

# Enterprise HR Management Solution



By



*Contact -*

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## 1.0 Introduction

Opportune Technologies Pvt. Ltd [OTPL] is a **HR solution provider** and operational **since 2002**.

## 2.0 Enterprise HRMS Solution Overview

A company's strength is best judged by how well its human resources are managed. HR Solution helps automate time-consuming personnel related processes, thereby increasing effectiveness of HR in the whole enterprise.

OTPL, based on its extensive **HR domain understanding and Technology skills**, has developed Enterprise Human Resource Management System. It's a Enterprise Solution that helps HR to improve on the existing processes, unify the different HR systems, thereby creating tremendous impact on organization's bottom line. Our proven solution provides you ease-of-use through the use of simple navigation screen and robustness to execute your processes with increased efficiency and effectiveness.

**Opportune's Web-based Enterprise HR Solution "OPTHRMS" has mainly four user role based modules – Employee, Management, HR Department and System Admin.**

## HRMS Features

System Configuration		
Employee	HR Manager	Management
<ul style="list-style-type: none"> <li>• My Details</li> <li>• My Attendance</li> <li>• My Salary</li> <li>• My Taxes</li> <li>• KRA / Goal Settings</li> <li>• Appraisal</li> <li>• Appraisal Review</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Database</li> <li>• Configure HR Policies</li> <li>• Upload Attendance</li> <li>• Structure Salary</li> <li>• Admin Reports</li> <li>• Generate Salary</li> <li>• Organizational KRA Settings</li> <li>• Appraisal Scheduling</li> <li>• Appraisal Monitoring</li> <li>• Bell Curve</li> </ul>	<ul style="list-style-type: none"> <li>• Alerts</li> <li>• Approvals</li> <li>• Dashboard</li> <li>• MIS</li> <li>• Reports</li> </ul>

## 2.1 Employee Module

The employee portal module offers following Employee Self Services features accessible over the Web –

- ❑ **Online Employee request workflows [Leaves, Business / Travel Expense requisition, Business / Travel Expense claim, Outdoor Duty, Compensatory Off, Loan, Advance etc]**
- ❑ **Re-imbusement workflow (Vehicle, Mobile, Medical etc.)**
- ❑ **Leave Encash, LTA etc.**
- ❑ **Personal Calendar**
- ❑ **Training Calendar, Training Request, Training Feedback**
- ❑ **Customized Integration with time recording devices (Access Card/Biometrics)**
- ❑ **Attendance and Yearly Leave View**
- ❑ **Salary Slip View and Download**
- ❑ **Income Tax Declaration and Tax Computation Report**
- ❑ **Employee Web Help Desk – For HR Policy and employee support**
- ❑ **KRA Setting, Appraisal Entry**
- ❑ **Employee Communication using email, Ticker**
- ❑ **Employee Web Help/Knowledge Desk – For HR Policy and employee support**
- ❑ **View Corporate Events, View Policies, View Holiday List**

*All the above features are accessed by employee over the internet using secured login and managed access control.*

## 2.2 Management Module

In addition to the above mentioned features, those who perform managerial role they have following **additional web based features** available via the management module.

- ❑ **Various Alerts**
- ❑ **Approvals Workflows for Employee Requests**
- ❑ **Dash Board, MIS**
- ❑ **Effective Monitoring of Team member Attendance**
- ❑ **Timely Employee Remarks capture (Warnings/Appreciations/Exit Interview Notes/ Other Remarks)**
- ❑ **Appraisal Review**

## 2.3 HR Administration Module

The HR Administration Module has the following features:

- ❑ **Maintain Organization structure (Locations, Departments, Grades, Designations, Reporting Structure)**
- ❑ **Employee Database and Its life cycle management in the organization**
- ❑ **Configuration of HR Policies, Shift Structure as per grade/location**
- ❑ **Attendance Process Management**
  - Configure Attendance rules as per HR policy,
  - Maintain multi location Holiday List, Define Optional Holidays
  - Custom Attendance Capture as per customer system (Biometric/Access Card/Manual/Auto etc.)
  - Intelligence to throw attendance discrepancies for quick and effective HR review
  - Efficient mechanism for Attendance Maintenance and Monitoring
- ❑ **Leave Management**
  - Define Leave Type and its rule as per leave policy
  - Maintain Leave balances
  - Set rules Incremental Leave credit – Monthly/Yearly
  - Mechanism to verify leave balance and Mechanism to resolve discrepancies
  - Leave Ledger, Yearly Leave snap-shot
  - Well Integrated with attendance capture for auto leave balance update
  - HR Views for effective leave applications monitoring
  - Leave Encashment process
- ❑ **Payroll Process Management**
  - Define & maintain Salary Heads of earnings and deductions with parameters
  - User configurable Formulae based Salary heads
  - Defining Grade based Salary/CTC Structure
  - Performance Bonus/Variable Pay /Extra working/OT Configuration
  - Salary Calculation based on attendance
  - Trigger Salary Publish for online Employee Salary view
  - Pay Register, Tax Reports , Bank disbursement sheet along with Bank letter
  - Increment Management
  - Stop/Hold Salary due to any reason
  - Customised Integration with Financial Accounting software
- ❑ **HR Statutory and Regulatory compliances (PF, ESIC, LWF etc) covering central as well as State level regulations**
- ❑ **TDS Projection Computation**

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- ❑ **Employee Asset Tracking**
  - ❑ **Tracking Training Cost**
  - ❑ **MIS Support, Alerts, Approvals**
  - ❑ **Awards / Rewards**
  - ❑ **Performance Management (Define KRA, Appraisal Scheduling Bell Curve)**
  - ❑ **ESOP Tracking**
  - ❑ **Exit Full and Final**
  - ❑ **Online Organization announcements / Notice Board to address employees**
  - ❑ **Create, Manage Track HR processes as per check list (Joining, Confirmation, Exit/Separation and any other HR process)**

## 2.4 System Administration

The System Administration **Web** Utilities Offer following features:

- ❑ **User Maintenance**
- ❑ **Access Control**
- ❑ **Password Reset**
- ❑ **Bulk e-mail communication**

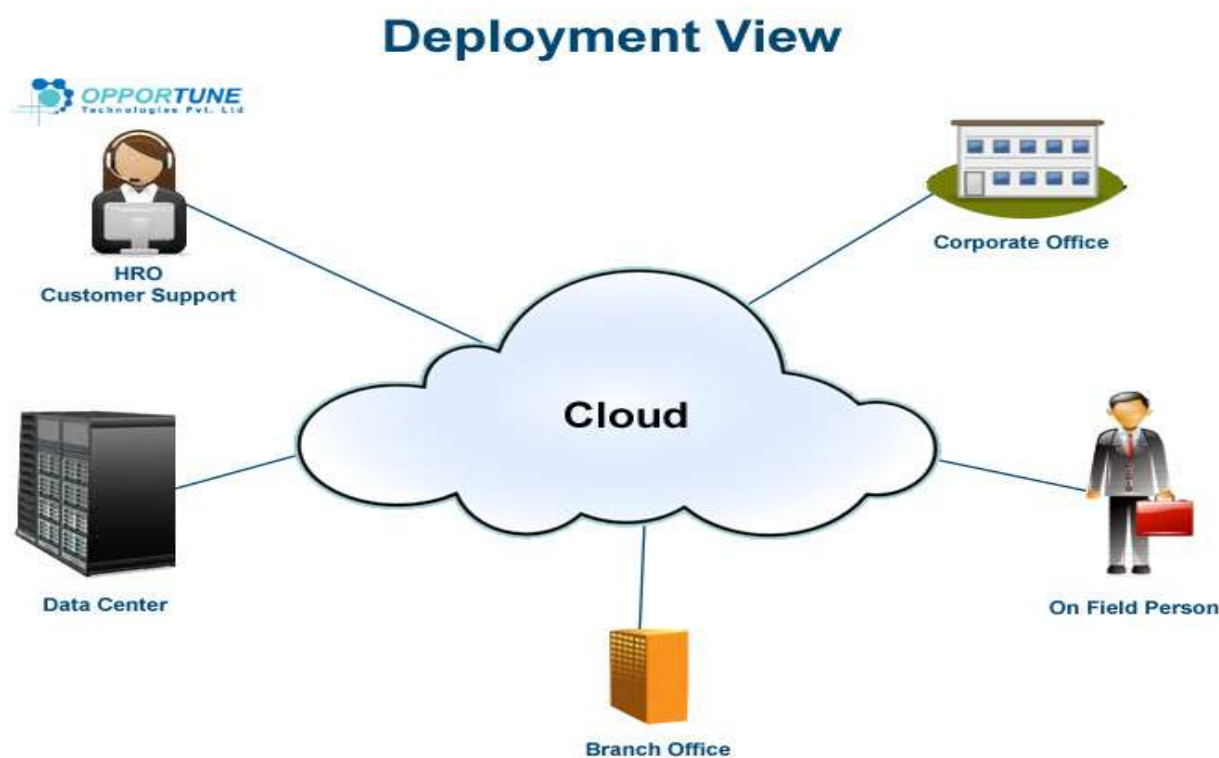
### 3.0 Solution Deployment Overview

Apart from license sell, OTPL offers its solution on **SaaS** (Software- as- a Service) using **Cloud based deployment** saving customer upfront CAPEX moving to OPEX.

Solution can be installed in data Center any where in the world. The hosting charges would depend on infrastructure utilization as per customer's business choice.

It's secure multi tenanted architecture for customers choosing the subscription based SaaS model.

If one customer group has multiple companies then they all can be configured to become part of the single instance of deployment for the group.



**Key:**

- √ Data Center: OTPL HRMS solution software is deployed on a server in the data center shown in the above picture.
- √ Branch Office and Corporate Office are Customer's fixed geographical locations supported by OTPL HRMS solution.
- √ On Field Person is Customer's mobile employee supported by OTPL HRMS solution accessible on the go from secure corporate intranet accessible in the field via On Field Person's internet connection.

----- Thank You -----