt Ltd

Today's world has become a more dynamic landscape and to survive this ever-changing world, we have to acquire property to quickly adapt and mold ourselves to our surroundings, else we will be left behind. With Rapid Technology Advancement, for example, Open AI and other Technology which can make your life easier as well as has its own downsides, the HR field has also been evolving to keep the changing environment in mind.

Like in the Software Industry, where each day some new technology and hardware upgrade is coming to market, the developer has to learn and adapt to this new technology, else they will become out dated. The same goes in the field of HR, where you have to keep evolving. The HR Manager in this rapidly changing environment in the aftermath of Covid-19 has seen a drastic change in the company's policies in which they have to take care to adapt to this new era of workspace environment that we are noticing.

Remote Work Transition:

The industry has seen widespread adoption of remote work (WFH) and hybrid work model, which has introduced many challenges in the way organizations operate. While this model offers flexibility and convenience, it also presents challenges in maintaining employee engagement, communication and collaborating in virtual environments. In order to do so, HR departments had to adapt policies, technology, and communication strategies to effectively support remote teams.

Among many challenges faced during this transition, the key one remains to ensure that the employees remain engaged and connected despite being at a physical distance different location. HR has been exploring many ways to improve employee engagement through virtual platforms for team-building activities and regular check-ins.

Employee Wellbeing and Mental Health:

The pandemic emphasized the importance of employee wellbeing and mental health. In order to achieve this, the HR had to implement new policies and come up with new initiatives to support employees dealing with stress, anxiety, and to help them maintain a work-life balance.

HR departments implemented various initiatives like providing access to mental health resources, offering flexible work arrangements, conducting virtual wellness programs and promoting more communications. These things aimed to create a supporting environment where employees felt valued, understood and help them overcome mental health issues.



Skill Gaps and Upskilling:

In today's rapidly evolving job landscape, changes in industries have highlighted the need for upskilling. As technology advances and new skills become essential, it is crucial for organizations to identify skill gaps within their workforce and take proactive measures to bridge them.

Implementing upskilling programs also demonstrates a commitment to employee engagement and retention. When employees see that their organization is invested in their professional growth, they are more likely to feel valued, motivated, and loyal.

Digital Transformation:

As the demand for remote work, hybrid work and virtual collaboration has increased, it has resulted in expedited the process of digital transformation. Faced with the need to modernize, HR departments have had to adopt and incorporate new technologies to carry out its key activities like recruitment, onboarding, communication tools and performance management. This change shows how the workspace is changing. It's happening. We need flexible and tech-savvy solutions to adapt to the new ways people work nowadays.

Ashwani Kumar Singh

Director, Neotecra India Pvt. Ltd.

www.neotecra.com

Adapting HR Policies:

As companies navigate this ever-changing landscape of work, it has become crucial for HR policies to adapt and reflect the new realities we face. With the increase in remote work, hybrid work and flexible scheduling, organizations have had to rethink their traditional approaches to human resources.

As more employees transitioned to remote (WFH) and hybrid work, it became crucial for companies to establish clear guidelines and expectations. HR policies had to address issues such as productivity measurement, communication protocols, and technology support.

Managing Change and Uncertainty:

As the world is rapidly changing which bring uncertainty every day, HR professionals have been tasked to develop effective change management strategies to assist employees in navigating and adapting to the ever-evolving circumstances and uncertainties.

To address these challenges, the HR professionals have to adopt an agile, empathetic, and strategic approach. Allowing continuous flexibility, with commitment to employee well-being and development, which remains important in navigating the dynamic landscape of HR which is an ongoing process in responsive to this evolving workplace environment.



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- 4 HR AUTOMATION
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- 6 STATUTORY COMPLIANCE
- 7 & MUCH MORE...

Runtime HRMS is a HR & Payroll management solution built for modern businesses. It is designed with simplicity in mind and has a minimal learning curve. It is suitable for all size of businesses across a variety of industries.

Furthermore, Runtime HRMS includes various integrations, including biometric integrations, WhatsApp integrations, and others. It also provides useful add-ons such as Live Travel Tracking, Project Management, Performance Management, Data Archive, and more.

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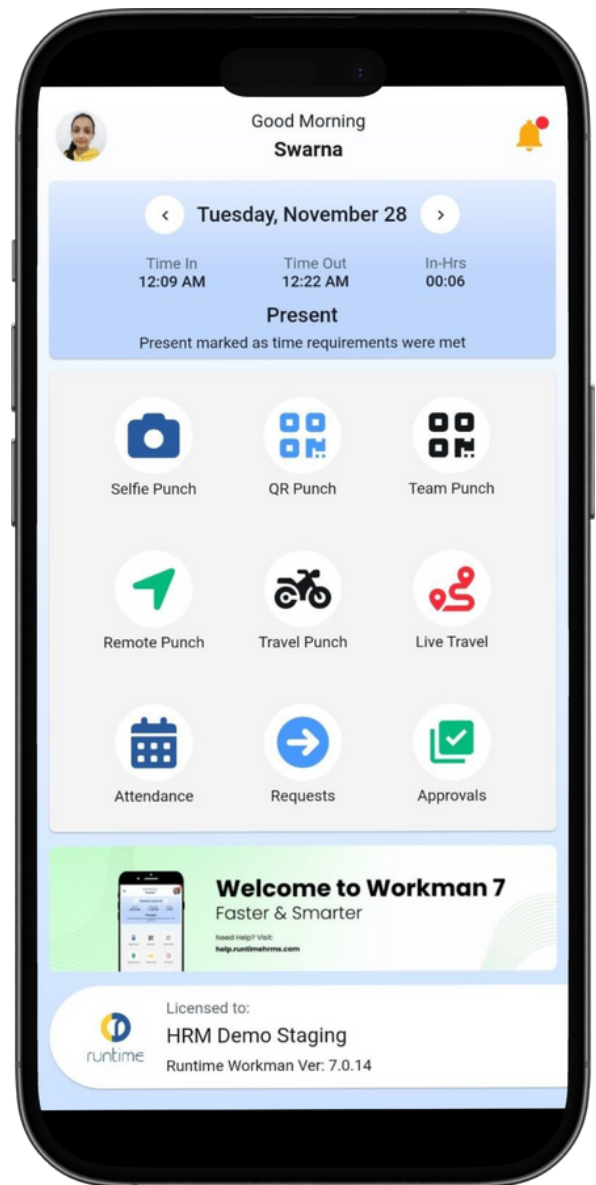
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- ▶ Notification Center
- ▶ Team Community
- ▶ & many more...



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SCAN ME





Don't just take our word for it

Runtime HRMS has become an integral part of our HR processes at INCA Fintech. Its versatility in handling attendance, payroll, travel tracking, task management, and live location tracking has made it a comprehensive solution for our employee data management needs in the finance industry. I extend my heartfelt appreciation to the Runtime HRMS Team for delivering a solution that aligns seamlessly with our organizational goals.



Mr. Bhuvnesh T

Founder, INCA Fintech, Noida

The travel tracking functionality has proven to be invaluable for managing employee travel expenses. The ability to manage reportees and tasks within the software has streamlined our workflow management, ensuring clear responsibilities and efficient task execution.



Ms. Naseema Memon

HR Head, Kohinoor TV, Mumbai

The inclusion of workflows for data collection has streamlined our entire data management process. Whether it's employee onboarding, performance appraisals, or any other data-related workflow, Runtime HRMS has provided us with a versatile and user-friendly platform to collect, process, and manage data efficiently.



Mr. Chandrprakash

MD, 3DMAS, Ahmedabad

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Stats

Here's how Runtime HRMS helped businesses like YOURS in 2023

27K+
PAY SLIPS GENERATED



12K+
LEAVES REQUESTS
APPROVED



4K+
NEW EMPLOYEES
ONBOARDED



**INR
66cr**
PAYROLL PROCESSED



14L+
PUNCHES PROCESSED



NOTE:
ALL NUMBERS ARE AVG.
MONTHLY VALUES



Creating Happier Workplaces

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