

Human Resources is a key factor in ensuring operational efficiency and thereby controls the profitability of an organization. It is essential to manage the HR properly by keeping track of up-to-date employee details, timely payment of salary and benefits, loans and advances recoveries, monitoring the time utilization, attendance and resource allotment etc.

Leave Management

The leave availed by employees could be monitored efficiently and a Leave Register with details could be generated. There could be various types of leave like Casual, Annual, Medical, Special etc. The impact of leave on the salary and benefits could be defined.

Time Sheets

operations,

cost involved.

timesheets

In case of project based

entered to calculate the

total manpower utilized

on a monthly basis and

entry of timesheet could

be hourly, daily or

monthly based on the

company's operations.

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- Show 015 EMPLOYEE 11 Leion Details ₽ ↓ ₽ Employee Master Employee Ledger Leave History Close Salary History Monthly Consolidated Report Leave Register Salary Master Air Ticket Calculatoin Leave Salary Calculation Gratuity Calculation Benefit Terms Loans/Avances Report Consolidated Report for a Period Leave - Year Summary Benefit Creation

HR Administration

The system allows to keep track of the labour clearances received, appointment of employees and visa issued to the employees appointed. The employee joining information ensures the visa utilization. Status reports on labour clearance. appointments and visa are available.

Employee Information

Employee details including the position, contact details, compensation package, leave salary/gratuity/air ticket terms, dependents details, passport/visa/ resident card/driving license details etc. can be entered into the system.

Employee Benefits

Employee terminal benefits like Leave Salary, Gratuity and Air Ticket will be calculated based on the terms defined for individual employees.

 Doc. No :
 ES00035
 Doc. Date :
 07/Apr/2011
 Employee :
 015

 Benefits Calculated on :
 31 Mar 2011
 30 Days in 12 month(s)
 C
 L
EMPLOYEE 11 yment of Benefits
 Base of Joining:
 06/Jun/2006
 Basic :
 350

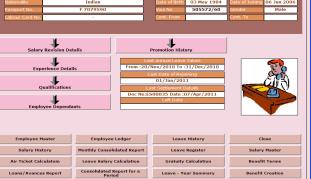
 Date of Last Rejoining:
 01/Jan/2011
 Gross
 350
Paid Trf No: Trf. Date : Gratuity Gratuity From : 01 Jan 2011 31 Mar 2011 Air Fare Air fare From Air Fare To : 01 Jan 2011 31 Mar 2011 Salary From : 6 Jun 2006 1 Mar 2011 Leave From : .eave To Gratuity upTo: Salary upto : Total Days : Service Days : Deducted Day Service Days Service Days Eligible Days 1662 136.603 Deducted Days Leave days 7.391 Eligible Leave Days Worked Eligible Days : Gratuity Eligible No. of Tickets 728.5 Leave Salary 86.3 Air Fare Net Salary : Show Leave Details Show Gratuity Details Air Passage d Payroll Description Special Allowance For March Amount Fro C Add C Deduct Update Update Clear Amount - 0.000 Code: able Settlement : 1879 300.000 Total De Additions Remarks : Leave Salary Gratuity Air Passag Doc Doc Doc Find Print Payslip New Save Delete Print <u>C</u>ancel

Key Features:

- **Employee Control Panel allows to** access various information related with employees.
- Alerts and reports on expiry status of employee documents like Passport, Visa, Resident Card etc.
- Incorporates employee photos
- Labour clearance and Visa utilization and cancellation
- Employee specific compensation and benefits setup
- * Salary revision from a particular month
- Leave Management with re-joining and extension of leave
- Dependents details
- * Employee dues tracking
- * Monthly payroll preparation
- * Pay slip generation
- Pay sheet generation
- **Denomination analysis**
- Bank transfer statement and soft сору
- Project wise salary/benefit analysis based on Timesheet
- * Attendance & Overtime calculation
- * Arrears calculation
- * Salary posting to GL
- Leave Salary, Gratuity calculation
- * End of service benefits
- Loans & advances deduction in pre-defined installments
- Optional integration with Time Attendance devices
- Monthly posting of Provisions and benefits to GL.
- Loan Approval process Loan requisition, approval, payment, recovery installment setup and deduction.



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Payroll Preparation

Monthly payroll

preparation is a simplified task with **ProMIS** system which takes care of the salary revisions posted to system, the attendance and overtime information from timesheets, contract expiry and recovery scheduled against loans. Prepares Payroll statement, Pay slips, Bank transfer statement etc. Auto JVs could be generated to post the payroll data to GL based on pre-defined accounts.

Customized Software to meet your requirements