

RELISYS

# Human Resource Management

Manage HR Processes Effortlessly



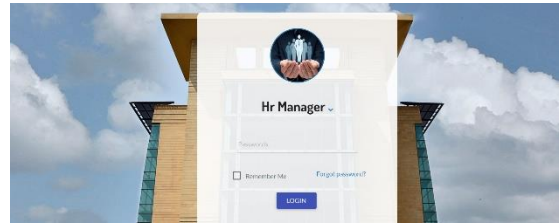
## Table of Contents

1) Why to Choose RELISYS HRM? .....	3
a) Automate your workflows .....	3
b) Securely store your data .....	3
c) Covering complete HR Cycle .....	3
d) Compliance .....	3
e) Web based application .....	3
f) Mobile App:.....	3
2) Functions:.....	4
3) User Management .....	5
a) Create and Manage User: .....	5
b) Create and Manage Roles .....	6
c) User Interface: .....	7
d) Update Profile .....	7
e) Workflow Management.....	8
4) Employee Management:.....	9
a) Employee Requisition .....	9
b) Define Employee .....	10
c) Change Status .....	11
d) Letters .....	11
5) Attendance Management .....	12
a) Manage Shifts .....	12
b) Attendance Discrepancy .....	12
c) Attendance / Leave Upload Option .....	13
d) Attendance for Executive Employees or Where Exemption is required .....	13
e) Gazetted Holidays .....	13
6) Leave Management .....	14
a) Leave Policy.....	14
b) Apply Leave and Approval Workflow.....	14
7) Payroll .....	15
a) Salary Additions .....	15
b) Payroll: .....	16
c) Reimbursements.....	16

d)	Increments .....	17
e)	Income Tax Withholding Slabs .....	17
f)	Loan.....	18
g)	Salary Deduction .....	18
h)	Salary Breakup .....	19
i)	Tax Rebate.....	19
9)	Performance Appraisal .....	20
a)	Dynamic Appraisal Form with Associated workflow .....	20
10)	Employee Separation .....	20
a)	Submit Resignation .....	20
b)	Exit Interview .....	21
c)	Final Clearance and settlement .....	21
11)	Mobile App.....	22
12)	HR Analytics .....	23
13)	Reports .....	24

## 1) Why to Choose RELISYS HRM?

The basic function of HR software is to make your HR processes more efficient. A software system with integrated modules can automate many of the processes that take up the bulk of your HR department's time. HR system modules can:



### a) Automate your workflows

RELISYS HRM has inbuilt automated tools to decrease the need for manually inputting data, eliminating the risk for errors while saving time and resources. HR modules can create custom workflows to support your HR processes.

### b) Securely store your data

HR software can ensure your employees' sensitive data is secure. Breaches in security can not only breach the trust of your employees, customers and partners, but help you remain compliant by adhering to data privacy laws. Cloud-based HR system modules have built-in layers of protection, like access restriction and two-factor authentication, to protect all your data.

### c) Covering complete HR Cycle

RELISYS HR module covers the complete HR cycle for an employee. Starts from recruitment, onboarding, Develop, Retain, and Offboarding.

### d) Compliance

It helps organizations in meeting the legal requirements. Configured EOBI deduction and income tax withholding slabs, withholding statement, and PSID report make it easier for organizations to meet compliance requirements.

### e) Web based application

RELISYS HR Module is web-based application, which can be accessed easily from anywhere. You just need a stable internet connection and browser to access your login with all configured authorities.

### f) Mobile App:

RELISYS HR mobile app enables employees and approving authorities to perform required functions by using mobile devices. RELISYS mobile app is readily available on Google play store.

## 2) Functions:

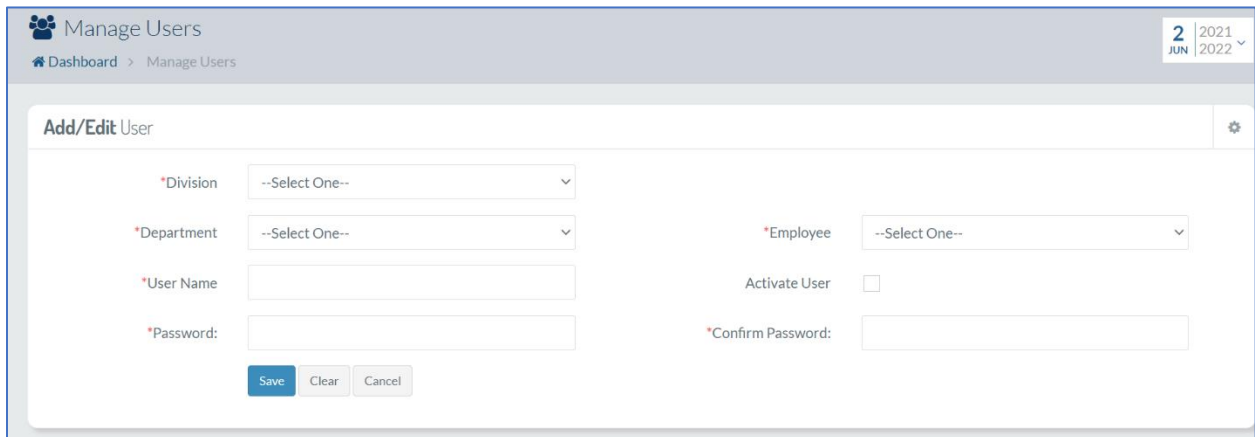
1. User Management
  - 1.1. Multiple Roles
  - 1.2. Map Roles with Interfaces
  - 1.3. Multiple company assignments
  - 1.4. Profile creations
2. Configurations
  - 2.1. Define Multiple Companies, divisions, departments, and Locations
  - 2.2. Define Multiple Job Descriptions
  - 2.3. Define Multiple Designations
  - 2.4. Define Benefits for positions.
3. Approval Workflow
  - 3.1. Process wise Approval Workflow
  - 3.2. Department wise approval hierarchy
  - 3.3. Approval workflow covering multiple authority assignment.
  - 3.4. Real time notifications for approving authority on Mobile / web app.
  - 3.5. Email initiation for pending workflows.
4. Employee Management
  - 4.1. Manage Employees
  - 4.2. Employee Transfer / Promotion
  - 4.3. Create Multiple shifts
5. Employee Hiring
  - 5.1. Employee requisition
  - 5.2. Job Portal
6. Leave Management
  - 6.1. Define Leave Policies
  - 6.2. Leave Policy Assignment
  - 6.3. Leave Balance Assignment as per Financial Year.
7. Attendance Management
  - 7.1. Configure and Assign Shifts
  - 7.2. Compatible with leading attendance machines.
  - 7.3. Manage Attendance Discrepancies
8. Payroll
  - 8.1. Import attendance from Attendance Machines.
  - 8.2. Single Click Month End Process
  - 8.3. Salary Slips
  - 8.4. Income Tax Withholding Slabs
  - 8.5. Generate PSID report and Withholding Tax Report as per FBR Format.
  - 8.6. Manage Employee Bonuses and Loans.
  - 8.7. EOBI Deduction
9. Performance Appraisal
10. Employee Separation, which covers employee's final settlement.

### 3) User Management

RELISYS user management module enables company to control access to core HR functions, with extensive set of tools to extract and identify data. It allows to define each employees level of access to data, based upon user department and role.

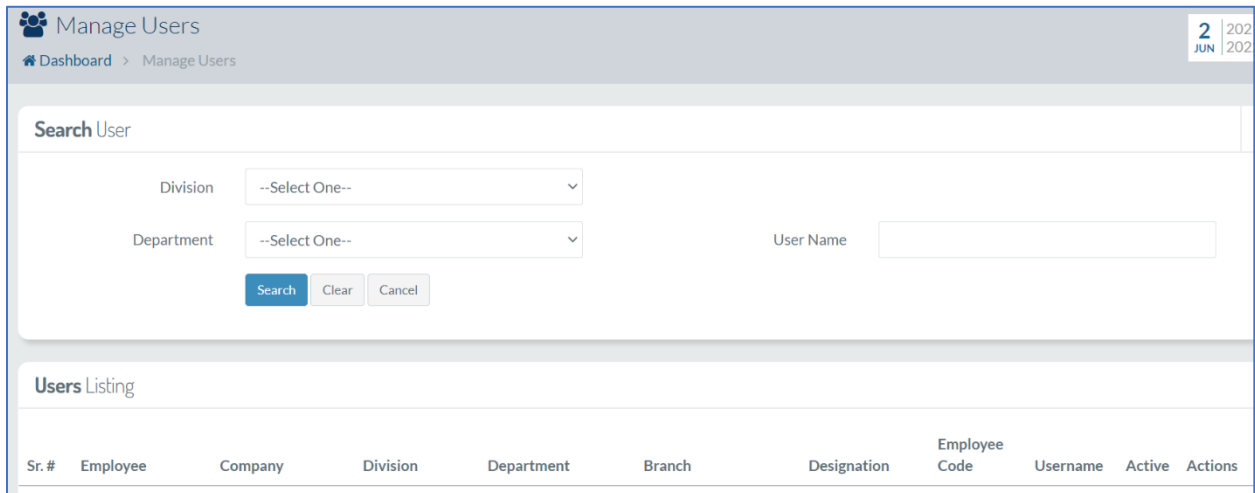
#### a) Create and Manage User:

User management module enables HR department to create user id and password for each employee. For creating user, you can search the specific employee and after providing user name and password.



The screenshot shows the 'Manage Users' interface. At the top, there's a header with 'Manage Users' and a date selector for '2 JUN 2021'. Below the header, there's a breadcrumb 'Dashboard > Manage Users'. The main section is titled 'Add/Edit User'. It contains several form fields: '\*Division' (dropdown), '\*Department' (dropdown), '\*Employee' (dropdown), '\*User Name' (text input), '\*Password' (text input), 'Activate User' (checkbox), and '\*Confirm Password' (text input). At the bottom, there are 'Save', 'Clear', and 'Cancel' buttons.






You can manage existing users as well. Search specific user from user search screen.



The screenshot shows the 'Manage Users' interface with the 'Search User' section. It includes dropdowns for 'Division' and 'Department', and a text input for 'User Name'. There are 'Search', 'Clear', and 'Cancel' buttons. Below the search section is the 'Users Listing' table. The table has columns: Sr. #, Employee, Company, Division, Department, Branch, Designation, Employee Code, Username, Active, and Actions.


Sr. #	Employee	Company	Division	Department	Branch	Designation	Employee Code	Username	Active	Actions
-------	----------	---------	----------	------------	--------	-------------	---------------	----------	--------	---------

You can assign / update role rights, deactivate user, and assign approving authorities from the above screen as well.

-  User Role Rights
-  Approval Authority
-  Re-Send A/C Notification
-  Edit
-  Remove

RELISYS HR module allows to manage system access via system roles. User can create multiple roles in the system for specific user groups.


Role Listing			
Name	Role Type	Service Name	Actions

 Manage Role


[Dashboard](#) > [User Management](#) > [Manage Role](#)

### Add/Edit Role

\*Product

-- Select One --


\*Role Type

-- Select One --

\*Name

Name

Description

Description

Save

Clear

cancel

### c) User Interface:

In user management, user interface functionality allows to map the defined role with specific system forms. Here system allows the user to search specific role, and assign the interfaces accordingly.

Dashboard > Manage Interface Rights

**Add/Edit Role**

Role Type:  Role:

**User Interface Listing**

Interface	Check/Un-check All	Check/Un-check All	Check/Un-check All	Check/Un-check All
Terrestrial	<input type="radio"/> Off	<input type="radio"/> Off	<input type="radio"/> Off	<input type="radio"/> Off
Interface	View	Edit	Add	Delete
Division	<input checked="" type="radio"/> On	<input type="radio"/> Off	<input type="radio"/> Off	<input type="radio"/> Off
Department	<input type="radio"/> Off	<input checked="" type="radio"/> On	<input checked="" type="radio"/> On	<input type="radio"/> Off

### d) Update Profile

RELISYS HR module allows employees to manage their profiles as well. They can provide / update selective information as well. HR department can require certain information from employees based upon certain events, e.g. evaluation or confirmation.

**Personal Settings**

**PF-Request Form**

**First Name**  **Last Name**

**Address**  **Old Address**

**Country**  **City**  **Area**

**Insurance Plan:** ☐

**Official Email**  **CNIC**

**Actions:**

- Add/Edit Qualification
- Add/Edit Experience
- Add/Edit Family



### e) Workflow Management

RELISYS HRM approval workflow allows the user to define dynamic workflow against identified processes e.g. Leaves, Appraisals, etc.

Approval Workflow

Dashboard > Approval Workflow

2 JUN 2021 2022

Add/Edit Approval Workflow

\* Process Name -- Select One --

* Sequence	Division	Department	* Approval Authority	Action
------------	----------	------------	----------------------	--------

Workflow module allows to configure the workflow after selecting any specific process. User will be able to select relevant approval authority department wise, for example in below example HOD and Assistant managers are defined as approving authorities.

Add/Edit Approval Workflow

\* Process Name Annual Leave Application

☐ Use Reporting To Employee as 0 level Approving Authority

* Sequence	Division	Department	* Approval Authority	Action
1	-- Author Division --	-- Author Deptt --	HOD	
2	-- Author Division --	-- Author Deptt --	Assistant Manager	

Add New

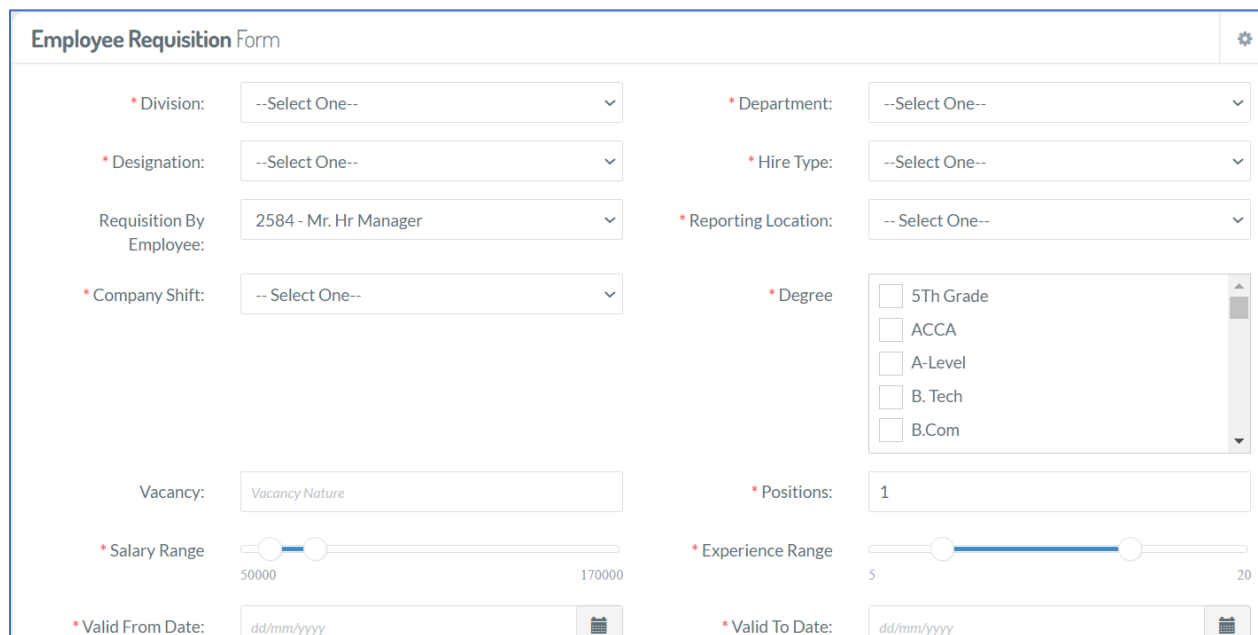
Save Clear Cancel

## 4) Employee Management:

### a) Employee Requisition

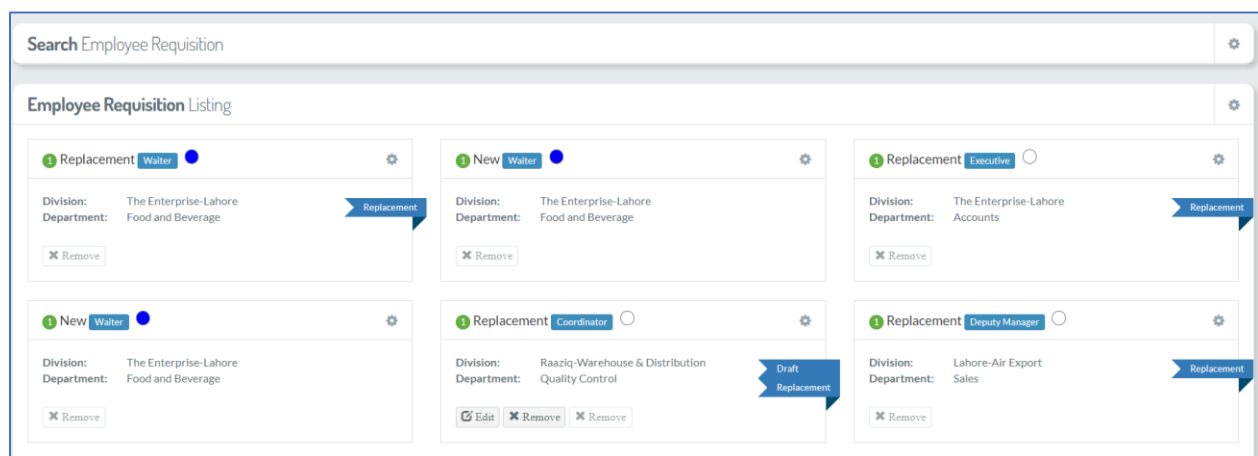
RELISYS HRM module allows any nominated person from a specific department to raise “Employee Requisition”. System identifies the hiring pattern from these requisitions e.g. New Hiring or Replacement, and maps out the position with over all company hierarchy. In employee requisition form, user can specify the requirements pertaining to this position e.g. degree, salary range, benefits, number of positions. This information will be helpful for hiring department to plan recruitment.

In case “Hiring Portal” is connected with this form, it can publish the job directly to the portal, after completing the attached workflow with employee requisition.



The screenshot shows the 'Employee Requisition Form' with various fields for creating a requisition. The form is organized into two columns. The left column includes fields for Division, Designation, Requisition By Employee (with a dropdown showing '2584 - Mr. Hr Manager'), Company Shift, Vacancy (with a dropdown for 'Vacancy Nature'), Salary Range (a slider from 50000 to 170000), and Valid From Date. The right column includes fields for Department, Hire Type, Reporting Location, Degree (a list of options: 5Th Grade, ACCA, A-Level, B. Tech, B.Com), Positions (a dropdown set to '1'), Experience Range (a slider from 5 to 20), and Valid To Date. Each field is marked with an asterisk to indicate it is required. There are also 'Remove' buttons for some fields and a settings gear icon in the top right corner.

User can search the existing requisitions as well and can create a copy to save data entry



The screenshot shows the 'Search Employee Requisition' interface. It features a search bar at the top and a table listing existing requisitions. The table has columns for Requisition Type, Name, Division, Department, and Action. The listed requisitions include: 1. Replacement (Walter) - The Enterprise-Lahore Food and Beverage; 2. New (Walter) - The Enterprise-Lahore Food and Beverage; 3. Replacement (Executive) - The Enterprise-Lahore Accounts; 4. New (Walter) - The Enterprise-Lahore Food and Beverage; 5. Replacement (Coordinator) - Raaziq-Warehouse & Distribution Quality Control; 6. Replacement (Deputy Manager) - Lahore-Air Export Sales. Each row has a 'Remove' button and a 'Replacement' or 'Draft Replacement' button. The interface also includes a settings gear icon in the top right corner.

## b) Define Employee

Employee can be defined against approved requisitions only. After selecting the requisition, system allows to define a new employee. Required information is divided in TABS / SECTIONS, so that user can easily navigate to the relevant section.

Employee Form

Company

Employee Name

\*CNIC

\*Personal Mobile

Official Mobile

\*Date Of Birth

\*Date of Joining

\*Mother Name

Select file

Update Basic Info

Add/Edit Qualification

Add/Edit Benefit

Add/Edit Employee Reimbursement

Add/Edit Experience

Add/Edit Family

Add/Edit Documents

You can search any employee via employee search

Search Employee

Division

Department

Designation

CNIC

Name

Employee Number

-- Any --

-- Any --

-- Any --

\*\*\*\*\*

Name

Code

Current Employees Only

Search

Reset

Cancel

Employee Listing

Employee Number

Name

Email

Status

Requisition

Division

Department

Designation

Active

Actions

### c) Change Status

HRM module allows to change the status of employees as well e.g. any change in Division, Department, Location, Designation or Grade will be handled through this option. It will save the history as well, which will be helpful in maintaining the complete profile of employee's journey with the organization.

The screenshot shows the 'Status Change Form' interface. It includes a header bar with the title 'Status Change Form' and a settings icon. The form contains several input fields: a dropdown for 'Division' (selected: Faisalabad-Air Export), a dropdown for 'Department' (selected: Accounts), a dropdown for 'Employee' (selected: --Select One--), a date field for 'From Date' (selected: 01/06/2022), and a text area for 'Comments'. Below the form is a table with columns: Action, Code, Employee Name, Division, Department, Location, Designation, and Grade.

### d) Letters

RELISYS HRM allows users to define dynamics letter templates, which system will generate for specific employees and system will automatically update the dynamic mapped fields with specific data of the employee. System maintains the complete log of all the letters issued to employee as well.

The screenshot shows the 'Letter Form' interface. It includes a header bar with the title 'Letter Form' and a settings icon. The form contains several input fields: a text field for 'Template Name' (selected: Confirmation letter), a text field for 'Subject' (selected: Confirmation letter), a dropdown for 'Letter Type' (selected: Confirmation Letter), and a text area for 'Description' (selected: Confirmation Letter). There is a checkbox for 'Active' which is checked. Below the form is a content editor with a toolbar containing various icons for text formatting and alignment. The content area shows a list of dynamic fields: [REFNUM], [ISSUANCEDATE], [SALUTATION][FIRSTNAME] [LASTNAME], HRMIS ID: [EMPLOYEECODE], [CCEMPLOYEEDESIGNATION], [CCEMPLOYEEDEPARTMENT], [DIVISION], and Date of Joining: [DATEOFJOINING].

## 5) Attendance Management

### a) Manage Shifts

RELISYS HRM module allows user to define multiple shifts as per requirements. User can assign a single shift to an employee and system will generate the schedule accordingly. Attendance will be captured against the saved shift and system will generate the discrepancy accordingly.

**Add/Edit Shift**

\*Shift Name

Enter Shift Name

\*Max Late Days

Max Late Allowed (Days)

\*Grace Time

Enter Grace (Minutes)

General

Rotational

Is Alternative

Sr. No.	Day	Start Time	End Time	Break Start	Break End	Actions
1.	Select					

Add Day

Save

Clear

Cancel

### b) Attendance Discrepancy

This option in RELISYS HRM allows the employees to settle the discrepancies raised by the system after matching actual attendance data with configured shifts.

**Attendance Discrepancy**

Dashboard > Attendance Discrepancy

2 JUN 2021 2022

**Add/Edit Attendance Discrepancy**

Attendance Date

-- Select One --

Discrepancy

-- Select One --

\*Actual Discrepancy

-- Select One --

\*Reason

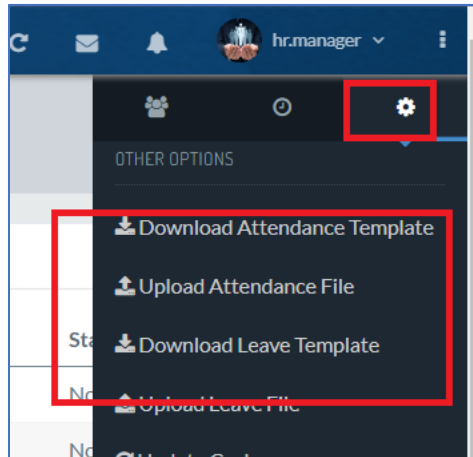
Enter your Reason

**Attendance Discrepancy Listing**

Date	Time In - Time Out	Apply Date	Discrepancy	Status	Actions
1/6/22	00:00 - 00:00		Absent	Not Applied	
31/5/22	00:00 - 00:00		Absent	Not Applied	
30/5/22	00:00 - 00:00		Absent	Not Applied	
28/5/22	00:00 - 00:00		Absent	Not Applied	
27/5/22	00:00 - 00:00		Absent	Not Applied	
26/5/22	00:00 - 00:00		Absent	Not Applied	

### c) Attendance / Leave Upload Option

For the employees, who cannot mark the attendance on machines or machines are not available, RELISYS HRM allows to upload attendance in bulk for such employees. HR needs to identify such employees in profiles, and system will generate excel template for such employees.



### d) Attendance for Executive Employees or Where Exemption is required

RELISYS HRM allows to turn on auto attendance feature against specific employees, in this case, system will not generate any discrepancy and populates the attendance automatically.

### e) Gazetted Holidays

RELISYS allows user to define Gazetted holidays for a specific financial year.

Add/Edit Gazetted Holidays			
*Financial Year		2021-2022	
Sr. No.	Holiday Name	Date	Action
1.	Eid Ul Adha Day 1	20/07/2021	
2.	Eid Ul Adha Day 1	21/07/2021	
3.			

## 6) Leave Management

### a) Leave Policy

RELISYS HRM module allows to configure multiple leave policies covering Annual Leaves, Casual Leaves, and Medical leaves etc. Separate Leave policy for Male and Female staff can also be configured to cover the specific needs.

\*Policy Name

Leave Policy For Male Employee

Active ☒

Sr#	Leave Type	Quantity	Service	Min Leaves Allowed	Max Collective Leave		Setting	Actions
1.	Annual Leave	14	1	1.00	28.00	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Contractual	<input checked="" type="checkbox"/> Sandwich <input checked="" type="checkbox"/> After Probation <input checked="" type="checkbox"/> Encashable <input checked="" type="checkbox"/> Laps <input type="checkbox"/> Un Paid	
2.	Casual Leave	10	0	.50	3.00	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Contractual	<input checked="" type="checkbox"/> Sandwich <input type="checkbox"/> After Probation <input type="checkbox"/> Encashable <input checked="" type="checkbox"/> Laps <input type="checkbox"/> Un Paid	

Add New

### b) Apply Leave and Approval Workflow

Employees can apply leave from their logins via web application or mobile app. System will follow the configured workflow for leave approval. Employee can check the status of application any time from the listings.

Leave Application

\*Leave Type

--Select One--

\*Reason for leave

Reason for leave

Full day leave

☒

\*From Date

dd/mm/yyyy

\*To Date

dd/mm/yyyy

Save

Reset

Cancel

Leave Application Listing

Employee Name	Type	Date Range	No. of Leaves	Apply Date	Status	Actions
---------------	------	------------	---------------	------------	--------	---------

## Sample leave balance report:

Leave Balance listing										✕	
Sr. #	Type	Quantity	Available	Accrued	Availed	Late Deductions	Pending	Balance	Year Balance		
1.	Casual Leave	10.00	10.00	0.00	0.00	0	0.00	10.00	10.00		
2.	Sick Leave	8.00	8.00	0.00	0.00	0	0.00	8.00	8.00		
3.	Annual Leave	14.00	14.00	28.00	0.00	0	0.00	42.00	42.00		

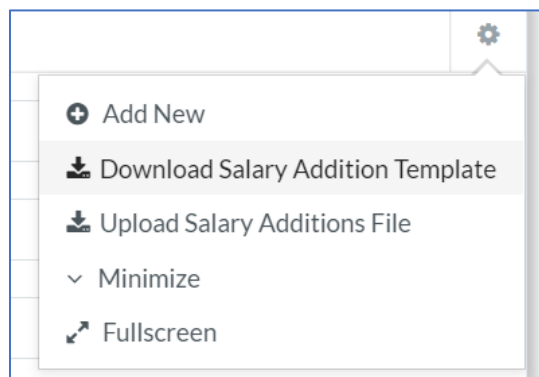
Close

## 7) Payroll

### a) Salary Additions

RELISYS supports to configure multiple variable bonuses in salary e.g. Sale Bonus etc. User can add salary bonuses via salary addition form. It supports multiple entries at a time and excel file upload as well, in case you want to upload multiple records at a time.

Add/Edit Salary Additions										⚙	
* Division	-- Select One --				Department	-- Select One --					
* Employee	-- Select One --				* Addition Head	-- Select One --					
* Month	-- Select One --				* Amount	Enter Amount					
<div>Save Reset Cancel</div>											





Listing view:

Search Salary Additions

Division

-- Select One --

Department

-- Select One --

Month

-- Select One --

Addition Head

-- Select One --

Name

Name

Employee Number

Code

Search

Reset

Cancel

Salary Additions Listing

Employee Name	Division	Department	Month	Addition head	Amount	Status	Actions
---------------	----------	------------	-------	---------------	--------	--------	---------

## b) Payroll:

RELISYS allows to generate payroll with single click. User will be able to view the division wise payroll. Multiple reports are there as well, which covers different reporting angles.

Payroll

Dashboard

Payroll

Payroll

Financial Year: 2021-2022

Division: Faisalabad-Air Export

Month: January

Search

Salary Posting

Refresh Salary

Sr #	Employee Name	Employee Number	DOJ	Policy Name	Basic Salary	Breakup Total	OverTime	Trip Inaam ...
------	---------------	-----------------	-----	-------------	--------------	---------------	----------	----------------

## c) Reimbursements

Employees can request reimbursement of expenses from their respective logins as well. Request will follow the configured workflow and once approved, it will become the part of payroll.

Reimbursement

\*Division

-- Select One --

\*Month

--Select One--

\*Department

-- Select One --

\*Date

dd/mm/yyyy

\*Employee

-- Select One --

\*Type of Expense

--Select One--

\*Amount

Enter Amount

\*Comments

Comments

Attach Bill

Select file

Save

Reset

Cancel

#### d) Increments

HR can post the increments for employees via using Increments option.

Increment

\*Division

--Select One--

\*From Date

dd/mm/yyyy

\*Department

--Select One--

Comments

Comments

Employee

--Select One--

\*Disburse Month

--Select One--

Percentage

Enter Percentage

Action

Code

Employee Name

Division

Department

Designation

Breakup Policy

Basic Pay

Breakup Amount

New Breakup Amount

Effective Date

Increment

New Salary

Save

Reset

Cancel

View to search existing increments:

Search Increment

Division

-- Any --

Department

-- Any --

Designation

-- Any --

CNIC

\*\*\*\*\*

Name

Name

Employee Number

Code

Search

Reset

Cancel

Increment/Promotion Listing

Division

Department

Employee

Increment

Date

Salary

Employee Number

Status

Actions

#### e) Income Tax Withholding Slabs

RELISYS allows to define financial year wise income tax withholding slabs. RELISYS will deduct the withholding income tax automatically as per annual taxable salary.

Add/Edit Income Tax Slab

\* Financial Year

2021-2022

Sr. No.	Income From	Income To	Rate of Tax	Addition	Action
1.	.00	600000.00	.00	.00	✕
2.	600001.00	1200000.00	5.00	.00	✕
3.	1200001.00	1800000.00	10.00	30000.00	✕
4.	1800001.00	2500000.00	15.00	90000.00	✕
5.	2500001.00	3500000.00	17.50	195000.00	✕
6.	3500001.00	5000000.00	20.00	370000.00	✕
7.	5000001.00	8000000.00	22.50	670000.00	✕

#### f) Loan

RELISYS allows employees to post Loan request from there respective logins. Request will follow the configured workflow, once approved, system will generate the loan deduction schedule and deduction will be made in upcoming months accordingly.

Add/Edit Loan

\*Division

-- Select One --

Department

-- Select One --

\*Employee

-- Select One --

\*Loan Type

-- Select One --

\*Amount

Enter Loan Amount

\*No. of installment

Enter No of Installment

\*Deduction Start Date

dd/mm/yyyy

Save

Reset

Cancel

User can search the existing loan entries from respective logins, system provided information about remaining balance as well:

Search Loan

Division

-- Any --

Designation

-- Any --

Name

Name

Department

-- Any --

CNIC

#####

Employee Number

Code

Search

Reset

Cancel

Loan Listing

Division	Department	Employee Name	Loan Amount	Balance Amount	No. of installment	Balance installment	Deduction Start Date	Loan Type	Status	Actions
----------	------------	---------------	-------------	----------------	--------------------	---------------------	----------------------	-----------	--------	---------

#### g) Salary Deduction

RELISYS allows authorized users to post salary deduction as well. Salary will be deducted accordingly.

Add/Edit Salary Deduction

\*Division

-- Select One --

Department

-- Select One --

\*Month

-- Select One --

\*Deduction head

-- Select One --

\*Employee

-- Select One --

\*Amount

Enter Amount

Save

Reset

Cancel

## h) Salary Breakup

RELISYS allows user to define multiple salary breakup policies. Once policies are defined, HR can attach the policies with specific employees. And system will generate the payroll accordingly.

Add/Edit Salary Breakup Policy

\*Policy Name

Enter Policy Name

☐ Active

Sr. No.	Name	Amount	Action
1.	<div>--Select One--</div>	<div>Enter Amount</div>	✕

Save

Clear

Cancel

Add New

i) Tax Rebate

RELISYS allows authorized users to post tax rebates as well for employees. Once tax rebate is approved, system will adjust the annual tax of employee accordingly.

[illegible]

## 9) Performance Appraisal

### a) Dynamic Appraisal Form with Associated workflow

RELISYS HRM module facilitates performance appraisal process of organization with a dynamic appraisal form and associated configurable approval workflow. Employee will be able to define the objectives for upcoming financial period; one form is submitted it will follow the configured approval workflow. Approving authority will be able to return the form back to the employee, with remarks, in case of any objection or further clarification is required.

Once approved, system will save the objectives, and during performance appraisal, employee can mention the progress against each point, and objectives can be defined for upcoming appraisal period.

Employee Appraisal

Employee Name:  
Division:  
Date of joining  
Location  
Line Manager  
Type

Employee Code:  
Department:  
Appraisal Term  
Job Title  
Reviewer(HOD)

PART A: Performance against Objectives(2021-2022)

Serial	*Objective	*Weightage	Add New
1	<input type="text" value="Objective"/>	<input type="text" value="Weightage"/>	
Total Percentage		0 %	

☐ Save As Draft: (If this option will be checked then notification will not be sent for approval. Record will be saved just as draft and can be changed later)

## 10) Employee Separation

### a) Submit Resignation

Employee can submit the resignation form personal workspace. Once resign is submitted system will follow the configured workflow; once resigned in approved, system will exclude the employee from the relevant or effected last month's payroll.

Add/Edit Employee Separation

\* Division: Lahore-Sea Export

\* Designation: Deputy Manager (W)

\* Separation Type: Resigned

\* Expected Last Day: 03/07/2022

Approved By:

\* Reason:

\* Department: Sales

\* Employee: Shahid Mahmood (167)

\* Resignation Date: 03/06/2022

\* Actual Last Working Day: dd/mm/yyyy

Upload document:

## b) Exit Interview

Resignation form in RELISYS HRM module has built in form for exit interview as well. Once submitted by the employee, system will keep the record for future reporting.

Please tick mark the relevant answer and where required write legibly.

\* 1. Please indicate reason(s) below for leaving the company?

--Select One--

2. The Job Itself

	Agree	Neutral	Disagree
* Job was interesting and challenging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* There were sufficient opportunities for advancement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Workload was manageable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Sufficient resources and staff were available	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Your colleagues listened and appreciated your suggestions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Your skills were effectively used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Overall Satisfaction & Enjoyment in your current position.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What do you think can be improved about the job?

What do you think can be improved about the job

3. The Company

	Agree	Neutral	Disagree
* Was a good and positive environment to work in Raaziq.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Had adequate equipment to do the work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
* Got on well with other staff within the company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## c) Final Clearance and settlement

Designated HR personnel can search the existing resignations from the listings, system shows the status against all the resignation, e.g. resignation submitted and pending for approval, resignation submitted and approved, resignation submitted, approved, and final settlement status.

Search Employee Separation

Division: --All-- Department: --All--

Designation: --All-- Status: --Any--

Employee Number: Code Last Working Day: dd/mm/yyyy

Name: Name

Search Reset Cancel

Employee Separation Listing

Employee	Separation Type	Resignation Date	Last Working Day	Separation Status	Clearance Status	Final Settlement Status	Actions
	Resigned	May 26, 2022	May 26, 2022	Pending	Not Initiated	Not Initiated	
	Resigned	May 24, 2022	May 24, 2022	Approved	Approved	Not Initiated	
	Resigned	May 19, 2022	May 02, 2022	Approved	Approved	Not Initiated	
	Terminated	April 25, 2022	May 25, 2022	Approved	Approved	Not Initiated	
	Resigned	May 18, 2022	May 25, 2022	Approved	Approved	Not Initiated	
	Resigned	April 30, 2022	April 30, 2022	Approved	Approved	Not Initiated	

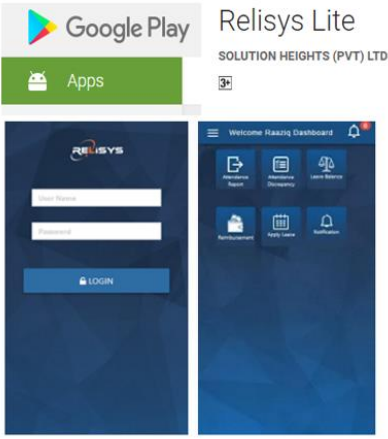
In order to initiate final settlement, click settings option against qualified resignation records and initiate final clearance and after that user will be to initiate final settlement.

In the both cases system will follow the configured workflow and all relevant stakeholders will be required to approve the workflow with relevant comments / inputs.

## 11) Mobile App

RELISYS Mobile app is readily available on the Google Play Store. User can download the mobile app to perform the following HR related functions.


- ✓ Marking Attendance and applying for discrepancy
- ✓ Leave Application
- ✓ Viewing status of pending / approved workflows
- ✓ Geographic tagging
- ✓ Relevant reports
- ✓ Approving authorities can process the pending workflows from mobile app as well.



Google Play Relisys Lite  
SOLUTION HEIGHTS (PVT) LTD

Apps

Relisys Lite app interface showing login screen and dashboard.



- Approvals / Notifications
- Leave Management
- Call / Meeting Management
- Google Maps Support
- Available on Google Play Store

## 12) HR Analytics

RELISYS HRM has built in HR analytics dashboards as well. It allows user to view the drill down analytic reports which are helpful in analyzing the data, and trends for future decision making.





## 13) Reports

RELISYS HRM has built in reports to cover all the reporting areas. Reports are included:

- ❖ Attendance Reports:
  - Attendance Register
  - Attendance Discrepancies
  - Attendance Status
- ❖ Employee Related Reports
  - Increments
  - Head Count
  - Salary Slip
  - Payroll
  - Health Insurance related reports
  - Employee Separation
- ❖ General Reports
  - Company Hierarchy
  - Requisitions
  - New Hiring
- ❖ Compliance
  - Income Tax withholding report for Tax department
  - EOBI payable report
  - Health Insurance data for Health Insurance provider