

CORE HUMAN RESOURCES MANAGEMENT	<ul style="list-style-type: none"> <li>▪ Core human resource management administrative functionality</li> <li>▪ Payroll information</li> <li>▪ Historical data storage</li> <li>▪ Management of loans</li> <li>▪ Over Time Management</li> <li>▪ Shift management</li> <li>▪ Reports for follow-up, periodic reporting and decision support for management</li> </ul>
ATTANDANCE MANAGEMENT	<ul style="list-style-type: none"> <li>▪ Employee absence administration</li> <li>▪ Setup and definition of multiple absence categories</li> <li>▪ Individual and collective absence registration</li> </ul>
LEAVE MANAGEMENT	<ul style="list-style-type: none"> <li>▪ Setup and definition of leave category or groups</li> <li>▪ Managing actual leave availed and displaying balance leave on employee card</li> <li>▪ Registration of types of Leaves in a company for all groups</li> <li>▪ Leaves details report supporting filtering for employee and type of leave</li> </ul>
MANPOWER PLANNING	<ul style="list-style-type: none"> <li>▪ Employees manpower planning as per department or as a whole company</li> <li>▪ Report will be displayed as per filter required like department wise, sub department wise etc</li> </ul>
RECRUITMENT	<ul style="list-style-type: none"> <li>▪ Recruitment process management</li> <li>▪ Automated correspondence via Microsoft Word integration</li> <li>▪ Microsoft Outlook integration support for interview administration</li> <li>▪ Statistical overviews of the recruitment process</li> <li>▪ Applicant matching to job profile requirements.</li> </ul>
ON BOARD	<ul style="list-style-type: none"> <li>▪ Employee offer letter</li> <li>▪ Employee Training for work to be allotted to him in future</li> <li>▪ Employee Goal allocation after training</li> <li>▪ Report displaying the detailed information for goal allocation, training attended and offer letter</li> </ul>
APPRAISAL MANAGEMENT	<ul style="list-style-type: none"> <li>▪ Setup and definition of competencies and competency groups</li> <li>▪ Managing and measuring actual skills compared to skill targets</li> <li>▪ Registration of skill levels and experience</li> <li>▪ Skill-gap analysis based on job profiles and skill assessment</li> <li>▪ Skill search supporting filtering and weighting of skills</li> <li>▪ Employee self appraisal</li> <li>▪ Employees Competency Rating and Score by his Reporting Manager</li> <li>▪ Employees Goals Rating and Score</li> <li>▪ Final Score sheet consisting of Competency and Goal score</li> <li>▪ Development plan in Lacking Areas</li> <li>▪ Feedback analysis via online questionnaire and reporting, using Microsoft Navision Questionnaire</li> </ul>

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EMPLOYEE DEVELOPMENT	<ul style="list-style-type: none"> <li>▪ Personal development plan with activities and deadlines</li> <li>▪ Master setup of development programs or events</li> </ul>
TRANSFER	<ul style="list-style-type: none"> <li>▪ Departmental transfer with approval of HOD</li> <li>▪ Setup for no series</li> </ul>
ORGANIZATION	<ul style="list-style-type: none"> <li>▪ Administration of position groups and positions/jobs</li> <li>▪ Job profiles and role descriptions</li> <li>▪ Job profiles and role requirements</li> </ul>
TRAVEL MANAGEMENT	<ul style="list-style-type: none"> <li>▪ Employee general information for travel related to be punched</li> <li>▪ On line service facilities is provided for on line reservation</li> <li>▪ Microsoft Outlook integration support for Emailing to employees</li> <li>▪ Report displaying the detailed information of travel information</li> </ul>
360 DEGREE	<ul style="list-style-type: none"> <li>▪ Employee Self Rating and Rating by Other staff</li> <li>▪ Setup of Questionnaire for position wise and Employee wise</li> <li>▪ Scores of 360 feedback</li> </ul>
SUCCESSION PLANNING	<ul style="list-style-type: none"> <li>▪ Employee master entry of education ,skill ,experience years and competency</li> <li>▪ Report asking for which employee succession need to be done</li> <li>▪ Report displaying the skill, competency, qualification and percentage based on it.</li> </ul>
STATUTORY REQUIREMENT	<ul style="list-style-type: none"> <li>▪ Provident Fund Calculation and setup creation</li> <li>▪ ESIC calculation and setup creation</li> <li>▪ Bonus calculation and setup creation</li> <li>▪ Gratuity calculation during exit management and setup creation</li> </ul>
EXIT MANAGEMENT	<ul style="list-style-type: none"> <li>▪ After accepting resignation making employee status inactive</li> <li>▪ Taking the handover of task allotted and benefit given to employee</li> <li>▪ Generating salary for full and Final settlement</li> <li>▪ Generating Reliving report as per company format</li> </ul>

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