

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



Employee Information Management

- Centralized database of employee profiles
- 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, half-days, 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

Mobile App Integration

**Mark attendance using GPS:** Employees can easily mark their attendance from anywhere, ensuring accurate time tracking.

**Leave and reimbursement requests:** Submit and track requests on the go, simplifying administrative tasks.

**Push notifications for birthdays, announcements, holidays:** Keep employees informed and engaged with timely updates.

**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

- Auto-fetch attendance and approved leaves
- Calculate payable days, overtime, LOP (Loss of Pay)
- Leave encashment calculations



Automated Payroll Processing

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



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
- Monthly and yearly earnings/deductions summary
- Support for Form 16, YTD reports, tax worksheets



Bank Integration

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



Loan & Advance Management

- Manage salary advances and loan repayments
- Auto-adjust installments in monthly payroll
- Interest calculation if applicable

Reports & Analytics

**Salary Register:** A comprehensive record of all salary disbursements.

**ESI/PF/TDS reports:** Generate statutory compliance reports with ease.

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

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

Benefits of a Payroll System

**Ensures timely and error-free salary disbursement**

**Reduces manual errors and calculation delays**

**Ensures statutory compliance and audit readiness**

**Builds employee trust with transparent communication**

How HRMS and Payroll Work Together

FEATURE	HRMS	PAYROLL
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