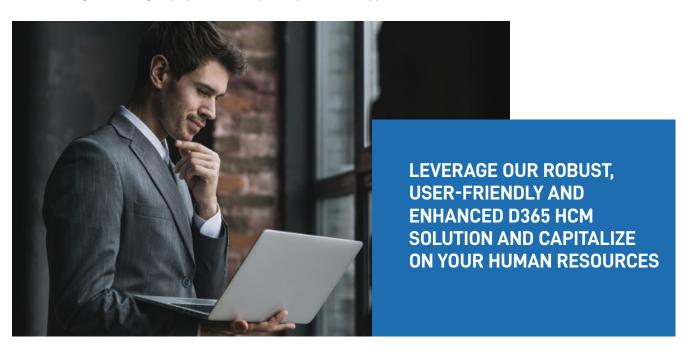# tvshcm

TVSHCM

STREAMLINED AND UNIFIED HUMAN CAPITAL MANAGEMENT, BUILT ON DYNAMICS 365

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Employees, the individuals who work day and night and contribute to the success of an organization, are a valuable source that holds a make-or-break position in any organization. Organizations have Human Capital Management (HCM) divisions that are responsible for recruiting and implementing strategic ways for hiring, training, engaging, and motivating employees. Without a well-integrated HCM solution, it is laborious to enable seamless communication between employees and the workplace, and between other departments within the organization.

With an ideal HCM solution, your team can leverage technology to seamlessly carry out the tasks of recruitments, employee training, maintaining employee relationships, and performance appraisals.

LEVERAGE OUR ROBUST, USER-FRIENDLY AND ENHANCED D365 HCM SOLUTION AND CAPITALIZE ON YOUR HUMAN RESOURCES

TechVista's TVS HCM, a Human Capital Management solution, enables an organization to run end-to-end human resource and payroll processes, integrated with other modules of Dynamics 365 like financials, account payable, travel, and expense, etc. Our comprehensive payroll module is well-integrated with the attendance and leave management module and enables user-defined formulas within the system to process payroll.

Enhanced human resource and payroll modules of Microsoft Dynamics 365 enable streamlined processes according to the regulation of the Gulf region.

KEY FEATURES

Organization management

- Easily create all departments
- Create and maintain department hierarchy
- Seamlessly create jobs and positions
- Maintain position hierarchy

Recruitment management

- Easily create recruitment requisition and advertisement for jobs
- Support candidate referral by employee
- Enable skill gap analysis for job openings
- Perform applicant profiling, interview scheduling, and email correspondence

Employee profiling

- Multilingual support
- Create and maintain employee profiles
- Easily track dependent information and sponsor details
- Record government identification information, such as passport, national ID, Iqama, GOSI details along with expiry details
- Add personal contacts, position details, bank details, employee image, and references
- Keep a record of fixed assets assigned to employees
- Add employees' relatives within your organization

Probation review and evaluation

- Define a probation review period and questionnaire
- Assign probation review tasks to reporting managers
- View probation completion or extension

Training management

- Generate departmental training plan request
- Enables department heads to fill their department plans
- Consolidate departmental training plan
- Review and approval of your organization's department plans
- Availability of training plans for training request

Succession planning

- Enables critical position identification
- Create succession plans
- Identify profiles of employees for succession planning along with training needs
- Review and approval of succession plans
- Identification of key/critical positions for the organization

Workforce planning

- Generate departmental workforce plan request
- Consolidate departmental workforce plan
- Review and approval of company department plans
- Availability of workforce plans for recruitment

Performance management

- Setup different performance review questionnaires
- Create employee goal setting activity
- 90 and 180-degree employee appraisal
- Review and process employee increments and bonuses based on performance appraisal

Disciplinary action

- Define violation and penalty policies
- Assign violations on employees' profiles
- Enable payroll deductions, if violations have any financial impact

Grievance management

- Setup different grievance levels
- Linking grievance requests to those levels
- Review and approval of employees' grievance requests

Employee self-service (customized services)

- Easily request for grievance, leave, and loan
- Entertain requests for overtime authorization and late arrival justification
- Initiate requests for training and/or resignation
- Do performance reviews
- View pay slips and attendance reports

Leave management

- Leave entitlement plan and policy setup
- Workflows for approval and rejection of leave request
- Separate leaves for traveling
- Employee leaves balance

Time and attendance

- Attendance integrated with payroll processing.
- Integration with attendance machine.
- Import attendance using a predefined template file
- Import overtime and absences using MS Excel file formats

Final settlement management

- Resignation request by the employee
- Department clearance checklist
- Exit interview of the employee
- Generate or review the final settlement amount

Payroll processing (Middle East region)

- Maintain salary packages
- Set up of unlimited Earnings and Deductions pay elements
- Auto loan deduction from payroll
- Set up for pension deduction and contributions
- Payroll based on attendance – taking unpaid leaves in account
- Review and approve payroll
- Payroll integrated with GL module

GCC localized reports and inquiries

- Bank pay letter
- Register full payroll
- Access to benefit and allowance report
- Set up employee salary slip

User-defined formula

- Facilitate user-defined calculation for allowances, bonuses, deductions, and benefits

Arrears processing

- Calculate arrears for backdated increments
- Calculate arrears for allowances or benefits due to change in policy

KEY FEATURES AND BENEFITS

Easy access to employees' attendance, productivity, and time data to the respective manager

Mangers can provide input on employees' performance

Enabling employers to make data-driven HR decisions

Convenient, even for employees, to keep track of leaves, payrolls, expenses, and productive hours

Easy tracking of hours enhances the accuracy of payroll reporting

Choose **TVS HCM** by TechVista Systems to manage your human assets