



Releco HR – Your Complete HR Management Solution

Releco HR is a robust, end-to-end Human Resource Management application built natively on the Salesforce platform. Designed for growing businesses, it helps digitize and automate HR operations with mobile compatibility, customizable workflows, and seamless integrations — all under one unified system.

1. 🌟 Core Features Overview

Employee & Manager Portals

- **Employee Portal:** Access self-service tools, calendars, team directory, and tasks.
- **Manager Dashboard:** Monitor team status, approve actions, and manage reporting structure.

My Details

Store and manage employee data: personal details, job history, education, certifications, dependents, assets, and benefits.

2. 🕒 Time, Leave & Attendance

Leave Management

- Define custom leave policies and approval processes.
- Track leave in **minutes or hours**.
- Set business hours, holidays, and generate leave reports.

Timesheets

Log weekly time against projects. Includes configurable approval flows and reporting.

Work Schedule



Define **working schedule patterns** — weekdays, non-working days, shifts, or hybrid models — for each employee or group.

Staff Availability Chart

View real-time availability across the organization (present, remote, on leave, in training). Filter by role, department, or location.

Attendance

Capture login/logout times with geolocation, available on both desktop and mobile.

3. **Operational Modules**

Expense Reports

- Submit expenses with **mobile receipt scanning**.
- Generate reports instantly and route for approval.
- Exportable reports and audit trail.

Travel Management

Submit, approve, and link travel requests with expense reporting.

Service Requests

Internal ticketing system for HR-related needs (equipment, leave corrections, information updates).

4. **Performance & Development**

Goals

Create and track employee goals, with performance linkages and evaluation summaries.

Appraisals



- **Simple Appraisals** between employee and manager.
- **360° Appraisals** with peer, subordinate, and manager feedback.
- Flexible appraisal templates, scoring, and feedback cycles.

Training

Create training programs, share documents, track completion, and generate training effectiveness reports.

Rewards

Manage employee recognition programs with approval and reporting workflows.

5. **Lifecycle Management**

Onboarding

Digitally capture candidate data and documents pre-joining. Define onboarding tasks and workflows.

Offboarding

Set up structured offboarding steps with exit checklists and handover tracking.

Recruitment (ATS)

Create job posts, collect applications, schedule interviews, and issue offers — all integrated.

6. **Skills & Collaboration**

Employee Skills

Capture, update, and manage employee skills. Useful for internal mobility, training, and project allocation.



Ready Integration: DocuSign

Send and sign offer letters, contracts, or policies using **DocuSign**, directly within Releco HR.

Ready Integration: Slack

Send notifications, approval alerts, or messages to employees and managers through **Slack**.

7. **Reports & Automation**

Standard Reports

Out-of-the-box reports on leaves, time, attendance, expenses, training, appraisals, and more.

Custom Reports

Build tailored reports for:

- **Staff availability**
- **Time vs cost**
- **Leave trends**
- **Pay vs leave balance**, and more.

Workflow Automation

Define approval chains, set email alerts, and apply business rules — all configurable without code.

8. **Additional Tools**

- **Projects**: Track project-linked time, expenses, and travel.



- **Org Chart:** Auto-generated company structure view.
 - **Talent Profiles:** Evaluate and manage skill gaps and assessments.
 - **Custom Calendar:** Unified calendar showing events, holidays, training, and team absences.
 - **Announcements:** Share company-wide news with employee acknowledgment options.
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9. Platform, Access & Support

- Built on **Salesforce OEM** – includes Salesforce platform licenses per user.
 - **Mobile-ready** – use the Salesforce mobile app for full functionality.
 - **Free onboarding** for 1–2 weeks with expert guidance.
 - **Support** via email or phone with optional managed support services.
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FAQ Highlights

- **Do I need to purchase Salesforce licenses?**
No. Licenses are included with Releco HR (OEM model).
- **Can I use it on mobile?**
Yes — via Salesforce mobile app, including mobile expense scanning.



- **Is it customizable?**
Yes — workflows, validations, forms, and reports are fully customizable.
- **What integrations are available?**
Ready integrations with **DocuSign** and **Slack**. More on request.
- **How do I pay?**
Flexible options: quarterly, half-yearly, or annual via bank transfer.

 **Sales:** sales@relecotech.com
 **Support:** support@relecotech.com