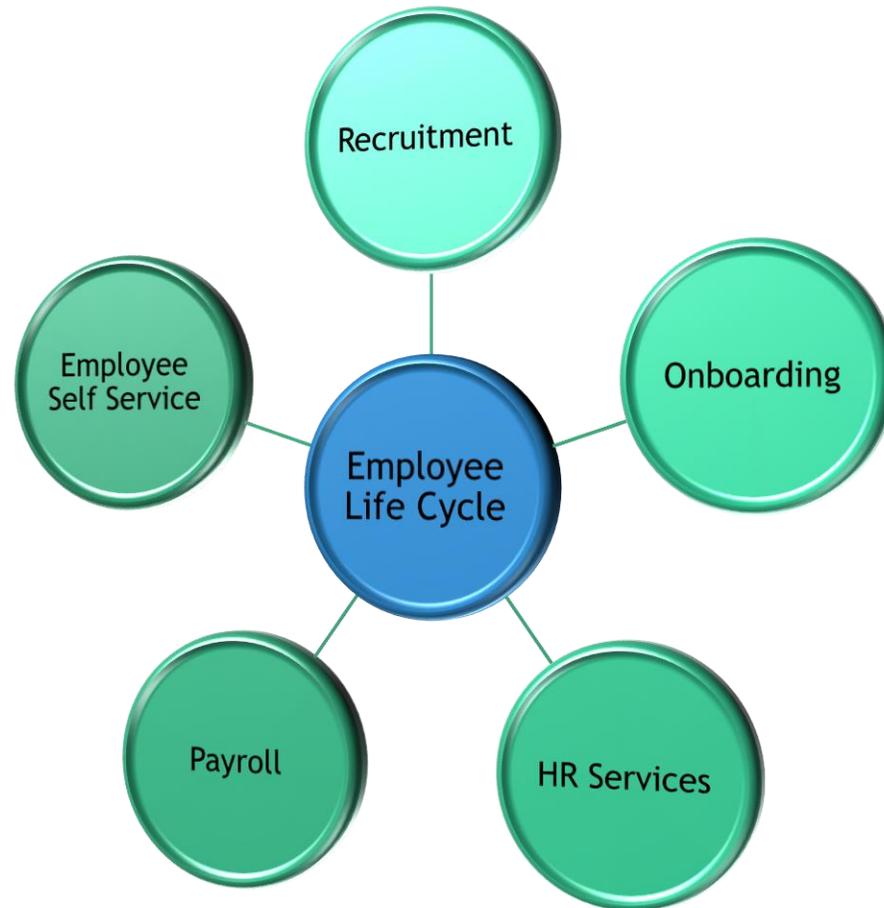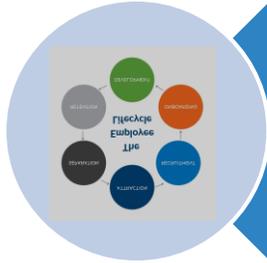# Human Resources Management System (HRMS)

Techno Win IT Infra Pvt. Ltd.

Employee Life Cycle

Self-Service HRMS

One stop shop for the entire employee life cycle in an Organization and also to automate the Human Resource Operation

Cuts down the dependency of the Employee on the HR Department, at the same time simplifies the job of the HR
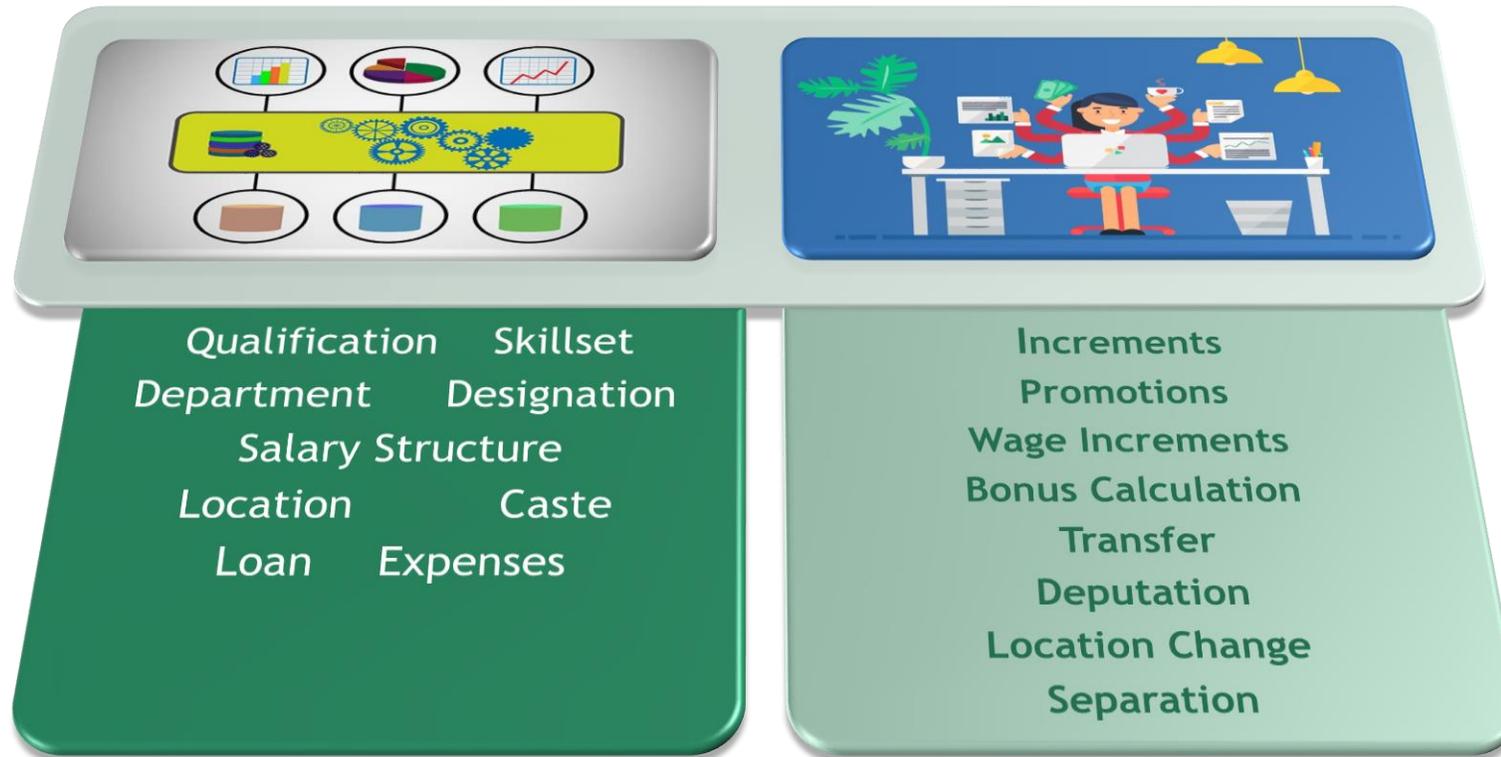
Makes the HR data centralized also provides transparency to the operations and management of Human Resource

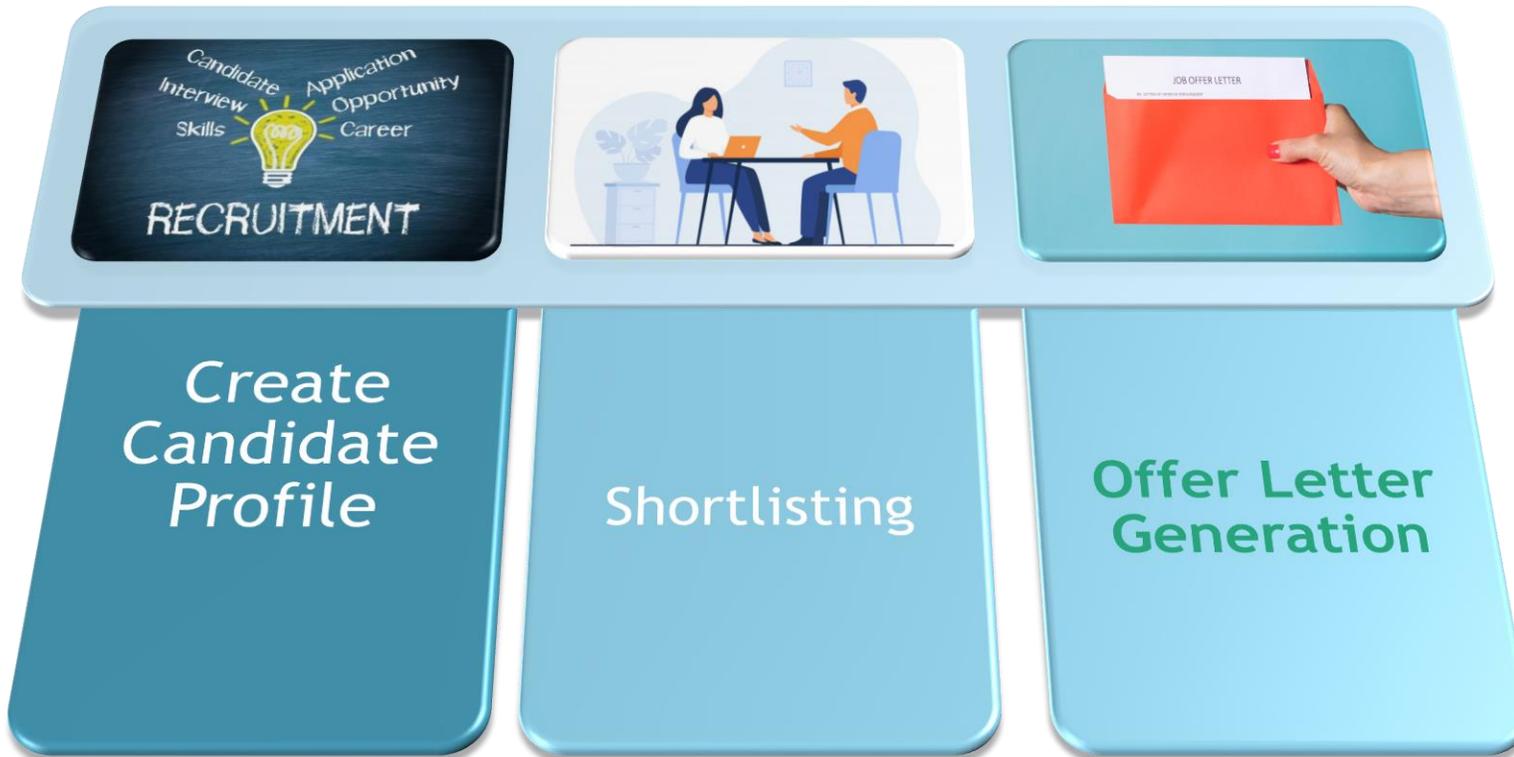# HR Modules

- Admin Module
- Recruitment Management
- Onboarding
- Attendance & Leave Management
- Payroll Management
- Employee Self Service
- Loan & Advance Management
- Grievance Management

- Performance & Appraisal Management
- Learning & Training Management
- Resource Requisition & Planning
- Timesheet Management
- Reimbursement/ Expense Management
- Employee Asset Management

Admin Module

Qualification   Skillset
Department   Designation
Salary Structure
Location   Caste
Loan   Expenses

Increments
Promotions
Wage Increments
Bonus Calculation
Transfer
Deputation
Location Change
Separation

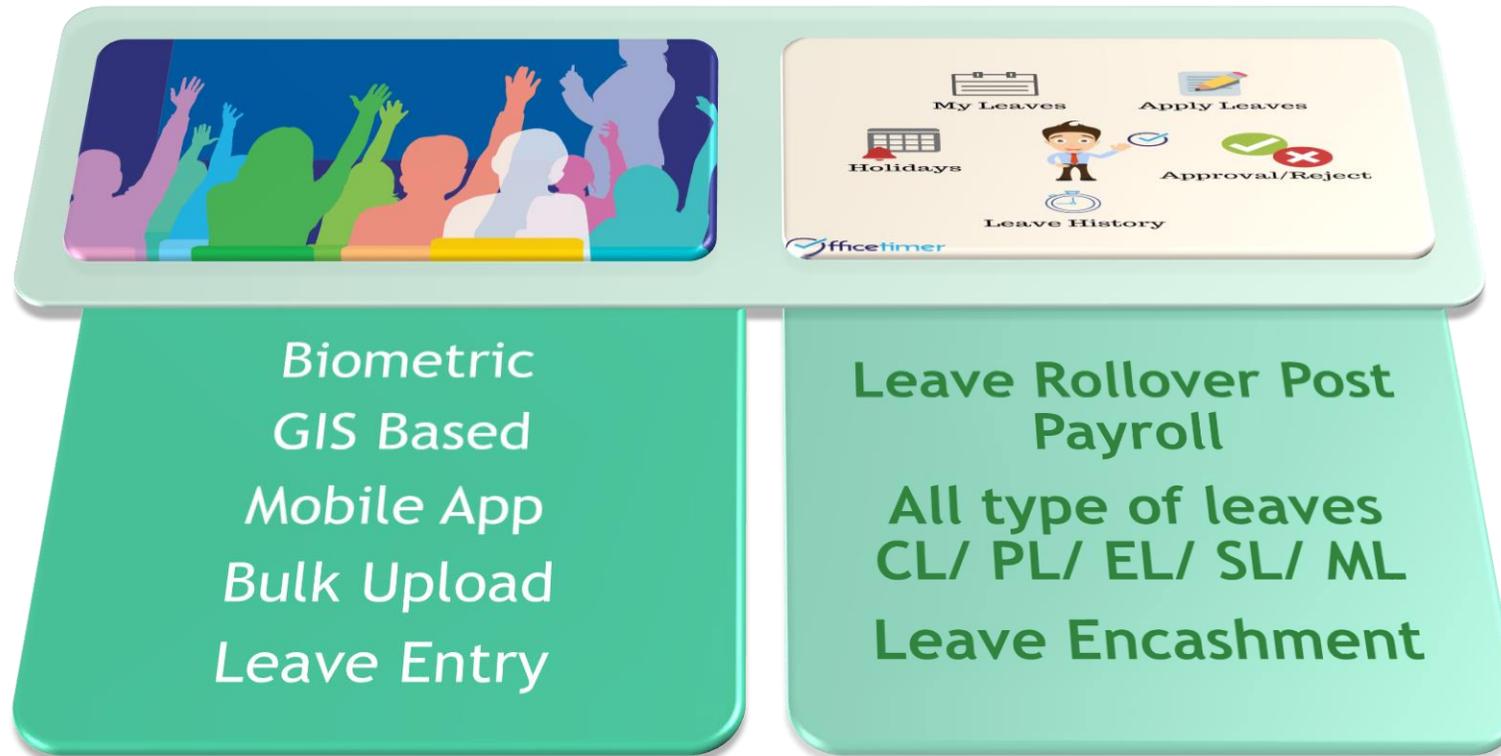# Recruitment Management

Create Candidate Profile

Shortlisting

Offer Letter Generation

Onboarding

Employee Details
Bank Details
Salary Details
PF Form

Appointment Letter

Attendance & Leave Management

Biometric
GIS Based
Mobile App
Bulk Upload
Leave Entry

Leave Rollover Post Payroll

All type of leaves CL/ PL/ EL/ SL/ ML

Leave Encashment

Payroll Management

Salary Generation
PF/ ESIC/ PT/ Gratuity calculation
Payslip Generation
Payslip Printing
Report Generation

PF Statement generation
Income Tax Statement generation
Loan Statement Generation

CSV generation for Salary Bulk upload in the bank interface

Employee Self Service (ESS)

HR Self Services

Apply Leaves	Approve Leaves	Attendance & Leave Management
Download Payslip, Offer letter, Appointment letter	Manage Grievance	Grievance Management
Submit Grievance	Approve Timesheets, Expenses, Travel Plans, Training Needs	Travel Management
Self Appraisal Submission	Appraisal Management	Training Management
Upload Timesheets, Expenses, Travel Plans, Loan, Advance, Training Needs		Loan, Advance Management
		Appraisal Management

More about HRMS

Loan and Advance Management

➢ Admin Definable Loans or Advances

➢ Online submission of Loan Application and supporting workflow via ESS

➢ Loan Disbursement option with EMI option

➢ Integrated with Payroll System

➢ Loan Recovered, Loan Balances & Loans History – Employee wise


Reimbursement/ Expense Management

➢ Admin Definable Expense Heads

➢ Online submission of Expenses with Supporting Documents via ESS

➢ Integrated with Payroll System

➢ Expenses Claimed, Status, Reimbursement – Employee wise

More about HRMS ₂

Grievance Management

➤ Admin Definable Grievance Categories

➤ Escalation Matrix definable for Grievance Categories

➤ Online submission via ESS

➤ Resolution provided online

➤ Status and Trail available for the stakeholders anytime and in printable format
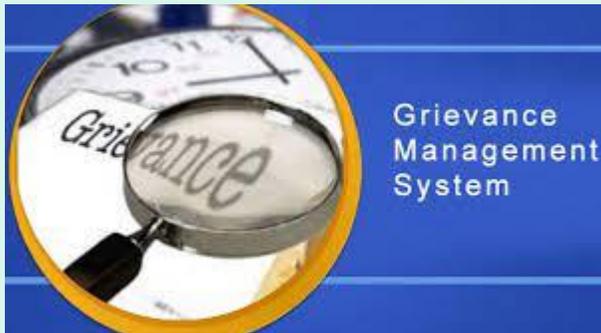
Timesheet Management

➤ Weekly Timesheet for Employees, Mon - Sun

➤ No of hours to be entered against Task allocated

➤ Approval by Supervisor/ Manager

➤ Integration with Attendance System

More about HRMS ₃

Learning/ Training Management

➢ Admin Publishes Training Schedule

➢ Employee applies for Training

➢ Training Feedback and Evaluation

➢ Training material made available online

Performance/ Appraisal Management

➢ Self Appraisal template creation based on Roles/Designations/ Positions - ESS

➢ Personal, Professional attributes, rating scale, weightage, supporting data

➢ Placeholders for Significant achievements, future actions

➢ Evaluation by Supervisor/ Manager

➢ Moderation by HR and Management and publishing of Ratings

More about HRMS ₃

Employee Asset Management

➢ Assets assigned to Employee while onboarding

➢ Employee has options to report issue or ask for additional asset through ESS

➢ Assets are unassigned at the time of Separation Process

Resource Requisition & Planning

➢ Booking/ Scheduling/ Extending/ Cancelling Facility through ESS depending on availability

➢ Resources in the Organization as Admin/ IT resources is available for Booking

➢ Approval by the concerned (Admin/ IT) depending on availability and discretion

REQUEST
APPROVAL &
WORKFLOW

Benefits of the HRMS

- ❖ This is a Web based System and can be made available on an on premises server or cloud for a dedicated instance

- ❖ The System can also be made available on the cloud, on per employee/ month cost basis

- ❖ The System can be configured for any Organization, with one time upload of the Master Data

- ❖ The System can be customized easily as it has a clearly defined 3 layered architecture; Presentation, Business and Data Layer

- ❖ System has facility to configure and format MIS reports in very flexible manner and also download reports in PDF and Excel formats

- ❖ System available in English and Marathi

- ❖ Migration of Master Data and Previous Data and zero day entries will be managed easily