



Features for VT Human Resource Management (VTHRM)

Human Resource Module:

The Human Resource module contains form of the complete Human Resource activity. This module shall capture the following details

- Employee master
- Leave and Attendance Modules
- Payroll Modules
- PF Modules
- Income Tax Modules
- Training Modules

» **Recruitment Process:** The module shall contain facility to capture the recruitment related details. This includes:

- Monitoring of requirement activity
- Capture the Details of scale related to employee
- Details of employee recruitment information
- Details of nature of job etc
- Details of Employee transfer from department to department etc
- Capture the Details of department
- Capture the details of employee posting

» **Promotion Management:** The promotion management module shall contain facility to capture the promotion related requirement related to employee. This includes:

- Details of employee Increment Process.
- Details of employee Decrement Process
- Details of employee Promotion Process
- Capture the Promotion Date
- Details of employee Retirement Process

» **Attendance & Leave Management:** The Leave management module shall contain facility to capture the Leave details related to employee. This includes:

- Define the various types of leaves
- Facility to create leave and send for approval
- Capture the details of leave and approve leave
- Tracking of employee Leaves Information whether they are applicable for encashment or not if the employees do not take his leaves before the end of year.

» **Employee Management** (Tracking of Employee information): The Leave management module shall contain facility to capture employee related activity. This includes:

- Capture the employee personal details like
- Employee Name
- Father's /Husband Name
- Designation
- Location / sub location etc.
- Capture the Employee Qualification details
- Generation of Employee ID card
- Details of Leave Details
- Tracking of Attendance
- Tracking of Employee Work Details
- Payment and Wages Details
- Deduction details etc
- Final Details etc

» **Training Module:**

- Organizations Providing Training
- Yearly list of Training offered and attended
- Wing / Div/ Section wise beneficiary staffs list
- List of trainings / Staffs attended
- Cost involved/ analysis over trainings
- Report of Training



» Administration Module:

The Admin module contains form of the complete accountability & security & user access control of the system. This module shall capture the following details

» **Security:** The proposed system in combination of Operating System and Application Software will fulfill the stringent security needs for the application software package. The various security mechanisms that shall be made available in the proposed system are given below:

» User Management:

- The system would use Login/ Password technique for imposing security at the user level. This would guarantee authorized access to the confidential data. Each user will have a unique username and password.
- The system would internally maintain the identity of all active users as well as their respective rights like WRITE/ READ, READ ONLY.
- The identity will be mapped to a role leading to a standard role based security in the application server.
- Only privileged administrator will have rights to change the user ID associated with a process while the process is active.

» Password Management

- The passwords would be stored in database in one-way encrypted form.
- System will allow users to tackle the situation of lost / forgotten password. Any registered user can ask to retrieve a (lost/forgotten) password. For this the user would supply some essential information and the program will send a password to users via mail.
- If a user enters incorrect password for more than a specified number of times the system would lock automatically for that particular username. This would negate the attempt to crack the password through Brute Force attack.

» Access Control

- Access control requirements will address network access, system access, and resource access.
- The enforcement mechanism (e.g. individual/group/public controls, access control lists) would allow users to specify & control sharing of objects by individuals/groups/both and would provide controls to limit propagation of access rights.
- Access permission to an object by users not already possessing access permission would only be assigned by authorized users
- For interactive sessions, the system would lock the session after a specified period of user inactivity.

» Admin/Registrar Module:

Contains login details, Admin can define super user, senior user, admin users. And admin can restrict the accessibility of software for particular user. Human resource management strategy

» Staff Management:

Personal Information, Qualification, additional Qualification, Pay Details, Attendance

» Employee Separation:

Transfer, Nature of Job, Post, Scale, Department, Designation, Joining date, Retirement date

» Allowance:

(Basic, DA, HRA, CA, Medical, Special, etc)

HR resumes management