



Integrated HR Solutions

for your HR Work Force



HR Database / Functions

- General Information
- Personal Information
- Address/ Contact details
- Employee Qualification
- Family Members/ Emergency contacts
- PF Nominee/ LIC Nominee/ Gratuity Nominee
- Work Experience
- Passport/Visa details
- Insurance details
- Organisation/ Hierarchy/ Reporting Structure
- Achievements
- Vehicle/ Driving Licence details
- Employee Trainings
- Employee Appraisals/ Questions/ Question Groups/ Questionnaire Designer
- Employees Documents/ Photos / Attachments
- Employee Targets/ Commitments
- Employee Skills
- Complete Tracking of Employee Movement between Branches/ Departments/ Grades/ Designations

Recruitment Management

- Manpower Requisition Form and related Workflow for approvals
- Vacancy Creation and related work flow for approvals
- User friendly Resume Database Management
- Easy Integration of Online Resume Submission by candidate
- Search in Resume Database for keywords, Vacancy Requirements Search inside records, CVs, notes, emails etc.
- Review, Shortlist, Tag Candidate Profiles
- Online test for candidate
- Schedule Interview Rounds with Automatic alert to Candidates through Emails
- Update Interview Results with Automatic alert to Candidates through Emails
- Generate Offer Letters to candidates with Automatic Alert to Candidates through Emails
- Generate Appointment Letters to candidates with Automatic Alert to Candidates through Emails
- Post/View/browse Candidate Details, Notes, Emails, History, CV at simple clicks
- Bulk Email to candidates

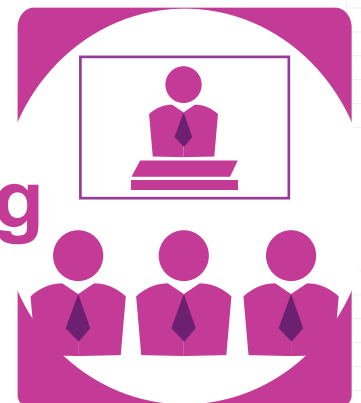
recruitment



Training Management

- User defined Training Course / Course Categories available
- Course Program can be created resulting into Training Schedule for a given Training Year.
- Nominations can be done through
 - Employee can nominate himself **Online** for the training through self nomination
 - Manager can nominate his subordinates for the training
 - Nomination can also be done due to Training Need Analysis
- Faculty / Coordinator and External Agency masters can be maintained
- While designing Courses, Qualifying Skills, Qualifying Courses, Disqualifying courses, Reading Links etc. can be maintained
- Direct Cost and indirect cost per employee can be maintained
- Employees training cost can be calculated based on the formula
- Trainings Schedule for the calendar is pre-defined and available to the employees online
- After the training, Feedback can be posted by employees and faculty / trainer can also post the rating of the participant employees
- Date wise Employees / Whole Program Attendance can be maintained easily
- Training Locations, Training Venues, Special Needs during training, Expectation from the training can be defined
- On the basis of predefined Priority scheme training program can be allotted for the limited no of seat

training



Employee Appraisal Management

- Company Objectives, Initiatives can be defined
- Goals/KRA derived from Company Initiatives can be maintained
- Job Description (JD) based goals are maintained
- Goal sheet allocation for the employees with workflow between manager and employee can be done
- Upon Goal Sheet Approval by employee and manager, goal sheet is assigned to the employee
- Employee can regularly keep posting goal progress which is automatically available to manager
- At the appraisal event, managers can view goal sheet achievement and rate the goal sheet
- KRA / competencies / QA forms can be designed by the user and can be allotted to employees at the time of appraisal
- Notes can be put in by Managers, dotted managers
- 360 degree appraisal can be achieved where Managers, Subordinates, Peer group, Customers, Vendors can rate the employee based on various user defined parameters
- Normalisation of appraisal score provided for HR function
- Appraisal result is available at the time for Promotions/increments
- Appraisal is fully automated, user defined and workflow based with email intimations
- Not closed Appraisals and conflicts can be tracked

appraisal



Attendance & Leave Management

- Flexibility to Create Leave Policy as per company's requirement.
- Yearly Credit of Leave/ Pro rata basis
- Monthly Increment of Leave on Pro-rata basis
- Carry forward facility for balance leave
- Encashment of Leave / Encashment In excess of Leave
- Leave Utilizes & Balances can be checked
- Automatic Leave payout on termination of Employees (in Full & Final Settlement)
- Swipe card / Attendance machine if any can be linked to our software
- Attendance Arrears
- Monthly Attendance Register & Yearly Attendance Summary
- Attendance / Leave Ledger
- Submission of online Leave Application and supporting workflow.
- Parameters setting for Leave application.
- Different types of leave application like SL, PL, CL, COMP Off, OT, OD, OUT STATION, TRAINING
- Attendance regularization for forgot punch card, Late mark wavier, Early departure waiver
- Employee can check Leave balance before applying.
- Approval Workflow – Apply, Accepted & Rejected with auto mail Intimation User & respective authority
- Anytime leave ledger

attendance



Exit Management

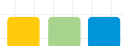
- Employee can place the request of exit online
- Request can be approved or rejected by the immediate authority
- Superiors can input exit requests for their subordinates
- Exit request is sent to each concerned department heads for Approval
- Department Head can input/track receivables from the employee
- Upon clearance from department heads, Email intimation to respective authority for their further course of action
- Auto transfer of data to Payroll for full & final settlement calculation

exit



Work Flow

- | | | | |
|---------------------|---------|---------------------|---------------------------------|
| ■ News | ■ FAQ | ■ Query | ■ Reimbursement Request |
| ■ Announcements | ■ Kiosk | ■ Surveys | ■ TDS Declaration & Tax Planner |
| ■ Company Documents | ■ Polls | ■ Leave Application | |



EasyPAY.web

Web based HR Software

www.sensysindia.com

Employee Self Service Module

- Each employee is provided with an online account
- Employees can login and view their
 - Payslips ● Yearly Salary Register ● Loan / Advances Recovery/ Balance
 - Reimbursement Payments / Balance / Status ● Income Tax Projections
- Submit their Income Tax Declarations
- Submit Leave Application
- Submit Reimbursement Bills.
- ESS gives employees direct access to their month-end / year-end paperwork. They can download, print and save these documents themselves
- Delivers significant cost & time savings for Payroll/HR department.
- Improves administrative responsiveness & efficiency.
- Enables greater employee satisfaction, fuels productivity

ess



Tax Planner

- Enter the Investment details and get the instant projections for TDS.
- Tax planning can be done with this tool easily, by testing various combinations of testing and get the best combination.

User Rights

- Users can be created
- User Level Rights can be created and managed
- Role based Security Model/ Assign rights to Payroll Officers for Managing different groups of employees


Software Architecture

- Completely Web based product
- Designed using State of art technology. ASP.NET 3.5 + MS SQL
- Software installation on clients machines are not required.
- All authorized personnel can login to the system and do the required functionality as per their rights
- Audit Trails



 **Mumbai**
524, 525 & 534, Master Mind 1, Royal Palms, Aarey Road,
Goregaon (East), Mumbai - 400065

Delhi & NCR
S-4, 2nd Floor, Vinayak Plaza, Jharsa Road, Sector 15,
Gurgaon- 122001

 **Mumbai**
022-66278600 (Choose 1 for Sales)
Cell: 09769468105 / 09867307971

Delhi & NCR
0124-6450135 / 4114883
Cell: 09891008473 / 09891008988

 **Mumbai:**
Email: sales@sensysindia.com

Delhi:
Email: delhi@sensysindia.com

 <http://www.sensysindia.com>

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