



Powerful &
Effective Leader in
**PAYROLL &
HRMS**



— Trusted by
5000+ USERS
— Across India

Our Services



HR
Management



Time
Management



Leave
Management



Payroll
Management



Employee
Self Service



HR Management - HR Function

- General Information
- Personal Information
- Employee Photo
- Address/ Contact details
- Employee Qualification
- Family Members/ Emergency contacts
- PF Nominee/ LIC Nominee/ Gratuity Nominee
- Work Experience
- Passport/Visa details
- Employees Documents/ Photos / Attachments
- Complete Tracking of Employee Movement between Branches
- Departments/ Grades/ Designations and More



Reports

- Output reports to screen, printer, MS Word & Excel
- Print Transaction & Master History for any period
- Generating report is made easy with an advanced filter function to select the relevant employees or groups
- Download Custom report
- Employee & Payroll Data if available in Excel can Imported to our software
- Employee status and service reports,
- User Defined Reports with the option to choose from the available field, user can define his own customized columnar reports

Training Management

- Trainings Schedule for the calendar is pre-defined and available to the employees online
- After the training, Feedback can be Updated by employees and faculty / trainer can also track the participant employees details
- Date wise Employees / Whole Program Attendance can be maintained easily
- Training Locations, Training Venues, Special Needs during training
- Key in trainer name and time and date and weekly schedule details in the form

Recruitment Management

- Manpower Requisition Form and related Workflow for approvals
- Vacancy Creation and related work flow for approvals
- User friendly Resume Database Management
- Review, Shortlist, Tag Candidate Profiles
- Generate Offer Letters to candidates with Automatic Alert to Candidates through Emails
- Generate Appointment Letters to candidates with Automatic Alert to Candidates through Emails and more.



Performance Management



- Company Objectives, Initiatives can be defined
- Goals/KRA derived from Company Initiatives can be maintained
- Job Description (JD) based goals are maintained
- Goal sheet allocation for the employees with workflow between manager and employee can be done
- Upon Goal Sheet Approval by employee and manager, goal sheet is assigned to the employee
- At the appraisal event, managers can view goal sheet achievement and rate the goal sheet
- KRA / competencies / QA forms can be designed by the user and can be, allotted to employees at the time of appraisal
- Notes can be put in by Managers, dotted managers
- Normalization of appraisal score provided for HR function
- Appraisal result is available at the time for Promotions/increments
- Appraisal is fully automated, user defined and workflow based with email intimations



Exit Management



- Superiors can input exit requests for their subordinates
- Exit request is sent to each concerned department heads for Approval
- Department Head can input/track receivables from the employee
- Upon clearance from department heads, Email intimation to respective authority for their, further course of action
- Auto transfer of data to Payroll for full & final settlement calculation

Leave Management

- Leave Rules can be defined
- Yearly Credit of Leave/ Pro rata basis
- Monthly Increment of Leave/ Pro-rata basis
- Carry forward facility for balance leave
- Encashment of Leave/ Encashment In excess of Leave
- Leave Utilization & Balance can be checked
- CL, PL, SL, Compensatory & Customizable Leaves
- Automatic Leave payout on termination of Employees (in Full & Final Settlement)
- Monthly Attendance Register & Yearly Attendance Summary and all type of reports

Time & Attendance Management

- Facility to capture attendance related data from different sources like swipe card, biometric system, Mobile Attendance and manual entry
- Manage employee attendance, permission, late coming, overtime, and leave, compensatory off.
- Different parameter setting with different shifts
- Shift Rotation & Shift Pattern.
- Advanced Shift management
- Real-time integration with Biometric / Attendance Machines
- Download weekly, monthly and daily attendance report
- Download Missing clock, present report, loss of pay report, monthly attendance reports



Payroll Management



- Input information for all newly joined employees and exit left employees
- Create a new payroll month & Process Salary
- Over-ride facility for any salary components
- Salary on hold & Freezing of salary in case of termination of employees
- Process by Exception - you only need to enter Pay and/or deduction information when there are changes
- Pro-rata calculations for employees based on absenteeism
- Process & Print Pay slips for groups or for selected employees
- Lock month facility to avoid changes in Processed Data
- Automatically calculates all the income, deductions & Company Contributions as per the requirement Reports
- Regular Pay slips (with Logo) can be viewed or downloaded in mobile app
- User defined Salary Sheets can be viewed
- Generates Cash / Cheque / Bank Transfer List
- Bank Transfer Statement facility available for all the banks
- Soft copy format also available in Excel or any format specified by different banks
- Cheque / Bank Transfer / Cash List and more.
- Flexibility to add or modify any number of Salary Component- Earnings & Deductions
- Taxable & Non Taxable Earnings for Income Tax Calculations
- Payslip / Non Payslip Component
- Calculation based on Attendance
- Monthly or Yearly Payments
- Frequency of Salary Head
- Overtime, Gratuity, Bonus & Exgratia Calculation
- Supplementary Payments
- Monthly Reconciliation - allow us to compare the changes in the pay components from last month, to current month or for any number of months

Loan & Advances Management

- User Definable Loans/Advances (Multiple)
- Loan Disbursement option with EMI option
- Automatic recovery of EMI & stops automatically once the Loan amount is totally recovered
- Loan Recovered, Loan Balances & Loans History – Employee wise & Loan Ledger

PF & ESI Calculation Reports

- User defined PF Rate of Deduction for Employer & Employee
- Employee & Employer Contribution
- Automatic Bifurcation of EPF & EPS
- PF applicability check at Employee Level & Options to Limit Maximum Salary for PF Deduction
- Auto generation of Electronic Challan cum Return (.ECR) file.
- Form 5, 10, 12A, 3A, 6A, 9, 11, Challan & Reconciliation Statement
- User defined ESIC Rate of Deduction for Employer & Employee
- ESIC applicability check at Employee Level

Professional Tax & Income Tax Management

- User definable State wise Slab
- PT applicability check at Employee Level
- Form III & Challan
- Auto calculations of Exemptions & Deductions and compute Income Tax payable for the entire, year & the tax to be paid this month
- Auto calculation of TDS based on Projections
- Income Tax Projections with the options to deduct projected TDS from Monthly Salary
- Prints Form 16, 16AA, 12BA & Challan 281
- Quarterly e-TDS Return as per the NSDL format and more

Full & Final Settlement Management

- Employees Full & Final settlement can be prepared based on resignation of employees either in the, current month or in the previous month
- Automatically calculates outstanding Loan balances, Notice pay and Leave Encashment, Gratuity and recovers all Loan balances and Income Tax
- Generates Full & Final Settlement Calculation sheet for all the calculations done

Employee Self Portal Service

- Each employee is provided with an online account
- Employee Profile
- Daily Attendance Check-in & Check-Out
- Attendance with Location tracking with reports
- Apply Leave for On Duty, Overt time, Attendance, where in HOD can approve such leaves on the GO.
- Employee can view their pay slips details online
- Reminders like Birthday / Anniversary etc
- Submit their Income Tax Declarations
- Submit Leave Application
- Submit Reimbursement Bills
- Supervisor login and pending approvals menu
- Loan balance, outstanding

User Right (Role Master)

- Users can be created
- User Level Rights can be created and managed
- Role based Security Model/ Assign rights to Payroll Officers for Managing different groups of employees and more

“Satisfied customer is the best source of advertisement”

Some Of Our Clients



Accrediations



CONTACT



Contact us



+91 94227 99475
+91 97899 45945



www.trickyhr.com



support@trickyhr.com