

# HR/ADMIN. MANAGEMENT SYSTEM

## MODULES:

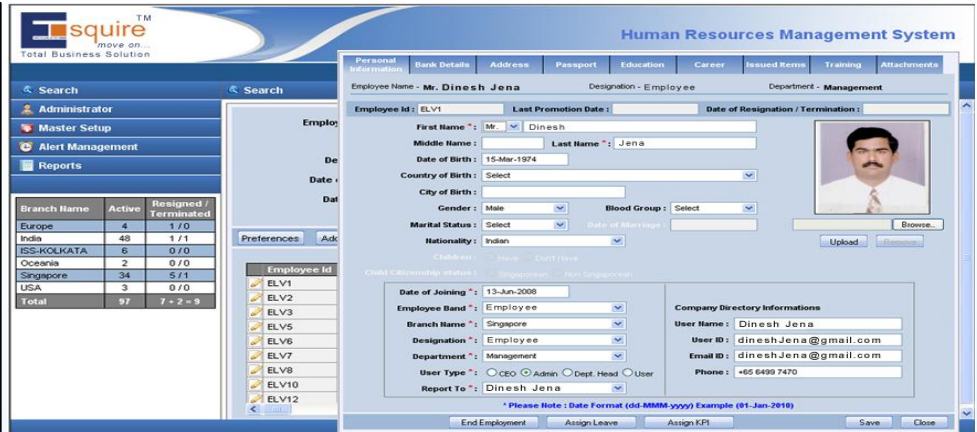
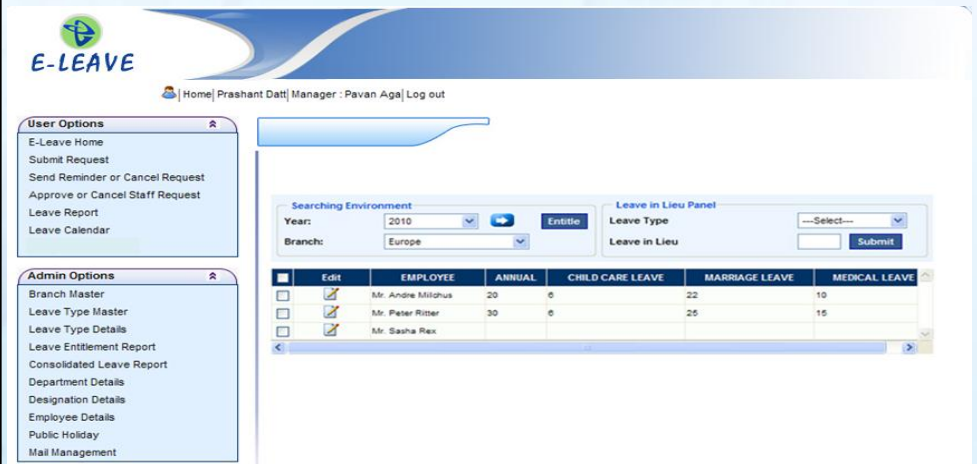
1. E-RECORD
2. E-LEAVE
3. PERFORMANCE APPRAISAL
4. ONLINE SCREENING/ LI TEST SYSTEM
5. EMPLOYEE HANDBOOK

### 1. E-RECORD

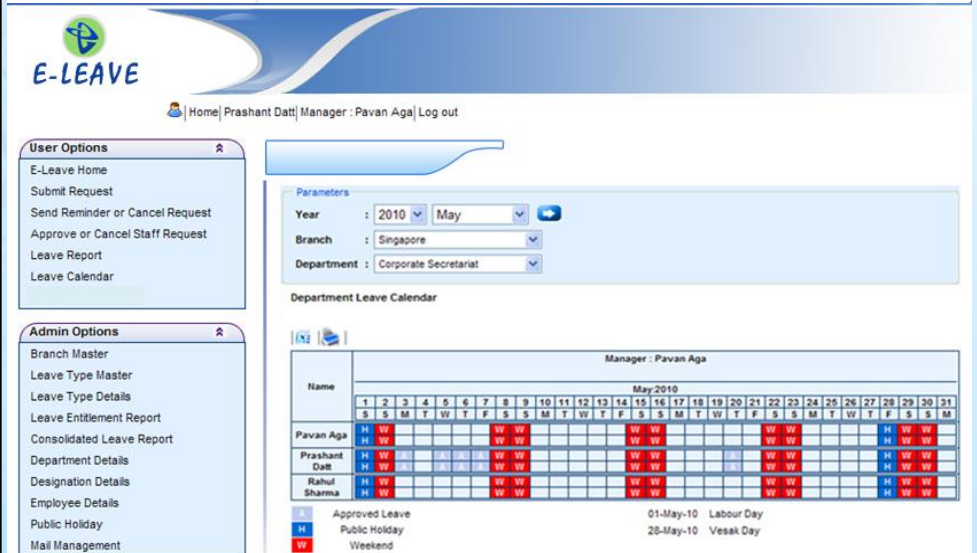
It is a typical employee data repository accessible to both HR Managers & individual employees. It has many unique features like employee strength counter, dynamic letter template creation, auto alert mgmt, export to excel & PDF, attrition report & many more....

### 2. E-LEAVE

It is an online employee leave mgmt system, where employees can apply for leave & get approved by their reporting heads through the web. Also, it keeps track of entitled, consumed, remaining & carried forward leaves automatically. Many other features include, leave calendar, consolidated & individual leave reports, and more...

	EMPLOYEE	ANNUAL	CHILD CARE LEAVE	MARRIAGE LEAVE	MEDICAL LEAVE
<input type="checkbox"/>	Mr. Andre Milohus	20	6	22	10
<input type="checkbox"/>	Mr. Peter Ritter	30	6	25	15
<input type="checkbox"/>	Mr. Sasha Rex				



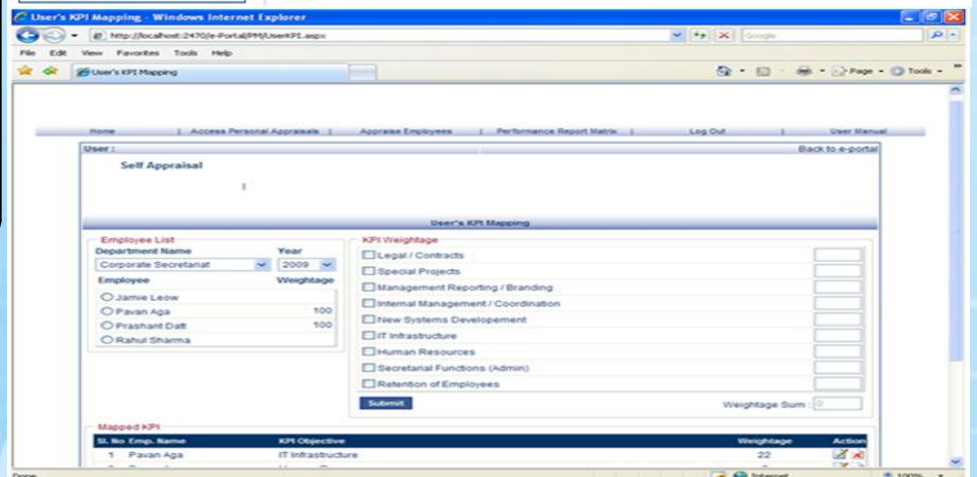
Manager: Pavan Aga

May 2010

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	S	5	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	F	S	M
Pavan Aga	H	W																														
Prashant Datt	H	W																														
Rahul Sharma	H	W																														

Approved Leave (H), Public Holiday (W), Weekend (W)

01-May-10 Labour Day  
28-May-10 Vesak Day



User's KPI Mapping

Self Appraisal

Employee Name: Corporate Secretariat  
Department Name: Corporate Secretariat  
Year: 2009  
Weightage: 100

KPI Weightage

KPI	Weightage	Actual
Legal / Contracts		
Special Projects		
Management Reporting / Branding		
Internal Management / Coordination		
New Systems Development		
IT Infrastructure		
Human Resources		
Secretariat Functions (Admin)		
Retention of Employees		

Weightage Sum: 22

### 3. PERFORMANCE APPRAISAL

It is a 360 degree online appraisal system. Here individual & departmental KPI's can be dynamically assigned, edited & deleted as per the need. The system follows an appraisal continuity process starting with self appraisal & finally ending with the employee accepting the appraisal scores given by the manager/ reporting authority. Final appraisal reports (both individual & depart wise) can be viewed as a subjective document or graphical view.

### 4. ONLINE SCREENING/ LOGICAL INTELLIGENCE TEST SYSTEM (LITS)

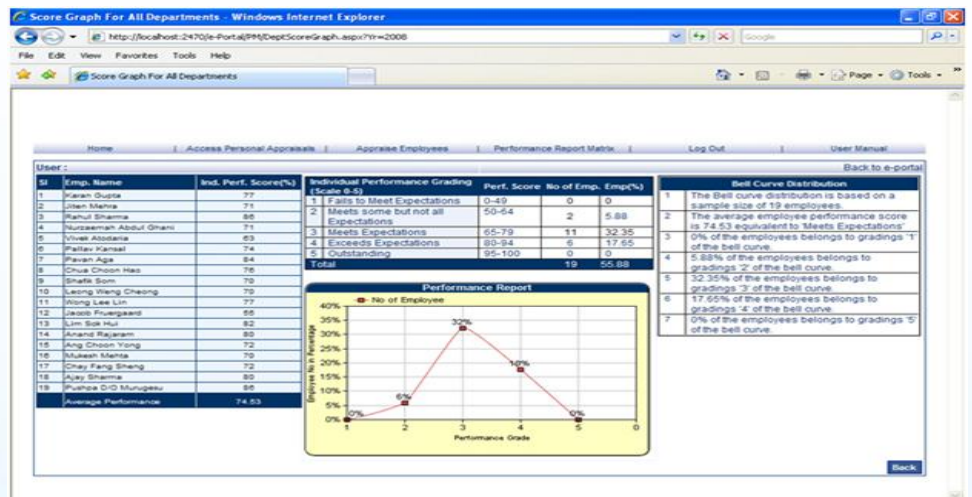
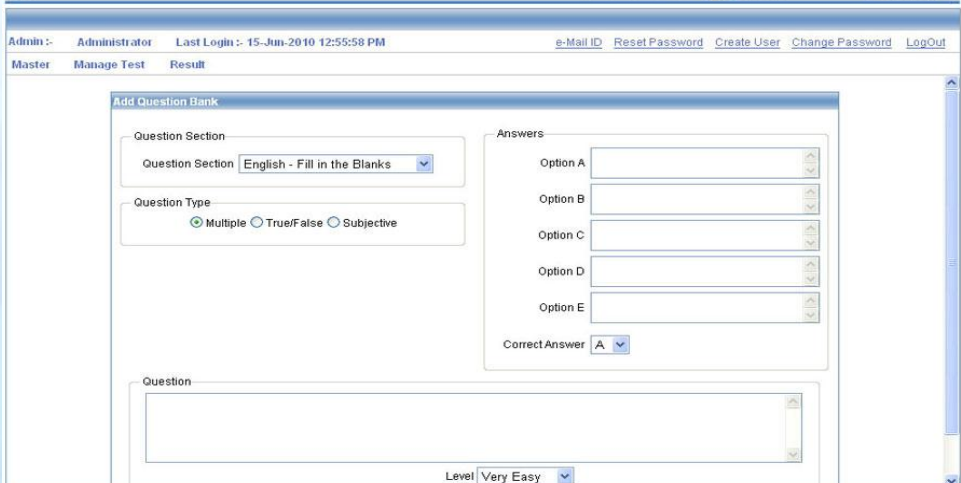
It is an online test system where all kinds of questions (Objective/Subjective) can be created dynamically & assigned to examinees. Assigned test timings, number of questions can be set while assigning a test to an examinee, by an examiner. The online test timer measures & ends the test after the assigned time.

### 5. EMPLOYEE HANDBOOK

It is a simple document mgmt where HR policies & rules are kept. It is web based & can be accessed by everyone depending upon the access privileges. The Admin. user can add/edit/delete documents, while the general user can only view, save as PDF & take print outs.

#### NOTE:

**ALL THE MODULES CAN ALSO WORK AS STANDALONE**

**Add Question Bank**

Question Section: English - Fill in the Blanks

Question Type: ☒ Multiple ☐ True/False ☐ Subjective

Answers:

Option A:

Option B:

Option C:

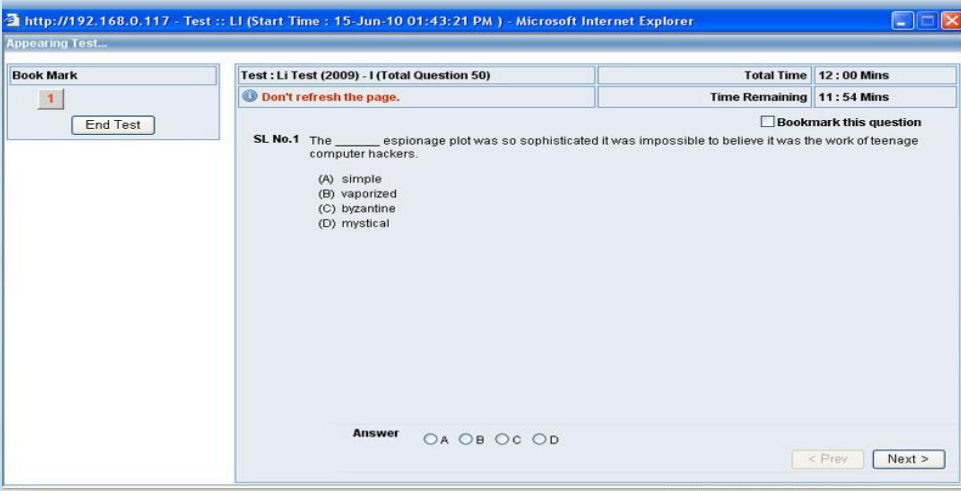
Option D:

Option E:

Correct Answer: A

Question:

Level: Very Easy



**Appearing Test...**

Test: LI Test (2009) - I (Total Question 50)


Total Time: 12:00 Mins

Time Remaining: 11:54 Mins

SL No.1 The \_\_\_\_\_ espionage plot was so sophisticated it was impossible to believe it was the work of teenage computer hackers.

(A) simple  
(B) vaporized  
(C) byzantine  
(D) mystical

Answer: ☐ A ☐ B ☐ C ☐ D



**Employee Handbook**

Select Branch: ☐ USA ☒ Singapore ☐ Europe ☐ Oceania ☐ India

**Table of Contents**

- 1. Code of Conduct**
  - 1.1 Dress Code
  - 1.2 Confidential Information
  - 1.3 Office Guidelines
  - 1.4 Punctuality and Absenteeism from work
  - 1.5 Staff Discipline
  - 1.6 Dismissal
  - 1.7 Grievance Procedure
- 2. Employment**
  - 2.1 Contract of Employment
  - 2.2 Employment Classification
  - 2.3 Job Grades
  - 2.4 Probation and Confirmation
  - 2.5 Job Description
  - 2.6 Notice of Termination
  - 2.7 Recruitment Procedure
- 3. Work Schedule**
  - 3.1 Work on Rest day
- 6. Employee Leave Entitlements**
  - 6.1 Annual Leave
  - 6.2 Medical Leave
  - 6.3 Marriage Leave
  - 6.4 Maternity Leave
  - 6.5 Paternity Leave
  - 6.6 Childcare Leave
  - 6.7 SAF Reservist Training
  - 6.8 Compassionate Leave
  - 6.9 Leave-in-lieu of Public Holiday
  - 6.10 No Pay Leave
- 7. Performance Appraisal**
- 8. Employee Training**
  - 8.1 Short-Courses Procedure
  - 8.2 Long-Term Company Scholarship
- 9. Staff Benefits and Welfare**
  - 9.1 Gym Membership