



HUMAN RESOURCE MANAGEMENT SYSTEM

Human Resource Management System

Naesys Human Resource Management System (HRMS) is a software application that empowers the human resources (HR) department to do their work efficiently. It combines many human resource functions, including Recruiting & Training, Benefits Administration, Pay Bill, Performance Review (APAR), Leave Management, Promotions, Deputation, Disciplinary Actions & Service book etc. into one single package, which is easy to use and customizable.

Need of HRMS in Government Organization

Our HRMS is designed to address challenges that Government organizations face in—Recruitment & Talent management (Recruiting—right people, Attractive job ads, Roster Management (Reservation based job system), Shift toward temporary staffing, Mismatch between skills of people looking for work and job that need filling), Payroll Management & Processing, Promotion, Leave management & Deputation. It eradicates errors, inefficiencies, and miscommunications that happen when all such tasks are processed manually. It saves time and brings greater efficiencies while executing various HR processes within the organization.

The power of Naesys HRMS starts with centralized HR database- for better data preservation and data security with a single point of location where every information of all past and present employees are stored in the form of e-Service book.

Naesys HRMS – At a Glance



Key Capabilities

Our solution integrates following modules to cater the needs of Government Organizations HR Department

Hiring & Recruitment

(Recruitment Calendar /Roster Planning /Application Assessment/Interviews & Selection Tests/Verification/Job Offer /Employment Contract/Temporary Staffing)

Recruitment

- Provides full set of features for preparing recruitment plans and conduction of online recruitment process through CCA, SSC, UPSC and with other recruitment employment exchange boards
- Inbuilt vacancy advertisement board for posting advertisement on external and internal job boards

Roster Planning

- Prepares roster in selecting a candidate in various formats for cadres in order to ensure that scheduled tribe, scheduled caste and other backward classes get quota reserved for them
- Ensures good governance to make sure to cover all important roster points for different types of hiring such as
 - Name of Post
 - Methods of recruitment: Direct Recruitment/Promotion by Selection/Promotion by non-selection etc.
 - Number of post in cadre
 - Percentage of Reservation prescribed etc.
 - Grade
 - Scale

Application Assessment

- Mapping of eligibility requirements against positions/grades/location based on various parameters such as age, gender, education, skill, casts, experience and competency etc.
- Ensures that applicants applying meet job requirements

Selection Tests/Employment Interviews

- Helps in conducting selection test & Employment Interviews to asses candidate ability

Verification

- Helps in performing background verification of candidate credentials/personal details/education details etc.
- Tracking of details of various candidates applied for the position through various media such as IJB/direct/or through agency

Job Offer

- Helps in preparing job offer to employee selected for various posts

Employment Contract

- Signing offer letter and documents by candidate before getting onboard

Employee Service Book (Joining/Transfer/Deputation/Promotion)

Service Book

Allows users to create secured service book in electronic form to improve the productivity and efficiency of government, to get a consistent and unified picture of all the employees.

- Records every single detail of employee in this book such as
 - Name
 - Personal Details
 - Educational Details,
 - Reservation Category
 - First Appointment
 - Updates
 - Current Cadre
 - Nominee for GPF
 - Joining Details
- Automates movement of service book from head of the department to Pay & Account Officer to notify him in case of transfer
- Probation Details: Records probation details like start date, end date & approving authority
- Employee Exit Details
- Transfer Details
 - New Post assigned
 - Previous Post details
 - Date of Joining
 - Date of Relieving from Previous Post
 - Notification details
- Deputation Details
 - Effect Date & time of deputation
 - Duration of Deputation
 - Post Deputed To
 - Deputed Pay Scale
 - Terms and conditions of Deputation
 - Pension contribution etc.

Training & Learning Management

Training:

- Online uploading of draft and final training policy
- Training need analysis through e-testing system
- Online tests for verifying competencies
- Inbuilt workflow for budget and plan sanctioning for training

Performance Management

Performance Management:

- Annual Incremental Details & Inbuilt facility for online processing of Appraisals
- System allows authorities to upload Goals/KRAs for quarter/half yearly and yearly for an employee
- System allows authorities to upload their KPAs, goals and objectives for the appraisal period through self-service page

Pay Bill

(Bank Detail/Loan Sanctioning/Pension)

Pay Bill/Payroll:

- Post Details:
 - Position Number
 - Designation
 - Position Category
 - State Institution
 - Division/Department
 - Job Classification
 - Occupant's employee identification number
 - Position creation date (date created in the position list)
 - Position status {permanent/temporary/occupied | vacant | unfunded}
 - Occupancy History
 - Start Date
 - End Date
- Bank Details
- Salary Details: Rule based trigger for updating salary structure automatically once employee successfully completes probation period, automatic calculation (Pay bill Computation run) of Payroll
- Insurance Details
- Integrated Leave Module
 - Inbuilt workflow and web based on-line leave application processing multiple leave types
 - Users can apply for leave under different applicable and eligible categories/rules, workflows for recommendation and approval of leaves
 - Pre-set reason drop down menu for refusal of leave
 - System allows employee to upload scanned leave documents
- Allowance Details
- Education Details
- Recovery Details
- Promotion Details: Facility to host promotion orders, Automatic updation of gradation list after promotion of employee
- Integrated Attendance Module
- Loan Sanctioning
 - Availed loans by employees in their service period
 - Type of Loan sanctioned
 - Installments paid by Employee
 - Released Amount
 - Loan Repayment
- Pension Details

MIS & Reporting

(More Than 200+ Reports)

Vacancy Reports:

- Sanctioned post in a cadre and establishment unit
- Independent temporary posts reports
- Percentage Vacancies filled up v/s position asked for
- Time to fill Vacancy
- Apply v/s Success Rate
- Vacant permanent post for confirmation in cadre

Leaves Reports:

- Leaves Eligibility and Leaves available reports

Promotion Reports

- Multi-dimensional reports for Zonal Consideration for promotion

Payroll Reports

- Employee status
- Payroll rejection
- Bank deposit details
- Employee pay history
- New employees list
- Departed employees list
- Salary increases (confidential)
- Warnings list (confidential)
- Vacation pay accruals by department
- Indemnity accruals by department
- Wages cost by department and category
- Wages including on costs by department and category of staff
- Deductions / Deposits list giving employee wise amount deducted
- Cash advances list employee
- Accident penalty list employee
- Salary Register

Miscellaneous Features

(More than 200+ Important Alerts/More than 100+ Customized Templates/Enquiry/Grievance)

Critical Alerts

- Inbuilt rule-based alerts which get triggered whenever there is a position vacant
- System generated alert on successful completion of confirmatory training
- Alerts to establishment department for promotion processing well before the due date
- Alerts for policy effectiveness for salary revision, pay fixation etc. with effect to the promoted position in case customer does not want to update the policy automatically
- Alerts for policy effectiveness for salary revision, pay fixation etc. Warning/alerts in case the employee has not joined the location within the specified period of time mentioned in the transfer order
- Alerts if SLAs (field represented) defined for each activity in the process are not followed
- Alerts if the date has been passed without replying on explanation called for
- Alerts to the concerned department if the amount is receivable from an employee

Departmental Enquires

- Facility for proposing Departmental Enquiry (DE) with Unique ID
- Online Records of Departmental Enquiries

Employee Grievance

- Bilingual Grievance form
- Grievance Tracking
- Grievance Redressal
- Approvals as per Grievance Categories
- Reports on number of appeals made by employee
- Investigation Reports
- Facility of tracking the grievance event and close the case and upload the decision

CONTACT US

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