



Trigya Innovations

Simplifying School HR Operations: Heritage School's Transition to Zoho HRMS

As Heritage School grew, manual HR processes struggled to keep pace. Attendance, leave, payroll coordination, and employee records were spread across spreadsheets and disconnected systems, causing delays, errors, and administrative overload.

Trigya Innovations introduced Zoho HRMS to centralize employee data, automate core HR workflows, and ensure compliance-ready records. The shift transformed HR from reactive administration to a structured, transparent, and scalable system—freeing the school to focus on education.

Case Study of Heritage School

1. A Descriptive Title Card

Trigya Innovations streamlines Heritage School's people operations with Zoho HRMS—bringing structure, compliance, and visibility to academic and non-academic workforce management.

2. Overview

Heritage School operates in the **education sector**, managing a diverse workforce that includes teaching staff, administrative teams, support staff, and contractual employees. As the institution expanded in scale and complexity, managing people operations through manual systems became increasingly inefficient.

Attendance tracking, leave management, payroll coordination, performance reviews, and compliance documentation were handled through disconnected tools and spreadsheets, creating

delays, errors, and dependency on manual intervention.

To address these gaps, Heritage School partnered with **Trigya Innovations** to implement **Zoho HRMS**, establishing a centralized and compliant HR system aligned with the operational realities of an educational institution.

3. Executive Summary

Heritage School required a **structured, scalable HR system** to manage its growing workforce while maintaining academic continuity, staff accountability, and statutory compliance.

Trigya Innovations implemented **Zoho HRMS** to centralize employee data, automate attendance and leave workflows, streamline payroll coordination, and enable performance and policy tracking. The solution replaced fragmented processes with a single, reliable HR backbone—reducing administrative burden and improving operational clarity.

4. Problem Statement and Key Challenges

As Heritage School grew, several HR-related challenges became evident:

Key Challenges

- **Manual Attendance & Leave Tracking**
Attendance and leave records were maintained manually, leading to inaccuracies and delayed approvals.
- **Fragmented Employee Records**
Staff data across teaching, administrative, and support roles was stored in multiple formats with no single source of truth.
- **Payroll Coordination Gaps**
Attendance, leave, and payroll inputs were not system-linked, increasing dependency on manual reconciliation.
- **Lack of Structured HR Policies & Workflows**
Approvals for leave, onboarding, confirmations, and exits lacked standardized workflows.

- **Compliance & Documentation Risk**

Managing statutory documents, contracts, and audit-ready records was time-consuming and error-prone.

5. Evaluation of the Problem

Trigya Innovations conducted a detailed assessment of Heritage School's HR operations, focusing on:

- Staff attendance and leave approval cycles
- Payroll input dependencies and reconciliation effort
- Employee lifecycle management (onboarding to exit)
- Policy adherence and compliance documentation
- Administrative time spent on repetitive HR tasks

The evaluation highlighted the need for a **centralized HRMS** that could support both academic and operational staff without disrupting daily school activities.

6. Proposed Solution

Trigya Innovations recommended and implemented **Zoho HRMS**, configured specifically for an educational environment.

Zoho HRMS Implementation

- Centralized employee database for all staff categories
- Automated attendance tracking and leave management
- Configurable approval workflows for HR actions
- Payroll-ready attendance and leave reports
- Document management for contracts, policies, and compliance records
- Role-based access for HR, management, and staff
- Employee self-service portal to reduce HR dependency

This ensured HR operations were **system-driven, auditable, and scalable**.

7. Implementation

The implementation followed a structured rollout:

- HR process mapping and policy alignment
- Employee data migration and validation
- Attendance, leave, and approval workflow configuration
- User training for HR teams and staff
- Go-live with post-implementation support

The transition was designed to minimize disruption to academic schedules while ensuring adoption across departments.

8. Result

The Zoho HRMS implementation delivered clear operational improvements for Heritage School:

- Centralized and accurate employee records
- Faster attendance and leave approvals
- Reduced payroll processing errors
- Improved compliance readiness and documentation control
- Lower administrative workload for HR teams
- Better transparency for staff and management

With Zoho HRMS in place, Heritage School established a **structured, future-ready HR foundation**, enabling it to focus more on education delivery and less on administrative overhead.

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