Two Z Business PLC
SECUREHRTECH
Human Resource Management System Functionalities

This subsystem manages all HR Related functionalities. Some of the main functionalities are listed below. This system will have two types of users: Human resource manager and Employees .

1.   HR Manager Functionalities
   ➢ View and manage all HR data Analysis
   ➢ View all employee data
   ➢ View leaves information
   ➢ View all projects information
   ➢ View Loans of each employee
   ➢ View former employees' information
   ➢ View pending Leave application
   ➢ View Upcoming Project Information
   ➢ View week To-do list

2.   Manage organizational data
   ➢ Add department information to system
   ➢ View department list
   ➢ Update department information
   ➢ Delete department information
   ➢ Add Employee Designation/ Position
   ➢ View Designation /position list
   ➢ Update Designation /position information
   ➢ Delete Designation information

3.   Manage Employees
   ➢ Add employee information to the system
   ➢ View all Employs List
   ➢ Update complete Employees Information
   ➢ Delete Employee Information
   ➢ Add employees to Inactive list or forbid Employs for using the system
   ➢ Search any employees simply from system
   ➢ Sort Employee List by name position type etc.

> ➢ View Disciplinary list

> ➢ Give warning to Employees

> ➢ Convert Employee list to Excel

> ➢ Convert Employee list to PDF

> ➢ Migrate Employee Information with one click

4. Leave Management
   - ➢ Vew leave Requests
   - ➢ Approve Leave Application
   - ➢ Reject Leave application
   - ➢ Export Leave application list To Excel
   - ➢ Print Leave Information
   - ➢ Export Leave request to pdf
   - ➢ Prepare leave report
   - ➢ Search Leave application
   - ➢ Add holiday or now work day list
   - ➢ View No workday list
   - ➢ Update Holiday or no workday lists

5. Manage HR Projects
   - ➢ Add HR projects
   - ➢ View HR Projects
   - ➢ Update HR Projects
   - ➢ Delete HR Projects
   - ➢ Prepare project task report

   - ➢ Assignee tasks to employees
   - ➢ Export project information to EXCEL and pdf
   - ➢ Print project information

6. Attendance management

   - ➢ Attendance form
   - ➢ Monthly attendance

➤ Missing attendance

7.   Performance management

➤ Point settings
➤ Point categories
➤ Management points
➤ Collaborative points
➤ Attendance points
➤ Employee points
➤ Generate employee performance report

8.   View all staff Payroll Information
➤ Add overtime

➤ Edit overtime

➤ Add allowance

➤ Edit allowance

➤ Add Deduction

➤ Edit Deduction

➤ Generate payroll

➤ Search payroll

➤ Print Payroll information

9.   Loan management
➤ Add loan
➤ List loan

10.   Recruitment

➤ Add vacancy/post
➤ Apply job
➤ Candidate list
➤ Candidate shortlist
➤ Interview
➤ Candidate selection

11.   Report

➤ Attendance report
➤ Leave report
➤ Employee reports
➤ Payroll report

12.   Manage Notice

- ➤ Add Notice Information
- ➤ View Notice Information

13.   Manage HR assets

- ➤ Add Assets category
- ➤ View assets category
- ➤ Export assets information to PDF or Excel
- ➤ Print assets information

14. Manage HR system setting

- ➤ Manage HR manager account setting
- ➤ Manage HR employee account setting

15.   Employee functionality

- ➤ View leaves information view all projects information
- ➤ View Upcoming Project Information
- ➤ View week To
- ➤ View his leave application status
- ➤ View projects list   Search projects
- ➤ View assigned tasks Customer

16.   Marketing And Promotion