

Functionality Human Resource Management System



This Human Resource Management System designed in order to automate all the activities performed by the Human Resources Department encapsulating all relevant activities starting from Job Offer and going through till an employee's end of service within the organization.

Following is the Key Features for the system along with brief details of the developed Modules

- > Job Offer
- > Personnel Administration
- > Payroll Processing
- > Parameters Definition
- > Leave Management
- > Reimbursements / Deductions
- > Tax Processing
- > Provident Fund
- > EOBI
- > Bonus
- > Loan
- > Increment
- > Security
- > Multiple Location support
- > Multiple payroll definition
- > Multiple Employment definition
- > Online salary slip
- > Online Leave Management.



> JOB OFFER

This module captures Job Offer information of an applicant. Module acquires all necessary information for tracking an applicant pertaining to his expected date of joining, Division, Department, Grade and salary etc. Following are some of reports which can be extracting from this module.

- > Offer Letter
- > List of Offer extended with number of parameters
- > Offer expectance and their expected date of joining
- > Summary of Offer extended Division/Location/Region wise

> PERSONNEL

This module covers all the activities to be performed by the Personnel Department some of the salient features include.

- > Preparation of relevant Reports & Statistics from the data of contacts and Relatives for the promulgation of the business.
- > Data analysis on budgeted and actual head count on Region, Division, Department and Management Level wise
- > Given below the some of key information which is extract from this system.

- o Appointment letter
- o Employee detail with number of parameters
 - Personal Information
 - Designation
 - Salaries
 - Date of joining
 - Leaving date.
 - Department wise information
 - Location wise information

> Confirmation

- o Reminder on confirmation due
- o Memorandum of confirmation with probationary progress report
- o Confirmation Letter
- o Confirmation outstanding/pending

> PAYROLL

This module covers all activities related to the monthly payments of salaries and all the deductions through the system totally parameterized processing. Some of the salient features include:

- > Gross Salary Information with following breakup:
 - o Basic (Auto as per defined parameters)
 - o House Rent (Auto as per defined parameters)
 - o Utilities (auto as per defined parameters)
 - o Other Allowances (With Starting and Ending Date)
 - o Other Deductions (with Starting and Ending Date)
 - o Provident Fund (Auto as per defined Parameters)
 - o EOBI (Auto as per defined parameters)
 - o Tax (Auto Calculation as per defined parameters)

- > Auto Processing for Units in a one window operation with which a user can process all its units including salary voucher
- > Printing of Consolidated Summary and Salary sheet as per user's defined parameters Location / Region wise.
- > Following are the some of main reports generated by the system
 - o Consolidated Summary sheet Location/Region wise
 - o Consolidated Summary sheet Division wise
 - o Salary Reconciliation (Gross, Net)
 - o Salary Detail Sheet
 - o Pay Slip
 - o Bank transfer advice
 - o Tax Reconciliation Sheet
 - o EOBI Report
 - o Provident Fund Report

> Parameters Definition.

Following are the user defined system parameters.

- | | |
|-----------------------|--------------------|
| > Location/ Region | > City |
| > Division | > Department |
| > Cost Centre | > Management Level |
| > Grade | > Employment Type |
| > Allowances/Payments | > Deductions |
| > Designation | > Payment Mode |
| > Banks | > Loan Type |

> LEAVE MANAGEMENT

The leave module provides the facility to maintain leave records of each employee on the basis of the quota of each leave type defined in the system. Some of its salient features include:

- > Catering for all types of leaves as per definition. e.g. Annual, Sick, Casual, Half day etc.
- > Monthly Attendance

> REIMBURSEMENT/DEDUCTIONS

The reimbursement module is provided to make the voucher entry of each employee for each applicable entitlement. The user is provided a voucher entry screen to input the amount of bill submitted by the employee for each entitlement against the annual outstanding balance for any specific month.

> TAXATION

This is a complete parameterized tax module that maintains all the relevant information for specific financial year.

> SECURITY

The system will keep user-level password-protected security, enabling the administrator to restrict menu access to various features and to disallow printing of reports by unauthorized persons.