



*Put the human back in Human Resources.*

A Complete Human Capital Management Solution that empowers HR professionals to meet their corporate objectives and improve a company's competitive advantage.

HRe@se has the tools necessary to enhance the HR department's productivity and image within the organization. HR can become a true business partner and participate in improving company revenue.

The emphasis is on creating a dynamic HRMS that runs through the breadth of the company-enabling employee and manager self-service, enabling the role of HR managers to grow beyond administrative duties and play a more strategic role in meeting business objectives.

The major drivers for HRMS in India are adoption of a competency-based approach to better manage the organization strengths and cutting down cost of the HR function by increasingly moving to self-service function.



## Recruitment ■■

Employees are your company's greatest assets. In order to maintain your competitive position you must attract top talent and develop that talent after they are hired. Given the nature of the employment market and the costs associated with employee replacement, sophisticated tools are required to accomplish these tasks in a timely manner and within a given budget.

### Control Budgets and Hiring Costs

HR professionals spend an extraordinary amount of time finding, qualifying, and hiring the right people. HR Dept is constantly figuring ways to stay within budget and keep hiring costs under control. This is not always an easy task, given the nature of market influences and competitive situations. This is where sophisticated tools are needed to assist with the critical task that can make or break a company's success. Let's face it; hiring is one of the most critical functions that any company undertakes.

**Hre@se Recruiter** is a web-based recruiting solution that automates the hiring process and seamlessly integrates with Hre@se.

This remarkable system has the ability to find the best fit for any open position and rank all applicants, making selection simple and effective.

### HRe@se Recruiter features:

- Requisition and job posting management
- Integrated career portal  
(Front-end portal for applicants to search jobs, Submit a profile And apply for the job)
- Advanced applicant management
- Automated resume management
- Skills-based screening and matching
- Integrated applicant communication management
- Recruiting process workflow
- Resume scanning with free text search engine
- Auto offer/reject letter generation
- Skill details tracking
- Background / Genie screening
- Education certifications, skills & work history
- Interviews
- Online Employment Application



### Simple Benefit

Hre@se Recruiter automates your recruiting process from the beginning to the end, cutting your associated time and costs in half.



## Payroll ■■

At the core of processing salary, P@ySmart software provides total control of your payroll and human resource information. With P@ySmart Enterprise v 1.2 software you can eliminate the worries and difficulties of income-tax computation and filing.

P@ySmart bundles a library of over 100 standard reports. These can be generated in any order, for any pay period or multiple periods combined & for any year. Also included is a powerful, yet easy to use, report writer, allowing you to create report based on any payroll information in the database.



Now no need to buy all stationery of the Government forms. The software has incorporated all the statutory forms, which the Government of India has made mandatory for the Indian firms to adopt with respect to their employees.

### ➡ Features Overview

The System Maintains:

- Employee Personnel details
- Employee Salary details
- Employee Perks & Benefits details
- Employee Loan details
- Employee Leaves Details
- Employee Investment details
- HR Policies

### ➡ Employee Personnel Details

- Name & Address, Date Of Birth, Marital Status
- Family & Others Details for Nominees
- Location, Division, Department, Grade, Designation
- Statutory Details: Like Provident Fund No. Accumulation, Monthly Contribution, Rate, Nominees For PF & Other Details (Like Pan/Tan Nos.)
- Bank Account Details To Enable Transfers Of Salary

### ➡ Employee Salary Details

- Monthly, Daily Earnings & Deductions Yearly Payments
- Bonus & Ex-gratia Payments based on previous year's details
- Monthly Income tax & other statutory deductions like Provident fund (pf & pension), Profession tax, ESIC etc.
- Income declared by employee from any other legal source (for payment of tax through salary)
- Salary History for generation of Arrears Amount.
- Adjust of Arrear payment.
- Salary Head Exemptions adjustments according to income Tax Act.
- Option for bonus payment to resigned employees and updation in Form 16.
- Salary head updation after generation of salary and updation of Net salary accordingly.
- Arrears Payments in case of regular hikes
- PF Adjustments
- Transferring Amount from One Salary Head to Another for Tax





## Payroll ■■

### Pre Salary - Checklist

Other Earnings  
Other Deduction  
Salary Advance  
Benefits  
Attendance  
Manual Exemptions  
TDS  
Deduction Carry forward  
Arrears  
Previous Payments  
Yearly Payments



### Post-Salary Reports

Salary Register  
Salary Slip  
Bank Payment  
Earning/Deduction Report  
Head Count  
Earning Deduction Summary



### Statutory Reports & Challans

Provident Fund  
Form 3A  
Form 6A  
ESIC  
Profession Tax Challan  
Form 12A  
Form 16  
Form 24



### Summary Reports (MIS)

Salary For Financial Year  
Monthly Salary Reconciliation  
Cost to Company Report  
Salary Error List  
Salary History of an Employee  
Salary Generation Report

### Employee Loan Details

- Multiple loans to employee at a time.
- Option for manual & automatic deductions along with interest available.
- Management Of Interest-Loans & Non-Interest Loans
- Lump-Sum Repayment Of Company Loans

**Reports:** 2) Loan Break Up Report  
3) Loan Balance & Payback Report  
4) Loan Defaulters

### Employee Leave Details

- Various types of leaves in the company can be categorized easily.
- Automated leaves can be carry forwarded into next financial year.
- Integrated Leave Encashment as per rules.

**Reports:** 1) Encashable Balance  
2) Leave Balances  
3) Leave Transaction Report  
4) Bank Holidays & Employee wise weekly offs.

### Employee Investment Details

- Employee investments considered for Tax-Calculation.
- Income tax forecasting for employees' ready reference of tax structure for the financial year
- Checks / Reports on Proofs received or not.
- Employee wise manual exemption amount can be entered for overwriting or adjusting system generation exemptions.

### Policies & Attritions

- All company related details like States, Locations, departments, grades, bank accounts
- Salary structures defined by the company
- Regular/Irregular salary hikes as per the policy
- Previous Salary Payments/Recovery
- Employee Attrition & Final Dues.
- Payments to employee before leaving company in any case of retirement or resignation

**Compare actual amounts versus budgeted on a month-to-month basis. Can also be exported to Microsoft Excel**



## Employee Self Service ■■

### Empowering All Your Users

Employee Self-Service extends the power and functionality of PaySmart Online to every employee in your organization. Enabling them to view, create, and maintain information related to their jobs.

Human resources information such as skills profiles, assessment, and training. Financial data such as salary, bank information, and tax withholding. Logistical items such as dashboard, calendar, and travel & expense management. It's all at your employees' fingertips.

Customization tools let you select, which services to make available to users and control how applications appear and behave.



### Business Benefits

The innovative, Web-based solution enables organizations to deliver the information and tools employees need to do their jobs. So all your users are empowered to focus on business objectives and bottom-line results.



### Providing Services to All Employees

Employee Self-Service enables all employees to access and maintain their own information. So they can take responsibility for their jobs. Take control of their careers. And help your company take the next step toward business success.

With Employee Self-Service, employees can quickly and easily view and maintain job-related information. From hours worked to salary history. From skills profiles to training registration and from travel management to expense reports.

Your human resources department is freed from data entry and routine employee-service activities. While employees can get the information they need, when they need it.



### Saving Time and Money

Employee Self-Service lets employees manage human resources, financial, and logistical activities quickly and easily. So they can focus on more pressing -- and profitable -- business issues.

What's more, the solution works with a standard Web browser. So there's no need to install expensive and complex software. And its intuitive user interface makes it easy to use. So there's no need for costly and time-consuming training.







# Performance Appraisal ■■

**A systematic data driven approach to people management that involves three simple steps:**

- Manage** - Building information and driving
- Motivate** - Sustaining improvements
- Improve** - Lifting to the next level of performance

## Step 1- Manage

### Performance Review

Uses information to give employees a view of their performance targets and receive feedback indicating how they are performing and what they need to improve.

- Aligns employee objectives with business needs.
- Enables performance review for multiple time frames for trend analysis.

### Reporting & Analytics

Uses information to supply reports on data from disparate sources seamlessly delivering intelligent insights in business performance.

- Enables users to create and run standard or customized reports on any mix of metric.
- Wizard driven report writing for presentation of quality reports.

### Key Performance Indicators

Uses information to provide executives with a complete picture of business performance.

- Enables top down management.
- Provides on line results against key enterprise business services.

## Step 2 - Motivate

- Provides on line results against key enterprise business services.
- Factual review of all aspects of employee's performance over a given time frame.
- Provides the basis for development action.
- Future focused to give employees a motivational pathway.
- Reward and Recognition
- Ties recognition directly to performance.
- Tangible link and visibility drives motivation.

