

Dewsoft's
hrms



human resource
management system

Overview of the company

Dewsoft Solutions is part of a putative Business Group in India engaged in various manufacturing, trading & consulting activities.

With a clear focus on identified industry domains and consistency of delivery, Dewsoft has carved a niche in the IT Solutions and Services Industry.

The Internet, deregulation, globalization, consolidation and the volatility of a global economy and factors in cross-industry convergence & mergers challenges our clients' industries, resulting in new value propositions and moneymaking formulas.

To turn them to advantage in an industry with unbounded potential is sheer understanding.

Pledge to serve you better, will work hard to earn your confidence and would be, striving for excellence.

e - Business Solutions

At Dewsoft solutions, when we engineer generic business solutions for a client, we look at it from a business perspective, not a software perspective, not a software perspective, and exactly there lies the key. For in doing so, we transgress software development and enter the realm of business application development. It is this clear understanding that has guided us towards success, both for our clients and for us.

Vision

“ To create delighted clients and become a globally respected corporation that provides best business solutions by leveraging technology and human assets. ”

Mission

“ To create a fair and honest environment in the organization, which would drive our employees, vendors, clients and society at large towards achieving our vision. ”

Values

- **Responsibility** - In what we deliver.
- **Excellence** - continuously we crave for.
- **Innovation** - Keeps on continuously improving our quality.
- **Teamwork** - Has been a key to Success.
- We grow with **Mutual respect** and **Mutual Understanding**.



Introduction

A company's human capital is its most important asset, and companies who invest in this capital are more likely to succeed. While huge costs are often incurred attracting the most talented applicants, training these same employees to further their careers within the organization is often neglected. Nurturing the advancement of employees is important both to ensure that they are equipped to meet the organization's business goals and to ensure they do not stagnate in their current position.

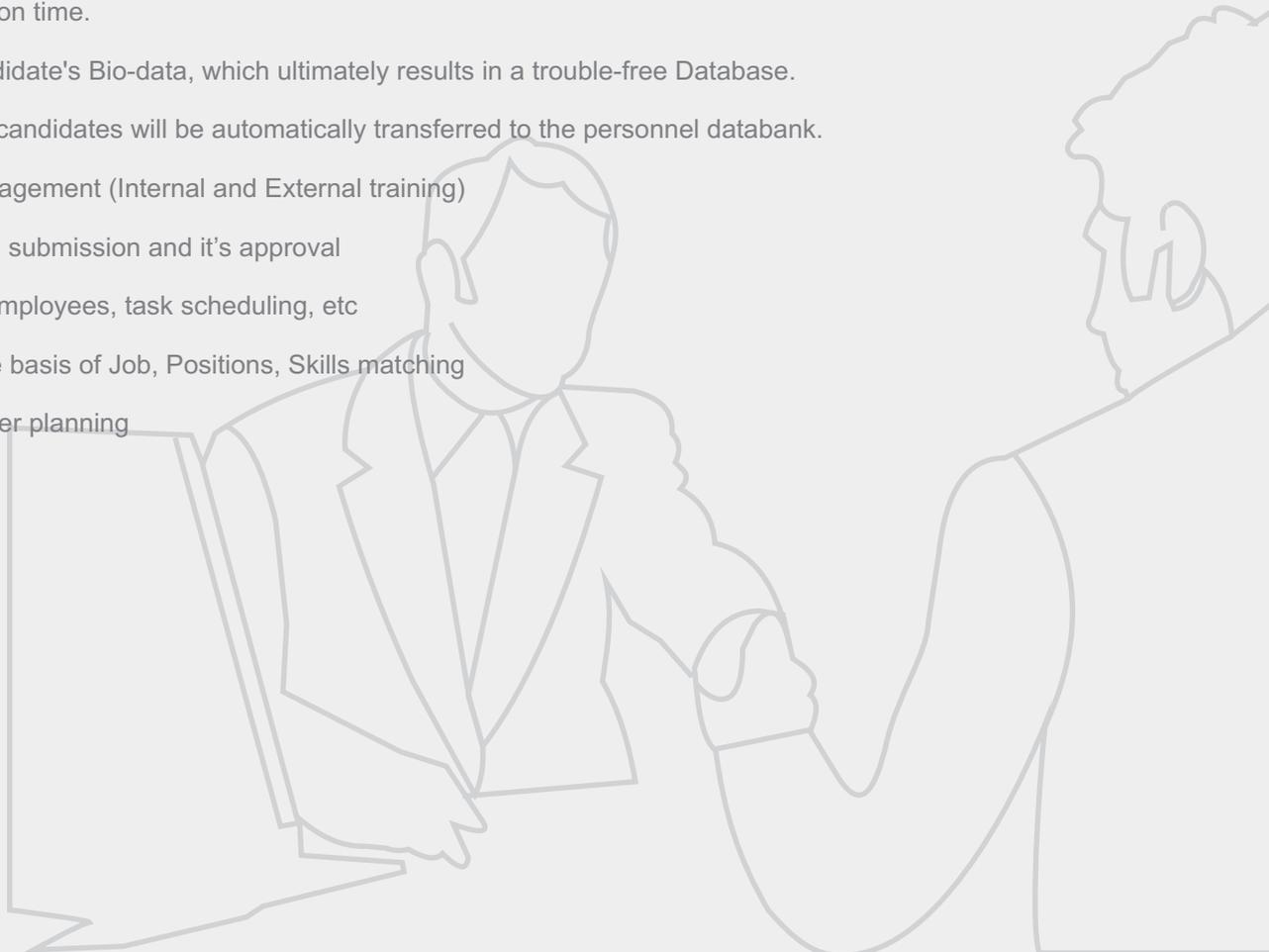
With Dewsoft's HRMS Software it is possible to maximize the potential of HR through Effective Recruitment, Staffing, Compensation, Performance Appraisal and Training.

Automating HR with Dewsoft's HRMS Software will reduce the work load on the HR staff, facilitate confidentiality, produce error-free information and enhance speed in accessing HR related information.

As salaries are one of the major outgoings for any organization it is vital for salary data to be recorded accurately. Our HR software does this, and allows the user to produce business-critical statistical analysis.

Why HRMS?

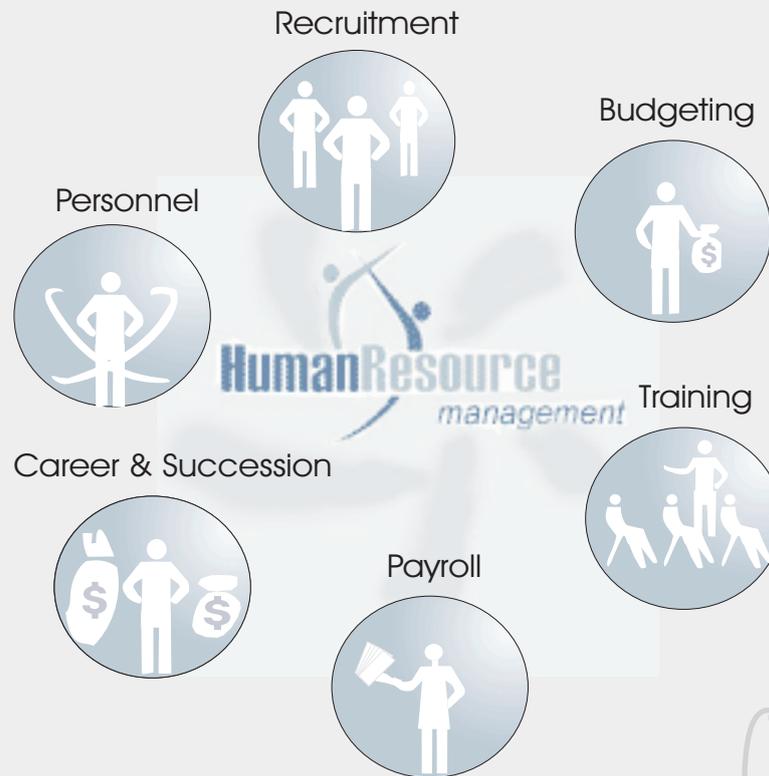
- HRMS assists an organization in handling it's most important asset i.e. Manpower.
- HRMS bridges the gap between top management and employees, as many enterprises are too large to permit close contact between top management and employees.
- Human Resource Management helps an organization to select suitable employees.
- HRMS plays a very important role in execution of Payroll efficiently & accurately, with minimum Data entry and calculation time.
- Option of scanning candidate's Bio-data, which ultimately results in a trouble-free Database.
- Information of selected candidates will be automatically transferred to the personnel databank.
- Employee Training Management (Internal and External training)
- Online leave application submission and it's approval
- Project assignment to employees, task scheduling, etc
- Succession Plan On the basis of Job, Positions, Skills matching
- Budgeting and manpower planning



Product Content

HR modules interact between human resource management (HRM) and information technology. It merges HRM as a discipline and its basic HR activities and processes with Information technology field.

Dewsoft's HRMS consist of the following modules :



Recruitment Module

- Raising a Requisition for a Vacancy, Automatic / Manual (Auto Email to Concerned)
- Keeping a Track of Vacancies that arise with in the organization
- Applications (Recording details)
- An inbuilt powerful search engine assist in searching the databank on the basis of skills, qualification, experience, age, name, employer etc
- Scheduling an Interview (Creation of interview questionnaire)
- Accept / Reject an applicant
- Advertisement / Consultant detailed analysis

Product Content

Personnel Management

- Takes care of activities related to existing employees (Personnel Administration, Probationer's Evaluation, Transfer, and Appraisal to Separation)
- Maintain record of Temporary Staff and Contractors
- Keeps a track of personal details of employee (leave entitlements, Loan/advance details, PF and ESI details)
- Track activities related to sanction of loans, interest amount and deductions in order to compute salary.
- Integrated with Payroll Module.
- Maintain the Promotion details, Separation details, Settlement details and Exit Interview details of all the employees.

Career and Succession Management

- Creating competencies
- Rating scales
- Proficiency levels
- Competency Requirement at Job/Positions level
- Setting up the appraisal questionnaire.
- Appraisals 360 degree Self, Peers, Sub ordinates, Boss, Clients (If required)
Succession Plan on the basis of Job, Positions, Skills matching

Training Module

- Training needs and requirements
- Course locations and capacities (including orientation program)
- Course administrators and instructors
- Internal / External Training and their detailed analysis including cost control
- Course and module details
- Training history
- Integration with performance appraisal and skills matching

Budgeting Module

- Define monetary & non-monetary budgets against an organization, job, grade, position, or any combination of these.
- Define the annual budget for a financial year for any department based on **Manpower Planning Statistics**.
- Distribute budget value equally for all the months in a year.
- Compare variance between budget values and actual values derived from employee assignments.
- Information regarding man power can be displayed in form of Intelligence reports and Performance Measures.



Payroll

Salary Reports

- Salary Register
- Salary Slip
- Bank Payment
- Earning/ Deduction Report
- Head Count
- Earning Deduct ion Summary
- Other Earnings
- Other Deduction
- Salary Advance
- Benefits
- Attendance
- Manual Exemptions
- TDS
- Arrears
- Previous Payments
- Yearly Payments

And many more user defined reports..

Statutory Reports & Challans

- Provident Fund
- Form 3A / 6A / 12A
- PF Challan
- ESIC
- Profession Tax Challan
- Income Tax Challan
- Form 16
- Form 24
- Form 24Q

Summary Reports

- Salary For Financial Year
- Monthly Salary Reconciliation
- Cost to Company Report
- Salary Error List
- Salary History of an Employee
- Salary Generation Report

Employee Details & Policies

- Multiple loans to employee at a time.
- Option for manual & automatic deductions along with interest available.
- Management Of Interest - Loan s & Non -Interest Loans
- Lump-Sum Repayment Of Company Loans
 - Loan Break Up Report
 - Loan Balance & Payback Report

Employee Leave Details

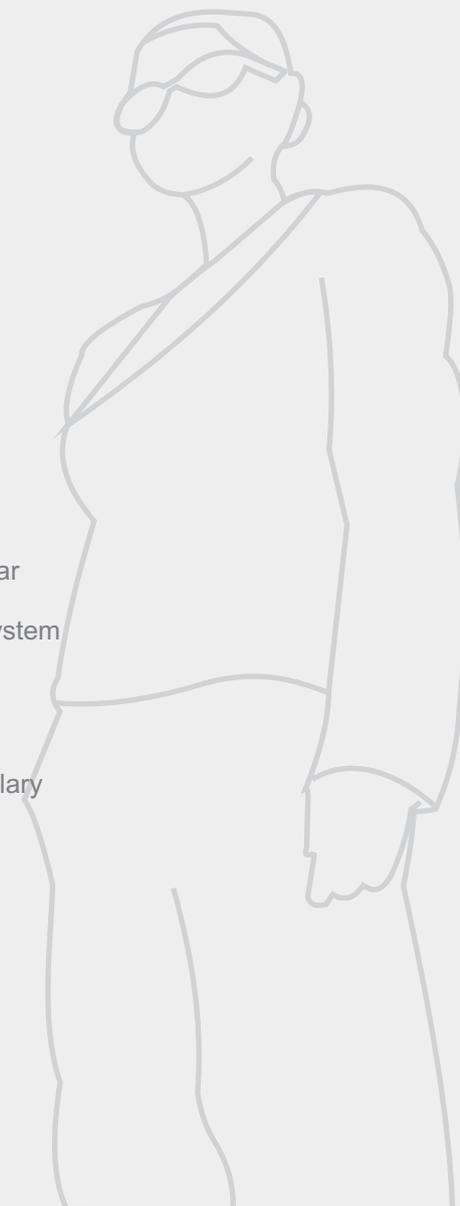
- Various types of leaves in the company can be categorized easily .
- Automated leaves can be carry forwarded into next financial year .
- Integrated Leave encashment as per rules.

Employee Investment Details

- Employee investments considered for Tax -Calculation .
- Income tax estimation for employees' ready reference of tax structure for the financial year
- Checks / Reports on Proofs received or not .
- Employee wise manual exemption amount can be entered for over writing or adjusting system
- Generation exemptions.

Policies and Attritions

- All company related details like states, locations, departments, grades, bank accounts salary structures are defined by the company
- Regular / Irregular salary hikes as per the policy
- Previous Salary Payments/ Recovery
- Employee Attrition & Final Dues.
- Payments to employee before leaving company in any case of retirement or resignation



Functions of HRMS

Complete Organizational set up

- Defining & updating organizational structure and hierarchy
- Set up access and approval levels

Recruitment

- Advertisements in various forms
- Complete Application processing cycle

Employee details maintenance

- Tracking changes in salary scales and allowances
- Issuing loans and advances

Attendance management

- Tracking late arrivals and overtime
- Maintaining shift rosters

Performance-appraisal management

- Capturing and maintaining details of ratings from the appraiser

Training

- Tracking budgetary allocations
- Scheduling internal / external training programs
- Preserving post-training details

Leave encashments

- Maintaining details of leave availed / encashed

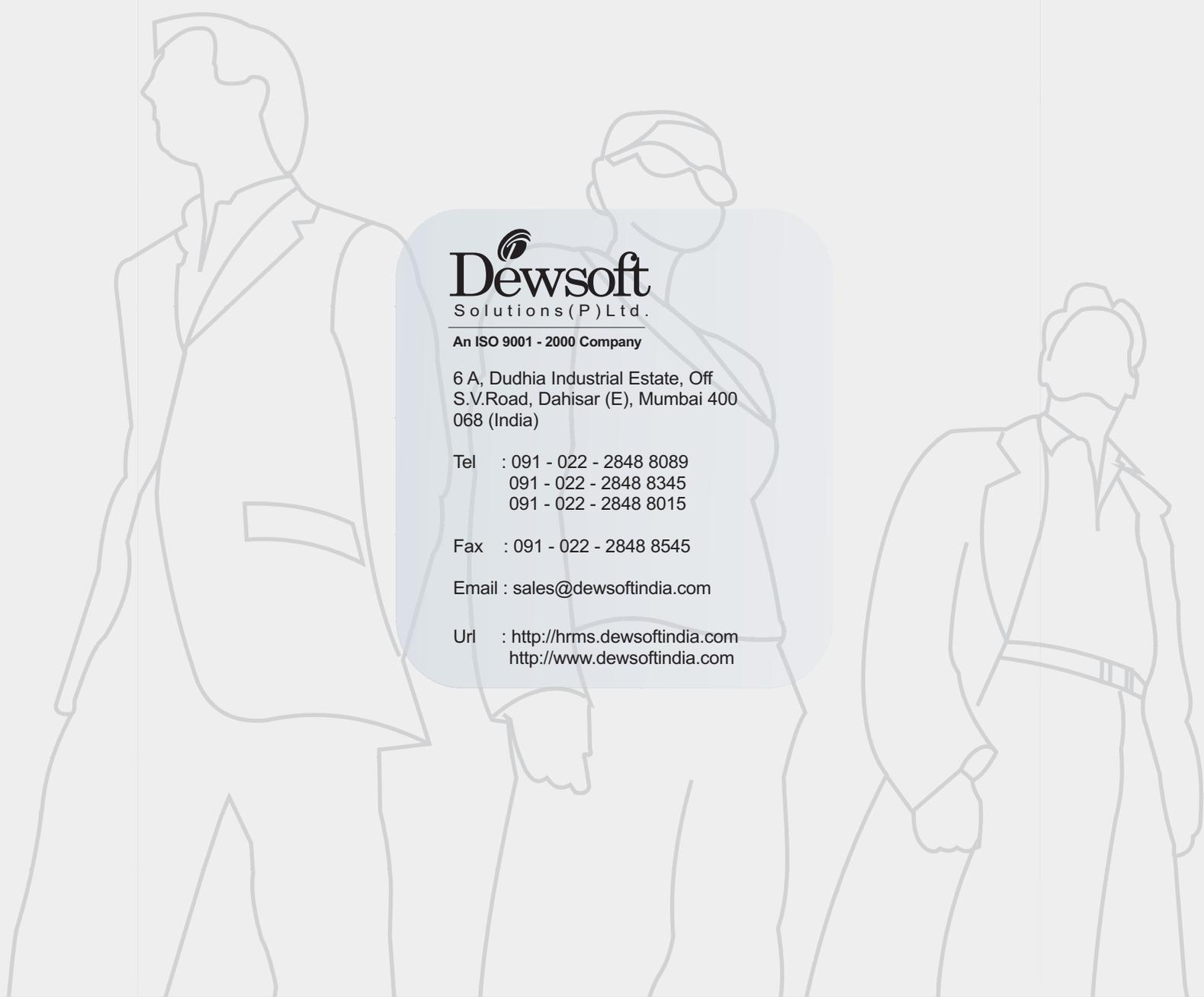
Separation-details

- Preserving relevant separation details using questionnaires.

Manpower planning

- Complete manpower planning based on organisation's future goals and the budget allocated
- Maintaining transfer & succession details





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