

Overview
of
Human Resource Management System

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About TechSigma Consultancy

TechSigma Consultancy is a Software professional Services organization focusing on the provision of consulting in the area of Customized Software Development as well as Digital Marketing.



SERVICES

- Customized Software Development
- Mobile Apps Development
- Digital Marketing
- Social Media Marketing
- Website Design & Development

Overview of HRMS

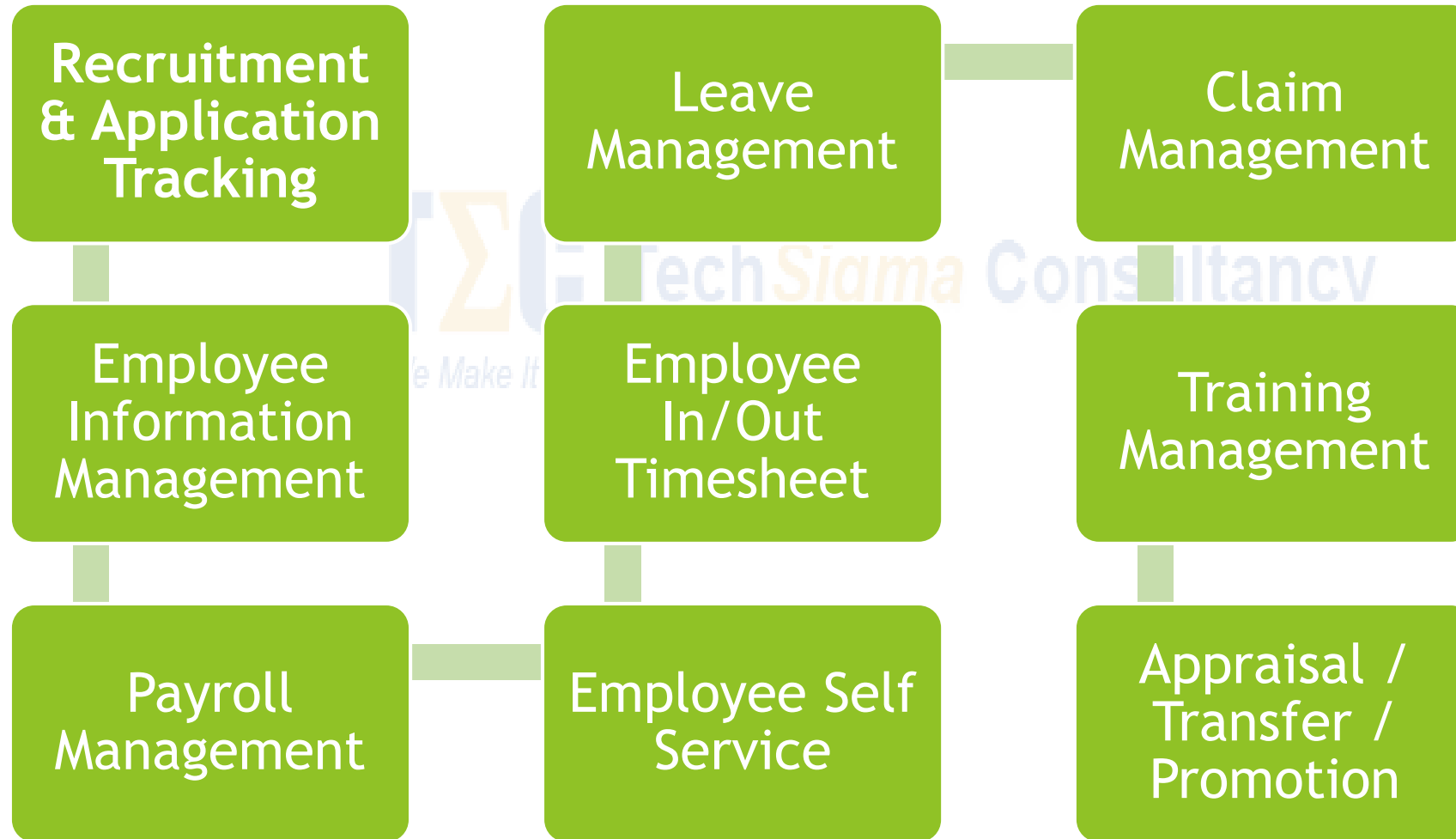
TechSigma human resource management system is a online software application for managing business processes related to human capital management (HCM).

KEY FEATURES

1. Recruitment & Application Tracking
2. Employee Information Management
3. Payroll Management
4. Leave Management
5. Employee Self Service
6. Employee In/Out Timesheet
7. Claim Management
8. Appraisal / Transfer / Promotion
9. Training Management
10. Reports

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HRMS Process Flow Chart



Recruitment & Application Tracking

Streamline your recruitment process with this integrated module

- ▶ Post/Create Jobs
- ▶ Retrieve resume
- ▶ Assign hiring managers
- ▶ Manage your hiring cycle

Employee Information Management

Here we can manage complete details of an employee like

- ▶ Personal Details
- ▶ Contact Details
- ▶ Current Position & Job Profile
- ▶ Employment History
- ▶ Qualification Details



Payroll Management

In this module we can do

▶ User Defined Salary Heads

▶ Salary formulation

▶ Pay slip Generation



Employee In/Out Timesheet

In this module we can do

- ▶ Manual Daily/Weekly Attendance
- ▶ Overtime Details
- ▶ Employee Shift Management
- ▶ Late Coming, Early Going, Travel on Duty etc.

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Leave Management

In this module we can do

▶ Leave Planning

▶ Leave Approval

▶ Holiday Work

▶ Leave Encashment

▶ Leave Carry Forward



Appraisal / Transfer / Promotion

In this module we can do

▶ Transfer Details(Shift/Department/Project)

▶ Promotion Details



Reports

- ▶ Salary Slip
- ▶ Salary Cheque Statement
- ▶ Salary Cash Statement
- ▶ Salary Head Details
- ▶ Monthly Salary
- ▶ Conveyance Details
- ▶ Bonus Details
- ▶ Chart Reports
- ▶ Leave Type Reports
- ▶ Company Holiday

THANKS

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