

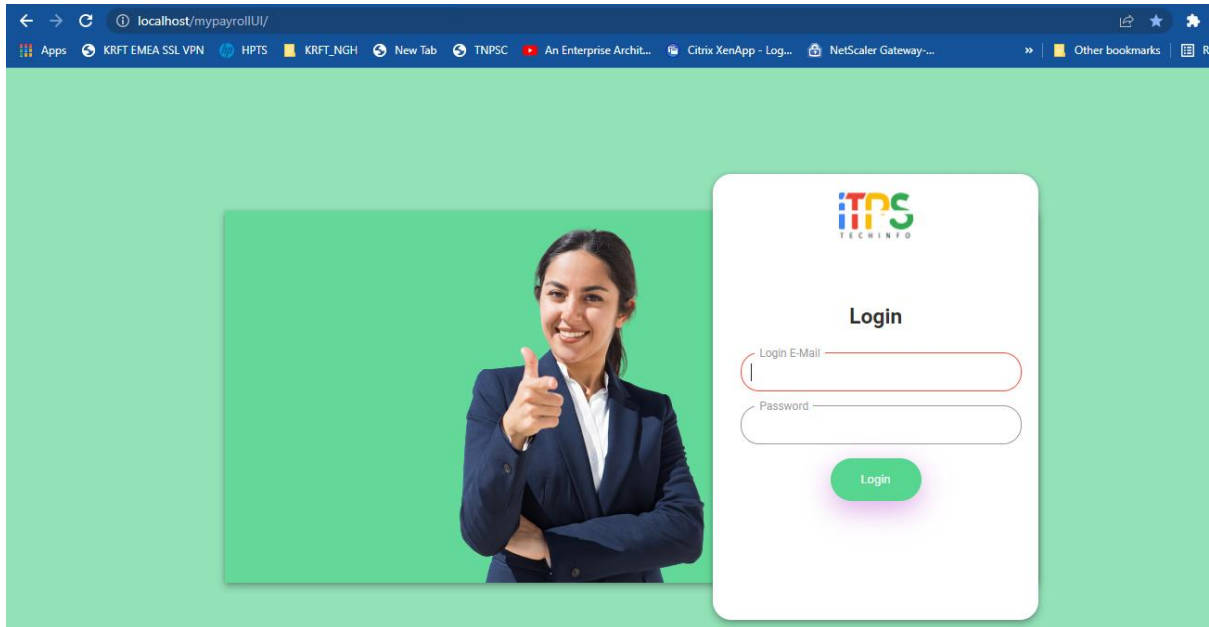
ITPS HRMS FULL SUITS

Introduction:

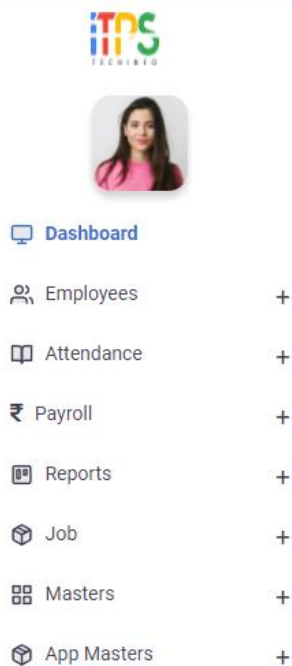
The ITPS developed an application to manage the entire HRMS process, which will help the company HR/Admin to manage their employee's database, Salary, Leaves, Interview Process and other areas.

This application can be managed with more than one companies or group of companies with this single application.

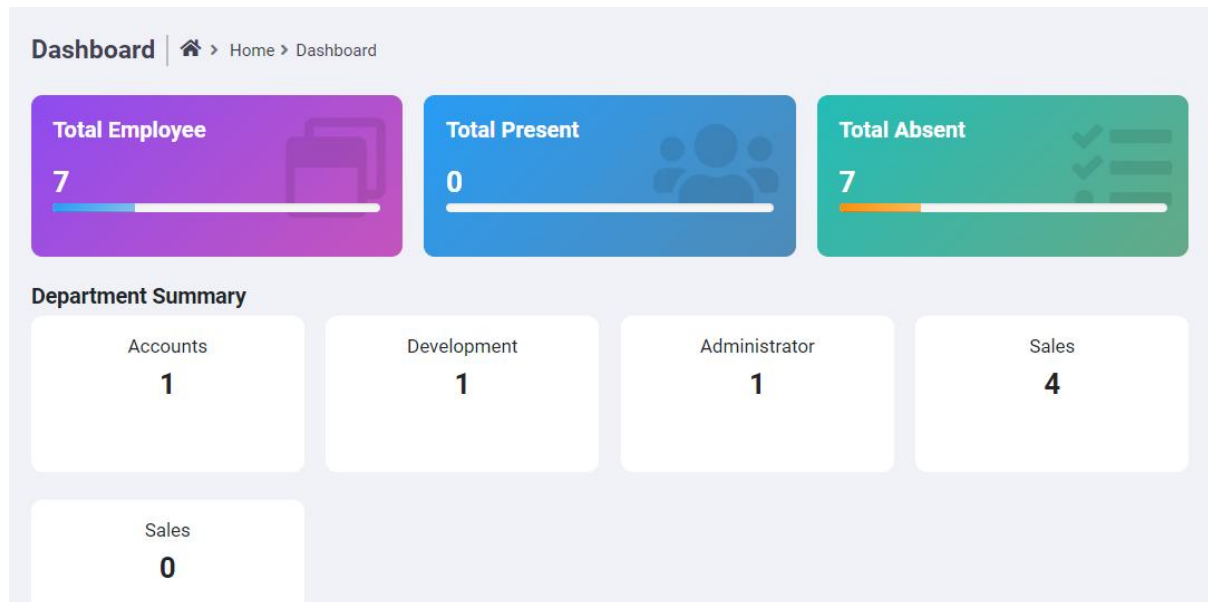
Login Page:



Dashboard:



ITPS HRMS FULL SUITS



Employees Details: (Create, List, Imports, Awards & Notice List)



 Dashboard

 Employees —

Employee Create

Employee List

Employee Imports

Awards List

Notice List

ITPS HRMS FULL SUITS

Create Employee

Step 1
Basic Details.

Step 2
Education Qualification.

Step 3
Work Experience.

Step 4
Bank Details

Step 5
Proof Details

Emp No*

Card No(8 digit nly)*

Full Name*

Father Name*

Email*

Present Address

Permanent Address *

City *




Choose a City

Pincode*

Company Name *


Choose a Company

Listing the Employees:

Employee List										
7 of 7 results found.										
Company										
All										
Filter										
Show 10 entries										
Search:										
#	Profile	Join Date	Emp#	Name	Gender	Designation	Email / Mobile	Department	Remarks	
1		09-08-2021	IND000055	Vishal	M	Pre-sales Executive	sales@itpstech.com 9585852619	Sales	Yet to be	
2		16-08-2021	IND000058	Dinesh Anand	M	Senior Engineer	hr@itpstech.com 9327627738	Administrator	Yet to be	
3		04-08-2021	IND000054	Divya	F	Pre-sales Executive	sales@itpstech.com 8364773299	Sales	Yet to be	

ITPS HRMS FULL SUITS

Importing the employee's details:


Employee Imports |  > Home > Employees > Employee Imports

Employees
Import

Date*

Attach Excel *

File


Sample file format.  [Click here](#)

Cancel

Reset

Import

Awards List:

Awards List |  > Home > Employees > Awards List

Awards List
2 of 2 results found.





Date From

Date Upto

Filter

Show 10 entries

Search:

#	Employee Name	Emp Code	Award Name	Gift	Award date	Actions
1	Kalaiaarasi	IND000053	Best Performance	cash	31/08/2021	 
2	Divya	IND000054	Best Performance	Dinner set	31/08/2021	 
#	Employee Name	Emp Code	Award Name	Gift	Award date	Actions

Showing 1 to 2 of 2 entries

PREVIOUS **1** NEXT

ITPS HRMS FULL SUITS

Notice List

2 of 2 results found.

Add New Notice

Date From

Date Upto

Filter

Show 10 entries


Search:

#	Title	Description	Status	Created on	Actions
1	Company Innovation Award Function	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum</p>	Active	//2021/03/08	<div> <div></div> <div></div> </div>
2	Attention: WFH User Attendance Verification	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor</p>	Active	//2021/03/08	<div> <div></div> <div></div> </div>

Attendance: (Import, Manual Punching, Leave Application, Absent Details, Attendance Verification)



 Dashboard

 Employees +

 Attendance -

Attendance Import

Manual Punching

Leave Application

Absents Details

Attendance Verification

ITPS HRMS FULL SUITS

Attendance Import



Home > Attendance > Attendance Import

Employee

Attendance Import

Year*

2022



Month*

January



Company Name*

ITPS TECH INFO PVT LTD



Attach Excel *

File

Sample file format. [Click here](#)

Manual Punching



Home > Attendance > Manual Punching

Manual Punching List

162 of 162 results found.

Add Manual Punching

Date From

Date To

Filter

Show 10 entries

Search:

#	Employee Name	Emp Code	Card No	Punch date	In Time	Out Time	Actions
1	VIVEKANANDAN	IND000052	000052	02/08/2021	10:00	03:32	
2	VIVEKANANDAN	IND000052	000052	05/08/2021	10:00	03:32	
3	VIVEKANANDAN	IND000052	000052	06/08/2021	10:00	03:32	
4	VIVEKANANDAN	IND000052	000052	07/08/2021	10:00	03:32	

ITPS HRMS FULL SUITS

Leave Application | Home > Attendance > Leave Application List

Leave Application List

5 of 5 results found.

[Add Leave Application](#)

Date From

Date To

[Filter](#)

Show 10 entries

Search:

#	Employee Name	Emp Code	Card No	Department	From date	To date	No days Leave	Leave Type	Leave Status	Actions
1	THAMARAISELVAN	3THA	3232432	Accounts	09/03/2021	09/03/2021	1	Casual Leave	Approved	Edit Delete
2	THAMARAISELVAN	3THA	3232432	Accounts	19/04/2021	19/04/2021	1	Sick Leave	Approved	Edit Delete

Absent Details | Home > Attendance > Absent List

Absents List

45 of 45 results found.

[Add Absents](#)

Date From

Date To

[Filter](#)

Show 10 entries

Search:

#	Employee Name	Emp Code	Card No	Absent date	Description	Actions
1	VIVEKANANDAN	IND000052	000052	03/08/2021	Absent Import data	Delete
2	VIVEKANANDAN	IND000052	000052	04/08/2021	Absent Import data	Delete
3	VIVEKANANDAN	IND000052	000052	27/08/2021	Absent Import data	Delete

Attendance Verify | Home > Employees > Attendance Verification

Year

2022

Month

March

Company

Select Company

[Filter](#)

Sorry, not generated, Please selected Company Related Employee Details..!!


Copyright 2021· ITPS Techinfo Pvt. Ltd. All rights reserve


ITPS HRMS FULL SUITS


Payroll Functions: (Payslip, Salary Setup, Salary Process, Employee Loan, Conveyance, Tax Files)



 **Dashboard**

 Employees +

 Attendance +

 Payroll -

Payslip


Salary Setup

Salary Process

Employee Loan

Employee Conveyance

Tax File Upload

Payslip |  > Home > Payroll > Payslip

Year

2022

Month Upto

January

Employee

IND000052 - VIVEKANANDAN

Filter

 PDF

 Print

ITPS HRMS FULL SUITS

Salary Setup

Home > Payroll > Salary Setup





List of PaySetup

2 of 2 results found.

Add PaySetup

Show 10 entries

Search:

#	Employee Name	Emp Code	Card No	Department	Designation	Company name	Salary Amt	Effective Date	Actions
1	Muthu Krishnan	IND00242	32929009	Administrator	Senior Engineer	ITPS TECH INFO PVT LTD	26000	07/04/2021	 
2	THAMARAISELVAN	3THA	3232432	Accounts	Senior Engineer	ITPS TECH INFO PVT LTD	30000	06/03/2021	 

Add Paysetup

Select Employee

Salary Amount:

Choose employee

☐ Daywise Salary ☒ Monthly Salary ☐ Hours Based Salary

ESI NO:

PF NO :

Addition Head

S.No	Name	Percentage	Calculation
------	------	------------	-------------

Deduction Head

S.No	Name	Percentage	Calculation
------	------	------------	-------------

Salary Process

Home > Payroll > Salary Process

Year

Month

Company

2022

March

ITPS TECH INFO PVT LTD

Filter

Salary Process

Show 10 entries

Search:

#	Employee Name	Emp Code	Gross Salary	Emp Salary Type	Company Name
1	Caroline	IND000057			ITPS TECH INFO PVT LTD
2	Kalaiaarasi	IND000053			ITPS TECH INFO PVT LTD

ITPS HRMS FULL SUITS



Employee Loan List

1 of 1 results found.

Add Loan Details

Show 10 entries

Search:

#	Employee Name	Emp Code	Card No	Loan Name	Amount	Int. Rate	EMI Pay	Loan Date	Loan Type	Loan Status	Actions
1	Kalaiaarasi	IND000053	000053	sample	4354			08/09/2021	Advance	Active	 
#	Employee Name	Emp Code	Card No	Loan Name	Amount	Int. Rate	EMI Pay	Loan Date	Loan Type	Loan Status	Actions

Showing 1 to 1 of 1 entries

PREVIOUS 1 NEXT

Add Loan



Loan or Advance Name *

Loan type*

Choose a Loan Type

Employee Code*

Choose a Employee

Loan Amount*

EMI Start Date*

08/03/2022

Submit

Cancel

ITPS HRMS FULL SUITS

Employee Conveyance



Home > Payroll > Employee Conveyance

Employee Conveyance List

1 of 1 results found.

Add Conveyance

Show 10 entries

Search:

#	Employee Name	Company Name	Conveyance Date	Amount	Actions
1	Caroline	ITPS TECH INFO PVT LTD	11/04/2021	600	 
#	Employee Name	Company Name	Conveyance Date	Amount	Actions

Showing 1 to 1 of 1 entries

PREVIOUS 1 NEXT

Add Employee Conveyance Details



Company Name

Choose a Company

Date

08/03/2022

Amount

Employee Name

Choose a Employee

Conveyance Name

Additional Work

Submit

Cancel

ITPS HRMS FULL SUITS

Tax File Upload | > Home > Payroll > Tax File Upload

Employee

Tax File Uploads

Year*

2022



Employee Name*

VIVEKANANDAN



Attach file *

File

Cancel

Reset


Upload

ITPS HRMS FULL SUITS




 **Dashboard**

 Employees +

 Attendance +

 Payroll +

 Reports -

Attendance

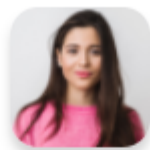
Payslip Bulk Download

Monthly Salary


Yearly Salary


Salary Deduction Details

ITPS HRMS FULL SUITS





 **Dashboard**

 Employees +

 Attendance +

 Payroll +

 Reports +

 Job -

Candidate Create

Candidates List

Job Openings List

Job Application List

Trainings List

ITPS HRMS FULL SUITS



Masters



Company

Location

Branch

Department

Department Assign

Designations

Conveyance

Leave

Sources

Qualification

Holidays

City



App Masters



Add Users

List of users

Common Settings

Roles