HRMS Scope

# Admin Panel

## Internal User Management

### User Account Creation

The ability to create user accounts for employees, managers, and administrators, including assigning roles and permissions

### User Information Management

The ability to manage user information, including updating personal details, contact information, and emergency contact information

### Role Management

The ability to manage user roles, including creating new roles and assigning permissions to existing roles

### Permission Management

The ability to manage user permissions, including assigning specific actions and tasks to specific roles and users

### User Access Management

The ability to manage user access to the HRMS platform, including revoking and restoring access as needed

### User Password Management

The ability to manage user passwords, including resetting passwords and enforcing password policies

### User Authentication

The ability to authenticate users using a secure login process, including two-factor authentication

### Audit Logs

The ability to track user activity, including monitoring login attempts, password resets, and user account changes

## Customer Management

### Customer Account Management

The ability to manage customer accounts, including creating new accounts, updating account information, and deleting accounts

### Customer Usage Monitoring

The ability to monitor customer usage of the HRMS platform, including tracking customer activity and generating usage reports

### Customer Billing Management

The ability to manage customer billing, including setting up recurring billing, generating invoices, and tracking payments

### Customer Feedback Management

The ability to receive and manage customer feedback, including tracking support requests and resolving customer issues

### Customer Communication Management

The ability to manage communication with customers, including sending emails, SMS messages, and notifications

### Customer Segmentation

The ability to segment customers based on their usage patterns, demographics, and other criteria

### Customer Onboarding

The ability to manage the customer onboarding process, including providing training and support to new customers

#### Welcome and Introduction

Send a welcoming message to the customer, introducing the HRMS platform and providing an overview of the onboarding process:

Dear [Customer],

Welcome to the HRMS platform! We're excited to have you onboard as a customer and are looking forward to working with you.

The HRMS platform is a comprehensive HR management system that provides a range of tools and features to help you manage your HR processes efficiently and effectively. Our platform has been designed to be user-friendly and intuitive, making it easy for you to get started and make the most of the system.

The onboarding process is designed to help you get up and running with the HRMS platform as quickly and smoothly as possible. During the onboarding process, you'll receive training and support, as well as guidance on how to get the most out of the system.

We understand that each customer has unique requirements and needs, and we're here to help you every step of the way. Our goal is to make sure that you have a great experience with the HRMS platform and that you're able to take full advantage of all the features and benefits it has to offer.

We're looking forward to working with you!

Best regards,  
[Your Name]  
[HRMS platform team]

#### Account Setup

Set up a customer account in the HRMS platform, including collecting customer information, setting up user accounts, and configuring system settings.

#### Training and Orientation

Provide training and orientation to the customer, including an overview of the HRMS platform, how to use the system, and best practices.

##### Overview of the HRMS platform

* Introduction to the HRMS platform and its purpose
* Overview of the main features and modules of the HRMS platform, including user management, employee data management, HR process management, reporting, and integrations with other systems
* Explanation of how the HRMS platform can benefit the customer's company, such as streamlining HR processes, improving data management, and providing better reporting and analytics

##### How to use the system

* Demonstration of how to navigate the HRMS platform and access the various features and modules
* Step-by-step instructions on how to perform common HR tasks, such as adding employees, managing benefits, and running reports
* Hands-on training exercises to help customers get familiar with using the HRMS platform

##### Best practices

* Discussion of best practices for using the HRMS platform, such as keeping employee data up-to-date, following HR processes consistently, and regularly reviewing HR metrics and analytics
* Explanation of the importance of following HR regulations and laws, and how the HRMS platform can help the customer's company comply with these regulations and laws
* Overview of the support and maintenance services available to the customer, including troubleshooting, software updates, and technical support

#### Data Migration

Assist the customer with migrating their data into the HRMS platform, including employee data, benefits information, and other HR-related data

#### Test Drive

Encourage the customer to test drive the HRMS platform, including testing features, generating reports, and familiarizing themselves with the system.

#### Review and Feedback

Collect feedback from the customer, including any issues or concerns, and work with the customer to resolve any issues

#### Go-Live

Assist the customer with going live with the HRMS platform, including finalizing settings, conducting a final data check, and making any necessary updates.

## Company Management

The admin panel would provide an overview of the companies using the HRMS platform, including details on company size, departments, and employee information.

### Overview

* Company Name: A list of all the companies using the HRMS platform, along with their company names and logos
* Subscription Status: The status of the subscription for each company, including the start and end dates, and any renewal information
* User Activity: A summary of the user activity for each company, including the number of active users, recent login activity, and total usage
* Company Size: The number of employees, the industry, and any relevant information about the size of the company
* Departments: The names and headcounts of the various departments within each company, such as HR, marketing, sales, etc.
* Organizational Chart: A visual representation of the company structure, showing the relationships between employees and departments

## Billing Management

The admin panel would provide tools for managing billing and payment processing for customers using the HRMS platform.

### Subscription Management

A module for managing the subscriptions for each company, including the start and end dates, renewal information, and billing history.

#### Subscription Plans

A module for managing the different subscription plans offered by the HRMS platform, including the ability to create, edit, and delete plans, and to set the pricing for each plan

#### Renewal Management

A module for managing the renewal process for each company, including the ability to set up automatic renewals, to send renewal reminders, and to process renewals as needed

### Payment Processing

A module for processing payments from each company, including the ability to accept multiple payment methods and store payment information securely

#### Invoice Management

A module for generating and managing invoices, including the ability to send invoices to customers, track payment status, and view payment history

#### Payment Processing

A module for processing payments, including the ability to process credit card and other types of payments, manage failed transactions, and resolve payment issues

#### Refund Management

A module for processing refunds, including the ability to issue refunds for overpayments or cancelled subscriptions

#### Payment Reports

A module for generating and viewing reports on payments, including reports on payment volume, and payment history

### Usage Metrics

A module for tracking and reporting on the usage of the HRMS platform by each company, including the number of active users, the HR processes being used, and the number of reports being generated

#### Resource Usage Tracking

A module for tracking the usage of various resources, such as the number of employee records, the amount of storage space used, and the number of transactions processed

#### Usage Reports

A module for generating and viewing reports on usage, including reports on resource usage over time, usage trends, and usage by customer

#### Usage Alerts

A module for setting up alerts to notify the client when usage exceeds specified thresholds, such as when the number of employee records exceeds a certain limit

### Billing History

A module for tracking and reporting on the billing history for each company, including invoices, payments, and usage metrics

#### Invoicing History

A module for keeping records of all invoices and sending them to customers, either electronically or in print

#### Payment History

A module for viewing a history of payments made by customers, including a list of all payments made, the date each payment was made, and the payment method used

#### Receipt Generation

A module for generating receipts for payments made by customers, either electronically or in print

#### Billing Statements

A module for generating billing statements for customers, showing the amount due, payment history, and any past-due amounts

### Customer Billing Support

A module for managing customer support requests related to billing, including the ability to resolve billing issues, provide billing-related information, and track customer satisfaction

## Technical Support

The admin panel would provide tools for managing technical support requests, including monitoring and resolving customer support issues

### Ticket Management

A module for creating and managing technical support tickets, including the ability to assign tickets to specific support staff, set priority levels, and track progress.

#### Ticket Creation

A module for creating and submitting new support tickets, including the ability to attach files and specify the nature of the issue

#### Ticket Assignment

A module for assigning tickets to specific support staff, based on the type of issue, skillset, and availability

#### Ticket Prioritization

A module for setting priority levels for tickets, based on the urgency of the issue

#### Ticket Tracking

A module for tracking the progress of each ticket, including the time taken to resolve each issue

#### Ticket Escalation

A module for escalating tickets to higher-level support staff, as needed

#### Ticket Resolution

A module for documenting the resolution of each ticket, including the steps taken to resolve the issue and any follow-up actions required

#### Ticket Feedback

A module for receiving and recording customer feedback on the resolution of each ticket

### Knowledge Base

A module for providing access to a library of articles and resources related to the HRMS platform, including how-to guides, troubleshooting tips, and frequently asked questions.

#### Knowledge Base Content Management

A module for creating, editing, and organizing articles and information in the knowledge base

#### Search and Navigation

A module for searching and navigating the knowledge base, with the ability to filter by keywords, categories, and article type

#### Article Feedback

A module for receiving and recording customer feedback on the quality and usefulness of the knowledge base articles

#### Article Ratings

A module for rating articles based on their helpfulness and usefulness, allowing customers to quickly find the most relevant information

#### Article Suggestions

A module for suggesting new articles or updates to existing articles, based on customer feedback and support tickets

#### Article History

A module for tracking the history of changes to each article, including revisions and updates

### Live Chat

A module for providing real-time support to customers through live chat with support staff

#### Chat Management

A module for managing live chat sessions with customers, including assigning chats to support staff, monitoring chat progress, and closing completed chats

#### Chat Transcripts

A module for storing chat transcripts and associated customer information, allowing support staff to reference previous chats and resolve customer issues more effectively

#### Chat Routing

A module for routing chats to the appropriate support staff based on factors such as skill level, availability, and language

#### Chat Pre-chat Forms

A module for collecting information from customers prior to starting a chat session, allowing support staff to better understand the customer's issue and provide more effective support

### Remote Assistance

A module for allowing support staff to create logs of remotely access customer systems to diagnose and resolve issues

### Call Logging

A module for logging customer support calls and tracking the progress of each call

### Escalation Management

A module for managing escalations of support issues, including the ability to assign issues to higher-level support staff as needed

### Reporting

A module for generating reports on support activity, including the number of support tickets received, response times, and resolution times

## Reporting & Analytics

The admin panel would provide powerful reporting and analytics capabilities, including real-time HR data analysis and customizable reports on HR metrics for all customers.

# Customer Panel

## Employee Self-Service Portal

The HRMS platform would provide a self-service portal for employees to access their HR information, including personal details, pay stubs, and benefits information

### Profile Management

Employees can view and update their personal information, such as contact details, emergency contact information, and dependents

### Leave Management

Employees can view their leave balance, request time off, and track the status of their leave requests

### Time and Attendance

Employees can view their work schedule, and record their time and attendance

### Payroll

Employees can view their pay stubs, tax information, and other payroll-related information

### Benefits

Employees can view their benefits information, enroll in benefits programs, and make changes to their benefits elections

### Performance Management

Employees can view their performance evaluations, provide feedback to their manager, and track their career development

### Training and Development

Employees can view their training and development plans, enroll in training programs, and track their progress

### Career Development

Employees can view job openings, apply for internal positions, and access career development resources

### Employee Surveys

Employees can participate in surveys to provide feedback on the HRMS and the organization as a whole

### News and Announcements

Employees can view company news and announcements, and access important company documents and policies

### Compliance

Employees can view company policies, procedures, and regulations and acknowledge their understanding

### Communication

This section will be like a social media of the organization where the employees can congratulate others, show appreciation, share posts, etc.

### Feedback

Employees can provide feedback to management on HR processes and company culture

## Recruitment Management

The HRMS platform would provide tools for managing the recruitment process, including posting job openings, receiving and tracking job applications, and scheduling interviews

### Applicant Tracking

This module tracks all the applicants who have applied for a particular job, including their resume, cover letter, and other application materials. Through this section, the user will be able to upload, create and import applicant data.

### Interview Management

This module allows HR managers to schedule, manage, and track interviews for all job applicants.

### Offer Management

This module helps HR managers to create, send, and track job offers to successful candidates

### Reporting

This module provides real-time data and insights into the recruitment process, including time-to-hire, source of hire, and diversity metrics

### Agency/contractual Management

This module integrates with external recruitment agencies to manage their services, including invoicing and payment tracking

## Employee Onboarding

The HRMS platform would provide a streamlined process for onboarding new employees, including creating employee records, distributing offer letters, and generating employment contracts

### New Hire Information

A section where new hires can enter their personal and professional information, such as their name, address, education, and work experience

### Onboarding Checklists & Induction Management

A customizable checklist that outlines all the tasks that need to be completed during the onboarding process, such as completing forms, taking training sessions, and more

### Forms and Document Management

A module where all the necessary forms and documents can be stored and shared with new hires

### E-Signatures

Integration with an e-signature platform to allow new hires to sign forms and documents electronically

### Training Management

A module that provides access to training materials, videos, and presentations to help new hires get up to speed with the company's policies and procedures

## Time & Attendance Management

The HRMS platform would allow employees to record their time worked and request time off, with approvals managed by the appropriate manager

### Time Tracking

This feature allows employees to clock in and clock out, track their working hours and view their attendance records

### Leave Management

This feature allows employees to request and manage leaves, such as paid time off, sick days, and personal days

### Shift Management

This feature allows managers to schedule shifts and assign them to employees

### Overtimes management

This feature allows managers to approve or reject overtime requests submitted by employees and track the overtime hours worked by employees

### Attendance reports

This feature provides a comprehensive overview of the attendance records of employees, including absentees, late arrivals, and early departures

### Payroll Integration

Allows integration of the Time & Attendance Management module with the Payroll Management module, so that the worked hours of employees can be automatically calculated and included in their paychecks

## Performance Management

The HRMS platform would provide tools for managing employee performance, including setting goals, providing feedback, and conducting appraisals

### Employee goal setting

A tool for setting and tracking employee performance goals

### 360-degree feedback

A tool that allows employees to receive feedback from coworkers, managers, and customers

### Performance reviews

A tool for conducting regular performance evaluations and documenting employee progress

### Skills development

A tool for tracking employee training and development and measuring their progress

### Employee recognition

A tool for recognizing and rewarding employees for their performance and achievements

### Reporting and analytics

A tool for generating reports and analyzing performance data to identify trends and opportunities for improvement

### Competency management

A tool for tracking and evaluating employee skills and competencies+

### Performance appraisals

A tool for conducting performance appraisals and documenting employee performance

#### Appraisal Forms

The platform should have customizable appraisal forms that allow organizations to design their own performance appraisal templates. These forms should be easy to use and flexible enough to accommodate the needs of different departments and employees

#### Employee Self-Assessment

The platform should allow employees to complete a self-assessment of their performance. This provides employees with an opportunity to reflect on their accomplishments, identify their strengths and weaknesses, and share their goals and aspirations with their managers

#### Manager Assessment

The platform should enable managers to assess the performance of their employees. Managers should be able to provide feedback, rate employee performance, and identify areas for improvement

#### 360-Degree Feedback

The platform should support 360-degree feedback, which allows employees to receive feedback from a variety of sources, including managers, peers, subordinates, and customers. This helps organizations gain a more comprehensive view of employee performance

#### Goals and Objectives

The platform should allow employees and managers to set goals and objectives for the upcoming appraisal period. This helps employees focus their efforts on specific, measurable, attainable, relevant, and time-bound (SMART) objectives

#### Appraisal History

The platform should maintain a history of employee appraisals, including feedback, ratings, and goals. This allows managers to track employee performance over time and provide relevant feedback during future appraisals

### Employee development plans

A tool for developing and tracking employee career development plans

#### Skill Assessment

This module helps to assess an employee's current skill set and identify the areas where they need to improve

#### Career Development

This module provides guidance and resources to help employees build a career path within the company

#### Learning Management

This module provides access to a range of learning opportunities, such as courses, workshops, and online resources

#### Feedback and Coaching

This module provides opportunities for employees to receive feedback from their managers and receive coaching to help them improve their performance

### Reporting & Analytics

This module provides insights and reports on employee goal setting, performance, skills, and career development, enabling managers to make data-driven decisions about employee development and career progression

## Benefits Management

The HRMS platform would provide tools for managing employee benefits, including enrolling in benefits programs and updating personal information

### Benefits Enrollment

A system to manage employee enrollment for benefits like health insurance, life insurance, and retirement plans

#### Benefits Plan Comparison

A side-by-side comparison of all available benefits plans, including the cost, coverage, and features of each plan

#### Plan Selection

A tool that allows employees to select the benefits plan that best suits their needs

#### Dependent Enrollment

A tool that enables employees to enroll dependents such as spouse and children in their benefits plan

#### Enrollment Confirmation

A summary of the employee’s benefits selections and a confirmation of their enrollment

#### Reporting

A suite of reports that provide insight into employee benefits enrollments, costs, and usage

### Benefits Administration

A centralized platform for benefits administrators to manage benefits information, including plan information, employee eligibility, and contributions

#### Plan Management

This module allows the HR team to manage and configure benefit plans, including plan details, eligibility criteria, and plan terms

#### Enrollment Management

This module provides employees with an easy way to enroll in benefits plans, manage their benefits elections, and view their benefit details

#### Premium Management

This module allows the HR team to manage and track premium payments, calculate employee contributions, and reconcile premium payments with insurance carriers

#### Claim Management

This module allows employees to file claims for benefits and provides HR teams with the ability to manage and track the claims process, including verifying claims, processing payments, and communicating with employees.

#### Reporting and Analytics

This module provides HR teams with access to real-time data and analytics on benefits usage, costs, and trends

#### Integration with Payroll

This module allows for seamless integration with the payroll system, ensuring that employee benefits elections and premium payments are reflected accurately in employee paychecks

### Benefits Communications

A tool for communicating benefits information to employees, including open enrollment information and updates to plan information

#### Personalized Communications

Employees receive information and notifications specific to their own benefits coverage, including details about their current enrollment, changes to their benefits, and reminders about important dates and deadlines

#### Educational Materials

Employees have access to educational materials and resources, such as videos, brochures, and webinars that help them understand their benefits and make informed decisions

### Retirement Plan Management

A system for managing retirement plans, including 401(k)s, pensions, and profit-sharing plans

#### Plan Management

This module allows administrators to manage different types of retirement plans offered to employees, including defined benefit plans, defined contribution plans, and 401(k) plans

#### Enrollment and Contribution Management

This module provides a platform for employees to enroll in the retirement plan, manage their contribution levels, and make changes to their enrollment status

#### Investment Management

This module enables employees to choose from a range of investment options, monitor the performance of their investments, and make changes as needed

#### Recordkeeping and Data Management

This module provides a centralized repository for all retirement plan data, enabling administrators to maintain accurate and up-to-date records, and ensuring compliance with recordkeeping requirements.

### Leave of Absence Management

A tool for managing leaves of absence, including FMLA (Family and Medical Leave Act) and other types of leave

#### Leave Types and Balances

Organizations can define various leave types such as annual leave, sick leave, etc. and track their accrual and balance for each employee

#### Leave Approval Workflows

HRMS can be configured to enforce specific workflows for different leave types, so that approvals are routed to the right people

#### Time-Off Calendars

The HRMS platform provides a visual representation of employees' time off requests and approvals, making it easier to manage leave schedules and avoid conflicts

#### Reporting

The HRMS generates reports on leave balances, accruals, approvals, and usage, which can be used for decision making and planning purposes

### Wellness Program Management

A platform for managing wellness programs, including tracking participation and managing incentives

#### Health Assessment

An online health assessment questionnaire that helps employees identify their current health status, risk factors, and areas of improvement

#### Personalized Wellness Plans

Based on the health assessment, employees can create and track personalized wellness plans that cater to their specific health needs and goals

#### Wellness Challenges & Rewards

Encourage employee engagement and participation in wellness initiatives through wellness challenges and reward programs

#### Health & Wellness Resources

Access to a wealth of information and resources on health, wellness, and nutrition, including articles, videos, podcasts, and webinars

#### Reporting & Analytics

Detailed reporting and analytics on employee engagement, participation, and progress in wellness initiatives to help organizations assess the impact and effectiveness of their wellness programs

## Payroll Management

The HRMS platform would provide tools for managing payroll, including calculating salaries, processing deductions, and generating pay stubs

#### Payroll Master

This section will allow the user to manage how the payroll will be calculated for any particular employee/designation. E.g. CTC, basic salary, HRA, other allowances (custom fields), TDS, PF deductions, other deductions (custom fields), etc.

##### Settings

1. When is the month starting from for Salary Calculation? Accept input between First to Last day of month
2. How is salary calculated? Accept radio button input from user:-
   1. Hourly Basis (Salary is calculated according to working hours of an employee)
   2. Weekly Basis (Salary is calculated according to working hours of an employee)
   3. Monthly Basis (Salary is calculated by dividing month's total salary with the total days in a month and multiplying with the number of present days and half days)
   4. Fixed Day Basis (Salary is calculated by dividing a month's total salary with 30 and multiplying it with leaves and half days and deducting the amount from the total salary)
   5. Working Day Basis (Salary is calculated by dividing the total number of working days in a month and multiplying the amount with the number of present and half days)

##### Allowances

###### House Rent Allowance

* 40% of basic – non-metro cities
* 50% of basic – metro cities

###### Medical Allowance

In this section, user can decide to either to provide medical allowances for each individual employee (unique value for every employee), or mark it according to designation (each designation will have a unique value)

###### Leave Travel Allowance

* Eligible for Tax Exemption
* Only covers domestic travel
* Mode of travel needs to be air, railway or public transport

This section will allow users to provide employees Leave Travel Allowance either individually or collectively

###### Conveyance

This section will allow users to provide employees travel allowance from work to home and from home to work either individually or collectively

###### Children Education Allowance

This section will allow users to provide employees CEA either individually or collectively. CEA above Rs. 100.00/- per month per child for a maximum of 2 children is taxable.

###### Dearness Allowance

This section will allow users to provide employees DA either individually or collectively.

DA = x% of Employee’s Basic Salary

###### Pre-requisites

These are non-monetary benefits provided to an employee on the basis of their official position in an organization. This section will allow users to mark the benefits either individually or collectively. E.g. car, phone, internet service, cab service, food service, etc.

###### Others

This section will allow user to add additional allowances (custom) that they need/want to add to an employee’s payroll. This can be done either individually or collectively via designations.

##### Deductions

###### Provident Fund

This section will allow the user to provide the PF details for either each individual employee or collectively.

* By Employee:
  + For males: - x% (10-12%) of basic salary + DA
  + For females: - x% (8%) of basic salary + DA for first 3 years, afterward y% (10-12%) of basic salary + DA
* By Employer: -
  + Employee’s Provident Fund (EPF) = 3.67% of Employee’s basic salary + DA
  + Employee’s Pension Scheme (EPS) = 8.33% of Employee’s basic salary + DA
  + Employee’s Deposit Link Insurance Scheme (EDLIS) = 0.50% of Employee’s basic salary + DA
  + EPF Administration Charges = 1.10% of Employee’s basic salary + DA
  + EDLIS Administration Charges = 0.01% of Employee’s basic salary + DA

*\*Note: - Employer can decide that if an Employee’s basic salary + DA is an amount greater than Rs. 15,000.00/-, whether they want to contribute for the minimum threshold of Rs 15,000.00/- or for the full basic salary + DA*

* Calculation (If basic + DA > 15,000): -
  + EPF = 3.67% of basic + DA + diff
  + EPS = 8.33% of Rs. 15,000.00/-
  + Diff = 8.33% of basic + DA – 8.33% of Rs. 15,000.00/-
  + Employer’s total contribution = 12% of basic + DA = (3.67% of basic + DA) + (8.33% of basic + DA) = (3.67% of basic + DA) + (8.33% of Rs. 15,000.00/-) + (diff)

###### Employees’ State Insurance Corporation

This section will allow the user to provide ESIC to their employees, either individually or collectively.

* Applicable to those employees whose Gross Salary <= Rs. 21,000.00/-

Contribution:

* By Employee:
  + 1.0% of gross salary
* By Employer:
  + 4.0% of Employee’s gross salary

###### Professional Tax

This section will allow the user to update the latest Professional Tax as per the Government Updates that is to be deducted from an Employee’s Salary. The professional tax will be calculated as per the employee’s current address’s state

The user will update the taxes as follows:

* Enable/Disable tax in a state
* Input Ranges and Value.
* E.g.
  + State = Andhra Pradesh
  + Range = From [0] to [14,999]
  + Value = 0
* User can add as many rules as they want

###### Labor Welfare Fund

This section will allow the users to choose who is eligible for the labor welfare fund and how much contribution is deducted from their Salary

By Employee: x% of Gross Salary

By Employer: x% of Employee’s Gross Salary

###### National Pension Scheme

This section will allow the user to choose who is eligible for the NPS and how much contribution is deducted for the same.

By Employer: x% of Employee’s Basic Salary

By Employee: Fixed Amount x

###### Advance Salary Deductions

This section will allow user to pay out advance salary to employees and the user will be able to choose the month and amount from which the deductions will be made. Otherwise, it will be counted as a deduction in the salary of the same month in which advance was taken.

e.g. If an employee takes an advance in the month of October, the deduction will be made in the October month’s salary.

###### Others

This section will allow users to add any other types of deductions, either individually or collectively though designations

#### Salary Disbursal

This section will allow the users to check individual employee’s calculated salary for any particular month. During salary disbursal, user will have the option to add performance bonus of any amount to the salary of an individual employee. User will also have the option to hold the salary

#### Pay Slip

This section will allow the user to search for any previous month’s disbursed salary and generate a payslip for the same.

#### Loan Management

##### Loan application management

Loan application management is a crucial feature in a loan management module of an HRMS platform that streamlines the loan application process. This feature manages the loan application process from the initial application submission to the final loan disbursement.

###### Loan Application Submission

The loan application process starts when an employee submits a loan application form, which is usually available on the HRMS platform. The employee needs to provide all the required information in the application form, including the loan amount, loan purpose, repayment period, and other personal and financial details.

###### Loan Application Verification

After the loan application is submitted, the loan management module automatically verifies the eligibility criteria set by the organization. This may include factors such as employment status, salary, credit score, and past loan history. The system may also verify the authenticity of the submitted documents.

###### Loan Application Approval

If the loan application is approved, the HRMS platform generates an approval letter with the details of the loan amount, repayment period, and interest rate. The approval letter may be sent via email or a printed copy to the employee.

###### Loan Disbursement

Once the loan application is approved, the loan management module automatically generates a disbursement request to the finance department, and the loan amount is credited to the employee's bank account.

###### Loan Rejection

If the loan application is rejected, the system notifies the employee of the rejection with the reason for the rejection.

##### Loan eligibility criteria

Loan eligibility criteria is an important feature in a loan management module of an HRMS platform that sets the parameters for loan approval. This feature determines whether the employee is eligible to apply for a loan and sets the conditions under which a loan can be approved.

###### Employment Status

The loan management module verifies the employment status of the employee to determine whether they are a permanent or contractual employee. The system may require a certain tenure with the company before approving a loan

###### Salary

The loan management module verifies the salary of the employee to determine the loan amount they are eligible for. The system may set a minimum or maximum loan amount based on the employee's salary.

###### Debt-to-Income Ratio

The loan management module assesses the employee's debt-to-income ratio to determine their capacity to repay the loan. The user may set a maximum debt-to-income ratio that the employee must adhere to before the loan is approved.

* The debt-to-income (DTI) ratio measures the amount of income a person or organization generates in order to service a debt
* A DTI of 43% is typically the highest ratio a borrower can have and still get qualified for a loan, but lenders generally seek ratios of no more than 36%
* A low DTI ratio indicates sufficient income relative to debt servicing, and it makes a borrower more attractive

###### Loan Purpose

The loan management module may set certain loan purposes for which the loan can be approved. For example, the system may approve a loan for education or medical expenses but may reject a loan for personal expenses.

##### Loan disbursement

Loan disbursement is a crucial feature in a loan management module of an HRMS platform that facilitates the payment of the approved loan amount to the employee's bank account

###### Disbursement Request

After the loan application is approved, the loan management module generates a disbursement request to the finance department. The disbursement request includes the details of the loan amount, repayment period, and interest rate.

###### Approval

The finance department verifies the disbursement request and approves it if all the details are accurate. The finance department may also have to verify the authenticity of the disbursement request.

###### Payment Method

The employee may choose the payment method that is most convenient for them.

###### Disbursement Schedule

The user can create an installment plan for the borrower and schedule the dates and amount for each loan installment. This will be integrated with the salary disbursal so that the amount is automatically deducted in each month’s salary.

###### Loan Disbursement

After the disbursement request is approved, the loan management module automatically disburses the loan amount to the employee's bank account. The employee may receive a notification of the disbursement via email or a printed copy.

##### Loan repayment management

Loan repayment management is a critical feature in a loan management module of an HRMS platform that helps the employee to manage their loan repayments.

###### Repayment Schedule

The repayment schedule shows the employee the schedule of their loan repayment and amount ensuring that the employees are aware of the deductions

###### Early Repayment

The loan management module may offer an early repayment feature that allows the employee to repay the loan before the due date. The early repayment feature may offer a discount on the interest rate or reduce the loan term.

###### Payment History

The loan management module maintains a payment history that records all the loan installment payments made by the employee.

##### Loan reports and analytics

Provides insights into the loan portfolio's performance.

##### Loan document management

Helps to store, manage, and retrieve loan-related documents

###### Document Collection

The loan management module collects loan-related documents from the borrower, such as proof of income, identity proof, address proof, bank statements, and loan agreement.

###### Document Storage

The document storage system ensures that the loan documents are safe, organized, and easily accessible.

###### Document Retrieval

The loan document management feature allows the HR department to retrieve loan-related documents quickly and easily.

###### Document Security

The document security feature ensures that the loan documents are accessible only to authorized personnel.

###### Document Sharing

The loan document management feature allows the HR department to share loan-related documents with the borrower or any other authorized person.

#### Employee Promotion/Demotion

This section will allow the user to promote/demote an employee to a new position as well as make adjustments to their payroll as required. The designated hikes will be percentage based and calculated on basic salary.

#### Employee Resignation

This section will allow the user to disable employees from their workforce via resignation submission where they will enter the resignation submission date, enter the notice period duration, and if all the assigned assets are recovered, generate an FNF statement.

## Reporting & Analytics

The HRMS platform would provide powerful reporting and analytics capabilities, including real-time HR data analysis and customizable reports on HR metrics

### Custom Report Builder

A tool that enables organizations to create custom reports based on specific HR data, such as employee demographics, performance, compensation, and benefits.

### Data Exportation

A feature that allows organizations to export HR data in various formats, including Excel, PDF, and CSV.

## HR Documents Management

The HRMS platform would provide a centralized repository for HR-related documents, such as employee contracts, offer letters, and policy manuals

### Document Library

A centralized repository for storing and organizing all HR-related documents, such as employee contracts, offer letters, and performance reviews.

### Document Approvals

A system for routing HR documents through an approval workflow, including the ability to set up custom approval paths, send reminders, and track approvals

### Document Version Control

A system for tracking versions of HR documents, including the ability to view a history of changes and approve or reject changes.

### Document Templates

Pre-built templates for common HR documents, such as offer letters and performance review forms, that can be customized to meet the needs of the organization.

### Document Search

A search function for quickly finding HR documents based on keywords or other criteria

### Document Sharing

The ability to share HR documents with employees, managers, and other stakeholders

### Document Security

Controls for managing access to HR documents, including the ability to restrict access to sensitive information based on roles, departments, or other criteria