HR Software Features

1. Onboarding & Employee Database Management
2. Leave Management
3. Payroll Management
4. Termination Management

**Functionality:**

1. Once employee came for joining company will create user id and password for employee.

With that login details employee will login and fill his personal, professional details and documents upload in the company’s predefined application format.

Once employee filled all the fields (Some fields should be mandatory) and upload his documents then click submit button. After that company will approve his submitted data and documents. All the data and documents will be stored in employee database module.

Company will have 2 to 3 types of appointment letter formats in the web application. After completion of all joining formalities an appointment letter will be generated automatically based on the employee data. After that that appointment letter approval will be routed to authorised manager. Once he approved the letter the digital signature of the authorised manager will be placed in appointment letter in the pre defined place and that appointment letter will be saved in company database as well employee’s profile. Employee can anytime view/download his appointment letter from his portal as long as he is working in that company. Once employee resigned and left from the company employee portal for that employee will be disabled for access but the employee data will be remained in company database.

Once the employee onboarding completed a popup window/notification will be sent to all employees in the company with the welcome note of the newly joined employee.

Company can view the employee profile by searching with employee’s code/Name/Number.

Employee profile will contain his personal and professional information submitted by him and also contains his present employment details like designation, department, salary, eligible leaves, balance leaves, Date of joining…..etc. as well uploaded documents. Entire employee history should be visible.

1. Company admin will configure types of leaves first. Then assign to employees each type of leave with employee eligible number of leaves. If employee wants to avail the leaves he should select type of leave and dates of leaves then click apply leave button. That leave request to be routed to his reporting manager after reporting manager approval leave request will be routed to HR Manager approval. Once HR manger approved that applied number of leaves to be deducted from his leave balance. The leave summary will be shown for both employee and company administrator. All leave requests and approvals actions step by step to be notified via push notifications to the routing/reporting manager and HR manager. The balanced leaves will be carry forward for the next year if the HR Manager approved.
2. An excel sheet with number of days paid, Over time hours, Bonus and Other Incentives will be uploaded to the software. The wage sheet to be generated automatically. At the time of onboarding of employee there should be fields for Salary details. Salary earnings and deductions will be entered. For payroll generation that data to be taken into account. The wage fields are CTC, Gross Salary. Earnings fields are Basic, HRA, Bonus, Over time, Other Allowance…etc. The earnings components are some % of either CTC or Gross Salary. As per company policy the calculation of earnings components to be taken from either CTC or Gross salary. The deduction components like ESI, Provident fund, will be calculated some % from Total Earnings/Basic/Gross Salary range…etc.

The calculation percentages of each component in earnings and deductions will be configured initially at the time of company settings after software installation in the server. And also there should be a provision of customization of percentage calculation for each employee (Some time one % for somebody and another % for some others will be given).

After payroll generation payslips will be generated automatically and those will be available to download from employee portal for each employee. The last month payslip will be saved in employee’s portal till generation of current month salary calculation. Payroll reports feature required.

1. Whenever an employee wants to resign he should submit a resignation request via app and that resignation request will be routed to his reporting manager once he approved that request will be routed to HR Manager . Once HR manager approved the resignation request employee’s notice period will be shown in the employee portal in that notice period no leaves to be availed by the employee (Optional to be given in this feature to the company). Once notice period completed a relieving letter will be generated as per the predefined format and that letter will be routed to the signing authority . Once the authorised person done the digital signature that relieving letter will be stored in the company database as well that letter will be sent to the employee personal mail id via company application.

It’s the first draft of the requirements. Its for your idea about what kind of software we required. Please do let me know if any information required.