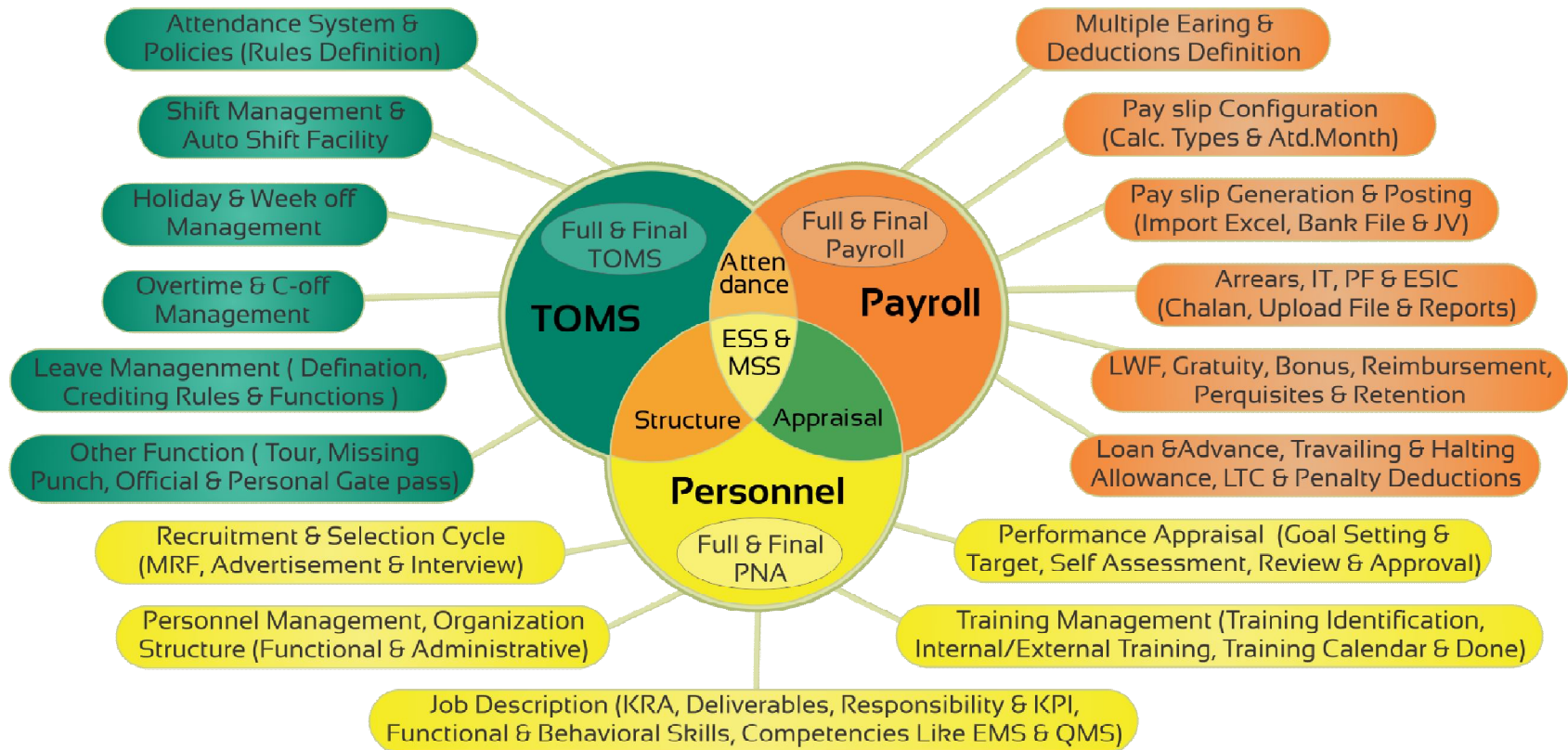# HUMAN VISION

Visualizing the holistic solution for your Organization

Benefits :

- Its a comprehensive web based Human Resource Management System which covers complete HR activity cycle. It is a flexible, configurable and Scalable system, which provides user level setting and future scalability in large and growing organizations.

- **Simplified HR-Admin Operations: Human Vision** reduces the huge bulk of paper work to be done by the HR department. There is a less duplication of work to be done for filling out forms and reports in the organization. System provides workflow, document management, helpdesk facility and email alerts.

- **Better Automated Control:** Using **Human Vision** the HR department can get directly on line attendance & other detail from the system, So they can get on line detail for leave balance, status of applications and other information from the System. So it reduces interaction between Time-Office and HR department with employees, saves valuable time at both ends. **Human Vision** ensures and enforces HR policies and help in generating government statutory reports in one click.

- **Online System to provide mobility:** As the system is completely web based. The employees, who are on tour, can provide or gather information quickly and accurately from the online Employee Self Service Module. The information is automatically forwarded for approval, to higher level of authority who can gather them using the Management Self Service Module.

- **Boost employee productivity and skills:** Training programs can be arranged and feedback obtained through training program can be stored. The Appraisal Model allows managers and team leaders with accurate decision support system for the improvement of the organization. Align manpower resource as per organizational goals, and measure their performance to make them accountable.

- **User Friendly System:** The Application front end is designed very simple and user friendly. System provides multiple languages and help on every form for layman operations. System is showing rules and validation details while entering data. This reduces implementation time and system will be used effectively by normal users.

- **Easy Configuration:** It is possible to configure the system as per rules/ policies of organization. Flexibility of attendance parameters, leave type and rules, earning type and deductions, approval hierarchy, user rights for secured operations, performance parameters / criteria, etc can be set as per company's norms.

- **Post Installation Support:** Constant support is provided by team of professionals within short turnaround time to make client understand of any inexplicable matters and also shore up to deal with any complex or exceptional cases.

Human Vision Modules

- Time Office Module
- Payroll Module
- Personnel & Administration Module

HUMAN VISION

Attendance System & Policies (Rules Definition)

Shift Management & Auto Shift Facility

Holiday & Week off Management

Overtime & C-off Management

Leave Managenment (Defination, Crediting Rules & Functions)

Other Function (Tour, Missing Punch, Official & Personal Gate pass)

Recruitment & Selection Cycle (MRF, Advertisement & Interview)

Personnel Management, Organization Structure (Functional & Administrative)

Job Description (KRA, Deliverables, Responsibility & KPI, Functional & Behavioral Skills, Competencies Like EMS & QMS)

Multiple Earing & Deductions Definition

Pay slip Configuration (Calc. Types & Atd.Month)

Pay slip Generation & Posting (Import Excel, Bank File & JV)

Arrears, IT, PF & ESIC (Chalan, Upload File & Reports)

LWF, Gratuity, Bonus, Reimbursement, Perquisites & Retention

Loan &Advance, Travailing & Halting Allowance, LTC & Penalty Deductions

Performance Appraisal (Goal Setting & Target, Self Assessment, Review & Approval)

Training Management (Training Identification, Internal/External Training, Training Calendar & Done)

Full & Final TOMS

Full & Final Payroll

TOMS

Payroll

Attendance

ESS & MSS

Structure

Appraisal

Personnel

Full & Final PNA

TIME OFFICE MODULE

HUMAN VISION

Attendance System & Policies

25/Jul/2013 11:49:49 AM

ATTENDANCE PARAMETER

Category : Manager

Effective Date : 01/04/2013

Min. Required Minutes For First Half : 0 (in Minutes)

And in Second Half : 0 (in Minutes)

Flexible Time For Late Coming In Time : 10 (in Minutes)

And Early Out : 10 (in Minutes)

Required Minutes Extra Duty Hour / OT: 0 (in Minutes)

Round Off Extra Duty Hour / OT : 0 (in Minutes)

Save   Cancel

Last Followed Link

Shortcut Keys : MENU - ALT + M, ADD - ALT + N, LIST - ALT + L, HELP - ALT + Q, ALL - ALT + A, HOME - ALT + H, LOGOUT - ALT + O

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25/Jul/2013 11:55:12 AM

SHIFT WISE ATTENDANCE PARAMETER

Shift Code	Shift Name	Shift Start Time	Shift End Time	Reqd. Minutes for half day	Reqd. Minutes for full day
A	A	07:00	15:00	210	450
B	B	15:00	23:00	210	450
C	C	23:00	07:00	210	450
D	D	07:00	19:00	330	690
G	G	08:00	16:00	210	450
N	N	19:00	07:00	330	690
W	W	07:00	07:00	120	120

Save   Cancel

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Time Attendance System :

• Integration with any punching machine
• Auto fetching of punches
• Auto processing of punch data
• Attendance data settlement based on defined policy and parameters with respect to effective dates
• Date-Employee/Employee-Date wise Exception handling
• Attendance management for Non-Punching employees
• Night-First Punch handling

Time Attendance Policies :

• Attendance parameter flexibility
• Shift wise attendance parameter
• Day half type wise attendance parameter
• Parameter definition based on category/grouping with effective dates
• Application parameters for various online applications
• Grace Late In & grace Early out
• Allowable times or rate based Late Coming Slab/Early Out Slab
• Salary deductions as absenteeism and Late In Deduction

25/Jul/2013 11:51:18 AM

APPLICATION PARAMETER

Category : -All-

Personal Gate Pass

Month Spell Limit : 0 (in Nos.)   Max Limit In Single Spell : 0 (in Minutes)

C-Off

Min Required Time For Auto Generation : 0 (in Minutes)   Min Time In Multiples : 0 (in Minutes)

Shift/Week-Off Change

Month Spell Limit(Shift Change) : 0 (in Nos.)

Month Spell Limit(Week-Off Change) : 0 (in Nos.)

Extra Wages

Minimum Time To Apply : 0 (in Minutes)

Maximum Time To Apply : 0 (in Minutes)

OT & Extra Wages

Expiry Days : 0 (in Days)

Short/Quarter Leave

Month Spell Limit : 0 (in Nos.)   Max Limit In Month Spell : 0 (in Minutes)

Min Limit In Single Spell : 0 (in Minutes)   Max Limit In Single Spell : 0 (in Minutes)

Save   Cancel

Last Followed Link

Shortcut Keys : MENU - ALT + M, ADD - ALT + N, LIST - ALT + L, HELP - ALT + Q, ALL - ALT + A, HOME - ALT + H, LOGOUT - ALT + O

Home

Shift Management

ASSIGN SHIFT TO EMPLOYEE

25/Jul/2013 2:22:12 PM

Employee Code : MS0001
Employee Name : Ebrahim Pourmohsen
Shift Type : Fixed
OT Type On WO : Point-To-Point
Remarks : From Employee Master

Approved Shift

	Shift Name	Start Time	End Time
	A	07:00	15:00
	B	15:00	23:00
	C	23:00	07:00
	D	07:00	19:00
	N	19:00	07:00
☑	G	08:00	16:00

WeekOff On Each Week

	Day
☑	FRIDAY
	SUNDAY
	MONDAY
	TUESDAY
	WEDNESDAY
	THURSDAY
	SATURDAY

WeekOff On Alternate Week

Day	Week	WeekOff Type	
<--SELECT-->	<--SELECT-->	<--SELECT-->	Edit Delete Insert

Save   Cancel

Last Followed Link

Shortcut Keys : MENU - ALT + M, ADD - ALT + N, LIST - ALT + L, HELP - ALT + Q, ALL - ALT + A, HOME - ALT + H, LOGOUT - ALT + O

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Time Keeper can define Fixed Shift(s) & Week Off(s) by assigning only once in lifetime.

Auto Shift (System will generate based on punches available)

QUICK SHIFT SCHEDULER

From Date : 01/05/2013
Employee Code :
[Get Detail]

Select	Emp Code	Emp Name	01 WE	02 TH	03 FR	04 SA	05 SU	06 MO	07 TU	08 WE	09 TH	10 FR	11 SA	12 SU	13 MO	14 TU	15 WE	16 TH	17 FR	18 SA	19 SU	20 MO	21 TU	22 WE	23 TH	24 FR	25 SA	26 SU	27 MO	28 TU	29
☐	1014	Bincy Mathew Narivelkunnal	N2	W	E5	M5	E5	E5	E5	M3	E5	N2	N2	W	E5	E5	E5	E5	E5	E5	W	E5	E5	E5	E5	E5	E5	W	E5	E5	E5
☐	1394	Sunila Semualbhai Gohel	M3	M3	M3	M3	W	M3	M3	M3	M3	M3	M3	W	M3	M3	M3	M3	M3	M3	W	M3	M3	M3	M3	M3	M3	W	M3	M3	M3
☐	1454	Jijo Abraham	E5	M3	M3	M3	N2	N2	N2	W	E5	M3	E5	E5	M3	M3	E5	N2	N2	W	E5	E5	E5	E5	E5	E5	E5	W	E5	E5	E5
☐	1659	Jerin P Vincent	M5	E5	M3	N2	N2	N2	W	E5	M3	M3	N2	N2	W	M3	M3	M3	E5	M3	M3	M3	M3	W	M3	M3	W
☐	1789	Jagruti Baldevbhai Chauhan	E5	N2	N2	W	E5	M3	M3	N2	N2	N2	M3	W	M3	M5	E5	N2	N2	W	M3	M3	M5	E5	N2	N2	W
☐	1836	Shilpaben Jayantibhai Prajapati	M3	M5	M3	E5	W	W	E5	M3	E5	M5	E5	M3	M5	W	E5	M3	M3	M5	W	W	E5	M5	W	E5	M5

Home

- Department Head can control his employee's Shift scheduling.
- Auto Shift (System will generate based on punches available)
- Shift Scheduling by roaster, pattern based, 2X2 matrix, quick shift scheduling
- Fixed and rotational shift management
- Shift change provision for both single change and mutual Change with other employee
- Shift based compensation calculation
- Manual shift change amendment facility
- Approval based shift allocation system
- Half/Full week-off allocation in single/multiple/alternate week

Supervisor can define Day Wise Shift (Shift Schedule) for his/her Subordinates with copy-paste facility to minimize work.

Holiday & Week Off Management

- Different location wise Office, factory & contractual department type wise holiday
- Restricted holiday declaration with workflow
- Holiday and Week off adjustment on any other day
- Holiday type like paid and festival pay
- Special Holiday for natural disasters and social constraints like curfew, election etc.
- Full / Half week off with alternate week facility
- Single / Mutual week off change with workflow
- Week off scheduling in case of open shift for rotational employee

HUMAN VISION

Week Off Adjustment Entry

Tran Code : 264   Tran Date : 10/01/2013
DEPARTMENT : <--SELECT-->
Old WeekOff Date : 13/01/2013   New WeekOff Date : 15/01/2013
Remarks : SUNDAY ADJUJST IN YASI UTTARAYAN

Get Details

	Emp Code	Employee Name	Designation	Department	Shift Type
☑	210003	INDRAVADAN A SHAH	ADMIN EXCISE OFFICER	DEVARSONS IND. PVT. LTD -FACTORY	Fixed
☑	210008	RAMESHBHAI KESHAVLAL SAVALIA	MANAGER	DEVARSONS IND. PVT. LTD -FACTORY	Fixed
☑	210015	UDYAN R TRIVEDI	SUPERVISOR	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210017	DINESH S PATEL	SENIOR SUPERVISOR	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210019	RATILAL P CHAUHAN	PLANT OPERATOR	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210032	BHULA KUBER VALAND	WORKER	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210046	JAYANTI ASHA SOLANKI	WORKER	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210052	RAMSINH P RATHOD	WORKER	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210053	IMAMUDDIN A J	WORKER	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210054	FATTA CHAGAN	WORKER	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210068	RAJUL Z PATEL	CHIEF CHEMIST	DEVARSONS IND. PVT. LTD -FACTORY	Fixed
☑	210070	VIRENDRASINH R VAGHELA	SENIOR CHEMIST	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210071	KHODABHAI SHANKERBHAI PATEL	SENIOR SUPERVISOR	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210079	ASHVINBHAI RAMANLAL PATEL	PLANT SUPERVISIOR	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210080	PIYUSHKUMAR M PATEL	SUPERVISOR	DEVARSONS IND. PVT. LTD -FACTORY	Rotational
☑	210121	AMRUTBHAI MANILAL PATEL	SHIFT SUPERVISOR	DEVARSONS IND. PVT. LTD -FACTORY	Rotational

Employee can declare their fixed value of holidays through ESS with approval from his/her approving authority.

Employee Holiday Declaration

Tran Code : 2931   Tran Date : 01-04-2013
Employee Code : 1002   Lali Alex Thykoottalhil
Recommended By : <--SELECT-->
Remarks :

Get Details

	Holiday Date	Week Day	Holiday Name
☐	14-04-2013	Sunday	DR. BABASAHEB AMBEDKAR JAYANTI
☐	20-04-2013	Saturday	RAM NAVMI
☐	23-04-2013	Tuesday	MAHAVIR JAYANTI
☐	12-05-2013	Sunday	BHAGWAN SHRI PARSURAM JAYANTI
☐	09-08-2013	Friday	ID-UL FITR
☐	15-08-2013	Thursday	INDEPENDENCE DAY
☐	20-08-2013	Tuesday	RAKSHA BANDHAN
☐	28-08-2013	Wednesday	JANMASHTAMI

26-Jul-2013 10:49:03 AM

Employee Holiday Adjustment

Tran Code : Auto Generate Code   Tran Date : 26-07-2013
Employee Code & Name : 1557   Robin Issac
Old Holiday : 06/04/2012 - Good Friday
New Holiday : 02/08/2012 - Raksha Bandhan
Recommended By : Vinesh Narayanlalji Patel
Remarks : Max 255 Characters

Save   **Cancel**

Last Followed Link

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After Declaring Holiday they can adjust their holidays as per their requirement through ESS with approval work flow.

[Home]

Overtime Management

- OT eligibility based on category, grade etc.
- Parameter for OT generation & rounding
- Pre Request / Post Request / Automatic approval workflow for OT generation
- Regular OT / Week off OT / Holiday OT bifurcation with respective rates

OVERTIME APPLICATION

Employee OT Detail

Employee Code :

	Employee Code	Name		To Date	Total Time
APPLY	101	RAKESH MEHTA		30/06/2013 17:07	08:00
APPLY	107	BHARAT SADHU		02/07/2013 19:32	02:30
APPLY	118	PUSHPA PATEL		11/07/2013 18:03	01:00
APPLY	122	UMESH BAKHTARWALA	06/07/2013	06/07/2013 17:00	06/07/2013 18:33	01:30
APPLY	122	UMESH BAKHTARWALA	02/07/2013			01:15
APPLY	122	UMESH BAKHTARWALA	01/07/2			
APPLY	122	UMESH BAKHTARWALA	27/06/2			
APPLY	122	UMESH BAKHTARWALA	21/06/2			
APPLY	122	UMESH BAKHTARWALA	16/06/2			
APPLY	142	AMRUT PARMAR	10/07/2			

1 2 3 4 5 6 7 8 9

Post Request Based Overtime with approval workflow. Overtime generates on the bases of eligibility.

OVERTIME APPLICATION

Employee OT Detail

Back

Employee Code & Name : 101   RAKESH MEHTA

OT Date : 30/06/2013   Application Date : 26/07/2013
From Date : 30/06/2013 08:35   Application No : 0
Total Time : 08:00   To Date : 30/06/2013 17:07
Applied Time : 08:00
Approval Authority : <--SELECT-->
Reasons : <--SELECT-->
Remarks :

Save   Cancel

OVER TIME REQUEST

Tran Code : Auto Generate Code   Tran Date : 26/07/2013
Sub Department : Corporate   Recommend By : <--SELECT-->
OT Date : 26/07/2013
OT Reason :

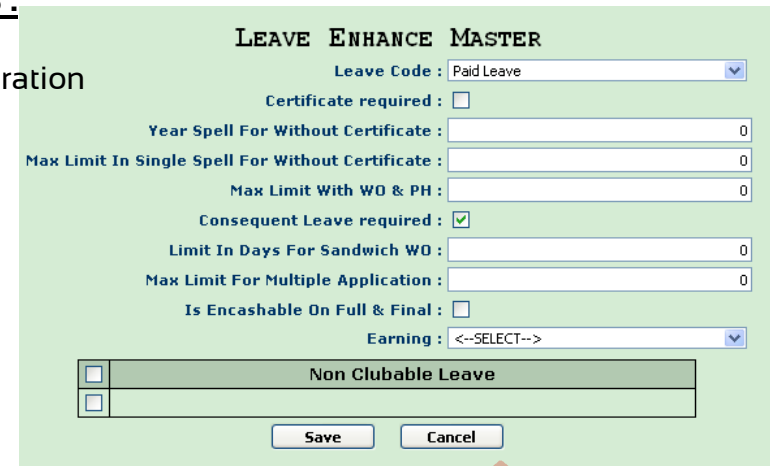| Employee	From Time	End Next Day	To Time	Hours	OT Amount
<--SELECT-->	12:15	☐	12:15	00:00	0.000
<--SELECT-->	12:15	☐	12:15	00:00	0.000
<--SELECT-->	12:15	☐	12:15	00:00	0.000
<--SELECT-->	12:15	☐	12:15	00:00	0.000
<--SELECT-->	12:15	☐	12:15	00:00	0.000
<--SELECT-->	12:15	☐	12:15	00:00	0.000
<--SELECT-->	12:15	☐	12:15	00:00	0.000
<--SELECT-->	12:15	☐	12:15	00:00	0.000
<--SELECT-->	12:15	☐	12:15	00:00	0.000
<--SELECT-->	12:15	☐	12:15	00:00	0.000
<--SELECT-->	12:15	☐	12:15	00:00	0.000

Pre Request Based Overtime with approval workflow. Supervisor has to send request for sub ordinates' overtime.

Total OT Hours & Amount :   0

Save   Cancel

- Point to point & Shift based OT generation
- OT reconciliation with advance leave
- Before / After shift OT generation
- OT on tour, Break present & rack handling
- OT adjustment for Release / Deductions

HUMAN VISION

Home

Leave Management

Leave Type Wise Leave Definition With Different Rules :

- Yearly / Carrier Time Based / Requirement Based / Auto generation
- Gender Based
- Carry forward able option
- Leave with pay
- Exclude week off & holiday
- Quarter leave & short leave facility
- Application parameters like spell, Leave days Limit etc.
- Encashable parameters like spell, leave days Limit, minimum balance
- Non clubbable relation between leaves
- Certificate validation for certain leaves
- Compensatory Off generation on tour and extra working

LEAVE ENHANCE MASTER

Leave Code : Paid Leave
Certificate required : ☐
Year Spell For Without Certificate : 0
Max Limit In Single Spell For Without Certificate : 0
Max Limit With WO & PH : 0
Consequent Leave required : ☑
Limit In Days For Sandwich WO : 0
Max Limit For Multiple Application : 0
Is Encashable On Full & Final : ☐
Earning : <--SELECT-->
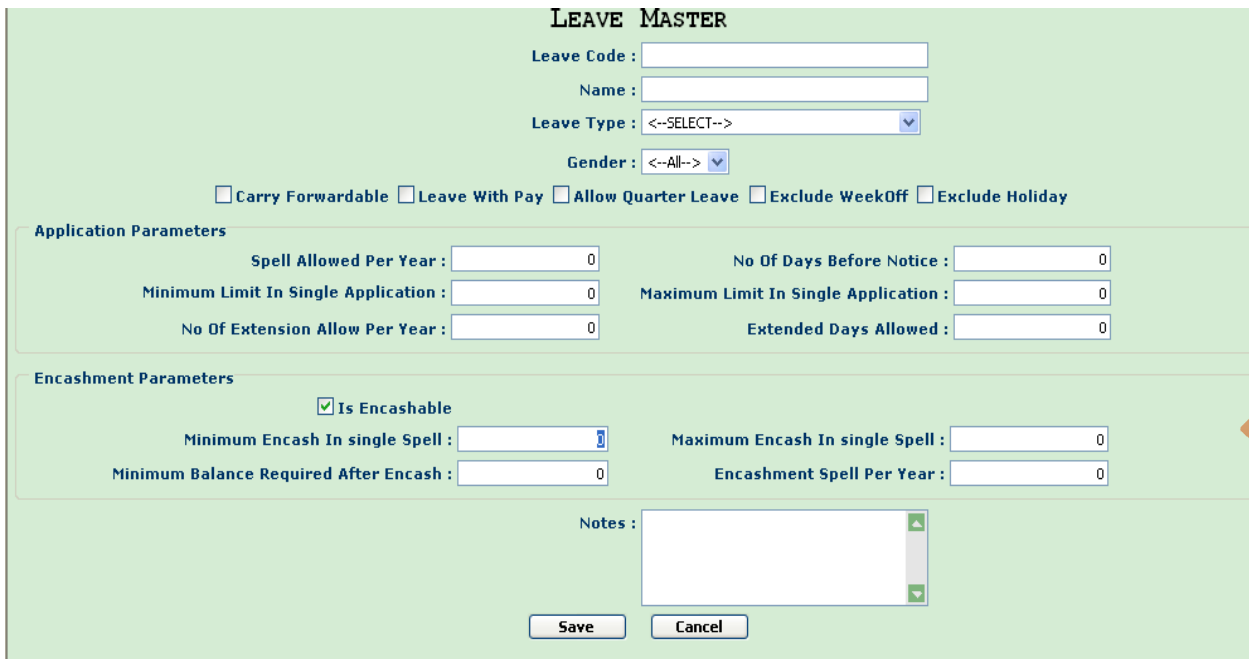
| ☐ | Non Clubable Leave |
| ☐ | |

Save   Cancel

Enhanced rules like Certificate For Medical, Non Clubbable Policies & Consequent Leave Required Or Not etc.

LEAVE MASTER

Leave Code :
Name :
Leave Type : <--SELECT-->
Gender : <--All-->

☐ Carry Forwardable ☐ Leave With Pay ☐ Allow Quarter Leave ☐ Exclude WeekOff ☐ Exclude Holiday

Application Parameters

Spell Allowed Per Year : 0   No Of Days Before Notice : 0
Minimum Limit In Single Application : 0   Maximum Limit In Single Application : 0
No Of Extension Allow Per Year : 0   Extended Days Allowed : 0

Encashment Parameters

☑ Is Encashable

Minimum Encash In single Spell : 0   Maximum Encash In single Spell : 0
Minimum Balance Required After Encash : 0   Encashment Spell Per Year : 0

Notes :

Save   Cancel

User can define any number of leave with different basic rules & policies for application and encashment.

Home

Leave Management

Leave Crediting Rules :

- Based on category, grade etc.
- Crediting frequency monthly / half yearly / yearly
- Pre Credit / Post Credit facility
- Defines eligibility for existing / newly joined / Left employee
- Proportionate calculation for newly joined / Left employee
- Lapse features for carry forward able leave after reaching maximum limit

Flexible Leave Crediting Rule Definition

LEAVE ACCUMULATION DETAIL

Leave Type :	Casual Leave	EMPLOYEETYPE : Regular Staff
Frequency :	Yearly	Crediting Type : PrePaid
Crediting Days Type :	Any Days	Eligibility For Existing Employee: 0.00 (in Days)
Eligibility For New Employee :	0.00 (% of Paid Period)	Eligibility For Left Employee : 0.00 (% of Paid Period)
Value Type :	Fixed	Period Value : 12.00 (in Days)
Maximum Limit :	0 (in Leave Days)	Is RoundedOff : ☐
Lapse Carryforwardable Type :	<--SELECT-->	Lapse Carryforwardable Bal : 0.00 (in Leave Days)

Save   Cancel

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Leave Functions :

- Online Leave Application
- Online Leave Balance and Rules
- Leave Approval workflow
- Online Leave Encashment
- Leave Resumption
- Leave balance with approved/unapproved/ cancellation/non-availed status

LEAVE APPLICATION

Employee Code : R20028	Application Date : 26/07/2013	
Employee Name : Hamfred Tuli-Id Bondaug	Application No. : Auto Generate Code	
Leave Type : Annual Leave		
Balance : 38.003	Spell Used : 0	
From Date : 26/07/2013	Starting In : First Half	
To Date : 26/07/2013	Ending In : Second Half	
Total Leave : 1.00	Expected Resume : 27/07/2013	
Total WO : 0.0	Total PH : 0.0	
Paid Leave : 1.000	Unpaid Leave : 0.000	
Recommended By : Mohammed Anas Al Khaldi		
Reasons : Personal	Payment Required : Payment Required	
Payment Type : Pay Now Only Leave	Encashment Days : 0	
Responsible Emp. : Agrifino Dungog Alcano		
Remarks :		

Leave	Balance
Annual Leave	38.003
Sick Leave	14.000

Leave	From Date	To Date	Leave Days
SL	13/05/2013	13/05/2013	1.000

Save   Cancel

Home

Other Functions

- Tour Application
- Short Leave Application
- Missing Punch Application
- Official and Personal Gate Pass for Outgoing Employee

HUMAN VISION

TOUR INTIMATION (ON DUTY)

Employee Code :	R20028	Application Date :	26/07/2013
Employee Name :	Hamfred Tuli-Id Bondaug	Application Number :	Auto Generate Code
From Date :	02/07/2013	From Time :	08:00
To Date :	02/07/2013	To Time :	16:00

Visiting Place/Company :
Recommended By : Mohammed Anas Al Khaldi
Reasons : Other
Others :

Save   Cancel

MISSING PUNCH APPLICATION
(IF EMPLOYEE FORGOT PUNCH)

Employee Code :	R20028	Application No :	Auto Generate Code
Employee Name :	Hamfred Tuli-Id Bondaug	Application Date :	26/07/2013
Punch Time :	26/07/2013 17:14	In/Out :	In
Reason :	Other	Recommended By :	Mohammed Anas Al Khaldi
Others :			

Save   Cancel

- Company Transport Late In Consideration
- Attendance Data Transfer to Payroll Module
- C-Off Adjustment

PERSONAL GATE PASS

Employee Code :	R20028		Hamfred Tuli-Id Bondaug
Is Lunch Time Deducted :	☐	Application Date :	26/07/2013
On Date :	02/05/2013	Application Number :	Auto Generate Code
From Time :	15:55	To Time :	17:00

Recommended By : Mohammed Anas Al Khaldi
Reasons : Other
Others :

In/Out Date	In/Out Flag
02/05/2013 07:47	I
02/05/2013 15:55	O

Notes : Select from time & to time from above display list

Save   Cancel

All Application Forms are included in Employee Self Service.

TRANSFER SALARY DATA FROM TIME OFFICE

Pay Month : July
DEPARTMENT : ACCOUNTS

Get Details

	Code	Employee Name	Designation	Department
☐	146	KEYUR PATEL	ASSISTANT (A/C)	ACCOUNTS
☐	147	BIRAL PATEL	ASSISTANT (A/C)	ACCOUNTS
☐	150	HITESH PATEL	ASSISTANT (A/C)	ACCOUNTS
☐	153	JIGNESH PATEL	ASSISTANT (A/C)	ACCOUNTS
☐	157	ANIL GAEKWAD	ASSISTANT (A/C)	ACCOUNTS
☐	158	BIPIN SOLANKI	ASSISTANT (A/C)	ACCOUNTS
☐	162	PRAGNA SAYANIA	ASSISTANT (A/C)	ACCOUNTS
☐	176	NIMISHA THORIYA	ASSISTANT (A/C)	ACCOUNTS
☐	180	SHARVIL SHAH	ASSISTANT (A/C)	ACCOUNTS
☐	191	MITTAL PANDYA	ASSISTANT (A/C)	ACCOUNTS
☐	193	DHAVAL SONI	ASSISTANT (A/C)	ACCOUNTS
☐	199	UMAKANT MISTRY	ACCOUNT OFFICER	ACCOUNTS
☐	200	TEJAL SHAH	ACCOUNT OFFICER	ACCOUNTS
☐	207	BHADRESH MISTRY	ACCOUNTS EXECUTIVE	ACCOUNTS

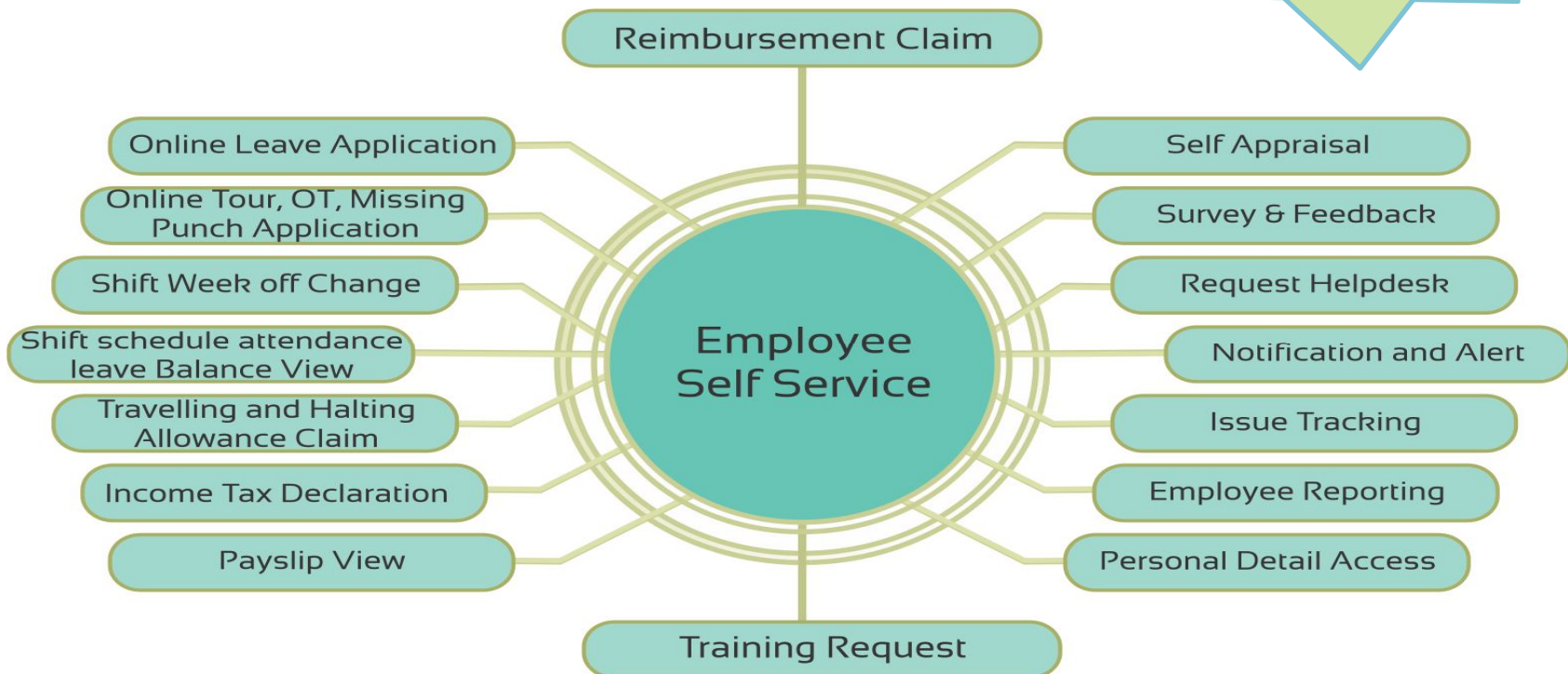Save   Cancel

EMPLOYEE LATE IN TRANSPORT ENTRY

Late In Date : 26/07/2013
Shift : G
Transport In Time : 08:00
Remarks / Vehicle No :

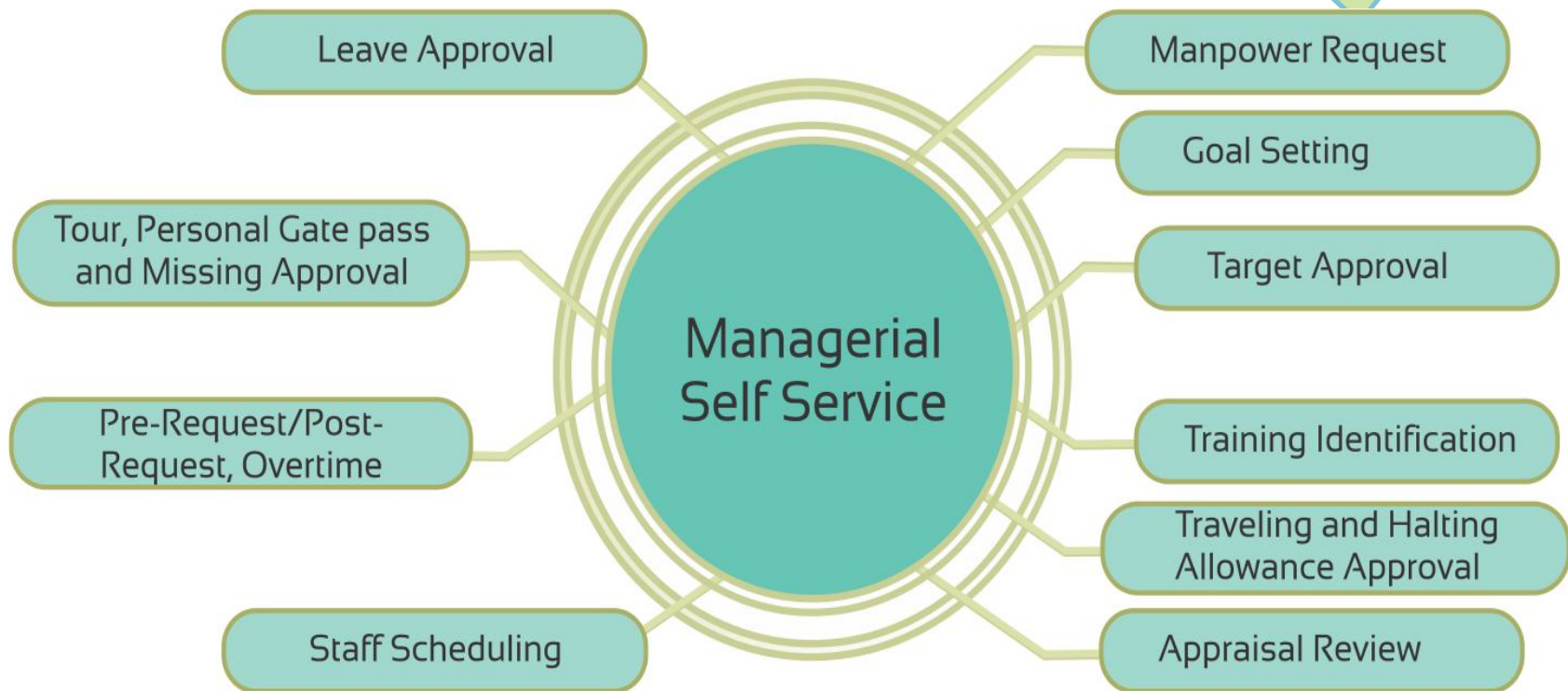|	Employee	Department	Designation	
☐	HARSHAD NAYAK(254)	MIS (FIELD)	LIAISON ASSIATANT	Edit
☐	R G PANDYA(77006)	MIS (FIELD)	O S D	Edit
☐	G L PATEL(77010)	COORDINATION CELL	O S D	Edit
☐	C BALAKRISHNAN(77021)	OFFICE OF MD	OFFICE SECRETARY	Edit
☑	RAKESH MEHTA(101)	PROCESSING UNIT	ASSISTANT (TECH)	Insert

Save   Cancel

Home

Employee Self Service (ESS)

- Employees can access their personal-official information
- Employees can apply online leave, Overtime, Week-off change, Shift change request
- Enables employees to apply online Claim for Leave Travel Allowance, Leave encashment
- Reimbursement Claim option
- Shift Schedule, Attendance Data and Leave Balance with Ledger View
- Travelling & Halting Allowance Claim
- Income Tax Declaration
- Employee Reporting System
- Self Appraisal
- Survey & Feedback
- Helpdesk & Issue Tracking
- Have Access to Pay Slip, Personal detail view & Various Reports

Secured Workflow

HUMAN VISION

Reimbursement Claim

Online Leave Application

Online Tour, OT, Missing Punch Application

Shift Week off Change

Shift schedule attendance leave Balance View

Travelling and Halting Allowance Claim

Income Tax Declaration

Payslip View

Employee Self Service

Self Appraisal

Survey & Feedback

Request Helpdesk

Notification and Alert

Issue Tracking

Employee Reporting

Personal Detail Access

Training Request

Home

Manager Self Service (MSS)

- HODs (Managers) are provided with special rights to access several transactions and reports
- Have rights to approve/reject online leave, shift change, week-off change applications
- Shift Scheduling
- Can forward various applications to higher authorities for discussion
- Can forward man power request to HR department
- Goal Setting, Target Approval
- Appraisal Review
- Training Need Identification
- Automated system alert to make managers aware about pending transaction

HUMAN VISION

Secured Workflow

Leave Approval

Manpower Request

Goal Setting

Tour, Personal Gate pass and Missing Approval

Target Approval

Managerial Self Service

Pre-Request/Post-Request, Overtime

Training Identification

Traveling and Halting Allowance Approval

Staff Scheduling

Appraisal Review

Home

PAYROLL MODULE

HUMAN VISION

Multiple Earnings & Deductions Definitions

- User definable earnings & deductions based on Attendance, Period Type etc.
- Define earnings and deductions based on classification like category, grade, location, branch etc.
- CTC/Gross structure definition
- Pay Scale based on Grade for Government, Public Sector, Banks etc.
- Industry wise Dearness Allowance calculation

INCREMENT ENTRY

Employee Code & Name :	201		JAYESH H DATTANI
Department :	ACCOUNTS	Increment No. :	Auto Generate Code
Grade :	O - 1	Pay Date :	29/07/2013
Designation :	ACCOUNT OFFICER	Effective Date :	29/07/2013
Old Basic Pay :	17000.000	Old Personal Pay :	0.000
Revised Pay Scale :			
New Basic Pay :	17500	New Personal Pay :	0
Increment Amount :	500.000	Is Stagnant :	☐
Last Increment Date :	01/01/2011	Next Increment Date :	30/11/2011

Save   Cancel

CTC STRUCTURE

Effective Date :	01/04/2012	Tran. Code :	3
Salary Category Code :	C1	Tran. Date :	01/04/2012
Min. Gross Salary :	100.000	Max. Gross Salary :	1000000.000
Calculation Type Of Basic :	Percentage	Basic :	45.000
Remarks :			

Calculation Type	Earning	Value	Calculation Based On		
Percentage	HRA	20.000	On Basic	Edit	Delete
Amount	TRANSPORT	800.000	On CTC	Edit	Delete
Amount	MEDICAL	1250.000	On CTC	Edit	Delete
Amount	MEAL ALLOWANCE	1250.000	On CTC	Edit	Delete
Amount	LEAVE TRAVEL ASSISTANCE	3000.000	On CTC	Edit	Delete
Amount	CHILD EDUCATION ALLOWANCE	200.000	On CTC	Edit	Delete
Amount	ATTIRE ALLOWANCE	3000.000	On CTC	Edit	Delete
Amount	OTHER ALLOWANCE	100.000	On CTC	Edit	Delete
Percentage	PROVIDENT FUND	12.000	On Basic	Edit	Delete
Percentage	BONUS	20.000	On Basic	Edit	Delete
Amount	Attendance Allowance	200.000	On CTC	Edit	Delete
Amount	TEA ALLOWANCE	60.000	On CTC	Edit	Delete
Amount	CCA	100.000	On CTC	Edit	Delete
Amount	TEA ALLOWANCE FOR DAILYWAGES	3.000	On CTC	Edit	Delete
<--SELECT-->	<--SELECT-->	0	<--SELECT-->	Insert	

Save   Cancel

- Effective date wise policy definition for HRA, CCA etc.
- Professional Tax Structure location wise
- Tax deductions structure as per government norms
- Priority settings of earnings and deductions
- Provision for stipend, consolidated pay, gross emoluments and professional pay

Flexible Structure

Home
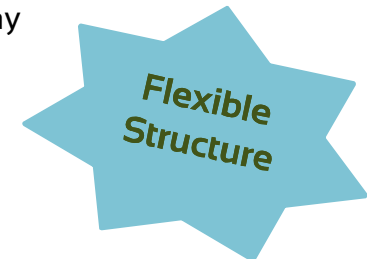
Pay slip Configuration

HUMAN VISION

- Daily, Monthly and hourly Calculation types
- Monthly Attendance data fetching based on Last/Overlap/Current Month
- Manual form for monthly attendance data entry
- Periodically and monthly allowance and deduction entries

EMPLOYEE ACCOUNT DETAIL ENTRY

Field	Value		Field	Value
Employee Code & Name :	101	RAKESH MEHTA		
Department :	PROCESSING UNIT		Designation :	ASSISTANT (TECH)
Calculation Type :	Monthly		PAN No :	ATDPM4581C
Payment Mode :	Bank Transfer			
Bank Name :	BOB (DAKOR BRANCH)		Bank A/C No. :	08790100001934
Is PT Deduct :	☑			
Is PF Member & PF (%) :	☑	12.000		
PF No (Government) :	GJ/BRD/65442/1		PF No (Trust) :	
PF Limit :	100000.00		Govt. PF Date :	24/05/2005
Is ESI & ESI (%) :	☑	1.75		
ESICNo :	411		ESIC Disp. No :	12
Is Vol. PF Member & Vol. PF (%) :	☑	0		
Is FPF Member & FPF (%) :	☑	0	FPF Date :	30/07/2013
Is LIC Member & LIC (%) :	☑	0	LIC Date :	30/07/2013
Ledger Folio No. :			Cost Center Code :	

Save   Cancel

MULTIPLE EMPLOYEE ATTENDANCE ENTRY

Attendance Month : June
Filter Type : Department
Filter On : ACCOUNTS
Get Detail

Generate Dummy Attendance Entry   Import Multiple Emp. Attendance Entry

WD Week Day   OD : OnDuty   PL : Privilege Leave   LO : Lay Off   LSB Leave Encashment
WO Week Off   PS : PermissionSlip   SL : Sick Leave   ROT : Regular OT   CO : C-Off
HLD Holiday   AdvL AdvanceLeave   CL : Casual Leave   WOT : Week Off OT   LI : Late In
PR : Present   Abs : Absent   OPL : Other Paid Leave   HOT : Holiday OT   EO : Early Out
TR : Tour   LWP Leave Without Pay   ESI : Employee State Insurance   EW : Extra Wages   PGP Personal Gate Pass

Detail

EmpCode	Employee	WD	WO	HLD	PR	TR	OD	PS	AdvL	Abs	LWP	PL	SL	CL	OPL	ESI	LO	R
146	KEYUR PATEL	29.00	2.000	0.000	24.50	1.00	0.50	0.00	0.00	0.000	0.000	4.500	0.000	0.000	0.000	0.000	61
147	BIRAL PATEL	26.50	4.500	0.000	23.50	0.00	1.00	0.00	0.00	0.000	0.000	3.000	0.000	0.000	0.000	0.000	60
150	HITESH PATEL	27.00	4.000	0.000	25.00	0.00	0.50	0.00	0.00	0.000	0.000	2.000	0.000	0.000	0.000	0.000	20
153	JIGNESH PATEL	25.50	5.500	0.000	24.75	0.00	4.50	0.00	0.00	0.000	0.000	0.000	0.750	0.000	0.000	0.000	6.
157	ANIL GAEKWAD	27.00	4.000	0.000	23.75	0.00	1.00	0.00	0.00	0.000	0.000	3.250	0.000	0.000	0.000	0.000	56
158	BIPIN SOLANKI	27.00	4.000	0.000	27.00	0.00	1.50	0.00	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	71
162	PRAGNA SAYANIA	28.00	3.000	0.000	7.500	0.00	0.00	0.00	0.00	0.000	0.000	20.00	0.000	0.500	0.000	0.000	
176	NIMISHA THORIYA	25.50	5.500	0.000	23.75	0.00	0.00	0.00	0.00	0.000	0.000	1.750	0.000	0.000	0.000	0.000	29
180	SHARVIL SHAH	25.50	5.500	0.000	23.25	0.00	0.50	0.00	0.00	0.000	0.000	2.250	0.000	0.000	0.000	0.000	15
191	MITTAL PANDYA	28.00	3.000	0.000	5.500	0.00	0.00	0.00	0.00	0.000	0.000	22.50	0.000	0.000	0.000	0.000	
193	DHAVAL SONI	28.00	3.000	0.000	17.00	0.00	1.00	0.00	0.00	0.000	0.000	11.00	0.000	0.000	0.000	0.000	27
199	UMAKANT MISTRY	25.00	6.000	0.000	23.50	0.00	1.50	0.00	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
200	TEJAL SHAH	25.00	6.000	0.000	24.00	0.00	0.50	0.00	0.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
207	BHADRESH MISTRY	26.00	5.000	0.000	24.50	0.00	2.00	0.00	0.00	0.000	0.000	1.500	0.000	0.000	0.000	0.000	58

Save   Cancel

SET PRIORITIES OF EARNINGS & DEDUCTION

Earning/Deduction : Earnings

	Earnings/Deductions
☐	Basic
☐	DA
☐	HRA
☐	CCA
☐	Vehicle Alw.
☐	Special Pay
☐	Medical Alw.
☐	Overtime
☐	Prof. Skill Alw.
☐	Stiching Alw.
☐	Emp Cre Coop Soc.
☐	Prof. Dev. Alw.
☐	Vehicle Alw. (C)
☐	Education Alw.
☐	Uniform Alw.
☐	Special Alw.
☐	Reimbursement of Late Coming
☐	Leave Encashment(SL)
☐	Leave Encashment(PL)
☐	Leave Encashment(OL)
☐	Reimbursement

Scalable & Easily Configurable

Home

Pay slip Generation & Posting

- Import from Excel and CSV files for bulk transactions entries
- Salary Advance Recovery
- Coins carry forward facility with ceil/floor basis.
- Hold Salary and Stop Payment features
- Instead amount features for loan or other deductions
- Carry-forward able deductions in case of negative salary.
- Provision for manual, auto and intermediate salary generation process
- Auto and manual lock facility for pay slip
- Bank file generation on various formats
- Journal Voucher preparation for accounting

LOCK PAY SLIP

Month : January
Department : <--All-->
Category : <--All-->

Please Check If You Want To Lock / Uncheck To Unlock : ☐

Code	Employee Name	Designation	Remarks
101	RAKESH MEHTA	ASSISTANT (TECH)	
102	PRAVIN PARMAR	ASSISTANT (REG)	
106	BHARAT MAKWANA	FIELD EXECUTIVE	
107	BHARAT SADHU	INSURANCE EXECUTIVE	
112	ALPESH PATEL	FIELD EXECUTIVE	
115	TEJAS PATEL	FIELD EXECUTIVE	
116	JAYESH PATEL	FIELD EXECUTIVE	
118	PUSHPA PATEL	ASSISTANT (FINAL PAYMENT)	
122	UMESH BAKHTARWALA	ASSISTANT (REG)	
123	HEMESH PATEL	OFFICER (FIELD COORDINATION)	
133	MIHIR SONI	LIBRARY ASSISTANT	
134	NIMESH JOSHI	ASSISTANT (COORDINATION CELL)	
135	HARUN BODIWALA	ASSISTANT (REG)	
136	SUNIL KULKARNI	ASSISTANT (REG)	
138	HASMUKH PATEL	ASSISTANT (REG)	
139	BHAVNA CHAUHAN	ASSISTANT (FINAL PAYMENT)	
140	HIMATSINH PARGI	FIELD EXECUTIVE	
141	NIKESH PATEL	ASSISTANT (REG)	
142	AMRUT PARMAR	ASSISTANT (FINAL PAYMENT)	

Lock, Stop (Earning/Deduction) & Hold Salary Facility

HOLD SALARY ENTRY

Tran Code : Auto Generated Code   Tran Date : 30/07/2013
Employee : 202
Hold Status : <--SELECT-->
Remarks :

Save   Cancel

STOP EARNING DEDUCTION ENTRY

Employee Code : 202   SAMIR PATEL
Earning/Deduction Type : Earnings   Tran. Code : Auto Generate Code
Earning/Deduction : Medical Alw.   Tran. Date : 30/07/2013
From Date : 30/07/2013   Is End Date Required : ☑
To Date : 30/07/2013   Instead Amount : 0.00
Remarks :

Save   Cancel

PAYSLIP(SALARY MONTH) : Nov-2012   (SYSTEM GENERATED SLIP)

EC No.	Employee Name	Grade	Department	Designation	PAN No.
101	RAKESH MEHTA	S - 1	PROCESSING UNIT	ASSISTANT (TECH)	ATDPM4581C

Bank Name	Bank A/C No.	Mode of Pymt.	Transfer Date	PF No.
BOB (DAKOR BRANCH)	08790100001934	Bank Transfer	01/12/2012	GJ/BRD/65442/1

ATTENDANCE FOR THE MONTH OF Nov-2012 (PERIOD 21/10/2012 to 20/11/2012)

Present Days	PH	W.Off	CL	SL	OL	Other Leave	Tour	Absent	C-Off	Month Days	LCD	OT Hours
16.750	5.00	7.00	0.250	0.000	2.000	0.000	0.00	0.000	0.00	31.00	0.00	17.50

Earnings		Deductions	
Description	Amount	Description	Amount
Basic	4325.00	PF	885.00
DA	3049.00	PT	150.00
HRA	649.00	MTS	300.00
CCA	173.00	Mobile Bill	284.00
Vehicle Alw.	1600.00	Loan Install	800.00
Overtime	1075.00	House Rent	34.00
Prof. Skill	100.00	HRA deductio	649.00
		Canteen Coup	75.00
TOTAL EARNINGS	10971.00	TOTAL DEDUCTIONS	3177.00

NET PAYABLE   7794.00   (Rs. Seven Thousand Seven Hundred Ninty Four Only)

LOAN DETAILS

LOAN TYPE	PR. BAL	INT. BAL	TOTAL

BankStatementMay2013 - Notepad

File Edit Format View Help

```
HDFC bank salary for the Month of May 2013xxxxxxxxxxxxxx

0000068105018631700000000014681000BHARATCMODIxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
0000068105008226400000000014964000RAKESHNSHAHxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
0000068105008231600000000014397000BIPINDSHAHxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
0000068105008242900000000017557000ASHOKAPATELxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
0002551050143693000000000081590000MANHARKVASAVAxxxxxxxxxxxxxxxxxxxxxxxxxxxx
```

Bank File Generation & Journal Voucher Posting

Home

Arrear, IT, PF & ESIC

Arrears :

- Auto release and deduction on arrear calculation
- Arrear calculation on late increment, absenteeism deductions, post leave application
- Mass Arrear Settlement

Arrear Calculation & IT Reports On Single Click In Limited Time

Automatic Arrear Calculation

Income Tax:

- Investment Type and slab definition
- Employee wise investment declaration
- Projected and Non-projected based calculation
- Government Statutory Reports : Form 16, 12BA, B
- 24Q Challan generation

Home

Arrear, IT, PF & ESIC

HUMAN VISION

Provident Fund (PF):

- Effective date wise PF Structure definition
- PF nominee declaration
- PF, Pension and Voluntary PF calculation
- Loan on PF Accumulation
- PF upload file generation with arrears
- PF form 5 & form 10 upload file generation
- Government Statutory Reports : 3A, 6A, 2, 5, 10, 12A, 19C, 10C, 10D
- PF Challan
- PF Inspection Detail

Complete PF (PF Trust Of Govt. & Company) Module With All Kind Of Statutory Reports

PROVIDENT FUND STRUCTURE

PF Code :	Auto Generate Code
Effective Date :	01/08/2013
PF(%) :	0
Employee Provident Fund (EPF %) :	0
Family Pension Fund (FPF %) :	0
FPF Cut Off Amount :	0
FPF Cut Off Age :	0
Acc. No. 02 (%) :	0
Acc. No. 21 (%) :	0
Acc. No. 22 (%) :	0
Round Off :	Nearest Rupee

Save   Cancel

Form 3A

(For UN-EXEMPTED ESTABLISHMENT ONLY)

THE EMPLOYEE'S PROVIDENT FUNDS SCHEME 1952 (PARAS 35 AND 42)
AND
THE EMPLOYEE'S PENSION SCHEME 1995 (PARA 14)

THE E.D.L.I. SCHEME 1976 (PARA-6-C)

CONTRIBUTION CARD FOR CURRENCY PERIOD FROM 01/Mar/2012 To 28/Feb/2013

1. A/c No : 671
2. Name / Surname : JAYESHKUMAR PARAGBHAI KUCHARA
3. Father's / Husband's Name : PARAGBHAI
4. Name and Addess of Factory : CA Industries Pvt. Ltd. 441, G.I.D.C.INDUSTRIAL ESTATE, ODHAV, AHMEDABAD, GUJARAT
5. Statutory rate of contribution : 12%
6. Voluntry Higher Rate Of Employee's Contribution It Any

CONTRIBUTION

Month	Member's Share		Employer's Share		Ref. Of Adv.	NCP Day	Remarks
	Amount of wages	E.P.F.	E.P.F. difference between 10% 12% & 8.33%	Pension fund 8.33%			Reason & Date Of Leaving Service
(1)	(2)	(3)	(4a)	(4b)	(5)	(6)	(7)
Mar	6500	780	239	541		0.00	
Apr	6500	780	239	541		0.00	
May	6500	780	239	541		0.00	
Jun	6500	780	239	541		0.00	

Form 6A

(For UN-EXEMPTED ESTABLISHMENT ONLY)

THE EMPLOYEES PROVIDENT FUNDS SCHEME , 1952 (PARAGRAPH 43)
AND
THE EMPLOYEES FAMILY PENSION SCHEME 1995 (PARAGRAPH 15(4))
THE EMPLOYEES DEPOSIT LINKED INS SCH 1976(SECTION 6 (C))

Statutory rate of contribution : 12%

Statement of Cont. : For The Currency Period From 01-Sep-2012 To 30-Sep-2012

No. of members voluntarilly :

Name and Addess : CA Industries Pvt. Ltd.
441, G.I.D.C.INDUSTRIAL ESTATE, ODHAV,AHMEDABAD,GUJARAT

subscribing at higher rate :

Code of Establiashment : GJ/NRD/000/5215/000

Sr. No.	Account No.	Name Of member	Wages, retaining allowance(if any) & DA including cash value of food concession paid during the currency period	Amount of worker's contributions deducted from the wages E.P.F.	Employer's Contribution w.e.f. 16-11-1995		Refund Of Advance	Rate Of Higher Voluntry	Remarks
					E.P.F Difference between 10% & 8.33%	Pension Fund 8.33%			
1	2	3	4	5	6	7	8	9	10
1	73	IMAMUDDIN A J	6500	780	780	0			
2	180	BHULA KUBER VALAND	6500	780	239	541			
3	183	KALIDAS K.PATEL.	9900	1188	1188	0			
4	207	UDYAN R TRIVEDI	6975	837	296	541			
5	257	RAMSINH P RATHOD	5950	714	218	496			
6	260	RATILAL P CHAUHAN	6500	780	239	541			
7	266	FATTA CHAGAN	6450	774	774	0			
8	295	PUNAM K ZALA	6500	780	239	541			
9	304	SHRI GAURANG N. SHAH	875000	105000	104459	541			
10	312	SUDDHODHAN C MOON	6500	780	239	541			

PFFileOctober2012 - Notepad
File Edit Format View Help
Employee Number,Wages,EPF contribution EE,Refund of EE,NCP days,Date of leaving,Reason for leaving,Wage arrears,EPF Contribution EE arrears,EPF Contribution ER arrears,EPS Contribution arrears
73,6500,780,0,0,,,0,0,0,0
180,6500,780,0,0,,,0,0,0,0
183,9900,1188,0,0,,,0,0,0,0
207,6975,837,0,0,,,0,0,0,0
257,4879,585,0,8,,,0,0,0,0
260,6500,780,0,1,,,0,0,0,0
266,6500,780,0,0,,,0,0,0,0
295,6500,780,0,3,,,0,0,0,0
304,875000,105000,0,0,,,0,0,0,0
312,6500,780,0,3,,,0,0,0,0
330,11055,1327,0,0,,,0,0,0,0
,5364,644,0,5,,,0,0,0,0
,7125,855,0,0,,,0,0,0,0
396,5488,659,0,0,,,0,0,0,0
420,22750,2730,0,0,,,0,0,0,0
421,7900,948,0,1,,,0,0,0,0
442,6500,780,0,0,,,0,0,0,0
447,6500,780,0,0,,,0,0,0,0
448,6500,780,0,0,,,0,0,0,0
453,6500,780,0,0,,,0,0,0,0
501,325000,39000,0,0,,,0,0,0,0

[Home](#)

Arrear, IT, PF & ESIC

Employee State Insurance (ESI):

- Effective date wise ESI Structure definition
- ESI Calculation
- Return of Contribution (RC) Book maintenance
- ESI Leave
- ESI upload file generation
- Government Statutory Reports: 6, 7, 15, 29
- ESI Challan
- ESI Inspection Detail

Effective Date Wise Structure Definition

ESI STRUCTURE

ESI Code :	Auto Generate Code
Effective Date :	01/08/2013
ESI Limit :	0
ESI (%) :	0
Employer ESI (CESI %) :	0
Round Off :	<--SELECT-->

Save   Cancel

Form-7 For From Date 01/09/2012 and To Date 30/09/2012

Sr. No.	Insurance Number	Name of Insured Person	Emp. No.	Dept. And Shift If Any	If Appointed During The Contribution Period Date Of Appointment	Month And Year	No. Of Days For Which Wages Paid	Total Amount Of Wages Paid	Employee Contribution Deducted	No. Of Days For Which Wages Paid	Total Amount Of Wages Paid	Employees Contribution Deducted	Daily Wages
1	2	3	4	5	6		7	8	9	10	11	12	13
1	3701274877	BHULA KUBER VALAND	210032	DEVARSON		09/2012	23.50	7330.00	129.00	23.50	7330.00	129.00	311.91
					Total ------------		23.50	7330.00	129.00				
2	3701351646	RAMSINH P RATHOD	210052	DEVARSON		09/2012	23.00	6000.00	105.00	23.00	6000.00	105.00	260.87
					Total ------------		23.00	6000.00	105.00				
3	3701351895	RATILAL P CHAUHAN	210019	DEVARSON		09/2012	25.50	7790.00	137.00	25.50	7790.00	137.00	305.49
					Total ------------		25.50	7790.00	137.00				
4	3701356326	SUDDHODHAN C MOON	210141	DEVARSON		09/2012	24.50	7303.00	128.00	24.50	7303.00	128.00	298.08
					Total ------------		24.50	7303.00	128.00				

ESIFileOctober2012 - Notepad
File Edit Format View Help

```
ESICNo,Employee Name,Present,Wages,Reason Code,Last Working Date
3704294483,DINESH VALJIBHAI RATHOD,27.00,6487.00,0,
3704225940,GOVIND PANECHAND DAVE,27.00,6352.00,0,
3704294441,BIPIN VISHNUPRASAD PANCHAL,27.00,6352.00,0,
3704440603,KALIDAS GALABHAI,25.00,5700.00,0,
3704513691,PIYUSH GANDABHAI SOLANKI,20.00,4420.00,0,
3702430919,BALDEV CHHAGANBHAI PARMAR,27.00,6352.00,0,
3702189954,VASANT REVABHAI WAGHULADA,20.50,4736.00,0,
3704336952,NARENDRA MADHUKAR JANGLE,24.00,5549.00,0,
3705327472,DINESHBHAI GELABHAI VAGHELA,26.00,6126.00,0,
3705328159,BHARATBHAI RAMESHBHAI PARMAR,17.50,3868.00,0,
3705328304,RAJESH JETHABHAI MAKWANA,25.00,5825.00,0,
3705329729,RAIJI SHANKERBHAI PARMAR,21.00,4851.00,0,
3705328446,NAVINCHANDRA KANJIBHAI GAJJAR,27.00,8850.00,0,
3701412699,SURESHKUMAR DHANJIBHAI PRAJAPAT,27.00,7350.00,0,
3704441481,CHHOTELAL RAMDAS KORI,25.50,5886.00,0,
3705589699,SURESH MANGALDAS SOLANKI,12.50,2825.00,0,
3706133802,PRAFFULABEN MANHARBHAI MANDALIA,27.00,6217.00,0,
3706133673,REGINABEN SUMANBHAI MEKWAN,25.50,6013.00,0,
3706133836,HANSABEN KANTIBHAI PATNI,25.00,5950.00,0,
3706134938,RAJKANYABEN SURESHBHAI MANVARE,25.00,5825.00,0,
3706134027,KIRANBEN KISHORBHAI PANCHAL,27.00,6217.00,0,
3706133714,GITABEN ARUNBHAI BHAGAT,24.00,5549.00,0,
3704336622,VISHNU KANTILAL SHRIMALI,9.50,2100.00,0,
3704297357,MAGANBHAI KACHRABHAI JADAV,24.00,5549.00,0,
3704444223,BABUBHAI KALIDAS PRAJAPATI,27.00,6352.00,0,
3704446420,KIRTIRAM NANNURAM,22.00,4972.00,0,
3704513866,PRAVIN DALSUKHBHAI PANCHAL,26.00,6126.00,0,
3704331538,RAMAN KHODABHAI VAGHELA,8.00,1848.00,0,
3704299763,RAMESH MANGABHAI DABHI,23.00,5208.00,0,
3705592665,NATVARBHAI MOHANBHAI RATHOD,24.00,5429.00,0,
3705594235,DINESH MULJIBHAI VAGHELA,26.50,6107.00,0,
3705725133,JAYANTI MANGALDAS RATHOD,9.50,2147.00,0,
3704147455,BIPIN KANTIBHAI PARMAR,21.00,4851.00,0,
```

Complete ESI Module With All Kind Of Statutory Reports

Home

LWF, Gratuity, Bonus, Reimbursement, Perquisites & Retention

Labor Welfare Fund (LWF):

•Effective date wise LWF Structure definition
•LWF Calculation with arrears
•LWF Challan

Gratuity:

•Parameter based gratuity definition
•Gratuity calculation
•Tax calculation on gratuity
•Government Statutory Reports : F, I, J, A, G, H, K, L, M, S
•Gratuity payable as on date for liability

Bonus & Exgratia:

•Bonus & Ex-gratia applicability definition
•Bonus provision
•Bonus calculation
•Government Statutory Reports : A, B, C, D

Reimbursement:

•Reimbursement definition & plan
•Reimbursement claim
•Reimbursement payment

Perquisites:

•Perquisites definition
•Tax calculation on perquisites

Retention:

•Retention calculation for seasonal employees
•Retention Payment

Every Heads Are Once/Twice Per Year/Career But We Are Taking Them Very Carefully.

Loan & Advance, Travelling & Halting Allowance, LTC & Penalty Deduction

HUMAN VISION

Loan & Advance:

- Loan Policy definition
- Loan Disbursement
- Loan Repayment
- Capital & Interest deduction through Pay slip

LOAN & ADVANCE MASTER

- Loan Code :
- Loan Name :
- Loan Deduction Type : <--SELECT-->
- No. Of Loan Installments : 0
- Loan Deduction : <--SELECT-->
- Interest Deduction Type : <--SELECT-->
- No. Of Interest Installments : 0
- Interest Deduction : <--SELECT-->
- Remarks :

Save   Cancel

LOAN & ADVANCE DISBURSEMENT

- Emp. Code :
- Tran Code : Auto Generate Code
- Tran Date : 02/08/2013
- Loan Code : <--SELECT-->
- Disburse Date : 02/08/2013
- Loan Amount : 0
- No of Loan Installment : 0
- Installment Amount : 0
- Installment Deduction Start Date : 02/08/2013
- Interest Rate : 0
- Remarks :

Save   Cancel

Loan & Advance Module With Pending Amount Base, So No Need To Remind Yourself About The Installments Every Month.

Loan Repayment Facility Is There In Case Of Repayment Of Loan Amount Other Than Main Installment With Selection Of Principle & Interest Both.

LOAN & ADVANCE REPAYMENT

- Emp. Code :
- Tran Code : Auto Generated Code
- Tran Date : 02/08/2013
- Loan Code :
- Payment Mode : <--SELECT-->
- Repayment Type : <--SELECT-->
- Pay Date : 02/08/2013
- Amount : 0
- Principle Balance Amount :
- Interest Balance Amount :
- Remarks :

Save   Cancel

Home

Loan & Advance, Travelling & Halting Allowance, LTC & Penalty Deduction

Travelling and Halting Allowance:

•Allowance definition on distance slab
•Self transport charges based on vehicle type and employee level wise
•Halting allowance based on cities and employee level wise with hours spent slab
•Lodging and boarding parameter definition
•Allowance calculation for new joining and transfer cases
•Advance and claim settlement

Leave Travel Concession (LTC):

•LTC Block & Parameter Definition
•LTC Advance Entry
•LTC Claim and settlement
•LTC Encashment provision

Penalty Deductions:

•Auto deduction on late coming and early going
•Penalty based salary deductions

Home

LTC CLAIM ENTRY

Employee Information

Employee Code :	176
	AMIT N.VORA
LTC Block :	2012 SETTLEMENT 1ST
Application Date :	01/12/2012
Application Code :	17
Basic+PP+DA :	2825.00
Payment Date :	05/12/2012
Leave From Date :	16/11/2012
Leave To Date :	26/11/2012

Journey Member Detail

	Name	Relation	Age	Date Of Birth
☑	AMI	Spouse		
☑	ASHINI	Child		
☑	SHREY	Child		
☑	SNEH	Child		

Journey Detail

Date	From Location	To Station	JourneyMode	Distance	Amount		
16/11/2012	Ahmedabad	Kulu-Manali	By Road	3906.00	3496.00	Edit	Delete
02/08/2013			--SELECT--				Insert

Payment Detail

Allowable Kms :	3906.00	Allowable LFC :	3496.00
No. Of Tickets :	4.00	Net LFC Payable :	13984.00
Remarks :			

Save   Cancel

Define Multiple Fines As Per Requirement With Deduction Type Amount/Days/Hours.

FINE MASTER

Code :	1
Name :	Sleeping At Duty
Fine Deduction Type :	Amount
Fine Value :	50.00

Save   Cancel

EMPLOYEE FINE ENTRY

Tran Code:	1	Tran Date:	31/01/2013
Employee Code:	736	Employee Name :	BHAVAN SHANKAR THAKOR
Nature Of Fine :	Chewing Of Tobacco	Description Of Fine :	Gutkha
Date Of Fine :	01/01/2013	Witness Name :	
Reason Against Fine :	Gutkha	Reason Date :	01/01/2013
Fine Amount :	0.00	Fine Realised Date :	01/01/2013
Remarks :			

Save   Cancel

HUMAN VISION

PERSONNEL MODULE

Recruitment & Selection Cycle

•Department heads have facility to forwards manpower request
•Handles record for manpower planning
•Management can obtain reports related to future needs
•Advertisement preparation based on Job Description
•Applicant data management and resume uploading
•Keep track of interview schedule and make aware interviewer for it
•Automated call letter preparation
•Walk In Interview Provision
•Delivers Interview & Medical checkup call letters
•Evaluation and Merit List Preparation
•Offer Letter generation and Follow-up management
•Appointment letter generation
•Keeps health records of all employees along with dependent and beneficiary information
•Provides various reports including employees all information along with Past experience
•Documents can be uploaded relevant to qualification and experience

MRF, Advertisement, Resume Uploading & Interview Flow With Letters

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Recruitment DashBoard

Job Description : [   ] 🔍 Search   Show [10 v] Records Per Page

Request Code	Job Description	Request By	Request Date	Post(s)	Screening	Published	Application Received	Short Listed	Interview Scheduled	Evaluation List	Merit List	Offer
269	Engineer QC	SUBRATO DAS	08/06/2013	2	Sanc:1 Rej:0	On:08/06/2013 Till:20/06/2013	1	Sel:1 Hold:0 Rej:0 Pnd:0	28/06/2013 11:45-->1	Sel:1 Rej:0 Hold:0 Pnd:0	Merit:1 Wait:0	Accept:1 Reject:0
268	Assistant Manager QC	CHETAN PAREIKH	09/04/2013	1	Sanc:1 Rej:0	On:09/04/2013 Till:31/05/2013	1	Sel:1 Hold:0 Rej:0 Pnd:0	10/06/2013 12:00-->1	Sel:1 Rej:0 Hold:0 Pnd:0	Merit:1 Wait:0	Accept:0 Reject:0

Home

Personnel Management

- Organization Structure – Both functional & Administrative
- Department & designation allocation after joining of employees
- System alert available after completion of probation period of Particular Employee
- Make available use of competency mapping
- Company provided accommodation management
- Enables to handle Facility management like Tour, Transportation, and Canteen
- Handles employee leaving formalities & Exit Interviews.
- Enables to access data related attrition rate, causes & employee turn
- Over keep track of employee grievances, suggestions
- Medical Reimbursement and leave encashment management

Organization Chart From The System & Structure Allocation To Employee

[Home](#)
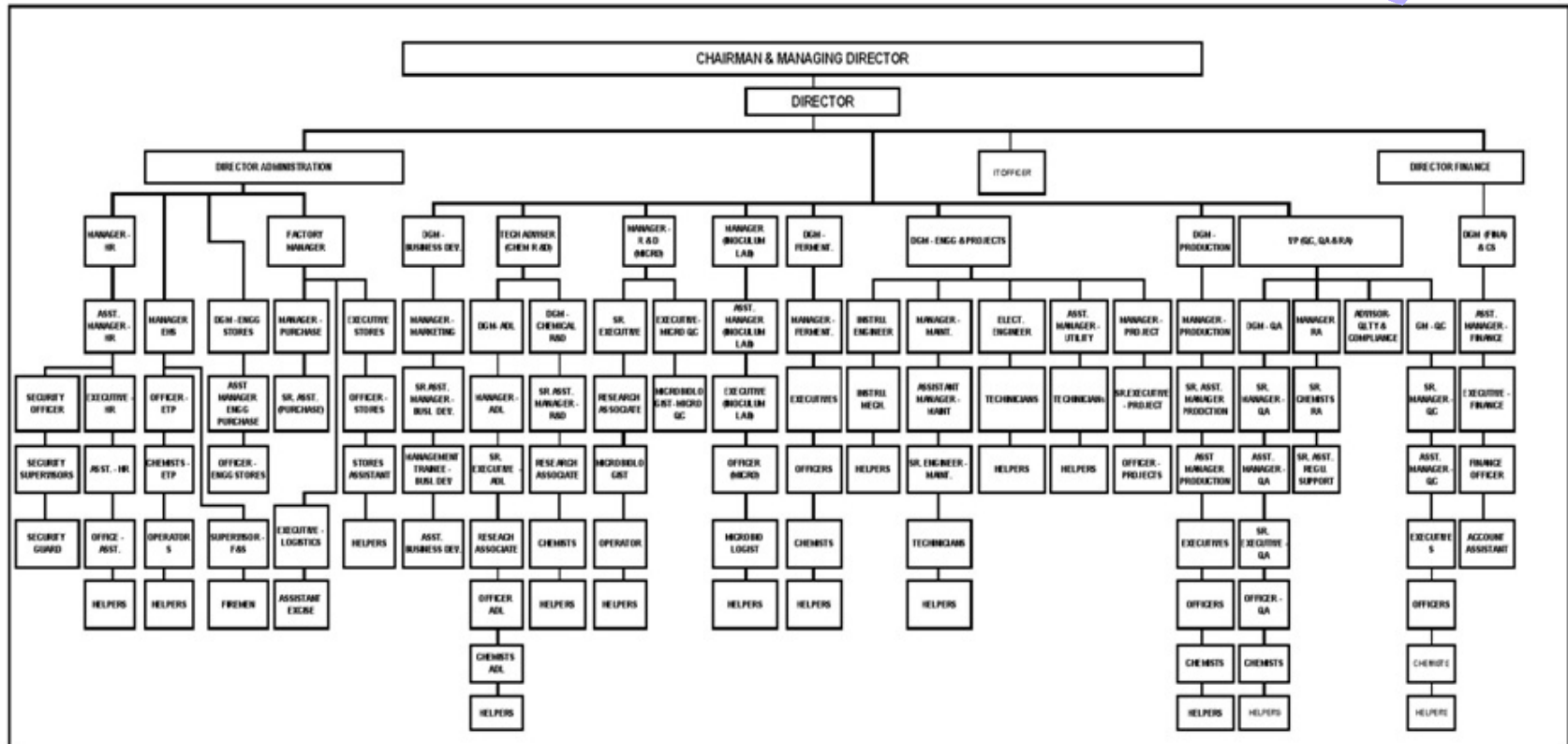
Job Description

- Job Description based on functional, level and reporting authorities wise
- Maintains Key Result Area(KRA), Expected Deliverables, Responsibility and Key Performance Indicators(KPI)
- Also maintains other Functional Skill, Knowledge and ability, Behavioral Competencies and System Competencies like EMS and QMS
- Experiences and Qualifications can also be maintained
- Auto binding of function, sub-function, level and functional/administrative reporting authorities on allocation

JD Is Very Useful Entity For HR In Organization From Recruitment To Retirement.

Job Description For Assistant Back Office

Level	:	4
Function	:	Corporate Business Development
Sub Function	:	Sales
Report To Function	:	Assistant Vice President – Marketing
Report To Administrative	:	Assistant Manager Sales & Support

Purpose and Breif Description of JOB :

To assist in execution of customer service & commercial related activities for sales & marketing

Key Result Area Detail :

Sr No.	KRA	Key Performance Activities	Performance Indicator
0			

Behavior Competency Detail :

Sr No.	Cluster	Behavior Competency	Behaviour Indicator	Criticality
1	(P) Intellectual	Information Collection	Is able to create the 'right mix' of people from different backgrounds for a particular project / function	M
			Shows adaptation and respect towards people from different backgrounds	M

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Home

Training Management

- It Provides training & development plans and requirements for present and future needs for business up gradation
- Training Identification
    - Performance Appraisal
    - Induction
    - Training Test
    - On Recommendation
- Internal or External Training Management
- Training Resource Management
- Training Calendar
- Training Parameters
- Parameter based on Level, Sub Function & Designation wise
- Training Document uploading
- Periodical Training Test
- Training Confirmation from Employee

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Training Identification On The Bases Of Different Criteria. Full Flow With Configurable Parameter s. Training Resources & Calendar Planning Features

TRAINING CALENDAR

Tran Code :	Auto Generate Code
Tran Date :	11/07/2013
Planned Date Of Training :	11/07/2013
Start Time :	09:00
End Time :	13:00
Title Of Training :	CUSTOMER RELATIONSHIP MANAGEMENT
Participants Of Training :	
Recommended By :	1987
	Jobit Shibu
Reason For Need Identification :	
Mode Of Training :	ClassRoom Training
Instructor Name :	Hema J Malini
ClassRoom :	Class Room
Remarks :	

Department
- [ ] ALL
- [ ] 676
- [ ] Accounts
- [ ] Admin/HR
- [ ] Administration
- [ ] Admission
- [x] Anaesthesiology
- [ ] Arthroplasty
- [x] Business Development
- [x] Billing
- [ ] Biomedical

Category
- [x] ALL
- [x] Asst. Manager & Below
- [x] Full Time Consultants
- [x] Manager & Above
- [x] Part Time Consultants
- [x] Shalby Krishna Emp

Home

Training Management

- •Fine Provision for Non-Participants in Training
- •Online Self Training
- •Training Participants Entry
- •Training Feed Back
- •Training Effectiveness
- •Training Certificates
- •Training Analysis
- •Number of training program conducted
- •Training Hours or man days
- •Number of re-training hours
- •% of Effective Training Programs
  - •Create training schedules calendar as per requirement
  - •Facilitate identifying competent & skilled personal for specific task
  - •Maintain record for training type, training cost, location and trainer
  - •Post training feedback make aware of effectiveness of the undergone training

Analytical Reports & Certificates For In /Out House Training

TRAINING DONE

Tran Code : **109**

Tran Date : 21/09/2012

Title Of Training : ISO TRAINING-28/08/2012-12:00-14:00

Planned Date Of Training : 28/08/2012   Planned Start Time : 12:00   Planned End Time : 14:00

Actual Date Of Training : 28/08/2012   Actual Start Time : 12:00   Actual End Time : 14:00

Effectiveness Method :

Remarks :

EmpCode	Employee Name	Department	Designation		
1974	Basil Baby	Wards	Jr.Nurse	Edit	Delete
1944	Parul R. Varia	Wards	Jr.Nurse	Edit	Delete
1969	Biji Philip	Wards	Jr.Nurse	Edit	Delete
1872	Thushara Gopi	Wards	Jr.Nurse	Edit	Delete
2096	Gulshan B Joshi	Wards	Trainee Nurse	Edit	Delete

Home

Performance Appraisal

- Parameter based performance appraisal
- Goal and Target Set with approval workflow
- Self Assessment with KRA based appraisal management system
- Periodical and annual reviewing and approval
- System supports 360 degree appraisal including short and descriptive objectives
- Time based, Merit based, Up-gradation based promotion management system
- Parameter determined increment & reward facility
- Enables to indentify special skilled person to. Accomplish organizational goals.

Dynamic Parameter Definition & Auto Appraisal Updating

HUMAN VISION
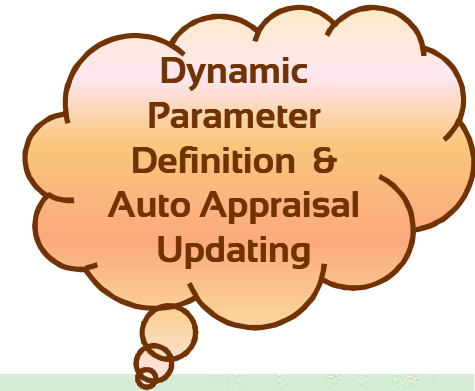
EMPLOYEE PERFORMANCE APPRAISAL

Type of Perforamnce Appraisal Rating

☐ Annual Rating   ☐ Biannual Rating   ☐ Probationary Rating

Appraiser : DON CHAMAVILAYL IDICULLA	Appraiser's Designation : Manager
Appraisee Code & Name : TAMER MOHAMED AHMED HOZAYEN (1000) - Rpt. Authority	Date Of Joining : 06/01/2002
Designation : General Manager Department : MANAGEMENT	Sub Department : MANAGEMENT
Manager : TAMER MOHAMED AHMED Rating From Date : 11/07/2013	Rating To Date : 11/07/2013

Performance Factors & Standards

Parameters	Parameters Arabic	Rating
JOB KNOWLEDGE	المعرفة بالوظيفة	
Major phases of job understood	فهم مراحل العمل	Meets Expectations (يلبي)
Work methods used were effective & efficient	آداءة و فعالية اساليب العمل	Needs Improvement (بحاجة)
Required skills to perform the job were strong	قوة المهارات المطلوبة لأداء العمل	Meets Expectations (يلبي)
Work was presentable & accurate	دقة العمل و حسن تقديمه	Urgent Improvement Required (
Work Station was always organized for efficiency	الكفاءة / فعالية تنظيم مكان العمل	Exceeds Expectations (يفوق)
Employee has knowledge of the use & operation of machines	معرفة الموظف بكيفية استخدام الماآئنة / الأجهزة	Urgent Improvement Required (
WORK CHARACTERISTICS	خصائص العمل	
Willingly accepts a variety of responsibilities	تقبل تنوع المسؤوليات بسلاسة	Needs Improvement (بحاجة)
Adapts to new situations in a positive manner	التكيف مع الاوضاع الجديدة بطريقة جيدة	Meets Expectations (يلبي)
Displays openness to learning and applying new skills	يبدي قابلية للتعلم وتطبيق مهارات جديدة	Needs Improvement (بحاجة)
Works well with others to achieve organization's goals	يعمل مع الآخرين لتحقيق أهداف العمل	Needs Improvement (بحاجة)

Home

Full & Final Settlement (TOMS)

- Full & Final Settlement from Time Office for Leave Balance, OT and Shift Allowances
- Full & Final Salary preparation
- Bonus Payment as per CTC
- Leave recovery
- Notice Pay Deduction
- Leave Encashment
- Gratuity Payment
- Reimbursement Payment as per pro rata basis

TIME OFFICE FULL & FINAL

Tran Code : 210660	Tran Date : 12/01/2013
Employee Code & Name : 210660	MANGAL BHUPESHKUMAR BHAVSAR
Reference No :	
Joining Date : 01/10/2010	Separation Date : 24/03/2012
Remarks :	

Leave Detail

Leave	Balance	Accumulated
Paid Leave	17	4

Period Detail

Pay Month	From Date	To Date	Edit	Delete
02/08/2013	02/08/2013	02/08/2013	Insert	

Save   Cancel

> Current Leave Balance Obviously Comes Automatically But We Will Provide Accumulate Balance On Prorate Based.

> At The Time Of Full & Final Settlement From TOMS, If Company Is Holding Salary For Particular Period Then We Have To Define Manually Otherwise System Will Calculate Automatically.

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Home

Full & Final Settlement (PNA)

HUMAN VISION

GRATUITY PAYMENT

Tran Code :	930020	Tran Date :	31/01/2013
Employee Code & Name :	930020 🔍	HASMUKH KALIDAS MAKWANA	
Basic :	226	Personal Pay :	0
Dearness Allowance :	0		
Joining Date :	18/09/2007	Separation Date :	31/01/2013
Service Year :	5	Number of Salary :	15
Gratuity Amount :	16950	Taxable Gratuity :	
Beneficiary :		Tax Free Gratuity :	
Reference No :		Relation :	<--SELECT-->
Remarks :			

Employee Will Get His Gratuity As Per Laws with Service Year Slabs & Income Tax Effects Automatically.

Save   Cancel

Home

Full & Final Settlement (Payroll)

HUMAN VISION

FULL & FINAL PAY SLIP ENTRY

Payslip No. : 10181/FNF	**Payslip Date :** 01/01/1900	**Payslip Type :** Full & Final
Emp. Code & Name : 10181	NAVINCHANDRA KANJIBHAI GAJJAR	
From Date : 01/01/2013	**To Date :** 31/01/2013	**Total Days :** 0.00
Week Off Days : 0.00	**Working Days :** 0.00	**Present Days :**
Paid Leave : 0.00	**Un-Paid Leave :** 0.00	**Absent Days :**
Atendance Start Date : 01/01/2013	**Atendance End Date :** 31/01/2013	

Attended Shift :

> After Full & Final (TOMS), Employee Will Get All The Payments Related To Time Office & Admin In Salary Only.

Earning Information

Earnings	From Date	To Date	Amount	Reference	Paymonth
Basic	01/03/2013	31/03/2013	1987.00	FNF-Auto	28/03/2013
PL Encash	01/03/2013	31/03/2013	1015.00		28/03/2013

Gross Earnings : 3002.00

Deduction Information

Deduction	From Date	To Date	Amount	Reference	Paymonth
PF	01/03/2013	31/03/2013	238.00	FNF-Auto	28/03/2013
ESIC	01/03/2013	31/03/2013	35.00	FNF-Auto	28/03/2013

Total Deductions : 273.00

Net Payable : 2729.00

Save   Cancel

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Company Profile

Chattary Ajwan InfoTech Pvt. Ltd. is Ahmedabad-India based company working in software since 1989. Our domain expertise is in Web based High End Software Solutions, Business Applications for Manufacturing Industries, Service Industries and Retail Automations. We also work for big customized solutions.

CAIPL has a dedicated team of qualified & expert professionals, with specialization in the different technologies. It operates in different areas onsite, offsite & on line services for offshore. CAIPL delivers impressive quality very economically and effectively. It ensures project deliveries on time through best-in-class technology and solutions to optimize result. We have highly experienced implementers having in-depth business process knowledge, expertise for requirement gathering and delivering software as a solution. We have presence in India, Middle East countries and African countries.

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