

KEVIT

Hisoft Solution



KEVIT HISOFTSOLUTION PVT LTD CLOUD BASE TIME, LEAVE & PAYROLL MANEGEMENT SYSTEM

CLOUD BASED SYSTEMS

Kevit Hisoft is simple & intuitive Cloud based HR Software. It provides HRIS records, leaves & attendance, Payroll, expenses, travel making it very easy to manage Human Capital in your organization.

Cloud based solution for maintaining data of the biometric application. Maintaining the data it is dedicated to cloud server and it is very easy, flexible and user friendly. We are using cloud based technology there is no need to maintain any type of physical servers and computers

So, there is no need to maintain any power backups or database backups at client end .Everything should be done with cloud .customer can use the application for any where using the internet service because of cloud based web Application.

Contact Us

KCNS First Floor
B-3, No2 GST Road
Chennai-600032
Phone: (+91)44 48515301
Email: info@mykevit.com

www.mykevit.com

TIME MANAGEMENT SYSTEM

A System to manage Employee's daily attendance for Pay Calculation Purpose

The data captured by TMS can be uploaded to host computer for further processing such as Payroll, job costing, etc. Time Management system (TMS) a high performance time recorded system offering sophisticated and powerful features

OVERVIEW

- ✓ Benefits of a Time Attendance Management system(TMS)
- ✓ Additional Features of TMS
- ✓ Software Features
 - File Maintenance
 - Reports
 - Utilities

BENEFITS OF TMS

- ✓ Simple to operate and maintain.
- ✓ Accurate data capturing and enables quick analysis.
- ✓ Reduce manual efforts and shorten turn-around time.
- ✓ Integration with Payroll application.
- ✓ Customization accordingly to user's requirement.
- ✓ Supports two-way data communication (Online or off-line data transfer).
- ✓ Bio -metric device can be use for enhanced security and reliability.
- ✓ Capture employee's daily time in/time out through electronic time recording device and upload to the system.

- ✓ System to consolidate all employees' attendance for periodic pay calculations

ADDITIONAL FEATURES OF TMS

- ✓ Integrated with Finger Print, Face Repagination devices
- ✓ Various input devices can be utilized with system
- ✓ User-friendly interface which allows easy navigation
- ✓ Easy maintenance.
- ✓ Integrated staff identity cards

SOFTWARE FEATURE

- ✓ Web based user-friendly system design
- ✓ Built in User Access Security Control
- ✓ Option to Integrate with Payroll Setting

1. HR MANAGEMENT

- ✓ Employee Management.
- ✓ Shift Maintenance (Shift, Auto shift, Schedule, Duty Rhooster)
- ✓ Company profile
- ✓ Maintenance Public Holiday. Leave Management (AL, ML, CC, Onduty, Unpaid leave etc..)
- ✓ Daily transaction (Time Sheet file)

2. REPORTS

- ✓ Daily Attendance Report.
- ✓ Missing Clock Report
- ✓ Late & OT Report
- ✓ Absent Report
- ✓ Reason Report
- ✓ Monthly Attendance Report

- ✓ Employee Performance Report
- ✓ Employee Bio-data Report

3. UTILITIES

- ✓ Company details for company registration details, bank details and Branch Details etc.
- ✓ Our Software Main Base of Utility, It use Submenu for System Setting, Company, Database Backup & Restore, Employee Import menu, About us for Software Version details
- ✓ System Setting for
- ✓ Leave settings for skip PH, Medical Claim etc...
 - OT Percentage settings(OT1.0, OT 1.5, OT 2.0, OT 3.0)
 - Export to Payroll text Format setting
 - Employee Portal Login Rights setting
 - Reminder for Employee Service, Birthday, Wedding Anniversary
 - Clear Log file for Audit Trial Master setting
 - Main part of addition Features of Update Import Leave Information from Other Application
 - Update Mail setting (SMTPS Name, Password etc...)

LEAVE MANAGEMENT SYSTEM

Leave Management System has a comprehensive and flexible leave management system to enabling manage leave requests according as per rules. This System is integrated with Payroll and ESS that allows to: Enter and cancel requests, view outstanding leave requests, view leaves balance, including current availed leaves and look-forward

- ✓ Leave Group
- ✓ Leave Update
- ✓ Leave Recalculate
- ✓ Year-end-process
- ✓ Update Leave Bring forward.
- ✓ Leave Calendar Details.
- ✓ Permission
- ✓ Leave Surrender

LEAVE GROUP

- ✓ Leave Group can be used to Group a Set of employees and create leave rules affecting all employees in the group.
- ✓ Leave Types
 - a) Annual Leave(AL)
 - b) Medical Leave(ML)
 - c) Child Care Leave(CCL)
 - d) Maternity Leave(MAT)
 - e) Other Leave (User defined Leave).

AL, ML, CCL leave type in the leave group has the following common attributes:

- Cycle Start- When should the leave cycle start
- We have two Leave Cycle options:
 - Based on Join date
 - Based on Period
- Based on Join Date - When Cycle start from based on join date.
- Based on Period - When Cycle start from selected period.
- Calc Earn Leave- if selected, calculate the earning leave for a month.
- Monthly Prorated- Only applicable employee join midmonth of a cycle period in a current year. If selected, calculate the earning leave form join date to cycle end period.
- Join Before 15 consider full month- only applicable Monthly prorated is selected and employee join before 15th. If selected, consider a full month to calculate a earn leave.

a) ANNUAL LEAVE (AL)

- Allow Carry Over - Number of days to carry over into the next cycle.
- We can set AL eligible leave, based on Employee experience.

b) MEDICAL LEAVE (ML)

- We can set ML eligible leave, based on Employee experience.
- We can set ML claim amount per year and maximum amount per visit.

c) CHILD CARE LEAVE (CCL)

- We can set CCL eligible leave, based on the child age and also Priority based.

d) MATERNITY LEAVE (CCL)

- We can set MAT eligible leave based on No of Times Taken. For example, Employee apply on first time leave eligible set for 90 days and second time set eligible for 60.

e) OTHER LEAVE

- Other Leave is user defined leave. Admin create these leaves in reason master.
- We can set Other Leave number of leave days for a year.

LEAVE UPDATE

- ✓ Leave Update Form Manage all Staffs Leave (AL,ML, CCL etc.)
- ✓ Show Leave Eligible, Taken and Balance.
- ✓ With an option add, delete leave record submitted by the employee or on his behalf by HR.

LEAVE RECALCULATE

- ✓ Leave Recalculation is used to auto calculation of opening balance of leave every year with option to override.

YEAR-END-PROCESS

- ✓ Leave Year End Process used to create a Next Leave Cycle Period.
- ✓ Leave Year End has to be processed only after the completion of Leave Cycle Period.

- ✓ If an employee has some leave balance remaining in previous leave period, that amount will get add to the current leave period during year end process.

UPDATE LEAVE BRING FORWARD

- ✓ Admin can change and update the employee's Leave Bring Forward Balance for Current Cycle Period.

LEAVE CALENDAR DETAILS

- ✓ Leave Calendar Details show the all employees leave details for a given month.
- ✓ It also show list of holidays for a given year.

LEAVE IMPORT & EXPORT

- ✓ Import employees leave using excel sheet or text files based on the conditions.
- ✓ Export leave into text format using Leave Export form.

REPORTS

- ✓ Leave History Report
- ✓ Leave Consolidate Report
- ✓ Leave Credit Report
- ✓ Permission Report
- ✓ Leave Surrender Report
- ✓ PF & Tax Report

PAYROLL MANAGEMENT SYSTEM

A payroll system is software designed to organize all the tasks of employee payment and the filing of employee taxes. These tasks can include keeping track of hours, calculating wages, withholding taxes and deductions, delivering checks and paying employment taxes to the government.

✓ Benefit of Payroll Management System

✓ Payroll Master

- Bank.
- Salary Head.
- Allowance.
- Daily Rate.
- Pay Group.
- Payday.

✓ Payroll Transaction

- Loan & Advance.
- Salary Revision.
- Tax Declaration.
- Initialize.
- Pay Update.
- Recalculation.
- Lock/Unlock and Release.

✓ Fund & Tax Master

- Provident Fund Slaps.
- Professional Tax Slaps.
- Employee State Insurance Slap.
- Income Tax Slap.
- Income Deduction Ceiling.

BENEFIT OF PAYROLL MANAGEMENT SYSTEM

- ✓ Supports multiple branch in single payroll. Allows system to upgrade and enhancements automatically.
- ✓ User-friendly interface, which allows easy navigation through PMS.
- ✓ Simple to operate and maintain.
- ✓ Accurate data capturing and enables quick analysis.

PAYROLL MASTER

- ✓ Salary Head is used for calculation of Basic salary, ESI, PF, PT, TDS and income taxes for Employee.
- ✓ Allowance Conditions
 - Prorate (for optional) is calculated on the basic of
 1. No Prorate,
 2. Exclude Unpaid Leave,
 3. Exclude Unpaid Leave+ Paid Leave
 - Also basic salary is calculated based on Component, Daily Rate, Hourly Rate, Allowance, Deductions etc.

PAYROLL TRANSACTION

- ✓ Loan Disbursement with EMI option.
- ✓ User Definable Loans/Advances (Multiple).
- ✓ Automatic recovery of EMI & stops automatically once the Loan amount is totally recovered.
- ✓ Auto calculation of Interest on Loans based on Flat Interest, Reducing Balance.
- ✓ Pay update calculates CPF, Fund, No Payday, No Pay Hours for Employee Earning and Deductions calculated Employer to get Employee Pay slip.

- ✓ Auto Calculates overtime pay done by system after updating of overtime and rates.
- ✓ Recalculation for using Employee salary or any conditions change at the pay update form.

FUND & TAX MASTER

- ✓ Predefined PF, PTS, ESI, ITS, IDC rate are allotted for employee and that amount will be deduct from salary of particular employee.
- ✓ Easy initialization to be run at the end of each period to prepare date for the next coming transaction period.

REPORTS

- ✓ Monthly Payroll Summary Report.
- ✓ Earning Report
- ✓ Deduction Report
- ✓ Salary Comparison Report
- ✓ Employee listing, Periodic, Yearly Reports
- ✓ Payments mode Report(Cash/ Cheque / Bank)
- ✓ PF Statement Report
- ✓ ESI Statement Report
- ✓ Professional Tax statement Report
- ✓ Yearly(Summary and Summary detail) Report
- ✓ Yearly Earning and Deduction Report

EMPLOYEE SELF-SERVICE (ESS)

ESS-Employee Self-Service is an web enabled tool used to update their own data by the employee itself.

- ✓ Profile Update
- ✓ Document Manage
- ✓ Leave Manage
- ✓ Time Manage
- ✓ View Payslip

FEATURES

- ✓ Employees ability to access and maintain their own records such as address, phone numbers, martial status, family information, emergency contacts, etc. helps ensure that all records are update.
- ✓ Employees can update their documents.
- ✓ Provision for employee to Apply Leave and View Leave balance.
- ✓ Provision to View/print pay-slips for multiple months.
- ✓ View leave calendar details and Holiday List.
- ✓ Employees can add/edit daily work hours to their sheet and send it for approval.
- ✓ Every Request notification is sent to Officer about the changes and item which need approval are updated after the Officer reviews the changes and approves them.

Thank You

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