

Human Resource Management System (HRMS)

Core Modules & Features

1. Recruitment & Employee Lifecycle Management

- application tracking.
 - Candidate screening and interview management.
 - Tracking status from application → selection → onboarding.
 - Offer letter and joining formalities management.
 - Complete employee lifecycle tracking from **joining to exit**.
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2. Employee Database Management

- Centralized employee information repository.
 - Stores all key employee data such as:
 - Name, Email, Contact Details.
 - Date of Birth, Gender, Blood Group.
 - Identity details (Aadhaar, PAN, etc.).
 - Joining Date, Anniversary Date.
 - Designation, Department, Reporting Manager.
 - Previous employment history and salary revisions.
 - Official coordinates (location, office branch).
 - File management (resumes, documents, ID proofs, etc.).
 - Acts as a **“single source of truth”** for employee information.
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3. Attendance & Leave Management

- Daily attendance tracking with **Punch In / Punch Out** feature.
- **Geo-tracking** enabled to record the employee's punch location.
- Multiple punch-ins allowed per day; system calculates total working hours.
- If punch-out is missing → shows as **“Running Time”** (not added to working hours).

- Highlight **missing punch-outs** automatically.
 - **Holiday calendar** integration — calculates working hours even on holidays if worked.
 - Comprehensive **Leave Management System**:
 - Casual Leaves (CL)
 - Paid Leaves (PL)
 - Sick Leaves (SL)
 - Compensatory Leaves (CO)
 - Leave approval workflow (Apply → Approve/Reject → Update balance).
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4. Payroll Management

- Automated salary calculation based on attendance and leaves.
 - Supports salary revisions and maintains revision history.
 - Deduction & allowance management (PF, ESI, Tax, Bonus, etc.).
 - Payslip generation and monthly payroll reports.
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5. Performance & Appraisal Management

- Define KPIs and performance metrics.
 - Periodic performance evaluation
 - Appraisal and incentive tracking.
 - Feedback and rating system between employee and manager.
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6. Employee Engagement & Communication

- Internal communication portal for announcements and activities.
 - Birthday, work anniversary notifications and celebrations.
 - Employee polls, surveys, and feedback system.
 - Event and activity calendar for employee engagement.
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7. Grievance & Query Management

- Dedicated module for raising grievances, complaints, and queries.
 - Ticket-based system with status tracking (Open, In Progress, Resolved).
 - Escalation mechanism for unresolved issues.
 - Helps HR maintain a transparent communication channel.
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8. Reporting & Analytics

- Comprehensive dashboard with attendance, leave, and performance analytics.
 - Department-wise and employee-wise reports.
 - Downloadable Excel/PDF reports.
 - Real-time monitoring of attendance and payroll summaries.
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9. Security & Access Control

- Role-based access for Admin, HR, Manager, and Employee.
 - Secure login with data privacy compliance.
 - Encrypted storage of employee and payroll data.
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Outcomes:-

- ✓ Automates complete HR operations
- ✓ Reduces manual errors and administrative workload
- ✓ Enhances employee satisfaction and engagement
- ✓ Centralized data and transparent workflows
- ✓ Real-time tracking and analytics for better decision-making