Solutions for the Global Village

HRIS

Human Resources Information System

PRODUCT FEATURES »

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1. Overview

The HRIS system is a premium web service used to emulate the common HR functions such as setting up offices, departments, designations, generating offer letters, maintaining an employee database, leave and loan requests, payroll etc. This document takes into account the various features and briefly explains them.

2. Office Setup

a. Add/Edit/Delete/View Offices (branch) under a particular company

Through this module you can Add/Edit office details like Office name, the Parent reporting office, email, address, pin code, status, manager name, office land line, fax number and the area type. Of this lot the office name, the Parent reporting office, email, address, manager name, office land line, the area type and the City are mandatory fields.

3. Departments

a. Add/Edit/Delete/View Departments under each of the offices

Through this module you can Add/Edit Department details like department name, description and status. The name is the mandatory field while adding a new department.

4. Designations

a. Add/Edit/Delete/View Designations under each of the offices

Through this module you can Add/Edit Designation details like designation name, description, status and system users check. The name is the mandatory field while adding a new designation.

5. Offer Letter Generation

a. Create Templates

Through this module you can Add/Edit template details like template type (offer letter or appointment letter), designation, template type and the actual template itself through File upload. We can also add/edit the keywords for the template through this module. All the Fields in this module are mandatory.

b. Generate Letters based on Templates

Through this module you can generate offer letters from the saved templates we need to fill in the key words details as per the chosen template accordingly.

6. Appointment Letter Generation

a. Create Templates

Through this module you can Add/Edit template details like template type (offer letter or appointment letter), designation, template type and the actual template itself through File upload. We can also add/edit the keywords for the template through this module. All the Fields in this module are mandatory.

b. Generate Letters based on Templates

Through this module you can generate appointment letters from the saved templates; we need to fill in the key words details as per the chosen template according.

c. Generate Letter based on Offer Letter

Through this module you can generate appointment letters from the generated offer letters. The common fields will be filled from the offer letter. Incase of extra keywords in the appointment letter, those must be filled accordingly.

7. Employee

This module allows you to add/edit the various employee details. The module is split up into 8 main tabs. The details of each are presented below.

a. Personal Info

This module allows you to add/edit the personal information of the employee. The user must enter details like Name, Date of birth, contact number, fathers/guardian name, father/guardian DOB, spouse name, grade, ESI number, Email, sex, martial status, office, department, designation, reporting to, password, employment type, blood group, PF number, permanent address, alternate address, current address, weight, date of joining, height, role and status. Of this lot the Name, Date of birth, contact number, grade, email, sex, martial status, department, designation, password, permanent address, date of joining and role are mandatory.

b. Education Info

This module allows you to add/edit the various education details. The user must fill the qualification, the college/university, date of completion and the percentage. All the fields in this screen are mandatory.

c. Certification Info

This module allows you to add/edit the various certification details. The user must fill the certification name, the certification provider, date of completion and the grade. All the fields in this screen are mandatory.

d. Skill Set Info

This module allows you to add/edit the various employee skill set details. The user must fill the skill name, the experience, summary and the competency in the same. The Skill set name and the experience fields are mandatory.

e. Previous Employment

This module allows you to add/edit the previous employment detail of the employee. The user must fill the company name, role, designation, the achievements, duration and the memos received if any. The Company, designation, duration and memos are the mandatory fields in this module.

f. Current Employment

This module allows you to add/edit the current employment detail of the employee. The user must fill the designation, the achievements, duration and the memos received if any. The designation, duration and memos are the mandatory fields in this module.

g. Exit Employee

This module allows you to add/edit the exit employment detail of the employee. The user must fill the date of leaving and the reasons for leaving. All the fields in this module are mandatory.

h. Bank Account Info

This module allows you to add/edit the bank account detail of the employee. The user must fill the account number, bank name and the branch name. All the fields in this module are mandatory.

8. Leave Request

This module allows you to add/edit the leave requests. The user must add the leave type, the leave duration, the leave option and the reason. The leave type, duration and the leave option are mandatory.

9. <u>Loan Request</u>

This module allows you to add/edit the loan requests. The user must add the loan type, the loan date, the required amount, the number of required installments, and the purpose. All the fields here are mandatory.

10. <u>Employee Goals Settings</u>

This module allows you to add/edit the goal settings. There are 2 main types of goals the details of both have been presented below.

a. Subjective Goals

This module allows you to add/edit the subjective goals. The user must fill the department name, designation role and the office. For the goals themselves the goal name, the weight, and the description. Multiple goals can be added as long as the total reached 100. The Department, designation, office, goal name and weight are mandatory.

b. Objective Goals

This module allows you to add/edit the subjective goals. The user must fill the department name, designation role and the office. For the goals themselves the goal name, the weight, and the description. Multiple goals can be added as long as the total reached 100. If the objective goal has a task, the task name, its weight and the description must be added. Multiple tasks for the goal can be added as long as the total weight of all tasks for the particular goal is 100. The Department, designation, office, goal name and goal weight along with task name and task weight are mandatory.

11. <u>Performance Appraisal</u>

This module allows you to perform self appraisal. The user must first click on the edit link to enter the objective goals. The user must then rate himself and add comments for the same. This has to be performed for all the task if any and then click on save. Similarly the user must rate him self on the subjective goal and add comments. Once this procedure has been repeated for all the goals, he must submit it to the employer for his review.

12. Payroll

This module allows you regulate and manage the payroll of the organization. There are 6 main tabs in this module this has been elaborated in detail below.

a. Salary Components

This module is used to describe the custom salary components and the other regular components of the payroll. Example, the components include HRA, DA, basic and incentives etc.

b. Salary Structure

This module is used to add/edit the salary structure. All the components are listed and their base value and percentages are added here.

c. Salary Structure – Employee Mapping

This module is used to map a particular salary structure to the employee band. Multiple bands can be mapped to a single structure or to individual structures as the user desires. When the pay slip is generated for the organization, based on this mapping the employees will receive their pay slips.

d. Pay slip Generation

This module is used to generate pay slips for the employees of the organization. The pay slips for the individual employees will differ based on the adjustments if any and the template mapping.

e. Pay slip Verification

The pay slips for the individual employees will differ based on individual adjustment if any. Any adjustment has to be verified by the admin, failing which the pay slip will not be generated with the adjustment.

f. Authentication and Authorization

The module is also secure from mishandling by a robust permission matrix. This ensures that only authorized personnel can make changes to the content. These changes are also tracked to maintain a change record. The permission can be controlled even to ensue that not all the people working on the module have access to all the functions.

13. Workflow Setup

a. Setup Leave Request/Approval

This module is used to Add edit the leave request/approve work flow. The user must first select the initiator office, department and designation. Then add the required approver office, department and designation. All the fields in this module are mandatory.

b. Setup Loan Request/Approval

This module is used to Add edit the loan request/approve work flow. The user must first select the initiator office, department and designation. Then add the required approver office, department and designation. All the fields in this module are mandatory.