H.R SOFTWARE SOLUTIONS PVT. LTD.
A Complete IT Solution Provider

Ready for Tomorrow

HR SOFTWARE SOLUTIONS PVT LTD.

PAYROLL

HRD

PMS

HelpDesk
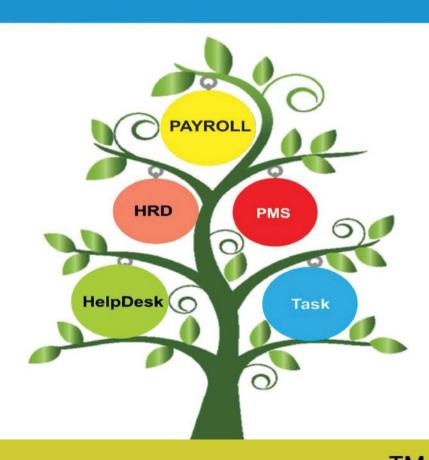
Task

HRSS
Ready for Tomorrow

HR Soft ™
Smart, Safe and Reliable

(An ERP Employee Automation Software)

HR Soft™

H.R Soft™ Human Resource Management System (HRMS):

HR Soft (HRMS) : Managing payroll is among the prime accounting functions to be handled within business organisation, due to long and delayed mechanism of traditional salary management, new age erp tool has been developed by HRSS, Multipurpose software which monitors real time employee information. An erp employee automation software that include all types of management & administration as Payroll, HRD, Employee Self Services, Time Office, Performance Management, Task Management, Training Management, Leave Management, Help Desk, Muster Roll, Loan & Advance, PF & ESI, TDS ,Wages Reimbursement Process, MIS Report, Utilities, Control Panel etc.With this payroll management system, swipe card data can be recorded to further line up status of payroll. No matter where the individual is, this smart swipe card controls information about whereabouts of users. The Payroll OnDemand is actually a platform which monitors data on a regular basis for detailed analysis. This analysis can influence payroll management effectively and goal gets attained efficiently. With the aid of HR Payroll Software, officials can prepare salary sheets and final attendance details are marked in timely way

* MODULES

* HR-Payroll Management
* Performance Management
* Time Office Management
* Leave Management
* Employee Self Service Portal
* Recruitment Management
* Travel Desk Management
* Asset Management
* Training Management
* Loan & advances Management
* Task Management
* Help Desk (Ticket Management)
* MIS Reports
* Control Panel

* HR-Payroll Management

* Define Multiple Allowance Heading
* Define Multiple Deduction Heading
* Define Multiple Reimbursement Heads
* Define Multiple Calculation Mode for each earning & deduction
* Define PF applicable for selective allowance
* Define ESI applicable for selective allowance
* Define TDS applicable for selective allowance
* Define Projection Required for selective allowance
* Define Mode Of Payment (Cash / Cheque /Bank transfer/DD) For Each Allowance & Deduction
* Define Bonus require on selective earning
* Define Carried Forward option for selective allowance
* Define –over Time Calculation on selective allowance
* Define Round –off Value for each earning & deduction
* Round – off method (Lower /Higher /Both / Side) for each earning &deduction

* Define allowance calculate on Selective allowance heads
* Define deduction calculate on selective allowance head
* Define Unlimited No of Grades /Level /categories
* Define Unlimited No of Qualification type/Qualification course
* Define Performance Rating Parameter Master
* Define Unlimited No of department / Designation / Units/ Sub Units
* Define Restricted / Ordinary Holydays (Unit- Wise can be define)
* Define Salary Calculation days in a month
* Define OT calculation days in a month
* Define Professional Tax Calculation on selective allowances
* Define Pay –Scale with effective from option
* Define Read –Only option for selective allowance for monthly attendance entry
* Define Level –Wise pay Scale increment
* Define Leave Encashment on selective allowance

✳ Time Office Management

✳ Avoiding delay in preparing payroll and thereby, offering salaries timely.

✳ Holiday provision can be different for all the employees depending on the type of employees.

✳ Software even allows you to define right for employees with respect to selection of number of holidays according to their choice.

✳ It is possible to define the shifts in a day to determine work hours with the provision of fixed, flexi and semi-flexi shifts. On the basis of these work hours' identifying half day schedule and time becomes easier.

✳ Weekly holidays can be set for different group of employees according to the policies of your company.

✳ Be it 1st, 2nd or 5th Saturday, you can easily adjust the weekly offs according to even or odd combination of these days in calendar.

✳ Unlimited number of attendance readers can be done through this software on the basis of number of branches of company

✳ Leave Management

✳ Rules of leave can be determined in according to department, type of employees and location.

✳ Sample application letter template meant for leave which can be used as it is. Alternatively, It can create your own letter formats for leave application and approval.

✳ Type of leaves can be named in an unlimited way and further sub-leave classification is possible with this software.

✳ Can be set rules to these leaves and compensatory as in whether their encashment is possible or not.

✳ Leave carry forward can be managed on the basis of its type directly.

✳ Defining limit of leaves those can be enchased at a particular time along with the frequency of usage of this facility.

✳ Performance Management

✳ Based on the improved performance, the employees can rightly be appraised by their employers or seniors.

✳ In few cases, appraisal can be processed by clients, colleagues, HR D and even employees' self-appraisal scheme is also supported.

✳ Its basis of performance reviews those are either compiled in the database of HRD, employers or on the official website of the company.

✳ Reviews can be customized in accordance to the post of employees and implementation of changes is possible too.

✳ 3D dashboards enable the users to view performance record of employees those have been appraised in an easy manner.

✳ keeping a proper record of employees' performance and the basis on which their rating points and potential need to be determined.

✳ Employee Self Service Portal

✳ My Details (the employee view)

✳ Team Management (the management view)

✳ HR Management (the HR professional's view)

✳ Employee self-service features can have an empowering impact on tech-savvy employees.

✳ Companies that provide benefits to their employees may allow employees direct access to these options through self-service functions

✳ Employees can gain convenient access to current and past pay stubs, input information to time sheets.

✳ Recruitment Management

✳ HR Soft (HRMS)   enables recruiters to import CVs those have been downloaded through job Search

✳ Engines with its staffing module within the interface. Profile sheets can be filled in by the applicants and online submission of the same is supported.

✳ Searching applicants on the basis of pre-determined details is very simple by using feature of Search Engine.

✳ Interestingly, It can even find the best candidate though requisitions those have been approved by HR.

✳ Shortlist candidates those should attend interview round.

✳ Notifying candidates about their interview through email and SMS is possible with this module with a one-click system.

✳ One touch candidate to employee conversion feature can be applied by HR after finalizing candidate for the given job.

✳ Asset Management

✳ Data related to assets allotted to employees can be managed in this module such as value of asset, taxable value and Frame in which it had been returned by an employee.

✳ If the employees fail to return the asset in the allotted time, then, an alarm is generated for notifying the same.

✳ It helps to create focused asset groups for better management and control.

✳ Create Static or dynamic groups based on asset properties and for ease of management.

✳ Dynamic groups help you to group asset based on specific criteria.

✳ Tracking IT assets as a group gives you a better understanding of a group behaviour, be it department/geography/asset type wise

✳ Training Management

Trainers or faculty members can fill evaluation form after the completion of program and participants can leave their remarks in feedback form based on their experience. This provision even offers data about estimated as well as actual cost of programs of training.

✳ Unit-wise, Department –wise, Topic- wise , Designation –wise, Employee –wise , Venue –wise, In House /Out Door wise Facility –wise, Programmed / Training Analysis

✳ Loan & Advances Management

✳ Define unlimited loans for each employee
✳ Loan installment can be adjust with Salary/ Bonus/ Other
✳ Define Monthly Advance
✳ Define Received Entry
✳ Advance /Deduction Again Bonus
✳ Define Arrears for each allowance
✳ Define Arrears for Unlimited Period for each Arrears Paid Month
✳ Define ESI applicable for Selective Arrears Allowance
✳ Define Arrears % For EPF/ FPS/ESI for PF/ ESI Arrears Wages
✳ Pay – Slip / Pay Register can be Print with or without Arrears

✳ Task Management

Facilitates easy task management by empowering users to configure & customize their experience. From our powerful role-based permissions system to Project Manager-friendly planning tools (workflows, and milestones task management functionality is easy to use yet powerful enough to handle projects of any size.

A Comprehensive Task Management Approach

✳ Configurable: Define status, priority, assignee, due dates, and more.
✳ Role-based: Complete control over who works on tasks and how they work on them.
✳ Check task progress at-a-glance.
✳ Workflows: Specify how issues progress in terms of their status.
✳ E-Mail Drop Box: Create/edit tasks while traveling.

✳ Helpdesk (Ticket Management)

✳ Helpdesk provides your support staff with an intuitive and feature-rich ticket management

✳ On logging in, they are presented with the tickets view page, displaying all tickets submitted by your end users.

✳ Each ticket is categorized by a status, marked in a unique color, making it extremely simple to reference them. Use filters for ticket status specific views, and also performs various actions on multiple tickets at once.

✳ With Helpdesk email management, support requests sent into corporate mail boxes, such as support@yourcompany.com can be converted into uniquely identifiable tickets.

✳ Individual categories for each of your mail boxes allow for efficient filtering of incoming mails.

✳ Travel Desk Management

✳ It can create travel expense heads based on different hierarchies and set per day or per trip limits using powerful formula builders.
✳ Depending on the various hierarchies, travel expense provision can be created.
✳ Setting limit on claim of travel expense trip per day for an employee is possible too.
✳ Dynamic city amenities of travel can be classified within this module. Formula builders can be used for approval through powerful escalation matrices.
✳ Email and SMS provisions are also supported for travel escalation under this module.