

Human Resource Management

Streamline your HR process

Access from anywhere and from any device

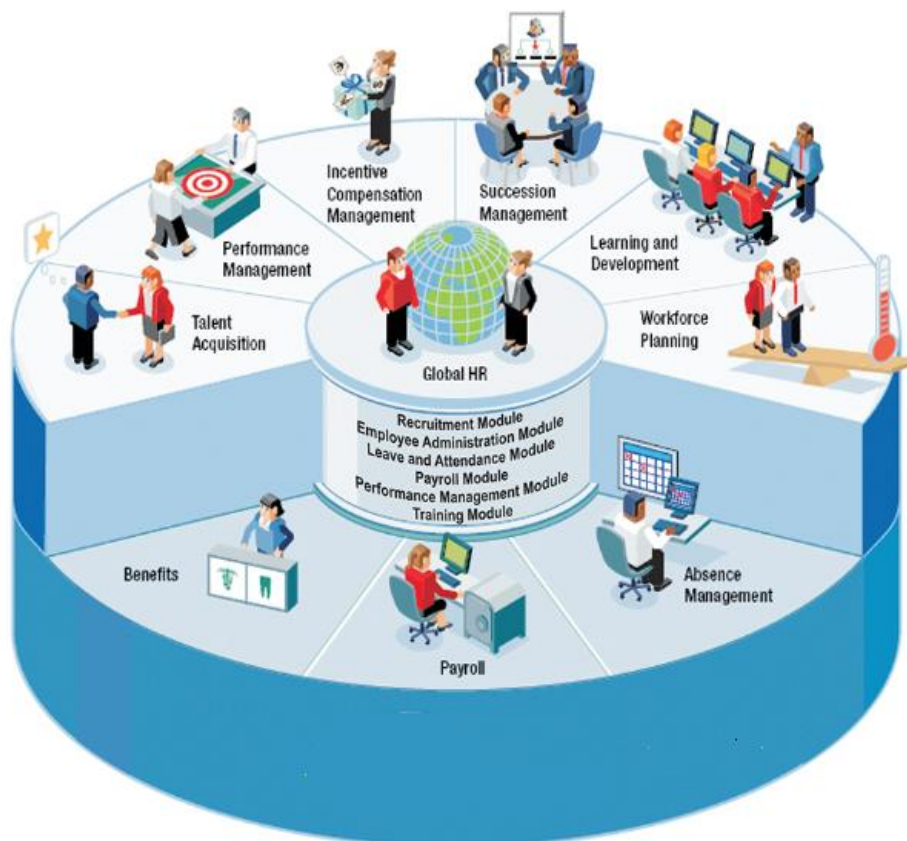


WTM HRM

WTM HRM Software covering the entire life cycle of an employee from Recruitment to Resignation or Retirement.

WTM Human Resources Management

WTM HRM is a Human Resource Management Software providing a comprehensive, effective, and efficient way to manage and develop Employees the most valuable asset in an organization. WTM HRM software covering the entire life cycle of an employee from Recruitment to Resignation or Retirement. HRM Software can streamline all your HR processes by keeping track of employee's attendance, leave, payroll, project Management, travel, transfers, reimbursements, benefits, compensation, training, performance reviews, talent management, Hierarchy Management, 360 degree feedback, competency management and much more on a single platform called WTM HRM.



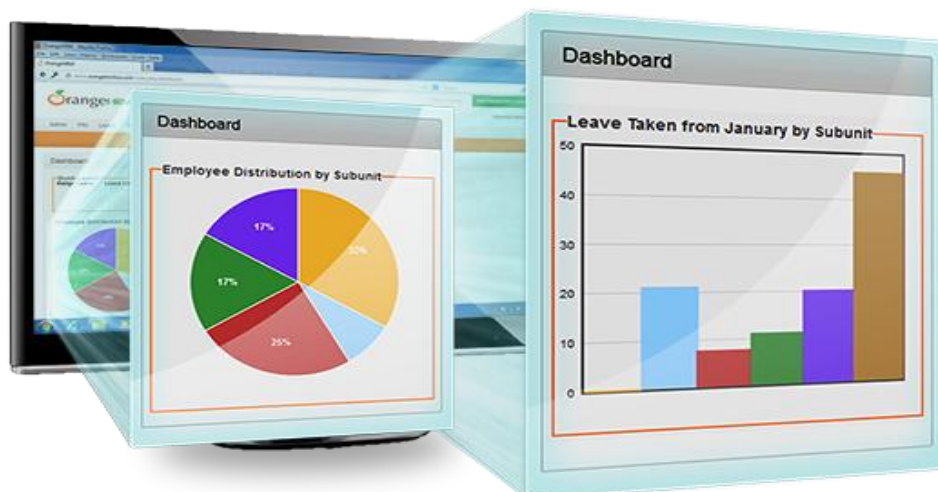
Administration Management



The admin module is the central controller of the system where the HR Manager or other appointed personnel perform all system administration tasks. This includes defining organization structure, assigning roles, and other information that serves as the backbone for the rest of the system. Security issues are taken care of through this module as well by defining user rights and permissions.

Dashboard

WTM HRM dashboard is a smart junction where all your workforce trends are summarized for quick analysis. It contains updates from various other modules, quick-links to various outstanding matters, what-if scenarios, easy report access and other real-time information displayed in a strategically designed interface for an at-glance understanding.





Recruitment
systems

A comprehensive solution for the entire recruitment process the module allows HR professionals to streamline the entire applicant tracking process effectively. It facilitates tracking of individual skills and transforms recruitment into a faster, simpler and more effective process.

Sub modules:

- Department requisition
- Recruitment application
- Recruitment Posting
- Recruitment process
- Candidate detail
- Resume collection
- Schedule interview
- Candidate finalisation



The functionality of this module spans through the entire system, making information available anywhere, anytime of employees all information is subject to company defined security policy, where everyone can only view the information he / she is authorized to. Here the employee is allowed to manage his own profile through this module, which can then take care of basic updates required from and to the employee.

Sub modules:

- Contact Details
- Bank Details
- Experience
- Family Details
- Insurance Detail
- Official Details
- Education Qualification
- Employees Skill & ability
- Loan / Claim Management
- Travel management
- Assignments
- Resignation details



Attendance Management

The attendance system through monitoring employees' working times our system collects attendance information such as absence trends and costs which you can analyze to find better ways to increase productivity - not to mention, reducing administration costs and time.



LEAVE MANAGEMENT

HR departments of large and medium corporations usually have to devote loads of time and resources handling employee absence and leave requests every day.

Leave Management

Leave Management module allows users to apply for leave, receive approvals on line. It also ensures defining leave policies and uniform implementation of the leave policy throughout the organization reducing HR monitoring or intervention. It significantly streamlines all leave related procedures, eliminates paperwork and saves costs.

Sub modules:

- Leave master
- Leave application
- Leave approval

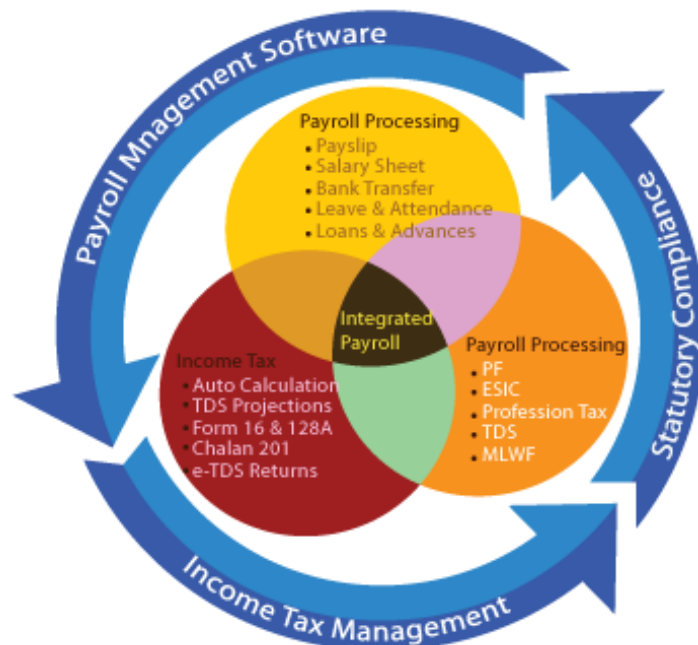
- Leave carry forward
- Leave encashment
- Holiday master

Payroll Management

Payroll Management helps Managing employees' payroll related matters. It enables processing employees' salary, deductions and managing the allowances, loans and claims. This payroll software ensures 100% precision within a limited time frame and enhances productivity.

Sub modules:

- Payroll components
- Template management
- Payroll management
- Generate salaries
- Pay slips
- Overtime management
- Advance salary management
- ITR (Investment Declaration)
- Full and Final settlement





Project Management

This module deals with the management of the projects related with the employee like-projects that were past handled, current projects in his account, project monitoring and project tracking. It also includes the task details related to the project and the status of its completion.

Sub modules:

- Project management
- Task management



Training Management

WTM HRM offers a powerful Training Management System that effectively monitors and enables providing individualized attention to people development and its impact on their work. It helps companies groom people with the right skills at the right time by identifying the need of training and developing the appropriate training programmes.

Sub modules:

- Training Master
- Training Schedule
- Training plan
- Training calendar
- Training history
- Training feedback

Talent Management

This module will facilitate the process of generating performance appraisals for employees. Create employee performance reviews and communicate your expectations effectively. Define key performance indicators for each job title and include 360° appraisal.

Sub modules:

- Competency master
- Goal master
- Appraisal cycle
- Initiate appraisal
- Appraisal form
- Approve Appraisal
- Review appraisal



Hierarchy Management

Hierarchy Management enables larger companies with a complex Human Resources structure to organize their activities along multiple dimensions. Whether your company organizes Human Resources team based on geography or product lines, Hierarchy Management can handle any Employees segmentation.



Using an HRM To Respect Hierarchy At Work



The reports module gives you the benefit of being able to customize and define reports from a range of criteria. You can select to save the defined reports to use again or to share with colleagues.

Sub modules:

- Recruitment Reports
- Employee Wise reports
- Attendance reports
- Leave Reports
- Payroll Reports
- Performance reports
- Training reports
- Project Wise reports
- Get customized reports as per your business Requirement that essential for your organization growth and get 360 degree view of reports.

Key Benefits of WTM HRM

- Web Enabled / Client server architecture
- Completely scalable
- Flexible work flow management
- Auto generation of Birthday / Anniversary greetings
- Analytical / Graphical Dash Boards for CEO, HR Head & Line Managers
- Intelligent Auto Reminders / Alerts / 'To Do' notification on the system
- Alerts & Reminders on official email ids
- Employee Self Service
- Manager Self Service
- Powerful Search, Summary, Reports and Queries
- Sample Letters / Templates
- Critical MIS Reports
- Enhanced Security system
- Retrieve Archive files
- Embedded HR best practices



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