

The logo features the word 'emportant' in a blue, lowercase, sans-serif font. The letter 'e' is replaced by a yellow '@' symbol. Below 'emportant' is the word 'Lite' in a black, handwritten-style font. To the right of 'Lite' is the tagline 'Adopt best practices instantly' in a black, handwritten-style font. The entire logo is set against a white background with a faint, mirrored watermark of the logo below it.

Emportant: UnComplex HR management Software

EMPORTANT is derived from the word Important. It signifies the value of employees to the organisations they work in. The word Emportant was coined to signify that Employees are Important to any business. Emportant.com HR Software helps you leverage this most important asset to meet business goals.

Organisation

Emportant Technologies is young, vibrant, much focused and extremely committed to meeting the business goals of implementing a world class HR system for our customers.

Emportant.com – cloud based, UnComplex HR Software

Emportant.com is comprehensive cloud based HR software available on a simple subscription pricing. Suitable for mid-sized and large organisations, all employees, managers and HR administrators are always in sync with the information necessary to drive your HR goals. Emportant.com comes as a complete suite that works from Recruitment to Retirement, and is also available as individual modules.

Security and Scalability

Emportant.com is highly secured and hundreds of organisations globally trust us for handling their sensitive HR data. Your data is secured both with secured application logins and with world class physical security.

Emportant People

<p>Core HR Features</p>	<p>Define Organisation chart – any organisation element and hierarchy can be defined</p> <p>Organisation Hierarchy</p> <ul style="list-style-type: none"> • Easy setup of Group companies in same or multiple countries • Manage different locations as separate operating units or as virtual organizations • Position Hierarchy and reporting relationship • Multiple organisation Chart / multi-dimensional views • All Organizational changes are effective dated As at date reporting • Powerful Organization explorer <p>Employee Master – employee master holds comprehensive information comprising HRIS details and user defined fields</p> <ul style="list-style-type: none"> • Employee Master with user defined employee • Numbering. Auto-id generation can be setup. • Facility to change employee numbers subsequently – without affecting transactions • Facility to capture unique identification number (PAN Number / National Insurance / Social Security number etc) • Personal information – including photograph Address details – including emergency contact • Family details / Next of Kin details Past employment details Qualification details Languages known • Reference check details • Document details –capture details like Passport, work permit, driving license, custom document types • Self service allows employees to change selected personal information, and subject to authorization. <p>Electronic filing cabinet facilitates storing all documents (MS® Word, Excel, PDF, RTF etc), Scanned document to employee record</p> <p>Track assets issued to Employees along with location and return information</p>
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Emportant Leave

<p>Leave Management & Attendance Register</p>	<p>Define multiple sets of leave rules (called leave structure) for various categories of employees of the organization</p> <ul style="list-style-type: none"> • Transfer people from one leave structure to another leave structure • Multiple user definable leave heads • Comprehensive leave accrual / credit rules • Accrued fully at the start of the year • Accrued prorated for every month or variable days for each
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<p style="text-align: center;">Leave Management & Attendance Register</p>	<p>month, given at start of year</p> <ul style="list-style-type: none"> • Accrued on no of days worked during last month • Accrued at the end of the year • Accrual only for confirmed employees • Accrual only after certain period of joining • Facility to apply for compensatory off leave based on attendance on a holiday <p>Comprehensive leave approval and compliance rules</p> <ul style="list-style-type: none"> • Barred combination of leave • Leave only for working days • Leave for calendar days • Leave pre-fixing and suffixing with weekly-off and paid holidays • Minimum and maximum no of days at a stretch • Maximum no of incidents for any leave • Unpaid leave – authorized and un-authorized are tracked • Half day leave or quarter day • Leave encashment rules • Auto encashment of leaves on roll-over of the year • Manual entry for leave encashment for payment thru payroll • Leave expiry rules • LWP and Paid leave regularization for backdated approvals – integrated with payroll
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Emportant PayPlus:

<p style="text-align: center;">Salary Administration</p>	<ul style="list-style-type: none"> • Define multiple payroll groups (pay structure) for different • Pay runs for employees with different pay periods and pay agreements • Define earning, deduction, contribution and provision heads for each pay group • Each pay element can be configured as master data, monthly input, or formula based • Create calculation pay elements for terminal benefits • Define reporting-only pay elements for calculation of earning/deduction /contribution or provision • Define specific pay elements of different currency type, create employee specific payroll elements of number type, list type or date type or text type • Define frequency of calculation – monthly, weekly • Define payment and eligibility rules for different pay elements • Define statutory regulations for individual heads • Define advanced formulae for calculated heads • Define priority for deductions - for short recovery cases - un-recovered amounts automatically carried forward to the next month • Look up tables can be created for various rates such as taxes, grade based pay, etc. • Make payroll changes for employees with current, future or retrospective effect
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	<ul style="list-style-type: none"> • Facility for bulk upload of payroll details for mass salary revision • Employee can be attached to new pay group in mid-month • Can be integrated with Oracle / SAP/ Microsoft Dynamics and other ERP solutions through csv/excel/xml formats. • Facility to print bank advice or take out soft format as per banks requirement • Ability to print or email pay-slip directly from system. Pay-slip for the back periods can also be printed • Pay slip format is flexible and fields / sections can be added or changed • Pay slip available to employees in self service view
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Taxation	<ul style="list-style-type: none"> • Complete Taxation rules defined as part of the pay structures configuration • Completely automated calculation and deduction of tax • Facility to override the automated tax calculation for exception cases • Taxation formulae can be changed any time without the need for upgrade or new release of the product • Tax calculation based on perquisites given to the employee • Form 16 can be printed directly from the system and ETDS (for India) data can be generated in Excel format • Provision to print duplicate Form16 at any time for prior years for which Payroll has been processed on the system. • Facility to print IT computation worksheet at any time during year - showing the IT calculation based on the projected earning for the year • Facility for "net of tax" computation - typically useful for expatriate salary, where the tax is paid by the employer
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Retrospective Pay / Calculation of Arrears	<ul style="list-style-type: none"> • Completely automated arrear calculation 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 • Arrear calculation for any number of previous months – • differential pay is added to current month payroll • Arrear calculation can span any back period for which payroll was processed in the system • Arrears are calculated for each pay / deduction element
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Terminal Benefits / Final settlement	<ul style="list-style-type: none"> • Flexible final settlement / terminal benefit calculation • Product can be configured to either automate the terminal benefit rules or to provide the flexibility to take decisions on case to case basis • Calculations can be done for recovery for excess payment • made in the preceding month, excess payment of annual • benefits, recovery of asset value, notice period deduction, etc.
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Statutory Compliances	<ul style="list-style-type: none"> • All payroll related statutory rules and reports provided as part of the implementation (refer Annexure) • Statutory regulations for India available as part of the ready implementation pack • Statutory regulation for other countries can be configured
Multi-Level Security	<p>User ID and Password based login</p> <ul style="list-style-type: none"> • 2-factor authentication with SMS OTP available • Each user in the system is mapped to one or more Roles • Each Role is mapped to a set of menu options. Each role has a user defined name • 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 • Data access can be restricted to only one time entry or monthly entry or both • Data access can further be restricted either for only one or more or all pay structures • Data access can be restricted as view only or with edit privilege • Data access can yet further be restricted to certain forms (which results in access being given to only certain heads/elements of pay structure)
Multiple Company & Multiple Location Payrolls	<ul style="list-style-type: none"> • It supports administration of payroll for multiple entities from one single installation, with each entity having it's own administrator, the employees of each entity having their own secure log in • 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 • Facility transfer employee from one unit to another
Complete Audit Trail	<p>Audit trails of master and transactional data for all modules</p> <ul style="list-style-type: none"> • Complete activity trail of all activities by individual, by role • Know who is doing what in the system - in real-time
Technology	<p>No need to install any software on your network</p> <ul style="list-style-type: none"> • Use any browser – IE (7+), Firefox (8+), Chrome • You can even use it on low bandwidth networks due to our network optimized technology