



Emportant is derived from the word Important and signifies the value of employees to the organizations they work in and gave rise to the concept that Employees are Important and Emportant helps you to manage this most critical asset of your organization.

## Emportant HRMS - Datasheet

## Organisation

Emportant Technologies is young, vibrant, much focused and extremely committed to meeting the goals set by our clients and stakeholders.

**The product - a robust and comprehensive online HR, payroll & Workforce management suite and is called Emportant.com. This is available to you on a simple pay-per-user subscription model. Emportant Technologies has vast experience and expertise in Microsoft technologies and Oracle technologies. We leverage this experience to provide mission critical and scalable applications and support services to our valued clients. These results in the solutions and applications developed with the same precision and zeal, which is our hallmark.**

## Technologies

We are committed to provide applications which are, by design – web based and utilize latest technologies for business benefits.

## Customer Centric

Our team understands the sensitivity and importance of applications supplied by us and hence we design our product and services to surpass customer expectation. Our products keep growing in capabilities and breadth of offering along with the requirements of our clients as we continually build new features with growing market feedback. This reinforces our ability to work closely with customers. After all, "Coming together is a beginning. Keeping together is progress. Growing together is success".

## Security and Scalability

We are paranoid about security and hence we ensure that our application meets or exceeds the expectation on clients and passes the toughest security audits. Web based applications need not be less secure!



## Emportant: Employee Information Management

<b>CORE HR</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Capture Employee personal information, family details, nominees, photos</li> <li><input type="checkbox"/> Maintain records about employee personal information, educational background, skills, previous job experience/ designation, salary details and store related graphic files such as photographs, licenses, certificates, visas, etc.</li> <li><input type="checkbox"/> Maintain employment type</li> <li><input type="checkbox"/> User instantaneous access to employee addresses, phone numbers, passports, and emergency contacts.</li> <li><input type="checkbox"/> Facility to store employee photograph</li> <li><input type="checkbox"/> Maintain soft copy of Employees Records in Scanned documents / in pdf</li> <li><input type="checkbox"/> Maintain Employee Reference check</li> <li><input type="checkbox"/> Maintain Employee Medical History</li> <li><input type="checkbox"/> Maintain Employee skills records</li> <li><input type="checkbox"/> Maintain Employee Transfers and Promotions Record</li> <li><input type="checkbox"/> Facility to provide immediate update of individual employment and employee personal data</li> <li><input type="checkbox"/> Facility to maintain employee background check information</li> <li><input type="checkbox"/> Facility to retain retiree employment data to facilitate reemployment</li> <li><input type="checkbox"/> Facility to generate employee head count report with multiple combinations</li> <li><input type="checkbox"/> Facility to generate automated reminders and alerts</li> <li><input type="checkbox"/> Confirmation reminders in the system before the due date (Configurable).</li> <li><input type="checkbox"/> Facility to automatically change probation status to "Confirmed" after end of probation period</li> <li><input type="checkbox"/> Facility to maintain information on employment history from joining to separation like salary changes, designation/ level changes, transferd etc. i.e. the progression details</li> <li><input type="checkbox"/> Employee Retirement notification</li> <li><input type="checkbox"/> Facility to maintain and keep track of the expiry dates of employees' professional license, passports, and contract and track which are due to expire</li> <li><input type="checkbox"/> Provides departmental and consolidated analysis in the reports.</li> <li><input type="checkbox"/> Maintains employee termination records along with termination reason, eligibility for rehire, etc.</li> <li><input type="checkbox"/> Flexible reporting capability, enabling the user to generate reports with various combinations of data elements resident in the system.</li> <li><input type="checkbox"/> Employee Satisfaction Survey</li> <li><input type="checkbox"/> Define positions and map employee to respective position</li> <li><input type="checkbox"/> Facility to tag assets given to employee along with return information and history</li> <li><input type="checkbox"/> Generate list of available and issued assets</li> </ul>
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<b>Employee &amp; Manager Self Service</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Workflow approval for change in address, personal details, dependents details etc.,</li> <li><input type="checkbox"/> View policies / documents / alerts through portal</li> <li><input type="checkbox"/> Manage own tasks and assignments</li> <li><input type="checkbox"/> Ability to generate online query from employee to HR or other department</li> <li><input type="checkbox"/> Automatic Birthday mail generation to the employee</li> <li><input type="checkbox"/> Automatic long service mails generation</li> <li><input type="checkbox"/> Personnel procedures and policy manuals will be available on-line to employees</li> <li><input type="checkbox"/> Ability to request for issue of any item like stationery, or asset like phone, laptop etc.</li> <li><input type="checkbox"/> Employees can log onto the system any time from the Internet through many other access options, all in a password and user name protected environment.</li> </ul>
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<b>Letter generation</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create your own format for letter including data from HRMS (mail merge)</li> <li><input type="checkbox"/> Letters can be formatted including Tabular data, Bold/Italic, etc.</li> <li><input type="checkbox"/> Letter formats can have start / end (valid till) date for managing new formats efficiently</li> <li><input type="checkbox"/> All letters and documents can be created on line after data is entered</li> <li><input type="checkbox"/> Support printing of appointment letter, increment letter, relieving letter, exp letter, warning letters, offer letter, confirmation letter, termination letter, memos, show cause notices</li> <li><input type="checkbox"/> Ability to send letter to employees by email</li> </ul>
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### Emportant: Advanced HRMS (Modules)

<b>Advanced HR - Introduction</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Advanced HR comprises of Training administration, Performance management, Letters generation and Competency management</li> <li><input type="checkbox"/> In addition Advanced HR provides for : <ul style="list-style-type: none"> <li>▪ Self service allows employees to change selected data (configurable). Once approved, these changes reflect in the employee master.</li> </ul> </li> </ul> <p>Restricted access of employee master record to department heads and line managers</p>
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<b>Advanced HR – Joining formalities</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain on-boarding checklist for different levels of employees</li> <li><input type="checkbox"/> Ability to notify different departments for new employee requirements</li> <li><input type="checkbox"/> Track the progress of on-boarding activity for each department and for each candidate</li> </ul>
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<b>Employee Exit formalities</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Record Employee Exits, Exit reason</li> <li><input type="checkbox"/> Employee Exit formalities like Exit Not Due Clearance, Exit Interview, Exit Analysis</li> <li><input type="checkbox"/> Facility for employee to submit Resignation notice online and Manager to accept / reject with reason</li> </ul>
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## Emportant: Performance Management System

<p><b>Performance Management , Confirmation and Appraisal</b></p>	<p><b>Performance Evolution set up-</b></p> <ul style="list-style-type: none"> <li>▪ Confirmation evaluation process initiated by Manager or by Employee</li> <li>▪ PMS with Employee wise Goal Sheet and KRA setting</li> <li>▪ Evaluation against KRA</li> <li>▪ KRA applicable as per function or department</li> <li>▪ Determine the total KRA weightage and number of KRA required as mandatory</li> <li>▪ Multiple levels of rating for different evaluations</li> <li>▪ Define Increment based on Evaluation</li> <li>▪ Workflow based multi-level evaluation</li> <li>▪ Forms based performance rating subjective / objective</li> <li>▪ Simple / adhoc increment process</li> <li>▪ PMS review can be done monthly / quarterly / half-yearly or annually</li> <li>▪ Goals can be modified as required by changes in business needs can be reviewed periodically.</li> <li>▪ Accomplishments can be linked with the financial or HIS system to automatically update performance</li> <li>▪ Quarterly Performance Based Incentive process automated through PMS ratings</li> <li>▪ Detect any bottlenecks using reports for "Pending submission", "Pending with Manager", etc.</li> <li>▪ Submit PMS form to manager as per the review periods defined by HR</li> <li>▪ Manager can agree / disagree with ratings given by employee, and provide his own ratings</li> <li>▪ Manager can send form back to employee if not satisfied with self evaluation</li> <li>▪ Email alert at every stage notifies employee and manager for all the actions</li> </ul> <p><b>PMS Workflow and Process-</b></p> <ul style="list-style-type: none"> <li>▪ Submit PMS form to manager as per the review periods defined by HR</li> <li>▪ Manager can agree / disagree with ratings given by employee, and provide his own ratings</li> <li>▪ Manager can send form back to employee if not satisfied with self evaluation</li> <li>▪ Email alert at every stage notifies employee and manager for all the actions</li> </ul>
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<p><b>Advanced HR - Competency management</b></p>	<ul style="list-style-type: none"> <li>❑ Define competency requirements for various positions</li> <li>❑ Evaluate and assign skill levels to individuals</li> <li>❑ Find people having certain specific skills</li> <li>❑ Find people matching skills of other people</li> <li>❑ Find people possessing competencies required for a position</li> <li>❑ Associate skills with training and automatically add the skills gained through training to the employee</li> <li>❑ Gap analysis of competencies required and possessed for each employee with respect to his current position</li> </ul>
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## Emportant: Recruitment Management

Recruitment Management	Vacancy Management
	<ul style="list-style-type: none"> <li>▪ Candidate information capture like Resume, Personal Address, Permanent Address, Emergency Contact details, Educational qualifications, previous employment history, Interview details</li> <li>▪ Facility to create, edit and maintain performance rules and ratings</li> <li>▪ Facility to create job description master, assign competencies, salary range etc.</li> <li>▪ Facility to maintain multiple class codes, pay plans and labour units and other required fields for specific classifications</li> <li>▪ Facility to perform key-word text search on job classification data</li> <li>▪ Facility to associate job classification to career path of classification series (for example, job series, compare , job families, career progression series) for multiple labour units or statutory layoff rules</li> <li>▪ Facility of validation of position details such as salary, grade etc. at the time of requisition/ offer</li> <li>▪ Shortlist applications, schedule interview process</li> <li>▪ Facility to uniquely create, modify, inactivate and view positions and all required position related data for any effective date</li> <li>▪ Facility to assign multiple chart of accounts coding strings to a position</li> <li>▪ Facility to assign a work location on multiple levels (for example, bureau, division, office) to a position</li> <li>▪ Facility to post positions through various channels e.g, employee referral, agency etc.</li> <li>▪ Facility to automate vacancy notification to recruitment executive and hr head</li> <li>▪ Walk-in applicants will be able to fill-up on-line application form. (Requires custom integration with your web site career page)</li> <li>▪ Provide workflow for applications submitted intimating the Candidate (depending on the class of applicant) on the status of the Resume submitted - Whether the Resume is waitlisted, accepted, rejected etc.</li> <li>▪ Applicant's information can be maintainable.</li> <li>▪ Facility to check if applicant data exists. Searchable database of candidate information and their resumes. Search criteria are customizable.</li> <li>▪ Resume key word search is available</li> <li>▪ Facility to broadcast open requirements to internal employees</li> <li>▪ The system is able to provide information for requirements needed per position.</li> <li>▪ Facility to create, edit, cancel and maintain vendor/ agency database</li> <li>▪ Facility to share position/requirements with vendors/ agencies online- Consultant role</li> <li>▪ Facility to verify if the referring employee exists.</li> <li>▪ Facility for employee referral program with cash incentives ranked according to role level..</li> <li>▪ Facility to create, edit, view and withdraw requisition against approved positions</li> <li>▪ The system should provide a computer generated application</li> </ul>



	<p>number to be used by applicants in verifying their application status.</p> <ul style="list-style-type: none"> <li>▪ Manage a consulting agency's candidate submittals and contract job opportunities.</li> </ul> <p><b>Interview &amp; Offer</b></p> <ul style="list-style-type: none"> <li>▪ Facility to schedule interview and record outcome with details including reference check and salary check</li> <li>▪ Facility to record outcomes online by any number of panel members</li> <li>▪ Facility to transfer unsuitable candidate to another suitable vacant position</li> <li>▪ Online correspondence with applicant for next stage of interview</li> <li>▪ Facility to automate workflow to refer all qualified, tested and ranked applicants to requisitioning manager for final selection process.</li> <li>▪ The system can notify denied applicant thru email or letter.</li> <li>▪ Recruitment agency can access the system to view the status of its recruited applicants.</li> <li>▪ Provides search option that uses various criteria to identify the correct applicant data.</li> <li>▪ Information of hired applicants (who have accepted offer) will be made available to other systems like Payroll &amp; HRMS.</li> <li>▪ Invitation for the interviews to be forwarded to all panel members</li> <li>▪ Generate offer letters</li> <li>▪ Add candidate record to employee database</li> <li>▪ Generate appointment letter</li> </ul> <p><b>Employee On-Boarding-</b></p> <ul style="list-style-type: none"> <li>▪ Maintain on-boarding checklist for different levels of employees</li> <li>▪ Ability to notify different departments for new employee requirements</li> <li>▪ Track the progress of on-boarding activity for each department and for each candidate</li> </ul>
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### Emportant- Training Administration

<p><b>Training Administration</b></p>	<p><b>Training Administration and Assessment Configuration</b></p> <ul style="list-style-type: none"> <li>▪ Ability to create / edit training course including training resource required</li> <li>▪ Ability to do mass upload of the Training Assessment questionnaire for taking up the assessment also facility to randomize the questionnaire- Question type Fields can be multi choice, objective type, true/false</li> <li>▪ Capability to store more number of questionnaire and to randomize the questions according to the level of participants</li> <li>▪ Ability create pop-up message as soon as we add particular employee for the training and Ability send out auto-generated mail to the participants and to his/her manager on the same and</li> <li>▪ Ability to generate Certificate once particular candidate completes or pass the assessment with the specified cutt-off marks</li> <li>▪ also to generate certificate based on the particular type of</li> </ul>
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	<p>training programme</p> <ul style="list-style-type: none"> <li>▪ Ability to generate weekly and monthly report for all the trainings conducted during the month with weight age of marks scored for each questionnaire</li> <li>▪ Ability to schedule particular training and fixing the minimum and maximum count required for conducting the training programme. So setting threshold levels for each trainings</li> <li>▪ Capability to send training schedule by email once we add the participants</li> <li>▪ Ability to upload and maintain all the training related materials like ppt's, different forms and annexure</li> <li>▪ Capability to download the ppt,report,forms and other annexure required for training</li> <li>▪ Capability to extract no-shows report for the trainings</li> <li>▪ Ability to structure the question bank / questionnaire by topics and analysis of learning gaps by topics after the test is taken</li> <li>▪ Ability to set pass marks by program</li> <li>▪ Report on Training feedback by program, by unit, by department or function</li> <li>▪ Ability to generate report for coverage and marks by individual trainee/ department against all the mandatory programs for them.</li> <li>▪ Ability to link mandatory programs to designation/ role</li> </ul> <p><b>Training Requests &amp; Nominations</b></p> <ul style="list-style-type: none"> <li>▪ Facility for employee or manager to nominate for a particular training</li> <li>▪ Facility to link to training material directly online</li> <li>▪ Capability to show or send reminder n days before the training</li> <li>▪ Facility provide on-line feedback survey for the trainings attended by participants</li> </ul>
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**Emportant: Payroll Management**

<p><b>Salary Administration</b></p>	<p><b>Payroll Administration</b></p> <ul style="list-style-type: none"> <li>▪ Facility to edit and maintain multiple salary structures and adjustments</li> <li>▪ Provides flexible earnings and deductions file, rate calculations and report generation schemes.</li> <li>▪ View, add, change, or stop (delete) voluntary deductions.</li> <li>▪ Earning heads in multiple currencies</li> <li>▪ Multiple payrolls within the same system</li> <li>▪ Provides individual/ batch multi-payroll processing based on date parameters.</li> <li>▪ Facility to generate payments based on Salary, Hours, days, and Other Units of Measure</li> <li>▪ Flexible earning / deductions heads calculations</li> <li>▪ Add own earnings / deduction heads</li> <li>▪ One time entry on earnings / deductions</li> <li>▪ Unlimited earning / deduction heads</li> <li>▪ Resigned Employees salary to be processed with Active Employees and need to with hold those employees salary</li> <li>▪ Facility to have iterative pay calculations without finalizing the payroll (not processing)</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Chart based calculations for any allowance / deduction as per company rules</li> <li>▪ Maintains salary information and provision to see past and future record pay increase and decrease.</li> <li>▪ Maintains records of employees medical Insurance including dependents.</li> <li>▪ Facility to identify minimum and maximum salary for a variable rate specific to a grade</li> <li>▪ Facility to automate payments based upon certain criteria that is captured in the system</li> <li>▪ Facility to restrict the use and editing of certain earnings and deductions and be able to restrict certain earnings to specific groups of employees</li> <li>▪ Facility to recover overpayments</li> <li>▪ Correcting , adjustments, undo</li> <li>▪ Performance Based Incentive process</li> <li>▪ Bulk upload for Employee Information and salary data on correction</li> <li>▪ Bulk upload of salary revisions</li> <li>▪ Payroll supports to Integration with other third party ERP etc. (Requires Customization)</li> <li>▪ Component wise claim wise Reimbursement statement</li> <li>▪ Reimbursement item wise balance report</li> <li>▪ Reimbursement item wise claimed report</li> <li>▪ Employee wise month wise Reimbursement item wise report</li> <li>▪ Creation of a .Payroll Journal Report on pay-period close showing the transfer to GL.</li> <li>▪ View Annual paysheet sheet</li> <li>▪ Flexible reporting capability , enabling the user to generate reports and analysis by accessing various combinations of data elements resident in the system</li> <li>▪ Payroll Register generation function / Unit wise</li> <li>▪ Resigned Payroll Register generation function / Unit wise</li> </ul> <p><b>Recovery &amp; Arrears</b></p> <ul style="list-style-type: none"> <li>▪ Automatic recovery of excess paid days in final settlement</li> <li>▪ Automate arrears calculation, based on rules for each allowance and deductions</li> <li>▪ Automatic arrears processing based on date</li> <li>▪ Facility to limit by several parameters retroactive payments according to specific requirements and capture retroactive process date</li> <li>▪ Automatically process retroactively created benefit and deductions for individual employees and groups using Payroll.</li> <li>▪ Calculation of retrospective pay based on the number of days in the respective month</li> </ul> <p><b>Salary Disbursements</b></p> <ul style="list-style-type: none"> <li>▪ Facility to generate on-line payslips</li> <li>▪ Payslips generation Function / Unit wise</li> <li>▪ Payslips print out in bulk option</li> <li>▪ Payslip generate in PDF with option to send by email</li> <li>▪ Generate Bank Upload file for Reimbursement process</li> <li>▪ Generates bank credit transfer instructions</li> <li>▪ Facility to generate and transmit payroll information to bank</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Bank Upload of employee salary, revisions, LWP, etc.</li> <li>▪ Hold salary tracker</li> <li>▪ Facility to split an employee's compensation to multiple direct deposit accounts e.g., Loan, LIC, etc.</li> </ul>
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<b>Taxation</b>	<ul style="list-style-type: none"> <li>❑ Complete Taxation rules defined as part of the pay structures configuration</li> <li>❑ Completely automated calculation and deduction of tax</li> <li>❑ Facility to override the automated tax calculation for exception cases</li> <li>❑ Taxation formulae can be changed any time without the need for upgrade or new release of the product</li> <li>❑ Tax calculation based on perquisites given to the employee</li> <li>❑ Form 16 can be printed directly from the system and ETDS (for India) data can be generated in Excel format</li> <li>❑ Provision to print duplicate Form16 at any time for prior years for which Payroll has been processed on the system.</li> <li>❑ Facility to print IT computation worksheet at any time during year - showing the IT calculation based on the projected earning for the year</li> <li>Facility for “net of tax” computation - typically useful for expatriate salary, where the tax is paid by the employer</li> </ul>
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<b>Retrospective Pay / Calculation of Arrears</b>	<ul style="list-style-type: none"> <li>❑ Completely automated arrear calculation</li> <li>❑ While updating the Salary details of an employee, the Effective From Date determines the arrears calculation. If the date is prior to the current period start date - Payroll automatically calculates the arrear as per the new salary / structure</li> <li>❑ Arrear calculation for any number of previous months – differential pay is added to current month payroll</li> <li>❑ Arrear calculation can span any back period for which payroll was processed in the system</li> </ul> <p>Arrears are calculated for each pay / deduction element</p>
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<b>Terminal Benefits / Final settlement</b>	<ul style="list-style-type: none"> <li>❑ Automatic recovery of excess paid days in final settlement</li> <li>❑ With hold salary to be paid through F&amp;F Settlement automatically</li> <li>❑ F&amp;F Settlement Process Automation including F&amp;F Settlement Statement</li> <li>❑ Adjustment of any earning / deduction head to override automatic calculations</li> <li>❑ Automatic Loan deduction through Resigned Payroll (F&amp;F settlement) if any</li> <li>❑ Facility to override the number of days to be paid for notice period</li> <li>❑ Facility to override the number of days payable for hold period</li> <li>❑ Automated calculation of income tax during F&amp;F for current or next financial year</li> <li>❑ Facility to pay terminated employees automating necessary refunds</li> </ul>
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<b>Statutory Compliances</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All payroll related statutory rules and reports provided as part of the implementation (refer Annexure)</li> <li><input type="checkbox"/> Statutory regulations for India available as part of the ready implementation pack</li> <li><input type="checkbox"/> Statutory regulation for other countries can be configured</li> </ul>
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**Emportant: Benefits Administration**

<b>Perquisites</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Define grade specific perquisite rules</li> <li><input type="checkbox"/> Define tax treatment for each such perquisite</li> <li><input type="checkbox"/> Tracking of perquisites and assets given to employees with expiry/recovery dates if any Specifically suitable for perquisites like Company owned, or leased housing, Company owned/leased car, club membership cards, telephones, furniture etc.</li> </ul>
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<b>Reimbursements and Benefit Claims</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Facility to track medical reimbursement claims and balances against entitlement</li> <li><input type="checkbox"/> Reimbursements can be published through Self service for employees claims along with online approval process</li> <li><input type="checkbox"/> Hospitalization and domiciliary benefits linked to grade based entitlement</li> <li><input type="checkbox"/> Payroll reimbursements pay unclaimed amount as taxable income in March</li> <li><input type="checkbox"/> Carry-forward Reimbursement claim to next month</li> </ul>
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**Emportant: Loan Administration**

<b>Employee Loan Module</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fixed Periodic deduction of Loans</li> <li><input type="checkbox"/> Interest bearing and interest free loans</li> <li><input type="checkbox"/> EMI calculation and periodic deductions</li> <li><input type="checkbox"/> Rescheduling of EMI deductions</li> <li><input type="checkbox"/> Employee wise Loan deduction report</li> <li><input type="checkbox"/> Loan Balance YTD / Monthly Report</li> <li><input type="checkbox"/> Online Loan request process and approval process</li> <li><input type="checkbox"/> Automatic Loan deduction through Payroll</li> </ul>
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**Emportant: Travel & Expense management**

<b>Travel Request/Expense tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Travel plan / requisition / approval</li> <li><input type="checkbox"/> Travel advance / expense claim</li> <li><input type="checkbox"/> Conveyance expense claim</li> <li><input type="checkbox"/> Domestic Travel claim process</li> <li><input type="checkbox"/> Travel Expenses process</li> <li><input type="checkbox"/> Travel policy &amp; Eligibility configuration</li> <li><input type="checkbox"/> Configurable multi-level workflow for employee / manager / department head / location head</li> <li><input type="checkbox"/> Email alerts at every stage of workflow</li> </ul>
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## Emportant: Leave Management

<p><b>Leave Administration</b></p>	<p><b>Leave Administration</b></p> <ul style="list-style-type: none"> <li>▪ Leave rules can be defined for different grades of employees</li> <li>▪ Automatic checking of leave eligibility for each employee</li> <li>▪ Multiple leave types can be created with eligibility and availing rule for each, e.g., Sick, Privilege, Casual, maternity, etc.</li> <li>▪ Different carry forward rules for different type of leave</li> <li>▪ Ability to mark On Duty when person is not present</li> <li>▪ Ability to claim Compensatory Off in lieu of Holiday Work, with authorization</li> <li>▪ Accrual rules for different earned leaves based on confirmation, length of service</li> <li>▪ Automatic accrual on monthly basis, yearly basis, or number of days worked in previous month</li> <li>▪ Calculate employees leave accrual, based on contract type, and update the balance</li> <li>▪ Ability to enter adjustment against the leave balance</li> <li>▪ Auto calculation of opening balance of leave every year with option to override</li> <li>▪ Ability to make prior pay period adjustments and apply time, pay rules and accrual balances that were in effect at that point in time with automatic recalculation</li> <li>▪ Leave approval and clubbing rules</li> <li>▪ Leave regularization for previous months</li> <li>▪ Auto encashment</li> <li>▪ Predefine leave available for total leave or incremental monthly basis. Monthly increment of leave on pro-rata basis</li> <li>▪ Ability to credit leave time after change of status, for example, probationary to permanent</li> <li>▪ Ability to limit maximum accrued leave or holiday time, limit carry-over and zero out unused time</li> </ul> <p><b>Leave Records</b></p> <ul style="list-style-type: none"> <li>▪ Records employee leaves history with an option to print.</li> <li>▪ Leave availed report on function, unit, position wise</li> <li>▪ Leave balance report on function, unit, position wise</li> <li>▪ Email sending to line manager of Leave status</li> <li>▪ Employee wise leave applied report</li> <li>▪ Unit wise Leave type wise report</li> <li>▪ Upload monthly absence data in excel format</li> <li>▪ Upload of leave taken date wise in excel format</li> </ul> <p><b>Leave Workflow</b></p> <ul style="list-style-type: none"> <li>▪ Employees can apply for leave online with automatic workflow approval</li> <li>▪ Email application and approval generates email to the concerned manager / employee</li> <li>▪ Manager gets automatic reminder for pending leave applications</li> <li>▪ Leave application can be automatically routed to next level if it is unapproved for n days</li> <li>▪ Any of two managers can approve leave of the employee (parallel</li> </ul>
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	<p>reporting)</p> <ul style="list-style-type: none"> <li>▪ Need option to immediate Supervisor to apply for Leave on behalf of team</li> <li>▪ Deemed leave approval if manager does not approve within 3 days</li> <li>▪ During Payroll process time, cutoff date can be configure for Leave apply</li> <li>▪ If leave approval not given by HOD within (n) number of days reminder would be send through email, after pre described days of application auto approval</li> <li>▪ Once last date of working is entered in the system, all access and application accesses will be blocked</li> </ul>
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### Emportant: Time & Attendance Management

<b>Configuration</b>	<p><b>Attendance Administration</b></p> <ul style="list-style-type: none"> <li>▪ Create fixed weekly schedules</li> <li>▪ Create rotational weekly schedules</li> <li>▪ Multiple types of rotational schedule</li> <li>▪ Multiple types of shifts including night shift</li> <li>▪ Can handle flexible shifts based on hours worked</li> <li>▪ Handle multiple holiday rules based on location / department / shift</li> <li>▪ Ad-hoc changes to shift schedule</li> <li>▪ Provides an overview of employees working in any shift.</li> <li>▪ Ability to group employees by functional or organizational unit</li> <li>▪ Ability to have different sets of rules for staff, workers, senior managers</li> <li>▪ Late coming / early going rules</li> <li>▪ Ability to enter time using swipe cards</li> <li>▪ Ability to enter time using time entry interface</li> <li>▪ Employee time management, Late Coming, Early going, Absence due to travel on Duty etc.</li> <li>▪ Missing / irregular swipe regularization</li> <li>▪ Automatic conversion of absent without leave and short hours to LWP</li> <li>▪ LWP can be marked automatically based on late minutes, number of occurrence, min hours to be worked, etc</li> <li>▪ Compensatory off tracking for holiday work</li> <li>▪ Overtime calculation for normal shift and holiday</li> <li>▪ Ability to accommodate time entry, both centralized and decentralized, on a daily, weekly, biweekly, semi-monthly or monthly basis</li> <li>▪ Ability to define minimum number of swipes required for considering as present</li> <li>▪ Ability to define group of employees who are marked present even if no swipe is there and vice versa</li> </ul> <p><b>Integration with third-party Attendance recording systems</b></p> <ul style="list-style-type: none"> <li>▪ Upload of attendance file from any biometric or smartcard system</li> <li>▪ Integrate raw data file from any attendance reader in batch mode or real-time</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Ability to provide integration point for any attendance vendor to push data to HRMS in real-time</li> <li>▪ Ability to push data real-time from any location using our own solution without any additional integration effort</li> </ul>
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<b>Automated Attendance Tracking</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completely automated tracking of attendance based on rules defined</li> <li><input type="checkbox"/> Automated absent marking for payroll</li> <li><input type="checkbox"/> Automated credit of compensatory off (based on rule)</li> <li><input type="checkbox"/> Automated overtime calculation (based on rule)</li> </ul> <p>Provision to override the automated calculations and credits</p>
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<b>Exception Monitoring</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Approval for unplanned overtime</li> <li><input type="checkbox"/> Approval for unscheduled presence or absence</li> <li><input type="checkbox"/> Post-facto approval of leave for unforeseen leave</li> <li><input type="checkbox"/> Automated absent marking for payroll</li> <li><input type="checkbox"/> Missing punches/swipes/scans</li> <li><input type="checkbox"/> Extra punches/swipes/scans</li> <li><input type="checkbox"/> Unscheduled working</li> </ul>
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<b>Crisp Reporting</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attendance summary report - gives complete at a glance report of rostered, present, absent, unauthorized, on overtime, etc.</li> <li><input type="checkbox"/> For all unauthorized presence - it also gives the name and scheduled for the day</li> <li><input type="checkbox"/> For all absence - it also gives the name and actual worked shift for the day</li> <li><input type="checkbox"/> Man-hour reporting by day/by department/by functional role, etc.</li> </ul>
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**Emportant: Advanced tools**

<b>Unlimited Levels of Security Configuration</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> User ID and Password based login</li> <li><input type="checkbox"/> Each user in the system is mapped to one or more Roles</li> <li><input type="checkbox"/> Each Role is mapped to a set of menu options. Each role has a user defined name</li> <li><input type="checkbox"/> Creation of Roles and granting access is part of the configuration tools and access to configuration tools can be restricted to few designated roles</li> <li><input type="checkbox"/> Depending upon the role chosen at the time of login, the person will be shown only those menu options which the role permits</li> <li><input type="checkbox"/> Each person is attached to one or more units for a particular role</li> <li><input type="checkbox"/> Which means that a person may have full administrator access to certain units and limited access under some other role in other units and no access in some units</li> <li><input type="checkbox"/> Data entry access can be restricted to only one time entry or monthly entry or both</li> <li><input type="checkbox"/> Data entry access can further be restricted either for only one or more or all pay structures</li> <li><input type="checkbox"/> Data access can be restricted as view only or with edit privilege</li> </ul> <p>Data access can yet further be restricted to certain forms (which results in access being given to only certain heads/elements of pay structure)</p>
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<b>Multiple Company &amp; Multiple Location Payrolls</b>	<ul style="list-style-type: none"> <li>❑ The software is designed to be deployed centrally and run directly over the Internet</li> <li>❑ It supports administration of payroll for multiple entities from one single installation, with each entity having its own administrator, the employees of each entity having their own secure log in</li> <li>❑ Each Entity in turn can have multiple units corresponding to various payroll locations, which could be administered locally or centrally depending upon the user requirement</li> <li>❑ Facility transfer employee from one unit to another</li> <li>❑ Each of these units can be mapped to the Payroll location of Oracle / Microsoft Dynamics (specific for those clients using Oracle / Microsoft Dynamics) and the assignment change (with change in payroll location) in Oracle / Microsoft Dynamics can be mapped to location transfer in the HR system</li> </ul>
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<b>Configurable Data Entry Forms</b>	<ul style="list-style-type: none"> <li>❑ Each element/head of the pay structure (as detailed in Salary Administration above) is designated as one time entry or monthly (recurring) entry</li> <li>❑ Such data entry elements can be grouped together (done using the Tools, as part of configuration) in different forms for ease of data entry and security</li> <li>❑ Employee master data entry forms allows addition of new fields,</li> <li>❑ User control on which fields need to be made mandatory and which fields should not be mandatory (except fields which are system mandatory)</li> <li>❑ User defined Help pages can be created for any data entry page</li> </ul>
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<b>Complete Audit Trail</b>	<ul style="list-style-type: none"> <li>❑ Audit trails of master and transactional data for all modules</li> <li>❑ Complete activity trail of all activities by individual, by role</li> </ul> <p>Know who is doing what in the system - in real-time</p>
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<b>Technology</b>	<ul style="list-style-type: none"> <li>❑ n-tier Services Oriented Architecture</li> <li>❑ Application Server in C#/Dot Net running on Windows 2003</li> <li>❑ Database – Oracle/SQL Server</li> </ul> <p>Client - ultra thin AJAX based for intuitive interface and fast access even on low bandwidth networks</p>
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