



**HRMS**  
Mangta

A perfect system to boost your  
**Human Capital Management**



## Human Capital Management

- HRIS • Payroll • TDS and TAX • Training • Recruitment
- Leave Management • Time Tracking • ESS • PMS
- Loans and Advances • Claim and Reimbursement

## Overview

### Functionality Key modules

- Employee Record Management
- Performance Management
- Employee Attendance & Leave Management
- Employee Skill Assessment
- Employee & Manager Self Service
- MIS Reports
- 360 Degree Appraisal
- Letters & Grievance
- Email & SMS

## Human Resource Information System

Whether you have 5 or 5000 managing employee records can easily get out of hand now with HR Mangtaa , the most comprehensive software for tracking employee information , you can save time , eliminate paper work , and keep better records at the same time .

Until now only large corporations with even larger budgets had access to this kind of systems, HR Mangtaa can be used for tracking complex financial and legal information for government compliance only HR Mangtaa does all that plus help managers track key day to day employee information as well.

- Employee Profile
- Contact information
- Experience details
- Qualification details
- Medical information
- Family Details
- Current position and Job Profile
- Employee Transfers and promotions
- Employee Track record and history

## Performance Management

Defining and refining the right compensation management program is critical for employee motivation and retention. Properly rewarding top producers and allocating pay adjustments across an organization can be complex, laborious , error prone and bias task. Having the right tool makes all the difference

- Establish confidence in company – wide pay rates and adjustments –the built in checks and balances reduce errors and help ensure more accurate and fair incentive and compensation adjustments
- Complete compensation plans on time – automated workflow and notification reminders keep processes moving
- Avoid legal hassles–Access to sensitive compensation information is strictly controlled. Eliminate the potential for lost or outdated paper spreadsheets
- Foster the performance oriented culture–A Culture where employees are focused, productive and appropriately compensated. HR Mangtaa, together with Performance Management Module provide the essential tools for helping organizations develop a high performance work force
- Improve Accountability–Managers can now easily approve all the compensation adjustments they have responsibility for , not just those for their direct reports
- Suggests adjustments and payouts based on appraisal scores and goal achievements
- Allows you view budget , salary and adjustment data and create multiple salary budgeting plans and what if scenarios
- Provides convenient access to background information on every employee, including : performance appraisals, experience , qualifications , skill sets , current compensation plans etc
- Automates your workflow and displays reminders to keep the entire process moving until the final approvals are in place
- Exports all adjustments to your payroll or your third party financial systems in one step



## Employee Attendance & Leave Management

- Highly customizable leave rules including accruals, encashment, approvals etc
- Capture employee leave request
- Send notifications automatically
- Track leave entitlements
- Monthly attendance
- Compensation off details
- Shift Roster
- Daily Attendance
- Attendance Summary
- In out Summary
- Week off & Comp off Adjustments
- Leave Accumulated Balance
- Leave Encashment
- Monthly and yearly Leave carry forward.

## Employee Training Management

Human Capital remains among the most expensive and important contributors to the smooth operations of the company. Whether you are establishing a cross training program or struggling to control the labor cost HR MANGTA-A's comprehensive skill assessment and training management solution enables you to maximize the utilization of the available skill in your workforce

- Improves flexibility in allocating the workforce
- Speed up the response to work load fluctuations and imbalance.
- Enables the managers to predict resources, anticipates shortages
- Enables cross training planning
- Reduces management work load by automating skills management
- Lowers administration cost
- Improve employee satisfaction by enabling choices
- Makes Employee more valuable

## Employee Managers Self Service

Employee Self Service Portal is a web based employee and managers Self service module which incorporates the workflow engine and document management System.

It allows your Employees to access their personal and companies data they are permitted to view over the internet.

Employee can send grievances to HR Team as well as raise tickets through the ticketing system for any task assigned to the HR Team.

Employee benefit the 360 feedback system for their colleagues performance Employee can undergo surveys organized by the company to evaluate various parameters.

- Employee Individual Logins
- Employee can apply Loans and Advances financed by company
- Composing Tickets for pay issues suggestions
- Employee can make requests for Material online
- Employee can make request for leave approvals
- Employee can update their personal data
- Employee can view all their pay data
- Reporting person can approve Leaves,
- Requests, Loans, Reimbursements

## MIS Reports

Our fully customizable MIS Reports allows you to generate any report that you can envision using any data that has been captured in this vast application. Custom reports can be generated using a combination of 50+ Parameterized options. There are more than 200+ Reports in build. There are Multiple Template Managers to generate Document Templates.

- Employee Profile With photo
- Yearly and Monthly Leave reports
- Employee Strength trend
- Leave and Resigned Employees
- Salary budgeting plans.

## Time Tracking

HR Mangtaa's Time tracking module can be integrated with any biometric and access control system in the market. Module helps you streamline your employee's time tracking and potentially uncover cost savings for your organization. Various flexible shift option, punch option, attendance process available.

- Module can capture data from any access control or Biometric system directly on real time basis from any location.
- Can Set Different Attendance month Period other than calendar month.
- Can set different public holidays for different employees.
- Different rules for fixed/flexi and semi flexi shift can be defined.
- Different week offs can be set for different employees.
- Different set of rules for absent can be applied.
- Employees can swipe their attendance using Employee self service if he forget to punch in a biometric machine.
- Auto shift rotation is done easily for employees
- Can set different policies for late coming, early going, monthly deficit hours and overtime.
- User can lock the month once the attendance is processed so that he cannot go in the locked period and regularize the attendance.

## TDS and Taxation

HR Mangtaa helps user to create TDS policy for an employee. Our module is seamlessly integrated with the rest of the modules in our Human Resources Management System. Salary information from Payroll & savings information from Employee Self Service are used in Tax Calculation.

- Enter the Investment details and get the instant projections for TDS.
- Tax planning can be done with this module easily, by testing various combinations of testing and get the best combination.
- Employee savings projections can be captured in the Income Tax module or from the ESS during the year. TDS is calculated using Payroll generation.
- Form 16A can be easily generated using payroll, tax and exemption data available in the module.
- Yearly IT Projection Report
- Form 24Q, Form 26Q, FORM 27Q,



## 360 Degree Appraisals

A Simple, Easy to Implement Solution for Gathering and Analyzing Multi Rater 360 Degree appraisals. Performance Management Module is a leading 360 degree Appraisal & feedback software solution that makes it remarkably easy to conduct comprehensive multi-rater assessments.

Leading organizations in every industry category are using and recommending this powerful, proven multi rater appraisal solution to:

- Simply the peer review and 360 degree assessment process.
- Dramatically reduce resource demands by eliminating the paperwork and automating key aspects of the entire 360 degree appraisal and evaluation process.
- Create and launch different 360 evaluations for various groups within their organization.
- Provide individual employee and line managers with insightful, 360 degree performance feedback on a number of different attributes.

## Letter Templates (Emails & SMS Templates)

Hr Mangtaa allows you to create documents tailored to each employee based on templates created by client. This documents range from

- Offer Letters
- Appointment Letters
- Appraisal Letters
- Final Settlement Letter
- Loan , Leave, Attendance information to employees
- Birthday Greetings
- Memos using combination with 50+ Parameters .

Once created you can print email or upload this documents to ESS Portal or shoot a mail to the employees. Employee can send grievances , suggestions , tickets that they intend to send to the HR team. ESS portal maintains a thread of responses to any grievances and suggestions till it has been closed. These are archived for further review.

## HR administrators and senior managers benefit from an easy to implement, less time consuming 360 degree appraisal solution for:

- Getting crucial, in-depth performance feedback from across the organization.
- Getting a realistic view of an employee's strengths and areas requiring development.
- Easily identifying, tracking and growing top talent.
- C-level managers will also find this a potent 360 degree review tool for making better decisions with regard to host of strategic issues including:
- Workforce management, Strategic plans, and succession planning.

## Highly Scalable Enterprise Grade HR Solutions to Clients since 2001

- Enterprise solutions for large companies 1000 employees and above.
- HRMANGTAA solution for SMEs.
- Used by startups and large MNCs spanning the globe with the same ease.

### HR MANGTAA Provide fully integrated solutions for HR departments

- Appraisals
- Skills
- Training
- Employee & Manager Self Service Portal
- Leave & Loan Management
- Document Management (With in Browser Document Viewing Capability)
- Recruitment
- Employee Record Management
- Payroll, Biometric integration, Income Tax





## OUR OTHER PRODUCTS



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