



SHE Technologies

A Software, Web Development & Consultant Co.

Human Resource Management System

HRMS is developed to keep track of Personal Information (Name, Address, Contact Information, Education, Experience, Activities), Joining & Confirmation, Attendance & Leaves, and processing of Salary.

Personnel Module

In Personnel Module following main information is captured and tracked.

➔ Personal Information

- First Name, Middle Name, Last Name
- Father' Name, Gender, Date of Birth,
- Marital Status, Nationality
- Communication Contact like, Email, Mobile, Res etc.
- Correspondence Active /De-Active
- Employee Picture with Employee ID

➔ Official Information

- Date of Join , Branch, Department, Designation

➔ Academic Record History

- Degree Title, Passing Year, Institute Name
- Grade / CGPA / Percentage
- Degree Remarks / Awards details

➔ Professional Work Experience

- Organization Code, Joining Date, Leaving Date
- Designation, Last Salary, Experience Details

➔ Dependent Details

- Dependent Name, Relation With Dependant, Date of Birth
- Relation Remarks

➔ Reference Details

- Relation Type, Complete Address of Reference
- Email, Contact No. Country
- Multiple Reference Details can be added

➔ Extra Activities

- All Activities Details

➔ Document Scanning

- Documents Scanning and Preserve as Digital Record
- Preview and Printing of Document.

➔ Reporting

- Employees Personal Information Details
- All other Personal Modules Reports



**Personnel
Management**
S Y S T E M S



S O F
H A I
E L A B O R A T O R



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Leaves

This module keep track of leaves of each Staff Member

➔ Leave Quota

- Leaves Types e.g.
 - Casual
 - Medical
 - Hajj / Umrah
 - Maternity etc.
- Annual Quota Allocation
- Event Base Allocation
- Gender Base

➔ Leaves Record

- Arrears Leave (Balance Leaves of Previous Leaves)
- Current year leaves
- Availed
- Without Pay Leaves

Attendance System

Attendance control has traditionally been approached using time clocks, time sheets, and time tracking software, but attendance management goes beyond this to provide a working environment which maximizes and motivates employee attendance.

A time and attendance management software enables an employer to have full control of all employees working hour's right at an operators fingertips. It is also invaluable for ensuring compliance with staff regulations regarding proof of attendance. It protects a company from payroll fraud and provides both employer and employees with confidence in the accuracy of their salary.

➔ Timings

- In / Out Timings
- Grace Time
- Total time spent
- Mark Half Days base on timings
- Total late hours

Live Monitoring

- Present / Absent

➔ Special Tracking

- Official Visits
- Special favor



Attendance Management System

Loan



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This module developed to keep track of Loan sanctioned to staff and deduction.

➔ Loan Types

- Personal
- Marriage
- Car etc

➔ Sanctioning Loan

- Loan Date
- Loan Amount
- Installment per month
- Deduct loan Flag etc

➔ Adjustment of Loan

- Adjustment of loan during a month

Payroll

This module developed to process Staff Monthly Salary and it has following key features.

➔ Entitlements

- Basic Salary
- House Rent
- Utilities
- Medical etc

➔ Deductions

- Loan installment
- Leave without pay
-

➔ Reports

- Salary Slip
- Salary Reports
- Department wise Reports

Salary Slip for the Month of July 2013

Name: _____ Gross Salary: _____ Net Salary: _____ Designation: _____
Processing Month: _____ Working Days: _____ Absence: _____ Leave: _____

Earning		Deduction	
Description	Amount	Description	Amount
Basic Salary	Rs. _____	Income Tax	Rs. _____
Allowance	Rs. _____	Van Fare	Rs. _____
Arrears	Rs. _____	Security	Rs. _____
Total Earning	Rs. _____	Total Deduction	Rs. _____

Net Payment Rs. _____
Payee's Signature _____

Accounts Officer Finance Secretary Chief Executive

HARDWARE

LABORATOR