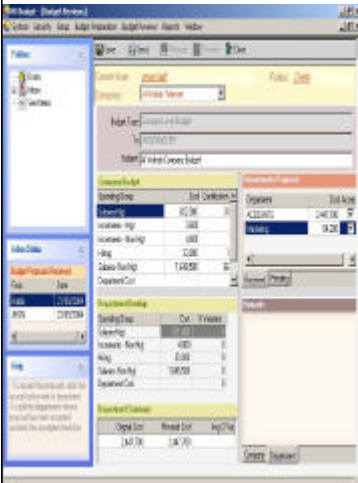
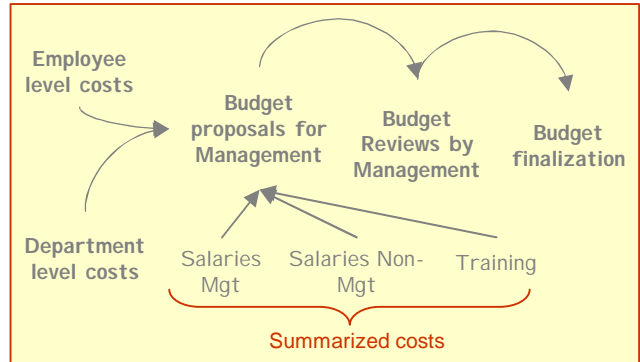




HUMAN RESOURCE PLANNING

HR Management uses what-if analysis while planning for the next year's human resource requirements. HR Planning module provides the right tool for performing what-if analysis suggesting the overall impact of salary increments, new hiring, change in other parameters like increase in training cost, etc.



DEPARTMENT LEVEL BUDGET PREPARATION

This option provides the flexibility of department level budget preparation by the concerned department heads providing a relief in the overall workload of HR management. Department level budgets can be prepared by considering cost of existing staff, new hiring, vacant positions due to retirements, proposed increase in benefits and perks and shared cost of an employee between multiple departments.

Employee Name	Employee ID	Position	Month	Annual Cost	Perk Increment	Shared Cost	Total
HAS, ABHIR LAL	00001	Software Engineer	12 Months	4,000	4,000	4,000	12,000
SHANU LAL	00002	Software Engineer	12 Months	4,000	4,000	4,000	12,000
SHANU LAL	00003	Software Engineer	12 Months	4,000	4,000	4,000	12,000
SHANU LAL	00004	Software Engineer	12 Months	4,000	4,000	4,000	12,000
SHANU LAL	00005	Software Engineer	12 Months	4,000	4,000	4,000	12,000
Total			60 Months	20,000	20,000	20,000	60,000

SECURITY

- Mailbox settings for each authorized user
- Setting of rules like "can send to", "can receive from", etc
- Budget review authorities such as company level view, department level view

WHAT-IF ANALYSIS

System supports company level and department level budget. What-if analysis is provided for both of these budget types and the users of each budget type can perform what-if analysis at their own level to see the impact of different parameters change. For instance, company level management can see the impact of overall increase in management salaries while department heads can see the impact of change in an employee's salary.

BUDGET REVIEWS

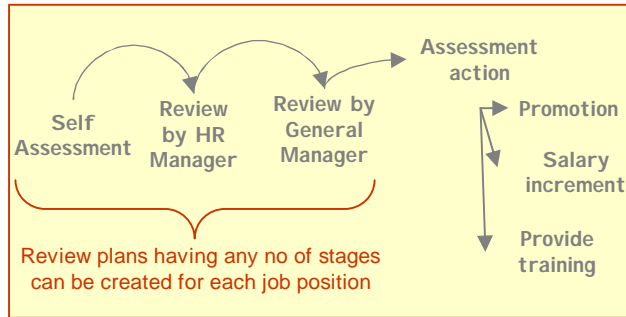
Human resource planning module provides a powerful budget review tool to the Top management by providing summary views of company and department budget. These views provide analytical information by supporting custom grouping of employees cost, such as cost of existing staff can be grouped for management and non-management employees. Similarly cost of hiring can be split into management hiring cost and non-management hiring cost.

- Merit increase structures like default increment %ages
- Shared employees cost

PERFORMANCE EVALUATION

Performance evaluation is a continuous process that starts right from new employee induction and continues during the employee's stay in the organization.

This evaluation process can become a real issue in large organizations conducting multiple evaluations of a single employee. Performance Evaluation module helps the HR Management by providing employee evaluation schedules, custom evaluation sheets and salary action policies.



CUSTOM EVALUATION FORMS

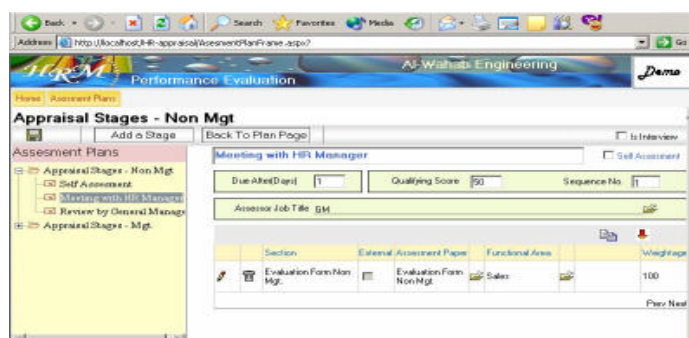
Performance review sheets containing evaluation parameters and their respective weightage can be created on user demand depending on the size and requirement of Organization. Small to medium sized organizations can create and use simple evaluation forms such as Management evaluation form, Non-Management evaluation form while large organizations can create and maintain multiple evaluation forms for a single job position. Available form categories are self assessments, management review sheets, MCQ's and any custom defined tests.

PERFORMANCE REVIEWS

Evaluation scheduling and monitoring is the key feature of the module. User can create performance review plans for different employee categories such as top management, middle management, etc based on evaluation methods such as start of year method and joining date method. Multiple review plans can be maintained for each employee including half yearly review, yearly review and reviews at user defined intervals. Each review plan can be a multi-stage process including self assessments, reviews by any number of seniors. Evaluation schedules are generated based on review plan and evaluation method. HR Management can monitor stage by stage completion process of an employee's evaluation

POST REVIEW ACTIONS

The system suggests actions such as promotion or salary increment or training needed using action policy definitions. Action policies can include experience required (no. of years on current job, no. of years on a similar post) and obtained score percentage.



SALARY ACTION POLICIES

- ⌘ Experience required on current post
- ⌘ Experience required on similar post
- ⌘ Promote if Assessment score \geq xx% (say 75%)
- ⌘ Increase salary if Assessment score \geq yy% (say 60%)

TARGETS & ACHIEVEMENTS

- ⌘ Definition of yearly employee targets
- ⌘ Entry of achievements against targets

JOB REQUEST MGT.

- Department based job requests placement
- Job request tracking console provides a central place to view departments requests.

CORRESPONDENCE

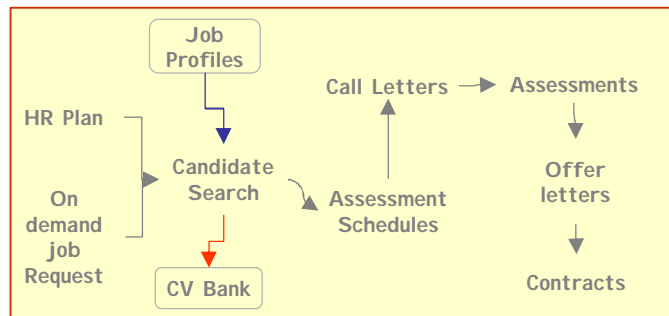
- Add letter templates created in any word processing tool
- Attachment of bookmarks representing any Recruitment entity such as candidate, country, city, etc

JOB OFFERS

- Salary package offer using job position salary structure
- Salary package revision based on candidate ability

RECRUITMENT

Recruitment+ is a comprehensive module taking care of the recruitment process starting from job requests placed by department managers to candidate selection and orientation.

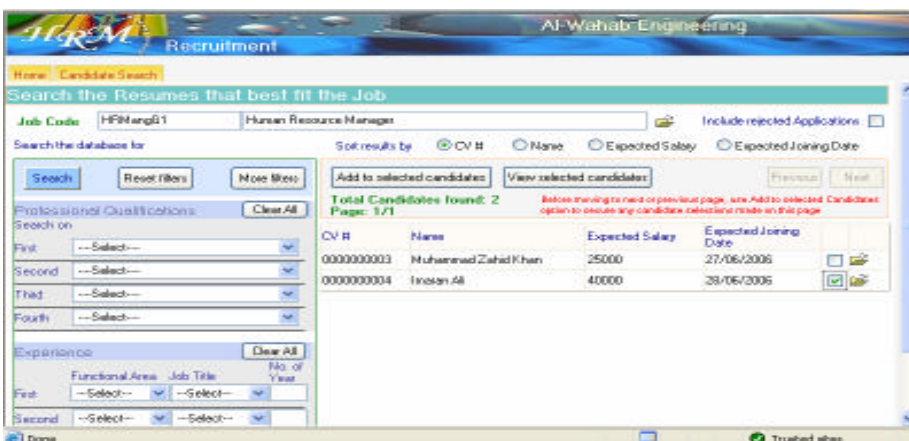


Online-CV COMPONENT

Online-CV+ is a web hosted component designed for capturing applicant CVs electronically. The idea of this component is to provide a secure databank that can be searched on demand for best suited candidates. Candidates can create and update their CVs using their own login id, password.

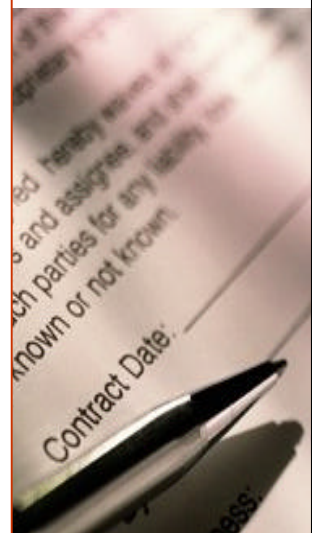
EXTENSIVE SEARCH FACILITY

Extensive search facility to find desired candidates in applicant database using parameters like qualifications (professional, academic), experience, skills, other parameters like age, gender etc. You can perform strict search using parameter values defined in job code alternatively you can create custom search by specifying parameter values that are different from job code parameter values.



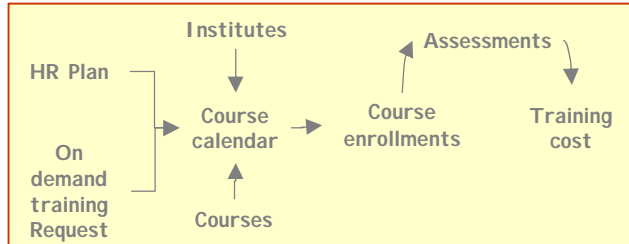
ASSESSMENT SCHEDULES AND CANDIDATE EVALUATIONS

Assessment schedules can be generated for candidates selected from databank. Candidate evaluations can be performed by using custom defined interview sheets, MCQ's, job related tests.



TRAINING & DEVELOPMENT

This module helps HR Management in employee training related activities such as course calendar management, employee training cost management, post training evaluations



TRAINING NEEDS IDENTIFICATION

Training needs can arise as a result of performance reviews, induction of new employees, and department ad-hoc needs. System converts these needs into training requests and posts on HR Manager's console.

TRAINING CALNEDAR

Maintenance of courses, workshops, seminars with their respective institute, duration and cost.

Institution	Version	From	To	Course Fee	Level
Institute of Management Science	Phase 1	20/08/2011	20/11/2011	1000	2
Alfa	Phase 2	21/11/2011	24/12/2011	1000	3

COURSE ENROLLMENTS & ASSESMENTS AFTER COURSE COMPLETION

HR Management can use the course calendar and department requests to enroll individual candidates for specific courses. Decision of enrollment for a specific course includes confirmation of prerequisites/ skills required for the course. System provides the facility of candidate assessment after the course completion and also provides for institute evaluation by candidate. Training cost incurred on an employee can be provided in user defined cost breakups such as traveling, living cost, daily allowance

Institute	Course	Enroll Date	Enroll Status	Course Fee
INSTITUTE OF MANAGEMENT SCIENCE	AC20101	20/08/2011	Completed	1000000
INSTITUTE OF MANAGEMENT SCIENCE	AC20101	20/08/2011	Completed	1000000



TRAINING INSTITUTE PROFILE

- ✎ Courses offered
- ✎ Cost of courses
- ✎ Institute rating based on post course evaluations

SETTING PRE-REQUISITES

- ✎ knowledge of functional area such as knowledge of marketing
- ✎ On job experience
- ✎ Previous courses attended
- ✎ Qualification level