HRMSuite.com

Human Resource Management Suite

HRMSuite.com is all in one complete HR management tool. It manages entire human resource related issues of an organization including :-

- **Time Attendance**
- **Personal Information System**
- **Payroll Management**
- **Staff Appraisal System**
- **Recruitment Management and**
- **Employee Task Management System**

ABOUT HRMSuite.com

The system is based on SaaS architecture that makes the software fully accessible from the web and from the cloud. With this technology the application functions are delivered through the internet in HARATI's own hosted web server. It works on subscription basis and companies do not even need to have expensive software and hardware for installation and hosting. All you have to do is register your company to use this easy and hassle free software. The software is beneficial for small and medium sized business to large companies that helps to manage the people and increase productivity. It helps to simplify and organize the complex HR related issues in a company.

Keeping in mind the companies based on Nepal, the software can be used in Nepali Font System with Nepali Calendar facilities. The facility to use Nepali Calendar system makes it easier in attendance management and payroll management. The software is easy to use and no prior training is required to operate the system.

WEB BASED AND SAAS ARCHITECTURE

HRMSuite.com is a web based application and works on the SAAS technology (software as a service). SaaS largely enabled by the internet and corporate intranets, has become an innovative way for enterprises to do business. So, HRMSuite.com focuses on the services it offers and not just only some regular working software.

SUITABLE FOR NEPALI CUSTOMERS

The software is highly effective for Nepalese Customersas there is Nepali language and calendar setting can be done. With this advantage, it is gaining popularity among Nepalese customers.

You can also give it a try and see the changes it brings in manpower reduction, time and money management.

VERSATILE REPORTS

The need of maintaining the daily, weekly or monthly several report of your company can easily be carried out with HRMSuite.com. Using General User module, the report of each individual employee can be viewed related to time attendance, payroll and their appraisal made by others. Also it facilitates with leave report, over time report and many others.

INTEGRATION WITH ATTENDANCE DEVICE

The software works in integration with several attendance devices based on RFID, Fingerprint, Face Scanning devices etc. You can either use HARATI brand several models Time Attendance machines or other third party devices.

Please check more on Time Attendance devices on

www.security.harati.com.np.

Understanding the software from a Company's view

You can easily register your company in HRMSuite.com. After getting registered you get to use all facilities we provide on the software. You can manage your company profile and set rules and regulations as per your company's policy. If you are a large scale company having branches at different places, you need not worry and wait for the branch head to submit the employee reports as HRM Suite helps you keep track of all your branches and employees through one place and is accessible at any time where you have internet access.

How it works ?

The administrator or HR Manager, who operates the software can create and invite the employee to the list of employees. It helps to organize all employee personal details in one place. Also various kinds of reports like employee list, employee insurance report, general log, daily reports, leave reports, etc can be viewed and can also be downloaded in different formats. You can use Time and Attendance, PMS (Personnel Management System) and various other features that are integrated with the system. You can manage time table and keep record of employees' various details. Also the software's power-packed feature the Payroll helps to manage each employee's payroll, solving your company's payroll issues and eliminating the delays while dispatching the salary.

Time and Attendance

> Forget keeping records; You can now keep track of your employee's attendance and work time through the HRMSuite.com
>
> -Time and Attendance module

HRMSuite.com Time and attendance module is a solution to all your leave and attendance related problems. Now you can record, track, monitor, and evaluate your employees' working times, attendance, absences and other activities. Each individual employee shift and check in and check out time can also be viewed.

Time and Attendance integrated with Biometrics Technology

The HRMSuite.com Time Attendance system is electronic attendance system in which every employee makes their attendance either through T/A devices or through log in module of software rather than using attendance book. The system tracks all employee related details including over-time, under-time, leave etc.

💰 Payroll

The Payroll module is one feature in the HRMSuite.com which helps you keep track of all your staffs salary, bonuses, company's payroll rules and also the details of the payroll summary of the staffs.

- Salary
- Bonus
- Allowance
- Advance

HRMSuite.com Payroll management system is one of the important responsibilities of the HR Department. The payroll management system in today's business world has become complicated due to multiple requirements. With HRMSuite.com Payroll now you can easily set and organize your company's payroll rules and view the detailed payroll summary.

HRMSuite.com Payroll has been designed around making the payroll managers life easier. The payroll easily handles those late payments, new starters, leavers, supplementary payments and other anomalies that can make a payroll managers life more difficult. It features flexible time entry tax form earnings/deductions templates, printing. The payroll system periods. Plus, it automatically deductions including by using integrated state tax print at the end of the year. The transaction or to generate salary payroll amount for each individual headings. The salary sheet or transaction printing, leave calculations, payroll and liability check allows for flexible pay calculates earnings and tax-sheltered deductions tables – allowing you to system allows to calculate sheet. You can specify the employee under the specified report can be generated based on the payroll headings added by the company. You can give different headings like allowance, OT, PF, CIT etc and specify the amount for each heading.

Easy handling of all the payroll related issues of your company

And after providing all specifications, salary sheet will be auto generated and you can view it under 'Transaction Calculation'.

Payroll Accounting consists of

- Calculating the earnings of employees and the related withholding for taxes and other deductions, recording the results of payroll activities, preparing required tax returns.
- The definition includes the task of reporting the results of payroll activities to the state and local tax agencies.

Payroll Administration

- This feature deals with the managerial aspects of maintaining a payroll, many of which are distinct from the accounting aspect of payroll. Payroll administration includes.
- Managing employee personnel and payroll information.
- Compliance with employment laws of Nepal.

Additional Features

- Enables you to make payroll management process smooth and hassle free.
- Timely and accurate salary and wage calculation.
- Bonus, OT and late/ early deduction calculation.
- Integration with time and attendance system makes it easier and faster in transaction calculation.
- Facility to set rules to define basic salary, deductionsand taxes according to the specific needs of your organization.
- Calculation of transaction report.

Personnel Management System

With HRMSuite.com Personnel Management System now it is easier to get informed about employee details.

The HRMSuite.com Personnel Management System is facilitated with all personal information functions. The detail information about every employee can be recorded and viewed when required. Employee profile contains various details like contact details, qualifications, experiences etc.
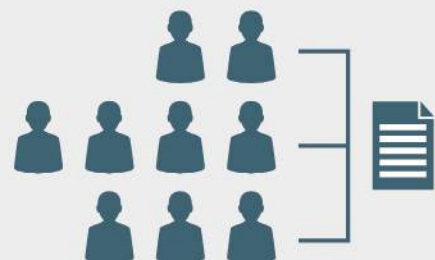
Keeping your employees' personal details at your fingertips

The Personnel Management System keeps track of all the employees' administration process. Using this module, any information about employee can be known in just a single mouse click. Such information includes employee bio-data, his/her trainings, leave information, transfer details, Promotion/Demotion, Insurance Details etc. The software system is integrated with Time Attendance and Payroll system to make a complete Human Resource Package. The software helps keep record of employee history. All employees can be viewed under 'employee list' and ex-employees or retired employees can be viewed under 'Ex-employee report'. Employees terminated by admin are moved to ex-employee list. Also under report you can view 'employee insurance report', 'employee transfer report' and many other reports. Employees can also register in HRM Suite through employee registration process. As an employee you can manage your personal profile and make necessary changes when required.

Additional Features

- Enables to view all employeeprofile.
- Manages employee list accordingto job title.
- Ex-employee report.
- Assign role to employees.
- Records all job titles in acompany.

Recruitment Management System

Hiring people is now made easy, through the recruitment module.

The recruitment module in HRMsuite.com enables hiring manager to create job and recruit employees.You can now easily post jobs through the HRMsuite.com, evaluate the candidates through the list, shortlist them for the interview and hire them.The process includes posting job on the web, evaluating candidates, interviewing and hiring them. The hiring manager manages whole recruitment process for hiring right candidate. Recruiters can view candidate details and rate each candidate and add evaluation remarks on their own.

Additional Features

- Facility to assess and rank applicants
- Online application software that enables to view data in real time
- Automatically post jobs to the corporate sites
- Fully customize to suit the needs of your business

Staff Appraisal

Want your staffs to get motivated and work even better? As the name suggests staff appraisal module helps you motivate your staffs better.

Staff appraisal is a module which helps the manager or company head to make employee evaluation. It helps to evaluate the work and analyze the effort of each staff. Staff performance appraisals establish individual training needs and enable organizational training needs analysis and planning. It helps in staff motivation, attitude and behavior development. So now you can easily keep records of all your staff evaluation through which you can easily analyze your staff performance and praise their efforts.
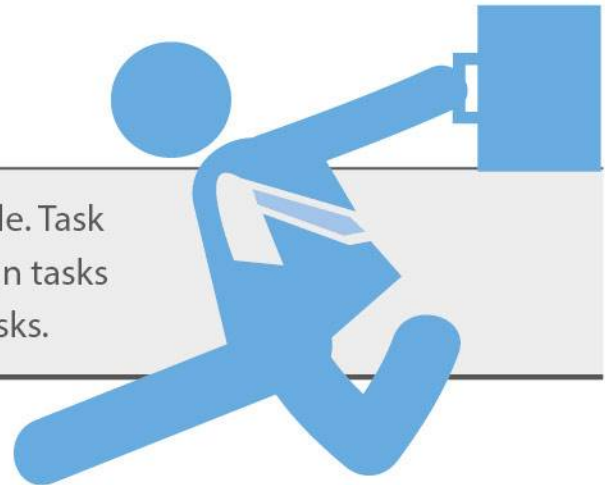
Additional Features

- 360 evaluation
- User definable performance standard
- User definable performance rating
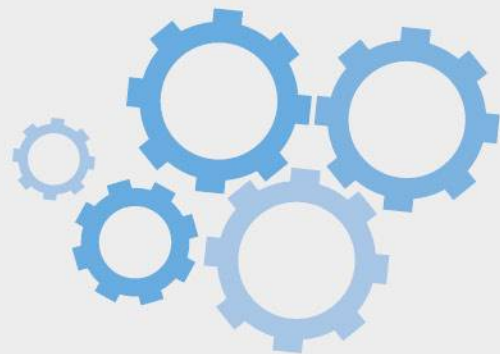
Task Management

Eagle eye is what we name this module. Task management helps you not only assign tasks but also keep strict track of the tasks.
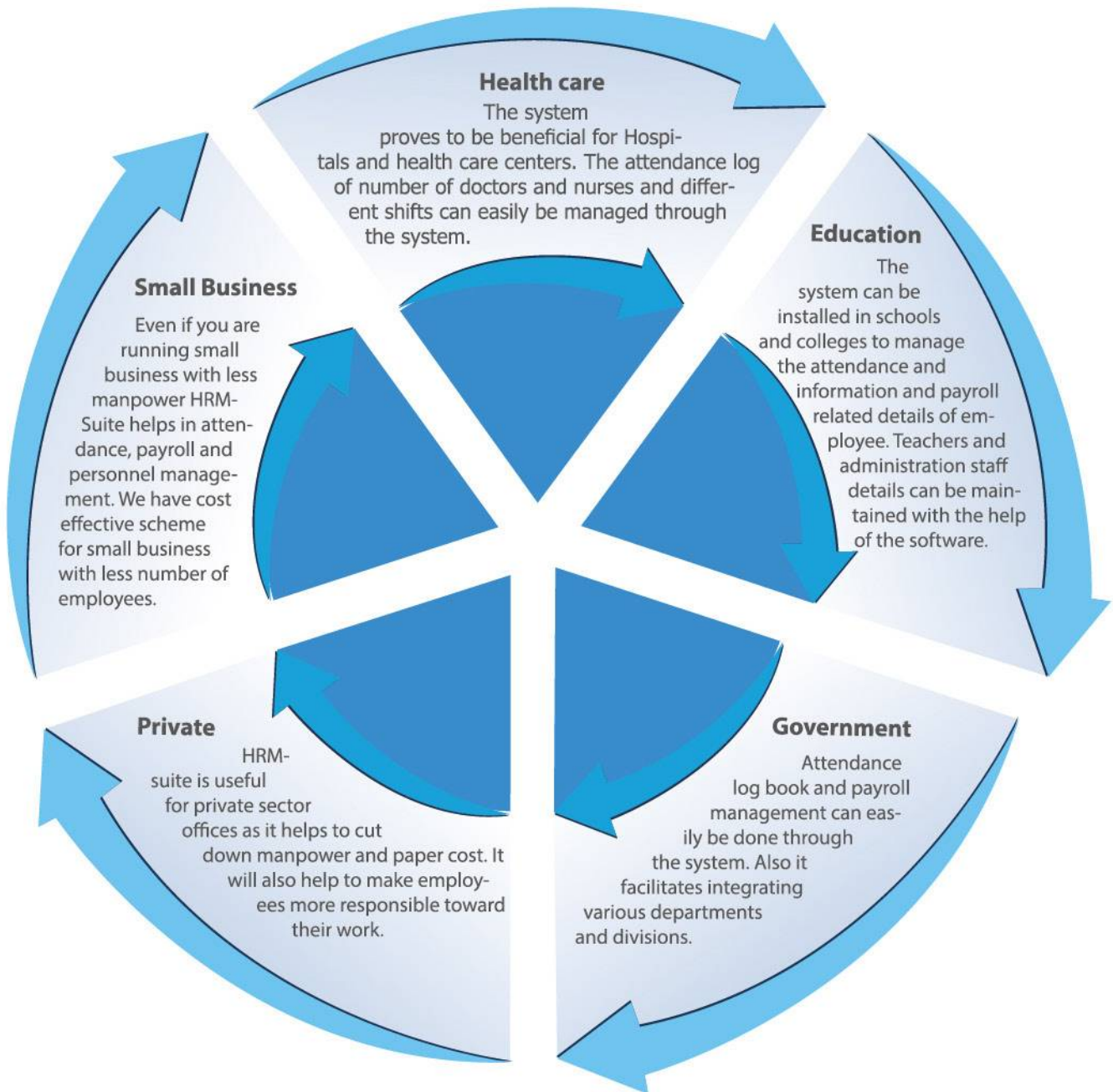
Task management is a module that is integrated in HRMsuite.com which facilitates daily task management of each employee in a company. It helps to manage number of tasks assigned to each employee and keep record of employees' work related details. It not just only helps you assign tasksto your employee, but also keep eye on their work progresses and also gives you access to the results of the tasks assigned.It helps to keep track of employees' task, manage staffs involvement in a task, track progress of the task and assess result or outcome. It also helps to analyze problems that may arise in each task and provide the best solution.

Additional Features

- Daily task management
- Dynamic report generation
- Team composition
- Workflow automation
- Integrated document management

How is HRM Suite beneficial for your company?

Health care
The system proves to be beneficial for Hospitals and health care centers. The attendance log of number of doctors and nurses and different shifts can easily be managed through the system.

Education
The system can be installed in schools and colleges to manage the attendance and information and payroll related details of employee. Teachers and administration staff details can be maintained with the help of the software.

Small Business
Even if you are running small business with less manpower HRMSuite helps in attendance, payroll and personnel management. We have cost effective scheme for small business with less number of employees.

Private
HRMsuite is useful for private sector offices as it helps to cut down manpower and paper cost. It will also help to make employees more responsible toward their work.

Government
Attendance log book and payroll management can easily be done through the system. Also it facilitates integrating various departments and divisions.

Our rule to **customer service** is we always provide more than **what they expect.**

⚙ Support Mechanism

> If you work just for money, you will never make it, but if you love what you are doing and you always put the customer first, success will be yours
>
> - Ray Kroc

As per the above saying, all our services are dedicated for our customers and customer satisfaction is our main concern. We aim to provide the best possible solution to our customers. We are always ready to help our customers in any best possible way and as promptly as we can. We provide wide range of technical support and services to help our customers to run the business in an effective and efficient way. In case any problem or error occurs in operation we are always alert on providing instant support. We put our customer needs always at the top. We try to address our customer needs as soon as possible.

For better convenience and functioning, we have three different support mechanisms for our customers.

Telephonic Support

We are always at the end of phone to provide any type of solution to our customer's telephonic inquiry. You can simply call to our support center. We are always ready to help you on any product or service related issues.

Online Support

We also provide the web based support to our customers. You can simply fill up the form in our website and submit your problem. Or you can state your problem via e mail. We analyze the problem and provide the best solution in an instant.
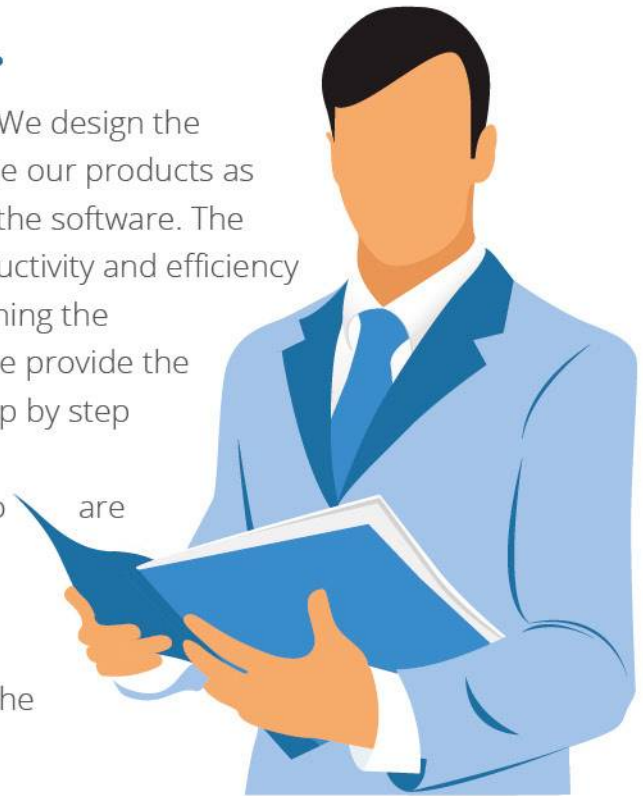
Site Visit Support

Our site visit support facilitates customers to resolve the complex problems that cannot be addressed through telephone or email. In such a case our representatives provides site visit facility.

Learn to Understand..

We provide various training to our customers. We design the training courses to help customers better utilize our products as well as to make them become skilled on using the software. The training course focuses on improving the productivity and efficiency and informing the users on managing and running the business with our software. Besides training, we provide the training guides to our customers about the step by step method on using the software. We provide training to all the individuals or companies who are interested in any of our software in a very minimum cost. Additionally, for the users who have very little knowledge about our different software we guide them on easy operation of the software.

It's all to do with the training:
you can do a lot if you're properly trained

Learn HRMSuite .. Use HRMSuite ..
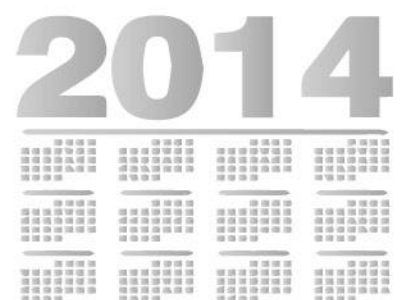
BOOST YOUR

EFFICIENCY

COST EFFECTIVE SOLUTION

There are several cost effective pricing policy suitable for small business to large enterprise. The software has cost effective price policy as it works in yearly subscription basis and doesn't require monthly payment. Also, the attendance device necessary for time attendance comes within budget. There are pricing options based on "**No of Employees**", "**Monthly Billing**", "**Module wise Costing**" etc. and there is "No License Cost". If you go with "No of Employee" Option, charge is based on number of employees in an organization and usage requirement. Larger the number of employees higher cost.

NEPALI FONT AND CALENDAR

The system accepts all Nepali Font, Nepali format date, since most Nepali companies use BS date as their standard format date. You can input the date in any format by simply clicking on the 'BS Date' or 'AD Date' options. Clicking on the icons will also automatically convert BS date into AD and vice versa.

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Understanding the software from a Employee's view

HRM Suite is not just useful for the companies but is also very beneficial for the employees, as they can easily register in HRMsuite.com as well. Storing all your data was never so easy. You can easily add and edit all your information and keep it safe and access it anytime as it is totally web based.

How it works ?

Simply register yourself in the HRMsuite.com by going through few registration processes for employee and create profile containing personal details. Users can add various details to their profile: skills, projects, experience, education, awards, documents and insurance details. Also users can view their attendance details themselves by logging into the system. Employee can send leave request and after approval of the request gets notification on the dashboard.

Basic Features

- **Electronic Attendance Processing**
  Accurate attendance details can be obtained as the system is integrated with biometric devices.
- **Over Time/ Under Time Calculation**
  You can monitor your employees' activity as it facilitates under time and over time calculation.
- **Dynamic Shift Management**
  Helps manage multiple shifts for different employees working in different shifts.
- **On line request/approval**

Solution to your leave and attendance related problems

Additional Features

- Employees can send leave request and get approved online and also the leave balance can be checked.
- Different work shifts for different job categories can be assigned.
- Employees can request leave online and have their requests approved online.
- Different types of leave categories can be created and leave can be added as per the company's rules.
- Employees can view the holiday list and also can check leave status/ leave balance i.e. number of leave left.
- Less error in attendance recording and leave calculations as there will be no manual recording.
- Helps manage working shifts in large companies having large number of employee working in different shifts like hospitals, department stores, restaurants etc.
- You can add number of holidays based on your company's policies.

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HRMSuite.com, the Human resource software provided by HARATI completely fulfill our requirement as per our company HR Policy. From setting up all factors of E-Attendance on dealing with employee issues, HARATI has always been dependable, straight forward, suportive and honest. I am happy to recommend them to anyone seeking e-attendance service to their company. We have also managed to centralized the system at all our locations.

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Niraj Thapa
Executive Director
Madan Bhandari Memorial Academy Nepal

CUSTOMER REFERENCE

Nepal Telecom	Judicial Council Secretariat	National Human Rights Commission
Support Microfinance	Western Development Bank Ltd.	Sahara Saving and Credit Cooperative
Mega Bank Ltd	ENPHO	Hellen Keller International
B & B Hospital Pvt.Ltd.	Sahid Gangalal National Centre	Khani Nirman Sewa Pvt.Ltd
Qatar Airlines	Singapore Airlines	Euro Kids
Avenues Television	Ujyalo FM	Gorkhapatra
Hotel Manang Pvt Ltd	Hotel Radission	Everest gas Udhyog

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