Features

Self Service Desk

- Dashboard
- Employee Details
- Staff out of office/on leave
- Apply For Leave
- Job openings/Internships applications
- Generate CV
- Generate Payslips
- Petty Cash Management
- Employee Tasks on Projects

Human Resource Management

- Employee bio data management
- Full Employee profile with automated CV Generation
- Leave management
- Performance management
- Posting of available vacancies
- Training scheduling
- Disciplinary issues and their actions

Defitions of:

- Organizations and Locations/Branches
- Departments
- Job roles
- Banks and their Branches
- News and Emails
- Entities and Salary Scales
- Approval(s) workflow

Payroll

- Customisable payroll management
- Configure Allowances, Deductions
- Define Statutory Deductions
- Allowances, Deductions and Taxes calculations
- Payslip generation
- Expenses
- Loans and Advances Management
- Claims and reimbursements

Projects

- Project definition
- Phase and task definition and allocation
- Timesheet based on tasks
- Budget estimation
- Project Expenditure management
- Attendance Management

Finance

- Budget Allocation
- Raise Invoices
- Manage Sales and Purchases
- Manage Payments and Receipts
- Requisition Management
- Automatic Posting to Journal

Reports

- Customisable reports for ease of audit
- Staff Reports
- Review Reports
- Leave, Employees, Contracts, Arbitration etc