

**Product Brochure**

# **RUNTIME HRMS**

**A Complete Workforce Management Solution**

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







# HR MANAGEMENT

## EMPLOYEE INFORMATION & DOCUMENT STORAGE

**All Employees** ★

View list of employees. Filter by location, cost center or department. Click on any name to open record.

Location: All Locations | Cost Center: All Cost Centers | Department: All Departments | Search Employee | Load |  Active |  Inactive


SN	Employee	Designation	Joining Date	Location	Department	
1	 <b>Aashima Chanchal</b> EMP002	Manager	2012-09-08	Jaipur	Finance	...
2	 <b>Jeremy Rogers</b> EMP012	Associate	2020-06-01	Bengaluru	Marketing	...
3	 <b>Joe Marshal</b> 200074	Associate	2021-03-11	Bengaluru	Default Department	...
4	 <b>Mary Jones</b> EMP0013	Associate	2020-01-05	Jaipur	Accounts	...
5	 <b>Pawan Arora</b> EMP010	Associate	2016-04-26	Bengaluru	Finance	...
6	 <b>Prateek Pareek</b> EMP001	Associate	2016-04-26	Jaipur	Finance	...
7	 <b>Shradha Sharma</b> 200059	Associate	2020-12-02	Jaipur	Finance	...
8	 <b>Steffi Judson</b> 200078	Associate	2021-10-02	Jaipur	Marketing	...
9	 <b>Stephen Sanders</b> EMP0101	Manager	2012-06-18	Bengaluru	Default Department	...
10	 <b>Ujjwal Mathur</b> EMP015	Associate	2018-08-13	Jaipur	Marketing	...

Store all employees' information in cloud

Employees » < >

**Steffi Judson** Options ▾

Basic Details | Addresses | Personal | Family | Work Profile | Salary | Documents | Options



Resolution: 400 x 400 px  
Maximum File Size: 1 MB  
Click on the image to select a new one

First Name \* Steffi | Office Phone |  
Middle Name | Mobile Phone |  
Last Name Judson | Home Phone |  
Joining Date \* 2021-10-02 | Emergency Info |  
Date of Birth | Employee Code 200078 |  
Confirmation Date | Biometric Code |  
Gender  Male  Female  Transgender

Save

Comprehensive employee database with custom fields

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# LEAVES & ATTENDANCE

## LEAVES & ATTENDANCE MANAGEMENT

<b>Employee Name</b>	<b>Employee Code</b>	<b>Date of Joining</b>	<b>Date of Exit</b>
Ayushi Sharma	207366	Jan 01, 2022	Feb 10, 2022

SUN	MON	TUE	WED	THU	FRI	SAT
						01 W
02 W	03 P	04 P	05 P	06 P	07 P	08 W
09 W	10 P	11 P	12 CL	13 P	14 P	15 W
16 W	17 P	18 P	19 P	20 A	21 P	22 W
23 W	24 P	25 P	26 H	27 P	28 P	29 W
30 W	31 P					

Employee attendance calendar for entire month

SN	EMPLOYEE	DESIGNATION	START	END	DURATION	IN-OFFICE	ATTENDANCE	ACTIONS
1	Harsh Vardhan Singh Rathor EMP022	Manager	📍 09:57:00	📍 17:51:00	7 hrs 54 mins	☑️	P	⚙️
2	Himani Sharma run6666	Associate					A	⚙️
3	Jasmine EMP005	Associate					A	⚙️
4	Manmeet Khurana EMP020	Assistant Vice President	📍 10:07:00	📍 17:19:00	7 hrs 12 mins	☑️	P	⚙️
5	Meena Kumari EMP019	Associate	📍 10:41:00	📍 18:42:00	8 hrs 1 mins	☑️	P	⚙️
6	Minakshi Gupta EMP009	Associate	📍 10:39:00	📍 17:43:00	7 hrs 4 mins	☑️	P	⚙️
7	neha singh 207417	Associate					A	⚙️

Multiple attendance sources with location tracking

# PAYROLL PROCESSING

PROCESS PAYROLL WITHIN MINUTES

BANK TRANSFERS

CTC REPORTS

STATUTORY COMPLIANCE

TAX DEDUCTIONS

## RUNTIME SOFTWARE

CREATING HAPPIER WORKPLACES

RUNTIME.ONE | +91 8058588855

*runtime*

### SALARY SLIP FOR JAN-2022 (PROVISIONAL)

Employee Info		HR Details		Attendance	
Employee Name	Aashima Chanchal	Date of Birth	31-AUG-1982	Total Days	31.0
Employee Code	EMP002	Date of Joining	08-SEP-2012	Presents	2.0
Location	Jaipur	IT PAN	AKSPG4561R	Absents	22.0
Cost Center	Main CC	E-Mail	marketing@runtime.one	Holidays	2.0
Department	Finance			Week Offs	5.0
Designation	Manager			Payable Days	4.0

Salary Components	Gross	Earned	Units	Deductions	Amount
Basic Salary	12,000	1,548		ESI	28
House Rent Allowance	2,500	323		PF	186
Mobile Reimbursement	-	1		Food	1
Fixed Incentive	1,000	1,000		Advance	11
Sales Incentive	-	10		Health Insurance	200
				Loan Instalment	13,115
<b>Total Salary</b>	<b>15,500</b>	<b>2,882</b>		<b>Total Deductions</b>	<b>13,541</b>

Net Salary: (10,659) (Rupees (-) Ten Thousand Six Hundred Fifty Nine Only)

#### Leave Summary

Leave Type	Opening	Taken	Granted	Lapsed	Correction	Comp Offs	Closing
Casual Leave	0.00	0.00	0.00	0.00	10.00	0.00	10.00
Sick Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00

#### Loan Summary

Loan Date	Deduction Start	Deduction End	Loan Amount	Opening Balance	Repayment	Closing Balance
02-OCT-2020	03-OCT-2020	01-MAR-2022	18,000.00	1,846.20	615.38	1,230.82
08-JUL-2021	13-AUG-2021	13-MAR-2022	1,00,000.00	37,500.00	12,500.00	25,000.00

Customizable salary-slips | One click e-mailing

AUTOMATIC CALCULATIONS FOR

ESI

PF

Prof. Tax

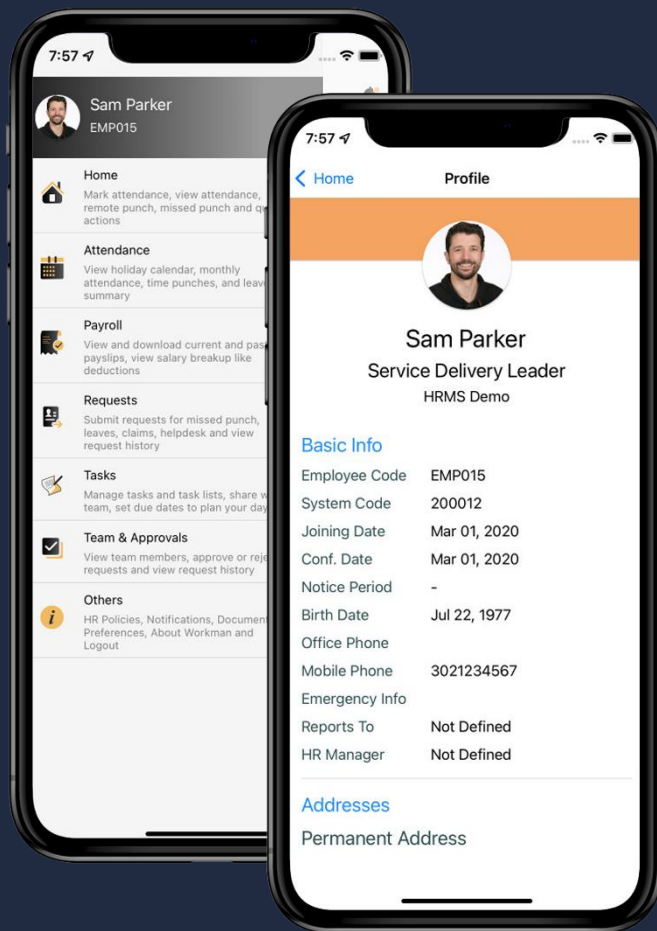
TDS

Bonus

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# EMPLOYEE SELF-SERVICE

EMPLOYEE SELF-SERVICE APPS FOR ANDROID AND IOS



Remote Attendance

Leave Requests & Approvals

Claim Submission

Custom Approval Workflows

Pay-slip Download

20+ Tasks on the go

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# THANK YOU!

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