

# HR Management System

## Comprehensive HR Features

### Overview

The **HR Management System (HRMS)** is a centralized software solution designed to automate, streamline, and manage all human resource functions within an organization. From recruitment and onboarding to attendance, payroll, performance evaluations, and exit formalities, the system covers the entire employee lifecycle, promoting efficiency, compliance, and data accuracy.

### Master:

#### 1.Shift Management

The **Shift Management** module is designed to define, assign, and manage employee shift schedules. It enables organizations to create flexible work schedules, ensure accurate time tracking, and optimize workforce distribution across multiple departments.

#### 2. Role Management

The **Role Management** module allows HR administrators to define, categorize, and maintain employee roles across the organization. This ensures clarity in job functions, responsibility assignments, reporting hierarchy, and access control within the HRMS.

#### 3.Week Off

The **Week Off Management** module enables HR teams to configure, assign, and update employee weekly off schedules. It offers flexibility to support varying work patterns, shift schedules, requirements across departments or branches.

#### 4.Leave Management

This **Leave Management** module allows HR teams to define and manage different leave entitlement categories based on employee levels, roles, or experience. It enables assigning or unassigning employees to specific leave grades to ensure fair and policy-compliant leave allocation.

## **5.Holiday Management**

This **Holiday Management** module allows assigning and managing holiday grades for employees, enabling differentiated holiday entitlements based on roles or categories. Employees can be assigned or unassigned to specific holiday grades to reflect their leave benefits accurately.

## **Recruitment**

### **1.Resource Planner**

The **Resource Planner** module helps HR and department heads efficiently plan, allocate, and manage human resources based on project demands, availability, and skill sets. It ensures the right people are assigned to the right roles at the right time, improving productivity and workload balance.

### **2.Resource Requisition & Approval**

The **Resource Requisition** module allows departments or project managers to formally request additional manpower or replacement resources. It streamlines the approval process, tracks hiring needs, and ensures alignment between workforce planning and recruitment.

### **3. Selection Process**

The **Selection Process** module manages the hiring workflow after a resource requisition has been approved. It ensures systematic screening, evaluation, and onboarding of candidates to fill approved positions efficiently.

### **4.Offer Letter**

The **Offer Letter** module allows HR to generate, manage, and issue official job offers to select candidates. It streamlines the hiring process by enabling quick confirmation and communication of employment terms.

## **Employee Onboard**

### **1.Appointment Order**

The **Appointment Order** module enables HR to formally appoint employees by issuing official appointment letters. It supports customization and management of appointment templates to suit different roles and departments.

### **2.Probation Period**

This module manages employees during their probationary phase. It allows HR to monitor probation status, update job types, and track progress until confirmation.

### **3.Employee**

This module allows HR to add, edit, and update employee information. It supports managing personal details, job roles, and employment status, including updates for employees on probation.

## **Leave**

### **1.Leave Opening Balance**

This section displays the leave opening balance for each employee at the beginning of the leave cycle. HR can update or adjust leave balances based on carry-forwards, leave encashments, or policy revisions. The module supports various leave types (e.g., casual, sick, earned) and allows manual edits to correct discrepancies. It ensures accurate leave tracking, smooth payroll integration, and compliance with leave policies across departments.

## **Custodian Management**

### **1.Asset List**

This section enables you to add and maintain a comprehensive list of all company assets, including details like asset type, serial number, condition, and assignment status for effective tracking and management.

### **2. Asset Custodian**

This section allows you to add custodians, assign assets to them, and maintain records of assets that have been surrendered, ensuring clear accountability and accurate tracking of asset status.

## **ESS Portal**

### **1.MyProfile**

This section allows employees to view and update their personal and professional information, such as contact details, job role, department, and emergency contacts. It empowers employees to maintain accurate records while ensuring HR has up-to-date data.

### **2.Exit Requisition**

This module manages employee exit requests, allowing initiation, approval, and tracking of the exit process. It streamlines communication between employees, HR, and management to ensure timely completion of exit formalities and clear documentation.

## **Performance Management**

### **1.Appraisal Management**

This section enables to record employee appraisals while allowing employees to update their self-appraisal details, supporting a transparent and collaborative performance review process.

### **2.Promotion Management**

This section allows to record employee promotions, update their department and designation, and view the history of all past promotions for each employee.

### **3.Depromotion Management**

This section allows to record employee depromotions, update their department and designation, and track the history of all past depromotions.

## **Regulation**

### **1.Time Regulation**

This section manages comprehensive employee time data, including in-time, out-time, and overtime hours. The module also handles shift timings, break periods, and calculates total hours worked, helping optimize workforce productivity and attendance management.

### **2.Manual Regulation**

This section allows HR to manually update and manage employee attendance records to correct discrepancies or accommodate exceptions such as forgotten punches, approved leaves, or special permissions. It supports adjustments for late arrivals, early departures, and absences, ensuring accurate and up-to-date attendance data. The module also maintains audit trails of all manual changes for transparency and compliance.

## **Exit Management**

### **1.Relieving Letter**

This module facilitates the creation and management of relieving letters issued to employees upon resignation or termination. It ensures proper documentation of the employee's exit, including clearance and settlement details, and provides customizable templates for standardized communication.

## **2.Experience Letter**

This module allows HR to generate and issue experience letters to employees upon their exit. It provides customizable templates to detail the employee's tenure, role, and performance, serving as an official document for future employment verification.

## **3.Exit Management**

The Exit Management module handles the entire employee offboarding process. It manages documentation such as relieving and experience letters, tracks settlement dates, and ensures all formalities are completed smoothly. This module helps maintain proper records, facilitates compliance, and supports a seamless transition for exiting employees.

## **Dashboard**

### **1.HR Dashboard**

This HR Dashboard provides a real-time overview of key HR metrics, including active employee statistics, new joiners, exits, attendance trends, and leave summaries. It helps HR teams monitor workforce status, track recruitment progress, and make informed decisions with visual reports and analytics

### **2.Member Dashboard**

This section allows you to manage and maintain detailed information on active employees, including monthly and month-wise attendance tracking, leave records, and attendance report. The dashboard supports filtering by department, team, or individual employees and generates reports that help HR monitor workforce productivity and compliance with attendance policies.

## **Worker Management**

### **Forms:**

This section enables HR to manage and maintain various employee-related forms essential for compliance and record-keeping. It includes handling multiple types of forms such as the Register of Wages, Register of Employment, and other statutory or organizational documents. The module allows easy uploading, updating, and retrieval of forms, ensuring that all employee records are complete and accessible. It also supports form customization and tracking to meet regulatory requirements and internal audits.

### **Report**

## **1.Daily Attendance**

This section provides a detailed daily attendance report showing employee shift schedules along with their login and logout times. It helps monitor punctuality, attendance patterns, and shift adherence on a day-to-day basis.

## **2.Monthly Report**

This report provides a comprehensive overview of employee attendance for a selected month, filtered by branch, department, and year. It helps track attendance patterns and supports workforce management and payroll processing.

## **3.Employee Forms**

This section manages comprehensive employee-related documents and information, including bank details, Provident Fund (PF) accounts, tax declarations, emergency contacts, and other statutory and personal records. It ensures all employee data is accurately maintained, securely stored, and easily accessible for payroll processing, compliance audits, and HR reporting. The module supports uploading, updating, and tracking of various employee forms to streamline administrative tasks and enhance data integrity.

## **4. Attendance Late Report**

This report offers a detailed comparison between employees' actual working hours and their scheduled working hours, highlighting total late arrivals and early departures. It helps identify patterns of tardiness, supports attendance policy enforcement, and assists in optimizing workforce productivity. The report can be filtered by department, team, or individual employee, providing actionable insights for HR and management to address attendance issues effectively.