HR		
Module	**Sub Module**	**Function Details**
MSB Page (for all staff)	A common page for all	All policies from MSB
		HO staff presence status especially if someone away from his/her desk
		Intra office Memos
		MSB newsletter, training calander
Employee Self Service (ESS) Portal	Employee info	Self information with duration in MSB
		Modification of address, NTK
	MSB Policy	HR manual/employee handbook, Financial, Gender, Code of condact, leave policy
	Payslip	Monthly Payslip.
		TIN certificate upload
	Provident fund	Provident Fund information
	Tax Card	Income Tax info.
	Leave Calender	Various Types of Leave.Eg. Casual, Earned, Sick etc along with Leave balance status
	Leave	Leave Application Form.
		Leave approval notification
	Attandence	Monthly Attandence status
		Daily status i.e. Out of Station Duty, in meeting, Away from desk
	Advance taken	Outstanding advance amount status
	Performance Appraisal	360 degree report, yearly appraisal report
Attendance management	Attendance Process	Online attandance for all locations
		Attendance process
		HO staff movement records, analysis & report
	Attendance Update	Editing attendance by respective authority
	Attendance Report	monthly report generation
		Salary linked with attandance, deduction calculation
Leave management	Leave package	Setting up leave calander according to joining status with different types of leave
		Setting up for differnt locations
		Leave carry forward option
	Leave approval	Confirmation of Leave application from respective authority.
		Linked with salary disbursment
	Leave analysis	On types, profession, location wise
		Leave balance report for separation
HR Dashboard	A statictical current view of the organization	Manpower project/location wise, male-female segmentation, technical & non
		technical segmentation, manpower trend month wise, regular & contractual
		wise, turnover rate, employee age range wise, recruitment status, separation status
		Leave analysis report

HR		
Module	**Sub Module**	**Function Details**
e Recruitment	Employee applicatio to onboarding	On line application for all positions
		CV shortlisting
		CV bank creation
		Pre interview note generation
		Email notification to the candidates for interview
		Participants attandance list prepration
		Interview rating sheet generation
		selection finalization with waiting
		Post interview note generation
		Email notification to the successful candidate(s) as well as unsuccessful candidates
		Appointment letter generation
		Oritentation communication with Line manager & candidates (HO level)
		Use of CV pool for future recruitment following pocedures mentiond above
		Staff joining & orientation information
		Monthly recruitment analysis & report
HR Information	Employee setup	Create/pull employee's personal information with photograph
		CV, Educational/professional certificates, NID/Passport, driving lisence uploading
		Technical staff's professional certification renewal notification
		Driving lisence renewal notification
		employment status, Bank account, cost centre setup
		Family/next to keen (NTK)/nominee/relatives in MSB information
		Joining at MSB
		Employment history
	Employee life cycle	Promotion
		Increment
		Disciplinary Actions
		Transfer
		Separation
		Training & Development information
		ALL CAN BE DONE BY AUTO GENERATED TAMPLATES
	HR Reporting	Customized detail Staff list
		Contract/Probatonary list with expiration
		Demographic analysis & reporting
		Turnover analysis & reporting
		Peroidic report generation options
		USAID compliance related reports
		Time sheet calculation & uploading from MS Excel
		Reports mentioned on earlier tabs
		Tick box option on report generation

PAYROLL		
Module	**Sub Module**	**Function Details**
Payroll	salary & benefits	Salary break up
		Bonus packages
		LWOP setup
		Incremetnt setup (auto/manual)
		Cost center setup/liniking
		Banking setup
	Gratuity	Monthly gratuity calculation & disbursment
	PF management	Monthly PF calculation, deduction & disbursement
		Balance transer to employee account against PF
		Yearly PF statement to all employee
		All as per MSB pay policy & project wise
	Arrear	Any arrear calculation & disbursment
	Leave	Leave adjustment on salary disbursment
	Time sheet	Time sheet calculation & uploading from MS Excel
	Over Time	OT calculation for salary disbursment
	Loan management	Disbursment of loan, installment & settlement procedures.
	Increment	Yearly increment calculation & disbursement
	Annual Performance Bonus	Any APB calculation & disbursment
	COLA	Yearly COLA adjustment
	Employee Separation	Finanancial settlement after separation from MSB
	Income Tax (IT)	Setting up Tax slabs
		IT information with source, deductions on monthly salary, adjustments
		IT report generation
	Payroll Reports	Monthly Payslip / payment voucher
		Bank Advice letters
		Uploading electornic Personal Acitivity Report
		Finance & Accounts related different reportings

TRAINING & DEVELOPMENT		
Module	**Sub Module**	**Function Details**
Training & Development	Training category	Training Matrix (Technical/non technical, home/abroad) setup
	Training calendar	Training schedule set up
		Training budget generation
	Participants	Sourcing internal cnadidates from HR database
		Training inviation letter sent to participants
		Training conduction as per Check List
		Training evaluation process
	Development	TNA from Performance Appraisal
		Planned Work force development activities
	Reporting	Report sharing to respective clinics, project offices, departments
		Training database to be linked with ESS & HR
		Peroidic report generation options

End of the document