



Nitso HRMS-Module Details

The HRMS Pack will contain the following:-

Nitso Web based Employee Self Service Module
MS-SQL / Oracle Backend Compatible Version

- Nitso Web based Employee Self Service Module with
 - Gateway Module to create & manage employee profile with status By ADMIN of system.
 - Stringent Password Policies for data protection.
 - Employee Profile View, Edit & Approving process by HR to update Master Data.
 - Leave Balances with drop down to ledger level view.
 - Loan Balances with drop down to ledger level view, Repayment Schedule & available respective balances of various Loans.
 - Reimbursement details with ledger level view, vouchers status & available of various Reimbursement heads balances.
 - Current CTC View, Current & Historic Payslips along with Summarized payslip & Monthly Comparison Report for Financial Year.
 - Submit Income Tax Investment Declarations online.
 - Approval of Declaration Amount by HR in NITSO PAYROLL.
 - Employee wise Income Tax Projection report on Investment declarations.
 - Comprehensive Policy Document Management for up to date information to employee on Company Rules, Vision Mission Statement etc.

- Nitso Work Flow Module
 - Approval Level Creation to manage process management.
 - Module wise approving process to manage transaction with life cycle of each application.
 - User Friendly Employee mapping process on reporting with organization hierarchy.
 - Work Transfer Module to cover transaction forwarding to alternate approver or revoke charges on left of HOD.

- Online Leave Processing Module
 - Flexibility to Create Leave Application Policy as per requirement.
 - Setting Parameters for Leave application.
 - Auto mail initiations by system on apply, approve & reject of leaves to User & HOD respectively.
 - Comprehensive view on various information of employee to HOD before approving leave.
 - Auto posting of approved leave in NITSO PAYROLL at month end payroll process.

- Time Attendance Module in NITSO PAYROLL & NITSO ESSM
 - Facility to capture attendance related data from multiple source e.g. Swipe Card Interface, Online Login - Logout & Daily or Monthly Muster Based Data capturing by HOD's.
 - Comprehensive attendance policy designing module to configure location or group specific rules & regulations.
 - Attendance Regularization by HOD.
 - Monthly Attendance Report to employee.

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- OD & irregular attendance will be regularized by respective HOD with their notes.
- Performance Management System - (PMS)
 - Define GOAL / KRA / KSA & Values for Performance Appraisals alongwith weightage points.
 - Create Appraisal Calendar.
 - Open Appraisal Calendar for Self Appraisal.
 - Self appraisal then will be opened to HOD for their review & comments.
 - HR will do final review & will freeze the process.
 - Final scorecard will be generated after above process.
- Online Claims / Reimbursement Processing Module
 - Flexibility to Create Claims / Reimbursement Application Policy as per requirement.
 - Setting Parameters for Claims / Reimbursement application.
 - Auto mail initiations by system on apply, approve & reject of claims / reimbursement to User & HOD respectively.
 - Auto posting of approved claims / reimbursement in NITSO PAYROLL at month end payroll process.
- Training Module
 - Create Training Programme.
 - Plan the Training Programme, Send Invitations & Collect Confirmations.
 - Training Feedback from Employee.
 - Track the training programme.
- Employee Exit Management Module
 - Online Resignation Request by employee.
 - Comprehensive Exit Interview Form.
 - Final approval from HR with exit interview details.
 - Connectivity to F n F Module of NITSO PAYROLL.
- Recruitment Management Module
 - Nitso RECRUITMENT MODULE will automate the hiring process with comprehensive & user friendly interface for candidate database.
 - Process will cover MANPOWER / JOB PROFILE requisition from HOD with further
 - Escalation to HR for final approval, dynamic interview process & capturing review at all rounds / levels.

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