



# Hrms

Realizing excellence through human resources

## Product Information



Surpass your expectations  
on **Hrms** solutions that is  
simple to Install, Implement and Use.

[www.infodynamic.net](http://www.infodynamic.net)

## About HRMS

As Human Resources are the cornerstone for the growth of any Company, we need to accept their management is vital for accomplishing the targets. The Human Resource Management System ( **HRMS** ) provides a software solution, which is user friendly. **HRMS** is a web-based application, which covers end-to-end activity of human resource in the organization. The product is customizable at any point and include enhancements that are possible in every aspect of HR administration, Payroll, Benefits, Employee Self-Service, Attendance, Recruitment Management and Training Management. The system provides with maximum flexibility in connecting workforce at various levels and departments such as HR, Admin and Employees. It enables information exchange in a secured way and facilitates decision support, planning, monitoring, and control of daily activities. **HRMS** spans the data import/export actions effectively with appropriate role-based access to HR data between managers and employees.

With the **HRMS** , you can successfully meet and comply with the human resources, by automating and streamlining your day-to-day HR business processes. The system effectively measures and monitors the varying HR strategies with the business goals.

**HRMS** also optimizes the human resources management solution and focuses on investment in talent management.



## Product Highlights

- Maximize recruitment efficiency
- Advertise Internal Job Postings
- Optimize resume search
- Careers Portal - pages - integrated into the website
- Track and manage applications
- Manage applicants and interviewers
- Know your employee
- Integrated workflow process
- Assess your employee based on skill sets
- Manage employee role based activities
- Manage employee data
- Identify the right talents
- Create position based learning maps



## Business Benefits

- Supports business managements for different Countries, Companies, Locations and multi-currencies
- In- Built mailing system to reduce the Outlook Cost in the organisation
- Strong lining for employee & employer for managing their regular activities
- Enables quick view of employee key information, including demographics, insurance and benefits, skills, education, compensation, and employee attachments
- Built-in Alert System for all Exception corresponds to employee & employer
- Major Role in terms of reducing Management and Administrative Cost
- E-Recruitment & Payroll Process module
- Playing Vital Role for management decision with extensive Query Screens, Reports and so on
- Built-in Employee Self Service Portal for employee self services highly available with integrity and confidentiality
- Strong Approval matrix set up (Sequential, Parallel, Role based & Matrix based)

## Technology Benefits

- Streamlined System Deployment
- Payroll Interface to third party vendor like Oracle, SAP, Microsoft Dynamics etc
- Interface to receive the Data for Time and Attendance
- Advanced security features for employee profile as Data Access is based on role
- Business Access & Data Access Layers for Quick Technology Migrations



## Key Capabilities

### 1. Organisation Structure Setup

- Business Area, Country, Company, and Department Setup
- Manage Position with CTC, Academy, Designation, Skill and Grade
- Roles and Responsibility Definitions
- Reporting Matrix
- Organisation Hierarchy Flow Chart

### 3. HR/Personnel Administration

- Joining Formalities
- Employee ID Generation
- Appointment Order Generation
- Employee Data management
- Vacation / Leave Management
- Time & Attendance Exception Alerts
- Initiate Separation
- Exit Formalities

### 4. Shift, Time & Attendance Management

- Shift Template
- Shift Schedule
- Shift Allocation / Loading
- OT Management
- Exception Alerts
- Attendance Loading from Biometrics

### 2. Manpower Budget and Planning

- Budget Allocation for Business Area, Company, Department
- Period Wise Allocation
- Recruitment Requisition and Approval
- Download CV from Naukri, Monster etc.
- Capture the CV's from Career Portal
- CV Shortlist
- Call Letter
- Interview Panel Definition
- Interview Assessment
- Interviewer Nomination
- Interview Score
- Final Selection with CTC confirmation
- Background Verification
- Offer Generation
- Offer Acceptance
- Joining Date Update

## 5. Leave Management

- Leave Application / Approval
- Leave Cancellation
- Leave Summary
- Leave Balance
- Leave Calendar (Employee / Position)
- Leave Joining Report

## 7. Appraisal Management

- KRA Definition
- Self Appraisal
- Manager Review
- Score Card

## 9. Vendor Management

- Vendor Data Management
- Vendor Evaluation
- Vendor Notes / Remarks

## 11. Employee Transfer Management

- Initiate Transfer Operation
- Transfer Out after Approval
- Transfer In to the new Location

## 6. Travel Management

- Travel Request (Personal / Business)
- Travel Request Approval
- Passport Request
- Passport Request Approval
- Passport Issue
- Passport Return
- Visa Tracking
- Passport Tracking

## 8. Asset Management

- Asset Request / Approval
- Asset Issue / Return
- Recovery during Separation

## 10. Training Management

- Training Plan / Approval
- Training Budget
- Training Accessories
- Training Publish
- Vendor / Trainer / Trainee Nomination
- Vendor / Trainer / Trainer Approval / Confirmation
- Trainee Feedback
- Trainer Feedback
- Training Close