

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

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

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