

MODULES

PERSONNEL

APPRAISAL

TRAINING AND
DEVELOPMENT

RECRUITMENT

PAYROLL

Features & Highlights

INTEGRATED YET FULLY INDEPENDENT

All five modules are fully integrated with each other but at the same time they are not dependent on one another with one exception, Personnel module.

WEB-INTERFACE THROUGH IIS

On-line web based inquiry by HR and other users to access his and his subordinate's HR data on web thru web-browser. On-line transaction of leave, personal data change, training, family and other transaction posting by user to eliminate manual entry by HR. On-line approvals by superiors.

HR DOCUMENT SECURELY STORED

HR documents like appointments, increments, promotions, leaves, training certificates and any other paper/forms can be stored electronically and retrieved to completely eliminate manual paper work and administration.

USER-FRIENDLY OPERATION

The user does not need to remember or refer to any directory list. The data entry in all modules are done through mouse click from a list of options in a window.

AUTOMATIC DOCUMENT FLOW

In the 'Appraisal' module an employee can fill his/her appraisal form electronically and then submit it for further processing. The system will automatically route it to his/her immediate supervisor.

USER-DEFINED ACCESS CONTROL

The designated 'Administrator' of the system can assign access to all or any one module. He can assign access to all or any specific menu(s) within a module.

DATA TRANSFER

The data transfer facility from existing system from any platform is available. This reduces implementation time tremendously.