**Powerful & Effective**

**Leader in Payroll & HRMS!**

**Trusted by thousands of users across India!**

**EMPLOYEE DATABASE**
Get entire information about the employee in one go.

**TIME & ATTENDANCE**
The most comprehensive Time & Attendance Software.

**LEAVE MANAGEMENT**
Manage all your Leaves under one umbrella.

**PAYROLL**
Have a complete command over the payroll.

**REIMBURSEMENT**
Track your Claim & Reimbursement hassle-free.

**LOANS & ADVANCES**
Get Instant Information about all your loans & advances.

**TRAVEL**
Time efficient Travel Expense handling.

**TDS & TAX PLANNER**
Salary TDS calculations simplified.

**RECRUITMENT**
Recruiting has never been this easy.

**PERFORMANCE**
Boost your employee's performance with 360 Degree Appraisal.

**TRAINING**
Equip your employees with skills that drive business success.

**TIME SHEET**
Control Labour Cost & Working hours of employee.

**MOBILE APP**
Now Access Payroll, Anytime, Anywhere, 24x7 with Mobile App.

**EMPLOYEE SELF SERVICE**
A Dynamic Employee Self Service Management.

**HRMTHREAD**
CLOUD PAYROLL & HR SOFTWARE

Powered by SENSYS

www.hrmthread.com

## HR Functions

- General Information.
- Hobbies.
- Personal Information.
- Achievements.
- Employee Photo.
- Address/ Contact details.
- Employee Qualification.
- Work Experience.
- Passport/Visa details.
- LIC details.
- Vehicle/ Driving License details.
- Employees Documents/ Photos / Attachments.
- Complete Tracking of Employee Movement between Branches.
- Departments/ Grades/ Designations.
- Family Members/ Emergency contacts.
- PF Nominee/ LIC Nominee/ Gratuity Nominee.

## Time & Attendance Management

- Facility to capture attendance-related data from different sources like swipe cards, and biometric systems.
- Manage employee attendance, permission, late coming, overtime, leave, and compensatory off.
- Shift Rotation & Shift Pattern.
- Attendance Arrears & Real-time integration with Biometric / Attendance Machines.

## Leave Management

- Leave Rules can be defined.
- Yearly Credit of Leave/ Pro-rata basis.
- Monthly Increment of Leave/ Pro-rata basis.
- Carry forward facility for the balance left.
- Encashment of Leave/ Encashment in excess of Leave.
- CL, PL, SL, Compensatory & Customizable Leaves.
- Attendance / Leave Ledger & Monthly Attendance Register & Yearly Attendance Summary.

## Payroll Processing

- Input information for all newly joined employees and exit left employees.
- Create a new payroll month & Process the Salary.
- Salary on hold & Freezing of salary in case of termination of employees.
- Process & Print Pay slips for groups or for selected employees.
- Overtime, Gratuity, Bonus & Exgratia Calculation.
- Supplementary Payments.
- Auto generation of Electronic Challan cum Return (. ECR) file
- Monthly Excel sheet for direct uploading on ESIC Website.
- User definable State Wise Slab.
- Generates Full & Final Settlement Calculation sheet for all the calculations done.
- Output reports to screen, printer, MS Word & Excel
- Option to preview Pay slips / Salary Sheets or any other reports on screen before final printing.
- Integration of Payroll Software with Tally.
- Journal Voucher Entries.
- Employee & Payroll Data if available in Excel can Import into our software.

## Flexible Structure building capability of Earning & Deductions

- Flexibility to add or modify any number of Salary Components - Earnings and deductions.
- User Defined Entry Field with unmatched flexibility for Formula, percentage, or Customized Calculation.
- Taxable & Non-Taxable Earnings for Income Tax Calculations.
- Pay slip / Non-Pay Slip Component.
- Calculation based on Attendance.
- Monthly or Yearly Payments.

## Salary Reports (Pay slip & Salary Sheet)

- Automatically calculates all the income, deductions & Company Contributions as per the requirement.
- Generate Bank statements, Direct Electronic Bank transfer files & Covering letters for Banks.
- YTD salary Sheet & Summary of each employee.
- Bank Transfer Statements can be generated for both Regular, Reimbursement Payments & Supplementary Payments.
- Covering Letters / Cheque / Bank Transfer / Cash List.

## Income Tax Management

- Auto calculation of TDS based on Projections.
- Quarterly e-TDS Return as per the NSDL format. | Income Tax Projections can be emailed in PDF format.

## Reimbursement Management

- Multiple Reimbursement Components like Medical, LTA and customizable Reimbursement Components.
- Annual Limits or Monthly Accruals
- Reimbursement Pay slips, Bank transfer statement for Reimbursement Component.

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## Loans & Advance Management

- User Definable Loans/Advances (Multiple).
- Loan Disbursement option with EMI option
- Loan Recovered, Loan Balances & Loans History – Employee wise & Loan Ledger.
- Online submission of Loan Application and supporting workflow.

## Employee Self Service Module

- Each employee is provided with an online account.
- Employees can log in and view their:
  1. **Pay slips**
  2. **Yearly Salary Register**
  3. **Loan & Advances - Recovery / Balance**
  4. **Reimbursement Payments - Balance / Status**
  5. **Income Tax Projections**
- Submit their Income Tax Declarations.
- Submit Leave Application.
- Submit Reimbursement Bills.

## Exit Management

- Employee can place the request of exit online.
- Exit request is sent to each concerned department head for Approval.
- Auto transfer of data to Payroll for full & final settlement calculation.

## Travel Management

- Employee can raise travel requests along with individual preferences.
- Combined request for ticketing, visa, hotel & cab reservations, foreign currency purchase, etc.
- Multi-level / multi-department approval workflow management.
- Booking Confirmation from the travel desk.

## Timesheet Management

- Flexible Timesheet reporting on an hourly, daily, weekly or monthly basis.
- Minimum working hours' parameters can be defined.
- Automatic or Manual CTC rate can be defined.
- Managers can fill the timesheet for their subordinates.
- Timesheets approved by the Team Leaders / Managers & Locking process.
- Reminder Email for Timesheet not filled in by employees.
- Project-wise / Activity-wise expenses can be tracked easily.

## Training Management

- User-defined Training Course / Course Categories available.
- Course Programs can be created resulting in a Training Schedule for a given Training Year.
- Nominations can be done through.
- Employees can nominate themselves Online for the training through self-nomination
- The manager can nominate his subordinates for the training.
- Nomination can also be done due to Training Need Analysis.
- Faculty / Coordinator and External Agency masters can be maintained.
- While designing Courses, Qualifying Skills, Qualifying Courses, disqualifying courses, Reading Links, etc. can be maintained.
- Pieces of training Schedules for the calendar are pre-defined and available to the employees online.
- Training Locations, Training Venues, Special Needs during training.
- Expectations from the training can be defined.
- Based on the predefined Priority scheme training program can be allotted for the limited no of seats.

## Recruitment Management

- Manpower Requisition Form and related Workflow for approvals.
- Vacancy Creation and related workflow for approvals.
- User-friendly Resume Database Management.
- Easy Integration of Online Resume Submission by the candidate.
- Search in Resume Database for keywords, Vacancy Requirements Search inside records, CVs, notes, emails, etc.
- Review, Shortlist, Tag Candidate Profiles.
- Online test for a candidate.
- Schedule Interview Rounds with Automatic alerts to Candidates through Emails.
- Update Interview Results with Automatic alert to Candidates through Emails.
- Generate Offer Letters to candidates with Automatic Alerts to Candidates through Emails.
- Generate Appointment Letters to candidates with Automatic Alerts to Candidates through Emails.
- Post/View/browse Candidate Details, Notes, Emails, History, and CV with simple clicks.
- Bulk Email to candidates

## Performance Management (PMS)

- Company Objectives and Initiatives can be defined.
- Goals/KRA derived from Company Initiatives can be maintained.
- Job Description (JD) based goals are maintained.
- Goal sheet allocation for the employees with a workflow between manager and employee can be done.
- Upon Goal Sheet Approval by the employee and manager, the goal sheet is assigned to the employee.
- KRA/competencies / QA forms can be designed by the user and can be allotted to employees at the time of appraisal.
- The 360-degree appraisal can be achieved where Managers, Subordinates, Peer groups, and Customers.
- Appraisal result is available at the time for Promotions/increments.

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# HRMTHREAD Mobile App Features

## EMPLOYEE PROFILE

A place which can be related as a heart of the database. which gives you the idea about one's professional background.

## LEAVE APPLICATION

A function that was never this simplified as like just sending a text message.
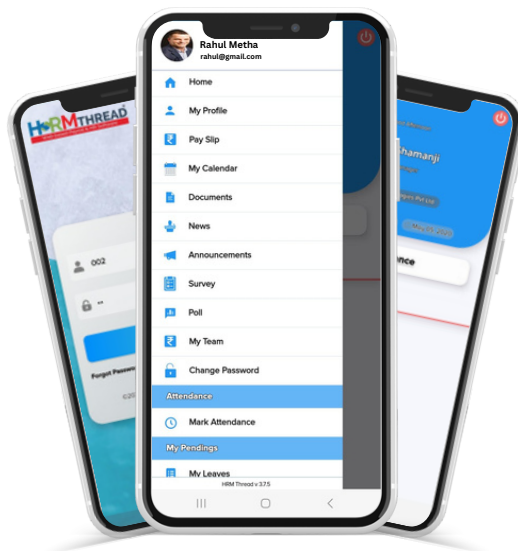
## NEWS DOCUMENTS

A tab that keeps you aware of what's coming your way & loops you in with necessary documentation.

## REIMBURSEMENTS

One of the best ways to get this sorted is via a mobile app without leaping the software.

## SELFIE ATTENDANCE

A feature that helps avoid proxies and mark your attendance without any error.

## DAILY ATTENDANCE

An application that helps an employee to mark in & mark out on the go.

## PAYSLIP

A feature on your mobile which keeps you posted that how are you being compensated.

## REMINDERS

Keeps you updated well in advance, so you know how a situation needs to be taken care of.

## GPS LOCATION

Know where your employees are with the help of the Global positioning system especially when they are on the fieldwork.

## FACE RECOGNITION

A software application that verifies your identity through face detection.

## Geo Fencing Feature

Mark-in and Mark-out are available only within the defined Geo-Fenced area. Geo-fence is a virtual barrier around a physical location.

This function is capable of countering fake & false location submissions. Geo-fencing is a technology that uses mobile GPS.

functions to create a virtual geographic fence for its employees. Employees can't mark in or mark out beyond a geographic boundary that is set by the employer.

HRMThread architecture ensures that organizations such as Institutes, Universities, Hospitals, Banks, Hotels, and multiple other industries can benefit from using the Geo-fence feature.

## Payslip on WhatsApp

### Still, receiving old-style payslips in the mail or envelopes?

It's time to upgrade your style! Introducing HRMThread, where you can now get your payslip directly on WhatsApp!
Say goodbye to paper payslips and hello to the ease of digital solutions.

**HRMThread provides the following benefits:**

- **Instant access to your payslip**
- **Environmentally friendly approach**
- **Streamlined payroll process**

Upgrade your experience and join the digital revolution!

# On- Boarding Features

### Initiation by Boarding Authority

- Boarding Authority Access
- Position ID Management
- Notification System

### Employee Information Submission

- Personal Information Form
- Work Experience Details
- Qualifications and Education
- Document Upload

### Data Security and Compliance

- Secure Data Storage
- Audit Trails
- Access Controls
- Data Retention Policies

### Workflow and Verification

- Workflow Automation
- Verification Dashboard
- Status Updates
- Reporting and Analytics

### Communication and Collaboration

- Employee Notifications
- Boarding Authority Collaboration
- Employee Assistance

# Payroll Outsourcing

**One of the most critical components of running a business is delegation. One essential part of the business you can actually delegate to is payroll, and who better than us, the leader in payroll processing, empowering businesses since 2004.**

Monthly Salary Processing based on the shared inputs

Payroll-related MIS reports, including the transmission of payslips to employees.

Payment of statutory compliances like PF, PT, ESIC, and LWF as applicable

Processing of final settlement and monthly paycheck based on shared inputs.

Filling of the monthly and quarterly statutory compliances like 24Q and 26Q

Web based access of employee self service

Helpdesk services & handling of employee queries related to payroll

Generation & transmission of form 16 to employees

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