

EMPLOYEE INFORMATION SYSTEM

Employees are the most valuable and dynamic assets of an organization. The Employee Information System is an extensive and comprehensive system that maintains and tracks information pertaining to all the employees in an organization. This system has a wide range of masters, which provide high degree of customization and allow the user to setup the system as per the requirements of the organization. It captures comprehensive details pertaining to all the employees in the organization. It maintains the skill inventory of an organization. There is a provision for keeping track of various types of transfers, including inter-location, inter-circle and inter-company transfers; the workflow involved during the transfer process is also automated. The system also tracks exit of an employee from the company along with the reasons for the exit. The system also keeps track of appraisals and promotions. There is provision for leave and attendance maintenance. The system is fully integrated with Recruitment, Payroll and Training Systems. Extensive and effective reporting functions provide a snapshot of employee information.

Sailable Features

- ☞ Multi-site support
- ☞ Multi-tier security provides authorization and control at various stages.
- ☞ Workflow automation and management
- ☞ Exhaustive and comprehensive analysis via a wide range of reports and graphs
- ☞ Ease of use
- ☞ Graphical point and click interface
- ☞ On-line help and user manual
- ☞ Designed using the Unified Modeling Language (UML) which is a leading OOAD technique
- ☞ Ease of maintenance and extensibility
- ☞ Interface with other packages such as Oracle Financials
- ☞ Enhances productivity of your HR departments
- ☞ Seamless integration with other Windows-based applications
- ☞ Meets all major requirements, provides increased availability of analyzed information
- ☞ Maintains exhaustive employee information
- ☞ Complete leave maintenance facilities
- ☞ Export/import facilities available
- ☞ Resource optimization
- ☞ Inbuilt fax, mail and scanner interface
- ☞ Powerful backup and recovery features

Skills / Competencies Hierarchy

The system allows the user to define required skills/competencies and construct a skill hierarchy using a simple drag and drop interface. Weightages, thresholds and scales can also be associated with skills.

Qualification Construction

Generic Selector Utility

Generic Selector is a utility, which allows the user to generate the requirement or selection criteria in a generic and user-friendly manner. The system allows the user to generate the selector criteria using a simple user-friendly interface. The generic selector utility facilitates the user in constructing the criteria, which can comprise of any number of skills, qualifications or designations. The system also has

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The system allows the user to define qualification types and categories; for instance qualifications could be technical or non-technical in nature. The system further allows the user to define qualification degrees and specialization via qualification degree master and specialization master. A qualification can be constructed by drawing up various permutations and combinations of qualification type, degree and specialization.

Customizable Appraisal Parameters

The system allows the user to set up the parameters used for appraisals as per his organization's needs. The system also allows scales, weightages and thresholds to be associated with these parameters. The system allows the user to define evaluation scales as per his needs and requirements. These scales could be utilized at various points in the system and could be utilized for various types of evaluations.

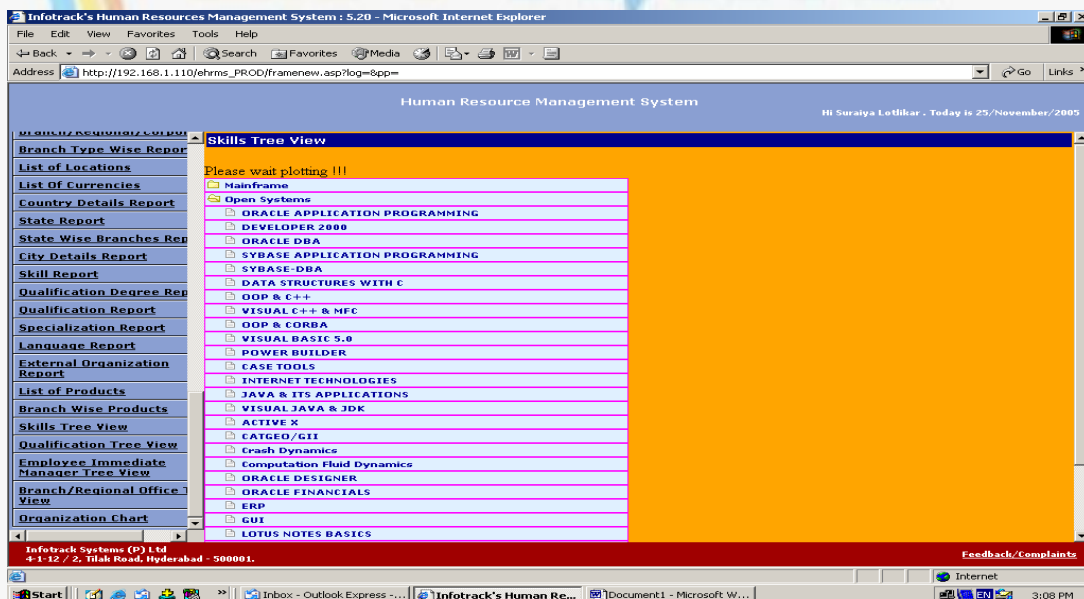
provision for drawing up a wide range of permutations and combinations by utilizing 'and', and 'or' clauses.

Designation Master and Hierarchy

The system allows the user to define levels, functions, job descriptions and job sub-descriptions via the corresponding masters. A designation can be constructed by drawing up various permutations and combinations of level, function, job description and job sub-description. The user can further construct designation hierarchies and define career paths in an organization.

Leave Types

The system has provision for defining the leave types as per the organization's requirements. The system also has provision for defining leave type entitlements designation-wise.



Multi-level skills hierarchy can be defined.

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General Masters / HR Foundations

The system provides high degree of flexibility by allowing the user to setup various other features according to the needs of the organizations via a wide range of general masters. Language masters allow the user to define languages. Other important masters include country master, city master, state master, illness master, reasons category master, grievance master, exit reasons master, currency master and currency transactions, external organization master, circle/location master, sub-circle/department master, extra-curricular activities master, membership master, insurance master, etc.

Employee Master

Employee master captures comprehensive details pertaining to employee. The information captured is organized in the form of tab folders for the ease of entry and accessibility.

General Information Tab folder includes employee identification number, name, father's name, date of birth, date of joining, status of employee, designation, location, confirmation details, etc.

Address Tab Folder allows the user to capture multiple address related details for an employee. Other details such as phone numbers, mobile numbers, fax and mail details are also captured here. Each address can be classified as present, permanent, temporary, emergency or a combination of these.

Qualification Tab Folder allows the user to capture multiple qualification details for the same employee. The details captured include qualification type, qualification degree, specialization, university details, year of passing, division, percentage, etc.

Skills Tab Folder allows the user to capture multiple skills for the same employee. The information captured includes the skill, skill rating and effective date. The system implicitly includes the parent skills in the skill set of an employee whenever a sub-skill or a child skill is assigned to an employee.

Designation History Folder keeps track of the designation history and career path of an employee in the organization.

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Infotrack's Human Resources Management System : 5.20 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://192.168.1.110/ehrms_PROD/frameview.asp?log=&pp=

Human Resource Management System

Hi Suraiya Lotlikar . Today is 25/November/2005

Employee Details [Back To Search Page](#)

Employee Code: 0035 Employee Name: Rishi Mehra

[Edit Employee](#)

Employee Details	Further info	Family	Address	Experience	Extra curricular
Languages	Skills	Qualification	Photo	Membership	Designations
Name:	Rishi Mehra				
Preferred Name:	Rishi	Internal Grade:	MGR		
Type:		Sex:	Male		
Date of Birth:	06/06/1968	Date of Joining:	01/06/1995		
Vertical:	Audit & Compliance	Sub-Vertical:	Audit		
Department:	General Audit	Region:	Corporate Office		
Branch/AFD/EC/ Cost Center Code:		Branch/AFD/EC /Cost Center Details (Address):	Corporate Office -Nariman Point		
Branch/AFD/EC /Cost Center City:	Mumbai	Position:			
Current Location:	Corporate Office -Nariman Point	Role:			
Joining Location:	Corporate Office -Nariman Point	Joining Grade:			
External Designation:	MANAGER	Immediate Supervisor:	Aniruddha S Kurhekar		
Confirmed /Probation:	Confirmed	Confirmation Date:	01/12/1995		
Product:		TVI amount:			
Gross salary:		Guaranteed cash(GC):			
Appraisal current rating:		Appraisal current Date:			

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Employee General Information contains exhaustive details about the employee.

Infotrack's Human Resources Management System : 5.20 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://192.168.1.110/ehrms_PROD/frameview.asp?log=&pp=

Human Resource Management System

Hi Suraiya Lotlikar . Today is 25/November/2005

Employee Details [Back To Search Page](#)

Employee Code: 0005 Employee Name: Mr. P P Rivankar

[Edit Employee](#)

Employee Details	Further info	Family	Address	Experience	Extra curricular
Languages	Skills	Qualification	Photo	Membership	Designations
PF Number:	546736	DBS:	Yes		
PAN Number:	632111	Passport Number:	2456879		
Passport Status:	Active	Passport EGNR Check:			
Driving Licence Number:	DLFAP007158291970	Driving Licence Status:	Active		
Mother Tongue:	Hindi	Religion:	Hinduism		
Marital Status:	Married	Blood Group:	A-		

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Feedback/Complaints

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Employee Further Info tab folder maintains employee details

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Membership Tab Folder provides employee's membership details of various professional organizations (clubs, etc.) The system also captures relevant details such as from date and end dates and whether the employee is an active member of the professional organization or not.

Languages Tab Folder captures information about the languages employee can read, write or speak.

Experience Tab Folder keeps track of employee's experience history in the previous organizations he worked for. The information maintained includes organization name, address, experience in that organization, designation, remarks, from date and end date.

Extra-curricular Activities Tab Folder keeps track of employee's extra-curricular activities and interests.

Family Tab Folder contains family details of an employee. The information maintained includes names of family members, relationship, occupation, age and information as to whether the family member is dependent on the employee or not.

Transfers

The system has provision for capturing information for various types of transfers. The system has provision for inter-company transfers, inter-circle transfers and inter-city transfers. The system also automates the related workflow during the transfer process, which involves, initiation, approval and confirmation of transfer details. The system records information such as effective date of transfer, approval details and reason for transfer. The system tracks the transfers during various stages.

The system maintains history of various types of transfers for every employee in the organization.

Gross Pay Tab Folder maintains history of the gross pay of an employee during his tenure with the organization. This tab folder depicts the growth of an employee in terms of gross pay since the date of joining till date.

Insurance Tab Folder maintains insurance details for the employee. The system has provision for recording multiple details for an employee. The information captured includes insurance type, insurance company, address, insurance amount, insurance coverage date, premium per month, premium per day, employee insured amount, dependent insured amounts, etc.

Further Information Tab Folder captures other important information related to employee. The information captured includes PF number, PAN number, ECNR, ESI number, passport details, native place, birth place, religion, marital status, weight, identification marks, blood group, vision medical checkup details, etc.

Employee-wise Grievances

The system has provision for capturing information pertaining to grievances of employees in the organization. The system also keeps track of whether the grievances have been cleared or not. This information could be useful for analysis.

Exit Transaction

Exit Transaction allows the user to record the complete information required when an employee leaves an organization. The information includes notice period, exit checklist and the reason for exit (for analysis). The system also captures the exit interview details. The system also keeps track of retirement related information here.

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The screenshot displays the 'Infotrack's Human Resources Management System : 5.20 - Microsoft Internet Explorer' window. The browser address bar shows 'http://192.168.1.110/ehrms_PROD/frameNew.asp?log=&pp='. The system header includes 'Human Resource Management System' and a greeting 'Hi Suraiya Letlikar - Today is 25/November/2005'. A left-hand menu lists various HR functions: Employee Joining Check, Employee Immediate Ma History, Award Nomination, Employee Awards, Direct Transfer, Transfer Cancellation, Employee Transfer Histo, Transfer Requisition ESS, Direct Promotions/Demo, Employees Promotion-D History, Salary Advice, Pending Salary Advices, Leaves Initiation, Employee Leave Entitlen, Employee Leave Encash HR only, Employee Leaves Mainte, Direct Exit, Employee Exit Acceptan Workflow, Exit Cancel, and Employee Exit History. The 'DIRECT TRANSFER' form is active, featuring a 'View Details' link. It contains fields for Employee Name (A. MEENAKSHI [1785]), Transaction Date (25/11/2005), Transaction No, Transfer Request By (Branch Head), Transfer Mode (Order), and Transfer Type (Region, Vertical, Branch). Below these is a table with 'From' and 'To' columns for various attributes: Region, Vertical, Sub Vertical/Department, Sub Sub Vertical, BR/CP/R Office, BR/RO/Corp Location, Location City, Role Code, and Position. The 'From' column shows details for South Region, Retail Banking, Branch Banking, Branch Operations, 0070-Madurai Branch, Mumbai - Nariman Point, and --. The 'To' column shows details for East Region, Corporate Banking, Corporate Banking & S, Corporate Banking & S, 0010-Kolkata - A J Bos, Kolkata -AJC Bose Ro, Kolkata, and Area Credit Manager. The footer of the application window displays 'Infotrack Systems (P) Ltd 4-1-12 / 2, Tilak Road, Hyderabad - 500001.' and a 'Feedback/Complaints' link. The Windows taskbar at the bottom shows the Start button, several icons, and open applications including 'Inbox - Outlook Express', 'Infotrack's Human Re...', and 'Document1 - Microsoft W...'. The system clock indicates 3:15 PM on 11/25/2005.

From		To	
From Region	South Region	To Region	East Region
From Vertical	Retail Banking	To Vertical	Corporate Banking
From Sub Vertical/Department	Branch Banking	To Sub Vertical/Department	Corporate Banking & S
From Sub Sub Vertical	Branch Operations	To Sub Sub Vertical	Corporate Banking & S
From BR/CP/R Office	0070-Madurai Branch	To BR/CP/R Office	0010-Kolkata - A J Bos
From BR/RO/Corp Location	Mumbai - Nariman Point	To BR/RO/Corp Location	Kolkata -AJC Bose Ro
From Location City		To Location City	Kolkata
From Role Code		To Role Code	Area Credit Manager
From Position	--		

Direct transfer transaction captures details such as the department to which the employee is being transferred. It also captures the approval details and the effective date of transfer. System maintains history of various types of transfers for every employee in the organization.

Employee Self Appraisal

The system maintains information pertaining to employee's self-rating of all the appraisal parameters. The employee can also specify his strengths & weaknesses and areas of improvement.

Employee Appraisals

The system captures information pertaining to appraisal parameter-wise ratings, final overall rating, strengths, weaknesses, suggestions for improvements by appraiser, appraiser details, increment related information if any, next appraisal date. If the employee is on probation, the system also records details such as; whether the employee

Leave Requisition and Approvals

The system allows employees to raise leave requisition. The system also keeps track of leave entitlements for employees leave type wise as against the actual leaves availed. The system also automates the leave approvals process.

Wide Range of Reports

The system provides extensive analysis via a wide range of reports. Some of the important reports include attrition and additions, employee promotion history, employee transfer history, employee designation history, employee family details, employee qualification and skill details, employee's detailed resume, employee age

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has been confirmed or his probation has been extended, if yes, to which date. The system has a self-driving appraisal mechanism and the user is prompted well in advance whenever appraisals are due. The suggestions captured during appraisals in terms of skill upgradation serve as inputs to the training system.

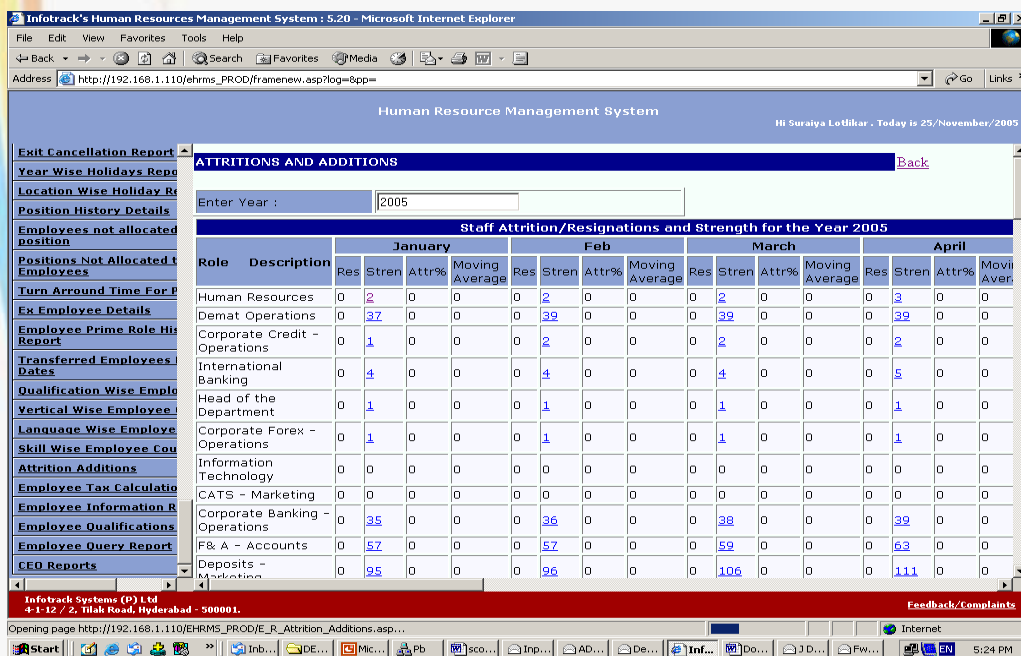
Integrated with other systems

The system is fully integrated with Payroll, Training and Recruitment Systems.

analysis, employee strength analysis department / circle / city / sub-circle-wise, employee details designation-wise, employees who did not clear medical checkup, employee query, birth dates, etc.

Attendance Details

The system also has provision for recording day-to-day attendance (employee-wise). The system has provision for capturing the in time and out-time on daily basis. Holidays can be setup in the beginning of the calendar year



Role Description		January				Feb				March				April			
		Res	Stren	Attr%	Moving Average	Res	Stren	Attr%	Moving Average	Res	Stren	Attr%	Moving Average	Res	Stren	Attr%	Moving Average
Human Resources		0	2	0	0	0	2	0	0	0	2	0	0	0	3	0	0
Demat Operations		0	37	0	0	0	39	0	0	0	39	0	0	0	39	0	0
Corporate Credit - Operations		0	1	0	0	0	2	0	0	0	2	0	0	0	2	0	0
International Banking		0	4	0	0	0	4	0	0	0	4	0	0	0	5	0	0
Head of the Department		0	1	0	0	0	1	0	0	0	1	0	0	0	1	0	0
Corporate Forex - Operations		0	1	0	0	0	1	0	0	0	1	0	0	0	1	0	0
Information Technology		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CATS - Marketing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Corporate Banking - Operations		0	35	0	0	0	36	0	0	0	38	0	0	0	39	0	0
F&A - Accounts		0	57	0	0	0	57	0	0	0	59	0	0	0	63	0	0
Deposits - Marketing		0	95	0	0	0	96	0	0	0	106	0	0	0	111	0	0

Attrition and Additions Report with drill down feature

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