

**Powerful & Effective****Leader in Payroll & HRMS****Trusted by thousands of users across India**

Employee Database
Get entire information about the employee in one go.



Payroll
Have a complete command over the payroll.



Time & Attendance
The most comprehensive Time & Attendance Software.



Leave
Manage all your Leaves under one umbrella



Reimbursement
Track your Claim & Reimbursement hassle free



TDS & Tax Planner
Salary TDS calculations simplified.



Loans & Advances
Get Instant Information about all your loans & advances



Travel
Time efficient Travel Expense handling



Recruitment
Recruiting has never been this easy.



Performance
Boost your employees performance with 360 Degree Appraisal.



Training
Equip your employees with skills that drive business success.



Time Sheet
Control Labour Cost & Working hours of employee



Mobile App
Now Access Payroll, Anytime, Anywhere, 24x7 with **MobileApp**



Employee Self Service
A Dynamic Employee Self Service Management

<https://www.hrmthread.com>**Awards & Recognition**

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 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 / Leave Ledger
- Monthly Attendance Register & Yearly Attendance Summary

Time & Attendance Management

- Facility to capture attendance related data from different sources like swipe card, biometric system.
- Manage employee attendance, permission, late coming, overtime, leave, compensatory off.
- Different parameter setting with different shifts
- Shift Rotation & Shift Pattern.
- Advanced Shift management.
- Attendance Arrears
- Real-time integration with Biometric / Attendance Machines.

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

- Overtime, Gratuity, Bonus & Exgratia Calculation
- Reimbursement - 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

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

HR Functions

- General Information
- Personal Information
- Employee Photo
- 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
- Employees Documents/ Photos / Attachments
- 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 Application |
| ■ 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

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

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

Performance 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

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

Timesheet Management

- Flexible Timesheet reporting on hourly, daily, weekly or Monthly basis.
- Minimum working hour's parameters can be defined.
- Unlimited number of projects, clients or activity can be created.
- Automatic or Manual CTC rate can be defined.
- Billing can be fixed, user defined based on per hour rate per employees in the project.
- Manager can fill the time sheet for their subordinates.
- Timesheets approval by the Team Leaders / Managers & Locking process.
- Reminder Email for Timesheet not filled in by employees.
- Project wise / Activity wise expense can be tracked easily.

HRMTHREAD Mobile App

HRMTHREAD provides user with a cutting-edge employee benefits Mobile App with access to self-service tools, a document library and current news updates using the media of their choice.

HRMTHREAD MobileApp are optimized to provide quick, easy access on tablets and smart phones. It Enables greater employee satisfaction & fuels productivity.

- Employee Profile.
- Daily Attendance Mark-in & Mark-Out.
- Attendance with GPS Location tracking.
- Apply Leave for On Duty, Overt time, Attendance, where in HOD can approve such leaves on the GO.
- Employee can view their payslips details online.
- News / Documents.
- Reminders like Birthday / Anniversary etc.
- Suggestion / Notes by employees etc.

Travel Management

- Employee can raise travel request along with individual preferences
- Combined request for ticketing, visa, hotel & cab reservations, foreign currency purchase etc
- Multi-level / multi-department approval workflow management
- After approval request send to Travel Desk for booking
- Booking Confirmation from travel desk
- Employee will raise travel advance request

5000+ Customers Trust HRMTHREAD



 **SENSYS** Technologies Pvt. Ltd.



904, 905 & 906, Corporate Annexe, Sonawala Road, Goregaon (East), Mumbai - 400 063

Mumbai: 022 - 6820 6100 (Choose 1 for Sales) / Cell: 09769468105 / 09867307971

Delhi & NCR: 0124-2786 600 / Cell: 9167836824 / 7045965053

Also Available in: Delhi & NCR | Ahmedabad | Hyderabad | Bengaluru | Kolkata | Chennai



Email: contact@hrmthread.com



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