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Deliverable Materials

1. SMRP (Integrated Web Application – E- Appraisal Management System (Admin Backend)

1.1 Payroll Management

**Manage Employee Information Efficiently
Able to Manage Salary Structure
Generating Monthly Payslips at Convenience
CPF Calculation**

1.2 Employee Management

**Manage Employee Details,
Manage Employee's Attendance
Manage Employee Salary
Monitor Employee's leave Account
Manage Pay Structure
Manage Overtime Request
Manage and Print Attendance Report**

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1.3 Commission Management

Able to track Monthly Sales Commission

Able to Access each order for Commission Management

Manage and Create Different type of commission

Manage and Create commission percentage per order or monthly sales

1.4 Performance Management

Manage or create daily sales plan for Employees

Able to set KPI's for Employee's salary increment or Bonus

Able to track Employee's performance in graphs or Pie Charts

Employee's will notify once they achieve their goals or targets

Manage and set increment percentage as per performance

Able to give feedback or rating to Employee's

Manage and print the performance Reports

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1.5 Contractual Documents

Able to create contracts for their Employee's or Customer's

Manage and able to track the contract details

Both Employee's and Employer will notify once the contract will be ended soon

Manage and send the reference check form through email

1.6 Invoicing System

Manage and create invoices

Manage and Create Estimates

Manage and Create Credit Notes

Manage and Create Proposal

Able to track Payment Receivable and Payables

1.7 Knowledge and Training Management

Manage and Create knowledge program for their Employee's

Able to track assigned training to their Employee's

Able to create knowledge and training reports



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1.8 Reports Management

Manage and Print Dynamic reports for all the modules
Reports will be printed (Daily/weekly/yearly) pattern

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