HRMS

1)Settings

Define Element

Monthly Allowance or Deduction

Payroll

Define Holiday🡪Dheena

Payslip Elements

Loan and Advance

Assignment Set

Working Hours

2)Work Structure

Department

Branches

Employee Category

Location

3)Enter and maintain

Employees Data

Probation Employee Data

Employee Search Update

Upload Employee Data

4)Payroll

Salary changes

Payroll Run

Daily Wages Sheet

Time Attendance

Extra Overtime

Employees Leave Entry

5)Recruitment

Resource Request

Resume Collection

Interview Schedule

Interview Result

HR Interview

6)Request

Document

Leave Request

Resign Request

Permission Request

7)Memo/Complaint

Complaint

Complaint Action Taken

Employee Feed Back

8)Reports

Define Hoilday

Year (Detail)

2025

Description

Annual Hoilday

Check Box

May Day

31.05.2025

01.05.2025

Active

**Remarks**

End Date

Start Date

Sub Detail