Want to Empower your HR Operations with the Right Solution?

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Overview of HRMS

An HRMS (Human Resource Management System) integrates essential HR functions into a unified platform. It centralizes employee data, streamlines administrative tasks like payroll and attendance management, and empowers employees with self-service options. This system offers robust reporting tools, providing insights crucial for informed decision-making and strategic planning. Implementing an HRMS involves careful planning, deployment, and considerations for security and scalability. Its benefits include increased efficiency through automation, improved employee experiences, and the ability to adapt to changing organizational needs. Ultimately, an HRMS revolutionizes HR operations by optimizing processes, enhancing data-driven decision-making, and fostering a more engaged and productive workforce.

Scope of HRMS

The scope of an HRMS (Human Resource Management System) encompasses a comprehensive range of HR functions and processes within an organization. It includes but isn't limited to:

➢ **Employee Information Management:** Centralized storage and management of employee data, including personal details, employment history, skills, and performance records.

➢ **Payroll Management**: Automating payroll calculations, tax deductions, benefits administration, and ensuring accurate and timely salary disbursement.

➢ **Attendance and Leave Management**: Tracking employee attendance, managing leave requests, and monitoring absences to streamline workforce scheduling.

➢ **Self-Service Portals:** Empowering employees to access their information, update personal details, apply for leaves, view pay stubs, and engage with company policies and benefits.

Recruitment Data Management

➢ Job opening Information, job functions, requirements and skills information and staffing status.

➢ Department job opening list management.

➢ Printing job opening information.

➢ Manpower and recruitment process.

Attendance Management

- ✓ Shared absence data
- ✓ Automated overtime calculation
- ✓ Holiday tracking and payment
- ✓ Data collection at clock in/out
- ✓ Biometric and self software attendance.
- ✓ Attendance correction & approval

Leave Management

- ✓ Manage Leave Policy
- ✓ Holiday & Restricted Holiday
- ✓ Leave Planning
- ✓ Leave Workflow
- ✓ Leave Reports
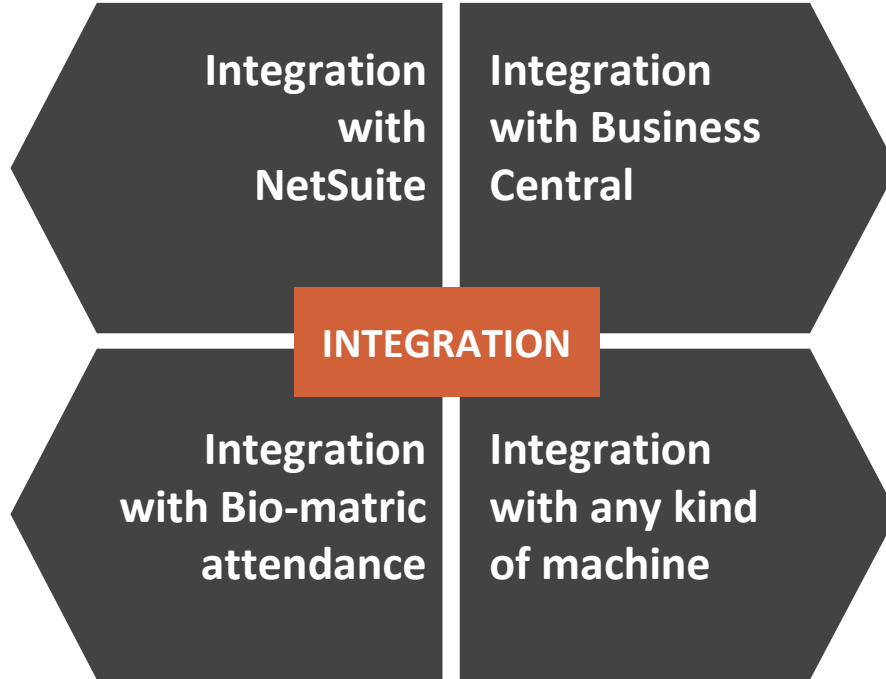- ✓ Customized leave policy
- ✓ Leave Approval
- ✓ Leave Encashment

Salary Management

- ✓ Define Salary Heads
- ✓ Email Salary Slip (One click)
- ✓ Define Salary Components
- ✓ Bulk Salary Increment & Promotions
- ✓ Arrear, Advance Salary, Loan/EMI Deduction
- ✓ Salary Hold & Full and Final

Integration

Integration with NetSuite

Integration with Business Central

INTEGRATION

Integration with Bio-matric attendance

Integration with any kind of machine

HRMS Reports

➤ **Attendance Report**

Details employee attendance records, including hours worked, leaves taken, and absences.

➤ **Leave Report**

This report aids in managing workforce scheduling, tracking absences, ensuring compliance with leave policies, and providing insights into leave utilization across the organization.

➤ **Payroll Summary Report**

Summarizes payroll data, including salaries, bonuses, deductions, and taxes.

➤ **Performance Appraisal Report**

Reviews employee performance ratings, goals achieved, and developmental areas.

➤ **Overtime and Shift Differential Report**

Details extra hours worked and associated pay differentials, aiding in labor cost analysis.

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THANKS

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