



## Write-up Nitso HRMS

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**NITSO HR Suite** is very comprehensive but modular in nature & its also very flexible and user-friendly HRMS software. NITSO HR Suite consists of NITSO Payroll, NITSO ESS & NITSO HR.

NITSO HR Suite is HRMS software that allows you to give a free rein to the hidden potential and buried talent of your human capital, in an organized and efficient manner by linking People, Strategy and Performance together.

NITSO HR Suite seamlessly integrates all the aspects of Organizational & Human Capital development. It improves performance and accountability by providing a matrix of intelligent processes and a structured work flow to accomplish Strategic Goals.

NITSO HR Suite significantly enhances bottom-line savings by automating routine HR and employee processes, frees the HR department to concentrate on strategic tasks contributing to organization growth, while providing employees and managers anywhere, anytime access to key functional business processes, information and knowledge.

NITSO ESS & NITSO HR Suite is browser based application developed using ASP/.NET technologies with power of RDBMS like MS-SQL or ORACEL as backend and can be seamlessly used by employees over intranet or internet.

### KEY FEATURES

#### **NITSO EMPLOYEE SELF SERVICE MODULE (ESS):**

The entire process is automated & integrated between Employee Self Service Module & NITSO Payroll to reduce the manual intervention and get desire information in employee's hands, on click of a button. NITSO Payroll & ESS Module will meet your current need & allow growth into your future requirements.

#### **Employee Module:**

- Individual Employee Login with Password protection and change of Password on regular intervals for enhanced security.
- Display of detailed Employee Personal Profile.
- Display of Leave Balances with drop down to ledger level view.
- Display of Loan Balances with drop down to ledger level view, Repayment Schedule & available respective balances of various Loans.
- Display of Reimbursement details with ledger level view, vouchers given & available respective balances of various Reimbursement heads.
- Display of Current CTC, Current & Historic Payslips along with Summarized payslip for from & to period.
- Submit Investment Declarations online.
- Display of IT Projection report on Investment declarations.
- Display Company Rules & Notice available in ESSM module.

#### **Admin Module:**

- Create User Login for employees & give restricted rights to view specific modules to the employees.

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- Define Rules & regulations and Notices of the Organization.
- Set the filter on the Payroll data for any given period & employees can only view the
- Pay slips, Tax Projection statement, and Investment declarations etc. for the given period.
- Left employees can be restrict to login into the system by flagging their status as terminated.

### **NITSO HR Suite:**

NITSO HR Suite helps in automating all the HR functions like Workflow, Recruitment, Training, Leave management, Claim management, Appraisals etc. It also reduces delays and cuts inefficiencies. NITSO HR Suite provides Organizations and their employees an easy and effective tool to adopt best HR practices.

### **NITSO HR Suite consists of the following major modules:**

#### **Workflow Management:**

The organization chart can be created with help of Workflow module, where Hr Mangers in graphical environment can define Comprehensive Organization structure & then conveniently mapped in such manner to have at a glance view of individual, the teams or entire department, this will help them to create & maintain agile organization structure. The module can then attached to other processes where it will help them to reduce the process time, the status & results then can view in real-time environment.

#### **Recruitment:**

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. MIS on each level with advanced search on candidate data.

#### **Leave Management Module:**

Employee can view their Leave balance & Apply for the same online, the application will be forwarded to HOD for further approval, auto calculation for leave accruals, leave used & leave balances during the period, Also application for leave encashment & endorsed application will be automatically transferred to NITSO Payroll to release the payment.

#### **Attendance Management Module:**

NITSO HR Suite is equipped with multiple options to manage & maintain employee attendance, which vary from Real Time to Daily & Monthly Summary, the same can also be attached with workflow module for multiple approvals & Regularizations. Month end summary of authorized attendance along with leave will be seamlessly integrated with NITSO PAYROLL to Proceed for Salary Processing.

#### **Claims, Reimbursement Management Module:**

View reimbursement status & balances, Online submission of claims for Medical, LTA & other reimbursements like Petrol or Telephone which requires supporting, Such claims will then forwarded to concern approver for sanctioning, Approved claims will be automatically transfer to NITSO Payroll to release the payment.

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### **Training:**

The training module will atomize the process where Hr managers will create training program with its type & can link the same to Employee, Team or Departments. The information related to training like Type, Trainers, Venue, Dates & Time can be conveyed to participants or groups through various channels, once employee will enroll for same then progress report can be viewed with each milestone, post completion of training program the reporting tool will help Hr Manger to analyze the success of the same.

### **Performance Management System:**

In an unconventional method NITSO HR PMS will give liberty to Employees for defining their own KRA / KPI with task & Targets to achieve by keeping in mind the Companies Vision and Mission. An online employee appraisal system which simplifies objective of reviews between employee and the organization, Set goals and targets which can be reviewed on a regular interval. Track them by milestones & evaluate results to facilitate organization to follow progress. Flexible appraisal mechanism to analyze a complete vision. Individual goals & achieved performance records creates an objective platform to tie compensation and rewards to performance.

### **SERVICE AND SUPPORT.**

NITSO ensures successful and efficient implementation of software by offering the optimum level of training to user with experienced consulting and technical support team. We are committed to support our customers with high quality training services and we do this through dedicated training session.

Building on etensive domain knowledge and continuous investment in leading edge technologies along with continuous involvement of clients experience and feedback.NITSO has achieved one of the best practical software solutions for Payroll and Fixed Assets Management System.

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