



The Ultimate **Solution** to your
Business Problems the Smart and
Easy **HR-Payroll System!**



POWER TO YOUR PEOPLE - WITH HR POWER

In recent years the roles of HR departments have evolved from employee management to strategic planning and resourcing. Organizations have come to stress the importance of the intricacies of people management, or Human Resource management. The roles of HR departments are fast evolving from employee management to strategic planning and resourcing. A key role in strategic human resources management is played by new generation Human resource Management Systems.

Mindsoft's HR Management Software is unique in that with integrated HR document management and payroll system for handling the complete HR lifecycle.

TOTAL INFORMATION MANAGEMENT

Organizations use a vast amount of data regarding their business operations and personnel for daily functioning. Modules for classifying and utilizing such information are an inherent component of our HR management software. The system manages all information related to the organization and fundamental for payroll processing, such as:

- Company & employee information
- Work, shift and leave policy
- Bank & vendor information
- Organizational hierarchy
- Project Information
- Time and Attendance
- Salary structure
- Company & Employee document handling



THE ACTIVITY DASHBOARD / HUB

The 'home' page offers a one-stop view of all activities within the network, and serves as the activity dashboard. In short, the 'home' page will display:

- Announcements
- Messages
- Pending requests
- Pending tasks
- Pending approvals
- Mail inbox
- Company calendar
- Compose mail
- Send mail
- Current vacancies
- Recent activity

EMPLOYEE SELF SERVICE (ESS)

Employee satisfaction is a fundamental aspect affecting employee performance. Integral to employee satisfaction is employee self management. The ESS module allows employees to submit specific virtual applications. Users can do the following:

- View employee profile
- Leave requests & approval
- Leave extension requests & approval
- Loan requests & approval
- Salary advance requests & approval
- Transfer requests & approval
- Travel requests & approval
- Visa & other documents requests & approval
- Time sheet submission & approval (for off site work)
- Training request processing
- View benefits by allocated amounts & duration

TALENT MANAGEMENT

Accelerating the growth of an organization requires having the right people in place with the right skills and experience. This module comes with a unique Resumé Parser.

Resume parsing benefits recruiters by providing them with the means to automatically gather and analyze online resume information, extracting this data from documents (PDF, doc, docx). In addition to which the module has:

- Vacancy posting & publishing
- Online approval and task assignment
- Short listing of candidates
- Prioritizing candidate resumes
- Scheduling interviews
- Scheduling walk-ins
- Interview processing
- Offer letters
- Direct incorporation of new hires as new employee

PAYROLL MANAGEMENT

- User-Defined Policy Settings
- Dynamic auto attendance system
- Work, Shift and leave policies
- Salary advances and incentives processing
- Various payment modes
- Automated loan processing
- Asset management
- Accurate calculation of leave accruals
- Unique salary release process
- User defined End-to-end final settlement

LEARNING MANAGEMENT

Training or learning management is essential to avoid knowledge redundancy and to keep employee skills up-to-date. Training sessions may be scheduled by topic venue and date, and will be displayed automatically under “announcements” in the home page. This module offers the following features:

- Schedule training sessions
- Process requests for training
- Online registration and enrollment
- Online publishing & training enrollment
- Process feedback based on training



DOCUMENT MANAGEMENT

- Total management of documents like Passport, Visa, Labor Card, Driving Licenses etc
- Expiries are reminded through pop-ups and e-mails and mobiles SMS alerts
- Quick Saving, Retrieving and Reporting of unlimited number of documents of any type related to
 - company, employees, clients, vendors etc
- Information regarding the Company and Employee can be accessed with a single user friendly
 - navigator
- Movements of documents can be tracked through Document Inventory
- Filtering of Employee data is ensured with default company concept
- Take evaluation-based actions
- Incorporate actions as results in payroll
- Additional Features
- Multiple templates
- Set user specific colour themes
- Enter multiple company information
- Filtered HRMS reports
- Compatible with all mail providers
- Resume parser compatible with multiple resume file types
- Multi browser compatibility
- Security Features
- User specific permissions
- Role based access and control
- Compatible with browser firewall
- Secure inbox

PERFORMANCE MANAGEMENT

Employee performance requires assessment from time to time, and performance management is vital to Human Resources management. This module allows HR personnel to:

- Design rating questionnaires
- Conduct evaluations (annual & periodic)
- Assign evaluation tasks to managers



KEY FEATURES

- Complete Employee Life Cycle Management
- Automates approval processes based on **user-defined** rules
- Standardizes organizational training & employee evaluation
- Unique resume parser **significantly** reduces recruitment time
- Supports recruitment services and improves hiring **efficiency**
- Supports new hires Integration and **significantly** decreases transition time
- Standardizes the process of collecting and updating HR data (Legal and Business)

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