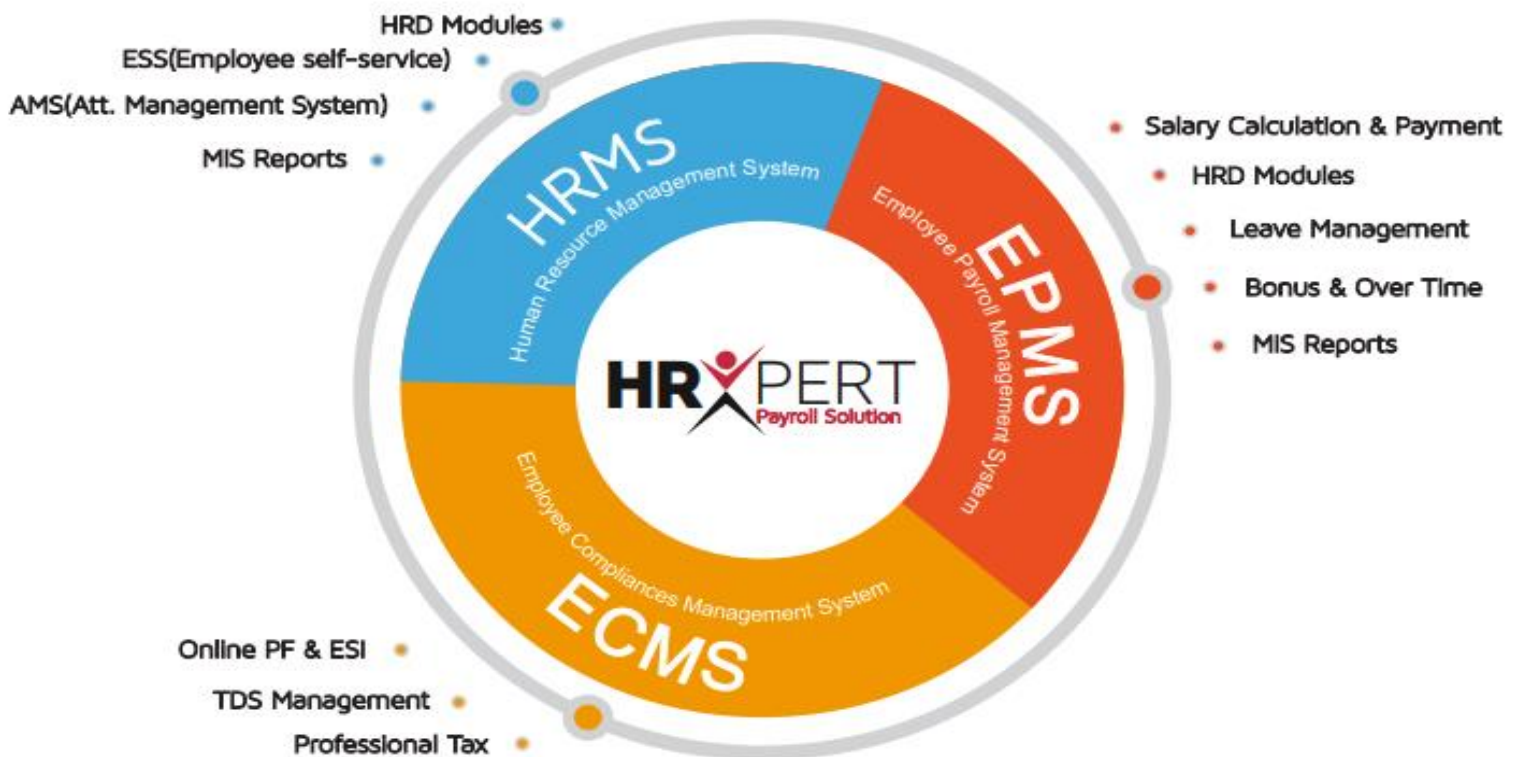


Most Advance & Integrated Payroll Solution for Your Business



HRMS

(Human Resource Management System)

- **HRD Modules**

HRD encompasses several aspects of enabling and empowering human resources in organization.

HRD manage people in organizations with emphasis on payroll and other functions that are designed to keep employees happy and even after joining an organization, employee goes through several phases.

We have included some of those phases in our software:

- Application Process
- Increment Letter
- Offer Letter
- Relieving Letter
- Appointment Letter
- Confirmation Letter
- Promotion Letter
- Experience Letter
- Full And Final Settlements

- **ESS (Employee Self-Service) Module**

ESS Module stands for employee self-service module which offers a range of features that can be used by the employees for updating and maintaining their information.

In this content lists of functions and benefits are available in ESS module.

- Employee Personal info and Organization info
- Attendance
- Employee Declaration and investment
- Employee MIS Report with Pay slip
- Leave Management
- Other Benefits

- **AMS(Attendance Management System)**

The Attendance Management System Provides Facilities for maintaining attendance of an organization by the help of following phases

- Attendance import from Biometric Machine
- Attendance import from Excel.
- Muster Roll Attendance
- Manual Attendance
- Shift Management

EPMS

(Employee Payroll Management System)

- **Salary Calculation & Payment**

- HR Xpert provides time saving facilities for salary calculation on the basis of daily or monthly attendance, of all employees in an organization.

Other Options are:-

- Salary Summary Monthly
- Salary Payment Mode wise
- Salary Register
- Arrear calculation & Arrear Slip.
- **Leave Management**

Leave encompasses the processes, employee use to request me away from work and supervisors use to grant or deny leave based on organization policies:

 - Causal Leave
 - Maternity Leave
 - Earned Leave
 - Short Leave
 - Sick Leave. Etc
- **Loan & Advances Management**

HR Xpert facilitates to manage Loan & Advance for employee salary based on organization policies as:

 - Loan & Advance Master
 - Loan & Advance Transactions
 - Loan & Advance Statement
- **Bonus & Over Time**

Additional compensation is given to an employee above his/her normal wage. A bonus can be used as a reward for achieving specific goals set by the company, or deduction to the company. HR Xpert provides facility of auto calculate over time under statutory compliances.

ECMS

(Employee Compliances Management System)

- **Online PF & ESIC**
 - HR Xpert facilitates to generate online PF & ESI Challans.
 - Automatic Bifurcation of EPF & EPS
 - User defined PF and ESIC rate of deduction for Employer & Employee
 - PF and ESIC applicability check at Employee wise
 - PF - Form 5, 10, 11, 12A, 3A & PF Statement
- **TDS Management**
 - Auto calculations of Exemptions & Deductions and Compute TDS
 - Tax Payable for the complete year & month wise
 - Income Tax Projections with the options to deduct projected TDS from Monthly Salary
 - Auto calculation of TDS based on Projections
 - Form 16,12BA & Online Challan
 - Quarterly e-TDS Return with .fuv file.
- **Professional Tax**
 - User defined State wise Slab
 - P. Tax applicability check at Employee wise
 - P. Tax Challan

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Computerised _____
Your **Payroll** Process
_____ with **HR**  **PERT**
Payroll Solution