STAR LINK
Your needs.... Our Solutions !

Complete Customized Solution For Attendance & Access Control

SAVVY HRMS

Features:-

- HR Service
- Self Service
- Rich Configuration
- Dynamic Process
- Hire To Retire Process
- Role Based Dashboard
- Dynamic Process
- Manager Service
- Policy Base Leave Management

- Online Survey
- Email and SMS alerts
- Succession Planning
- Interactive Interface
- Effective HR Policy
- Customization Possible
- Data Portability
- Access on the Go
- Mobile Application

HRMS MODULES

DOCUMENT MANAGEMENT

- Security of documents.
- Manage documents of employees
- Upload documents on DMS
- Reduce paper work
- User mapping for view and download

CONFERENCE ROOM BOOKING

- Configure multiple room with conference room photo.
- Provision of both Centralized and De-Centralized scheduling.
- Easy steps to book conference room.
- Track Conference Room utilization.

SURVEY TOOL

- Building Surveys or Polls.
- Question Types & Settings.
- Deploying Surveys.
- Restrictions, Limits & Survey Settings.
- Managing Your Account & Surveys.
- Graphical reports.

ONBOARDING MANAGEMENT

- Improved process efficiency and compliance
- Faster time to contribution
- Better employee engagement and retention
- Robust set of workflow automation tools, which improve compliance
- Divide the on boarding process in multiple tasks and assign different users.
- Auto creation of task while new joinee comes into the system.
- Auto movement of task into the cycle configured for on boarding.
- Online tracking of on-boarding status of any employee.
- After completion of on-boarding process employees can do their day to day activities in the system.

SEPARATION MANAGEMENT

- Allows configuration of exit process as per the organization policies and process.
- Online tracking of complete cycle.
- User can initiate the separation request online.
- Approvals based on the configured policies.
- Automatic blocking of roles and rights in the system after resignation and termination.
- Termination option by manager or HR.
- Multi level Clearance option.
- All Clearance process can be done on line.
- Online Exit form for employees to get the information related to exit reason, post exit communication etc.
- Rich Full & Final form having clearance information and other separation related inputs as per the policies.
- Generate a payout statement for the exit settlement.

TRAINING MANAGEMENT

- Training Calendar to view all the training at a glance.
- Pre training and post training test.
- Performance comparison of pre and post training.
- Generate TNI based on performance.
- Create training plan and conversion of that plan in actual training.
- Capture attendance of each trainee day to day.
- Calculate Training cost based on training attendance.
- Rich feature to capture the training and trainer feedback.
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MANAGER SERVICES

- Manage record of every employee
- Leave Approval, Travel Expense Approval
- Manages time attendance of employees
- Rich configuration report.

ASSET MANAGEMENT

- Request & Approval based allocation of asset.
- Direct allocation of asset.
- Manage the stock based on issuance and return of asset.
- Recovery of asset at the time of relieving of employee.
- Rich configuration report.

HELP DESK MANAGEMENT

- Rich configuration for assignment of queries based on the type.
- Configure TAT and escalation on each type and steps.
- Auto Notification through mails to users on completion/resolution of queries.
- Check employee satisfaction on the queries after resolution.

RECRUITMENT MANAGEMENT

- Easy steps to create Job Opening.
- Online Tracking of Job opening on single click.
- Manage Candidate repository.
- Easy step to handle complete interview process.
- Online offer generation process.
- Transfer candidate information to Employee database on single click.

STATUTORY COMPLIANCE

- Configuration for fixing minimum rates of wages for skilled and unskilled laborers based on the state and location.
- Configuration and calculation of overtime and Payment of Overtime as per the Factory Act & Payment of Wages Act.
- Configuration and calculation of TDS based on the salary component and deduct TDS under section 192 of the income tax act, 1961.
- Option to generate form 24Q and from 16 in on e single click.
- Option to generate the PF challan in one single click.
- Option to generate the ESI challan in one single click.
- State-based configuration of Professional tax and their deduction while generating the payroll. Also generate of professional tax challan in one single click.
- Gratuity calculation and provision for the employee when he/she left the organization.

PAYROLL MANAGEMENT

- Flexibility and power to handle any type of salary structure.
- 100% accurate and professional looking pay-slips, instantly, and without any effort.
- Customize the appearance and content of your salary slips.
- Generate the pay-slips and download them for printing.
- Email the pay-slips directly to employees as PDF attachments (with password protection).

- Also you can publish pay-slips online and employees can view / download
- All statutory deductions for PF, ESI, Professional tax, TDS, etc. are automatically handled by the payroll software as per law.
- You can also generate all the required reports like PF ECR file, ESI Returns,
- PT reports of all states and TDS returns without having to do any additional work.
- TDS automatically deducted but various related reports are ready to use including Monthly Tax Statement, Form 16 & 12BA, eTDS Returns, Form 24Q, etc.
- Ensure accuracy with a variety of reconciliation tools.
- Reports like employee head count reconciliation and payroll transfer type reconciliation.

TAX MANAGEMENT

- Investment declaration by employee for each sections of income tax.
- Approval of declaration given by employees.
- Calculation of TDS based on the declared investment.
- HRA calculation based on Metro and Non-Metro cities.
- Easy Form 16 generation on one click for Employees Tax return filing.
- Employee's can also download the form 16 from tax return filing.
- Various reports to view the TDS employee wise as well as other entity wise.

LOAN MANAGEMENT

- Handling of multiple types of loan.
- Loan can be managed on the basis of fixed interest calculation & reducing interest calculation.
- Online Loan Request from the employee based on the policy.
- Loan approval process based on work flows.
- Rich option to manage the loan EMI.
- Multiple loan repayment option.
- Loan balance & loan ledger employee wise can be taken.
- Handling statutory compliance for company provided loans.

TASK MANAGEMENT

- Helps you to organize, assign and prioritize tasks, all from a central place.
- Provision to create user defined task.
- Manage system generated task.
- Manage, assign task by managers.
- Compute delay, over dues of tasks.
- Eliminates the need to remember all tasks and makes you more productive by sending timely reminders.

REIMBURSEMENT MANAGEMENT

- Configure multiple Reimbursement Components.
- Configuration of reimbursement components with salary structure according to policy. Configure statutory rules on the reimbursement components
- Configure accrual policy for reimbursement components
- Auto accrual of reimbursements based on the policy.
- Maintaining balances based on the accrual and payments of reimbursement.
- Option to pay reimbursement through payroll and out of payroll.
- Request and approval based reimbursement process.
- Tracking of reimbursement request any time.
- Auto Mail on approval or rejection of reimbursements.
- Multiple reports to view employee wise/ all reimbursement payment details.

TRAVEL & EXPENSE MANAGEMENT

- Rich configuration for travel and expense based on the groups/grades.
- Online travel and expense requests based on the policy. Saves time & streamlines your reimbursement process with our online Travel and
- expense management
- Your entire reimbursement request forms located on your personalized dashboard for
- instant one-click access.
- Option to choose the reimbursement request type & forms from your customized list.

- Automatic email triggers are sent for reimbursement request submission, approvals & declines.
- Status of your reimbursement requests can be tracked online.

ATTENDANCE & LEAVE MANAGEMENT

- Flexible for customization as per your existing policies.
- Flexible to integrate with any biometric, swipe machine.
- Highly configurable Shift policy.
- Configure any number of rosters as per companies policy.
- Request track by token.
- Policy based request work flow for approval process.
- Ability to initiate delegation for all request.
- Reminders, Alerts and reassignment of request processes.
- Cover all industries to minimize the further customization .

➡ Shift and Roster management

- Configurable shift policy (Fixed & Rotational).
- Set deduction policy for late coming and early leaving .
- Monthly, weekly Rotational Policy with configurable day off.

➡ Punch/Attendance Regularization

- Punch processes based on policy.
- Capture punch data from biometric device.
- Web access to mark Attendance.
- Helps to maintain, monitor and analyze team's punctuality.
- Various reports are available.

➡ On Duty Request

- Track OD request based on Token.
- OD request processes based on policy.

➡ Leave Request

- Define Leave policy as per your company policy.

- Define Leave policy for set of people.
- Define Prorate Leave accrual policy.
- Define Leave consumption policy for advance and LOP.
- Automatic email notification for every action.

➡ Compensatory Off

- Track Comp Off request based on Token.
- Separate policies for weekly off, holidays and working days.
- Lapsation policies.

➡ Over Time

- Track OT request based on Token.
- Define Pre and post shift policy separately.
- Set Over Time rate.

EMPLOYEE SELF SERVICE

- Employee can handle day to day activity by automating tasks to save effort & time in mannered way.
- Employees can handle their tasks through Employee Self Service which eliminates the paper work involved and offload HR team.
- Self service have powerful dashboard with all quick link and notification.

HR SERVICES

- Apply increments, Promotion, Transfer to employees according to policy.
- View and modify attendance of employee's.
- View and modify Leave records of employee's.
- Generate multiple reports for management presentation purposes.
- Termination of an employee's in case of rule violation.
- Manage reimbursements of an employee's for the payroll purposes.
- Generate multiple types of letters for an employee.
- View/download pay-slip of an employee.

SAVVY HRMS

Authorized Distributor /Dealer:

SALES & SUPPORT ALSO AVAILABLE AT :

Ahmedabad, Alwar, Agra, Baddi, Bengaluru, Bhopal, Bhubaneswar, Chandigarh,Chennai, Dehradun, Faridabad, Gorakhpur, Gurugram, Guwahati, Haridwar, Hyderabad, Indore, Jaipur, Jalandhar, Jamshedpur, Jammu, Kanpur, Kochi, Kolkata, Ludhiana, Lucknow, Mumbai, Nasik, Nepal, Noida, Nagpur, New Delhi, Panaji, Pune, Raipur, Roorkee, Rudrapur, Solan,Surat, Thiruvananthapuram