# Emplinx Subscription Catalogue

*Plans Features and Service Details*
*16 October 2026*

Emplinx brings workforce administration, employee services, hiring, performance and work coordination into one connected platform. Choose the everyday foundation your business needs, add deeper operating workflows, or connect those facts to explained business decisions and measured outcomes.

| Plan | For up to 50 employees<br>Monthly equivalent | Additional employee<br>Per month | First quarterly term<br>Before setup and tax |
|---|---|---|---|
| Workforce | ₹5,999 | ₹75 | ₹17,997 |
| Operations | ₹9,999 | ₹100 | ₹29,997 |
| Operating Intelligence | ₹15,999 | ₹150 | ₹47,997 |

**Prices use quarterly advance billing for a genuine three-calendar-month commitment. Applicable taxes, paid setup and separately agreed services are additional. Standard pricing covers up to 250 employees; larger or complex deployments are quoted.**

## Choose the level of work you need

### Workforce

Employers who need connected HR, attendance, payroll and employee services in a standard configuration. Run ordinary workforce administration through controlled records, requests, approvals and corrections.

### Operations

Growing teams with recurring hiring, handover, performance or project coordination needs. A practical fit for organisations using at least two of these additional workflows. Move work from request to owner, action and documented completion across HR, managers and delivery teams.

### Operating Intelligence

Leadership, finance and operations teams with a specific contribution, continuity, capability or finance-handoff decision to improve, supported by dependable data. Trace a problem to its sources, review the assumptions, assign an action and verify what changed.

Each higher plan includes the plan below it. Workforce covers everyday HR, payroll and employee services. Operations adds hiring, cross-team lifecycle, performance and project workflows. Operating Intelligence adds explained contribution, continuity, capability, finance-handoff and outcome analysis. Essential access control, ordinary payroll approval and correction, audit history and standard exports belong in every plan.

Your quotation confirms the feature scope, available workflows, supported configurations, implementation deliverables and service schedule for your deployment. Production service begins after the agreed implementation acceptance.

Emplinx is a unified workforce platform from Skylinx Global Solutions. This catalogue explains commercial scope; your accepted quotation and service schedules specify the configuration, capacity, responsibilities and dates for your deployment.

# Find the detail you need

Start with pricing and setup, then open the relevant module for the feature explanation and plan comparison. The examples describe how the workflows connect. Questions about a specific system, allowance or service are resolved in the quotation.


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# Workforce plan

**The everyday workforce foundation**

Your main need is a broader everyday employee-service bundle, without full hiring, performance or project coordination.

**₹5,999/month equivalent for up to 50 employees; + ₹75 per additional employee per month. ₹17,997 for a three-calendar-month term, paid in advance after accepted go-live. Taxes and any paid setup or extras are additional.**

## Included in the plan

- Employee records, organisation structure, documents and employment history
- Attendance, shifts, regularisation, leave policies and approvals
- Salary structures, payroll inputs, calculation, review, correction and payslips
- Employee self-service for records, requests, attendance, leave and documents
- Claims and expenses, asset custody, policies and communications
- Helpdesk and ordinary employee entry/exit administration
- Role-based access, ordinary approval controls, audit history and standard exports

## Standard setup

Standard setup is included through 150 employees within the agreed clean-data scope. For 151-250 employees, the setup reference is ₹15,000, subject to confirmation in the quotation.

Standard configuration covers one supported legal entity, clean employee and current opening data, agreed roles and policies, administrator training and launch assistance. The setup schedule confirms import cut-offs and outputs.

## When to consider Operations

Choose Operations for the complete recruitment, cross-team onboarding/offboarding, performance and project bundle. Workforce retains ordinary joining, separation, approvals and correction. A focused recruitment or performance requirement can be assessed for a separate scoped offer.

Core access controls, payroll review and approval, corrections, audit history and standard export apply to every plan. A higher plan buys additional operating depth; it does not make basic payroll safety optional.

# Operations plan

**Connect people to accountable work**

You want hiring, lifecycle, performance and work coordination to share the same workforce records and accountable owners.

**₹9,999/month equivalent for up to 50 employees; + ₹100 per additional employee per month. ₹29,997 for a three-calendar-month term, paid in advance after accepted go-live. Taxes, setup and agreed extras are additional.**

## Everything in Workforce plus

- Recruitment and applicant tracking from requisition through offer and joining handoff
- Cross-team onboarding and offboarding with owners, dependencies and clearances
- Goals, feedback, reviews, appraisal cycles and development plans
- Projects, tasks, team allocation, time entry, work evidence and approvals
- Manager Action Centre for due work, overdue actions, escalation and closure evidence
- Operational governance across purchased workflows
- Manager training and a quarterly adoption review

## Hiring and work capacity

Recruiter access and simultaneous open requisition capacity are agreed in your quotation. Additional hiring capacity can be quoted within Operations.

Employees already licensed under Operations do not need a second project-user licence for the included work and time workflows.

## Standard setup

Standard setup: ₹15,000 up to 100 employees; ₹25,000 for 101-150; ₹40,000 for 151-250. Non-standard work is quoted separately.

Setup adds recruitment stages, lifecycle checklists, one performance-cycle template and project/time structures. Agree the first two operating workflows to activate, with named owners and manager training. The licence covers the agreed plan scope; implementation prioritisation does not create a separate charge for every ordinary screen.

# Operating Intelligence plan

**Turn operating facts into explained decisions**

You have a named business sponsor, reliable source data and an outcome that can be examined against an agreed baseline.

**₹15,999/month equivalent for up to 50 employees; + ₹150 per additional employee per month. ₹47,997 for a three-calendar-month term, paid in advance after accepted go-live. Taxes, setup and agreed extras are additional.**

## Everything in Operations plus

- ProfitGraph for explained workforce, project and client contribution
- Founder Brief and Action Engine for prioritised signals, ownership and follow-through
- Continuity, absence/dependency analysis and controlled scenario comparison
- Advanced payroll exception analysis and compliance evidence casework
- Work to Cash for accepted-work evidence, finance handoff and collection ownership
- Workforce waste and workflow bottleneck analysis
- Verified capability context, supervised on-the-job development and readiness review
- Outcome and ROI Ledger separating estimated, customer-validated and realised value
- Leadership onboarding and one 45-minute monthly outcome review during the first three months, followed by quarterly reviews

## Source and implementation scope

Standard implementation starts with one supported authoritative finance-source mapping and one agreed business journey. Additional sources, bespoke connectors and advisory work are separately scoped. Released included capabilities remain within the purchased licence; normal first-party analysis does not create a separate per-dashboard charge.

Standard setup: ₹30,000 up to 100 employees; ₹45,000 for 101-150; from ₹60,000 for 151-250 after scope confirmation.

One supported industry-intelligence configuration can be included when named in the accepted order. Voice/WhatsApp channels, AI Adoption Navigator and Credential Passport are separately scoped offerings; they are not automatic top-plan entitlements.

# Subscription prices and payment

Monthly reference amounts with quarterly advance billing. Each quarter is three calendar months. Prices exclude applicable taxes, setup and separately agreed services.

| Employees | Workforce | Operations | Operating Intelligence |
|---|---|---|---|
| 25 | ₹5,999 | ₹9,999 | ₹15,999 |
| 50 | ₹5,999 | ₹9,999 | ₹15,999 |
| 75 | ₹7,874 | ₹12,499 | ₹19,749 |
| 100 | ₹9,749 | ₹14,999 | ₹23,499 |
| 150 | ₹13,499 | ₹19,999 | ₹30,999 |
| 200 | ₹17,249 | ₹24,999 | ₹38,499 |
| 250 | ₹20,999 | ₹29,999 | ₹45,999 |

Start with the plan's base price for up to 50 employees. Add the plan's additional-employee price for each licensed active employee above 50.

| Option | Actual commitment | Subscription amount | When available |
|---|---|---|---|
| Quarterly | Three calendar months | Three times the monthly reference price | The normal first purchase and standard renewal option. |
| Annual | Twelve calendar months | Twelve times the monthly reference price, less 5% on subscription | Available by agreement after a successful first term, implementation acceptance, adoption and a value review. |
| Selective monthly | One calendar month | Monthly reference price plus 15% | Available for selected, approved account scopes; ask for confirmation in your quotation. |

Quarterly is three calendar months, with exact order dates. The first term is planned to contain at least two complete payroll cycles. Annual conversion is optional and prospective after the first-term review; no completed period is retrospectively discounted or charged again.

The annual 5% subscription discount, a launch credit and a negotiated subscription concession are alternative offers unless the signed quotation expressly combines them. Subscription discounts do not automatically apply to setup, taxes, third-party charges or usage.

**Example: Operations for 100 people is ₹9,999 + (50 × ₹100) = ₹14,999 monthly reference, or ₹44,997 for the quarterly subscription before tax and setup.**

# Setup fees and delivery

Before kickoff, we agree the data, configuration, owners, sources, training and acceptance checks for your deployment. Standard setup assumes one supported legal entity, clean import templates and an agreed opening-data period.

| Employees | Workforce | Operations | Operating Intelligence |
|---|---|---|---|
| Up to 100 | Included standard setup | ₹15,000 | ₹30,000 |
| 101-150 | Included standard setup | ₹25,000 | ₹45,000 |
| 151-250 | ₹15,000, subject to quotation confirmation | ₹40,000 | From ₹60,000 after scope confirmation |
| Above 250 | Quoted | Quoted | Quoted |

**For paid setup, 50% is due at agreed kickoff and 50% at implementation acceptance. Included Workforce setup does not create a separate mobilisation fee. Subscription billing begins only at accepted service-ready go-live.**

**Workforce**

One supported entity and standard organisation configuration; A clean employee-master import and agreed current balances/payroll opening data; Standard attendance, leave and payroll policies and approval roles; Two agreed import/reconciliation passes; Administrator training, an operating handover and launch assistance.

**Operations**

The Workforce implementation scope; Standard recruitment stages and joining handoff; Onboarding and offboarding checklists and responsibilities; One performance-cycle template; Project/time structures and manager workflows; Manager workflow training.

**Operating Intelligence**

The Operations implementation scope; One supported authoritative source and agreed client/project/cost mapping; Source reconciliation, refresh rules and freshness expectations; One initial business journey and outcome baseline; Leadership onboarding and a source/outcome review.

## Your part in implementation

- Provide the agreed clean data and an authorised data owner
- Confirm payroll, attendance, leave and approval policies
- Provide access to agreed supported sources
- Nominate administrators, managers and the acceptance approver
- Review reconciliation and acceptance outputs within the agreed schedule

Your quotation and implementation schedule define the exact deliverables, import cut-off, training sessions, supported systems and acceptance tests. Go-live dates depend on the agreed readiness and delivery plan.

# Acceptance and the first term

Your order names the approver and the outputs to review. Allow five business days to review submitted acceptance evidence. Silence does not certify payroll correctness. Material issues are recorded, corrected and retested against the agreed deadline, with payroll-critical needs prioritised.

If data or decisions arrive late, we agree a revised schedule. Subscription does not begin simply because implementation time has elapsed. Historical reconstruction, extra entities, additional sources, onsite work or new requirements are scoped before extra work starts. Corrections to Emplinx defects or already-contracted functionality are not treated as new paid scope.

## If acceptance is not achieved

The agreement provides a cure and retest process for material acceptance failures. If Emplinx cannot meet core acceptance after the agreed cure opportunity, the failed scope may be terminated, with refund of its setup fees and any unused subscription and provision of an export. Separately accepted usable deliverables may be charged only where the order clearly apportions them.

## Example for Operations at 100 employees

| Payment stage | Before GST | GST at 18% | Total cash |
|---|---|---|---|
| Setup kickoff deposit | ₹7,500.00 | ₹1,350.00 | ₹8,850.00 |
| Accepted go-live<br>Setup balance + first quarter | ₹52,497.00 | ₹9,449.46 | ₹61,946.46 |
| Total setup and first quarter | ₹59,997.00 | ₹10,799.46 | ₹70,796.46 |

Illustration assumes one entity, 100 committed people and standard setup, without extra integrations or usage. Actual tax treatment follows the invoice. The first-quarter subscription is ₹44,997 before tax; the ₹15,000 setup is paid once for the agreed work.

## From first use to renewal

After go-live, confirm that nominated users can complete their critical journeys. Review the first payroll cycle, the chosen operating workflows and unresolved issues. Use the second complete cycle and the first-term value review to agree the next scope and commitment. Renewal is a separate decision.

# Seats renewals and changes

**Minimum**

Each standard subscription has a minimum charge covering up to 50 licensed active employees.

**One person, one workforce seat**

An employee who is also a manager is counted once. Included approvals, self-service, performance or work functions do not create a second employee seat.

**Joiners and replacements**

A new employee may use a seat released by an exited employee without a duplicate charge. Simultaneous use above the committed count requires added licences.

**Candidates and former employees**

Candidate records and ordinary retained former-employee history are not active employee seats. Retention and any exceptional archive scope are stated in the order.

**Contractors and advisers**

Contractors are counted when they use purchased workforce functionality. External advisers receive explicitly scoped access.

**Mid-term additions**

Added licences are charged from the agreed effective date. Proration uses the additional monthly rate, the selected payment factor and licensed calendar days in each affected month. The invoice shows the dated change.

**Reductions**

Reductions take effect at the next term start: monthly, quarterly or annually according to the order, subject to the 50-seat minimum. Annual prepaid seats remain committed for that annual term.

**Hiring capacity**

Recruiter access and simultaneous openings are defined separately in your quotation. Capacity expansion can be quoted within the same plan.

**Existing capacity agreements**

If you have an accepted fixed-capacity order, its reserved capacity, price and change rules continue to apply.

## Renewal and price protection

Renewal normally requires a newly accepted order. Automatic renewal applies only if you expressly choose it with the term, reminder process and cancellation deadline stated. An annual plan is never an automatic result of completing the first quarter.

Agreed unit prices are held for the initial 12 months, including shorter successive terms. Thereafter, same-scope ordinary renewal increases are subject to at least 60 days' notice and a maximum 10% increase in any 12 months, as set out in the accepted agreement.

Your accepted agreement controls early termination, vendor-failure remedies, notice dates and refunds. Standard export supports an orderly exit. Additional exit assistance or bespoke migration is scoped separately.

# Support and optional services

Plans include ticket/email support and scheduled remote assistance for the purchased scope. Your service schedule specifies the supported hours, holiday calendar, severity definitions, acknowledgement targets, escalation route and out-of-hours arrangements. Confirm these commitments in your order.

Core payroll incidents, defect correction and essential access or control issues do not require a higher subscription tier.

Operations includes a quarterly adoption review. Operating Intelligence includes one 45-minute monthly outcome review during the first three months, then quarterly reviews. Additional advisory workshops are separately scoped.

A dedicated account manager, 24×7 staffing, guaranteed resolution times, availability or enhanced recovery commitments apply only when expressly included in a supported, signed service schedule.

## Services quoted separately

| Need | Scope and charging basis |
|---|---|
| Hiring-capacity expansion | Add named recruiter access and open-requisition capacity within the same plan. The quotation defines operators, simultaneous openings, transfers and how paused, closed or reopened jobs are counted. Scoped quotation. |
| A focused recruitment or performance scope | Where a narrower need fits better than the full Operations bundle, agree the exact ATS or performance functions, users, capacity, setup and support. Full higher-tier scope is not silently included. Scoped quotation. |
| Work to Cash on Operations | Scope accepted-work evidence, invoice-readiness checks, authoritative finance handoff and collection ownership when the wider Intelligence plan is not required. Sources, implementation and responsibilities are agreed separately. Scoped quotation. |
| Additional legal entities | Agree payroll, reconciliation, access separation, configuration and reporting for the extra entity. Shared licensed people are counted once within the accepted arrangement. Scoped quotation. |
| WhatsApp, voice and external AI services | Confirm authenticated user journeys, permissions, provider usage, allowance, spending limit and human handoff. Channel access does not replace ordinary employee self-service. Quoted platform/service scope plus disclosed provider usage. |
| Connectors and additional sources | Name the systems, supported version, direction of data, refresh interval, reconciliation, failure ownership, tests and maintenance. A requested integration is confirmed before it is promised. Scoped implementation and maintenance quotation. |

Optional metered services disclose allowances and spending limits before purchase, with alerts at 80% and 100%. Paid overage requires opt-in. Exhausting optional usage must not block essential payroll access, security controls, audit records or standard export.

# Additional services and scope boundaries

| Need | Scope and charging basis |
|---|---|
| Historical migration and data reconstruction | Define periods, data quality, templates, cleansing, reconciliation and acceptance outputs before work begins. Scoped quotation. |
| Additional training, advisory and onsite work | Specify the audience, sessions, deliverables, location, travel and follow-up support. Standard included training remains part of your implementation scope. Scoped quotation. |
| AI Adoption Navigator | Assess readiness and risks, choose an approved use case, plan a controlled pilot and review the evidence. This is not an automatic benefit of the Intelligence subscription. Scoped quotation. |
| Credential Passport | Share bounded, consented capability claims with issuer evidence, expiry and revocation where supported. Government or statutory credential recognition is not implied. Scoped quotation. |
| Managed payroll, staffing and other professional services | Payroll execution, statutory filing, recruitment staffing, legal advice and custom engineering are distinct service responsibilities. Any such engagement has its own deliverables, capacity, fees and acceptance terms. Separate service proposal. |

## What a software subscription does not imply

Accounting and payments: Contribution analysis is management insight. Emplinx does not replace your statutory general ledger, native tax-invoice authority, bank or payment system. Work to Cash uses authoritative finance records and agreed handoffs.

Compliance: Configured payroll components, obligations, evidence and review workflows support your process. They do not constitute a certification of legal compliance or an outsourced statutory filing service.

Human decisions: People retain the appropriate approval and review roles for salary, hiring, termination, final settlement and access decisions. Analysis and scenarios do not independently execute those decisions.

Storage, retention, supported clients, APIs, single sign-on and integration throughput are confirmed in the quotation. The absence of a numeric allowance in this catalogue does not mean unlimited usage. Each purchased workflow follows the confirmed configuration and data access rights.

# Core HR and organisation

Keep the organisation's employee information in one controlled record, with consistent team structure, employment history, documents and role-based visibility.

**W = Workforce  O = Operations  I = Operating Intelligence**

Yes = included; Basic = everyday workflow; Quote = separate scoped offer; Scope = supported configuration confirmed in your order; No = not included. All entries follow the agreed deployment scope.

| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Employee master | Maintain a central employee record with consistent identity, employment and organisation details across purchased workforce workflows. | Yes | Yes | Yes |
| Employee profiles | View permitted personal and work details together, reducing repeated requests and helping authorised staff check information before acting. | Yes | Yes | Yes |
| Organisation structure | Represent team and role relationships so staff understand the organisation and route work through its configured structure. | Yes | Yes | Yes |
| Departments | Group employees into departments so HR and managers can organise records, responsibilities and standard reporting around the company's actual teams. | Yes | Yes | Yes |
| Designations | Maintain consistent job designations across employee profiles, organisation views and related HR processes. | Yes | Yes | Yes |
| Locations | Associate employees with configured work locations so authorised teams can organise workforce records and apply the relevant supported location settings. | Yes | Yes | Yes |
| Reporting hierarchy | Record who reports to whom so approvals and manager visibility follow the agreed reporting structure, subject to configured access permissions. | Yes | Yes | Yes |
| Employment records/history | Keep employment changes and relevant history together so authorised staff can understand a person's employment record without overwriting earlier information. | Yes | Yes | Yes |
| Employee documents | Store and retrieve employee documents with access limited to the appropriate people. | Yes | Yes | Yes |
| Role-based access | Give each role the access it needs so employees, managers and administrators see and act on only the records they are authorised to handle. | Yes | Yes | Yes |
| Employee status management | Maintain joining, active and separation status through authorised changes while preserving employment history and controlling access associated with current employment. | Yes | Yes | Yes |
| Standard HR reports | Review standard workforce reports using the employee records and configured organisational details available within the purchased and supported product scope. | Yes | Yes | Yes |

Example: When an employee changes department, an authorised HR user updates the record and checks the relevant reporting and access arrangements without losing employment history.

Setup and scope: Clean employee master and employment dates. Agreed departments, designations, locations and reporting lines. Named administrators, role permissions and document access rules. This is the workforce system of record for the agreed scope. Additional legal entities, historical reconstruction and bespoke migration are separately scoped. Separation must preserve history while current access is controlled.

# Attendance and working time

Manage expected working time and attendance exceptions, then supply approved facts to leave and payroll. Operations adds the association with project work and timesheets.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Daily attendance | Review daily attendance records so employees and authorised managers can identify missing or disputed entries before approval and downstream payroll use. | Yes | Yes | Yes |
| Shifts | Configure and assign supported shift patterns so expected working time is available when attendance, leave and payroll inputs are reviewed. | Yes | Yes | Yes |
| Week-offs | Set applicable weekly rest days so attendance and leave decisions use the correct work calendar for the relevant employees and periods. | Yes | Yes | Yes |
| Holiday/calendar | Maintain the applicable holiday calendar so employees and approvers can distinguish working days from configured holidays when reviewing workforce records. | Yes | Yes | Yes |
| Attendance regularisation | Request correction of an attendance exception with a reason, allowing the designated reviewer to assess it before changing the accepted record. | Yes | Yes | Yes |
| Attendance approvals | Review attendance requests and exceptions through authorised approval steps so changes have a responsible decision-maker before they affect related calculations. | Yes | Yes | Yes |
| Attendance corrections | Correct accepted attendance records through the controlled process, retaining the reason and relevant history instead of silently replacing the original entry. | Yes | Yes | Yes |
| Attendance reporting | Examine attendance summaries and exceptions for the selected workforce and period so managers can follow up before the payroll cut-off. | Yes | Yes | Yes |
| Advanced work/timesheet association | Relate attendance context to approved work or timesheet records so managers can investigate differences without assuming that presence proves completed work. | No | Yes | Yes |
| Project-linked work visibility | See attendance and work context alongside the relevant project so authorised managers can understand workforce availability and investigate project-related time exceptions. | No | Yes | Yes |

Example: An employee raises a missed-attendance request. The designated manager reviews the reason, approves the correction and checks the accepted period before payroll uses it.

Setup and scope: Accepted attendance source and import or entry method. Configured shifts, weekly rest days, holidays and employee assignments. Approval responsibilities, period cut-offs and correction rules. Biometric hardware, geofencing and external device integrations are not assumed included. Presence does not prove work completion. Intelligence can explain an exception but cannot silently change authoritative attendance.

# Leave management

Let employees request leave and managers decide against agreed policies, while balances, calendars, attendance and payroll remain consistent with authorised decisions.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Leave policies | Configure supported leave rules and approval responsibilities so employees and managers work from the organisation's agreed entitlement and request process. | Yes | Yes | Yes |
| Leave balances | View available and used leave balances so employees and authorised reviewers can assess requests against the relevant policy and recorded transactions. | Yes | Yes | Yes |
| Leave application | Submit a leave request for selected dates and leave type so the designated approver can review it against policy and balance. | Yes | Yes | Yes |
| Manager approval | Approve or decline leave requests within the assigned authority, with the decision updating the request and relevant balance through the controlled workflow. | Yes | Yes | Yes |
| Leave cancellation | Request or perform authorised cancellation of leave so the original decision and necessary balance adjustments remain traceable under the configured rules. | Yes | Yes | Yes |
| Leave calendar | See approved or relevant requested leave on a calendar so authorised managers can coordinate team availability without exposing unnecessary personal details. | Yes | Yes | Yes |
| Attendance integration | Carry approved leave status into the supported attendance workflow so absence is interpreted consistently with the accepted leave decision and dates. | Yes | Yes | Yes |
| Payroll integration | Provide accepted leave inputs to payroll so configured paid and unpaid treatment uses approved records rather than an unreviewed request. | Yes | Yes | Yes |
| Leave reports | Review leave usage, balances and request status for authorised employees and periods to support routine administration and follow-up on outstanding decisions. | Yes | Yes | Yes |

Example: An employee requests leave for two working days. The manager checks the balance and calendar, records the decision and follows any later cancellation through the same controlled process.

Setup and scope: Agreed leave types, accrual or entitlement rules and opening balances. Employee calendars, approval hierarchy and cut-off rules. Configured paid/unpaid treatment and supported attendance/payroll links. All plans include standard leave. Policy exceptions, retroactive changes and cancellation must follow the configured authority; a pending request is not an approved payroll input.

# Payroll

Calculate and review workforce pay from accepted inputs. Every plan includes normal payroll controls; Operating Intelligence adds Safety Twin analysis and an advanced exception-review gate.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Salary structures | Define supported salary structures and assign them to employees so payroll calculation follows the agreed components, effective dates and employment details. | Yes | Yes | Yes |
| Earnings/deductions | Maintain applicable earning and deduction components so authorised payroll users can review how the employee's gross amount and deductions are built. | Yes | Yes | Yes |
| Payroll calculation | Calculate payroll from the accepted employee, salary and period inputs, then route results through ordinary review and authorised finalisation controls. | Yes | Yes | Yes |
| Attendance/leave inputs | Use approved attendance and leave records as payroll inputs so pay calculations reflect the accepted workforce position for the relevant period. | Yes | Yes | Yes |
| LOP/proration | Apply configured loss-of-pay and part-period rules so authorised users can review pay adjustments arising from unpaid time or partial employment periods. | Yes | Yes | Yes |
| Joiner payroll | Include a new employee in the appropriate payroll period using accepted joining details, salary setup and applicable part-period treatment for review. | Yes | Yes | Yes |
| Exit payroll handling | Handle the payroll consequences of an authorised employee exit using accepted dates and inputs, while leaving settlement decisions with the responsible reviewers. | Yes | Yes | Yes |
| Payroll rerun/lock | Recalculate payroll when authorised inputs change, then use the configured lock process to protect finalised results from uncontrolled later changes. | Yes | Yes | Yes |
| Payslips | Generate and provide payslips from the accepted payroll result so employees can review their earnings, deductions and net pay details. | Yes | Yes | Yes |
| Payroll reports | Review payroll summaries and component reports for the selected period, helping authorised finance and HR users reconcile results before final approval. | Yes | Yes | Yes |
| Configured statutory components | Calculate the statutory components explicitly supported and configured for the customer, using maintained rules and reviewed inputs within the agreed jurisdictional scope. | Yes | Yes | Yes |

**Ordinary payroll review, approval, correction, period reconciliation and controlled access are included in every plan. The following section compares the additional Safety Twin analysis; it does not move essential safety controls to a paid upgrade.**

# Payroll Safety Twin

Review an unchanged payroll draft for explained exceptions and route the evidence through an authorised review. This advanced analysis supplements the ordinary payroll controls included in every plan.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Payroll Safety Twin | Review payroll through an additional safety analysis that highlights exceptions and supporting facts for authorised resolution before the core payroll process finalises results. | No | No | Yes |
| Pre-payroll anomaly detection | Identify configured unusual payroll patterns before finalisation so responsible reviewers can investigate possible input or calculation issues and document their decisions. | No | No | Yes |
| Salary variance checks | Compare salary results with relevant prior or expected values so reviewers can investigate material differences rather than accepting unexplained changes automatically. | No | No | Yes |
| Payroll exception queue | Work through a prioritised queue of detected payroll exceptions, assigning responsibility and tracking review status before the relevant payroll decision proceeds. | No | No | Yes |
| Exception evidence/resolution | Attach supporting facts and a resolution to a payroll exception so another authorised reviewer can understand what changed and why it was accepted. | No | No | Yes |
| Maker-checker safety gate | Apply an additional maker-checker gate to Safety Twin exceptions; ordinary payroll maker-checker review remains included in every plan and retains finalisation authority. | No | No | Yes |

Example: Before a payroll run is finalised, the payroll owner reviews accepted attendance and salary inputs. Intelligence can additionally highlight an unusual variance and retain the reviewer's resolution.

Setup and scope: Approved employee, salary, opening payroll and period data. Accepted attendance, leave, joining and separation inputs. Supported statutory components and jurisdiction configuration, maintained by the responsible parties. Named payroll maker, checker and finalisation authority; reviewed cut-offs. Ordinary payroll maker-checker, correction and review are baseline controls in every plan. The additional Safety Twin exception gate is separate from those ordinary controls. Statutory filing, outsourced payroll operation and bank payment execution are not implied. Configured statutory components are not an all-jurisdiction compliance guarantee.

Advanced Safety Twin exception gate only. Ordinary payroll maker-checker review, authorisation and finalisation controls are included in all three plans.

# Employee self service

Give employees controlled access to their own information, payslips, documents and routine requests so common needs can be handled through the supported self-service workflow.

**W = Workforce  O = Operations  I = Operating Intelligence**

Yes = included; Basic = everyday workflow; Quote = separate scoped offer; Scope = supported configuration confirmed in your order; No = not included. All entries follow the agreed deployment scope.

| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Employee profile access | Let employees view the profile information they are authorised to access, reducing routine HR enquiries and helping them identify records requiring correction. | Yes | Yes | Yes |
| Attendance access | Let employees inspect their own attendance records and relevant status so they can identify missing entries and use the supported correction process. | Yes | Yes | Yes |
| Leave requests | Let employees submit and follow their leave requests through self-service, using the configured policies, balances and approval steps for their employment. | Yes | Yes | Yes |
| Payslips | Let employees access their own published payslips so routine pay-document requests do not require repeated manual sharing by the HR team. | Yes | Yes | Yes |
| Employee documents | Let employees access the personal or employment documents made available to them, while permissions continue to protect restricted information and records. | Yes | Yes | Yes |
| Employee requests | Let employees raise supported service requests and follow the relevant workflow so routine needs reach the responsible team with a traceable status. | Yes | Yes | Yes |
| Mobile ESS | Access employee self-service through the mobile screens expressly supported in your order; available actions follow the agreed permissions and workflows. | Scope | Scope | Scope |

Example: An employee checks a published payslip, reviews a leave balance and submits a leave request without asking HR to send each record manually.

Setup and scope: Activated employee identities and role permissions. Published documents and accepted attendance, leave and payroll information. The supported client screens and specific journeys confirmed in the order. Mobile ESS means only the mobile screens and journeys expressly supported for the customer. It does not promise a native iOS or Android app, every desktop function, or unsupported languages. Restricted records remain protected.

Only the mobile client screens and journeys expressly supported in the order. No native-app availability is implied.

# Claims and expenses

Collect employee claims and business expenses with supporting evidence, route them for review and give employees and finance a clear view of status.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Claim submission | Submit an eligible reimbursement claim with the required category, amount and explanation so the designated reviewer can assess it against policy. | Yes | Yes | Yes |
| Expense submission | Record a business expense with relevant details so it can enter the organisation's configured review process and remain available for later reporting. | Yes | Yes | Yes |
| Receipt/evidence attachment | Attach receipts or other supporting records to a claim or expense so reviewers can examine the evidence alongside the submitted details. | Yes | Yes | Yes |
| Approval workflow | Route claims and expenses to authorised reviewers so approval or rejection follows the configured policy, responsibilities and required supporting information. | Yes | Yes | Yes |
| Status tracking | Follow the status of a submitted claim or expense so employees and reviewers can see what remains pending or requires further action. | Yes | Yes | Yes |
| Expense reporting | Review recorded expense and claim information by the supported categories and periods, helping authorised users follow approved, pending and disputed amounts. | Yes | Yes | Yes |

Example: An employee submits a travel claim with a receipt. The reviewer checks the configured category and limits, records the decision and follows the approved amount through the agreed reimbursement process.

Setup and scope: Expense categories, policies, limits and authorised approvers. Required receipt/evidence formats and accounting or payroll handoff agreed in scope. A controlled rule for when an approved amount enters a downstream record. Approval does not itself execute payment. Payroll insertion or reimbursement handoff applies only where expressly designed and configured, with duplicate-entry controls. Banking, card feeds and receipt automation are not assumed.

# Asset management

Track workforce assets and the people responsible for them. Every plan keeps custody records; Operations adds coordinated asset-return dependencies within the exit workflow.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Asset master | Maintain a central record of workforce assets so authorised staff can identify each item and manage its recorded allocation and custody. | Yes | Yes | Yes |
| Asset allocation | Assign a recorded asset to an employee or responsible custodian so the organisation can see who currently holds the item. | Yes | Yes | Yes |
| Asset transfer | Record an authorised transfer of an asset between custodians so the current holder changes without losing the earlier allocation history. | Yes | Yes | Yes |
| Asset return | Record the return of an allocated asset so custody information reflects the accepted return and outstanding items can be followed up. | Yes | Yes | Yes |
| Custody history | Review an asset's allocation and transfer history so authorised users can trace who held it and understand the current custody position. | Yes | Yes | Yes |
| Exit-clearance linkage | Use recorded asset-return status during exit administration; Workforce supplies basic custody information, while Operations adds coordinated clearance dependencies and follow-up actions. | Basic | Yes | Yes |

Example: A laptop is allocated to an employee and later transferred or returned. The custody history shows the accepted changes, and Operations can use the return status during exit clearance.

Setup and scope: A clean asset register with unique item identification. Named custodians and allocation, transfer and return responsibilities. Accepted asset status and supported offboarding linkage for coordinated clearance. This covers workforce asset records and custody. It does not imply a general inventory ERP, procurement system or depreciation ledger. Workforce's basic exit linkage supplies custody information rather than full cross-team clearance orchestration.

Workforce provides basic asset/custody information for an exit; Operations adds coordinated clearance dependencies.

# Policies and employee communications

Publish relevant policies and organisational information, retain policy versions and record which exact wording an employee acknowledged.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Policy publishing | Publish an approved policy to its intended employee audience so people can read the organisation's current instructions through the supported communication workflow. | Yes | Yes | Yes |
| Policy versioning | Retain distinct policy versions so administrators can identify which wording applied and avoid replacing the history associated with earlier employee acknowledgements. | Yes | Yes | Yes |
| Employee acknowledgement | Record an employee's acknowledgement against the exact policy version and time so authorised reviewers can verify which document was acknowledged. | Yes | Yes | Yes |
| Announcements | Share announcements with the configured audience so employees receive relevant organisational updates without relying entirely on individual messages or informal circulation. | Yes | Yes | Yes |
| Employee communications | Manage supported employee communications through configured audiences and channels, helping HR distribute relevant information while retaining the appropriate permissions and delivery context. | Yes | Yes | Yes |

Example: HR publishes a revised policy to the intended audience. An employee acknowledges that version, and an authorised reviewer can later identify the document and acknowledgement time.

Setup and scope: Approved policy text, version owner and intended audience. Publishing permissions and supported employee communication channels. Employee identities and acknowledgement requirements. Acknowledgement records receipt or acceptance of the specified version; it does not by itself establish legal enforceability. Paid external messaging channels and bespoke campaigns require a separate supported scope.

# Employee helpdesk

Organise employee service requests into owned tickets with progress, age and closure history, including restricted handling for confidential matters.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Employee tickets | Raise an employee service ticket with the relevant issue details so the responsible team can receive, assess and track the request. | Yes | Yes | Yes |
| Assignment | Assign an employee ticket to a responsible owner so staff know who should investigate, communicate progress and take the next action. | Yes | Yes | Yes |
| Status tracking | Follow an employee ticket's progress through the configured statuses so the requester and authorised support team can see the current position. | Yes | Yes | Yes |
| SLA/ageing where configured | Monitor ticket age and configured service targets so responsible teams can identify delayed employee requests and prioritise follow-up within their agreed process. | Yes | Yes | Yes |
| Closure/reopen | Close a ticket after the recorded resolution, or reopen it through the supported process when the original employee issue remains unresolved. | Yes | Yes | Yes |
| Confidential cases | Restrict sensitive employee cases to the authorised people so confidential matters can be handled without appearing in general team visibility. | Yes | Yes | Yes |

Example: An employee reports a payroll-document issue. The ticket is assigned to the responsible team, its age is visible and the employee can follow the recorded resolution or reopening.

Setup and scope: Request categories, owners and access rules. Configured statuses, internal service targets and escalation responsibilities. Separate permissions and handling rules for sensitive cases. Configured ticket SLA or ageing is the customer's internal service workflow, not a guarantee of Emplinx vendor support response. External service channels and specialist case-management obligations require explicit scope.

# Onboarding

Create and activate the employee's joining record in every plan. Operations coordinates the broader pre-joining, readiness, induction and probation journey across responsible teams.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Basic employee joining | Create the basic joining record from accepted employee information before routine workforce processing begins. | Yes | Yes | Yes |
| Employee activation | Activate accepted employee records through authorised controls, giving access to purchased workforce services appropriate to each role. | Yes | Yes | Yes |
| Basic joining documents | Collect and organise required joining documents so HR can check the supporting employment records. | Yes | Yes | Yes |
| Pre-joining workflow | Coordinate pre-joining tasks so the employee and responsible teams can track preparations and outstanding dependencies. | No | Yes | Yes |
| Documentation-readiness workflow | Track required joining documents through review and readiness steps so missing or incomplete records have a responsible owner before onboarding proceeds. | No | Yes | Yes |
| Workplace setup workflow | Assign workplace preparation tasks to the relevant teams so required arrangements can be checked against the agreed joining date and responsibilities. | No | Yes | Yes |
| Asset/access readiness | Track asset and access readiness using confirmation from responsible teams and supported systems. | No | Yes | Yes |
| Induction workflow | Organise induction activities and responsible participants so the new employee's introductory tasks can be completed and followed through a documented workflow. | No | Yes | Yes |
| Role integration | Track agreed role-introduction tasks and team handoffs so the new employee has clear responsibilities and managers can follow their initial integration. | No | Yes | Yes |
| Probation tracking | Track the configured probation period and review actions so responsible managers can assess progress and record an authorised employment decision. | No | Yes | Yes |
| Onboarding exceptions | Identify and manage onboarding items that cannot proceed normally so an owner can resolve missing information, delayed tasks or other agreed exceptions. | No | Yes | Yes |
| Evidence-based closure | Close onboarding against required completion evidence, distinguishing completed joining from unchecked tasks. | No | Yes | Yes |

Example: For a new employee, HR confirms the joining documents while IT and the manager track their assigned readiness tasks. Operations shows missing dependencies before the onboarding process closes.

Setup and scope: Accepted joining information, employment date and basic document requirements. For advanced workflows: agreed stages, task owners, readiness evidence and joining calendar. Supported asset/access sources and the relevant manager's induction and probation responsibilities. Workforce includes basic joining, activation and joining documents only. Advanced cross-team orchestration starts in Operations. Readiness tracking does not imply automatic provisioning in every external system or background-check execution.

# Offboarding

Keep an authorised separation record in every plan. Operations coordinates notice, handover, clearance, asset and access responsibilities, documents and evidence-based closure.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Basic separation record | Record the authorised employee separation and effective details so employment history remains available while current employment status is updated through controlled steps. | Yes | Yes | Yes |
| Exit initiation | Record an exit request or event; Workforce provides basic initiation, while Operations coordinates the fuller approval, handover and clearance workflow. | Basic | Yes | Yes |
| Exit approval workflow | Route an employee exit through the designated approval process so decisions, reasons and responsible reviewers are recorded before related actions proceed. | No | Yes | Yes |
| Notice/LWD management | Manage the agreed notice period and last working date through authorised changes so handover, access closure and payroll use consistent exit details. | No | Yes | Yes |
| Handover | Assign and track handover tasks so the departing employee and receiving owners can document the transfer of work and required information. | No | Yes | Yes |
| Clearance | Coordinate required clearance checks across responsible teams so outstanding obligations are visible before the exit workflow is marked complete by authorised reviewers. | No | Yes | Yes |
| Asset-return coordination | Coordinate outstanding asset returns with the authoritative custody record so owners can follow unresolved items as part of the employee's exit clearance. | No | Yes | Yes |
| Access-closure coordination | Track access-closure responsibilities and confirmation so the exit process can verify required actions without assuming that every external system is automatically disconnected. | No | Yes | Yes |
| Final settlement inputs | Prepare accepted exit-related inputs for authorised payroll or finance review so final settlement uses consistent dates, approved obligations and supported calculations. | No | Yes | Yes |
| Exit documents | Organise the supported exit documents and their approval or issue steps so the employee's departure has the agreed documentary record. | No | Yes | Yes |
| Evidence-based closure | Close an exit only against the required handover, clearance and other completion evidence, preserving unresolved exceptions for authorised review and action. | No | Yes | Yes |

Example: An approved departure is assigned a last working date. The manager records handover, relevant teams complete clearance and finance reviews accepted settlement inputs before the exit is closed.

Setup and scope: Authorised employee exit, reason and effective dates. For advanced workflows: approval stages, clearance owners and handover requirements. Authoritative asset/access status and reviewed payroll or finance settlement inputs. Workforce provides basic separation and basic exit initiation, not full clearance orchestration. Basic access protection still applies in every plan. The workflow does not autonomously terminate employment, change the last working date, execute payment or disconnect unsupported external systems.

# Recruitment and applicant tracking

Manage hiring from an approved requirement through applications, interviews, selection and offer acceptance, retaining the evidence needed for an authorised onboarding handoff.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Hiring requisition | Raise a hiring requirement and route it for approval so recruitment begins with an authorised role need and an accountable owner. | Quote | Yes | Yes |
| Job openings | Manage approved job openings and their configured publication status so recruiters can organise active vacancies and track the associated hiring work. | Quote | Yes | Yes |
| Candidate database | Maintain candidate records separately from employment records so recruiters can reuse permitted candidate information while preserving distinct applications for different roles. | Quote | Yes | Yes |
| Application management | Track each candidate's application to a particular role so recruitment stages and decisions remain specific to that opening rather than the person alone. | Quote | Yes | Yes |
| Screening | Review candidate information against the agreed role requirements so authorised recruiters can record screening decisions and the reasons supporting the next stage. | Quote | Yes | Yes |
| Interview rounds | Organise the configured interview stages and participants so recruiters can follow which rounds remain pending and what each stage requires. | Quote | Yes | Yes |
| Interview scorecards | Record interview assessments against the agreed scorecard so authorised reviewers can compare relevant evidence without turning scores into an automatic hiring decision. | Quote | Yes | Yes |
| Selection workflow | Route selection decisions through the configured hiring process so the responsible people can review evidence and approve the next recruitment step. | Quote | Yes | Yes |
| Offer management | Manage the supported offer preparation and acceptance steps so recruiters can track the candidate's response before an authorised onboarding handoff occurs. | Quote | Yes | Yes |
| Candidate-to-onboarding handoff | Transfer accepted candidate and offer information into the agreed onboarding process, with checks that prevent an application from becoming employment prematurely. | Quote | Yes | Yes |
| Recruitment audit/history | Review recruitment events and decisions through retained history so authorised teams can trace application progress, changes and the basis for hiring actions. | Quote | Yes | Yes |

Example: A candidate applies to two openings. Their identity remains one candidate record, while each application has its own stages, interview evidence and hiring decision.

Setup and scope: Agreed requisition approvals, stages, recruiter roles and permissions. Permitted candidate information, privacy/consent handling and duplicate-management rules. Offer templates, interview scorecards and accepted candidate-to-employee handoff. The recruiter and simultaneous-opening capacity expressly stated in the order. Included in Operations and Operating Intelligence. Workforce requires a separately scoped quotation; there is no fixed-price Talent Pack. Job-board integrations and background checks are not implied. Candidate records are not billed as employee seats. Hiring decisions remain with authorised people.

# Performance management

Run an agreed performance cycle from goals and check-ins through appraisal, calibration, final approval and development actions, with a retained review history.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Performance cycles | Configure performance cycles, participation windows, review stages, responsibilities and dates. | Quote | Yes | Yes |
| Goals/KRAs/KPIs | Define goals, key result areas and performance measures as a shared basis for discussions and review evidence. | Quote | Yes | Yes |
| Goal approvals | Route proposed goals for designated approval before they become the basis for assessment. | Quote | Yes | Yes |
| Progress tracking | Record progress against agreed goals, including evidence, delays and support needed during the cycle. | Quote | Yes | Yes |
| Continuous feedback | Capture ongoing feedback so employees and managers address issues and recognise progress before final appraisal. | Quote | Yes | Yes |
| Mid-cycle reviews | Run mid-cycle discussions covering achievements, gaps and agreed follow-up actions. | Quote | Yes | Yes |
| Self-appraisal | Collect employee self-assessments and supporting evidence for consideration in the manager review. | Quote | Yes | Yes |
| Manager appraisal | Record the designated manager's assessment against goals and evidence for subsequent human approval. | Quote | Yes | Yes |
| Calibration | Let authorised participants examine rating consistency without imposing an automatic forced distribution. | Quote | Yes | Yes |
| Final ratings | Approve and publish final ratings with the configured discussion and employee acknowledgement steps. | Quote | Yes | Yes |
| Development plans | Turn performance discussions into agreed development goals, actions, owners and review points. | Quote | Yes | Yes |
| PIP | Document improvement expectations, actions and reviews; authorised people retain consequential employment decisions. | Quote | Yes | Yes |
| Performance history | Retain completed cycles, goals, assessments and development actions without overwriting earlier outcomes. | Quote | Yes | Yes |

Example: An employee and manager agree goals, review progress mid-cycle and submit their assessments. Authorised reviewers approve the final result and set follow-up development actions.

Setup and scope: Agreed cycle, participating employees, stage windows and reviewer roles. Goal and rating definitions, scorecards and calibration responsibilities. Publication, acknowledgement, development and improvement-plan rules. Included in Operations and Operating Intelligence. Workforce requires a separately scoped quotation, not an automatic Talent Pack. One standard performance-cycle template is part of the agreed Operations setup. Ratings do not automatically change pay, impose attendance penalties or determine employment action.

# Projects and work operations

Connect employees to client and project work with clear owners, due dates, progress and work evidence, supporting accountable delivery and managerial follow-up.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Project setup | Create a supported project record with its agreed context so teams can organise related people, work and responsibility within the purchased scope. | No | Yes | Yes |
| Client/project association | Associate project work with the relevant client record so authorised teams can understand which customer engagement the recorded work supports. | No | Yes | Yes |
| Team allocation | Assign people to the relevant project team so managers can see the agreed workforce allocation and coordinate responsibility for the work. | No | Yes | Yes |
| Task/work allocation | Allocate tasks or work items to the appropriate people so expected work is explicit and managers can follow responsibility and progress. | No | Yes | Yes |
| Work ownership | Identify the accountable owner for a work item so questions, decisions and completion follow-up reach the person responsible for progressing it. | No | Yes | Yes |
| Priority | Set the supported priority for work items so teams and managers can distinguish urgent responsibilities from tasks that can be addressed later. | No | Yes | Yes |
| Due dates | Set agreed due dates for work items so responsible people can plan their activity and managers can identify overdue commitments. | No | Yes | Yes |
| Progress tracking | Update and review the status of project work so teams can distinguish work in progress, completed items and tasks needing attention. | No | Yes | Yes |
| Timesheets/work evidence | Record time or supporting work evidence against the relevant activity so authorised reviewers can assess what was reported and whether approval is appropriate. | No | Yes | Yes |
| Work approvals | Review submitted work or time through the configured approval process so accepted records have an accountable decision before downstream use. | No | Yes | Yes |
| Manager project visibility | Give authorised managers a view of project responsibilities and progress so they can coordinate their teams and follow up on work exceptions. | No | Yes | Yes |

Example: A manager allocates a team to a client project, assigns work and reviews submitted time or completion evidence before accepting the related work record.

Setup and scope: Agreed client/project structure and authoritative work records. Named teams, task owners, dates and approval permissions. Supported time-entry periods and work-completion evidence. Included from Operations; employees already licensed under the plan do not need a second project-user licence. Project and time records are not automatically invoices, cash receipts or accounting revenue. External source connectors require supported scope.

# Manager Action Centre

Give managers a controlled place to see and progress the actions they own. Workforce keeps ordinary approvals; Operations adds coordinated action visibility across purchased operational workflows.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Basic approval queue | Review ordinary approvals for purchased workflows in one queue; Workforce retains these basic approvals, while Operations adds the broader manager action surface. | Basic | Yes | Yes |
| Overdue employee actions | See overdue employee-related actions across the included operational workflows so managers can follow up with the responsible people and address delays. | No | Yes | Yes |
| Onboarding actions | Review assigned onboarding actions in the manager workspace so managers can complete their joining responsibilities and identify dependencies needing follow-up. | No | Yes | Yes |
| Offboarding actions | Review assigned offboarding actions in the manager workspace so managers can coordinate handover, clearance and other authorised departure responsibilities together. | No | Yes | Yes |
| PMS actions | See performance-related actions that require managerial attention so the responsible manager can progress goals, reviews and other configured cycle steps. | No | Yes | Yes |
| Project actions | Review project-related actions needing managerial attention so owners can progress work approvals, follow-up and other supported responsibilities in the operational workflow. | No | Yes | Yes |
| Owner + due-date tracking | Track the responsible owner and due date for an action so teams can distinguish an assigned commitment from an unowned reminder. | No | Yes | Yes |
| Escalations | Escalate delayed actions through the configured responsibilities so an unresolved item reaches the appropriate reviewer without silently changing the underlying decision. | No | Yes | Yes |
| Evidence-backed closure | Close managerial actions against the required supporting evidence so a completed status reflects an accepted result rather than an unexplained checkbox. | No | Yes | Yes |

Example: A manager sees an overdue joining task and a pending work approval, assigns the required follow-up and closes each only when the relevant evidence is accepted.

Setup and scope: Purchased and configured source workflows. Correct reporting structure, action owners, due dates and access permissions. Agreed escalation rules and completion evidence for each action type. Workforce retains basic approval queues for included workflows. Cross-workflow onboarding, offboarding, PMS and project action coordination starts in Operations. A reminder or escalation does not override the owning workflow's approval or change the authoritative record by itself.

# Founder Brief and Action Engine

Review the most important cross-functional business signals and turn them into approved, accountable actions with supporting evidence and follow-up.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Founder Brief | Bring important workforce and work issues into a leadership summary, with supporting evidence, responsible owners and decisions requiring attention. | No | No | Yes |
| Prioritised business signals | Highlight business signals according to agreed importance and available evidence, helping leaders focus review on the issues that matter most. | No | No | Yes |
| Business-consequence explanation | Explain how a supported signal could affect delivery, cost, continuity or collections, keeping assumptions distinct from confirmed business facts. | No | No | Yes |
| Responsible owner | Assign an accountable owner to a leadership action so the organisation knows who will review, coordinate and complete the response. | No | No | Yes |
| Recommended next action | Present a suggested response with its supporting context, allowing an authorised person to accept, change or decline the recommendation. | No | No | Yes |
| Due date | Set a clear completion date for a leadership action and make outstanding commitments visible to the owner and authorised reviewers. | No | No | Yes |
| Escalation | Route an unresolved or overdue leadership action to the agreed reviewer, retaining its context and previous steps for informed follow-up. | No | No | Yes |
| Action approval | Require the appropriate person to approve a proposed leadership action before it proceeds through the agreed business workflow. | No | No | Yes |
| Evidence-backed closure | Close leadership actions with supporting records that show what was completed, who reviewed it and whether further work remains. | No | No | Yes |
| Outcome tracking | Follow the result of an approved action against its intended outcome, separating completion of work from evidence of business improvement. | No | No | Yes |

Example: A leadership review identifies an invoice-readiness delay, assigns the responsible owner and follows the approved action through to evidence of resolution.

Setup and scope: Reliable records from the purchased workforce and work modules. Named leadership reviewers, action owners and an agreed escalation process. This is the advanced leadership view. Ordinary owners, due dates, approvals and corrections remain available within lower-plan workflows. Recommendations do not authorise money movement or employment decisions.

# ProfitGraph

Understand how people, work and authorised commercial information contribute to project or client performance, with traceable calculation and allocation context.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Workforce-cost association | Connect authorised employee cost information to the relevant work, project or client using the organisation's agreed allocation method and period. | No | No | Yes |
| Project cost visibility | Show the workforce and other supported costs associated with a project, helping authorised managers understand the basis of delivery expenditure. | No | No | Yes |
| Client/project contribution | Compare associated revenue and configured costs for a client or project to understand management contribution within the selected reporting period. | No | No | Yes |
| Revenue association | Link approved revenue information from an authoritative source to the relevant project or client, retaining its period and source reference. | No | No | Yes |
| Configured overhead allocation | Distribute agreed overhead costs across the relevant work using configured rules, with the allocation basis available for authorised review. | No | No | Yes |
| Contribution/margin snapshots | Preserve a contribution or margin view for a defined period so reviewers can distinguish the recorded position from later updates. | No | No | Yes |
| Leakage signals | Surface supported signs of cost or contribution leakage, allowing a reviewer to inspect the underlying records before deciding on action. | No | No | Yes |
| Source/calculation explanation | Show the sources, allocation rules and calculations behind contribution figures, including freshness and whether amounts are projected or recorded actuals. | No | No | Yes |

Example: A project manager reviews associated labour cost, approved revenue and agreed overhead rules to understand the project's contribution for the month.

Setup and scope: Authorised workforce cost, project/client links and approved revenue information. Agreed allocation rules, reporting period, currency and source-refresh arrangements. Management contribution visibility does not replace statutory accounts, the general ledger or tax calculations. Ordinary payroll calculation explanations remain available in every plan.

# Work to Cash

Connect completed work and customer acceptance to billing readiness, finance handoff and accountable follow-up of authoritative invoice and receipt information.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Work/milestone completion context | Connect completed work or milestones to supporting records so the team can assess whether the delivery is ready for customer acceptance. | No | Quote | Yes |
| Acceptance readiness | Show whether the agreed delivery evidence and approvals are present, helping owners resolve gaps before asking for customer acceptance. | No | Quote | Yes |
| Invoice-readiness checklist | Check the documents, acceptance records and other agreed prerequisites needed before the finance team can prepare an invoice. | No | Quote | Yes |
| Invoice-ready package | Bring the agreed work and acceptance evidence into a coherent handoff package, giving finance the context needed to prepare billing. | No | Quote | Yes |
| Finance/accounting handoff | Pass approved billing-readiness information to the responsible finance team through the supported process, preserving ownership and the handoff record. | No | Quote | Yes |
| Authoritative invoice-status monitoring | Display invoice status received from an authoritative accounting source, with its reference and freshness, so teams follow the actual billing position. | No | Quote | Yes |
| Due/ageing visibility | Show invoice due dates and ageing from authoritative records, helping authorised owners prioritise follow-up using a consistent reporting date. | No | Quote | Yes |
| Collection ownership | Assign responsibility for following up an outstanding invoice, making the next action and accountable person clear to the relevant team. | No | Quote | Yes |
| Receipt-status monitoring | Track receipt status from the authoritative finance source, keeping confirmed receipts distinct from customer promises, messages or expected payments. | No | Quote | Yes |
| Collection-action workflow | Organise collection follow-up with an owner, next action and supporting evidence, without authorising bank transfers or changing accounting records. | No | Quote | Yes |

Example: A delivery team resolves missing acceptance evidence, sends the completed billing package to finance and follows the resulting invoice using accounting-source updates.

Setup and scope: Agreed work/milestones and acceptance requirements. A supported connection or controlled import of authoritative invoice and receipt records. Named finance and collection owners, with an agreed refresh interval. Included in Operating Intelligence; Operations needs a separate scoped quote. Emplinx does not issue statutory tax invoices, post the ledger, move money, write off debt or treat a payment promise as a confirmed receipt.

# Workforce Waste Radar

Find supported signs of unallocated capacity, rework, overtime or process leakage and follow corrective actions through to measured results.

**W = Workforce  O = Operations  I = Operating Intelligence**

Yes = included; Basic = everyday workflow; Quote = separate scoped offer; Scope = supported configuration confirmed in your order; No = not included. All entries follow the agreed deployment scope.

| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Idle/unallocated capacity | Highlight capacity that appears unallocated within the available planning data, allowing managers to investigate context before deciding how to use it. | No | No | Yes |
| Overtime leakage | Identify supported patterns of overtime that warrant review, connecting the period, work context and source records to an accountable follow-up. | No | No | Yes |
| Rework indicators | Surface repeated work or correction patterns from available workflow evidence, helping teams investigate causes and agree an improvement action. | No | No | Yes |
| Approval/handoff waste | Show where approvals or handoffs repeatedly consume time, so the responsible teams can review the process and address avoidable delays. | No | No | Yes |
| Duplicate-cost signals where data permits | Flag possible duplicate costs when compatible records provide enough evidence, allowing an authorised reviewer to confirm or dismiss the concern. | No | No | Yes |
| Estimated financial impact | Estimate the financial effect of a supported leakage pattern using visible assumptions, while keeping the estimate separate from realised savings. | No | No | Yes |
| Recovery action | Turn a confirmed leakage issue into an assigned corrective action with an owner, expected result and evidence required for closure. | No | No | Yes |
| Measured recovery | Compare the result of a recovery action with its agreed baseline, recording supported improvement without automatically treating released capacity as cash savings. | No | No | Yes |

Example: A team reviews repeated handoff delays, documents the suspected cause and measures whether the agreed process change reduces the delay.

Setup and scope: Relevant allocation, time, cost and workflow evidence for a defined period. Agreed interpretation, financial assumptions and an owner who can investigate findings. Signals need context and human review. The module does not create opaque employee productivity scores, moral labels or automatic cash-savings claims.

# Business continuity

Prepare critical processes for a person's absence by connecting ownership, procedures, access dependencies, backup capability and practical readiness tests.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Critical-process register | Maintain a register of processes whose disruption would affect the business, with agreed ownership, importance and the supporting continuity information. | No | No | Yes |
| Process owner | Identify the person responsible for keeping a critical process, its procedure and its continuity information current and ready for review. | No | No | Yes |
| Backup owner | Record a nominated backup for a critical process and connect that assignment to the evidence needed to establish actual readiness. | No | No | Yes |
| SOP/procedure linkage | Link the current approved procedure or operating guide to its process, helping the owner and backup find the instructions they need. | No | No | Yes |
| Access dependencies | Record the systems and authorised access a process depends on, so owners can check availability without storing passwords in Emplinx. | No | No | Yes |
| Continuity readiness | Show continuity readiness using current procedures, backup capability, access dependencies and test evidence, rather than relying on a nominated name alone. | No | No | Yes |
| Continuity testing | Record a practical continuity exercise and its evidence, including gaps and corrective actions needed before the backup arrangement is considered ready. | No | No | Yes |
| Departure simulation | Explore a planned what-if scenario in which a role or person becomes unavailable, identifying process dependencies and possible mitigation actions. | No | No | Yes |
| Absence simulation | Assess how a specified absence could affect coverage using a documented snapshot, keeping the scenario separate from predictions about individual behaviour. | No | No | Yes |

Example: Before a payroll administrator's planned leave, the backup completes a supervised continuity exercise using the approved procedure and authorised access.

Setup and scope: A customer-maintained critical-process register and current approved procedures. Named owners/backups, relevant capability evidence and authorised access arrangements. Recorded continuity exercises and agreed review dates. A backup name alone does not establish readiness. Store access references rather than passwords. Simulations explore availability scenarios; they do not predict resignations or make staffing decisions.

# Skills and capability

Build a clearer picture of capability by separating employee claims, observed evidence and authorised verification, then linking that evidence to work requirements.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Skills catalogue | Organise the skills relevant to your work and performance discussions, with advanced capability evidence added when the purchased scope supports it. | No | Basic | Yes |
| Employee skill claims | Let employees record their claimed skills for discussion and development, keeping self-declared capability distinct from observations or verified evidence. | No | Basic | Yes |
| Evidence-backed skills | Associate a skill with relevant work samples, observations or other approved evidence, helping reviewers understand the basis of the capability claim. | No | No | Yes |
| Verified capability | Record an authorised human verification of capability against agreed evidence, retaining its status, reviewer and applicable expiry or withdrawal information. | No | No | Yes |
| Role skill requirements | Define the skills a role requires so reviewers can compare the expected capability with the available, appropriately verified employee evidence. | No | No | Yes |
| Capability gaps | Identify differences between required skills and available capability evidence, helping managers agree focused development or additional verification before assigning work. | No | No | Yes |
| Project-readiness connection | Connect capability evidence to a project's requirements so managers can assess readiness before assigning responsibilities that depend on particular skills. | No | No | Yes |
| Backup-capability visibility | Show whether a nominated backup has relevant capability evidence for the critical work, supporting a practical continuity-readiness review. | No | No | Yes |

Example: A manager compares a project requirement with an employee's verified work evidence and identifies a gap to address before assigning responsibility.

Setup and scope: A relevant skills catalogue and agreed role or project requirements. Employee claims, approved evidence and named human verifiers. Applicable validity periods and withdrawal or expiry rules. Operations includes ordinary PMS skills context and employee claims. Verified capability and readiness connections are Intelligence scope. A claim is not a credential, and the module does not make automated employment decisions.

# Embedded OJT and coaching

Turn an agreed development need into supervised real work, coaching checkpoints and evidence reviewed by a person responsible for confirming readiness.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Development plan | Record agreed development objectives and follow-up within performance management, with structured supervised learning available in the advanced capability scope. | No | Yes | Yes |
| Structured OJT plan | Create a structured on-the-job learning plan that connects an identified capability gap to supervised tasks, checkpoints and expected evidence. | No | No | Yes |
| Real-work learning task | Assign a bounded real-work learning task with a clear objective and supervisor, allowing capability development to happen within relevant work. | No | No | Yes |
| Coaching checkpoints | Schedule coaching reviews during supervised work so the learner and coach can discuss progress, feedback and any support required. | No | No | Yes |
| Evidence submission | Collect the work evidence requested by the learning plan, giving the coach a concrete basis for feedback and readiness review. | No | No | Yes |
| Readiness verification | Require an authorised person to assess the submitted evidence before confirming readiness; completing a task alone does not establish proficiency. | No | No | Yes |

Example: An employee practises a specific customer handoff under a coach, submits the required evidence and receives a documented readiness review.

Setup and scope: An agreed development need, bounded work task and named coach. Checkpoint dates, expected evidence and criteria for human readiness review. Operations retains PMS development plans. Structured on-the-job learning and readiness verification are Intelligence scope. Task completion alone does not award proficiency or an external qualification.

Operations includes the ordinary PMS development plan; structured supervised learning requires Intelligence scope.

# Manager Bottleneck Intelligence

Understand recurring approval, rework and handoff delays with relevant workload context, then assign practical actions to improve the process.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Approval-delay visibility | Show outstanding approval delays in the purchased workflows, with deeper analysis available to explain recurring patterns and their relevant context. | No | Basic | Yes |
| Queue ageing | Display how long items have waited in a workflow queue, helping owners prioritise follow-up and review repeated delays. | No | Basic | Yes |
| Rework-pattern analysis | Analyse recurring returns or corrections within supported workflows, allowing managers to investigate process issues using the underlying examples and context. | No | No | Yes |
| Handoff bottlenecks | Identify recurring delays between teams or stages, showing the relevant handoffs so owners can agree a practical process improvement. | No | No | Yes |
| Workload context | Add relevant workload and responsibility context to bottleneck analysis, helping reviewers interpret delays without reducing a manager to an unexplained score. | No | No | Yes |
| Improvement action | Assign a process-improvement action from a supported bottleneck finding, with an owner and evidence needed to assess whether the change helped. | No | No | Yes |

Example: A manager reviews an ageing approval queue, examines repeated returns and agrees a change whose effect is checked in the next review period.

Setup and scope: Supported workflow timestamps, states, owners and correction history. Enough relevant examples, an appropriate comparison period and human review of context. Operations includes basic queue and approval-delay visibility. Advanced pattern analysis belongs to Intelligence. The module does not create secret manager scores or infer effectiveness from screen time or message counts.

Operations includes basic delay or queue visibility; Intelligence adds contextual pattern analysis.

# Scenario Lab

Compare staffing, cost, capacity and allocation options against a preserved baseline, retaining assumptions and the rationale for the eventual human decision.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Staffing scenarios | Compare proposed staffing arrangements against a preserved baseline, showing the assumptions and consequences for an authorised person to evaluate. | No | No | Yes |
| Salary-cost scenarios | Explore how stated salary-cost assumptions could change a planning view, without altering live salary structures, payroll calculations or employee records. | No | No | Yes |
| Capacity scenarios | Test different capacity assumptions against available work and staffing information, keeping the scenario's inputs separate from the current operating position. | No | No | Yes |
| Allocation scenarios | Compare alternative allocation assumptions for people or work, showing how the selected changes affect the relevant planning results. | No | No | Yes |
| Project-impact scenarios | Explore how a proposed change could affect a supported project view, using explicit assumptions and source information for the selected period. | No | No | Yes |
| Assumption comparison | Compare scenario assumptions and results side by side, helping decision-makers understand which changes explain the difference between possible outcomes. | No | No | Yes |
| Decision record | Keep the scenario, assumptions and human decision rationale together so authorised reviewers can later understand why a planning choice was made. | No | No | Yes |

Example: A leader compares two proposed project allocations and reviews the assumed capacity and cost effects before approving a change through the normal workflow.

Setup and scope: A defined baseline and reliable source information. Explicit assumptions, period and authorised scenario users. A human decision-maker who reviews uncertainty and consequences. A scenario is a planning comparison, not a guaranteed forecast. Running it does not alter live payroll, employee or accounting records or execute a staffing decision.

# Compliance audit and governance

Preserve evidence and accountability in ordinary workflows, with advanced obligation and compliance-case coordination available for appropriately scoped requirements.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Standard HR audit trail | Keep a reviewable history of important HR changes and approvals within purchased workflows, including who acted and the relevant transaction context. | Yes | Yes | Yes |
| Policy evidence | Retain the relevant policy version and acknowledgement evidence, helping authorised reviewers understand which policy applied to a workforce transaction. | Yes | Yes | Yes |
| Evidence tracking | Associate supporting evidence with purchased workflow records, making it easier for authorised reviewers to inspect what supports an action or outcome. | Yes | Yes | Yes |
| Exception ownership | Assign an accountable person to review an exception in the purchased workflows and retain the response, follow-up and resolution record. | Yes | Yes | Yes |
| Audit reconstruction | Bring together the relevant changes, approvals, corrections and evidence to reconstruct what happened in a purchased transaction or workflow. | Yes | Yes | Yes |
| Advanced obligation workflow | Manage approved obligations with applicability, owners, deadlines and required evidence, using content validated by the customer or its authorised adviser. | No | No | Yes |
| Compliance case workflow | Organise a compliance-related case with evidence, accountable reviewers, exceptions and closure steps, without replacing professional judgement or statutory filing services. | No | No | Yes |
| Compliance certification by Emplinx | Emplinx provides records and workflows that can support review; it does not certify legal compliance or issue statutory, ISO or SOC certifications. | No | No | No |

Example: An authorised reviewer reconstructs a payroll correction from its source and approval history; an Intelligence customer can also manage an approved obligation's evidence and review steps.

Setup and scope: Purchased workflow records, permissions, policy versions and supporting evidence. For advanced obligations: validated content, applicability, responsible owners and qualified review where required. Essential audit, evidence, exception handling and reconstruction are included in every plan within its purchased scope. Emplinx does not provide compliance certification, legal advice or statutory filing by virtue of a subscription.

# Employee trust and explanation

Give affected users appropriate transaction visibility, understandable reasons and a route to an accountable human when a record or decision needs review.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Basic transaction visibility | Allow an authorised user to see the relevant transaction status and supporting information, within the access rights of the purchased workflow. | Yes | Yes | Yes |
| Human decision accountability | Make the accountable human decision-maker identifiable for a relevant action, so questions and correction requests reach a responsible reviewer. | Yes | Yes | Yes |
| Correction request | Let an affected user request correction of a relevant record or transaction, with accountable handling within the included workflow. | Yes | Yes | Yes |
| Decision-source explanation | Explain the relevant source and reason for an amount or status, with advanced calculation detail available for purchased intelligence features. | Yes | Yes | Yes |
| Appeal/review workflow | Provide an accountable human review route for relevant questions or corrections, with advanced case handling available in the intelligence scope. | Yes | Yes | Yes |

Example: An employee questions a leave-related payroll amount, sees the relevant source information and asks the responsible reviewer to correct any inaccurate record.

Setup and scope: Reliable source records and identifiable decision-makers. Appropriate user permissions, correction ownership and agreed review procedures. Basic source explanation, correction and human review belong in every plan. Intelligence adds advanced analysis and case handling, without granting access to another person's confidential information.

Every plan includes basic source and amount/status explanation; Intelligence adds advanced source, rule and calculation detail.

# Outcome and ROI Ledger

Measure business outcomes with a documented baseline, method and period, keeping estimates, customer validation and supported realised results distinct.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Estimated value | Record a proposed business benefit with its method and assumptions, clearly identifying it as an estimate rather than an achieved result. | No | No | Yes |
| Customer-validated value | Record the customer's review of a stated benefit and its supporting evidence, keeping validation separate from proof that cash has been realised. | No | No | Yes |
| Realised value | Record an achieved outcome when supported evidence meets the agreed method, distinguishing cash savings, released capacity and other forms of value. | No | No | Yes |
| Baseline | Preserve the agreed starting position before an improvement action, giving later comparisons a consistent and reviewable reference point. | No | No | Yes |
| Measurement period | Define the period over which a result is measured, helping reviewers compare like-for-like outcomes and identify changes in timing or scope. | No | No | Yes |
| Evidence | Attach the supporting records for a claimed outcome so the customer can inspect the basis of the measurement and conclusion. | No | No | Yes |
| Attribution limitations | Record other factors, uncertainties and overlapping effects that limit a value claim, helping reviewers avoid overstating what the action caused. | No | No | Yes |
| Separation of estimate vs realised value | Keep estimated, customer-validated and realised results visibly separate, preventing an alert, task completion or forecast from automatically becoming a savings claim. | No | No | Yes |

Example: A customer compares collection follow-up before and after a workflow change, recording faster receipt timing separately from additional revenue or cost savings.

Setup and scope: An agreed baseline, measurement period and benefit calculation method. Evidence of the action, resulting change, customer effort and other influencing factors. A customer owner who reviews the claim and its limitations. Clicks, alerts and completed tasks do not prove value. Prevent duplicate benefit claims and distinguish capacity released, accelerated receipts and actual cash savings. No ROI guarantee is included.

# Controls across all plans

Apply essential payroll, access, transaction and recovery controls to every purchased plan so normal operations remain reviewable, correctable and appropriately protected.

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| Feature | What it lets your team do | W | O | I |
|---|---|---|---|---|
| Mandatory payroll review and approval | Require the appropriate review and approval before payroll is finalised, while retaining the correction and decision record for the included payroll scope. | Yes | Yes | Yes |
| Tenant isolation, RBAC and protected file access | Restrict organisation data and files to authorised users and roles, keeping access appropriate to the person's responsibilities and purchased workflows. | Yes | Yes | Yes |
| Safe write/retry and period reconciliation | Protect supported transactions from duplicate processing and reconcile relevant period totals, so authorised users can review and correct inconsistencies. | Yes | Yes | Yes |
| Fundamental operational recovery and secure export | Support operational recovery and authorised standard data export within the agreed service scope, preserving essential access without requiring a higher subscription tier. | Yes | Yes | Yes |

Example: An authorised payroll reviewer corrects a source discrepancy, checks the resulting totals and approves the final run while the access and change history remain protected.

Setup and scope: Configured roles, authorised reviewers and customer policies. The agreed supported transaction, recovery and export scope. These are included foundational controls, not premium upgrades. Their inclusion does not imply unlimited storage, unrestricted exports, an unsupported recovery guarantee or advanced Intelligence entitlements.

# Connected foundation and qualified extensions

The shared foundation connects purchased workflows. Other extensions require the supported configuration and exact scope to be confirmed. They do not create unrestricted access to higher-plan modules or external systems.

**Workforce Business Graph**

All plans within the purchased scope. Connect the people, work and evidence already within your purchased scope, preserving source relationships and access rights across the supported workflows. Relationships follow available source data and permissions. The shared foundation is not a separate accounting system or permission to expose confidential information.

**Voice and WhatsApp Workforce Desk**

Separate scoped quotation; not automatically included in any plan. Offer selected workforce requests through an approved voice or WhatsApp configuration, with identity checks, appropriate permissions and a human route when needed. A phone number alone is not sufficient identity. No unrestricted assistant, unlimited calls/messages or generic unlimited AI is included. Sensitive actions need the configured human controls.

**AI Adoption Navigator**

Separate scoped quotation; not automatically included in any plan. Assess a specific proposed AI use case, identify readiness and control gaps, and organise an approved pilot with evidence of its outcome. The scope is advisory and controlled. It does not approve unrestricted data exports, activate unapproved integrations or make consequential employment decisions.

**Credential Passport**

Separate scoped quotation; not automatically included in any plan. Share an approved, limited capability claim with supporting issuer evidence and appropriate holder control, including applicable expiry and withdrawal information. A passport claim is not automatically government-recognised or a statutory qualification. It does not certify unsupported claims or publish a complete personnel record.

**Industry Intelligence Packs**

Operating Intelligence only, for one named supported configuration. Apply one expressly agreed supported configuration with relevant terminology, templates and rules, aligned with the capabilities and sources purchased by the customer. The advanced pack is Operating Intelligence scope and availability follows the accepted configuration. Ordinary sector-appropriate HR setup remains available within lower-plan standard scope. An industry label does not add inventory, manufacturing, statutory accounting or other ERP transaction capabilities.

# Workforce example

## An attendance correction reaches the payroll review

Illustrative Workforce journey for a 50-person company; not a customer result or savings claim.

HR needs an approved attendance correction to flow into the correct payroll period while preserving the explanation and review trail.

- The employee submits a regularisation request with the required details.
- The authorised manager reviews the request under the configured policy.
- The approved correction updates the relevant attendance/payroll inputs.
- Payroll reviews the changed input, recalculates the applicable draft and resolves any remaining exception.
- The authorised approver confirms the payroll output; the employee receives the payslip through the supported self-service journey.
- HR can trace the source change, approval and payroll correction in the available audit records.

**Connected records, appropriate approvals, a correctable draft and a traceable output.**

## Illustrative purchase

| Item | Amount |
|---|---|
| Licensed active people | 50 |
| Monthly reference subscription | ₹5,999 |
| First-quarter subscription | ₹17,997 |
| Standard setup | ₹0 |
| Setup plus first term before tax | ₹17,997.00 |
| Illustrative GST at 18% | ₹3,239.46 |
| Illustrative total including tax | ₹21,236.46 |

One supported entity, accepted standard clean-data implementation and no optional services. Subscription starts at accepted go-live.

# Operations example

## A new hire joins a project with clear owners

Illustrative Operations journey for a 100-person services company; not a customer result or delivery-time guarantee.

HR, the manager and administration need a recruitment decision to become a coordinated joining and work-allocation process.

- An approved requisition moves through the agreed screening, interview and selection stages.
- The accepted offer triggers the supported candidate-to-onboarding handoff.
- HR, the manager and administration receive their assigned joining tasks, document requests and readiness dependencies.
- The authorised employee record and relevant asset custody are established without duplicating the person.
- The manager adds project tasks, owners and due dates; the employee records time and work evidence within the licensed workflow.
- Overdue joining or project actions appear in the Manager Action Centre for follow-up and documented closure.

**A hiring decision, joining responsibilities and project work use the same workforce context with visible ownership.**

## Illustrative purchase

| Item | Amount |
|---|---|
| Licensed active people | 100 |
| Monthly reference subscription | ₹14,999 |
| First-quarter subscription | ₹44,997 |
| Standard setup | ₹15,000 |
| Setup plus first term before tax | ₹59,997.00 |
| Illustrative GST at 18% | ₹10,799.46 |
| Illustrative total including tax | ₹70,796.46 |

One supported entity, 100 committed active seats, standard setup and no separately charged usage or integrations. Recruiter and requisition capacity are agreed in the quotation.

# Operating Intelligence example

## A project contribution concern becomes a reviewed action

Illustrative Operating Intelligence journey for a 150-person project business; not a verified ROI case or accounting statement.

A finance and operations sponsor wants to understand an apparent project contribution problem before deciding what to change.

- Approved workforce and time data are mapped to the agreed client/project structure and supported authoritative finance source.
- The contribution view shows the period, source freshness, allocation and overhead assumptions behind the result.
- The sponsor examines an exception and corrects an incorrect mapping or input through its authorised review route where needed.
- The team assigns an operational response, such as resolving a handoff delay or reviewing an allocation, with an owner and due date.
- If the issue involves completed work, Work to Cash assembles the agreed acceptance and invoice-readiness evidence and follows authoritative finance status.
- The Outcome and ROI Ledger records the baseline, action, effort and follow-up, keeping estimates separate from customer-validated and realised results.

**An explained management view supports a human decision and evidence-based follow-up. It does not replace the ledger, issue a statutory invoice or guarantee profit improvement.**

## Illustrative purchase

| Item | Amount |
|---|---|
| Licensed active people | 150 |
| Monthly reference subscription | ₹30,999 |
| First-quarter subscription | ₹92,997 |
| Standard setup | ₹45,000 |
| Setup plus first term before tax | ₹137,997.00 |
| Illustrative GST at 18% | ₹24,839.46 |
| Illustrative total including tax | ₹162,836.46 |

Standard one-entity deployment, one supported authoritative source mapping, agreed clean inputs and no bespoke connector or separately charged services.

# Common questions 1

**How do the three plans differ?**

Workforce covers everyday HR, attendance, leave, payroll and employee services. Operations includes Workforce and adds recruitment, full lifecycle coordination, performance, projects and manager actions. Operating Intelligence includes Operations and adds explained contribution, continuity, capability, finance-handoff and outcome analysis. Your quotation confirms the exact available scope.

**Which plan should we choose?**

Choose Workforce for a broader everyday administration bundle. Choose Operations when your team will use at least two meaningful additional hiring, lifecycle, performance or work workflows. Consider Operating Intelligence when you have a specific business decision, a named sponsor and reliable source data. We can scope a narrower optional need where the complete higher plan is unnecessary.

**Can a company with fewer than 50 employees subscribe?**

Yes, when the plan fits your needs. Every standard plan has a minimum charge covering up to 50 licensed active employees, so a smaller team pays the same base price. The 50-person figure is a minimum subscription level, not a second charge for unused named people.

**Is the advertised price paid every month?**

The headline is a monthly equivalent at the reference rate. The standard quarterly purchase is paid in advance for three calendar months. For example, Operations for up to 50 employees is ₹9,999 per month equivalent and ₹29,997 per quarterly term before setup, tax and agreed extras. Your quote shows the actual amount due.

**Does quarterly payment lock us in for a year?**

No. The standard quarterly order is a genuine three-calendar-month commitment. Exact dates appear in the order. The first term is planned to include at least two complete payroll cycles. Renewal is a separate decision unless you expressly choose an automatic-renewal arrangement.

# Common questions 2

**When can we choose an annual subscription?**

An annual option may be agreed after the successful first term, implementation acceptance, adoption and a value review. It carries a 12-calendar-month commitment and 5% off subscription at the reference rates. It begins at the next agreed term date. It does not retrospectively discount the completed quarter or repeat setup already delivered.

**Is a monthly option available?**

A genuine one-calendar-month option is available for selected, approved service scopes at a 15% premium over the monthly reference price. Ask for confirmation in your quotation. It does not include an unstated annual commitment.

**Are taxes, setup and optional services included in the headline price?**

Applicable taxes are additional. Workforce standard setup is included through 150 employees within the agreed clean-data scope; other setup charges follow the table and quotation. Extra entities, migration, integrations, usage and professional services are charged only where separately scoped and agreed. The quote shows all agreed charges before purchase.

**What does standard implementation include?**

It includes one supported entity, agreed clean employee and opening data, standard configuration, roles and approvals, reconciliation, administrator training and launch assistance. Operations adds recruitment/lifecycle, one performance template and project/time setup with manager training. Intelligence adds one supported source mapping, reconciliation/refresh rules, a business journey and baseline. Exact deliverables and import cut-offs are in your schedule.

**When are setup and subscription payments due?**

For paid setup, 50% is due at agreed kickoff and 50% at implementation acceptance. Subscription starts at accepted service-ready go-live and is paid in advance for the selected term. Included setup does not create a separate mobilisation fee. Subscription does not start merely because the implementation period has elapsed.

# Common questions 3

**How long does implementation take, and what if there is a problem?**

The schedule depends on agreed scope, supported sources, clean data and decision readiness. The order sets deliverables and acceptance tests. Submitted evidence has a five-business-day review period; silence does not certify payroll correctness. Material issues are recorded, corrected and retested. Customer delays lead to an agreed revised schedule; additional requirements are scoped prospectively. Vendor-failure remedies are written into the agreement.

**Who counts as a licensed employee?**

Count each unique active person using purchased workforce functionality once. A manager who is also an employee is not counted twice. Contractors count when they use that functionality. Candidates and ordinary retained former-employee records are not active seats. External advisers receive explicitly scoped access. In Operations and Operating Intelligence, included performance, project and time workflows do not require a second project-user licence for the licensed workforce.

**What happens when employees join or leave?**

An exited person's committed seat can be used by a replacement without a duplicate charge. Simultaneous use above your commitment requires added licences, pro-rated from the agreed effective date using calendar days. Reductions apply at the next term start according to your monthly, quarterly or annual order, subject to the 50-seat minimum.

**How many recruiters and open jobs are included?**

Your quote states the recruiter access and simultaneous open-requisition capacity for your deployment. Extra recruiter or job capacity can be quoted within Operations or Operating Intelligence, without requiring unrelated features. Candidate history does not create active employee seats.

**Can employees use Emplinx on mobile and web?**

Your quote confirms the supported web or mobile client and the journeys available for your deployment, such as requests, approvals or payslip access. Do not assume every web action is available on every mobile device or through a separate native app. Ask us to demonstrate the employee and manager journeys, supported devices and access requirements you need.

# Common questions 4

**Can we buy only recruitment, performance or Work to Cash?**

A specifically defined recruitment or performance scope may be quoted alongside Workforce. A Work to Cash scope may be quoted alongside Operations. These are scoped exceptions, not standard fixed-price packs. The quotation identifies features, users, source dependencies, setup, support and exclusions so you can compare them with the complete plan.

**Are APIs, SSO, accounting connectors and attendance-device integrations standard?**

Compatibility and entitlement are confirmed for the exact system, identity provider, device and workflow in your quotation. APIs, single sign-on and connectors are not implied as unlimited standard access by a plan name. The agreed integration scope identifies supported versions, data direction, refresh or throughput, reconciliation, error ownership, tests and maintenance. Unsupported or bespoke work is separately scoped before commitment.

**Can one subscription support multiple legal entities?**

Standard setup covers one supported legal entity. Additional entities are quoted after reviewing payroll, reconciliation, access and reporting needs. Shared licensed people are counted once within the accepted arrangement. A location is not automatically a separate legal entity, and a separate entity is not treated as just another location.

**Does the subscription include outsourced payroll or legal compliance?**

The software supports the configured payroll and approval process, relevant evidence and agreed components. It does not automatically include payroll execution by a service team, statutory filings, staffing or legal advice. Those responsibilities require a separate service agreement. Compliance workflows are not a certification of legal compliance.

**Does Operating Intelligence replace accounting or make decisions automatically?**

No. Contribution views support management decisions and depend on agreed authoritative sources; they are not a statutory ledger. Work to Cash prepares evidence and tracks authoritative finance status without acquiring bank or tax-invoice authority. Appropriate people approve material payroll, employment, access and financial actions. Scenarios preserve their assumptions and do not write production transactions.

# Common questions 5

**Are AI, WhatsApp and voice usage unlimited or included automatically?**

Normal first-party calculations and analysis belong to the purchased scope. Optional channels and external AI services require supported configuration and a quote covering provider usage, allowance and spending limits. Paid overage requires opt-in, with allowance alerts at 80% and 100%. Exhausting optional usage must not block essential payroll access, controls, audit records or standard export.

**What support and training do we receive?**

The plan includes ticket/email support and scheduled remote assistance for the purchased scope. Standard implementation includes the agreed administrator training; Operations adds manager training, and Intelligence adds source/outcome and leadership onboarding. The service schedule confirms hours, holidays, acknowledgement targets, escalation and out-of-hours arrangements. Operations has a quarterly adoption review; Intelligence has one 45-minute monthly outcome review for its first three months, then quarterly.

**Can we upgrade without paying for the same setup again?**

Yes. An upgrade is documented with its new scope, effective date and any required implementation. Work already delivered is not charged as a complete new setup. New configuration, sources or training can carry an agreed incremental fee. Paid dates and any pro-rated adjustment are stated so subscription periods do not overlap.

**How do renewal, price changes and cancellation work?**

Renewal normally requires a newly accepted order; auto-renewal applies only if expressly selected. Agreed unit prices are held for the initial 12 months, with the accepted framework providing at least 60 days' notice and a maximum 10% same-scope ordinary increase in any 12 months thereafter. A buyer-requested early exit from an accepted term normally leaves the paid commitment due. Vendor-failure remedies remain available. The agreement sets exact notice, refund and exit rules.

**What storage, retention and export arrangements apply?**

Your order specifies file/storage allowances, retained history, retention and deletion rules, and supported standard export formats for the purchased scope. These are not implied to be unlimited. Ordinary former-employee history does not create active-seat charges. Every plan includes appropriate audit/correction history and standard export, with an orderly exit process and no punitive standard-export fee. Exceptional archive, bespoke export or migration assistance is separately scoped; any applicable legal retention is stated in the agreement.

# Your proposal and next step

A useful proposal shows the full purchase, implementation and service commitment in one place. Share the details below so we can demonstrate the relevant journeys and prepare a scope you can review.

- Current workforce size, expected near-term changes, legal entities and locations.
- The payroll calendar and the people who own data, policy decisions and acceptance.
- The two or three workflows you most want to improve.
- Required accounting sources, attendance devices, identity systems and employee access channels.
- Required recruiter access and simultaneous open-job capacity.
- Opening data, historical records, migration needs and expected implementation timing.
- The preferred term, support needs, retention requirements and standard export requirements.

## What your quotation should confirm

- Selected plan, licensed seats, feature/configuration scope and stated allowances.
- Term dates, subscription amount, setup milestones, tax and optional service charges.
- Implementation outputs, customer responsibilities, training and acceptance checks.
- Supported sources and integrations, maintenance ownership and usage limits.
- Support schedule, escalation, renewal/change rules and exit arrangements.

**Request a guided demonstration or a scoped quotation at info@skylinxglobal.com. Explore Emplinx at emplinx.com. Emplinx is offered by Skylinx Global Solutions.**

This catalogue describes standard commercial scope as at 16 October 2026. Your accepted quotation and signed agreements govern the purchased configuration and commitments. No case example in this catalogue is a claim of a measured customer result or guaranteed saving.