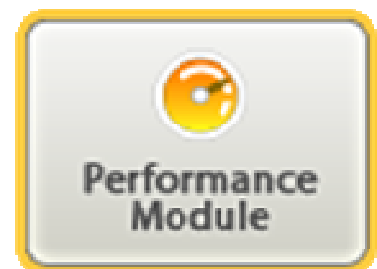
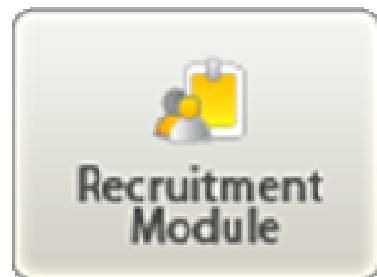
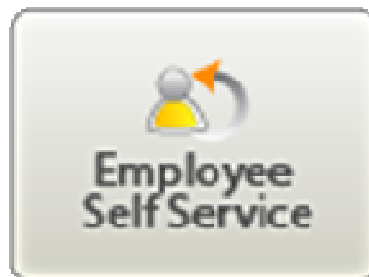
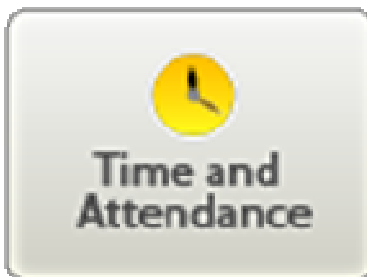
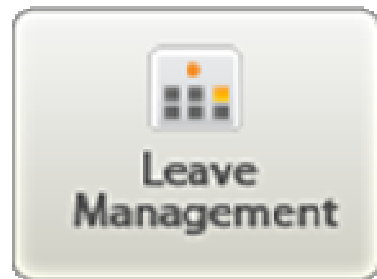
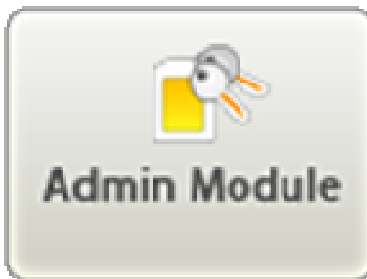


# Human Resource Management System [HRMS]



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## **Administration Module**

The admin module is the central controller of the system where the HR Manager or other appointed personnel perform all system administration tasks. This includes defining organization structure, pay scale, maintaining project information and other information that serves as the backbone for the rest of the system. Security issues are taken care of through this module as well by defining us-

## **Personal Information Management**

A complete employee information management system which acts as a central employee database. This enables HR administrators to utilize all employee information productively.

## **Leave Module**

A comprehensive holiday management module, with extensive possibilities of defining leave types and more. It caters for all leave application & approval processes and is able to display information on leave entitlement, balance, history etc.. Thanks to the web-enabled and self-service concepts, it significantly streamlines all leave related procedures, eliminates paperwork and saves costs.

## **Time Module**

This module automates timekeeping related processes. The offered functionality enhances the organization's performance by eliminating paperwork and manual processes associated with project timekeeping and attendance management. The sophisticated module helps to efficiently organize labor data, improve the workforce management and minimize errors in enforcement of company's attendance policies.

## **ESS Module**

Employee self service is a powerful tool providing employees of the company with the ability to view relevant information such as personal information, updating personal information with web - enabled PC without having to hassle the HR staff. The functionality of this module spans through the entire system, making information available anywhere, anytime. Of course all information is subject to company defined security policy, where everyone can only view the information he / she is authorized to. Time and cost saving effects from this solution are tremendous.

## **Recruitment/ Applicant Tracking Module**

A comprehensive solution for the entire recruitment process. The module allows HR professionals to streamline the entire applicant tracking process effectively.

## **Performance Module**

While simplifying the performance review process you can communicate the key performance indicators for each job title allowing the employees to understand and achieve your expectations.