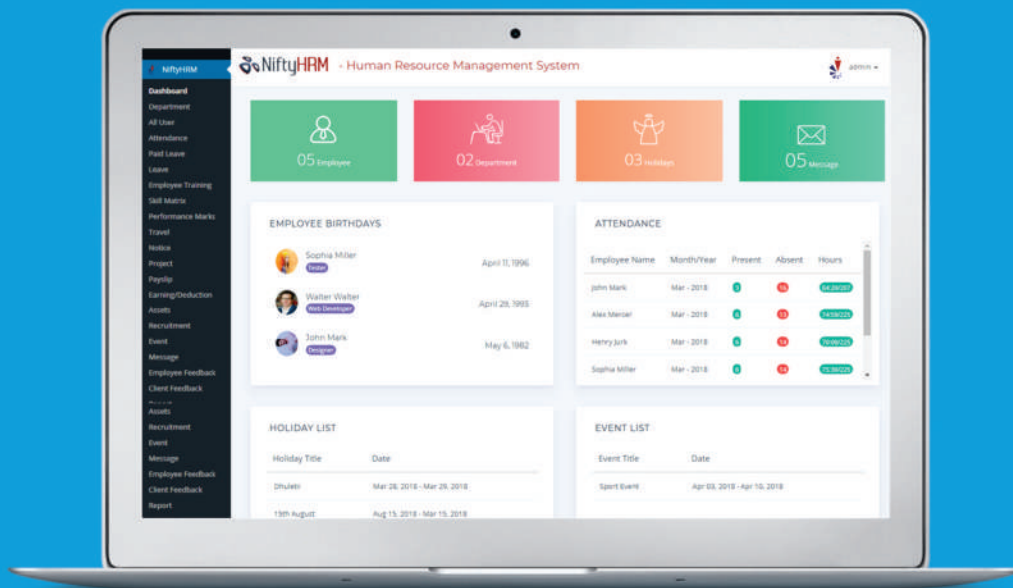


HR MANAGEMENT SYSTEM

Simplified Payroll processing & Empower Employees



- ✓ Comprehensive HR Solution for SME
- ✓ Manage Employee Effortlessly
- ✓ Employee punch in and punch out
- ✓ Payroll at Single Click – One click automatic payslip generation
- ✓ Real-Time Self-Service to Employees – Self-Service Attendance management

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 **DAS**
Infomedia
An ISO 9001 : 2008 Company

ATTENDANCE MODULE



- Manage Staff Attendance
- Real - Time Self Service to Employees
- Employee punch in and punch out

NOTICE – EVENT MODULE



- HR Manager manage notices and events
- Create and send notice for intended group
- Notice appears on dashboard calendar

TRAVEL MODULE



- Manage all Travel expenses and reimbursement
- Set travel budget and control cost
- Manage travel dates and location

USERS MODULE



- Manage all users information
- Admin, HR Manager, Accountant, and Employee
- The user can view and edit information

EMPLOYEE TRAINING MODULE



- Complete Employee training management system
- Manage Trainers, training subject and training type
- View a complete Training list of all employees

NOTIFICATION MODULE



- Notifications Email for important actions/activity
- Email templates can be customized
- Personalized email notifications

SKILL MATRIX MODULE



- Manage and reward employee skill
- HR manager can add employee's skill.
- Employees can see their Skill Report

PAYSLIP MODULE



- One click payslip generation
- Payslip with standard deductions
- Print payslip in PDF

RECRUITMENT MODULE



- Manage Job posting
- View list of the posted job and responses
- Shortlist candidates & manage interview Details

MESSAGE MODULE



- HR Manager can send a message to all
- Send message individually
- Option to delete messages

EMPLOYEE FEEDBACK MODULE



- Manage Employee Complaint list
- Manage Employee Suggestion list.
- Record complain resolutions

CLIENT FEEDBACK MODULE



- Record client feedback
- Manage feedback
- Feedback resolution

ACCESS RIGHT MODULE



- Manage access rights by roles
- HR Manager with the full access right
- Admin, HR Manager, Accountant, and Employee Roles