



**Powerful & Effective**

**Leader in Payroll & HRMS**

**Trusted by thousands of users across India**



## Flexible Structure building capability of Earnings & Deductions

- Flexibility to add or modify any number of Salary Components - Earnings & Deductions
- User Defined Entry Field with unmatched flexibility for Formula, percentage or Customized Calculation
- Taxable & Non Taxable Earnings for Income Tax Calculations
- Payslip / Non Payslip Component
- Calculation based on Attendance
- Monthly or Yearly Payments
- Frequency of Salary Head
- Also compute various other components that do not appear in Payslip

## Leave & Attendance Management

- Leave Rules can be defined
- Yearly Credit of Leave/ Pro rata basis
- Monthly Increment of Leave/ Pro-rata basis
- Carry forward facility for balance leave
- Encashment of Leave/ Encashment In excess of Leave
- Leave Utilisation & Balance can be checked
- CL, PL, SL, Compensatory & Customizable Leaves
- Automatic Leave payout on termination of Employees (in Full & Final Settlement)
- Attendance Arrears
- Attendance / Leave Ledger
- Monthly Attendance Register & Yearly Attendance Summary
- Submission of online Leave Application and supporting workflow.
- **Swipe card / Attendance machine if any can be linked to our software**

## Loan & Advance Management

- User Definable Loans/Advances (Multiple)
- Loan Disbursement option with EMI option
- 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
- Lump sum recovery of Loan
- Interest free Loan Perquisites as per Income Tax
- Loan Recovered, Loan Balances & Loans History – Employee wise
- Loan Ledger.
- Online submission of Loan Application and supporting workflow

## Payroll Processing

- Input information for all newly joined employees and exit left employees
- Create a new payroll month & Process Salary
- Over-ride facility for any salary components
- Salary on hold & Freezing of salary in case of termination of employees
- Process by Exception - you only need to enter Pay and/or deduction information when there are changes
- Pro-rata calculations for employees based on absenteeism
- Process & Print Payslips for groups or for selected employees
- Lock month facility to avoid changes in Processed Data

## Salary Reports (Payslip & Salary Sheet)

- Automatically calculates all the income, deductions & Company Contributions as per the requirement
- Regular Payslips (with Logo) can be viewed or emailed
- Reimbursement Payslips can be viewed or Emailed
- User defined Salary Sheets can be viewed
- Generates Cash / Cheque / Bank Transfer List
- Generate Bank Statement, Direct Electronic Bank transfer files & Covering Letter for Banks
- YTD salary Sheet & Summary of each employee
- Separate Payslips can be generated for Arrears, Medical, Reimbursement & LTA

## Bank Transfer

- Bank Transfer Statement facility available for all the banks
- Soft copy format also available in Excel or any format specified by different banks
- Bank Transfer Statements can be generated for both Regular, Reimbursement Payments & Supplementary Payments
- Covering Letters
- Cheque / Bank Transfer / Cash List

### Reimbursement Management

- Multiple Reimbursement Components like Medical , LTA & Customizable Reimbursement Components
- Upper limits can be specified – Employee wise or Grade wise
- Annual Limits or Monthly Accruals
- Opening Balance, Entitlement, Amount Reimbursed and Balance amount can be checked
- Reimbursement Payslips, Bank transfer statement for Reimbursement Component

### Arrears Calculation

- Arrears calculation for any previous period / Retrospective effect
- Separate Payslips can be generated for the Arrears Components
- Bank transfer statement for Arrears Components

### Other Payments

- Arrears Calculations
- Overtime, Gratuity, Bonus & Exgratia Calculation
- Reimbursement - Medical, LTA or any other user definable reimbursement
- Supplementary Payments
- Monthly Reconciliation - allow us to compare the changes in the pay components from last month to current month or for any number of months

### PF Calculation & Reports

- User defined PF Rate of Deduction for Employer & Employee
- Employee & Employer Contribution
- Automatic Bifurcation of EPF & EPS
- PF applicability check at Employee Level & Options to Limit Maximum Salary for PF Deduction
- Auto generation of Electronic Challan cum Return (.ECR) file.
- Form 5, 10, 12A, 3A, 6A, 9, 11, Challan & Reconciliation Statement

### ESIS Calculation & Reports

- User defined ESIC Rate of Deduction for Employer & Employee
- ESIC applicability check at Employee Level
- Monthly Excel sheet for direct uploading on ESIC Website
- ESIC Register, Form 5, 6 & Challan

### Professional Tax

- User definable State wise Slab
- PT applicability check at Employee Level
- Form III & Challan

### Income Tax Management

- Auto calculations of Exemptions & Deductions and compute Income Tax payable for the entire year & the tax to be paid this month
- Auto calculation of TDS based on Projections
- Income Tax Projections with the options to deduct projected TDS from Monthly Salary
- Prints Form 16, 16AA, 12BA & Challan 281
- Quarterly e-TDS Return as per the NSDL format
- Income Tax Projections can be emailed in PDF format

### Full & Final Settlement

- Employees Full & Final settlement can be prepared based on resignation of employees either in the current month or in the previous month
- Automatically calculates outstanding Loan balances, Notice pay and Leave Encashment, Gratuity and recovers all Loan balances and Income Tax.
- Generates Full & Final Settlement Calculation sheet for all the calculations done

### User Defined Reports

- User Defined Reports with the option to choose from the available field, user can define his own customized columnar reports
- Sorting, Grouping, Sub-total, Grand-total & Conditions can be defined

## HR Functions

- General Information
- Personal Information
- Address/ Contact details
- Employee Qualification
- Family Members/ Emergency contacts
- PF Nominee/ LIC Nominee/ Gratuity Nominee
- Work Experience
- Passport/Visa details
- LIC details
- Hobbies
- Achievements
- Vehicle/ Driving Licence details
- Employee Trainings
- Employee Appraisals/ Questions/ Question Groups/ Questionnaire Designer
- Employees Documents/ Photos / Attachments
- Employee Targets/ Commitments
- Employee Skills
- Complete Tracking of Employee Movement between Branches Departments/ Grades/ Designations

## Reporting

- Output reports to screen, printer, MS Word & Excel
- Option to preview Payslips / Salary Sheets or any other reports on screen before final printing
- Print Transaction & Master History for any period
- Generating report is made easy with an advanced filter function to select the relevant employees or groups
- Prints any of our report for the previous periods.

## Employee Self Service Module

- Each employee is provided with an online account
- Employees can login and view their
  - Payslips ● Yearly Salary Register ● Loan / Advances Recovery/ Balance
  - Reimbursement Payments / Balance / Status ● Income Tax Projections
- Submit their Income Tax Declarations
- Submit Leave Application
- Submit Reimbursement Bills.
- ESS gives employees direct access to their month-end / year-end paperwork. They can download, print and save these documents themselves
- Delivers significant cost & time savings for Payroll/HR department.
- Improves administrative responsiveness & efficiency.
- Enables greater employee satisfaction, fuels productivity

## Workflow

- |                     |         |                     |                                 |
|---------------------|---------|---------------------|---------------------------------|
| ■ News              | ■ FAQ   | ■ Query             | ■ Reimbursement Request         |
| ■ Announcements     | ■ Kiosk | ■ Surveys           | ■ TDS Declaration & Tax Planner |
| ■ Company Documents | ■ Polls | ■ Leave Application |                                 |

## Other Add on Modules

- Integration of Payroll Software with Tally
- Journal Voucher Entries

## Data Import (Masters, Salary & Leave Record)

- Employee & Payroll Data if available in Excel can Imported to our software

## User Rights

- Users can be created
- User Level Rights can be created and managed
- Role based Security Model/ Assign rights to Payroll Officers for Managing different groups of employees

## Software Architecture

- Completely Web based product
- Designed using State of art technology. ASP.NET 3.5 + MS SQL
- Software installation on clients machines are not required.
- All authorized personnel can login to the system and do the required functionality as per their rights



## Recruitment Management

- Manpower Requisition Form and related Workflow for approvals
- Vacancy Creation and related work flow for approvals
- User friendly Resume Database Management
- Easy Integration of Online Resume Submission by candidate
- Search in Resume Database for keywords, Vacancy Requirements Search inside records, CVs, notes, emails etc.
- Review, Shortlist, Tag Candidate Profiles
- Online test for candidate
- Schedule Interview Rounds with Automatic alert to Candidates through Emails
- Update Interview Results with Automatic alert to Candidates through Emails
- Generate Offer Letters to candidates with Automatic Alert to Candidates through Emails
- Generate Appointment Letters to candidates with Automatic Alert to Candidates through Emails
- Post/View/browse Candidate Details, Notes, Emails, History, CV at simple clicks
- Bulk Email to candidates

recruitment



## Employee Appraisal Management (PMS)

- Company Objectives, Initiatives can be defined
- Goals/KRA derived from Company Initiatives can be maintained
- Job Description (JD) based goals are maintained
- Goal sheet allocation for the employees with workflow between manager and employee can be done
- Upon Goal Sheet Approval by employee and manager, goal sheet is assigned to the employee
- Employee can regularly keep posting goal progress which is automatically available to manager
- At the appraisal event, managers can view goal sheet achievement and rate the goal sheet
- KRA / competencies / QA forms can be designed by the user and can be allotted to employees at the time of appraisal
- Notes can be put in by Managers, dotted managers
- 360 degree appraisal can be achieved where Managers, Subordinates, Peer group, Customers, Vendors can rate the employee based on various user defined parameters
- Normalisation of appraisal score provided for HR function
- Appraisal result is available at the time for Promotions/increments
- Appraisal is fully automated, user defined and workflow based with email intimations
- Not closed Appraisals and conflicts can be tracked

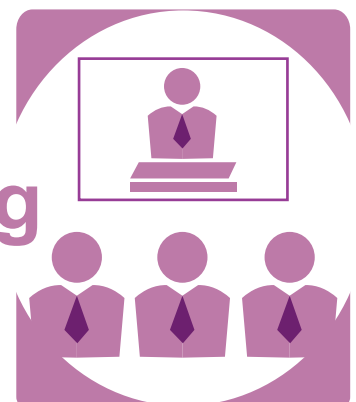
appraisal 360



## Training Management

- User defined Training Course / Course Categories available
- Course Program can be created resulting into Training Schedule for a given Training Year.
- Nominations can be done through
  - Employee can nominate himself **Online** for the training through self nomination
  - Manager can nominate his subordinates for the training
  - Nomination can also be done due to Training Need Analysis
- Faculty / Coordinator and External Agency masters can be maintained
- While designing Courses, Qualifying Skills, Qualifying Courses, Disqualifying courses, Reading Links etc. can be maintained
- Direct Cost and indirect cost per employee can be maintained
- Employees training cost can be calculated based on the formula
- Trainings Schedule for the calendar is pre-defined and available to the employees online
- After the training, Feedback can be posted by employees and faculty / trainer can also post the rating of the participant employees
- Date wise Employees / Whole Program Attendance can be maintained easily
- Training Locations, Training Venues, Special Needs during training, Expectation from the training can be defined
- On the basis of predefined Priority scheme training program can be allotted for the limited no of seat

training



## Exit Management

- Employee can place the request of exit online
- Request can be approved or rejected by the immediate authority
- Superiors can input exit requests for their subordinates
- Exit request is sent to each concerned department heads for Approval
- Department Head can input/track receivables from the employee
- Upon clearance from department heads, Email intimation to respective authority for their further course of action
- Auto transfer of data to Payroll for full & final settlement calculation

exit



## Partial Clientele



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