TEAMio

EMPOWERING TEAMS.
SIMPLIFYING
PAYROLL.

TEAMiO HR & PAYROLL

Human Resource Management • Workforce • Payroll

PRODUCT CAPABILITY & FUNCTIONAL OVERVIEW | 2026

Prepared by Evesys Technologies (Pvt) Ltd
No: 6, Level 3, Joseph Lane, Colombo 04, Sri Lanka
+94 11 317 6666 | info@evesys.lk | www.evesys.lk

Executive overview

TEAMiO is a cloud-based, multi-tenant HR management platform designed to unite employee information, recruitment, leave, attendance, payroll, employee self-service and performance management. It supports configurable roles and a mobile-ready Progressive Web App (PWA).

Target organizations

Small and medium-sized enterprises, multi-branch businesses, and organizations that want consistent HR administration, less manual payroll work and workforce visibility.

Key business outcomes

- Maintain a single employee information source across departments and branches.
- Digitize employee requests, managerial approvals and HR documents.
- Connect shift attendance, overtime, leave, loans and earnings/deductions to payroll.
- Provide employees with mobile-accessible records, requests and payslips.
- Enable operational dashboards, workforce analysis and controlled access to sensitive data.

Core modules and detailed feature catalogue

Organization Management

- Branches, Departments & Designations — Define your organizational hierarchy.
- Holiday Calendar — Configure company-wide and location-specific holidays.
- Company Profile — Brand the platform with your logo and company details.

Employee Management

- Employee Records — Central repository for all employee data (personal info, employment details, bank accounts, emergency contacts, documents).
- Onboarding & Offboarding — Manage promotions, resignations, and terminations with approval workflows.
- Document Management — Store and manage employee documents digitally.
- Business Cards — Digital business cards with vCard support.

Leave Management

- Custom Leave Types — Define any leave category (annual, sick, casual, maternity, etc.).
- Leave Policies — Configure accrual rules, carry-forward limits, and approval chains.
- Employee Self-Service — Apply for leave, view balances, and track approval status.
- Leave Reports — Real-time visibility into leave utilization across the organization.
- Short Leave — Support for partial-day leave requests.

Attendance & Time Tracking

- Shift Management — Define shifts with start/end times, break periods, grace periods, and night shift flags.
- Attendance Policies — Configure rules for late arrival, early departure, and overtime.
- GPS Clock-In — Employees can clock in/out with location verification via mobile.
- Regularization — Employees can request attendance corrections with manager approval.
- Reports — Detailed attendance reports with late/early/absent analysis.

Work From Home (WFH)

- WFH Types — Define categories (full day, partial, remote work).
- WFH Requests — Apply and approve WFH with simple workflow.

- WFH Reports — Track remote work patterns across teams.

Payroll Management

- Salary Components — Define earnings (basic, allowances, overtime) and deductions (EPF, ETF, tax, loan repayments).
- Employee Salary Structures — Assign custom salary compositions per employee.
- Payroll Runs — Process payroll in batch with draft → processing → completed workflow.
- Bulk Salary Upload — Upload salary data via Excel/CSV.
- Pay slips — Auto-generate and distribute digital payslips.
- Statutory Compliance — Built-in EPF/ETF calculations and deductions.

Performance Management

- KPI Templates — Define key performance indicators.
- Employee KPIs — Assign and track individual KPIs.
- Performance Goals — Set, review, and rate goals periodically.
- Performance Reviews — Conduct comprehensive reviews with ratings, strengths, improvement areas, and reviewer feedback.

Recruitment

- Job Postings — Create and publish job openings with detailed requirements.
- Career Portal — Public-facing career page for each company (white-labeled).
- Application Tracking — Manage candidates through the hiring pipeline.
- Interview Management — Schedule interviews with panelists and feedback forms.
- Job Offers — Create and manage offer letters.

Asset Management

- Asset Registry — Record assets with type, tag, serial number, purchase details, and condition.
- Assignment Tracking — Assign assets to employees with audit logs.
- Reports — Asset utilization and status reports.
- Employee View — Employees can view their assigned assets.

Loan Management

- Loan Applications — Employees apply for loans with defined terms.
- Approval Workflow — Manager/admin approval process.
- Installment Tracking — Automatic deduction from payroll runs.

Document Automation

- Document Templates — Pre-built templates for standard letters.
- Rich Text Editor — Create and customize templates with a user-friendly editor.
- PDF Generation — Auto-generate PDF documents with employee data.
- Document Requests — Employees can request documents; HR can fulfill with one click.

Notifications & Communication

- In-App Notifications — Instant alerts for approvals, rejections, and updates.
- Email Notifications — Automated emails for leave approvals, payroll completion, and more.
- Birthday & Anniversary Greetings — Automated daily email greetings via cron.

Dashboards & Reports

- Admin Dashboard — Overview of key HR metrics.
- Manager Dashboard — Team-level visibility and pending approvals.
- Employee Dashboard — Personal summary of attendance, leave, pay slips, and tasks.
- Role-Specific Reports — Detailed attendance, leave, and asset reports.

Technology & Security

Example process workflows

Hire to onboard

Vacancy request → job listing → application review → interviews → offer → employee record → onboarding tasks → attendance and payroll setup.

Attendance to payroll

Shift assignment → employee attendance → correction approval → overtime and absence computation → salary components → draft payroll → review and approval → payslips.

Leave lifecycle

Employee leave request → policy validation → manager decision → leave ledger update → team calendar and reporting.

Performance to development

KPI assignment → goal check-in → supervisor assessment → review outcome → development actions.

User roles and access controls

- System / company administrator: organization setup, access policies, subscription and master data.
- HR team: people records, recruitment, attendance corrections, payroll preparation and documents.
- Line manager: team leave approvals, timesheets, goals, feedback and staffing reports.
- Employees: self-service profile, attendance, leave, documents, loans and payslip access.
- Finance / payroll authorization: payroll checking, statutory summaries, bank files and finance outputs.

Implementation roadmap

- Discover local payroll rules, statutory handling, workforce policies and approval delegations.
- Set up organization structure, employee categories, leave types, shifts, salary elements and roles.
- Migrate and validate employee data, opening leave balances, pay items and loans.
- Test timesheets, leave workflows, deductions, payroll calculations and security permissions.
- Run parallel payroll, approve discrepancies, train staff, then move to live operations and hypercare.

Product contact

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