



# Nurturing the "Heart & Soul" of the organization.....

## Human Resource Management System & Payroll

As the organizations grow in size and complexity, their human resource functions also grow in complexity. For the human resource of the Company to be productive 'doing the right things, rightly' - we need to manage them effectively and efficiently. Human Resource Management System (HRMS) is a computer-based system assisting an organisation in handling its most important asset. It helps in selecting suitable employees to fill the various job positions, training and developing them, conducting periodic performance appraisals, managing confirmations/ transfers/ promotions, administrating salary and benefit schemes, and providing necessary reports to various levels of management.

**HRMS solution** offered by Nelito addresses all the above needs. It is designed to be scalable from single server to load balanced on multiple application and database servers. It can be easily configured to deploy self service over Intranet or Internet and keep the rest of the application accessible only from inside the corporate network. Core modules of the solution are also offered as a "SAAS" model bringing enterprise HR functionality within the reach of small and mid sized organisations.

### Main Features

- Core HR :
  - Organization Chart defining any organisation element & hierarchy
  - Highly configurable Employee Master to capture comprehensive information
  - Electronic filing cabinet facilitates storing all documents (MS Word, Excel, PDF, RTF, JPG) relating to employees.
- Training :
  - Collect training need as part of performance appraisal process
  - Define training courses and topics
  - Define training calendar and schedule courses
  - Training nomination of self and by manager
  - Create training record for adhoc training / past training
  - Capture training attendance, and training feedback
  - Create skill inventory and link training to skills.
- Appraisal :
  - Define multiple appraisal processes
  - Maintain KRAs for each position
  - Assign appraisal process to employees one-to-one or en-mass
  - Define subjective appraisal process with questionnaire and possible answers
  - Define scale for final rating.

- Skill Inventory** :
- Define skill requirements for various positions
  - Evaluate and assign skill levels to individuals
  - Find out people matching desired skills/position
  - Associate skills with training and automatically add the skills gained through training to the employee
- Recruitment** :
- Define Recruitment process
  - Publish vacancies on Internet
  - Accept application against published vacancies
  - Maintain resume bank letting potential candidates create profiles
  - Search resume bank for matching profiles
  - Shortlist/interview/select candidates
  - Generate various letters/email during the selection process
  - Issue letter of offer and joining instructions
- Salary Administration** :
- Define multiple pay groups for different pay runs
  - Define earning, deduction, contribution and provision heads for each pay group
  - Make payroll changes for employees with current, future or retrospective effect
  - Bulk upload of payroll details for mass salary revision
  - Can be integrated with Oracle / SAP/ MS Dynamics and other ERP solutions
  - Print bank advice or take out soft format as per banks requirement
  - Print pay-slip directly from system
  - Pay slip available to employees in self service view
- Taxation** :
- Define complete Taxation rules as part of the pay structures configuration
  - Completely automated calculation & deduction of tax with over ridding facility for exceptional cases
  - Print Form 16 and generate e-TDS data in Excel format
  - Print duplicate Form16 at any time for earlier years
  - Print IT computation worksheet at any time during year - based on the projected earning for the year
- Terminal Benefits** :
- Calculate and pay final settlement/terminal benefit
  - Calculate recovery for excess payment made in the preceding month, excess payment of annual benefits, recovery of asset value, notice period deduction, etc.
- Statutory Compliances** :
- Generate payroll related statutory reports/returns
  - Statutory regulations available as part of the ready implementation pack
- Travel/Expense** :
- Define travel entitlements for various heads based on grade and city of visit
  - Request and approval of travel advance request on self service
  - Online filing of travel expense report on self service
  - Online approval of travel expense report
  - Deviation report showing entitlement & deviation from the entitlement for every travel expense report filed
  - Track Company arranged ticket and stay for consolidated billing
- Leave & Attendance Administration** :
- Define multiple sets of leave rules for various categories of employees
  - Transfer people from one leave structure to another leave structure
  - Comprehensive leave accrual /credit /approval /encashment rules
  - Auto encashment /manual entry for leave encashment for payment thru payroll
  - Leave regularization for backdated approvals integrated with payroll
  - Completely automated tracking of attendance based on rules defined
  - Automated absent marking for payroll
  - Automated credit of compensatory off (based on rule)
  - Automated overtime calculation (based on rule)
  - Override automated calculations and credits is special cases

