



## **HUMAN RESOURCE MANAGEMENT SYSTEM**

# **Product Guide**



## **Human Resource Management Information System**

Our HR information management system benefits companies that face complex workforce management challenges. It also facilitates high level management for time and attendance and payroll management. By streamlining workforce operations and providing real-time analytical insight into productivity and performance, our solutions drive real cost savings and impressive ROI. (Return on investment)

- View employee records across company and departments for total workforce management
- Unlimited jobs per employee
- Complete employee history and status visible on one screen
- Complete pay roll system

### **Product Key Features:**

#### **Customizability and Flexibility**

- Definition of departments and their employees
- Control who has the ability to Edit, Add, Delete, or access reports within any given module
- Provides the ability to have the same record viewed by multiple managers
- Client / Server architecture giving you greater scalability, flexibility, and control over your data

#### **Security features**

- Configuration of user groups of users and their privileges for the system
- Logging of all actions of the users for future reference

#### **System Security**

- System tracks all the actions Performed by the users
- Action log is maintained along with user reference and the time of action.

#### **Data recovery**

Data is quite important for organizations so efficient data recovery and back up procedures are embedded into the MIS to enhance its security features.

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### **Remote Site management**

This is quite important and demanding feature of the Store MIS for the organization who have their departments at different locations. Store MIS provides data portal utility, which import data and append it into the main database accordingly. Data is sent to the head office or main database through Email. Afterwards the data is inserted into the main DB with the help of efficient insertion algorithms.

**This application easily maps to the workflow of business environment. People can be Restricted to perform their assigned jobs. Therefore, this system can be used by multiple users to do their assigned jobs, or system can be started in the manner that all tasks can be done by one user**

### **How It Works**

The HR management information system has following function, which help the management to analyze employee attendance and performance. It

#### **Complete Employee information**

- All information of employees is maintained department and section wise.

#### **Automated attendance**

The attendance is automated by

- Finger Print Scanner
- Other Input Devices
- Manually

#### **Leaves Management**

Leaves are auto adjusted in the salaries. It manages following leaves

- Medical
- Casual
- Gazette

#### **Adjustment of Bonus in Salaries**

- The bonus given to employees of different departments are adjusted automatically in the salary sheet.

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### **Auto deduction of Utility Bills**

- The deduction of utility bills (telephone, electricity etc) are adjusted automatically in the salary sheet

### **Overtime management**

- The salaries is auto calculated covering all over tome hours of each employee

### **Auto generated salary sheet/Salary Slip**

- Salary sheet and Salary slip for employee with full salary format according to the organization is auto generated by the system

### **Loan Management Of Employee**

- The loan against salary is managed and effiecient report is generated for high level management to analyze the status of employee's loan

### **Govt. Sales Tax Report**

- Sales tax report for the government department is designed according to government format

## **Reporting Capability**

Our HR information system generates detailed report for high level and middle management. The detailed list of these reports are given below in a categorical manner

- Shifts
  - Attendance/OT Checking
  - Salary/OT Amounts
  - Salary/OT Summary Dept Wise
  - Shift Attendance Count Summary
  - Salary/OT History
- Deductions Telephone, Electricity, Gas, Mess, Advance Against Salary, Advance Against Expenses
- Salary Slip, Salary Sheet, Summary, Bank Report, Grand Summary, Reconciliation
- Overtime Sheet, Summary
- Social Security Schedule and Summary, EOBI Schedules and Summaries
- Income Tax Sheet, Salary/I. Tax History, Salary Certificate Bio Data, Salary Certificate Summary, Salary Certificate, Statement Under Section 165
- Loan Balances Summary
- Leave Encashment Sheet, Bonus Sheet, Summary and Bank Letter
- Management Reports

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- Salary/OT Summary Dept Wise
- Salary/OT Summary History
- Employees Turnover Summary
- Salary/OT Ratios
- Salary Basic/OT Summary History
- Increment Report