HR & Payroll
Add-on for the Middle East Region

SEAMLESS INTEGRATION WITH
MICROSOFT DYNAMICS 365
FINANCE & OPERATIONS ERP

Microsoft Dynamics 365

Get ready to reduce paperwork and operational inefficiencies with GITL's HR & Payroll Add-on. This software integrates with the Dynamics 365 Finance & Operations ERP, giving HR managers and employees the much needed transparency and focus into the implementation of HR policies and processes. With this state-of-the-art add-on, organizations can be rest assured of real time reporting based on high quality accurate data. Given below is a comprehensive list of the features available.

MANPOWER PLANNING & CAREER MANAGEMENT

- Manage jobs & positions (filled, vacant & frozen)
- Tracking position budgets
- Manage organization hierarchies
- Job & position competency
- Tracking career plan

RECRUITMENT

- Handle job requisitions from departments
- Tracking applicant's status
- Define required education, skills, & salary
- Applicant evaluation
- Recruitment costs tracking

PERSONNEL ADMINISTRATION

- Employee data management
- Employee vacation history
- Medical expenses
- Audit trail for tracking changes to sensitive data

EMPLOYEE SELF-SERVICES

- Manager & employer workspace
- Employee data online
- Employee questions & surveys

EMPLOYEE PROFILE MANAGEMENT

- Create companies, divisions, departments, work locations, jobs & positions
- Skills mapping
- Manage administration documents
- Maintain dependent details as per local laws
- View visual organization structure & position hierarchies
- Employee contracts
- Update local labour law requirements

COMPETENCE MANAGEMENT

- Education
- Skills
- Professional experience
- Courses
- Certificates
- Project experience
- Positions of trust
- Tests

PERFORMANCE MANAGEMENT

- Creation of performance plan with ratings
- Extraction of performance data for analysis
- Track objectives to measure employee progress
- Assign ratings
- Enable performance pay

LEAVE MANAGEMENT

- On-line leave application
- Vacation & leave tracking
- Employee leave status, balance, & history
- Manager approval workflow - single or multi-tier
- Workflow audit trail

TIME & ATTENDANCE

- Processing for multiple companies & departments
- Overtime & absenteeism tracking
- Advanced shift scheduling

HR PLANNING & BUDGETING

- HR budget management
- Strategic planning for current & future manpower needs

TRAINING MANAGEMENT

- Gap analysis
- Training needs identification
- Request for ad-hoc training
- Setting of training objectives
- Track training costs by type
- Post training analysis – attendance, trainee evaluation and course feedback

SOCIAL INSURANCE CONTRIBUTION

- Social Insurance (PRSI) contributions into the National Social Insurance Fund
- Local Labour Laws taken into account for calculation of Gratuity, GOSI, and ESI

ALLOWANCES & BENEFITS

- Benefit allowances are payments made to employees in addition to salary or wages
- Grade & level structure are considered for calculations
- Examples are:
  - Employee accommodation
  - Air ticket
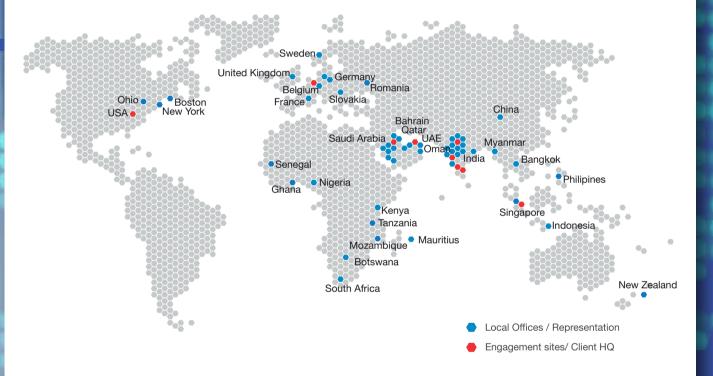 - Holiday pay
  - Bonuses
  - Special benefits

PAYROLL

- Payroll processing by business unit/pay cycle as per the organization structure
- Integration with personnel data
- Loan & instalment management
- Setup of pay items and deductions
- Overtime tracking
- Advance payments that can be settled against expense claims
- Employee final settlement
- Bonus/Ad hoc payments
- Analysis of variable earnings & deductions
- Travel expense claim approval & processing

WHY GODREJ INFOTECH

Godrej Infotech Limited, part of the $4.1 Bn. Godrej group is one of the leading IT service providers specializing in End-to-End IT solutions & services. Strategic partnership with industry leaders like Microsoft, Infor, LS Retail, & Oracle have played an instrumental role in making the organization a mature IT partner that understands the value of business process automation. Our service offerings - Business Consulting, ERP Implementation & Support, App Development, Integration, Digital transformation, Analytical services, Mobile App Development, Infrastructure Management, & e-Commerce. We have domain & technology expertise in the manufacturing, retail, trading, distribution, logistics, hospitality, project, & service industries. An ISO 9001:2015 certified company, GITL is headquartered in Mumbai, India with presence in Middle East, APAC, Europe, US & customer footprints extending across multiple geographies.

OUR LOCATIONS

- ⬡ Local Offices / Representation
- ⬡ Engagement sites/ Client HQ

India

Head office

Godrej Infotech Ltd.
Plant 10, Pirojshanagar,
Vikhroli (West),
Mumbai- 400 079, India.
Tel. : +91-22-67964086 / 4087
Fax : +91-22-25181728

For more information, please visit www.godrejinfotech.com or write to us at infotech@godrej.com