Pioneer E Solutions (P) Ltd.
Services and Solutions . . .Simplified!

WE MAKE IT WORK FOR YOU

ISO 27001:2013, ISO 9001:2008 & CMMiMaturity Level 3 Certified!!!

About Payroll & HRMS

Welcome to HRMS software, a simple and effectively solution with highly evolved methodology which addresses an organization's needs more relevant.

By HRMS we strive to deliver significant advantages and value to our client and partners through innovative services and flexible solutions.

We provide the complete suite of solution to design/develop HR policies and improve effectiveness by organizational restructuring.
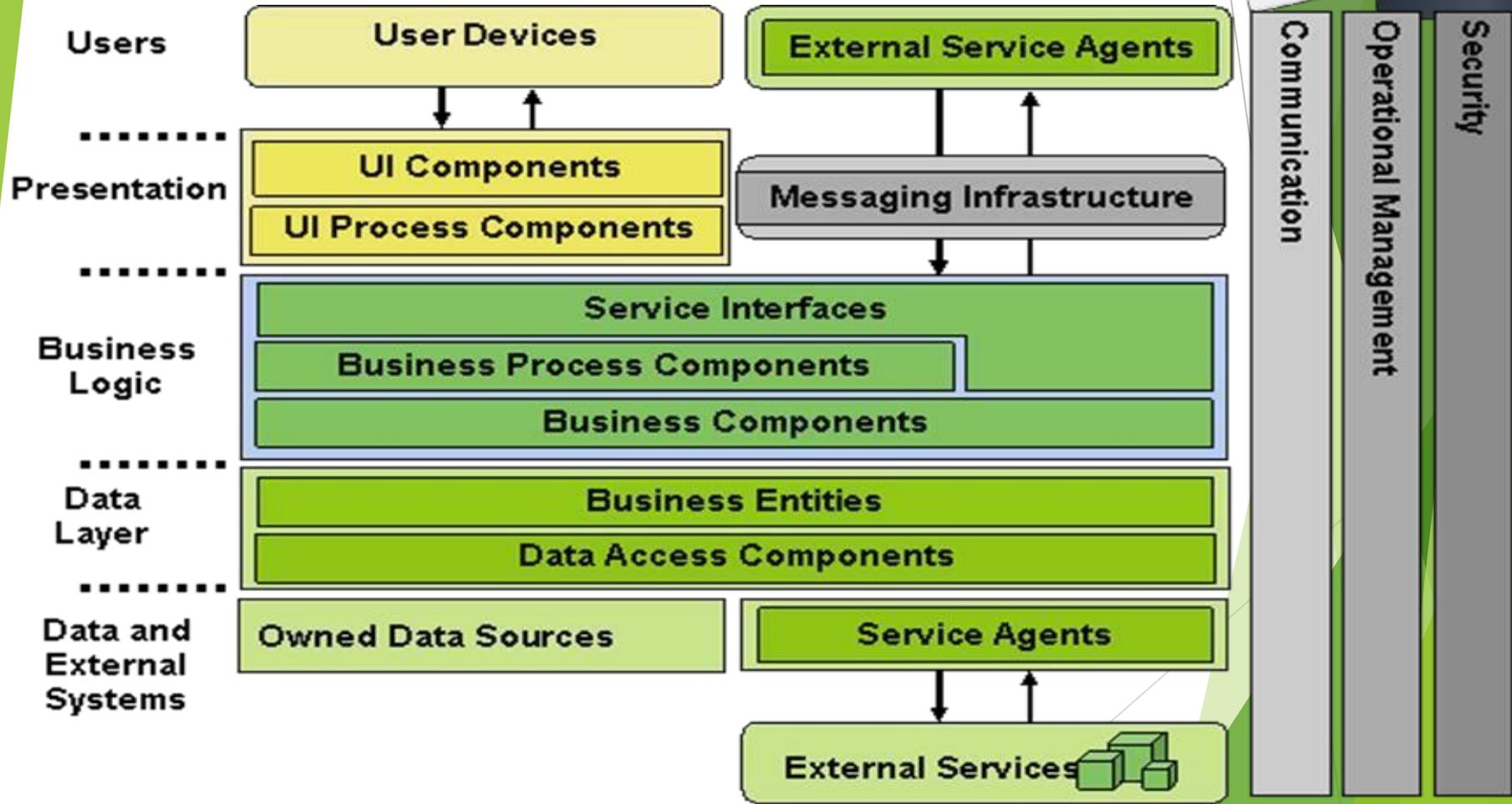
❖ We help our client to:

- ❖ Developing Manpower Planning
- ❖ Job Description
- ❖ Performance Management
- ❖ Competency Requirement
- ❖ Appropriate Reward System

Resource Allocation

Personal Data Management

HR & Benefits Administration

Resource Management

HRMS

Skill Management

Training Administration

Attendence/ Leave Management

Performance Management

Component Architect Mapping

Introduction

100%

- ✓ Online payroll & HRMS Software will reduce the work load of HR, employees of company and other staff.

- ✓ In addition to that it also facilitate confidentiality, produce error-free information automatically and faster access of HR related information of various branches.

- ✓ It manages the entire information of the Employees from the time they are recruited till the time they leave the company.

   PES HRMS will be deployed in Desktop/ Server with the features mentioned below.

- ✓ Web space will be created which will be on unique URL

- ✓ **There will be three login penal**
   - ✓ Main Administrator
   - ✓ HR Administrator
   - ✓ Employee self service

- ✓ Admin will have the permission to create bulk users at a time and give rights for manage modules. Exp. HR Manager, Supervisor ,account manager etc.

Objective Of Software

As we understood from the market, Main objective to handle Online browser based application that automates processes employee life-cycle.

➢ Employee life-cycle: Resume handling, Induction and on-boarding, promotions, transfers, appraisals and salaries, skills mapping and training.

➢ Employee online attendance and late mark detail and effected in salary as per company rule.

➢ Employees should be able to view their Salaries, Loans, Leave on line.

➢ Employees need to apply for Leave on line and the sanction happen on line and the summary should be considered for salary calculation.

➢ Employees need to have the facility to enter the reimbursement details on line and that data to be updated in Salary Calculation Package.

➢ Employees will mark the change in their detail; Utility should be able to update such records.

https://pioneeresolutions.in/hr

Key Module

EmployeeInformation

EmployeeAppraisal

LeaveManagement

New JoineeManagement

AttendanceManagement

Salary/Payslip Details

Weekly ReviewSystem

Tax declaration

ClaimManagement

Notice

PerformanceManagement

Payroll Processing

Interview Tracker

FeedbackTracker

HelpdeskManagement

Asset/Inventory Management

Loan/Advance Management
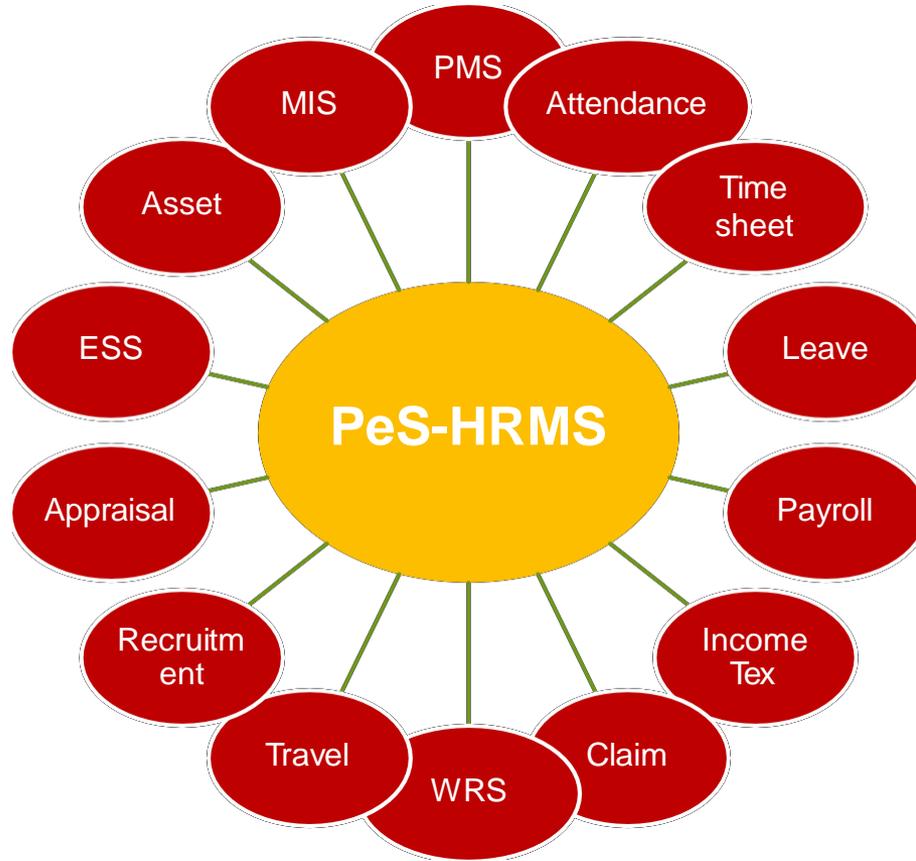
Report

Key Module

PeS-HRMS modules: PMS, MIS, Attendance, Asset, Time sheet, ESS, Leave, Appraisal, Payroll, Recruitment, Income Tex, Travel, WRS, Claim

Online Payroll & HRMS Process Cycle

Key Features

- ✓ All HR processes from candidate entry till employee exit are fully automated.

- ✓ Do HR & Payroll activities and employee self service functions from wherever, whenever in a few clicks.

- ✓ Administrator can give access rights of add, update, view and delete of information to different user like HR, Supervisor or Manager.

- ✓ System generate the mail link to New Joinee employee to upload all the relevant document for HR verification.

- ✓ Employees have their own user Id and password to access their account. (Employee Dashboard)

- ✓ System provided online attendance facility for multiple Locations.

- ✓ Attendance device (RF / Biometric) can be integrated for getting attendance records of employee.

- ✓ Manager/Supervisor can assign task with deadline using Weekly Review System.

- ✓ System Provided employees Salary details/Payslip at employees dashboard.

https://pioneeresolutions.in/hr

Key Features

- Week off, late marks and Overtime can be done through general setting.

- Various alerts/Notice are also provided Dash board when user or admin logs into system.

- User defines Allowance, Reimbursement, claim, leave, loan & advances and other HR policy can be handled through software.

- Birthday Celebration alert display for employee at his dashboard

- System also provides generation of various reports and allows export & Import via excel.

- Helpdesk facility to employee who can directly communicate with HR personnel for any issues.

- Reports are generated according to Company's rules.

- System also provides Email notification facility.

- As per assign user rights and Manager login & admin login history should be maintain and display to admin user.

Time & Attendance

Staff Attendance and Scheduling Made Easy BiometricDevice

- Connect to Biometric device easily

- Supports variety of work schedules, shifts and rosters to accommodate all working environments

- Job costing features are available for flexi-schedule workers

- Management of leaves, holidays and tardiness are made available

- Various printable and presentable attendance repor exportable in a variety of formats

- Employees can do clocking activities 2 ways, biometrics reader and web check in .

- Easy integration with 3rd party applications

- Data is always secured and available online

Time & Attendance

- Integration with most biometric devices
- Vacation and Paid Time off
- Rules based Configuration
- Highly customizable as per your policies
- Record real-time attendance
- OD/ In time and out time
- Meetings details and extension no.
- Capture attendance from the ESS portal
- View real-time attendance info
- Attendance Excel Import
- Real-time reports
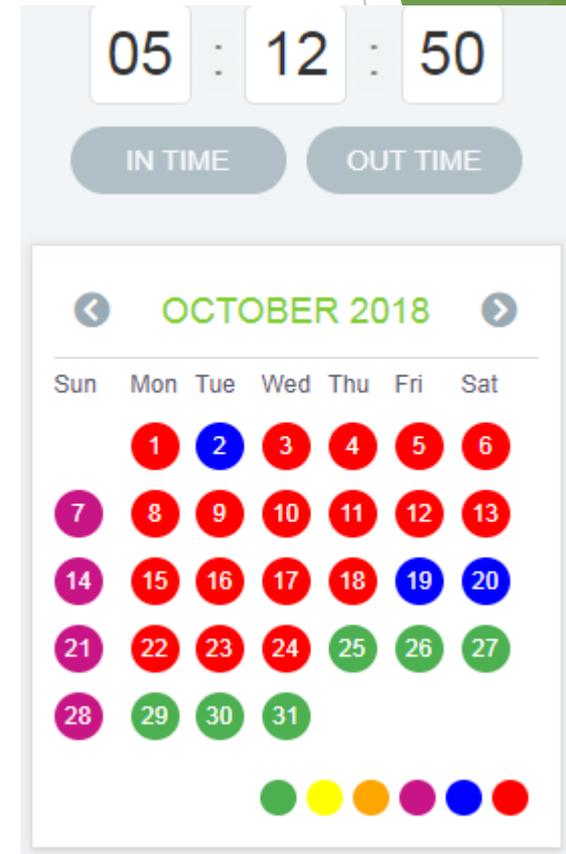
Recruitment

Complete recruitment process that takes care of all the steps of the recruitment starting from the requirement generation to the joining of employees. All the steps are managed automatically as defined in the parameter for particular designations.
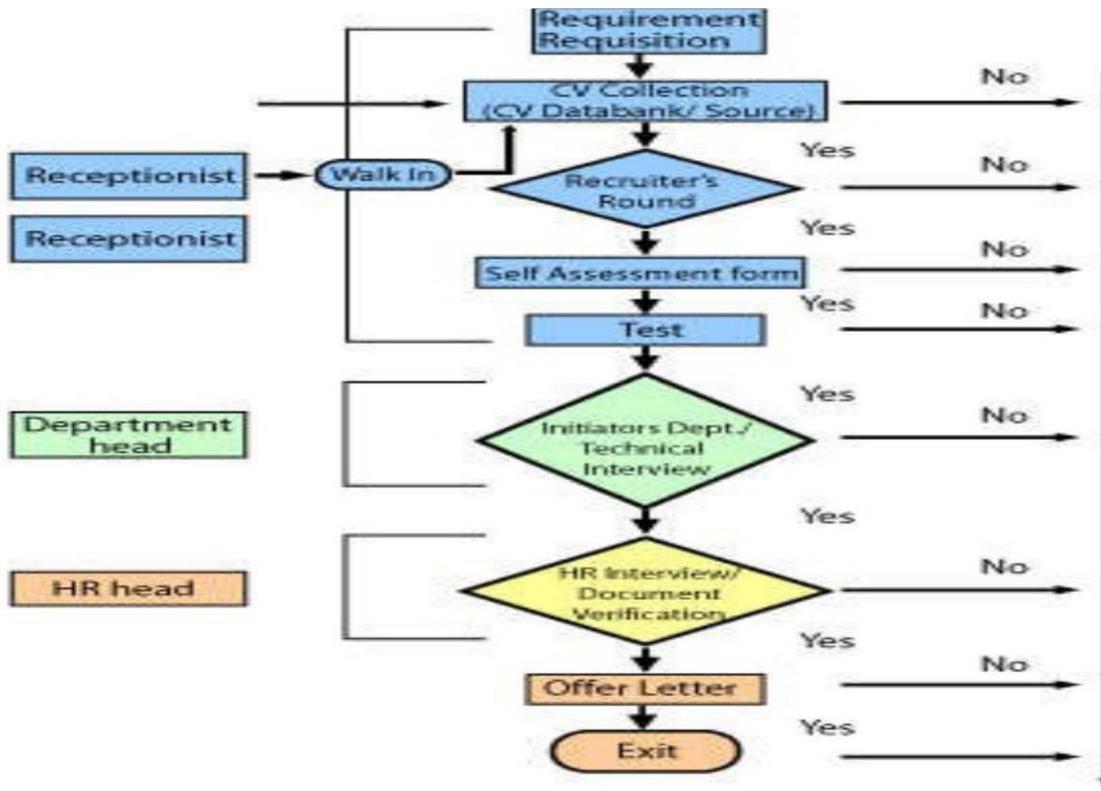
Features include:

- Candidate resume repository with history
- Archives for future use
- Shortlist using resumes parsing to read resumes and keywords
- Interview scheduling
- Hiring approvals

Interview Tracker

Recruitment Process Flow Chart
(Internal)

Weekly Review System

- ✓ Maintain Skill sheet for each employee.

- ✓ Assess how well you organize your time.

- ✓ Reflect on working habits.

- ✓ Organize your day more effectively.

- ✓ Plan your work on a long-term basis.

- ✓ Assess your current planning

- ✓ Recognize your strengths and weaknesses.

- ✓ Move forward with more focus and commitment

- ✓ Break large tasks into smaller manageable ones

- ✓ Overestimate rather than underestimate time needed for a task.

Employee Information

- ❖ Employee Profile
- ❖ Contact
- ❖ Emergency Contact
- ❖ Dependent
- ❖ Job &Assets
- ❖ Education
- ❖ Reporting

Skills

Language

Attachments

Allowance

Salary

Insurance

Experience

Login Screen

PES

Select User Type ▼

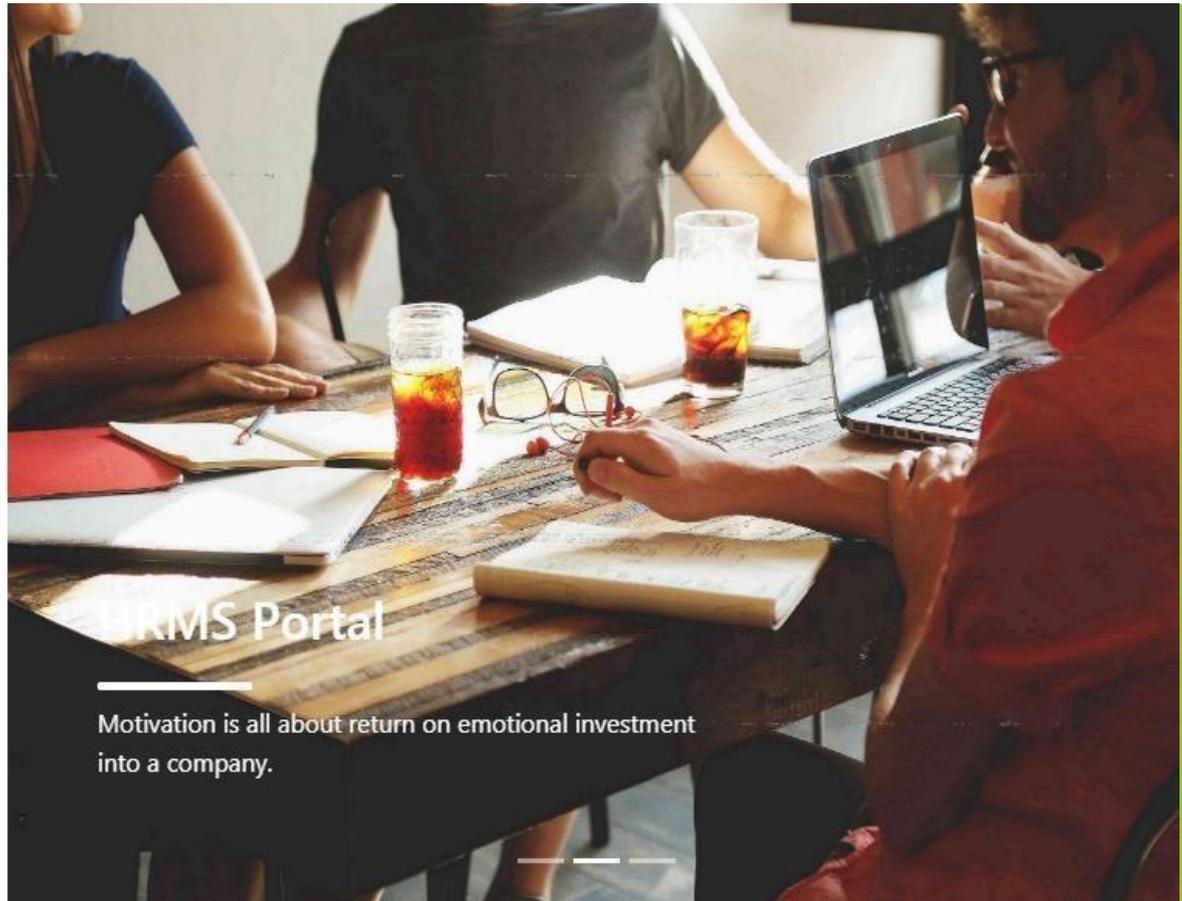👤 **YOUR EMPLOYEE CODE**

Your Employee Code

🔓 **PASSWORD**

Password

☐ Keep me signed in

Submit   **Forget Password**

Can't access your account?

HRMS Portal

Motivation is all about return on emotional investment into a company.

Employee Dashboard

Employee Information

Employee ID:	XYZ		Mother Name:	XYZ
Employee Name:	User		Marital Status:	XYZ
Date of Joining:	XYZ		Spouse Name:	N/A
Designation:	XYZ		Blood Group:	XYZ..
Level:	0		Pan Card Number:	XXXXXXX
Date Of Birth:	dd-mm-yyyy		Aadhaar Card Number:	XXXXXXXXXX
Highest Qualification:	XYZ		Current Address:	XYZ
Mobile Number:	1234567890		Permanent Address:	ABCDEFGH
Father Name:	XYZ			
Father Contact Number:	1234567890			

Employee Information

- ✓ It keeps tracks of all necessary details of employee such as Employee Code, Grade, Designation, Joining Date, Contact Details, Immigration Information, Job task, Skills, Basic Salary.

- ✓ In addition to that it also maintains record of Week off, Probation period, Shift & Late mark of every employee.

- ✓ **Tracking past employee information :** It also takes into consideration of Notice period, Asset issue, Pending Loans & Leaves and prepares Full & Final settlement, Feed Back for company, Salary History & Reason of leaving the company.

- ✓ Assigned Task Record with completion deadline.

- ✓ Leave history as well as balanced leave.

- ✓ Attendance Record as well as payslip.

Notice / Birthday

- ✓ A Notice is formal means of Communication.

- ✓ The Purpose of Notice is to announce or display information to Specific group of employee.

- ✓ HR/Admin can issue custom Notice/ Alert to users or HOD.

- ✓ Birthday Celebration Pop-up's as well as Notice alert to all users.
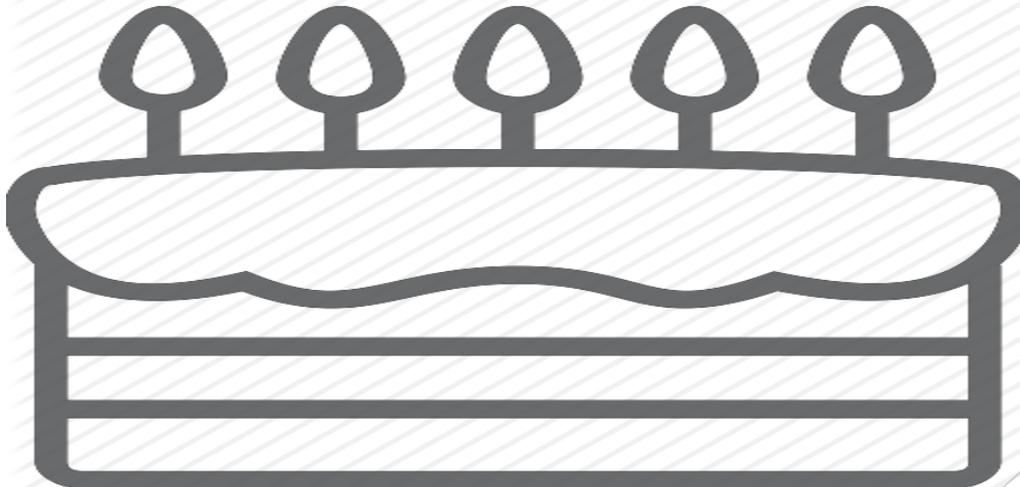
Employee Appraisal

How do we asses Employee?

- HR/ Admin initiates Goal Sheet   for the employee
- Employee Fills the Goal Sheet –
- Reporting Manager fills comments section
- Manager Agree with Goal Sheet and signoff
- Login as Employee fills Achievement
- Submit Goal Sheet to reporting manager
- Goal Sheet Sent back to Employee to review by reporting manager
- Goal Sheet Sign off
- Update Achievement /View Achievement
- Fill Appraisal Form
- View Appraisal Form
- Add Comments by Reporting Manager
- View Appraisal Form
- Add Comments by reviewing Manager

Employee Appraisal

These All Points Covered by Online HRMS & Payroll and make it easy for HR.

- ✓ All relevant data (such as job descriptions, past appraisals, self appraisals, goals and objectives, journal notes, etc.) is accessible through a single, secure, convenient portal.

- ✓ Employee department, grade, qualification, deployed on various projects.

- ✓ Details of Employee Completing Probation period, Maximum grade limit.

- ✓ List of employees project wise

- ✓ List of employees team wise

- ✓ Warning letters details

Employee Appraisal

✓ 360° feedback Training Performance Tracking.

✓ This leads to dramatically more useful and actionable feedback for the appraise, with resultant hugely enhanced behavior and Performance improvement.

- PEERS: Questions about teamwork (and related).
- MANAGER/S: Questions about the employee's job competency and behaviors.
- DIRECT REPORTS: Questions about the manager's management style and practices.
- (Post Salary, grade, Effective Date ,new designation,% increase in salary, Reason for Promotion - Demotion)

✓ Next revision date & reminders

✓ Appraiser can post comments and set objectives for those appraised. Follow up on these objectives can be done through the system.

✓ User defined Competencies for different levels of appraisal

✓ User defined appraisal reasons and ratings

Employee Appraisal

- Manager
- Managers – other teams
- Peers –own team
- Managers - external
- Employee
- Peers - external
- Direct Reports
- HR, Documents and Records
- Indirect Reports

Leave Management

- Leave type defining as per requirement
- Leave rule defining engine for setting the leave rule according to company policy
- Balance Information for all leave types
- Online access for Leave Application
- Online access for Department Head and HR for approval's
- Instant access for Leave balance details on your finger tips for all levels
- Automatic leave escalation
- Leave cancellation request
- Encashment application and approval feature
- Hierarchy based calendar view for leave status
- Intelligent leave analyzer
- Customizable Leave types
- Icon library for instant view for leave status
- Real Time Information captured on leaves for your team members

Leave Management

- ✓ **Company wise Leave Policy** – user define leave Grade-wise Paid /Unpaid.

- ✓ **Leave Application**: Employee can apply for leave online & HR/Authorizeduser will get alert notification for same.

- ✓ **Employee Leave Approval** : it can be approved by the Supervisor or HR manager on the basis of leave balance of employee and availability of alternateemployee.

- ✓ **Employee Leave Carry Forward**: leave carry forward process done automaticall as defined period in leave master.

- ✓ **Leave Cancellation**: if leave is approved incase if employee remain present on that day then automatically leave will cancel byHRMS.

- ✓ **Leave Encashment**: employee can put request of leave Encashment after define period of that leave and admin get alert for that and also save all records.

Leave Management

Leave Form

Employee Name:
xyz

Email:
xyz@gmail.com

Leave Request Tittle:

Leave Details:*
Select

Leave Type:*
Select

Month:
xyz

Leave Start Date:
mm/dd/yyyy

Leave End Date:
mm/dd/yyyy

No. Of Days:

Reason:

Apply

Employee can apply his/her leaves against his/her entitled leaves.

Loan Management

- ✓ **Loan Master:** Here admin or any authorized person can define the type of loan/Advance and define the maximum limit that is to be approved for that particular Grade of Employee.

- ✓ **Loan Application:** Employee can apply for loan through loan application and the authorized user or HR will get alert for new application.

- ✓ **Loan Approval:** Admin/HR has rights to approve the loan requested by any employee.

- ✓ **Loan Payment:** Admin will maintain the record and make the entry of loan installment or loan payment by the employee and can be directly deducted from salary in installment.

Claim Management

✓ **Claim Master**: Here admin or any authorized person can define the type of claim and the maximum limit that is to be approved for that particular claim like **travel expense, Medical expense, Mobile bills or Accommodation**.

✓ **Claim Application**: Employee can make a request for claim and can also attach the required document for claim application and the authorized user or admin will get alert for new application. Admin can also make the entry for the claim application on the behalf of any employee.

✓ **Claim Approval:** Admin/HR has rights to approve the claim requested by any employee by verifying the document attached by employee at the time of request.

✓ **Claim Payment**: Admin will manage the record of claim payment.

Payroll

- Configurable Salary Head's
- Formula Builder
- Allocate Structure
- Grade / Employee CTC structure
- Arrear Management
- Variable Pay and Additional variable pay feature
- Income Tax Calculation up to Form 16
- Salary Calculation [formula generation]
- Coverage of all statutory tax's and compliances
- Salary payslip generation and configuration
- Form 16 Configuration and Income Tax Configuration
- Tax projection and Tax deduction
- Investment Declaration and Approval
- Salary view feature for employee

Salary Details

- ✓ **Bonus Details:** HR can give bonus amount to any employee as per company norms. Admin can set the criteria on the basis of "Basic Salary", "Gross", "Consolidated" and "Fix". Bonus can also be effective in salary by selecting month and year. Bonus can be given in Fix amount or on basis of percentage.

- ✓ **Advance Detail:** Admin can manage the advance details of any employee based on Monthly Attendance – present / absent – salary is process.

- ✓ **Monthly Salary:** System will automatically calculate salary of employee on basis of In/Out entries, approved OTs, Loan, Leave Details, Arrears, Deduction, IT Tax and Advance of that employee for selected month and year. After saving the record, it will display the net amount of salary that is to be paid to employee

Assets Management

- Asset management must drive real results "to the bottom line" – that is, it must make business sense to the organization

- Effectively allocating resources on a day-to-day basis

- Over-arching financial impact analysis

- Optimized financial strategy

- Data and Knowledge

- People Issues

- Information Systems

- Lifecycle process & Practices

- Organizational Issues

- Commercial Tactics

Information Systems

Lifecycle Process & Practices

Data & Knowledge

Total Asset Management Plan

Organizational Issues

People Issues

Commercial Tactics

Sustainable – Best Value Service Delivery

Income Tax

PeS HRMS have a complete Income Tax module with following finicality .

- ❑ Define Tax saving investment head
- ❑ Define other Taxable income source master
- ❑ Tax slab parameter defining
- ❑ Income tax calculation according to defined tax slab
- ❑ Generate Form- 16,quarterly and other reports.

Compliance Form

Statutory Compliances

- ➤ ESI
- ➤ Provident Fund
- ➤ Profession Tax
- ➤ Gratuity
- ➤ The Minimum WagesAct
- ➤ The Maternity BenefitAct
- ➤ The Payment of BonusAct

Safeguarding the employees and the enterprise from un toward risks by managing and consulting on issues such as retirement benefits and Taxation.

Help Desk

PeS HRMS have a complete Help Desk module with following finicality .

❑ Automated escalation and alert notification

❑ Easy access to status information and reports

❑ Efficient and enhanced communication

❑ Organization to the service delivery

❑ Increase in service delivery without additional staff

Vendor Management

PeS HRMS have a Vendor Management module with following finicality .

- ❑ Select the right firms.
- ❑ involve appropriate personnel.
- ❑ Assess the relationship from your perspective.
- ❑ Help reduce organization on capital assets.
- ❑ Provide cutting edge technology trends.
- ❑ Alternate Source/Respect the environment.
- ❑ Get competitive pricing.
- ❑ Identify cost saving opportunities.
- ❑ Engage in ethical business practice.
- ❑ Add New Vendor
- ❑ Release PO with predefined organization Term & Condition.
- ❑ Continuously focus on improving processes within organization

Report

✓System will generate the various reports that can be viewed and export in different formats like PDF & Excel.

General Report	PMS Report
Pay Roll Report	MIS Report
Account Report	Non-CTC Report
Leave Report	Diary Dispatch Report
Documentation Report	Termination Report

Report

- ✓ Employee Reports

  - Employee List
  - Employee CTC Detail
  - Employee Shift change Report
  - Resigned Employee History

- ✓ **Increment Reports- t**o view increment due list, increment details and Increment amount reports.

- ✓ **Promotion -**to view Promotion details of Employees. Facility to select date Periods.

- ✓ Attendance Report

  - Employee In/Out summary
  - Late Mark summary Details
  - Attendance Register

Report

- ✓ Leave Reports
  - Leave Approval Report
  - Leave Balance Report
  - Yearly Leave Summary Report
- ✓ Loan Advance Summary Reports
  - Loan Report
  - Salary Slip
  - Yearly Salary Summary
  - Monthly Salary Summary
  - Employee Advance Report
  - Settlement Report
  - Statutory Report
- ✓ Recruitment Details Reports
  - Recruitment – Applicant Wise
  - Extensive Recruitment related and MIS Reports
- ✓ Letters

  - These are various letters that a company issues to its Employees Offer letters, Appointment letters, Increment Letter, Disciplinary Letters, Exit letters etc.

Q &A

Review and Q&A

Connect With Us

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