



An end to end Human Resource Management System to manage complete employment lifecycle. It covers all aspects of the Human Resources, right from Selection, Nurturing, Evaluating, Maturing to retirement.

- Completely Web-based, Multi Company, Multi Branch, Multi Lingual, Multi Currency application which can seamlessly integrate with any third party tool/ existing application.
- Complete Control of HR activities across applications
- Optimal output from Human Resources
- Built with Mechsoft's Formula and Rules engine, allowing you to manage various requirements by setting simple parameters and rules.
- HR Budgeting - planning budget based on your business forecasting
- Dynamic workflow - Enables complete control over work flow change
- MIS Reports for effective decision making
- Alerts and notifications
- Modular structure allows maximum flexibility and customization.
- Ladders modules come with user access control that allow detailed level of access controls for each user.

## Features

### Selection & Induction

- Resume management
- Interview rounds scheduling based on grade templates
- Interview assessment
- Integrated induction program/ presentations.
- Document management, digital storage and indexing of documents



### Employee Information

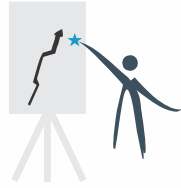
- Manage Personal, Professional & Educational information of employees.
- Contains information of assets which are issued to employee.
- Employee achievements and awards, training program, leave requests, transfers and resignations, final settlement & history management.



### Administration



- Organization hierarchy
- Candidates information
- HR Expenses & budgeting
- Perks, compensation breakups



### Performance Evaluation & Appraisal

- Multi dimensional view of performance
- KRA/ KPI for detailed competency wise assessment
- Different views of skills and assessments

### Leave & Attendance Management



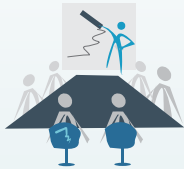
- Customizable rules for leave
- Leave encashment and compensatory offs
- Seamless integration with any third party attendance tracking systems



### Employee Self-Service Access

- Employee can log in to the system to access the self service facility allowing them to view their monthly payroll details viz., Pay Slip, Reimbursement Slip, and Tax Computations. Employees can send requests and track the status of the requests viz. Leaves, Training etc

### Training



- Training schedule/ calendar
- Training providers/ panel
- Competencies planning



### Claim & Reimbursement Management

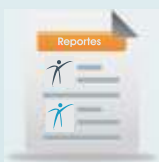
- End-to-end claims and reimbursement.
- Customizable reimbursement components

### Full & Final Settlement



- Process which will settle final payables and receivables between employee and company.

### Reports



- Employee Report: System generates list of reports like Leave, Employee Background, and Joining Checklist etc.
  - Manpower Turn Over: List of employees joined and resigned in a period of time.
  - Exit Interview/ Feedback: Report on exit interview and feedback by employee.
  - Assets Report
  - Employee Training: List of trainings conducted for a period of time.
  - Employee Grievance report
- And more...



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