

SaniSoft
information technolgies

SHAZ HR & PAYROLL SYSTEM

Well trained people. Better Served Customers

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Overview

SHAZ HR & Payroll System is a web-based enterprise solution which is mainly aimed to automate all tasks, activities and computations of an organization's Human Resource and Payroll Management process. System is featured with a robust data structure to store and manage the all information about business entities and processes like employees and salary calculation. System is equipped with a comprehensive real-time document management system to archive and manage all documents in electronic folders, related to company and employees moving in, out or within an organization. SHAZ Hr & Payroll system is having a real-time watcher service to track the upcoming expiries of data and documents of company and employees to prompt and dispatch the reminders and alert to responsible entities. The main modules and functionalities are briefly described hare.



Human Resource Management

Human Resource Management module mainly consists of all features and options required to perform and manage all tasks, procedures and data involved in employees hire to fire tenure. Along with core objective of managing employees' profiles, this module is having several unique features to perform other HR relevant tasks in a real-time fashion. Employees Accommodation Management, Process Tracking System, Recourse Planning and Memo drafting and dispatching memos are the example of these features. HR module has provisions to perform and monitor several other tasks related to human resource management in an organization. List of few important feature of this module is being mentioned here.

- Employees Management
- Leave Management
- Process Tracking System
- Asset Tracking
- Accommodation Management
- Resource Planning
- Training Management
- Memos Drafting & Dispatchment
- Employees Requests



Payroll

Payroll module mainly consists of all features and options required to perform and manage all tasks, procedures and data involved in employees hire to fire tenure. Along with core objective of managing employees' profiles, this module is having several unique features to perform other HR relevant tasks in a real-time fashion. Employees Accommodation Management, Process Tracking System, Recourse Planning and Memo drafting and dispatching memos are the example of these features. HR module has provisions to perform and monitor several other tasks related to human resource management in an organization. List of few important feature of this module is being mentioned here.

- Salary Processing
- Employees Loan Management
- Employees Advance Management
- Inssurance Management
- Bonus and Other Benefits
- Wages Protection System and Automated SIF File
- Salary Slips



Time & Attendance Management

Time & Attendance Management module is featured with all options required to manage employees' attendance manually through system or biometric devices integration with system. System is quite capable to compile all employees' attendance to derive their attendance report, overtime calculation and all kinds of deductions resulting from their absent. List of few important feature of this module is being mentioned here.

- Holidays Management
- Holidays Calendar
- Employees Roster Management
- Employees Time Sheet/Time Card
- Biometric Devices Integrations



Document Library

SHAZ HR & Payroll System is equipped with a robust and centralized document repository to archive all documents of employees and company as well. System has provision to upload, download and view the all documents from the library. System captures the document detail along with expiry date as well if applicable. User will get automated reminders through system, SMS and email about before expiry of any document if applicable.List of few important feature of this module is being mentioned here.

- Company Level Documents
- Employee Level Documents
- Automatic Reminders about Document Expiry
- Archiving Documents through Backup Utility
- Versatile Search Engine based on Different Criteria



Utilities

In software implementation, setting up initial or previous data is always a challenge which definitely put the implementation on risk or it makes end users work quite hectic in initial phase. Due to this utmost situation, SHAZ HR & Payroll system provides several utilities to import different types of initial or previous data into system from excel or other supported formats in on-click fashion. Few such kind of utilities are mentioned here.

- Employees Profile Import Utility
- Biometric Attendance Import Utilitiy







Mobile Application

To provide real-time system accessibility to user, SHAZ HR & Payroll's mobile application is available on Android and IOS platform where employees can access the system's features to apply for the leaves and check their applications status. HR Management on the other hand can access the system same time from this mobile app to respond the employees applications instantly.List of few important feature of this app is being mentioned here.

- Apply For the Leave
- Apply for the Loan
- Raise Other Requests
- Tracking all Applications Status







Reports

SHAZ HR & Payroll System provides a complete range of reports related to Human Resource and Payroll management. Along with employee or transaction level reports, a comprehensive set of analytical reports for higher management for decision making.









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