HRMS Software Presentation

MD Infosystems Pvt. Ltd.

Imagine, Think & Do

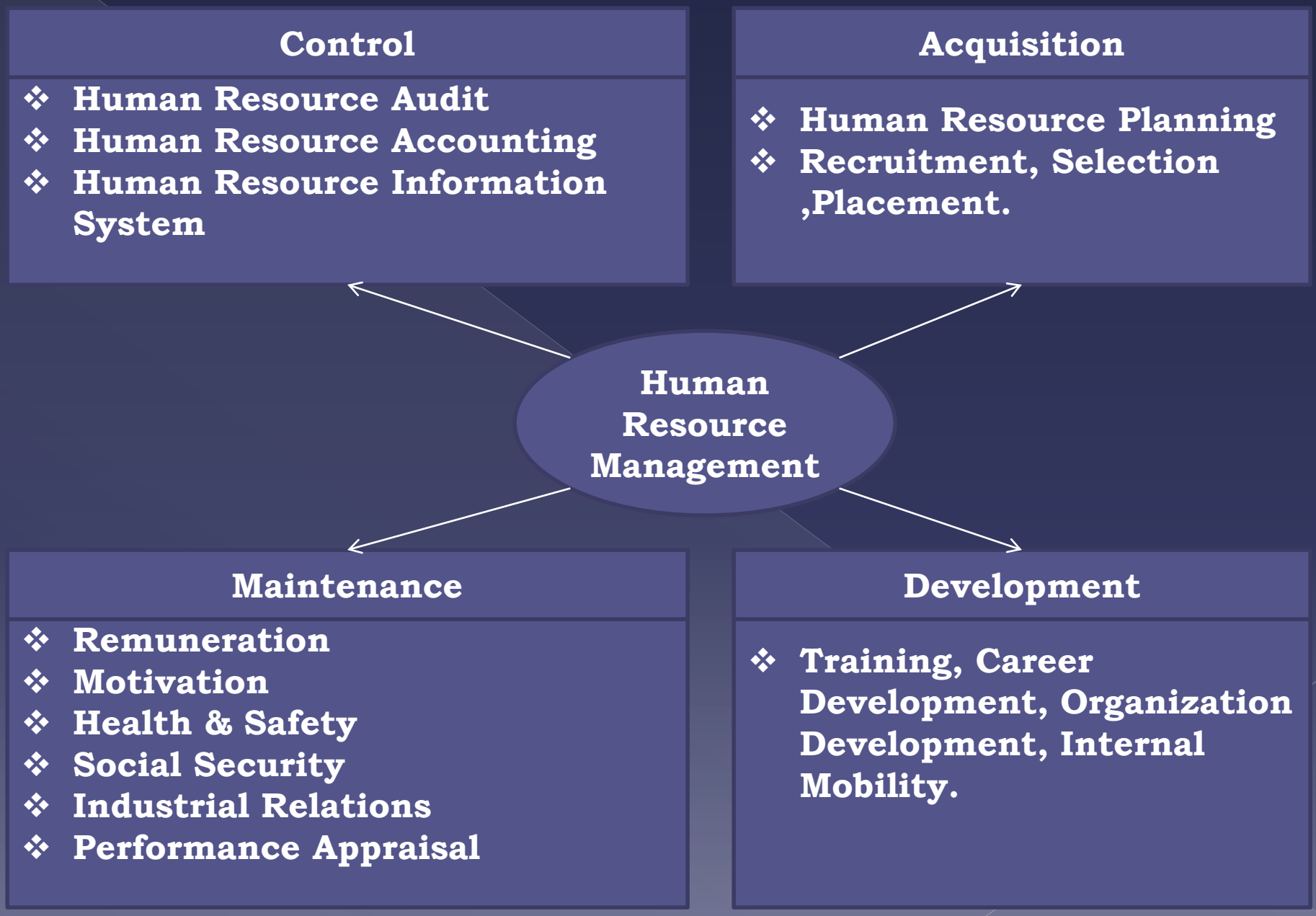
Overview of HRMS

Human Resource Management Systems (HRMS) or Human Resource Information Systems (HRIS) or HR Technology shape an intersection between human resource management (HRM) and information technology. It merges HRM as a discipline and in particular its basic HR activities and processes with the information technology.

Scope of HRM

The scope of HRM is very wide:

- **Personnel aspect-**This is concerned with manpower planning, recruitment, selection, placement, transfer, promotion, training and development, layoff and retrenchment, remuneration, incentives, productivity etc.
- **Welfare aspect-**It deals with working conditions and amenities such as canteens, creches, rest and lunch rooms, housing, transport, medical assistance, education, health and safety, recreation facilities, etc.
- **Industrial relations aspect-**This covers union-management relations, joint consultation, collective bargaining, grievance and disciplinary procedures, settlement of disputes, etc.


Control
Human Resource Audit
Human Resource Accounting
Human Resource Information System
Acquisition
Human Resource Planning
Recruitment, Selection ,Placement.
Human Resource Management
Maintenance
Remuneration
Motivation
Health & Safety
Social Security
Industrial Relations
Performance Appraisal
Development
Training, Career Development, Organization Development, Internal Mobility.

Employee Data Management
Employee Self Service
Recruitment Management
Scope of HRM
Salary Management
Attendance & Leave Management
Grievance Management
Report Management

Workflow of HRMS

Company Management

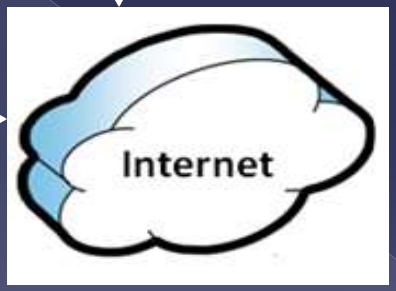
Management is able to access data related to overall Company performance, financials, Employee count, staff count, staff performance, etc.

Employee can Punch In/Out Attendance.

Punching Device

Employees

Employee are able access website to view info about salary, performance, assignments, Attendance, news & events, etc.



Web server synchronizes with local devices and stores required information.

Admin & Users

Employee are able to create Profile, Punch attendance, etc. Admin can assign work to staff, manage and track day-to-day activities.

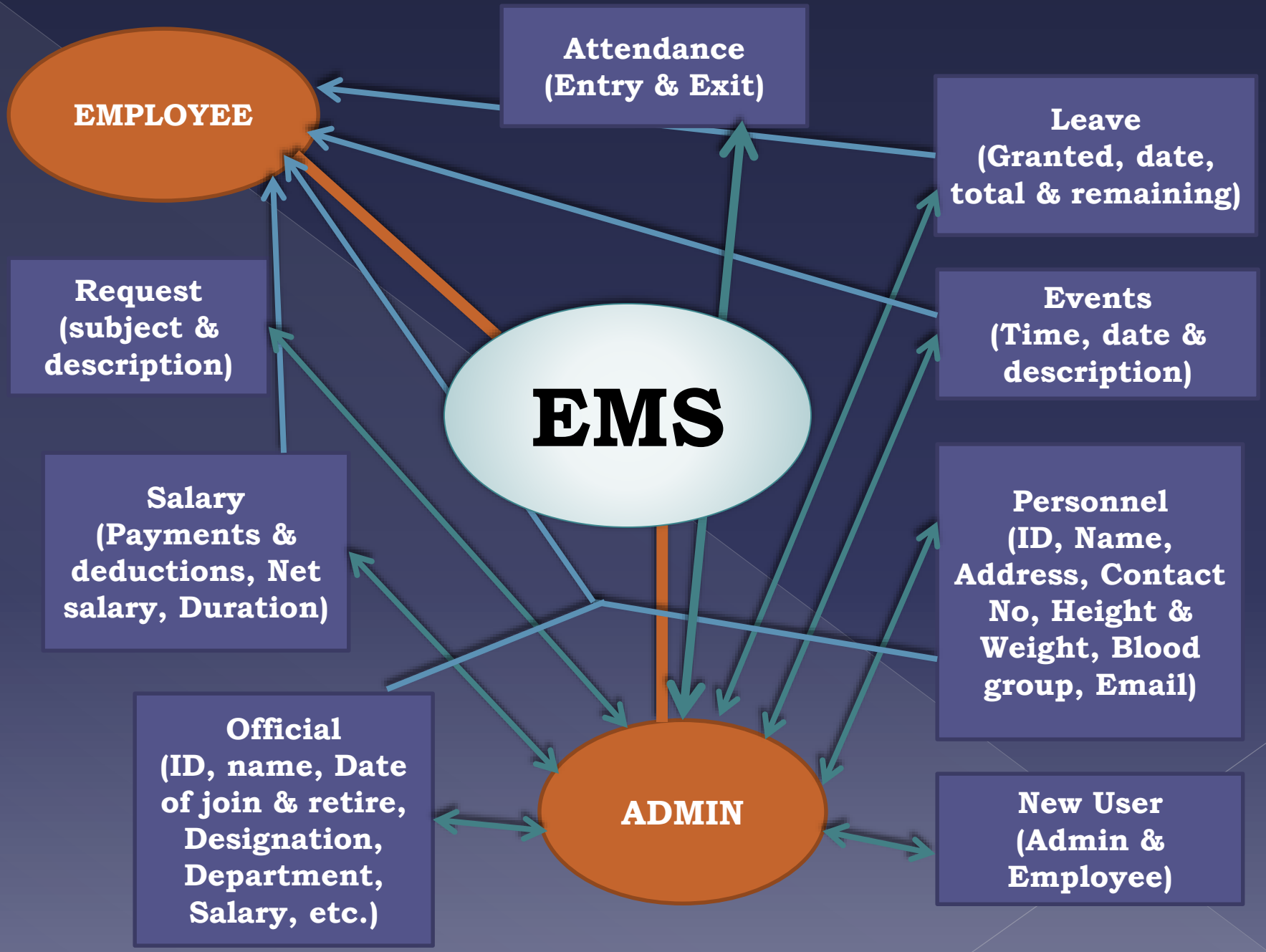
Cloud Server & Database

Recruitment Data Management

- Job opening Information, job functions, requirements and skills information and staffing status.
- Department job opening list management.
- Printing job opening information.
- Employee Referral.
- Manpower, Employee Replacement Requirement Process.

Employee Data Management

- Employee general information, photo, note attachment files, medical information, tax information, monthly timesheet, payroll reports (based on the tax information and timesheet), and medical insurance and emergency contacts.
- Employee benefits from helps you record all medical and detail insurance programs that your company have for your employees.
- Create HR payroll report, phone list, employee list, department list reports, and you can add your own report later based on your need.
- Employee vacation and sick leave management.
- Employee job history information management.
- Employee certification and awards management.
- Employee performance evaluations information management.
- Employee company asset tracking.
- Employee resume and training records management.
- You can output your employee data and payroll data to Microsoft® Excel® file and PDF file as well.
- The database records all employee information and you can review it by name list, phone list, or department lists.
- Benefits information management.
- Grievance history information (e.g. complaints, dispute etc.) management.


EMPLOYEE
Attendance (Entry & Exit)
Leave (Granted, date, total & remaining)
Request (subject & description)
Events (Time, date & description)
EMS
Salary (Payments & deductions, Net salary, Duration)
Personnel (ID, Name, Address, Contact No, Height & Weight, Blood group, Email)
Official (ID, name, Date of join & retire, Designation, Department, Salary, etc.)
ADMIN
New User (Admin & Employee)

Employee Self Service

- Employee login to their own page through ESS Self service portal.
- Employee Punch their Attendance through mobile application and Biometrics Machine.
- Employee can Edit their Personal Detail (Mobile, Email, F_Name etc).
- Employee can view the Salary Details.
- Employee can apply for Leave, OD, Personal Movement and check status.

Recruiting
On Boarding
Policy
Communication
Compensation
Benefits
Time Tracking
Payroll
Leave
Training
Performance
Evaluation
Career
Development
Promotion
Retirement
Employee
Manager
Self Service
Workflow

Attendance Management

- Timesheet Approval
- Work Schedules
- People Locator
- Shared Absence Data
- Automated overtime calculations
- Holiday tracking and payment
- Data collection at clock in/out
- Punch rounding (in/out)
- Electronic data transfer

Leave Management

- Leave policy definition
- Holidays & restricted holidays
- Leave planning balance
- Leave transactions
- Leave workflows
- Leave reports
- Leave Donation Policy
- Year/Monthly-end processing
- Highly customizable leave policies (earned leave, sick leave, etc.)
- Employee Leave Request from (ESS)
- Leave application response(Approved/Rejected)

Salary Management

- Definable Salary Heads
- Emailing Salary Info
- Dynamic Salary Components(Editable)
- Disbursement List
- Automatic Ctc Proration and Remove CTC.
- Arrears, Advance Salary, Loan/EMI Deduction.

Grievance Management

Complaint:-

- Complaint Link will be available for raising the complaint.
- Auto-generated mail will be send to employer from HR id stating that your complaint had been received and resolved ASAP.

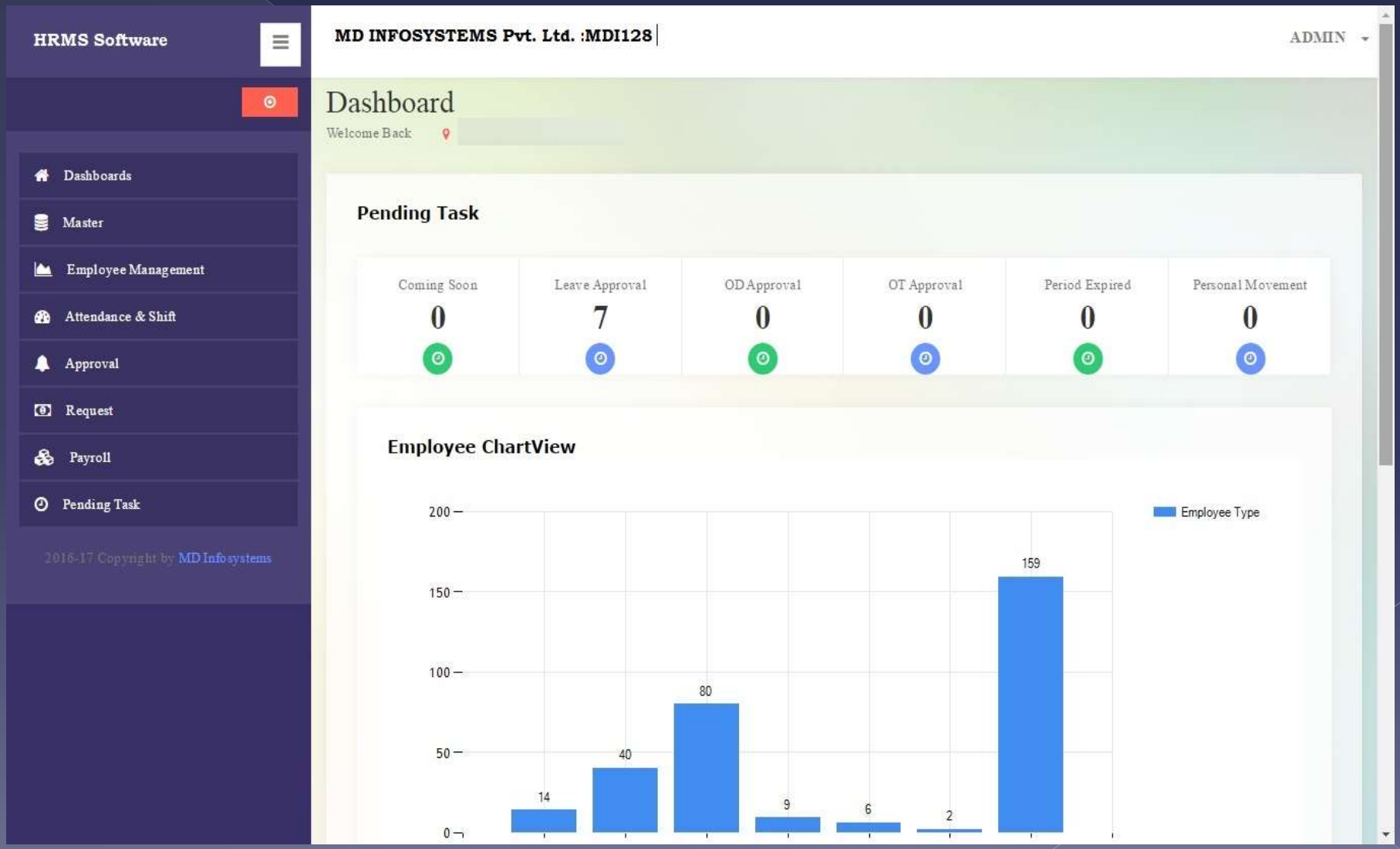
Dispute:-

- Complaint Link will be available for raising the dispute.
- Auto-generated mail will be send to employer from HR id stating that your dispute had been received and mention solution provided to employee which had to follow mandatory.

Report Management

- Get fast and complete reports via our electronic channels.
- Convenient and swift: All information will be reported to the user immediately as soon as the processing stage is completed.
- Saves time and reduces costs: The admin does not need to visit a Bank branch to send the report.
- Enhances your liquidity: Information from the report can be used with the company's accounting and financial management. Information is available in many formats, such as text files, PDF and CSV formats.

Dashboard

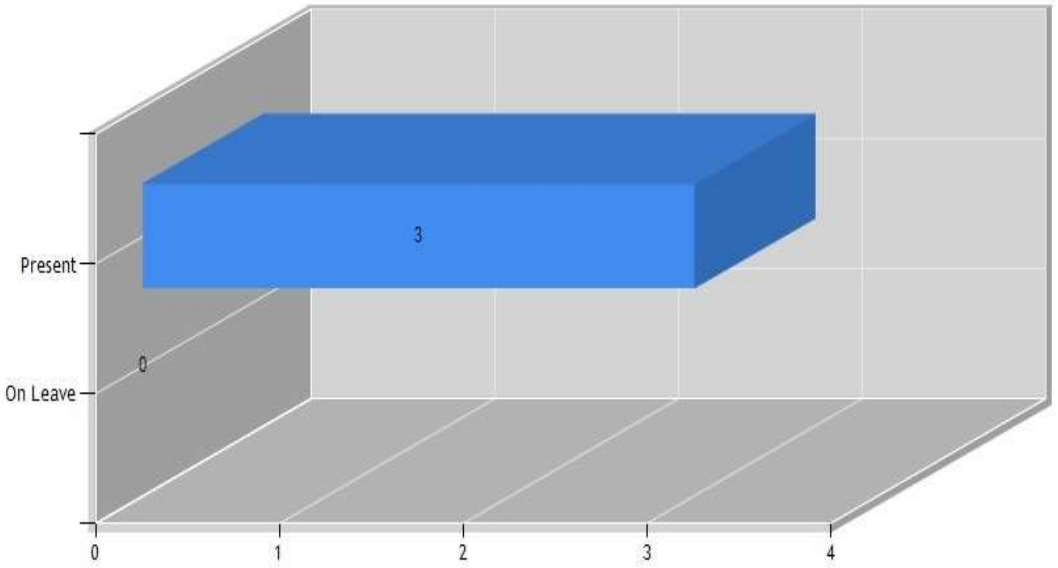

HRMS Software
MD INFOSYSTEMS Pvt. Ltd. :MDI128
ADMIN
Dashboard
Welcome Back
Dashboards
Master
Employee Management
Attendance & Shift
Approval
Request
Payroll
Pending Task
2016-17 Copyright by MD Infosystems
Pending Task
Coming Soon
0
Leave Approval
7
OD Approval
0
OT Approval
0
Period Expired
0
Personal Movement
0
Employee ChartView
Employee Type
200
150
100
50
0
14
40
80
9
6
2
159

HRMS SOFTWARE

MD INFOSYSTEMS Pvt. Ltd. : MDI128

ADMIN

Attendance Detail On Sunday, June 05, 2016



Thank You

MD Infosystems Pvt. Ltd.

Imagine, Think & Do

Career House, 4, East Park Road, Karol Bagh, New Delhi