

smart HRM

XS Infosol Inc.



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Introduction

Smart HR partner is the thorough management of an organization's workforce. It comprises of Planning, Organizing, Staffing, Directing & Controlling, while overseeing organizational leadership & culture, ensuring the statutory compliance, wrt to labour laws.

Employees are the most valuable asset of an organization. To ensure, the best candidates are hired and managed to the best of their ability, the company spends a great deal of time and resources in recruitment.

With the implementation of Smart HR partner companies can wave out time consuming processes & inefficiencies through automation for most important asset, their people. Through a combination of expertise, extensive global experience, service & technology, Smart HR partner goal is to provide a solution to the complex HE challenges & to assist companies in forecasting future success. By integrating with existing document management system, Smart HR partner bridges the gap between employees & department to provide Human Resource Management Solutions. It also helps in the desired processes like interviewing, Reports & Appraisal by processing HR reports.



Why smart HR?



Introduction

Human Resource Management is about developing and managing the organization's most valuable asset. Human Resource Management deploys the right people in the right job at the right time. Smart HR partner helps in ensuring the future forecasting & to advance the individuals' career. HR Manager has a strategic role in an organization, as they deal with Recruitment, Establishment, Performance Management, Training & Development & Payroll Management.



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Features

- Recruitment & Application Management
- Employee Master Database Management
- Reporting Relationship Management
- Process, Project & Team Management
- Performance Appraisal Management
- Increment & Promotion Management
- Confirmation & Contract Renewal
- Transfer Management
- Training & Development Management
- Payroll Management
- Leave & Attendance Management
- Disciplinary Action Management
- Exit Management
- HR Letter
- Employee Self Service Management
- Office Property or Asset Management



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Recruitment & Application Management



Features

Has automation to the entire recruitment process from manpower requisition, receiving resumes, short listing, detailing, Interview scheduling, reference check & issuance of offer.

Manpower Requisition: Enable to raise the manpower requisition specifying the various criteria like required qualification, skill sets and responsibilities, experience, gender and age group with snap Job Description..

Resume Master: Enable to capture all important information about a candidate like contact detail, address, DOB, father's name, past experiences , qualification and references.

Short listing of Candidates: Able to do the short listing of the candidates based upon various criterias like qualification, age group, current location, gender, experience etc.

Interview: Set up and conduct interviews online and record results.

On Hold and Rejected Candidate Database: Able to trace the database of the candidates rejected & on hold. These can be purged as per our requirements.

Reference Check: Enable to create a question database required while conducting the reference checks.



Employee Master Database



Features

Able to capture the complete important information of an Employee, this information is the backbone of Employee Database.

Employee General Information: All basic information about an Employee such as -Name, Emp. Code, Father's Name, Contact Address, Email Address, Mobile Number, Blood Group etc.

Employee Salary Structure: Complete salary structure of an employee covering all the Earnings, Deductions in a particular grade, with benefits accordingly.

Employee Dependent Details: Information about the dependents that is required for Payroll and Reimbursement perspectives.

Employee Payroll Information: Important information like Bank Detail, Account Number, PF and ESIC Number, PAN Number, etc.

Past Employment Details: Important information about past employment including Employer Name, Salary Structure and Positions held

Past Training Details: Information on Trainings attended by the employee as on date.

Membership Details: Details of memberships held by the employee.

Attachments: Facility to attach scanned photograph, resume, increment & other letters & digital signature of an employee.

Health: Facility to enter health information of an employee, after health checkup during the interview.

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Reporting Relationships



Features

Configure Department Head and Employee Reporting Relationships.

HOD Configuration: Able to configure Head of the Departments.

Reporting Relationship Functions: Who is reporting to whom, with charts?

Process, Project & Team Modules

Define the processes & project teams as possible:

Processes: Define as many functions are required. Have the facility to add and remove Employees from function & Processes.

Projects: Define as many projects and able to add & remove the employees to a particular projects.

Team: Define as many teams are required and able to add & remove the employees from that particular Team.



Performance Appraisal Management



Features

KRA's: Define the deliverable KRA's, as required and distribution of % among the KRA's, in consultation with HOD's.

KPI's: Define the KPI as required, with % and rating criteria as required. This can be designation specific or Employee specific, as desired from that particular role..

Potential Traits: Define as many Potential Traits as required, define measurement criteria, weight age and ratings as required. These can be designation specific or Employee specific

Appraisal: One should be able to record complete Appraisal records. Can record achievements against each KPI set, conduct Self Appraisal, do Performance Review Planning, Potential Appraisal and Overall Performance Appraisal

Reviews: There is Quarterly / Half yearly & Yearly review on all the KRA's undertaken, for the performance evaluation of each individual.



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Increment & Promotion Management



Features

Define the Increment slabs as required – Annual Performance Increments and Ad Hoc Increment to meet organization needs. Flexibility to give Increment with effective date, Declaration date, Arrear from the effective date..

Annual Increment: Increments can be % or amount specific to do Annual increment.

Performance Increment: Increment based on Performance, can be Quarterly / Half yearly & Yearly.

Ad hoc Increment: Increment that can be given at any given point of time.

Promotion: Give Promotion to Employees. Able to define Promotion Date.

Re-designation : Facility to redesignate the Employee.

Confirmation & Contract Renewals Module

Confirmation: Facility to confirm the services of the Employee, from contractual rolls.

Probation Extension: Able to extend Probation of an Employee, in case required for any particular employee.

Contract Renewal: Automate Contract Renewal of an Employee: Pop up (alarm) for the contract renewal date in advance.



Confirmation & Contract Renewal Management



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Transfer Management



Features

Facility to Transfer Employee & his database to any of the Offices at other locations or within the Company, at same location.

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Training & Development Management



Features

For professionally managed organization employee development is must. In today's scenario many organisations are putting lot of emphasis on training & Development to upgrade & enhance the skills of employees. SmartHR training module automates the entire training management process.

Key Features of Training Module are :

Training Masters: Training Need Identification Sources.

Trainers Details: Define the number of Trainers as possible, categorize them and collaborate the information about the trainer

Training Budget: Define Training Budget in commercial terms & man-hours.

Training Calendar: Plan out Training Calendar

Training Record: Facility to record detail of Trainings Attended by each Employee

Training Feedback: Facility to record the Feedback of the Employee, post training session

Supervisor Feedback: Facility to record Supervisor Feedback, post training session.



Leave and Attendance Management



Features

This module covers two critical tasks of HR leave and attendance management.

- Easily Configure Company's Leave policy.
- HR Managers can define list of holidays by location or division. Holidays defined will be automatically marked in attendance.
- In system one can define Leave Encashment details.
- Employees can view company holidays and leave policies in employee self service portal.
- Employees can request leave and view their leave balances online through employee self-service portal and their request will be routed to their Manager and HR.
- Employee can request for the modification in leave and attendance records, and can cancel the leave requests.
- System captures the details of applied leave and approved leave.
- Employee can request for compensatory off if they have worked additional to a normal hours.



Leave and Attendance Management



Features

- HR managers can identify which leave policies apply to the leave, and the leave management solution will manage and track these concurrently with the other types of leave. Flexible rules determine employee eligibility and leave entitlement and the order in which the leave balances must be used.
- Real time approvals by setting automatic reminders for supervisors to review leave requests in a timely manner.
- Track team attendance and work hours
- On-line attendance logging option.
- Integration with external attendance logging systems.
- Upload attendance and leaves of employees through spread sheets.



Payroll Management



Features

Configurable Salary Heads : Smart HR Partner helps in easily setting up the salary structure as per company norms:

- Create unlimited number of salary components, as required.
- Define attributes of each component like carry forward to next month, show in payslip, taxable, tax category, etc.
- Various components can be relevant for business but that need not appear in pay slips.
- The values for the salary components can be:
 - Manually Entered
 - Computed using a formula
 - Slab based lookups
 - Value lookups based on location, grade, department, employee type, etc.
 - Complex computation through a Payroll Agent (e.g. income tax, loan deductions, reimbursements, etc.

Payroll components are of different types and require varied inputs. For example, components could be basic, incentives, income tax, ad-hoc income, reimbursements, loans, etc. Loans could be car loan, house loan, personal loan, etc.



Payroll Management



Features

Mass Data Entry & Excel Import : Every feature in Smart HR Payroll is designed to save your time and effort. It has mass data entry tools that minimize bulk data entry and data import.

- Enter compensation details for multiple employees in one shot with minimum effort and keystrokes.
- Provide override values for multiple employees.
- Import employee & compensation data in Excel spreadsheets with built-in reconciliation

Arrears: Smart HR Partner comes packed with a full-fledged Arrear calculation module. Some of the salient features are:

- Process arrears for one or more employees.
- Upload the employees whose arrears need to be processed from an Excel file.
- Arrears can be processed from any previous date across multiple periods and not necessarily from the beginning of a period.
- The arrears components are shown separately in the pay slip, as arrears.



Payroll Management



Features

Reimbursement : Smart HR Partner offers a comprehensive reimbursement module to address all the requirements of the organization. Some Of the Salient Features are

- Facility to create unlimited reimbursement components like LTA, Medical, Car Maintenance, etc.
- Rules and upper limits can be set for employee entitlements.
- Monthly or annual accumulation.
- Validation of claims against available balances with facility to override.
- Facility to show reimbursement components in regular pay slips or generate separate reimbursement pay slips.

Loans : Smart HR Partner has a loan module to manage all the aspects of loan given to the employees. Some of the features are:

- Facility to create unlimited number of loans & their types, which are offered to the employees like Salary advance, car loan, house loan etc.
- Multiple interest types available: flat interest, reducing balance, reducing balance EMI etc.
- Detailed information about a loan like loan amount, start and end date, interest type, number of installments etc.
- Loan principal and interest deducted are tracked and displayed separately.
- Facility for lump sum repayments outside of payrolls.
- Loans deduction automatically stops after total recovery.



Payroll Management



Features

TDS Module : Smart HR Partner has the ability to compute and make the correct deductions of Income Tax as per Indian Income Tax rules. In India IT rules are more complex than any other country in the world. There are large number of different clauses and sub-clauses that need to be handled while calculating the Income Tax of an each employee.

SmartHR Income Tax module enables you to easily perform these calculations. Some of the features of are

- Specify whether an item is taxable or not.
- Facility to tax partly payout.
- Facility to calculate total taxable income based on payouts till date and projection of payout for rest of the year.
- Calculate and include all relevant perquisites like House Perquisite, Loan Perquisite (linked to Loan module), etc.
Accurately calculate the House Exemption based on location of the person.
- Automatically calculate the other exemptions like Medical, LTA, Conveyance and Education. Ability to link this to the Reimbursements module.
- Incorporate the Profession Tax and PF deductions done in the payroll, automatically into the Income Tax calculations.
- Facility to specify the savings done by the employee.
- Calculation of final Income Tax based on all the above inputs and including other information like Female employees, Senior Citizens, etc .
- Income Tax - Monthly Statement.





Features

Provident Fund (PF), ESI, Profession Tax:

Provident Fund (PF)

- Provision to mark an employee as PF Eligible or non-PF Eligible.
For all PF Eligible employees, automatic calculations of Employee PF Deduction, Employer PF contribution and Employer EPS Contribution.
 - Provision to restrict deduction upto statutory limit or calculate on the entire Basic.
 - PHandling of PF calculations on arrears.
 - Facility to deduct VPF (Voluntary Provident Fund) from the employee salary.
- Calculation of PF.

ESI

- Provision to mark an employee as per ESI Eligibility or exempted from ESI.
- For all ESI Eligible employees, automatic calculations of Employee ESI Deduction and Employer ESI contribution
- Automatic computation and deduction of ESI on the Gross payout.
- Inbuilt features to continue deductions upto required period when an employee moves out of the ESI limit.

Profession Tax (Prof. Tax)

- Automatic linking of Profession Tax slab based on location of employee
- Profession Tax deduction amounts calculated on specific state rules



Disciplinary Action Management



Features

Record any Disciplinary action incident, action taken and other detail.

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Exit Management



Features

Exit Management is the process used for parting employees in a professional manner. It applies to employees who have resigned and those that have been terminated by the company and it involves complex procedures such as checking of dues, exit interview, replacement request, and much more.

- Exit management provides the organization an end to end automated employee exit.
- Empowers the HR manager to initiate the exit process online.
- Enables the HR department to disburse department wise exit checklists and file check list responses and generate relieving letter.
- **Separation Details:** Record separation related information - date of resignation, type of separation, notice period details, reason etc.
- **Exit Interview:** Conduct exit interview.

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HR Letter



Features

Centralize all important letter creation through software. One can take out Offer letters, Appointment Letters, Increment Letters, Award Letters, Transfer Letters, F&F letters etc from HRIS software.

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Employee Self Service Management



Features

The Employee Self Service Module provides the direct access to their HR & Payroll records. Employees can view and update their own records from ESS Module. Main features of ESS module are :

- View / Request Leave.
- Update Personal Information such as they can add dependents for their benefits and can also remove any dependent not eligible for the benefits.
- View and Print Salary Slips.
- Employees can also see their Performance Reviews and comment on performance appraisals through Employee Self-Service.
- Employee directory - View the human resource handbook and company phone directory.
- IT declaration through ESS module- Employees can submit their IT declarations at the beginning of the year and can compare it with actuals at the end of the year and can attach the relevant documents for the same.
- Reimbursements- Employees can claim their payroll or other reimbursements which are approved by their managers or for which they are entitled to claim.
- Employees can see the holiday list declared by the company for the current financial year.
- Appraisal forms.



Office Property Modules or Asset Management



Features

Office Property Masters: Create as many categories of Properties as required and then create multiple Properties

Office Property Issue: Facility to issue Office Property

Office Property Return: Facility to return Office Property

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