



Easy, Affordable & Effective



AEQUITAS INFORMATION TECHNOLOGY PVT LTD  
S/2/2, Mahashakti Complex, Nr. Vodafone Store,  
Stadium Circle, Navrangpura, Ahmedabad- 380009

Web: <http://aequtas-infotech.com>

<http://managerhr.in>

<http://hrpayrollsolution.com>

Phone: 079- 40328324, +91 98799 33475

Email: [info@managerhr.in](mailto:info@managerhr.in)

[info@hrpayrollsolution.com](mailto:info@hrpayrollsolution.com)

# Welcome to ManagerHR

[Take a tour](#)

# Online Employee Information & Management

ManagerHR- Human Resources Information System (HRIS) provides extensive and comprehensive features to maintain and tracks employee information, it not only allows you to maintain information about your current employees but also the information of all those employees who have left your organization.

It's now easy to have up to date and consistent employee information in one central location. When you make changes to any information, you do it in one place and the changes are reflected everywhere. Moreover, the complete history of the employee in terms of transfers, promotions and other status changes is easily available.

ManagerHR- Employee information not only centralizes the employee data making but also it is very easy to update it, once any changes take place in your organization.

Import or Upload Employees Data from MS Excel:

- ❖ Quickly upload employee data in ManagerHR Online Payroll. You can leverage the power of Microsoft Excel to easily manipulate the data. Add new employees or update existing employee data. Updating partial data of employees feature makes updating employee information very easy as you do not have to provide all the data for the columns available in the update template.
- ❖ Update thousands of records like incentives, leave details, new joiners, etc. within seconds by importing the data in excel sheets and stop wasting your time in making manual entries for each record.
- ❖ Employee Document and Database Management
- ❖ Scan, upload, and store all documents of employees like mark sheets, birth certificates, etc. online and access them from wherever you are. Give view, edit, or delete permissions of documents to employees, and ensure that you never lose any document.
- ❖ Track all the employee information needed by HR for various purposes under many different categories. You can keep record of a variety of details including bio-data, photo, organizational details, qualifications, family, passports, and much more.
- ❖ Automate employee code generation.
  - Automatic numbering system helps you maintain multiple employee series for different categories of employees without overlap. This great feature minimizes mistakes and save effort at the time of on-boarding employees.
- ❖ Date of joining, Probation date, Date of leaving.
- ❖ Employee contact information such as permanent, temporary and emergency address.
- ❖ Employee statutory information like Provident Fund, ESI, PT and Income Tax (TDS)
- ❖ Manage reporting structure
- ❖ Personal information such as father/spouse name, date of birth, etc.
- ❖ Employee Categories
  - You can create any number of organizational categories like Department, Location, Division, Function, Designation, Grade, Group, Subgroup, Cost Center, etc. for flexible classification and better reporting.
- ❖ Organizational Structure
- ❖ Maintain the organizational structure to view functional structure, people structure and manpower structure
- ❖ Employee Directory & Search  
Employee Directory helps you in quickly browsing critical employee information and in easily locating employees. You can see the data for past and current employees with filters on various categories and employment status.

Considerable amount of time of your Human Resource is spent in searching for required information. ManagerHR Online Payroll Software not only stores comprehensive information about your employees but also allows you to search required information within no time. The employee search feature enables you to quickly search employees with name, code and other criteria's.

# Online Payroll Management

Payroll has an important role in a company for various reasons. Employees are very responsive to errors and irregularities in payroll. Timely and accurate payroll payments are vital to keep morale high among the employees. Payroll is also crucial because payroll and payroll taxes substantially affect the bottom lines of a company.

Following are the features of ManagerHR online payroll management system:

- ❖ Define employee's earnings, deductions and other salary heads.
- ❖ Salary Templates
  - Configure even most complex salary structures and also create multiple salary structures with ease by creating multiple salary templates for various categories of employees, and mapping employees to their relevant salary templates.
- ❖ Flexible payroll formula builder
- ❖ Add ad hoc earnings or deductions for a particular month.
- ❖ Advance earning and deductions to manage future payments and deductions.
- ❖ Process payroll with one click.
  - The biggest strength of ManagerHR online payroll system is its flexibility and power to handle any type of salary structure. With extensive configuration settings we guarantee that your requirements will be perfectly addressed
  - Each month, by one click, ManagerHR online payroll system accurately computes salary for all employees including Statutory Deductions (PF/PT/ESI/TDS), loan deductions, stop payments, revisions, loss of pay, pro-rata salary, Income Tax computation---- the list goes on. And all this in just a minute!
- ❖ Generate payroll based on time cards and leave cards
- ❖ Generate salary disbursement statements and bank advices to credit employees' salary.
- ❖ Make accurate PF, ESIC, PT, LWF, TDS and other deductions
- ❖ Add new data or perform bulk updates using Microsoft Excel.
  - Eliminate time consuming data entry chores with dozens of Excel importers for virtually any type of employee information. For further time savings, we have mass update facility that updates salary information for multiple employees in one shot.
- ❖ Generate salary registers and other statutory registers like PF, ESIC or reports of deductions of PT, TDS, and LWF etc.
- ❖ Customizable pay slips
  - Your business loses every time an employee gets an incorrect salary slip. The employee is unimpressed and may even get suspicious. Productivity takes a hit while the error takes time to fix. The problem repeats, month after month.
  - With ManagerHR online payroll system, you have a permanent solution. Get 100% accurate and professional looking pay-slips, instantly, and without any effort!
  - You can customize the appearance and content of your salary slips. Generate the pay slips and download them for printing. Or, email the pay-slips directly to employees as PDF attachments (with password protection). Even better, publish pay-slips online and employees can view / download the salary slips at their convenience.
- ❖ Loans / Arrears / Reimbursements
  - ManagerHR online payroll system can handle all requirements including salary advances, loans and automatic EMI deductions, arrears, reimbursements, bonus and so on.
- ❖ Stop/Release Payment
  - Keep salaries of specific employees on hold when you are not sure whether an employee will return back to work or not. Pay salaries on hold, whenever you want, by unlocking stop payment and process salary along with arrears of previous months with minimum fuss and maximum effectiveness.
- ❖ Payroll Reconciliation
  - We have a variety of reconciliation tools to ensure salaries are accurate. The Payroll Differences Report not only tells you which components have changed compared to last month but also the reason for the change. There are other useful reports like employee head count reconciliation and payroll transfer type reconciliation (cash/bank) that are very useful.

- ❖ Full & Final Settlement (F&F)

- F&F settlements are simple and easy to do. The system handles all aspects of settlement like recovery of pending dues, notice pay, leave encashment, etc. to compute the final settlement amount. Final settlement pay slips can be generated. Moreover, you can also do resettlement of an already settled employee for any additional payouts.

- ❖ Salary Revisions

- Revise salaries of your employees with ManagerHR exhaustive salary revision tool. Revise salaries by a specific amount, percentage, or specify a new value. Specify effective date of salary revision along with date of payment to get the revised salary paid out to employees after auto calculation of all arrears and recoveries.

# Online Time & Attendance Management

Time and attendance of employees If not managed properly can lead to decrease in productivity, higher financial and administrative costs, prevents effective administration of leave policies and lowers employee morale.

While tracking employee attendance is critical to organizations, it need not mean wasting inordinate amount of time in administration, manual collation, and reporting.

With our revolutionary cloud attendance management solutions, it is now possible to accurately track employee attendance with minimum hassle and effort.

ManagerHR online payroll software time and attendance management module provides all the tools your time keeping and HR department needs to manage employee time and attendance.

- ❖ **Employee Attendance Capturing**

Organizations use different devices or means to capture the attendance of their employees, which include attendance registers, biometric or RFID time recorders and door access control or software. Our online attendance system works seamlessly with any type of time tracking hardware like biometric devices, RFID and door access devices. The problem is more acute when an organization uses different devices.
- ❖ **ManagerHR online attendance management system allows you to multiple ways to capture the attendance of your employees.**
  - Import attendance from Microsoft Excel.
  - Get your time recorders and door access controls integrated.
  - Bulk attendance updating tools help you update the attendance data fast and easy.
  - Online forms to capture check in and check out of your employees. Which can be later on approved by the managers or team leads.
  - You have options to record attendance at various levels
    - ✓ Daily Check In / Check out Timings
    - ✓ Daily attendance without timings like present, absent, etc.
    - ✓ Monthly attendance like number of days present, absent, week offs, leaves, etc.
- ❖ **Online Attendance Marking**
  - The online attendance marking feature allows employees to mark attendance using the browser without requiring any hardware based time tracking devices.
  - To enforce policy and prevent misuse, you can allow attendance to be marked only from a specific login IP address for each employee.
- ❖ **Real Time Assessment of Attendance by Employees**
  - Much of your administrative effort goes towards regularizing absence due to missed punches, office duty, working on a different shift, and so on.
  - But attendance regularization can happen only with employee inputs. When employees see their attendance and swipe information in real time they can immediately rectify issues leading to higher accuracy. Moreover, at the month end, there are no surprises and wasted time for the employees when time loss or loss of pay occurs.
  - Employee self-service leads to less work for the HR department, faster feedback, greater transparency and better employee satisfaction.

## ❖ Integrated Attendance and Payroll Management System

- Most of the delays and errors in payroll are caused due to the fact that attendance of the employees is not integrated with payroll. Substantial hours are spent every month to consolidate the attendance of the employees for payroll. If the organization operates from multiple locations, payroll department has to wait for the respective locations to send the attendance data, as there is no means to update and consolidate attendance on day to day basis. There is that last minute rush to compile the attendance data for payroll leading to clerical errors which can cost heavily to any organization.
- You experience HR bliss when attendance, leave (vacation), holiday calendars, and payroll all work seamlessly in an integrated fashion.
  - ✓ Leaves are integrated with your time card
  - ✓ Generate payroll based on time cards of the employee
  - ✓ Avoid delays in consolidating attendance for payroll
  - ✓ Eliminate errors in payroll as the same attendance data is available for payroll
- You get a smarter system that gives a more accurate and complete picture of employee attendance.
- It also eliminates duplication of effort, inconsistencies, and confusion that is common with stand-alone attendance software package

## ❖ Attendance Rules Configuration & Report Management System

- Configure the attendance software to exactly fit your company requirements with a variety of rules for absent marking, actual hour's computation, shift roster, over time, and so on.
- Get in-depth business intelligence with real time data tracking of employee attendance, leaves, holidays, shift rosters etc.
- The raw data from swipes is collated to give consolidated reports on absenteeism, cumulative working hours, over time, etc.
- The monthly attendance records can be filtered by various categories like location, department, etc.



# Online Leave Management

Research shows companies spend almost 20% of their payroll cost on leave benefits. This has a significant impact on the bottom line of a company. Traditional leave management involves leave request being made using a paper application or through email. The leave data is maintained in a separate Microsoft Excel file. This system is not only paper intensive but also very time consuming.

Approving a leave request becomes a daunting task for the managers in the absence of required information like the leave balance of an employee, his last availed leaves and the other team members who have applied for leave during the similar period. Traditional leave management systems are not only difficult to implement but also consume significant productive hours of the employees.

Streamlining employee leave management helps you tackle multiple concerns in a single stroke. It eliminates busy work involved in leave administration and employee follow ups, saving time and transaction costs.

ManagerHR online leave management makes your leave process easy to use with less efforts and time. Users can apply their leaves online from anywhere anytime. Leave request that comply with the leave policy set by your organization are only accepted by the system, making it easy to implement your leave policies. The leave request for approval is forwarded basing on unique business process and workflow of your organization to the respective person.

- ❖ Clear and transparent system which your employees will trust.
- ❖ Users can apply their leaves online from anywhere anytime.
- ❖ Define your organization's unique workflow and leave policies.
  - Let our leave management software enforce your company policies without any favor or compromises. Our extensive leave policy configurations ensure that the system works exactly as per your requirements.
- ❖ Provide all the required information to the leave approver to accept or reject a leave.
- ❖ Integrated Leave and Attendance Management System
  - Leave management system is fully integrated with attendance management system i.e. leaves are integrated to time cards of employees.
- ❖ Email notifications.
- ❖ Ability to import leaves data from Microsoft Excel.
- ❖ Temporary leave approval delegation.
- ❖ Optional holiday leave type.
- ❖ Bulk update tools to accumulate leaves
- ❖ Leave Policy
- ❖ Multiple Leave Schemes
  - You can create multiple leave schemes for different employee categories in terms of entitlement, quantum of leaves and other policies.
- ❖ Leave Transactions
  - With the automatic leave granting on a monthly, quarterly or annual basis, yet another HR chore gets eliminated. All leave transactions of an employee are tracked and leave balances automatically updated. Eliminate your Leave Cards or Leave Excels completely.
- ❖ Year End Processing
  - Year-end need not mean extra work anymore. With easy to use tools complete the year end processing for lapsing leaves, carry-forward, auto-encashment, etc. Have a tension free transition to the next year.

# Online Statutory Compliances Management

Organizations today are made responsible to withhold or deduct from employee paychecks, contribute and remit these amounts to various statutory authorities like Provident Fund, ESI, and Income Tax in India. These deductions and contributions have to be accurate and should be remitted within the timelines specified by the respective acts. To comply with these acts the payroll department should be well versed with the latest rules and regulations under these acts. If the organization operates from multiple states meeting these requirements become more and more complex as the provisions may change from state to state. These statutory deductions under PF, ESI are not only substantial cost for a company but also non compliances lead to both physical and monetary punishments. Hence organizations end up spend considerable amount of money and efforts to comply with these acts.

ManagerHR online payroll takes care of all your deductions, withholding and contributions under the acts applicable to you. The rules in the application are updated with all the changes as and when they take place. As soon as the payroll is processed all the necessary deduction and contributions are made. You get all the required reports and forms you need to submit to PF, ESI, PT and IT (TDS). Whether you file your returns manually or you do it online ManagerHR statutory module provides you with all that you need to stay complied with all the acts.

ManagerHR Statutory modules can help you get the following:-

- ❖ **Provident Fund (PF)**
  - ★ ManagerHR Online Payroll makes it easy to meet all your Provident Fund (PF) requirement right from setting up of master information to filing of returns online.
    - ✓ Generates Electronic Challan Cum Receipt (ECR) file, which can be uploaded on EPFO employer e-sewa portal
    - ✓ Option to make an employee eligible for PF or not
    - ✓ Set PF Salary limit at employee level
  - ★ EPFO Launches online receipt of Electronic Challan cum Return (ECR) from the Month of April 2012 (March paid in April). Employers should register their establishments and create their user id and password through this portal. The registered establishments can file the electronic return through this portal.
    - E-Sewa of Provident Fund will provide the following benefits to the employers: -
      - ✓ Eliminates the need to prepare return on papers and submit to EPFO
      - ✓ Online one file needs to be uploaded every month. There is no need of submitting Form 5/10/12A/3A/6A
      - ✓ Employers are intimated through SMS Alerts
      - ✓ Employers can view their account slips from the financial year 2011-2012
      - ✓ They can either make payment through internet bank of SBI or take the printout of challan and pay later at the designated bank and branches.
- ❖ **Employee's State Insurance Corporation (ESIC)**
  - ManagerHR Online Payroll enables you to comply with ESI rules and regulations with no extra efforts.
    - ✓ Generates Monthly contribution file for online upload
    - ✓ Newly added IPs file for adding IPs in bulk online
    - ✓ Mark employees whether eligible for ESI or not
    - ✓ Automatically considers an employee for ESI deduction for a ESI Period even if employees crosses the ESI Salary limit
    - ✓ Option to consider a salary Head for ESI Calculation or not
  - ★ In order to provide hassle-free services to the stakeholders, ESIC is implementing an IT Roll out Plan named Project Panchdeep. Employers can submit monthly contributions on ESI Employer Portal
  - ★ Benefits of ESI Employer Portal
    - Managing IP data is more easy
    - Only monthly contribution file needs to be uploaded
    - Bulk updates to IP information and monthly contributions through MS Excel files
    - Generates challan which can be paid through online banking or later at the designated bank and branches
    - IP can also check his detail on the ESI IP Portal

## ★ Project Panchdeep overview

- The project Panchdeep includes the work relating to issue of two Identity Cards to the Insured Persons (one for Insured Person and one for his family) for availing of Cash and Medical Benefit from any institution of ESIC, anywhere in the country. After successful completion of the IT Roll out Plan the following benefits will accrue to stakeholders:
  - ✓ Direct connectivity with all employers through portal [www.esic.in](http://www.esic.in) User id/password has been distributed
  - ✓ Only monthly contribution file needs to be uploaded
  - ✓ Online payment of contribution by employers through portal of website [www.esic.in](http://www.esic.in)
  - ✓ Online registration of new employers and employees through portal of website [www.esic.in](http://www.esic.in)
  - ✓ Family can be treated separately at different locations
  - ✓ Insured Persons can migrate without disruption of services
  - ✓ All medical records of Insured Persons available for better diagnosis
  - ✓ Defaulting employers identified on regular basis
  - ✓ Since all the information is available on 24x365 basis, the information about contribution and entitlement would be accessible on real time basis and no certificate would be required either by Insured Person or by employer
  - ✓ Training / Facilitation centers have been set up at RO/SRO/DO Delhi.

## ❖ Professional Tax

- ★ In India, the professional tax is imposed at the state level. However, not all the states impose this tax. Business owners, working individuals, merchants and people carrying out various occupations comes under the purview of this tax. Professional tax is mostly under the scope of commercial tax department of the respective states. It is a source of revenue for the state governments. There are predetermined slabs for the deduction of professional tax. States enforcing professional tax have different slabs and in some case different deductions in some specific months.
  - ManagerHR Online Payroll makes it very simple for you to address the challenges of complying with the rules of professional tax in different states.
    - ✓ Professional Tax deduction summary report for specified period
    - ✓ Generate return to be submitted to the professional tax authorities
    - ✓ Mark employee eligible for PT deduction
    - ✓ Option to consider a salary head for professional tax calculation

## ❖ Income Tax (TDS on Salary)

- ★ Meeting the requirements of Tax Deducted at Source (TDS) as per Income Tax Act, 1961 are made easy by ManagerHR Online Payroll, which easily collects all the information about tax planning through tax declaration forms from your employees and generates form 16 and form 12BA.
  - Provides user friendly web based tax declaration form to employees so that they can easily fill up their investments details, details of interest paid on housing loan, etc.
  - One click submission of Declaration Form by employees
  - Considers salary projections for the Financial Year
  - Automatically takes professional tax, PF details, etc.
  - Automatically calculates total tax liability of employee from salary details and declaration form
  - Simple process for calculating and deducting TDS on monthly basis
  - Calculates amount of total TDS on salary to be deposited by the company on monthly basis
  - Creation of TDS challan to be submitted to bank along with payment of TDS
  - Filling of TDS e - return in Form 24Q on quarterly basis and also filling of correction statement to resolve query
  - Allows to record the perquisites for the employees for Form 12BA
  - Generate Form 16, Form 12BA

# Online Employee Self Service

Employees need information about themselves and their team members which can be accessed by them from anywhere anytime; to perform their day to day tasks, otherwise they spend their productive hours in chasing people and paper. At the same time HR department also spends most of their time in these mundane repetitive tasks leaving them no time to focus on core HR functions.

Organizations also face a challenge to sync their databases with the changes to employee details; this becomes more challenging when the organization operates from multi locations. Traditional methods of submitting data in paper forms consumes time, difficult to update and damages our environment.

## ❖ Employees Self Service Module

★ Employees Self Service (ESS) module in ManagerHR Online Payroll empowers your workforce in their day to day functioning easy to use features that allow them to change their own address, contact details, etc. and providing all the necessary information your employees would like to know. ManagerHR Employee self-service decentralizes the data entry and centralizes the information. This relieves HR department to focus on core functions and add more value to your organization. ManagerHR ESS on cloud also helps your team to collaborate well without paper and making you Go Green.

★ ManagerHR's Employee self-service will enable and delight your employees with following 24/7 accessible features:-

## ❖ Online Employee Dashboards

- View all the employee information, whether it would be personal or professional, about themselves.
- View code of conducts, employee hand book and other documents which are necessary for employees.
- Analyze trends in your salaries and income tax deductions with multiple dashboards on your salary structure, and income tax declarations. Make informed decisions and plan your savings in a better way.

## ❖ View & Update Employee Profile

- View and update all personal and job related information in a single tab, and ensure that details like your CTC is accurate and your phone number or email ID is up to date.
- View details of all components in your salary, declare nominees for PF & ESI, and access other job related details like reporting manager, bank account number, and increment date.

## ❖ Online Attendance Marking & Real Time Assessment

- Online attendance marking feature allows employees to mark attendance using the browser without requiring any hardware based time tracking devices.
- To enforce policy and prevent misuse, you can allow attendance to be marked only from a specific login IP address for each employee.
- Much of your administrative effort goes towards regularizing absence due to missed punches, office duty, working on a different shift, and so on.
- But attendance regularization can happen only with employee inputs. When employees see their attendance and swipe information in real time they can immediately rectify issues leading to higher accuracy. Moreover, at the month end, there are no surprises and wasted time for the employees when time loss or loss of pay occurs.
- Employee self-service leads to less work for the HR department, faster feedback, greater transparency and better employee satisfaction.

## ❖ Online Leave Information & Management System

- Plan, apply, and track your leave status online with ManagerHR's robust leave management software enabled with workflows i.e. approves leave request in case of team leader or manager.
- View complete history of your leaves, apply for desired type of leaves, and get regular updates on approval/ rejection of your leaves on your email.

#### ❖ Online Expense Claims Management System

- Submit claims for all official expenses like hotel bills, travelling expenses, and mobile bills by scanning and uploading bills online and get claims approved by your managers, no matter whether you are in office or not.
- View complete history of all expenses claimed by you throughout the year and check approval or rejection status against each of them.

#### ❖ View Approximate Income Tax, Submit Income Tax Declaration & Proofs of Income Tax Online

- Use ManagerHR's income tax planner tool's 'what if scenarios' to figure out investment options that will lead to minimum tax payment and make your income tax declarations accordingly.
- Scan and upload proofs of your income tax declarations online and file your income tax returns in just 1 click at the end of the year.

#### ❖ Online CTC Expense Reimbursement i.e. Flexible Benefit Plans

- Lower your taxable income by making online declarations in wide range of flexible benefits plans like leave travel concession, vehicle reimbursements, credit card expenses, and sodexo coupons.
- Scan and upload proofs of declarations online in your employee self-service login.

#### ❖ Online Pay Slips Download, Print or Email

- View, print or email your pay slips from anywhere, anytime and make sure that you get it when you need it.
- Get freedom from requesting and waiting for your pay slips. Choose from standard pay slips templates or design your own pay slip format.

#### ❖ Online Information Display Board

- Share any information with all employees of your company in a common place with information display board of ManagerHR and get rid of redundant communications in different locations.
- Share information like awards won by the company with all employees.

#### ❖ Track of All Loans and Advances

- Stay in complete control of all deductions from your salary against loans or salary advances taken from the company with detailed loan schedule report.
- View exhaustive loan reports on type of loan taken, total amount paid, total amount remaining, next scheduled date of deduction and plan your expenses accordingly.

#### ❖ View Online All Statutory Reports

- View and compare your annual salary statements and income tax statements for multiple years.
- Access other reports like digitally signed Form 16, PF deduction reports, ESIC deduction report within click of a button.

#### ❖ View Online Holiday Calendar & Apply for Particular Holiday

- View complete list of all company declared holidays applicable to your branch, state, region or religion.
- Choose holidays of your own choice from list of restricted holidays.

#### ❖ Online Help and Support Desk

- Raise any query related to job online
- Get answers to your queries by submitting support tickets online.
- Check the status of all tickets raised by you.

# Customized Report, Statutory Forms & Registers

You don't have to spend a single minute to manually prepare pay-slips, salary statements or any reports for statutory compliance.

You have 300+ reports available at the click of a button with accurate and up to date information.

The reports include statutory reports, monthly statements, reconciliation reports, statutory registers and various other MIS reports that cater to the day to day requirements of your HR department.

## ❖ Statutory Forms, Reports & Registers

- All reports you need for 100% statutory compliance related to PF, ESI, PT, LWF and TDS
- We will customize our system according to your needs and statutory reports requirements
- Example: - All forms and report according to following statutory acts
  - ✓ Employees' Provident Fund & Miscellaneous Provisions Act, 1952;
  - ✓ Employees' State Insurance Act, 1948;
  - ✓ Contract Labour (Regulation & Abolition) Act, 1970;
  - ✓ Payment of Wages Act, 1936;
  - ✓ Minimum Wages Act, 1948;
  - ✓ Equal Remuneration Act, 1976;
  - ✓ Payment of Bonus Act, 1965;
  - ✓ Payment of Gratuity Act, 1972;
  - ✓ Maternity Benefit Act, 1961;
  - ✓ Factories Act, 1948;
  - ✓ Industrial Employment (Standing Orders) Act, 1946;
  - ✓ Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959;
  - ✓ Shops & Establishments Act;
  - ✓ Labour Welfare Fund;

## ❖ Ad-hoc Reports Builder

- Design any report you want within seconds with ManagerHR's powerful report builder tool.
- Just tick mark the required fields, filter reports by various parameters like department, designation, date, etc., and click on view, save, or export report.
- Create unlimited number of reports and surprise your management with detailed analysis on your payroll.

## ❖ Export Options

- Facility to export all reports to PDF, Excel or MS-Word by just one click

# Miscellaneous but Very Useful Features

## ❖ Online Calendars

- There are instances where organization maintain multiple calendars for their employees. Particularly when you operate from multiple locations. These location can be present in different states or countries. Holiday lists and events may differ from location to location making it inevitable for you to have multiple calendars. ManagerHR online payroll allows you define multiple calendars.
  - ✓ Define multiple calendars
  - ✓ Share holiday list with your employees
  - ✓ Define holiday as optional, employees have to request to take an off on these optional holidays.

## ❖ Users Management

- Data security has been a primary concern in organizations. Giving access of right information to the right people is of utmost importance and challenging task for any IT administrator. ManagerHR online payroll allows you to easily manage your user base and control what information these users can access.
  - ✓ Comprehensive features to manage your user base.
  - ✓ Import data from Microsoft Excel to add or update existing users.
  - ✓ Use predefined roles or define your customized roles as per your need.
  - ✓ Bulk assigning or roles to users.

## ❖ Workflows Management

- Define new work flow according to your requirements or customize current workflow to support your requirements. Define new rules or customize current rules
- Example: - leave Management Workflow.
  - ✓ Make it easy for managers to approve leaves or expenses of their subordinates, without being present in office, with multi-level workflows.
  - ✓ Managers receive instant email alerts for requests of leaves and expenses by employees and can instantly approve/reject all requests directly from email.
  - ✓ Employees get immediate email notifications for approval or rejection of their requests.

## ❖ Events & Reminders

- No need to remind managers to complete approvals or write birthday greetings to employees. You can easily assign tasks, reminders for events and set automated greeting messages.
- This feature includes, reminder programs, event alerts, event reminder systems, task reminder etc. Now managers can easily be reminded of pending approvals, admins can be reminded of document filings and employees reminded to submit details without having to spend time behind these tasks.
  - ✓ Easily configure events and set reminders schedules based on various rules
  - ✓ Ease communication process with automated alerts and reminders
  - ✓ Schedule reminders for performance reviews, probation confirmation, birthday, anniversary, training and company events.

## ❖ Letters & Forms

- Design letter templates, drag & drop dynamic fields, and publish offer letters. Joining letters or Appointment letters instantly with ManagerHR payroll software's letter generation tool.