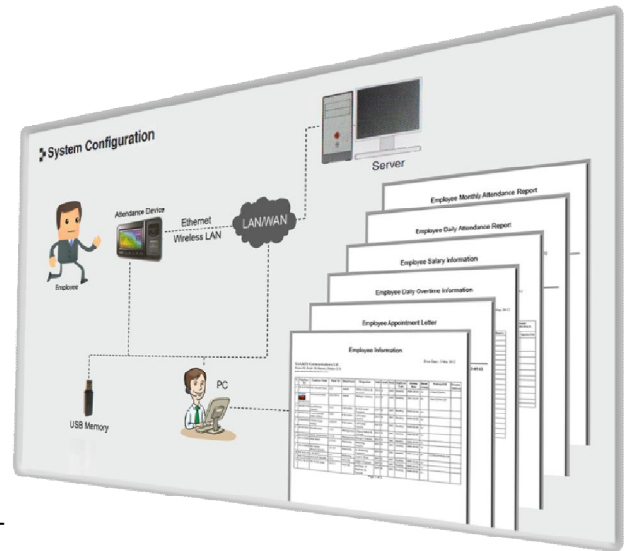


## Attendance, Payroll System & Human Resource Management (HRM)

HR management & Payroll system is more powerful, effective and essential software for every HRD & Accounts. Now a day automatic employee management system is required for good office management. In Garments Industries, Buying house, Hotel, Hospital, NGO etc. where large number of employee can be manage by HR management & Payroll system. Main benefit to use this software is less **Manpower**, **Time consume**, **More Accuracy** and **Essential Management Information**.

## Main Features

- Attendance by Bar-coding/Proximities/Biometrics System or Monthly summery entry system
  - Keep all data with employee photo related to HRM.
  - Keep all personal files (soft copy) can be maintain individually with this software.
  - Arrange all Employee information by department and line maintain by a dynamic user-friendly window.
  - All Information can be structured in a way minimized document based work effort.
  - User friendly graphical interface.
  - Whole system maintains dynamically.
  - Dynamically generate appointment letter, leave letter, warning letter, dismissal letter.
  - Employee Information from appointment to final settlement including dynamic salary process, entitlement, payment and provident fund etc.
  - All kinds of Disciplinary action.
  - Automatic leave calculation with employee entitlement and earn leave encashment.
  - Support multilevel user permission.
  - Works on local server and online server.
  - Strong security system.
  - Report can be display on PDF format.
    - Data backup with recover facilities and many more option.
- 
- The diagram illustrates the architecture of an HRM system. It shows an employee interacting with an attendance device, which is connected to a PC via Ethernet/Wireless LAN. The PC is also connected to a USB memory device. The system is linked to a LAN/WAN network. On the right, a stack of documents represents various HRM data: Employee Monthly, Employee Daily Attendance, Employee Salary Information, Employee Leave Overview Information, and Employee Appointment Letter. Below these is a detailed 'Employee Information' table with columns for Name, ID, Department, Position, Date of Birth, and various dates and statuses.

[illegible]

## System requirements

- Database server (MySQL)
- Each client machine should be Pentium 4 or letter and 512 MB of RAM.
- Server OS can be MS 2000 server or Letter version
- Client OS can be MS XP or Letter

- For retrieve employee attendance can be use punch machine, Proximity system or Biometrics System. (Proximity System is more effective)

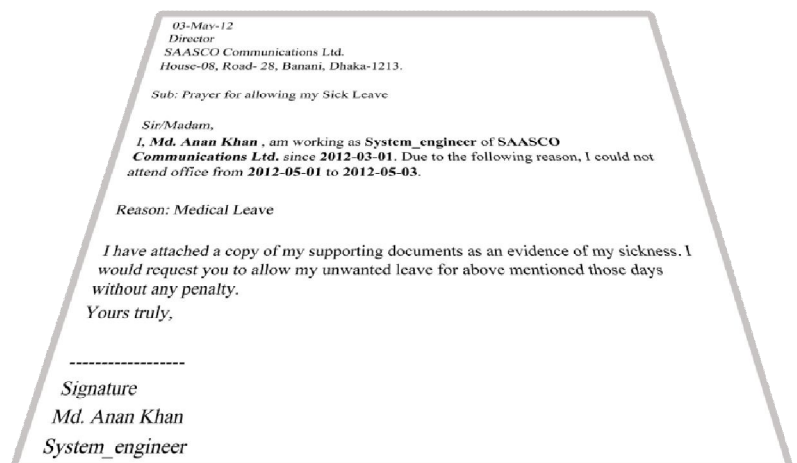
### Using of HRM & Payroll System

All employees should enter in working place by a discipline way. After import attendance data from (punch/proximity/biometrics) system every day same time system will process attendance data. After process daily attendance report, absent report, late in report and many more report can be generate. At the end of the month system will process attendance and salary process. Then monthly salary sheet, bonus sheet, OT sheet, extra OT sheet and many more personnel management reports can be generated.

This software can be customized as per customer requirements. The software builds up base on client server technology, it support multi-user environment at the same time.

### Reports

- Daily attendance sheet (Line wise, Department wise, Shift wise)
- Daily absent report (Line wise, Department wise, Shift wise)
- Today absent report
- Today present report
- Today late in report
- Monthly absent report
- Monthly attendance report
- Employee leave report
- Monthly late in report
- Monthly attendance summery
- Individual attendance report
- New employee list report
- All employee list report
- Appointment letter
- Warning letter
- Dismissal letter
- Leave letter
- Salary report
- Company salary report
- Payroll report
- Employee bonus report
- Pay slip
- Monthly advance report
- Monthly total advance report
- Daily OT time report
- Daily extra OT report
- Monthly OT report



Many more reports are available here. It has more option to create different type of reports as per management requirements.