



Compulsory Core & HRIS Mgmt.

AVAILABLE?	FEATURE
Yes	Dynamic employee code creation is one of the most important features of this module wherein the code pattern gets generated automatically based on a combination of alphabets or serial numbers.
Yes	An employee can enter his personal details, wherein he can update his marital status, languages known, family details, personal and contact details, Emergency contact details, References etc...
Yes	Apart than these, the employee's job experience, academic and qualification related details can be stored
Yes	Disciplinary actions like suspensions, salary cuts or terminations can be maintained as well.
Yes	Searching for employees based on criteria, age and experience in the company and generating reports of the same is possible very easily. You can send email / SMS to your employees by creating templates for the same.
Yes	It has a very powerful org chart creator, which depicts the number of location your company is based along with the list of departments and designations.
Yes	We also have a detailed reporting chart, which depicts employee names, designations and snaps along with their reporting relationships.
Yes	When an employee leaves your company, conduct an exit interview after filling up the exit form in which you have to mention the reasons for exit, date of resignation and separation and decide whether you want to prevent him from logging onto ManagerHR here on.
Yes	Employee Documents library where HR can attached any number of documents employee wise and documents of assets which has been assigned to employee. Scan, upload, and store all documents of employees like mark sheets, birth certificates, etc. online and access them from wherever you are.
Yes	Employee will get daily celebrations email for Birth days.
Yes	Employee self-service leads to less work for the HR department, faster feedback, greater transparency and better employee satisfaction. SHREE HRMS ESS on cloud also helps your team to collaborate well without paper and making you Go Green.

Attendance

AVAILABLE?	FEATURE
Yes	SHREE HRMS has been configured to pick up swipe card data from any access control system directly on real time basis. ManagerHR can pick up attendance data from any reader automatically on a real-time basis from all locations giving you instant analysis at the head office as to who has come at what time without calling anyone in any location.
Yes	Get in-depth business intelligence with real time data tracking of employee attendance, leaves, holidays, shift rosters etc.
Yes	The attendance month period can be set different than the calendar month to take into account the cutoff provision to be able to give salaries on the 1st of every month.
Yes	You can define any number of fixed / flexi and semi flexi shifts in a day by defining the number of hours to be worked in a day and after how many hours the half day starts and whether the timeout can be on the next day.
Yes	Any combination of weekly offs can be set for a group of employees based on every (say) Sunday and / or 1st / 2nd / 3rd / 4th and 5th (say) Saturday or on the basis of even / odd monthly or even / odd yearly occurrences of the day of the week.
Yes	You can configure any number of attendance readers based on any number of organizational hierarchies and also decide whether you want to pick up the data from a the database on online real time basis or schedule data pick up timings.
Yes	SHREE HRMS also has a provision of separate permission cards which can be used to regularize attendance of employees who have come late to office coming in a company bus or have to be sent early in case of riots or heavy rains but it should record normal shift out.

Yes	Attendance methods in ManagerHR can be based on monthly register, daily attendance register or thru swipe card or biometric card with provision to give grace periods.
Yes	You can set very powerful absenteeism rules like: Set weekly offs as absent if weekly is found between two absent OR Set public holiday as absent if public holiday is found between two absents.
Yes	Employees can regularize their attendance online thru employee self service in case they forget to bring their swipe card.
Yes	Auto shift rotation could be easily done employee group wise based on n number of shifts & weekly offs.
Yes	Very powerful late coming, early going, monthly deficit hours and overtime policies can be set and whether the same be adjusted against an employee's leave or salary based on fixed or multiple time or salary amount. You can also set maximum over time hours that can be taken and OT can start after how many minutes after shift out time.
Yes	Bulk attendance updating tools help you update the attendance data fast and easy.
Yes	Import attendance from Microsoft Excel. There is also option to upload monthly salary pay days to process salary without daily IN-OUT timings.
Yes	Employee will get notifications and alerts for missed punches or odd punches which creates problem in calculating actual work hours. Much of your administrative effort goes towards regularizing absence due to missed punches, office duty, working on a different shift, and so on.
Yes	In case an employee is going out of office for duty or is working overtime, then such applications can be routed through it.

Leave

AVAILABLE?	FEATURE
Yes	SHREE HRMS has a global leave module-we can set leave system for any firm worldwide however complicated in a few hours. Employees do not need a paper based leave history card or leave application form.
Yes	Users can apply their leaves online from anywhere anytime. Clear and transparent system which your employees will trust.
Yes	Leave rules can be set at any hierarchy like grade or location levels
Yes	You can define any number of leave names and compensatory off. For each of these leave names, you can define any number of sub leave names. For e.g. whether casual leave can be encashed or not and whether it can be deducted if an employee comes late etc.
Yes	SHREE HRMS has ability to import leaves data from Microsoft Excel template.
Yes	Total leaves in a year can be set with provision for maximum or minimum leaves at a time.
Yes	A particular leave can be carried forward based on age or direct in a different leave type.
Yes	You can define maximum and minimum number of leaves to be encashed at a time keeping a certain balance in your account and as to how many maximum times in a year an employee can encash in a year.
Yes	Any kind of complicated Leave rules can be credited either on advance / pro rata / accumulated or on accrued basis on monthly quarter or yearly basis using our very powerful formula builder.
Yes	Certain leaves like maternity leave need not be made visible in the leave application form. Such leaves can be manually approved by the HRD when required.
Yes	In case an employee does not have a balance then also employee can apply for leave with different code such as LWP or LOP.
Yes	Sandwiching rules can be easily set and whether you want to include the weekly offs, public holidays and paid leave as a part of that leave application.
Yes	You can also check how many employees are going to be on leave in a certain period for advanced leave planning.
Yes	Leave balances and rules can be seen, applied and approved online by all employees in a few clicks and can also be approve by second reporting person or HR in case an immediate superior is not present. Leave applications are connected to your mail server.
Yes	The week before your leave management module has to go live, you can import the leaves taken by all the employees in that year as also the carry forward from the previous year through an excel sheet.
Yes	In case an employee is not having an online access to ManagerHR then the concerned superior or the HRD can manually approve his leave application.
Yes	Leaves data can be adjusted manually either added or reduced from the existing leave balance
Yes	Year-end need not mean extra work anymore. With easy to use tools complete the year end processing for lapsing leaves, carry-forward, auto-encashment, etc. Have a tension free transition to the next year.

Admin

AVAILABLE?	FEATURE
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Yes	Helpdesk request applications are forwarded to the concerned people on the basis of the ticket types that are generated.
Yes	The request progress can be tracked by the management to see whether that issue is still open or closed.
Yes	It also keeps a tab on the assets like PCs, AC's etc allotted to the employees and, who is in-charge of allotting, revoking and clearing it and what is the value of the asset.
Yes	Employees can submit their claims for reimbursement of expenses, employee level, city and branch wise expense limits set.
Yes	Employee Travel management facility is also there where AirPort (i.e., Local as well as International) and expenses detail during travel will be applied and go for approval to supervisor.
Yes	Submit claims for all official expenses like hotel bills, travelling expenses, and mobile bills by scanning and uploading bills online and get claims approved by your managers, no matter whether you are in office or not.
Yes	There is also a provision to do manual claim entries by the HOD or HR in case the employee crosses his limits or he doesn't have online access to ManagerHR. Extremely detailed local, intra city and international travel request management can be done.
Yes	Share any information with all employees of your company in a common place with information display board of SHREE HRMS and get rid of redundant communications in different locations.

Payroll

AVAILABLE?	FEATURE
Yes	Employees can contribute extra voluntarily to their PF account and give details of the family members who are going to be nominated for various schemes.
Yes	Configure even most complex salary structures and also create multiple salary structures with ease by creating multiple salary templates for various categories of employees, and mapping employees to their relevant salary templates.
Yes	Manage ad hoc earnings or deductions for a particular month.
Yes	Any kind of loans or salary advances can be defined.
Yes	Once a loan is granted the loan EMI calculations can be automatically done in ManagerHR.
Yes	The personal or housing loan comes as a deduction in the pay slip. Get a report at any point of time to figure out how many employees have taken the loan and how much of the loan money is outstanding.
Yes	Any number of perks earning can be defined as also the number of pay earning, perk recovery and deductions.
Yes	You can define the IT exemption limits.
Yes	In Pay heads like HRA, standard salary entitlement can be based on fixed amount or formula based.
Yes	Pay heads can be included in full or final settlement.
Yes	SHREE HRMS can be customized 100% for even the most complicated pay calculations in the entire world.
Yes	Create JV reports in excel format based on any combination of pay heads so as to be able to import into your accounting software thus doing away with any kind of salary related data entries again.
Yes	In case your firm has flexible benefit plan then it is very easy to configure the pay heads included in flexible benefits based on formula or a maximum limit.
Yes	The profession tax table applicable in various Indian states has already been created.
Yes	All the changes announced by the finance minister in the annual budget are implemented in seconds using a powerful income tax formula builder.
Yes	SHREE HRMS has a very elaborate increment process based on pay cycles or slab bases or it could also be based on formula applicable to certain pay groups.
Yes	SHREE HRMS has promotion management module to track progress of employees and employee history tracking. Global ID maintained to track particular employee's multiple time joining the same organisation with interval of time period in Employee History
Yes	ManagerHR has a powerful import facility in which you can import loans investments, increment, processed salary data and current month's payroll data using excel.
Yes	Salary processing can be done in a few easy steps. For full and final settlement of employees more or less the same steps as just explained in salary processing are to be followed.
Yes	With SHREE HRMS online payroll system, you have a permanent solution for generating pay slips. Get 100% accurate and professional looking pay-slips, instantly, and without any effort!
Yes	Send Attendance detail of month to all or specific employees before beginning of salary process for checking, so maximum regularisations done before final payroll run.
Yes	Send Salary Slip to all or some employees in Email after salary processing.
Yes	Keep salaries of specific employees on hold when you are not sure whether an employee will return back to work or not. Pay salaries on hold, whenever you want, by unlocking stop payment and process salary along with arrears of previous months with minimum fuss and maximum effectiveness.
Yes	Employees can fill their investment declaration forms online. They can also view their salary, loan and income slips in a few clicks

Yes	Payroll module has lots of standard reports like company wise, department wise, designation wise, salary statements, Form 16, PF, ESIC statements, loan transaction, arrears and TDS reports.
Yes	Generate salary disbursement statements and bank advices to credit employees' salary.
Yes	Upload previous years processed salary data using bulk updates with Microsoft Excel template to maintain salary history. Also upload previous unpaid bonus, incentives, retention amount in the ManagerHR.
Yes	Other reports like salary reconciliation, transfer and promotion report as also e-form 24 Q, PF and ESIC reports and challans can be generated.
Yes	F&F settlements are simple and easy to do. The system handles all aspects of settlement like recovery of pending dues, notice pay, leave encashment, etc. to compute the Final settlement amount. Final settlement pay slips can be generated. Moreover, you can also do resettlement of an already settled employee for any additional payouts.

Customized Report, Statutory Forms & Registers

AVAILABLE?	FEATURE
Yes	Online Payroll makes it easy to meet all your Provident Fund (PF) requirement right from setting up of master information to filing of returns online. Generates Electronic Challan Cum Receipt (ECR) file, which can be uploaded on EPFO employer e-sewa portal.
Yes	Online one file needs to be uploaded every month. There is no need of submitting Form 5/10/12A/3A/6A.
Yes	Online Payroll enables you to comply with ESI rules and regulations with no extra efforts. Automatically considers an employee for ESI deduction for a ESI Period even if employees crosses the ESI Salary limit.
Yes	Online Payroll makes it very simple for you to address the challenges of complying with the rules of professional tax in different states. Mark employee eligible for PT deduction.
Yes	All forms and report according to statutory acts such as Employees' Provident Fund & Miscellaneous Provisions Act, 1952, Employees' State Insurance Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Equal Remuneration Act, 1976, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, Maternity Benefit Act, 1961, Factories Act, 1948, Industrial Employment (Standing Orders) Act, 1946, Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959, Shops & Establishments Act, Labour Welfare Fund;
Yes	Ad-hoc Reports Builder: Design any report you want within seconds with ManagerHR's powerful report builder tool. Create unlimited number of reports and surprise your management with detailed analysis on your payroll.
Yes	Export Options: Facility to export all reports to PDF, Excel or MS-Word by just one click.

PMS

AVAILABLE?	FEATURE
Yes	SHREE HRMS helps in keeping an all round tab on the performance of your employees by getting them appraised in an unbiased manner by their bosses, their subordinates, their clients, their peer group, the HRD and the employee himself. These performance reviews are online, can be customized to each position and done whenever required.
Yes	This will help you in monitoring in which direction your employee's performance is moving in terms of Readiness, Final Rating and Potential.
Yes	You can have number of appraisal levels like self, HOD, peer groups or sub-ordinates giving you the options to evaluate according to 180 or 360 degree appraisal system.
Yes	You can create competencies matrix and map it to a role giving different weightages to each competency. Similarly create the key result areas (KRA's) at any organizational hierarchy level and for each such department for a certain KRA you may have many key performance indicators or measures.
Yes	You can create goal setting with the help of KRA's and there is also a balanced score card with its 4 perspectives.
Yes	In order to identify training needs of an employee after the appraisals, generate reports with rating criteria selection.
Yes	The KRA form can be opened for the employee to see and set KRA's by self.
Yes	You may have different appraisal formats for different organizational hierarchies and user levels so as to get an accurate performance evaluation.
Yes	In the final appraisal form, the appraisal committee can review the scores of the appraisee and the appraisers. After checking their scores they can give recommendations and also decide what kind of training programs he needs to undergo to be able to handle his next job assignments properly.
Yes	There are lots of readymade reports for quick analysis.

Training

AVAILABLE?	FEATURE
Yes	You may have many training cycles within a training year. Create any number of training topic hierarchies like category and sub-category within those topics.
Yes	A training program can consist of many training topics and these programs can then be set at your company, department or designation levels.
Yes	You can also set the details of the internal or external training faculty with details like the kind of training topics they conduct along with the fees charged and the number of programs conducted.
Yes	On completion of the training program, the employees can give their feedback of the program online.

Staffing

AVAILABLE?	FEATURE
Yes	You can also set your Consultant related information and import candidate CV's provided by them.
Yes	All the Head of Department's can fill the talent requisition application forms giving details of the number of employees required to be filled for a particular position along with their experience, age band, set of qualifications, skills and functions that they should possess.
Yes	Searching for candidates based on a particular criterion is very easy through the search engine option. But the best part is you can also do a candidate search based on the requisitions that have been approved by the HR.
Yes	After short listing the candidates, you need to send them for screening. From the screening list you can select candidates who need to be called for an interview.
Yes	HR can send email / SMS to candidates in one click asking them to appear for an interview which can be taken online.
Yes	Also, if you want to make the candidates appear for any Aptitude, IT, etc. related tests then you can create online tests wherein you can design the tests as per your requirements.
Yes	Once all the interviewers have finished taking the interviews for a certain position then the HR can select the candidate who has got the best rating and create an offer letter from the software.
Yes	One click Candidate to Employee conversion can also be done.

Technology/Application Architecture/Utilities

AVAILABLE?	FEATURE
Yes	Quickly upload employee data in SHREE HRMS using Import data facility. Update thousands of records like incentives, leave details, new joiners, etc. within seconds by importing the data in excel sheets and stop wasting your time in making manual entries for each record.
Yes	Users Management: Use predefined roles or define your customized roles as per your need.
Yes	Define new work flow according to your requirements or customize current workflow to support your requirements.
Yes	N-tier architecture delivers scalability and ability to connect with web services. Application is made using N-tier architecture so no matter whether you are small, medium or large enterprise and total number of employees in organisation.
Yes	SHREE HRMS supports multi company facility so you can manage multiple companies HR Payroll using single software.
Yes	Real time integration with Biometric Devices, ERP System and Any existing System.
Yes	SHREE HRMS provides Analytical and Graphical reports for short term and long term decision making.
Yes	Microsoft Technology: SHREE HRMS has been built upon Microsoft ASP.Net & Microsoft SQL Server database.
Yes	Web Application Benefits such as World wide access, No Virus issues or software crash(i.e., No EXE), Free from Installation on each PC, Easy to update, Access via mobile devices
Yes	User friendly: Interface is very user friendly. Non literate people can also use easily. A consistent look and feel throughout each module
Yes	System Users: Employee, HR Manager, Reporting Manager/HOD, Top Management, External Users i.e., Consultants, Customers, Vendors etc...