HRMS & Payroll System

Streamlining HR, Empowering Your Workforce

What is HRMS?

An **HRMS (Human Resource Management System)** is a comprehensive digital platform that automates and manages all HR-related activities within an organization—from the initial stages of recruitment to the final processes of retirement. It is designed to streamline operations, ensure compliance, significantly reduce paperwork, and ultimately enhance the overall employee experience.

Key Modules of HRMS



profiles

Employee Information Management

- Centralized database of employee
- Personal, professional, and contact information
- Upload and store documents (ID proof, experience letters, etc.)

Attendance Management

- Tracks working hours via biometric or mobile app (geo-tagged)
- Monitors overtime, late comings, halfdays, and absentees
- Generates real-time attendance reports for payroll



Leave Management

- · Enables online leave requests and approvals
- Tracks leave balances and holiday calendars
- Customizable leave policies (CL, SL, EL, etc.)



Recruitment &

Onboarding

- Manage job openings, applications,
- interviews
- Automated offer letter generation
- Digital onboarding with document collection



Performance Management

- Goal setting and KPI tracking
- Self and manager evaluations
- Annual or quarterly review cycles



Training & Development

- Assign training based on skills or job role
- Track progress and completion
- Certificate generation and feedback system



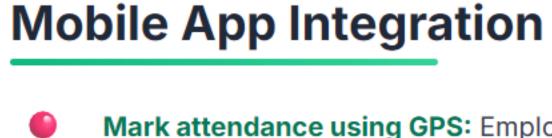
Employee Self-Service (ESS) Portal

- Employees can view payslips, apply
- leaves, update info
- Raise tickets for support (IT, HR, Admin) Mobile app access available for real-time interaction



Exit Management

- Digital resignation submission
- No-dues clearance and final settlement
- · Exit interviews and feedback forms Auto-generation of relieving and experience letters



- Mark attendance using GPS: Employees can easily mark their attendance from anywhere, ensuring accurate time tracking.
- Push notifications for birthdays, announcements, holidays: Keep employees informed and engaged with timely updates.

requests on the go, simplifying administrative tasks.

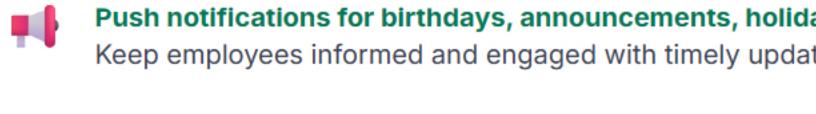
Leave and reimbursement requests: Submit and track



Real-time payslip and tax view: Access financial information instantly, promoting transparency.



Secure with fingerprint/face ID login: Ensure data security with advanced biometric authentication.



Benefits of HRMS



Saves time and manual effort



Reduces errors

and paperwork





Improves

compliance

with labor laws



Enhances employee engagement



Offers quick data and analytics for management decisions

What is Payroll?

Payroll is the essential process of accurately calculating and disbursing employee salaries, which includes managing statutory deductions (such as PF, ESI, TDS) and various benefits. A dedicated payroll system automates this complex monthly cycle, ensuring precision, compliance, and efficiency in financial operations.

Key Features of Payroll System



Salary Structure Management

- · Define components: Basic, HRA, DA, Bonuses, etc.
- Supports multiple salary slabs and employee grades
- Custom templates for different roles

Attendance & Leave Integration

leaves Calculate payable days, overtime, LOP

Auto-fetch attendance and approved

- (Loss of Pay) Leave encashment calculations

employees

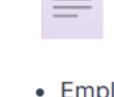
Processing

Automated Payroll

- Calculates Gross, Deductions, and Net Salary
- Handles arrears, incentives, and reimbursements Bulk processing for hundreds of

Statutory Compliance

- Auto-deduction of: Provident Fund (PF), Employee State Insurance (ESI), Professional Tax (PT), Income Tax (TDS)
- Generates monthly returns, challans, and reports



Payslip Generation

- Employees receive detailed payslips via email or ESS
- summary Support for Form 16, YTD reports, tax



Bank Integration

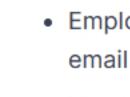
- Auto-generate bank transfer files (NEFT/RTGS)
- Secure sharing of salary disbursement data · Track transaction status and

Loan & Advance Management

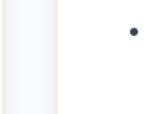
repayments Auto-adjust installments in monthly payroll

Manage salary advances and loan

Interest calculation if applicable



- Monthly and yearly earnings/deductions
- worksheets



reconciliation

Reports & Analytics Salary Register: A comprehensive record of all salary

disbursements.



FEATURE

Department-wise salary cost report: Analyze salary expenditures across different departments.



with ease.

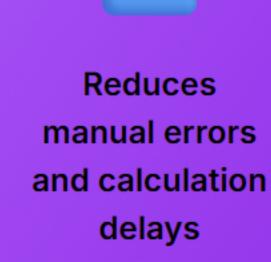
Payroll summary and audit trail: Get a quick overview and detailed history of all payroll activities.

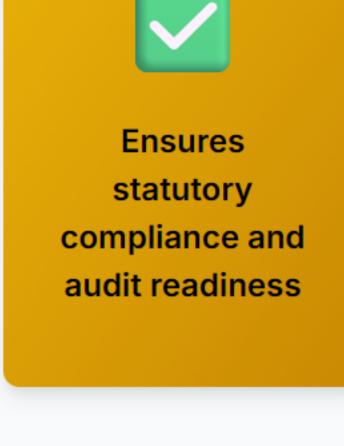
ESI/PF/TDS reports: Generate statutory compliance reports

Benefits of a Payroll System

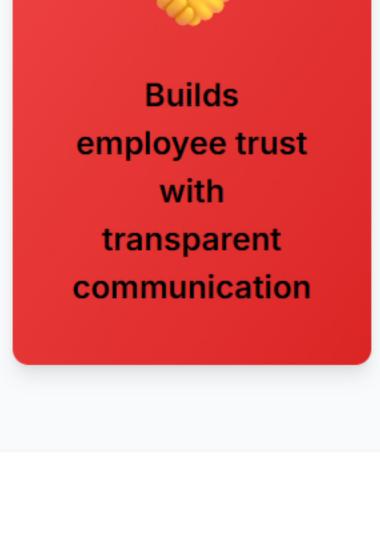


HRMS





PAYROLL



How HRMS and Payroll Work Together

Employee Data	Collects and stores comprehensive employee information	Utilizes HRMS data for accurate salary calculations and disbursements
Attendance	Tracks employee work hours and attendance records	Uses attendance data to calculate payable days and overtime for salary processing
Leaves	Manages leave requests, approvals, and updates leave balances	Calculates loss of pay (LOP) or leave encashment based on HRMS leave data
Compliance	Maintains comprehensive employee records for regulatory compliance	Handles statutory deductions and generates necessary statutory filings
ESS Portal	Enables employees to request actions and update personal information	Allows employees to view payslips, tax details, and other financial statements

Ready to revolutionize your HR and Payroll processes?

Contact us today for a personalized demonstration and discover seamless HR management.

Get a Demo Now

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