

Tekorion PAYROLL & HRMS System

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Tekorion Payroll & HRMS Software

Tekorion Payroll & HRMS Software, a simple and effective solution with highly evolved methodology which addresses an organization's needs more relevant.

With Tekorion Payroll & HRMS we strive to deliver significant advantages and value to our client and partners through innovative service and flexible solution.

We provide the complete suite of solution to design/develop Hr policies and improve effectiveness by organizational restructuring

Key modules:

Employee Information Management	Automatic SMS Messaging System
Employee Self Service (ESS)	Leave Management
Roles, Security and Reports	Loan Management
Training Management	Salary Details
Employee In/out Summary	Salary Arrears Calculation
Recruitment/ Applicant Tracking	Pay Revision

About Tekorion Payroll & HRMS

- Tekorion Payroll & HRMS Software, the simple and effective online system that provides employer everything for accurately and confidently track every aspect of employees Or contract workers.
- Online payroll & HRMS Software will reduce the work load of company and other staff.
- In addition to that it also facilitates faster access of HR related information of various branches.
- It manages the Employee information management from the time they are recruited till the time they leave the company.
- Reporting and analysis tools to know get HR information to take business decisions.
- Online Payroll & HRMS Provide the features mentioned below.
 - Easy to Install, Implement & Use.
 - Facility to create multiple company and multiple branches by using one Database for all
- There will be three login penal
 - Main Administrator
 - Branch Administrator
 - Employee self service (ESS)
- Security of data & Rights management: Permission to create bulk users at a time and give rights to users for managing modules. Exp. HR Manager, Supervisor, account manager etc...

Core modules that keep your employees motivated

One thing that keeps employees happy and motivated is by knowing that they're important and valuable to the business. By giving you the tools to manage employees' careers efficiently and accurately, Our HR empowers you do this effectively.

Manage jobs and positions

The Job Management Module follows a job-centric design. All other modules use information defined in the position profile, which allows you to capture:

- The location and competency requirements for all positions in the company hierarchy
- Key performance areas (KPA) and indicators (KPIs)
- Qualifications and training and previous experience of the person

You can also conduct and print an employee suitability analysis where you have a shortlist of suitable candidates. And printing of up-to-date job profiles and organizational charts is quick and easy.

Manage Employment Equity

This module allows you to manage employment equity in your organization.

You can:

- Define designated equity positions before recruitment starts
- Use the system's management reports to monitor and manage equity targets
- Print Statutory Equity Reports (EEA2 and EEA4) required by the Department of Labor

Learning & Skills Development

With this module, Premier HR allows you to:

- Define scarce and critical skills at position level
- Link with the performance management process that enables you to set up a personal development action plan per employee
- Record development interventions and skills-related information per employee

Manage and record employee transactions

You can keep a complete employee record, including employee transactions and document attachments like disciplinary and grievance recording, training attended, qualifications achieved and more.

Manage succession and career planning

Amongst a host of other tasks, you can:

- Earmark positions
- Plan career paths
- Link career and succession planning with equity and skills development plans
- Monitor and manage training and development for earmarked employees
 - Print an organizational chart showing employees earmarked for succession

Employee Performance

The Performance Management Module will let you:

- Prepare and conduct 360° performance and competency reviews
- Put together performance goals and personal development action plans per employee

HR works hand in hand with Premier ESS, allowing employees to complete their performance reviews online.

SMART HR (Reporting)

The SMART HR (Solutions Manager and Reporting Tool) module lets you view and analyze data directly from the Premier HR system. It will allow you to see:

- A current workforce and training analysis
- Organizational charts that show the company reporting structure by level or as a who.

Add-on modules

How we make your employees' lives a lot easier

With just a few clicks, you can enable or disable these handy features:

Leave processing

Employees can view their leave balances as they appear on the payroll database and apply for leave on the system.

Online personal and family information

Your employees are able to view and update their personal information such as:

- Names and contact numbers
- Banking details
- Emergency contact details
- Statutory information such as ID number, tax number, addresses
- Details of family members, next of kin, beneficiaries, etc.

Online Payslips

Because ESS saves a history of each employee's payslips, an employee can view all of these whenever they want to.

Expense claims

Online claims processing

ESS automates travel reimbursements, subsistence or expense claims. Your employee simply completes a form on ESS, the request is authorized, and the transaction is automatically reflected on their payslip.

Online overtime processing

Your employees can capture overtime through the ESS system. As soon as the request has been approved, the hours are automatically reflected on your payroll. You can customize the overtime forms and allow employees to make file attachments if they need to.

How we Make your life a lot easier

- ESS saves you valuable time on leave capturing and processing.
- You can take control of leave processes by following leave applications in real-time.
- You can streamline the leave application process by setting up your company's leave rules exactly as you want them.
- Transactions are automatically updated in your payroll database.
- The system informs managers of all transactions by email.
- Your managers can view their team's leave applications and various reports to help them manage leave.
- Your employees' accounts are secured with a username and password

Reports

The ESS system ships with the following reports to make your leave processing and maintenance more effective:

- Leave Balance Report: creates reports for individuals or groups.
- Leave Transaction Report: lets you view transactions awaiting approval.
- Manager Leave Calendar Report: gives your managers report of staff on leave.

Run salary process for staff altogether or run it separately for an employee as per the requirement. Executive and admin approval for payslip generated

Exclusive reporting system that manages to give reports of each and every process in payroll module

Specific Module Requirement By China Harbor Eng.

EMPLOYEE STATUS :

- REFUSE, CANCELLED ID
- CANCELLED WORK VISA(THE PERSON DO ENTER THE COUNTRY)
- NEW ID
- ID EXPIRED & CANCELLED (THE PERSON HAS THE ID ,BUT HE EXIT THE COUNTRY MORE THAN 6 MONTHS AND THE COMPANY CANCELLED HIS ID)
- WV EXPIRED & CANCELLED (THE PERSON HAS THE WORK VISA BUT HE WILL NOT ENTER THE COUNTRY,THE COMPANY CANCELLED HIS WORK VISA)
- ESCAPED, DIED or REPATRIATE,
- ID EXPIRED OR NOT;
- WORK VISA EXPIRED OR NOT (The person enter the country ; the person do not enter the country)
- OTHERS: FAMILY VISA, LIQUOR PERMIT, DRIVING LICENCE, BANK CARD, NOC

INFORMATION FOR WORK VISA:

- NO, PROJECT, COMPANY, DATE (APPLY WORK VISA DATE)
- NAME, GENDER, NATIONALITY, BIRTHDAY,
- PSAAPORT NO, EXPIRY DATE OF PASSPORT
- VISA TYPE (WORK VISA, BUSSINESS VISA, BV WV, CHANGE SPONSOR(IN), CHANGE SPONSOR(OUT), SECONDMENT)
- VISA NO.
- VP NO.
- PROFESSION, DATE OF WORK VISA ISSUE, VISA EXPIRY DATE, HOW MANY DAYS LEFT BEFORE EXPIRATION,

INFORMATION FOR PERSON WHO JOINED THE COUNTRY:

- JOINING DATE
- HOW MANY DAYS LEFT BEFORE PENALTY (90DAYS)
- MEDICA, FINGER.

INFORMATION FOR PERSON WHO APPLY FOR ID CARD:

- CONTRACT CHANGED DATE
- CONTRACT SALARY
- DATE OF APPLY FOR ID
- DATE OF APPLY FOR RENEW ID
- ID NO, ID EXPIRY DATE (HOW MANY DAYS LEFT BEFORE EXPIRATION)

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