
Enterprise Resource Planning (ERP)

Human Resource Management
Systems (HRMS)

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Table of Contents

1	Objective	3
2	Human Resource Management System (HRMS)	4
2.1	Benefits of using HR modules	5
2.1.1	Automated processes that free up management.....	5
2.1.2	Enhanced sharing of information and collaboration	5
2.1.3	Management gains a clearer picture of HR	5
2.1.4	Data is kept up-to-date	5
3	Features of HRMS	6
3.1	Employee Information:	6
3.2	Absence and Leave Information:	7
3.3	Attendance:.....	7
3.4	Time approval	7
4	Conclusion.....	8

1 Objective

ERP, or Enterprise Resource Planning, is a suite of integrated business software applications (often called modules) that allow companies to track and manage data and even automate some business functions, including Human Resources.

- Easy to setup
- Flexible Configuration
- Very easy to browse through Master Data
- Quickly find any information
- Easy and Intuitive interface
- Change the system as per requirement
- Easy to start at any time of the year
- Facility to enter opening balances
- Import Master from Excel
- Works for Monthly, Weekly, Daily and Hourly paid employees
- Choose your daily rate calculation method
- Define your payment period
- Define the length of the payroll periods
- Minimum periodic entries
- Multiple levels of Security
- Grid Reporting with Customizable Report Writer
- Auto emailing and SMS Tool
- Customizable Dashboard
- Multiple Location, Division, Department
- Government Taxation & Forms
- Integrated with ERP

2 Human Resource Management System (HRMS)

Human Resource modules in particular are used to track different people-related functions, such as planning, payroll, administration, development, hiring, and more. Business services, like Standard Operating Procedures, job postings, news, forums, tracking of work hours, and benefits, automate the Salary management, statutory reporting, Leave management, performance evaluation and promotion of all employees, attendance management for salary calculation, Approval Process, Full and final settlement. The personnel management comprises of HR master-data, personnel, recruitment and salary administration. Time management includes shift planning, time recording, absence & leave management. This section comprises of training and event management, additional training determination and training assessment etc., can all be unified into one module, which makes overall management and decision-making easier. For example:

- Vacancy Creation
- Man Power Requisition Approval
- CV / Resume Management
- Internal Resume Bank
- Screening of CV / Resume
- Interview Management
- Candidate Selection
- Pay Scale Fixation
- Offer Letter Management
- Employee Induction
- Complete paperless operations
- Centralized Employee Database
- Exhaustive Employee Data capture
 - Joining Information.
 - Profile with images.
 - Present & permanent address.
 - Emergency address and contact person details.
 - Probation Confirmation details.
 - Current position and job profile.
 - Employee Qualification and experience details.
 - Dependents Information: Contact details, Educational details, Work history and more
 - Professional Information: Branch, Grade, Designation, Reporting, History

2.1 Benefits of using HR modules

Businesses that have integrated ERP and more specifically HR modules, have been able to benefit in a number of ways. Here are 4:

2.1.1 Automated processes that free up management

A large function of HR, as with many other business processes, is data entry and reporting. If you are trying to develop reports without an integrated ERP system, you probably need to pull data from numerous sources which takes time. This is time that can probably be better spent on more relevant tasks.

An ERP module data, once set up, will be more accessible. This simultaneously makes it easier to enter and pull data together into reports. And because large parts of daily tasks can be automated, you can ensure that what you need to complete is actually achieved.

2.1.2 Enhanced sharing of information and collaboration

Because HR is a central function of any business, data related to HR needs to eventually be shared with other teams or departments. Without ERP this likely means you will need to ask different people to share their data and then compile it into a useable format.

With ERP for HR, data is stored in a central location, or brought together to a central location, which means that data from different sources can be shared faster and easier. This also ensures that the right data is shared, thus enhancing overall outcomes and making it simpler for other teams to work together.

2.1.3 Management gains a clearer picture of HR

It can be tough to gain a short-term picture of your employee resources, especially when it comes to identifying potential resource shortfalls (e.g., double-booked holidays, employees who are constantly late, etc.) and where improvements can be made. For example, in most modules management can track overtime hours of employees, and receive alerts when overtime is past a certain threshold. If management spot that one department is consistently banking extended overtime hours, you can move quickly to address this.

2.1.4 Data is kept up-to-date

As we've stated above, HR systems usually involve data from various locations. This means that there is always a chance of duplicate or incorrect information. A healthcare ERP module can help ensure that the data is not only correct, but also not duplicated, which can in turn speed up decision-making and enable better decisions to be made.

3 Features of HRMS

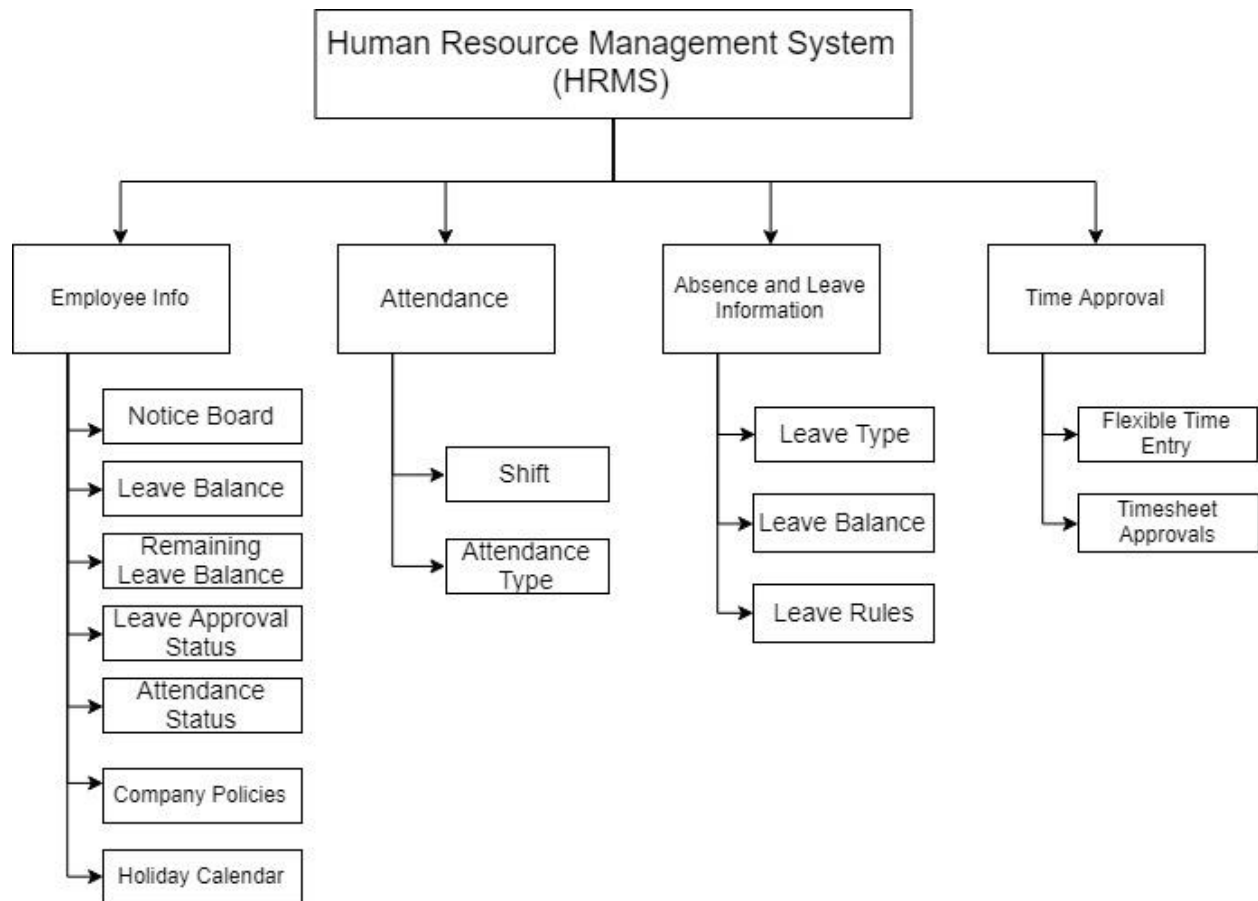


Fig: 01 Features of HRMS

3.1 Employee Information:

Employees within the organization can easily access information related to notice board, leave status, company policies etc. They can apply for Leave online, can view their leave status, PF (Provident Fund) statements, and can also be viewed without having to wait for HR reverts. Thus management spend less time answering questions and more time pursuing the vision.

- Personal Employee Login.
- Manage Leave Application.
- Send leave application thru email.
- Email Receipt of Leave Approval.
- Personal Dashboard.
- Notice Board.

3.2 Absence and Leave Information:

Employee Leave & Attendance Management System streamlines communication between HR and employees and facilitates simple yet efficient management of employee leave. Leave approval no longer involve trails of paperwork. The system provides full audit trails of management staff's leave balances and plans. Management just need to enter the dates on which an employee has availed leave and the types of leave availed. Based on the rules defined in the masters while setting up exactly HRMS, reports would be generated:

- Highly configurable User Defined Leave Rules.
- User Defines Approval Hierarchy.
- Online leave requisition, Approvals and rejection.
- E-Mail Notifications.
- Leave Balance Details
- Flexible Attendance Input
- Monthly / Yearly leave carry forward & encashment.
- Attendance data integration from any time – machine.

3.3 Attendance:

The timings regularities and attendance etc., are the parts of this section. It keeps track of the employee attendance and keeps the data secured for the future reference. Some of the most important features this module provides are mentioned below.

- Calendar appearance for better visualization of employee attendance
- Application facilities for holidays and Short leaves

3.4 Time approval

Employee Time Approval Management System streamlines communication between Line Manager, HR and employees and facilitates simple yet efficient management of employee late coming due to field work, early going, absence due to travel on Duty. Time approval no longer involve trails of paperwork.

- Late Coming, Early going, Absence due to travel on Duty etc.

4 Conclusion

Necessary attribute detail has been given based on the requirements and understanding from the user end. But IT Team must analyze and improvise if there needed more attributes and condition to manage the HRMS more efficiently in KG.