PARTH TECHNOLOGIES

HRMS SOFTWARE

Our Customized HRMS Software is a comprehensive, all-in-one solution designed to streamline and automate human resource management processes. Built with flexibility and scalability in mind, this platform is tailored to meet the unique needs of your organization, driving productivity, improving employee engagement, and enhancing operational efficiency.

FOR MORE INFO

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Key Features

Employee Information Management:

- Centralized database for employee records, including personal information, roles, job history, and performance.
- Easy retrieval and updating of employee data with secure access controls.

Attendance & Leave Management:

- Automated tracking of employee attendance and absences.
- Self-service portals for leave applications, approvals, and tracking.
- Seamless integration with payroll for accurate deductions.

Payroll & Compensation:

- Customizable payroll system to ensure accurate salary computations, including allowances, bonuses, and deductions.
- Tax compliance and automatic report generation.
- Transparent and accurate salary slips for employees.

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Employee Self-Service Portal:

Empower employees to manage their personal details, attendance, leave, and benefits.
Easy access to company policies, payroll details, and other HR-related documents.
Analytics & Reporting:

Benefits of Our HRMS Software

- **Time & Cost Efficiency:** Automate routine HR tasks to save time and reduce operational costs.
- **Increased Accuracy:** Eliminate human errors in payroll processing, leave management, and reporting.
- **Enhanced Employee Experience:** Offer employees greater autonomy with self-service features and transparent systems.
- **Data-Driven Decisions:** Use insightful analytics to drive better HR strategies and decisions.
- **Scalability:** Whether your organization is large or small, our solution grows with you, easily adapting to your changing needs.
- **Security:** Protect sensitive employee data with robust security protocols and data encryption.

Why Choose Us?

1. **Tailored to Your Needs:** We understand that every organization is unique. Our HRMS can be customized to meet your specific workflows, policies, and business processes.
2. **Seamless Integration:** integrates with existing tools and software, ensuring a smooth transition and minimal disruption.
3. **User-Friendly Interface:** The intuitive design ensures that HR personnel and employees can navigate and use the system with ease, reducing the learning curve.
4. **Continuous Support & Updates:** We offer ongoing support, system updates, and training to ensure that your HRMS continues to perform optimally.

Features Of HRMS

Company Master: Add, update, and manage the company's basic details

Branch Master: Add, update, and manage branch locations with associated details

Department **Master**: Add, update, and manage Department details

Designation Master: Add, update, and manage Designation details.

Employee Master :

An **Employee Master** is a central repository or database that stores all relevant details about employees within an organization. It serves as a key reference for HR, payroll, compliance, and other business functions.
Basic Informartion like Employee ID, Gender, Name, Photo

Employee Contact information: Email Address, Phone Number(s), Address, Emergency Contact.

Job-Related Information : Department, Designation, Branch, Reporting Manager, Employment Type, Employee Status, Start Date

Compensation & Benefits: Salary, Payroll Information, Salary Structure, Bonus/Commission, Benefits

Leave Details: Number of available vacation days, sick leave, etc

System Access & Security Information : Username, passwords, and access permissions to internal systems.

Export Employee Data: To export employee data, it typically involves creating a report or file (Excel format) that contains the employee information you want to extract.

Search Employee: Search for an employee by employee code, M/C code, or name, and update the employee information.

Holiday Master : A Holiday Master is a module within an HR system used to define and manage holidays. It typically includes a list of official public holidays, company-specific holidays, and any special holidays the company might observe. The admin can define holidays either branch-wise or employee-wise.

Shift Management in our HRMS module offers a comprehensive solution for creating, assigning, and tracking employee shifts. This feature enables you to define various shift types, including day, night, rotating, and flexible shifts, tailored to your organization's needs. Admins can easily assign shifts either manually, on an employee-by-employee basis, or use automatic shift assignments based on predefined rules, ensuring efficient and optimal staffing across all departments.

Attendance Report :

Our HRMS software can generate various attendance reports, such as monthly attendance, daily attendance, present report, absentee report, overtime report, weekly off report, and many others. Clients can customize the attendance reports according to their organization's needs. Attendance reports can be generated branch-wise, department-wise, or designation-wise.

Leave Management System : Our HRMS software comes equipped with a robust **Leave Management System** designed to streamline the entire process of employee leave tracking and management. It allows HR teams to efficiently manage and track various types of leaves, including casual, sick, earned, maternity, and more. Employees can submit leave requests, view their leave balance, and track leave approvals with ease. Managers can approve or reject requests based on policies and staffing requirements. The system ensures compliance with organizational leave policies and local labor laws. Leave reports can be generated by employee, department, or branch, and customized to fit organizational needs.

Leave Apply: Employees can apply for the assigned leave through the Leave Apply option. Employees can only apply for leave if they have a sufficient balance of the applied leave.
Admin can also apply leave on behalf of an employee.

Leave Balance: Employees can view the leave balance assigned to them. They can also see the details of previously applied leaves.
Admin can check the leave taken by an employee based on the from and to dates, as well as the leave type.

Cancel Leave: Employees can cancel their applied leave if it has not yet been approved by the reporting manager.

Delete Approved Leave: If leave applied by the employee is approved but the employee is present on that day, the admin can delete the approved leave, and the leave balance will be recalculated automatically.

Payroll Software:

 Payroll Software is an essential component of our HRMS solution, designed to simplify and automate the entire payroll process. With our payroll software, organizations can easily calculate salaries, bonuses, deductions, and taxes with accuracy and efficiency. It ensures compliance with local labor laws, tax regulations, and company-specific policies. The system offers features such as automatic salary calculations, payslip generation, tax reporting, and payment disbursement. It integrates seamlessly with attendance and leave management systems, reducing administrative effort and eliminating errors. Our payroll software provides comprehensive reporting tools, empowering HR teams to generate detailed payroll reports, track employee earnings, and monitor financial records.

View Attendance Summary: The admin can view the attendance summary of an employee before processing the salary to verify that the attendance details (present, absent, leave, weekly off, holiday, overtime) are correctly calculated, ensuring accurate salary output. In the attendance summary, the admin can also add or edit any deductions or additions, which will reflect in the salary report.
Process Salary: Salaries can be processed with a single click. Admin can process the salary by selecting the month, year, and branch.

Lock/Unlock Payslip: After processing and verifying the salary, the admin can lock the payslip to prevent any changes to the salary if attendance data is modified after salary distribution. This ensures that the salary remains unaffected by any post-distribution changes. The admin can unlock the payslip if any modifications to the attendance need to be made.

Salary Report: Admin can view a detailed salary report that shows all parameters defined in the employee master. The report displays the calculated salary based on factors such as attendance, leave, weekly offs, holidays, overtime, and any deductions or additions after selecting the month, year, and branch.

PF Report: Our HRMS solution includes a comprehensive **PF Report** feature that helps organizations manage and track employee Provident Fund contributions with ease. The system also allows for easy tracking of changes in employee status, ensuring that all eligible employees are contributing correctly. With accurate and up-to-date PF reports, HR teams can efficiently monitor and ensure proper fund management, while providing transparency and accountability for both employees and management. Admins can generate reports for different time periods.

ESI Report: Our HRMS solution provides a detailed **ESI Report** feature that helps organizations efficiently manage and track Employee State Insurance (ESI) contributions. Admins can generate reports for different time periods to review ESI deductions, employee coverage, and contribution details. The system also allows easy tracking of employee eligibility and changes in status, ensuring accurate contributions. With real-time and accurate ESI reports, HR teams can effectively manage insurance compliance, ensure the welfare of employees, and maintain transparency in contribution records.

Bank Report: The admin can view a bank-wise salary report, allowing them to export the data in Excel format, sorted by bank and branch. This helps the admin confirm the amount deducted based on employees' bank accounts and the respective branches.

Loan Master: If an employee takes a loan for a particular period, the admin can add the loan details in the Loan Master. This ensures that the employee's loan amount is automatically deducted from their salary in the respective months.

Relaxation Policy": The **Relaxation Policy** in our HRMS system allows flexibility in certain rules or regulations based on individual circumstances or specific organizational needs. This policy can be applied to various aspects, such as late coming , early going , flexible hours . The admin has the ability to manage and approve such relaxations while ensuring that the organization's operational standards and legal compliance are maintained. This policy helps to support a healthier work-life balance for employees while maintaining fairness across the workforce.

Deduction Policy": The **Deduction Policy** in our HRMS system outlines the guidelines for deducting amounts from employees' salaries due to late arrivals, early departures, or incomplete working hours. The policy ensures that all deductions are calculated accurately and transparently, with clear documentation for both the employee and the admin. Admins can set up custom deduction rules for each employee and make adjustments as necessary. The system also allows employees to view and track deductions through their attendance report. Employees can request the removal of a deduction for a particular day, and if approved by the admin, the deduction will be waived.

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