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- Powerful & Effective
- Leader in Payroll & HRMS
- Trusted by thousands of users across India



HRMTHREAD[®]

Web based Payroll & HR Software

Powered by SENSYS

MODULES



EMPLOYEE DATABASE

Get entire information about the employee in one go.



PAYROLL

Have a complete command over the payroll.



TIME & ATTENDANCE

The most comprehensive Time & Attendance Software.



LEAVE MANAGEMENT

Manage all your Leaves under one umbrella.



REIMBURSEMENT

Track your Claim & Reimbursement hassle-free.



TDS & TAX PLANNER

Salary TDS calculations simplified.



LOANS & ADVANCES

Get Instant Information about all your loans & advances.



TRAVEL

Time efficient Travel Expense handling.



RECRUITMENT

Recruiting has never been this easy.



PERFORMANCE

Boost your employee's performance with 360 Degree Appraisal.



TRAINING

Equip your employees with skills that drive business success.



TIME SHEET

Control Labour Cost & Working hours of employee.



MOBILE APP

Now Access Payroll, Anytime, Anywhere, 24x7 with Mobile App.



EMPLOYEE SELF SERVICE

A Dynamic Employee Self Service Management.

AWARDS & RECOGNITION



Flexible Structure building capability of Earning & Deductions

- Flexibility to add or modify any number of Salary Components - Earnings & Deductions.
- User Defined Entry Field with unmatched flexibility for Formula, percentage, or Customized Calculation.
- Taxable & Non-Taxable Earnings for Income Tax Calculations.
- Pay slip / Non-Pay Slip Component.
- Calculation based on Attendance.
- Monthly or Yearly Payments.
- Frequency of Salary Head.
- Also, compute various other components that do not appear in Pay slip.

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 the balance left.
- 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).
- Attendance / Leave Ledger & Monthly Attendance Register & Yearly Attendance Summary.

Time & Attendance Management

- Facility to capture attendance-related data from different sources like swipe cards, and biometric systems.
- Manage employee attendance, permission, late coming, overtime, leave, and compensatory off.
- Different parameter settings with different shifts,
- Shift Rotation & Shift Pattern.
- Advanced Shift management.
- Attendance Arrears & Real-time integration with Biometric / Attendance Machines.

Loans & Advance 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.
- Auto calculation of Interest on Loans based on Flat Interest, Reducing Balance.
- Lump sum recovery of Loan.
- Interest-free Loan Perquisites as per Income Tax.
- Loan Recovered, Loan Balances & Loans History – Employee wise & Loan Ledger.
- Online submission of Loan Application and supporting workflow.

Payroll Processing

- Input information for all newly joined employees and exit left employees.
- Create a new payroll month & Process the Salary.
- Over-ride facility for any salary components.
- Salary on hold & Freezing of salary in case of termination of employees.
- The 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.

Salary Reports (Pay slip & Salary Sheet)

- Automatically calculates all the income, deductions & Company Contributions as per the requirement.
- Regular Pay slips (with Logo) can be viewed or emailed.
- Reimbursement Pay slips can be viewed or Emailed.
- User-defined Salary Sheets can be viewed.
- Generates Cash / Cheque / Bank Transfer List.
- Generate Bank statements, Direct Electronic Bank transfer files & Covering letters for Banks.
- YTD salary Sheet & Summary of each employee.
- Separate Pay slips can be generated for Arrears, Medical, Reimbursement & LTA.

Bank Transfer

- Bank Transfer Statement facility available for all the banks.
- Soft copy format is also available in Excel or any format specified by different banks.
- Bank Transfer Statements can be generated for both Regular, Reimbursement Payments & Supplementary Payments.
- Covering Letters / Cheque / Bank Transfer / Cash List.

Reimbursement Management

- Multiple Reimbursement Components like Medical, LTA & Customizable Reimbursement Components.
- Upper limits can be specified – Employee wise or Grade wise.
- Annual Limits or Monthly Accruals.
- Opening Balance, Entitlement, Amount Reimbursed, and Balance amount can be checked.
- Reimbursement Pay slips, Bank transfer statement for Reimbursement Component.

Arrears Calculation

- Arrears calculation for any previous period / Retrospective effect.
- Separate Pay slips can be generated for the Arrears Components.
- Bank transfer statement for Arrears Components.

Other Payments

- Overtime, Gratuity, Bonus & Exgratia Calculation.
- Reimbursement - LTA or any other user-definable reimbursement.
- Supplementary Payments.
- Monthly Reconciliation - allow us to compare the changes in the pay components from last to the current month or for any number of months.

PF 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.

ESIS Calculation & Reports

- User-defined ESIC Rate of Deduction for Employer & Employee.
- ESIC applicability check at Employee Level.
- Monthly Excel sheet for direct uploading on ESIC Website.
- ESIC Register, Form 5, 6 & Challan.

Professional Tax

- User definable State Wise Slab.
- PT applicability check at Employee Level.
- Form III & Challan.

Income Tax Management

- 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. | Income Tax Projections can be emailed in PDF format.

Full & Final Settlement

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

Exit Management

- Employee can place the request of exit online.
- Request can be approved or rejected by the immediate authority.
- Superiors can input exit requests for their subordinates.
- Exit request is sent to each concerned department head 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.

HR Functions

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

Reporting

- Output reports to screen, printer, MS Word & Excel.
- Option to preview Pay slips / Salary Sheets or any other reports on screen before final printing.
- Print Transaction & Master History for any period.
- Generating a report is made easy with an advanced filter function to select the relevant employees or groups.
- Prints any of our reports for the previous periods.

Employee Self Service Module

- Each employee is provided with an online account.
- Employees can log in and view their:
 - Pay slips
 - Yearly Salary Register
 - Loan / Advances Recovery/ Balance
 - Reimbursement Payments / Balance / Status
 - Income Tax Projections
- Submit their Income Tax Declarations.
- Submit Leave Application.
- Submit Reimbursement Bills.
- ESS gives employees direct access to their month-end / year-end paperwork. They can download, print, and save these documents themselves.
- Delivers significant cost & time savings for the Payroll/HR department.
- Improves administrative responsiveness & efficiency.
- Enables greater employee satisfaction and fuels productivity.

Workflow

- News
- Announcements
- Company Documents
- FAQ
- Kiosk
- Polls
- Query
- Surveys
- Leave Application
- Reimbursement Application
- TDS Declaration & Tax Planner

Other Add on Modules

- Integration of Payroll Software with Tally.
- Journal Voucher Entries.

Data Import (Master, Salary & Leave Record)

- Employee & Payroll Data if available in Excel can Import into our software.

User Rights

- 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.

Software Architecture

- Completely Web-based product.
- Designed using state-of-the-art technology. ASP.NET 3.5 + MS SQL.
- Software installation on the client's machines is not required.
- All authorized personnel can log in to the system and do the required functionality as per their rights.

User Defined Reports

- User Defined Reports with the option to choose from the available field, the user can define his customized columnar reports.
- Sorting, Grouping, Sub-total, and Grand-total & Conditions can be defined.

Recruitment Management

- Manpower Requisition Form and related Workflow for approvals.
- Vacancy Creation and related workflow for approvals.
- User-friendly Resume Database Management.
- Easy Integration of Online Resume Submission by the candidate.
- Search in Resume Database for keywords, Vacancy Requirements Search inside records, CVs, notes, emails, etc.
- Review, Shortlist, Tag Candidate Profiles.
- Online test for a candidate.
- Schedule Interview Rounds with Automatic alerts to Candidates through Emails.
- Update Interview Results with Automatic alert to Candidates through Emails.
- Generate Offer Letters to candidates with Automatic Alerts to Candidates through Emails.
- Generate Appointment Letters to candidates with Automatic Alerts to Candidates through Emails.
- Post/View/browse Candidate Details, Notes, Emails, History, and CV with simple clicks.
- Bulk Email to candidates.

Performance Management (PMS)

- Company Objectives and 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 a workflow between manager and employee can be done.
- Upon Goal Sheet Approval by the employee and manager, the goal sheet is assigned to the employee.
- Employees can regularly keep posting goal progress which is automatically available to the manager.
- 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.
- The 360-degree appraisal can be achieved where Managers, Subordinates, Peer groups, and Customers.
- Vendors can rate the employee based on various user-defined parameters.
- Normalization of appraisal score provided for the HR function.
- Appraisal result is available at the time for Promotions/increments.
- An appraisal is fully automated, user-defined, and workflow based on email intimations.
- Not closed Appraisals and conflicts can be tracked.

Training Management

- User-defined Training Course / Course Categories available.
- Course Programs can be created resulting in a Training Schedule for a given Training Year.
- Nominations can be done through.
 - Employees can nominate themselves Online for the training through self-nomination
 - The manager can nominate his subordinates for the training.
 - Nomination can also be done due to Training Need Analysis.
- Faculty / Coordinator and External Agency masters can be maintained.
- While designing Courses, Qualifying Skills, Qualifying Courses, disqualifying courses, Reading Links, etc. can be maintained.
- Direct Cost and indirect cost per employee can be maintained.
- Employee training costs can be calculated based on the formula.
- Pieces of training Schedules for the calendar are pre-defined and available to the employees online.
- After the training, employees can post feedback, and faculty/trainers can also post the rating of the participant employees.
- Date-wise Employees / Whole Program Attendance can be maintained easily.
- Training Locations, Training Venues, Special Needs during training.
- Expectations from the training can be defined.
- Based on the predefined Priority scheme training program can be allotted for the limited no of seats.

Timesheet Management

- Flexible Timesheet reporting on an hourly, daily, weekly or monthly basis.
- Minimum working hours' parameters can be defined.
- An unlimited number of projects, clients, or activities can be created.
- Automatic or Manual CTC rate can be defined.
- Billing can be fixed, and user-defined based on the per hour rate per employee in the project.
- Managers can fill the timesheet for their subordinates.
- Timesheets approved by the Team Leaders / Managers & Locking process.
- Reminder Email for Timesheet not filled in by employees.
- Project-wise / Activity-wise expenses can be tracked easily.

Travel Management

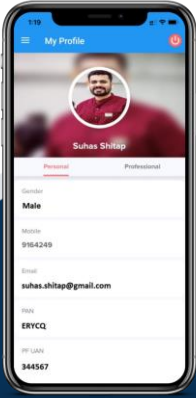
- Employee can raise travel requests along with individual preferences.
- Combined request for ticketing, visa, hotel & cab reservations, foreign currency purchase, etc.
- Multi-level / multi-department approval workflow management.
- After approval, request send to Travel Desk for booking.
- Booking Confirmation from the travel desk.
- The employee will raise the travel advance request.

HRMTHREAD Mobile App

HRMTHREAD provides users with a cutting-edge employee benefits Mobile App with access to self-service tools, a document library, and current news updates using the media of their choice.

HRMTHREAD Mobile App is optimized to provide quick, easy access on tablets and smartphones. It enables greater employee satisfaction & fuels productivity.

- Employee Profile. • News / Documents.
- Daily Attendance Mark-in & Mark-Out. | Face Recognition. | Selfie Attendance. | Geo-Fencing.
- Attendance with GPS Location tracking.
- Apply to Leave for On Duty, Overt time, or Attendance, where HOD can approve such leaves on the GO.
- Employees can view their payslips details online. | Reimbursement.
- Reminders like Birthday / Anniversary etc. • Suggestions / Notes by employees etc.

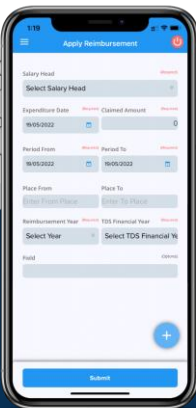
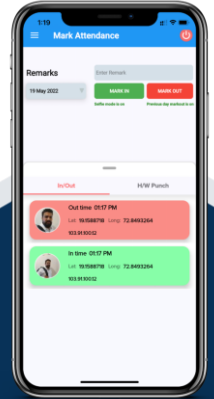


EMPLOYEE PROFILE

A place which can be related as a heart of the database, which gives you the idea about one's professional background.

DAILY ATTENDANCE

An application that helps an employee to mark in & mark out on the go.

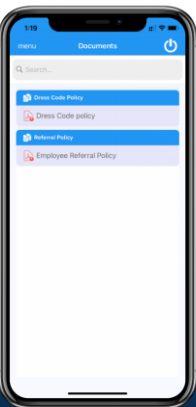
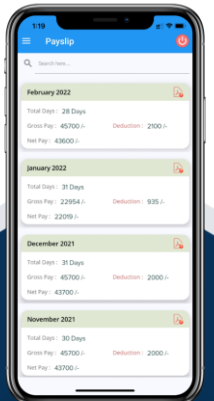


LEAVE APPLICATION

A function that was never this simplified as in like just sending a text message.

PAYSLIP

A feature on your mobile which keeps you posted that how are you being compensated.



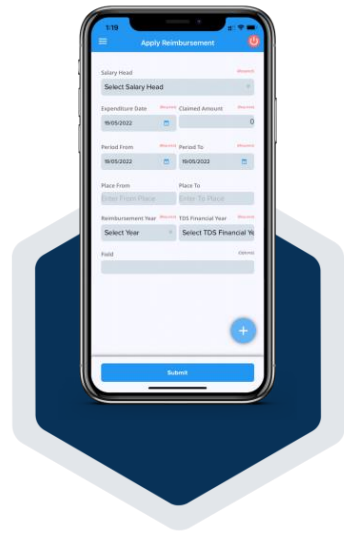
NEWS DOCUMENTS

A tab that keeps you aware of what's coming your way & loops you in with necessary documentation.

REMINDERS

Keeps you updated well in advance, so you know how a situation needs to be taken care of.



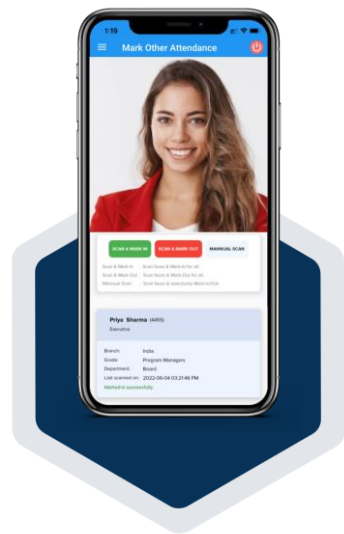


REIMBURSEMENTS

One of the best ways to get this sorted is via a mobile app without leaping the software.

GPS LOCATION

Know where your employees are with the help of the Global positioning system especially when they are on the fieldwork.



FACE RECOGNITION

A software application that verifies your identity through face detection.

SELFIE ATTENDANCE

A feature that helps avoid proxies and mark your attendance without any error.



GEO FENCING FEATURES

Mark-in and Mark-out are available only within the defined Geo-Fenced area. Geo-fence is a virtual barrier around a physical location.

This function is capable of countering fake & false location submissions. Geo-fencing is a technology that uses mobile GPS functions to create a virtual geographic fence for its employees. Employees can't mark in or mark out beyond a geographic boundary which is set by the employer.

HRMThread architecture ensures that organizations such as Institutes, Universities, Hospitals, Banks, Hotels, and multiple other industries can benefit from using the Geo-fence feature.



5000+ Customers Trust HRMTHREAD



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