



HRIS (Human Resources Information System) or HRMS (Human Resources Management System) is an integrated system designed to provide information used in HR decision making.

HUMAN RESOURCE INFORMATION SYSTEM

SYSTEM ACCESSED ANYWHERE AT ANY TIME

Employee Information Management

- Maintains employee personal information including medical education, financial, competency, psychological profile and other pertinent information
- Provides skill-set and work performance tracking to employees and management
- Provides tools to create employee reports for top managements including employee demographic reports

Payroll Management

- Maintains and processes salary and other benefits
- Includes a flexible matrix for working shifts, overtimes, allowances and much more
- Calculates and processes severance payments automatically

Performance Appraisal and Review

- Provides review of performances and manages appraisals for employees
- Includes online support for reviewing and evaluating employees performance
- Allows the creation of an evaluation template with a standard set of questions that can be used for all employees reviews

Entitlement Management

- Complete paperless entitlement management system facilities fast and easy processing of entitlements
- Online reimbursement requests and approvals
- Manages reimbursement and integrates with payroll system

Attendance Tracking

- Records employee attendance and related requests via log-in at work including Log-in Stations, biometric devices, etc.
- Manages employee leave and overtime information
- Track employee worked hours, sick days, progress and performance

Recruitment Management

- Allows to create manpower plans to predict recruiting levels and time
- Automates the application process by placing job postings and applications online
- User can formulate position selection procedure including different activities, time frames and multiple people in charge

Training Management

- Manages employee training such as seminars, courses and informal education in conjunction with competencies and corporate objectives (through closing identified gaps)
- Online calculation of training budgets, attendance and results
- Tracks acquired skill sets of employee

Carrier Administration

- Tracks employees' career information, history, awards and disciplines
- Manages and reviews employee's track record quickly
- Career and succession planning allows strategic future planning

For more information