



# Enterprise HR Management Solution

## OPT HRMS



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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**

- My Details
- My Attendance
- My Salary
- My Taxes
- KRA/Goal Settings
- Appraisal
- Appraisal Review

**HR Manager**

- Employee Database
- Configure HR Policies
- Upload Attendance
- Structure Salary
- Admin Reports
- Generate Salary
- Organizational KRA Settings
- Appraisal Scheduling
- Appraisal Monitoring
- Bell Curve

**Management**

- Alerts
- Approvals
- Dashboard
- MIS
- Reports



## 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, Regularise Attendance etc.]
- Re-imbursement workflow (Vehicle, Mobile, Medical etc.)
- Leave encash, LTA etc.
- Personal and Corporate Calendar
- Training Calendar, Training Request, Training Feedback
- Integration with time recording devices (Access Card/Biometrics/Palm reader)
- 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
- Proxy Leave requests
- Exit Process Initiation
- Regularise Attendance
- Dash Board, MIS
- Effective Monitoring of Team member Attendance
- Timely Employee Remarks capture (Warnings/Appreciations/Exit Interview Notes/ Other Remarks)
- KRA and Appraisal Review
- Talent/Manpower Requisition

## 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
- Auto 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
- Post facto Attendance Amendment Management for Arrears Compute
- Pending Attendance reports, Extra workings, Late Come/Early GO
- Attendance/Absenteeism Trend Analysis
- Shift Roaster

**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
- Month End / Year End 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
- Custom Bank Upload development as per bank format
- Increment Management
- Stop/Hold Salary due to any reason
- Smooth Full and Final Settlement Customised Integration with Financial Accounting software HR Statutory and Regulatory compliances (PF, ESIC, LWF, Gratuity, Statutory Bonus etc) covering central as well as State level regulations
- TDS Projection Computation, Form 16, Quarterly TDS reports
- Employee Asset Tracking
- Tracking Training Cost
- MIS Support, Alerts, Approvals
- Awards / Rewards
- Performance Management (Define KRA, Appraisal Scheduling, Bell Curve)
- 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)
- Decentralised HR Coordination (New Joining, Attendance Monitoring)
- Auto PF Number allocation

## 2.4

### SYSTEM ADMINISTRATION

The System Administration Web Utilities Offer following features:

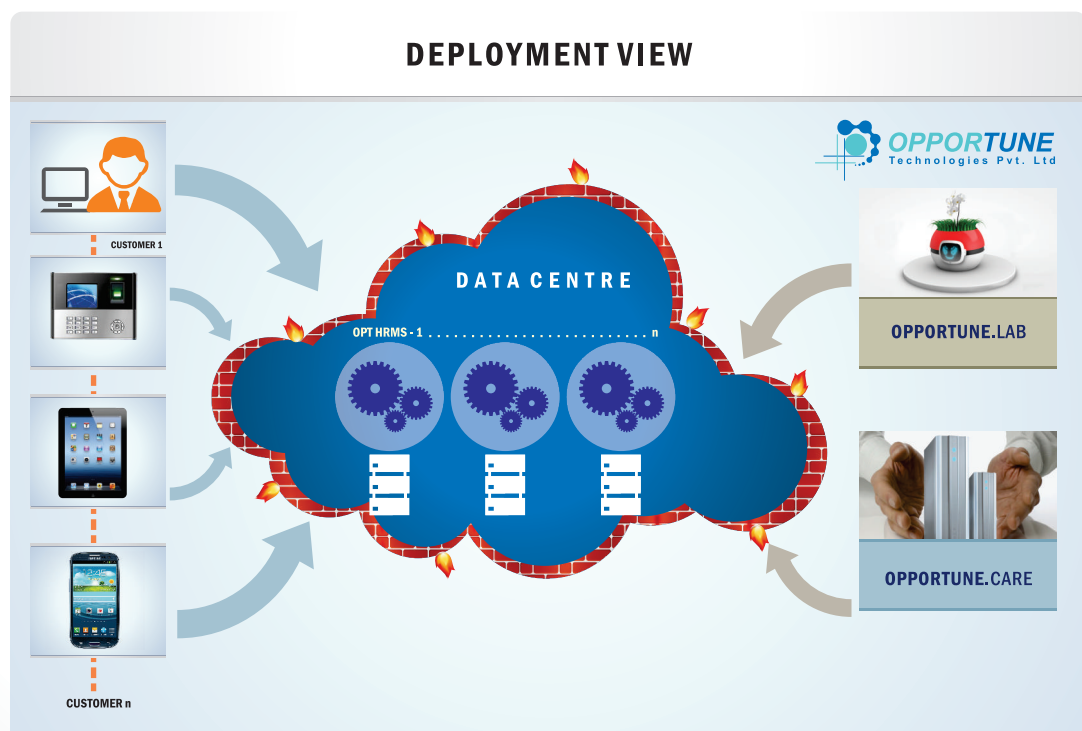
- User Maintenance
- Access Control
- Password Reset
- Bulk e-mail communication
- Bulk Uploads (New Joining, Employee Details update, Claims, Investments)



## 2.5

**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 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.