

Organizations of all sizes engage in their workforce appraisal periodically. However, it generates a lot of paperwork and managing such voluminous task efficiently is not an easy process. Therefore, **Personnel Management Module** allows users to design and modify appraisal forms electronically. It enables employee to fill and submit their appraisal forms electronically to his/her supervisor. The supervisors, department head and unit head can also appraise electronically.

1**HISTORICAL TRANSACTIONS**

Complete transactions postings along with history maintenance of Appointments, Confirmations, Increments, Promotions, Overtime, Leaves, Marriage, Family, Dependents, Education, Experience, LFA, Leave Encashment, Transfer & Resignations.

2**ON-LINE INQUIRY**

On-line inquiry of above historical transactions for any period based on your users selection criteria.

3**CREATION OF EMPLOYEE INFORMATION**

Complete employee information with links to Employment type, Employee Category, Designation, Cost Centre (automatic relationship to department and division), Grade, Education, Location, Transportation and Supervisor.

4**INFORMATION DISPLAY AND SAVING IN EXCEL FORMAT**

On-line inquiry of employees and salary information based on up to 17 different selection criteria with up to 14 'Sort order'. The selected records appearing on screen contain employee information with option to save in Excel.

5**WEB-INTERFACE**

Web-Interface which allows an employee to view his own and all subordinates' personal information and all other columns defined in employee master file.

6**LEAVE MANAGEMENT**

Built-in controls through which Leave Transactions can be validated. These all are controlled through user-defined parameters. No program change is required for future changes.

7**PERSONAL EMPLOYEE INFORMATION**

Inquiry of an individual employee information for his/her Personal, Earning, Leave, Appointment, Confirmation, Increments, Education, Experiences, Marriage, Family, Promotions, Overtime, Transfers, LFA and Leave Encashment data.

8**ATTENDANCE MANAGEMENT**

Complete interface with Time-in Time-out system with On-line inquiry of Employees time in time out, late arrivals, absenteeism, missing leave applications and hours worked for all or an individual employee for any period.

9**SEVERAL GRAPHICAL REPORTS**