

HRMS & PAYROLL MANAGEMENT SYSTEM

DATA SHEET

 TimeTech



HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)

The Human Resource Management System (HRMS) is a complete solution that centralizes HR, Payroll, Attendance, Recruitment, and Performance Management in one platform. It is fully customizable, easy to use, and accessible via both web and mobile.

By automating routine processes such as payroll calculations, attendance tracking, and leave approvals, the HRMS saves time, reduces errors, and improves overall efficiency. Its real-time dashboards, employee self-service tools, and detailed reports help organizations make faster and more accurate decisions.



Key Features

- **Personnel Management:** Store and manage complete employee profiles, documents, and job details with automated expiry reminders.
- **Attendance & Life Tracking:** GPS-based mobile check-in, geo-fencing, and automated shift scheduling with real-time updates.
- **Payroll Management:** Multi-currency payroll with direct bank transfer formats, deductions, benefits, and approvals.
- **Employee Self-Service:** Employees can access payslips, submit leave requests, and manage their information anytime.
- **Performance & Recruitment:** Tools for performance appraisals, training, budgeting, and recruitment planning.
- **Reporting & Analytics:** Detailed attendance, payroll, and workforce reports with graphical dashboards.
- **Integration Ready:** Seamlessly connects with ERP and third-party systems.

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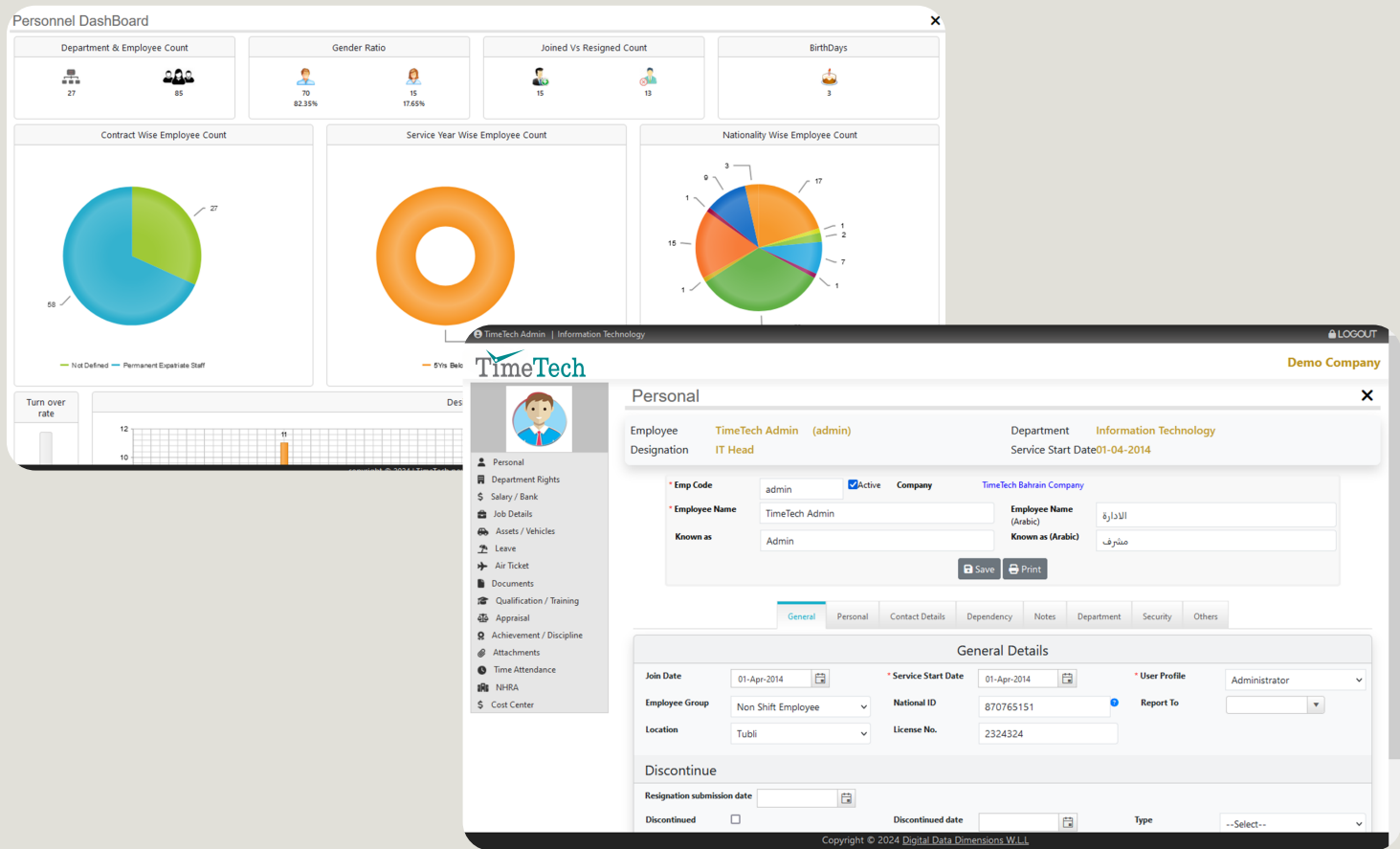
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CORE MODULES & FEATURES



• PERSONNEL MANAGEMENT

Provides a centralized database to manage employee information and documents with reminders for renewals and updates.

Feature	Details
Employee Profiles	Store personal info, qualifications, job details, dependents
Document Management	Expiry reminders for IDs, contracts, insurance
Multi-Structure Support	Multi-company, multi-department and multi-currency
Attachments	Upload documents to employee records
Integration	Compatible with ERP and third-party systems

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• ATTENDANCE & LEAVE MANAGEMENT

Automates attendance recording and leave approvals with mobile tracking and smart scheduling.

Feature	Details
Mobile Tracking	GPS-based check-in, geo-fencing, selfie punch
Real-Time Monitoring	Daily, weekly, monthly attendance reports
Leave Management	Requests, approvals, encashment, settlement
Shift Management	Auto shift assignment, flexible schedules
Manual Edits	Attendance corrections with full log history

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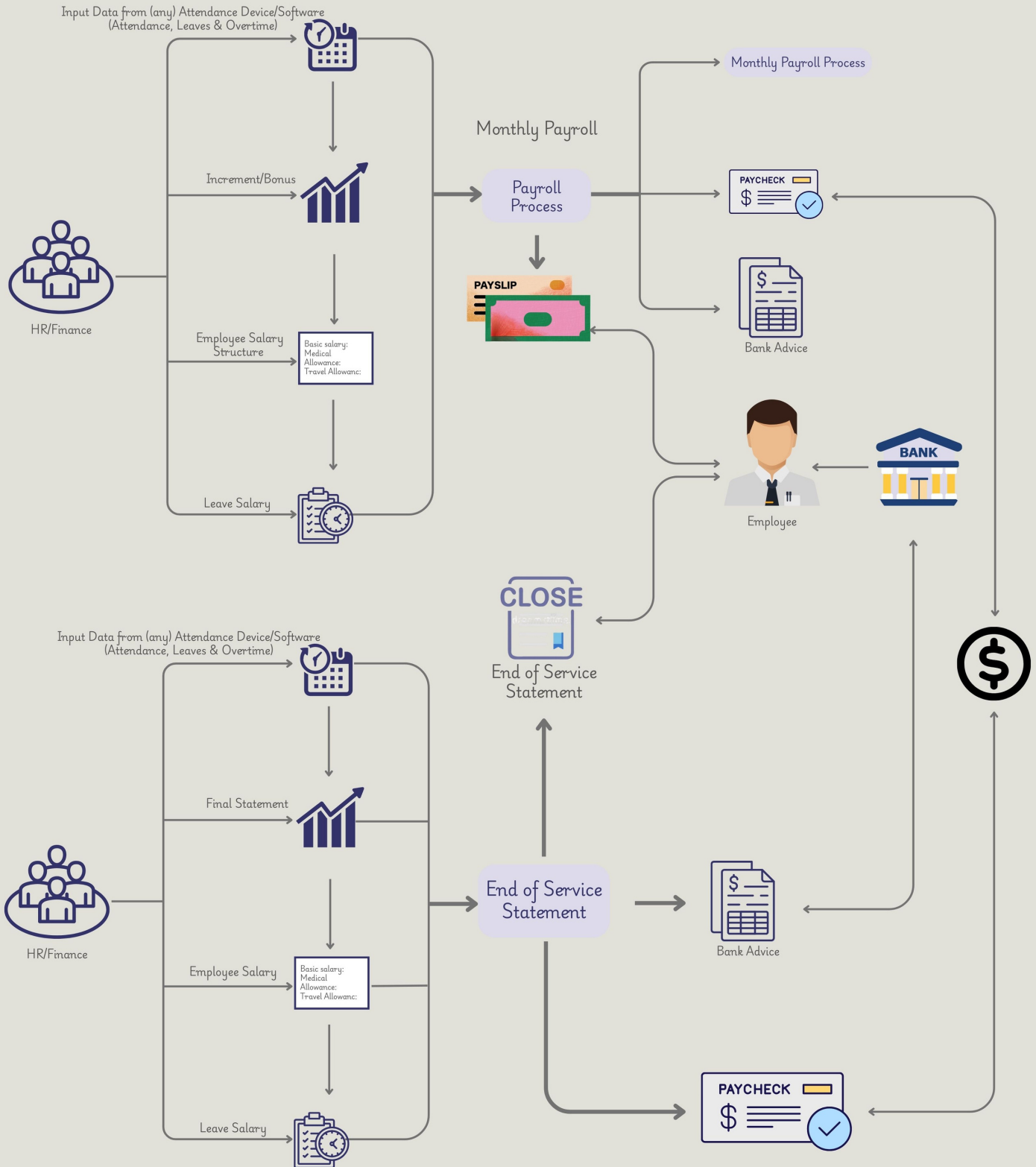
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• PAYROLL MANAGEMENT

Handles complex payroll processes with accuracy, automation, and flexibility.

Work Flow diagram of Payroll management:



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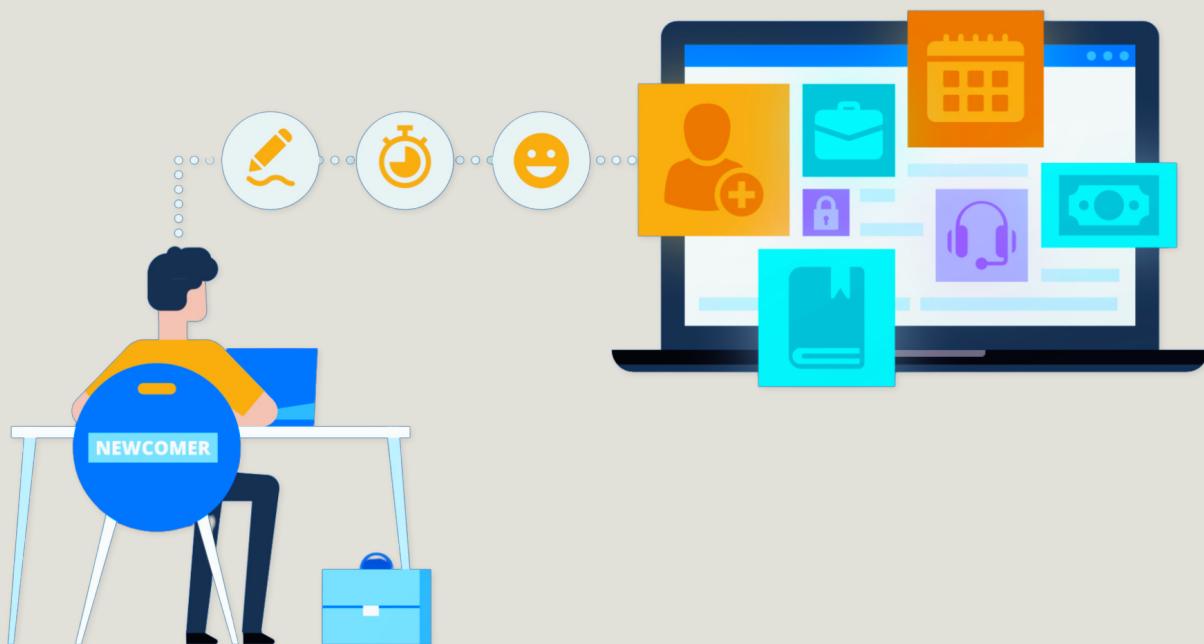
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• EMPLOYEE SELF-SERVICE (ESS)

Empowers employees with direct access to personal information and HR services.

Feature	Details
Payslip Access	View & print salary slips
Leave Requests	Submit and track leave & excuse requests
Certificates	Request salary, service, or experience certificates
Personal Dashboard	Real-time employee information overview

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• PERFORMANCE & RECRUITMENT

Supports employee growth and workforce planning.

Feature	Details
Appraisals	Performance evaluation and planning
Recruitment	Manpower planning and hiring
Training	Budgeting and skill tracking

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• REPORTS & ANALYTICS

Generates detailed reports and dashboards for better decision-making.

Report Type	Details
Employee Costing	Cost breakdowns by department
Payroll Analysis	Comparisons, transfers, overtime
Workforce Data	Service period, composition, trends
Attendance Reports	On-duty/off-duty, late/early, overtime
Dashboards	Graphical analytics for HR, Finance, and Management

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• TECHNOLOGY

Generates detailed reports and dashboards for better decision-making.

Feature	Details
Web-Based	Accessible by admin, staff, managers, finance
Mobile Compatibility	Attendance, leave requests, ESS functions
Integration	ERP and third-party system compatibility

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WHY CHOOSE TIMETECH HRMS?



The Human Resource Management System is designed to streamline HR operations, enhance accuracy, and empower both employees and management. With modular design, automation, and real-time insights, it adapts to organizational needs while ensuring efficiency, compliance, and scalability.

From personnel records and payroll to attendance, leave, recruitment, and performance, the system delivers a complete solution that supports a more productive and connected workforce.

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