WebOn HR System

Human Resource Management System

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1. Manpower planning and recruitments

Talent accusation is the most important function of Human resource management. Searching and finding right employee to right post with justifiable cost is the goal of this function. HRD prepares manpower plan from the current resource strength and future requirement of the organization and the department is set to take the challenge of recruiting right candidate adhere to the plan within the framework of plan period and replenishing to fill unplanned vacancy. Flexibly definable process steps can be configured, suitable to the post and complete the steps in the order to successfully complete the hiring process.

- Proposal and Plan
- Recruitment Request and Vacancy Announcement
- Resume Acceptance and Screening
- Selection Process and shortlisting
- Medical fitness
- Job Offer and Acceptance
- Enrolling Employee

2 Categorization and grouping

Easy management of employees using Layer and Category classification, helps to analyse and handle human resource in groups with similar characteristics.

- Employment Layer
- Category
- Locations/Divisions
- Department

Categorization and grouping
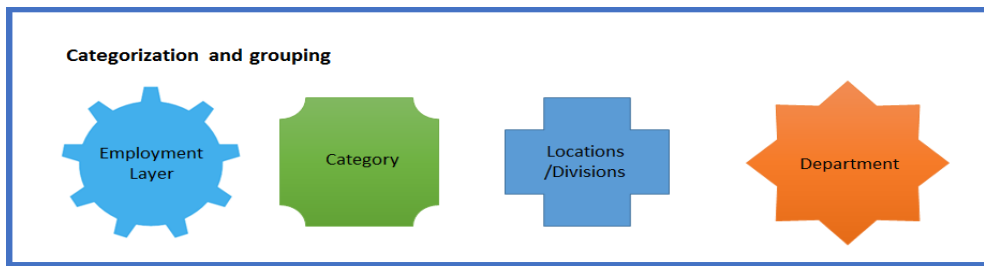
3 Levels and Positions and Organization Tree

Marking the position of employee in the organization intend to identify the roles and responsibilities assigned. Caters to build Organization chart on hierarchical reporting structure and Pay rate differentiation by levels.

- Designations,
- Positions,
- Grades,
- Levels,
- Hierarchical Organization chart on reporting structure
- Roles and Responsibilities

Levels and Positions and Organization Tree
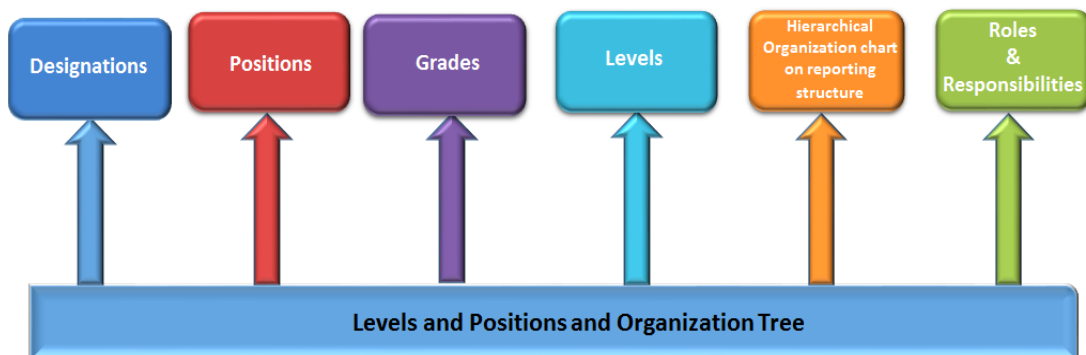
4 Employee Records

On boarding, Managing and Tracking and Off boarding are different phases of employment service in an organization. On boarding is the Inclusion of employee into the rolls with right verification process of records and approval. Maintain the Working location, position, benefit and other personnel record changes along the service period

with tracking are part of record maintenance. The process to separate the employee from service is initiated with prescheduling cessation and progress with assessment of Cessation benefit, release from duties and termination of service with archival of the service history for reference.

- **On boarding**

  - Data Submissions

  - Enrolling Approval

  - Salary Rates (Multiple Components)

  - Family members' details.

  - Contract details

  - Employment Confirmation Evaluations

- **Managing and Tracking**

  - Data Maintenance (additions of qualification, certification, skills, ID doc etc.)

- **Off boarding**

  - Cessation Scheduling

  - Benefit Calculations

 - Cessation by Batch

5   Family

Kinfolks data with relation, captures for Dependent benefit management.

- Member details

6   Leave and Holidays

Leaves are allowed in the organization to employee on Statutory and Company rules. The leave eligible day depends on the rule applicable to the level of the employee and the type of leave. Leave periods along with criteria for availing the credit days and validity duration need automated handling, as the effort required for manually managing rules and maintain accuracy is tedious. Holiday calendar is inevitable, to maintain leave and attendance validations.

- Leaves Master
- Leave Rules
- Leave Eligibility
- Leave Application
- Leave Validation and Approval
- Leave Adjustments
- Holidays
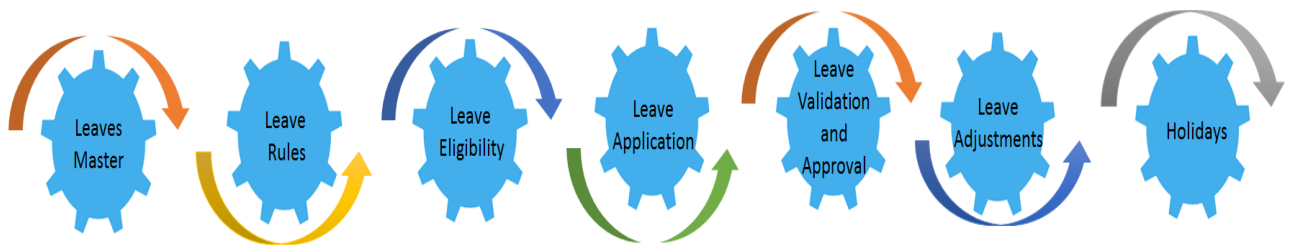
7   Deputations and Movements -Benefits and reimbursement

Duty Movements and Deputation details of employee with application and approval workflow is handled. Facilitates Benefit assessment and reimbursement of claims.

- Deputations
- Deputation Benefits
- Duty Movements, Reimbursement.
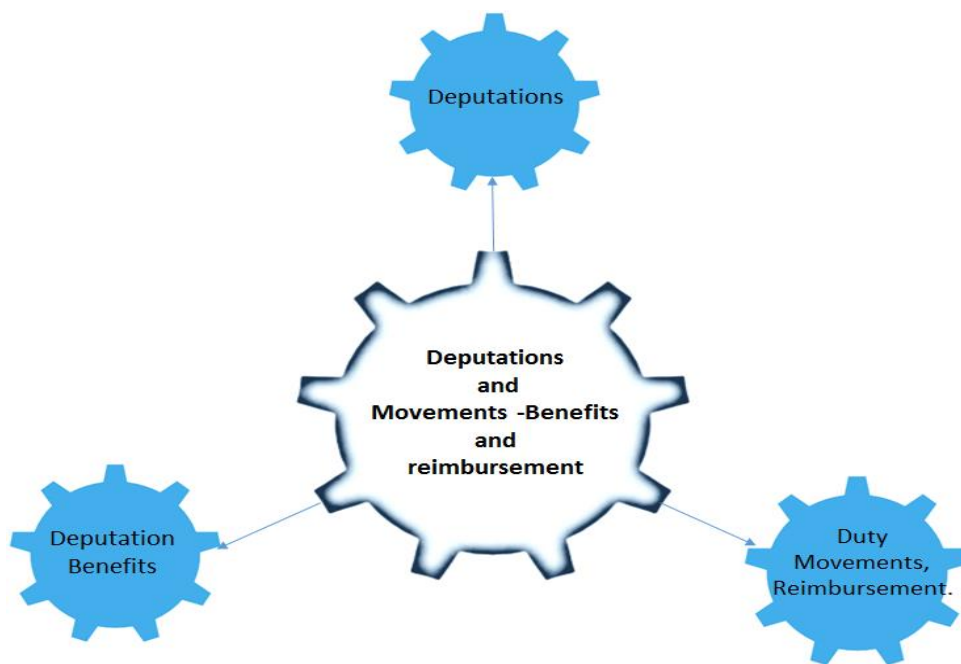
8 Work Accidents

Industrial accident data is very critical to manage and improve safety regulations. The statistical data of accidents are important for statutory compliance.

- Accident Instance Reporting
- Accident Treatment Follow-up

9 Employee Assets Management

Benefit during service include the asset handed over to the employee for personnel and professional use. Maintains Register of Employee Assets, History of Asset Allotments to Employee and Asset quality/available Status.

- Employee Asset Register
- Asset Allotment
- Asset release and Asset Status

10 Acknowledgements

Keep track of all acknowledgement by organization to the employee.

- Awards and Honours

11 Learning by Training

Workforce with knowledge and skill of latest practices and technics are biggest strength of the business. Training is the major tool used by human resource department to enhance employee knowledge development. Standard training process need advance planning rooted with organization training requirement. Ensuring training to most deserved employees and the effectiveness is evaluated. Mandatory training needs for quality related certification is also tracked.

- Proposal and Plan
- Training Notification & Nomination
- Training Schedule and Events
- Training Evaluations and Feedbacks
- Training certification and tracking

Proposal & Plan → Training Notification & Nomination → Training Schedule & Events → Training Evaluations & Feedbacks → Training certification & Tracking

12 Grievances and Disciplinary Action Procedures

Employee discipline is a major factor to avoid business risks. Human resource management body need to gather the grievances from internal and external sources and handle it with proper procedures. The disciplinary actions against employee has to follow the statutory and organization procedures with record of evidence.

- Grievance Recording
- Grievance Handling & Recommendation
- Disciplinary actions

13   Performance Evaluations

Performance Evaluation is method to rank the Employees based on performance score achieved. The salary hikes and promotions according to the performance score are justifiable among the employees and encourage them to perform better. Key Performance indicators and Goals to be achieved, as set by the organization, are key elements for evaluating performance of employee. Interim performance evaluations done within the Annual Appraisal evaluation period directs the employee towards the improvement requirements before the appraisal period is completed.

- Annual and Interim Evaluation Definition
- KPIs and Goals
- Self-Appraisal
- Appraisers Evaluations
- Appraisal Review and Approval
- Promotion and Salary Recommendation
- Recommendation Application Schedules
- Schedule Batch Execution.
- Probation and Acting Evaluation

14   Transfer and Promotion Management

Organization practice the transfer of employees between departments and units and Promotions to deserved employees as per succession plan or immediate requirements.

The Annual performance appraisal recommendations and the immediate replacement required in the organization, leads to promotion or transfer of employees.

- Promotion /Transfer Recommendation

- Recommendation Approval and Application Schedules

- Schedule Batch Execution

15   Salary Benefit Management

Employee salary revisions at Organization may be done annually by conducting Annual performance appraisals. Some organization has the practice of regular annual salary change on predefined salary scale structure. Non cyclic Salary revisions may also be done by organization to meet the unplanned changes in the organization or to compliment the employee extraordinary achievement or to prevent critical resource leaving the organization. The recommendation and approval process helps to track the history of planned and unplanned revisions.

- Salary Revision Recommendation

- Recommendation Approval and Application Schedules

- Schedule Batch Execution

16   Schedules and batch process.

Regular employee status effecting transactions need control over workflow by advance recommendations or schedules. Approved recommendations and scheduled can be managed as batch, to execute on the status effective date for all attached employees

in one go. Helps to plan and control status change and to save time by avoiding update for each employee on the effective date.

- Cessation Schedule and Batch Process

- Salary Revision Schedule and Batch Process

- Transfer Promotion Batch Process
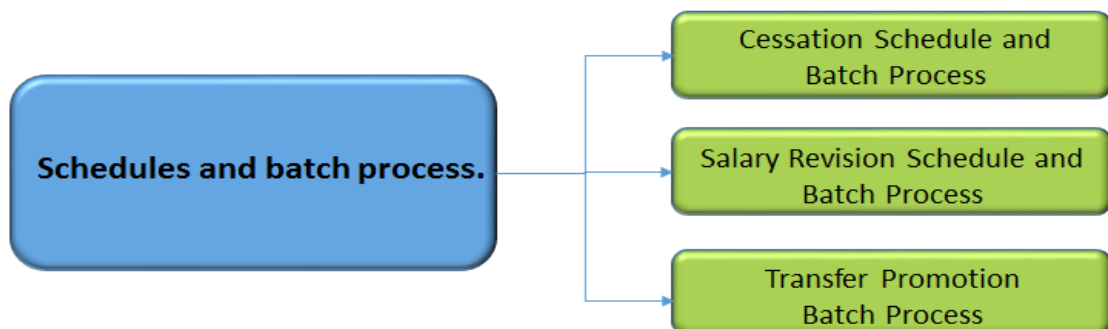
17   Finger Print Device Integration

Automation of data capture by maximum possible methods, reduces effort and maintain accuracy of data updated. Data captured by third party devices integrated to system by specific procedures. Finger Print data of employees captured by the device, stored directly in application data base.

- Device integration

- Data Reading

- Data verification

- Data Maintenance
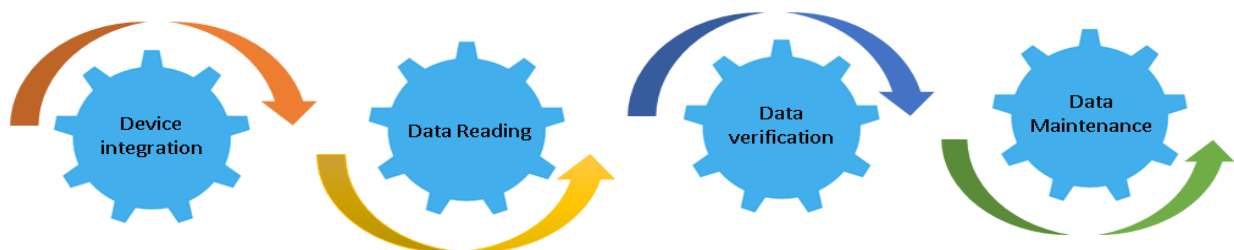
18   Data sharing

Advantage by maintaining data capture at single point and avoiding same data captured redolently and this best practice avails accurate and reliable data with less

effort. Data need to be shared across applications and analysis tools to meet the purpose. Data sharing to and from other systems and analysis tools facilitated against the demand for customized requirements.

- Customized Data Preparation
- Sharing Data by Import/Export