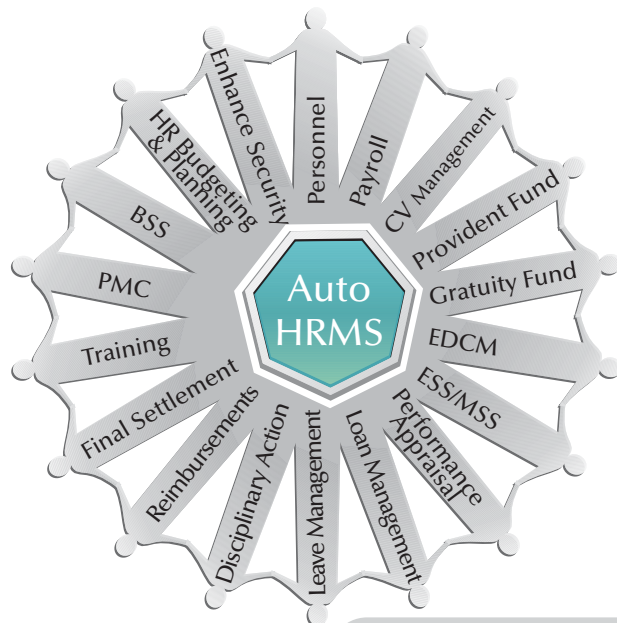# AutoHRM

AutoHRM brings efficiency to all aspects of HR administration, recruitment, compensation management, employee self-service and attendance management replacing paper-based, time-consuming and error-prone HR methods.

The modular nature of the system allows you to customize the solution according to your organizations specific needs, desired level of automation, and budget.

Auto HRMS

Enhance Security — Personnel — Payroll — CV Management — Provident Fund — Gratuity Fund — EDCM — ESS/MSS — Performance Appraisal — Loan Management — Leave Management — Disciplinary Action — Reimbursements — Final Settlement — Training — PMC — BSS — HR Budgeting & Planning

Solutions
you can BANK on

AutoHRM

1. Personnel

- Comprehensive employee data capturing features including personal, relatives information, education, prior experience, current assignment, location, role, functional designation, references etc.
- Employee's document checklist management and tracking
- Field level reporting for strong analysis
- Customizable letter templates based upon personnel and payroll available data.
- Complete organizational hierarchy setup for reporting line

2. Payroll

- User defined salary types
- Complete monthly salary processing life cycle
- Parameterized tax deduction policies
- Various CBR tax reporting
- Customizable salary reporting with emailing facility to staff members
- Customizable salary voucher set as per finance department/company.
- Capturing loan details and monthly deductions
- Independent advance salary processing
- Salary processing and posting for resigned employees

3. Provident/gratuity funds & EOBI

- Set up employee wise PF accounts and generate trial balance
- Annual or interim profit distribution and settlements at resignation
- Setup employee wise GF accounts and maintain balances
- GF settlement generation at resignation and automatic adjustment on monthly basis
- Parameterized deduction policy for employee and company contribution
- Provision of handling eligibility age limit
- Prorata calculation of contribution for new hiring, resignation and above age limit
- Leave without pay and stop salary reflection in EOBI.

4. CV Management

- Capturing of candidate's complete bio-data and particulars
- Customized data extraction to short list CV's
- Generation of policy based offer letter

5. Incentives

- Organization wide multiple incentives criterions as per employee performance.
- Processing of incentives with/without tax and leave without pay
- Consideration for minimum amount, corporate titles, etc.
- Incentives processing in a number of phases using incentive adjustments
- Incentives vouchers processing
- Automatic posting of independent incentives.

6. Reimbursement

- User defined reimbursement types
- Automatic quota generation as per company policy
- Tracking of reimbursement utilization
- Reimbursement slip printing and emailing facility

7. Leaves

- User defined leave types
- Public holidays and weekend definition
- Automatic leave quota generation based upon user defined leave types
- Multiple levels of vetting for leave approval
- Leave calendar, department wise roster and advices emailing facility
- Employee off days policy
- Unit/department wise mandatory leave rooster
- Integrated with AutoATTENDANCE system

8. Disciplinary Action Module

- Complete stage wise tracking (show cause, domestic enquiry, punishment appeal, etc) of employee involvement in any disciplinary case
- User defined charges, controls and punishments
- Activation of alerts to warn or stop operations on key screens

- Automatic transfer of CV data to personnel module upon joining
- Provision of integration with other web portals

9. Performance Appraisal

- Creation of multiple criteria and mapping with different types of employee groups based on titles, units, department, designation and appraisal rating
- Appraisal rating data capturing and processing
- Automatic calculation of appraisal amount on the basis of user-defined appraisal criteria
- Automatic title change and salary revisions
- Graphical bell curve based on appraisals ratings
- One-click update of eligible staff emoluments

10. Loan Management

- Comprehensive loan initiation module with multi-stage loan approval mechanism
- Comprehensive loan installment calculator
- Complete view of the loan repayment plan and debit burden
- Facility to map all other liabilities during the process of loan initiation and validation
- Loan validation at each stage according to pre-defined organization loan approval policies
- Loan disbursement in single/multiple tranches
- Reflection of the loan amount in payroll for salary processing and automatic update in salary vouchers

11. EDCM

- Scanning of complete employee personal files and storage in secure EDCM database
- Access to saved documents from any location within the company
- Automatic emailing of required documents to the recipient
- Quick and easy filter and sorting options to efficiently locate documents
- Effortless viewing of documents in their native format

12. Final Settlement

- Payments
  - PF/GF settlement
  - Leave encashment
  - Last month Salary

13. Insurance

- Insurance types capturing
- Dependents definition (data capturing) and eligibility according to company policies
- Premium policy definition according to company's insurance type wise policy
- Auto calculation of insurance premium
- Employee eligibility criteria according to company policy
- Auto additions report for onward submission to Insurance Company
- Auto deletion report for onward submission to Insurance Company
- Comprehensive MIS reporting

14. Value Added Modules

- HR-MIS reporting tool which allows the users to define their own required reports
- Manager Dash Board
  - User defined important alerts for managers
  - Ability to forecast selective alerts based on user defined days
  - Link to HR-MIS for customized reports
- Graphical 360 degree view of employee information
- Graphical 360 degree view of company on different user defined criteria
- Extraction of data
- Data level security

15. Security

- N-Level Authorization (i.e. 4-eye/6-eye etc.)
- Ability to define 'n' number of roles required as per functional assignment
- Tracking of user accesses and login attempts
- Tree hierarchy for granting or revoking rights
- Audit trail of financial figures & on other critical information
- Complete user password security

- Recoveries
  - Loans outstanding settlement
  - Notice pay salary deduction
  - Allocated company assets (car, mobile, laptop)
  - External entities (credit card limit, mobile bill)
  - Other

AutoHRM

16. Training

- Define and maintain tentative training calendar
- Registration of courses according to approved training calendar
- Nominate and evaluate employees for different courses
- Trainer selection and eligibility for different courses
- Record for course conduct and outcome (test result, costing, etc.)
- Comprehensive reporting

17. Employee Self Service

- Web based interface for employees to view information online
- Policy based field titles and display order definition
- Save time in collecting up-to-date information directly from employees
- Policy driven online leave application mechanism
- Provision for online loan request as per policy
- Provision for generating emails from within the system
- Provision to gather information from employees at any time
- Dashboard, activity note book and complete view of policy procedures
- Employees search directory
- Complete view of employee personal file
- Training acknowledgments
- Training Feedbacks
- Training course self-recommendation
- Employee self-learning

18. Manager Self Service

- Web based interface for managers to view information online
- Policy based field titles and display order definition
- Save time in collecting up-to-date information directly from managers
- Policy driven online leave approval mechanism
- Policy driven online loan approval mechanism
- Provision for generating emails from within the system
- Dashboard, activity note book and complete view of policy procedures
- Employees search directory
- Training course recommendation and employees nomination
- Reporting line hierarchy / organogram

19. BSS Functionalities

- Payroll finalization with consent of branches
- Salary locking at branch end
- View payroll status of branch for branch administrator
- Amendment applications from branches regarding payroll activities
- Amendment approvals from Area Manager & the HR department
- KPIs and Dashboard
  - Payroll processing status of all branches
  - Month wise payroll payments history (Payroll Costing)
  - Staff positioning (Budgeted Vs Actual)
  - Amendment requests analysis
- Online apply and approving mechanism of following amendments
- Amendment request and approval for Employee Transfer, Leave WOP, Resignation, General Requests

20. PMC

PMC involves the followings four phases:

- Planning is the first phase which consists of:
  - Setting Core Behavior Competencies
  - Setting SMART Goals
  - Aligning employees' goals with manager and organization roles
  - Performance Agreement between employee and manager
- Coaching is the second phase which consists of:
  - Ongoing feedbacks are performed
  - Performance Logs are maintained
  - Goals are adjusted if required
  - Performance Planning is done in case of goals alteration
- Reviewing is the third phase which consists of:
  - Periodic reviews of SMART Goals
  - Self-Evaluation
  - SMART Goals work sheets generation
  - Mid-year and final reviews
- Rewarding is the fourth phase which will leads to:
  - Compensations
  - Trainings
  - Transfers
  - Promotions
  - Restructuring (if required)