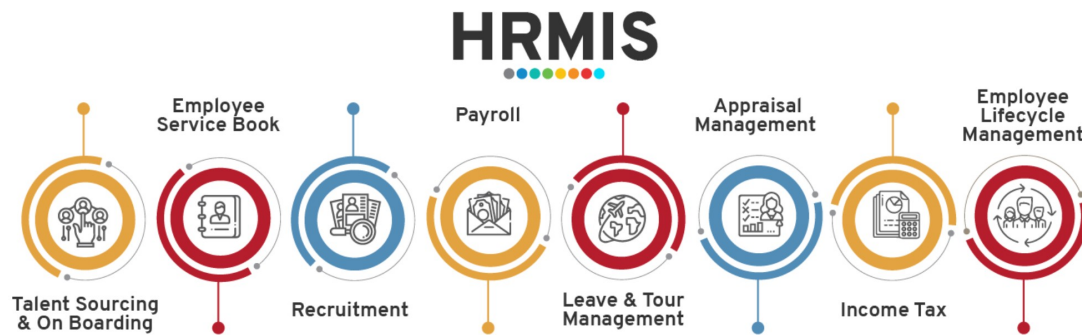


Core Components of an HRMIS

A typical HRMIS can be broadly categorized into the following modules:



1. Employee Information Management:

- Personal details
- Contact information
 - Emergency contacts
- Employment history
 - Qualifications and certifications
- Performance appraisals
- Salary and benefits
- Attendance and leave management

2. Recruitment and Onboarding:

- Job postings
- Applicant tracking
 - Interview scheduling
 - Offer management
 - Background checks
 - Onboarding processes

3. Payroll and Compensation:

- Salary calculations
- Tax deductions
- Benefits administration
- Payroll processing
- Time and attendance tracking

4. Training and Development:

- Training needs assessment
- Training plan development

- Training delivery
- Performance evaluation
- Career development

5. Performance Management:

- Goal setting
- Performance reviews
- Feedback mechanisms
- Performance improvement plans

6. Time and Attendance:

- Time tracking
- Attendance monitoring
- Overtime calculations
- Leave management

7. Reporting and Analytics:

- Data analysis and reporting
- HR metrics and KPIs
- Workforce analytics

8. Self-Service Portal:

- Employee access to personal information
- Leave requests
- Expense claims
- Training enrollments || |