

HUMAN RESOURCE MANAGEMENT SYSTEM



Feature	Description
Dashboard -> ESS Dashboard	Dashboard for Employees
Dashboard -> HR Dashboard	Dashboard for HR Department
Masters -> General -> Place	To Define Country, State & City
Masters -> General -> Department	To define Departments
Masters -> General -> Plant	To define the Locations / Plants
Masters -> HR -> Category	To define Employee Categories : Ex - Staff, Management
Masters -> HR -> Designation	To define Employee Designations: Ex - Director, CEO, Manager
Masters -> HR -> Salary Component	To define Salary Components. Ex- Basic, HRA, PF, TDS
Masters -> HR -> Leave Type	To define Leave Types. Ex - Casual Leave, Sick Leave
Masters -> HR -> Holiday	To define Yearly Holidays for the Company. Ex - Independence Day, Republic Day
Masters -> HR -> Employee	To define Employee details. Ex - Employee Code, Name, Address, Phone No
Masters -> HR -> Salary Master	To define the Salary details of Employee. Ex - Effective From, Basic, HRA, CCA, TA
Masters -> System -> Prefix Setting	To set Prefix for various Transactions . Ex - Leave Request (LR)
Masters -> System -> User	To define User details and also to enable or disable Users. Ex - Login Name, Email Id
Masters -> System -> Access Rights	To set Access Rights for various Screens to the Users .
Masters -> System -> SMTP Settings	To set SMTP details for Email Alerts
HR -> Leave Allocation	To Allocate Yearly Leaves for the Employees
HR -> Leave Request Approval	To approve the Leaves requested by Employees
HR -> Attendance Entry	To enter the Attendance
HR -> Leave Management	To apply Leave for Employees
HR -> Payroll Processing	To process Payroll for the given month
HR -> Publish To ESS	To publish Payroll & Payslip to ESS Dashboard
HR -> Payslip	To view / Print / Email the Payslip
Reports -> Master -> Employee Details	To view the Employee details.
Reports -> HR -> Leave Balance	To view the Leave Balance of the Employees
Reports -> HR -> Attendance	To view the Attendance for the selected period
Reports -> HR -> Attendance-Time	To view the Attendance - (In Time & Out Time)
Reports -> HR -> Attendance-Day	To view the Attendance - Day wise
Reports -> HR -> Leave Request	To view the Leave Requests
Reports -> HR -> Payroll	To view Payroll details
Reports -> HR -> Deduction Statement	To view the Payroll Deduction details
Reports -> HR -> Salary Master	To view Salary Master details
Reports -> System -> User Log	To view the User activities on the system
Tools -> Import	To import data like Employee, User