



「 The complete solution for every **HR** functions 」



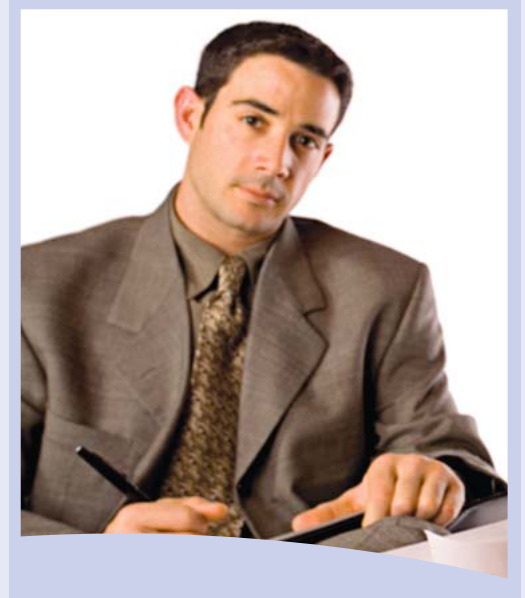
The main goal of this product is "Human Resource Management," Human resource management is not just doing the paperwork for company's "Human Resources" but it always includes the innovative and creative decisions for the company by utilizing the "Human Resource" in efficient manner and that's what our product is doing.

There are the complete functions of MYHRMS Application

Our product is complete solution for every HR functions. Most HR professionals spend their 70-80% time in operational activity which delays some important strategic decision making processes. By using our product, HR professionals can reduce their operational activity and take strategic decision effectively.

Our product is web based management portal so that you can manage your HR functions within the organization as well as out side organization [from any where in the world]. Our product developed in such way so you can deploy our product in intranet / internet and VPN environment.

Our product is Multi Company, multi location and multi user security Web based software, and developed for 50 users [but you can extend the count of user's upto 10,000] and can be extended up to 10,000 users. So this product will be affordable for small scale environment as well as for large scale corporate environment.



Our product provides facility to generate the various types of reports as per your requirement and allows exporting the report data into .XLS or PDF format. These reports are generated by doing survey of real-time practices done by various corporate companies. Based on this reports company can utilize their human resource in efficient manner and evaluate employee's performance and that's call efficient utilization of "Human Resource". This is how our product leads to HR person for taking innovative and creative decisions for company.

Our product's main advantage is that **"WE PROVIDE WHAT YOU NEED"**. Product is developed in such flexible manner so that you can customize or we can customize our product for you completely (**upto 100%**) as per your needs.

Our product is compatible with any mail server and you can configure with client application that provide the facility to access the mail server like outlook express. We can make setup for native compatibility with Microsoft Exchange Server if required.

Our product supports Multi Languages. This version is available in Hindi and Gujarati both. (We can also implement any other local language on demand)

Our product can facilitate SMS notification if required.

Our product provides the feature for integrating with SAP or any other business application.

ABOUT SILVERTOUCH LTD.

Silver Touch Technologies Ltd. has efficient staff of over 450+ people and our company is growing day by day at very large scale. Visit www.silvertouch.com and www.semaphore-software.com, for more information on company.

Following are the functions that we have included in **MYHRMS** and we shall extend the features as per your needs (After mutual consent)

This product has been already sold to '**Intas Bio-Pharmaceuticals Ltd**', which is having more than 4 branches broaden at different locations. The HR Professional of Silver Touch Technologies Ltd has implemented this product for its own HR solution.

Our client list is as follows

- Gujarat Fisheries
- Paras Pharmaceuticals Ltd.
- Shajapur-Nagarpalika

MYHRMS is classified into six common categories which can help you to manage the HR functions from multi company, multi location and multi user (anywhere in the world) using a single access point.

Classifications will be as follows

- Company
- Location
- Department
- Designation
- Employee
- Employee Group



You can purchase our entire product kit as well you can purchase the individual product as per your needs. Our product has the '**Run and Authorization**' common feature that you will find through—out the software.

Our Product's Highlights

Whole Application Management

- Users management
- Role management
- Menu Authentication
- Rights Management
- Configuration Management Parameters

Staffing

- Vacancy Requisition
- User can apply online-irrelevant of vacancy requisition or not
- Resume Sorting
- Approval of Vacancy
- Interview Call
 - Candidate Expenditure (called for interview) Details
- Interview Evaluation
- Exit Interview

Training

- Training Nomination form
- Performance [Training] Evaluation / Feed back form for Training

- Out door Training form (Exp. Detail, time, Etc.)
- Training Record form
- Training Types
 - In door training
 - Out door training
- Trainings Subjects
- Trainer master that includes
 - Trainer list
 - Details of Trainer
- Total Hours of Training
 - Total Training
 - Month wise training
- Employee Status Report
 - Deptment Wise
 - Chart wise
- Report on Total Expense of Training
- Budgeted or non-budgeted

Leave and Attendance Management

- Provide the facility to integrate with punch card and bio matrix systems.
- Facility to calculate Minimum working hours
- Facility to enter late coming and early going details

Following are the functions that we have included in **MYHRMS** and we shall extend the features as per your needs (After mutual consent)

- Parameterized settings for half leave consideration
- Department wise as well as individuals over time record
- Facility for employee who have forgot to punch card / not issued card
- Overtime Configuration
- Facility to configure compensatory leave configuration
- Facility to generate the probation period employee's leaves status & confirm employee's leave status.
- The process of leave
 - Facility for submitting the Leave application on-line
 - Approval of Leave application by superior
 - Facility for automatic Leave Balance Calculation

Insurance Details of Employee

- Employee's Insurance Management
- Nominee Details
- Particulars of Insurance

Organization Process Structural Change

- Promotion
- Transfer
- Resignation
- Termination

HR Administration Functions

- Facility for on-line Vehicle Requisition Form
- Facility for Maintaining Expenses Records online (petrol expense, maintenance expense)
- Local Conveyance Form as per company's travel policy (all policies included in policy repository module)
- Travel Requisition Form
- Tour Advance Form
- Travel expense Form (as per the travel policy)
- Stationery Requisition Form
 - Stationery Purchasing Sheet
 - Stationery Balance Sheet
- Housekeeping
 - House keeping material requisition sheet
 - House keeping purchasing sheet
 - House keeping balance sheet
- Canteen statement.
- Tea, coffee, milk, miscellaneous exp. Of canteen. Statement
- Guest lunch requisition format. & expense status (like snacks, cold drinks).
- Daily Expenditure Record
 - Department wise
 - Cumulative

Performance management system

- Performance Planning
- Confirmation Appraisal
- Key Result Areas
- Monthly Activities
- Performance Review
- Performance Appraisal

Payroll management system

- Paying Construction
 - Pay Element Configuration
 - Pay Structure Configuration
 - Pay Formula Configuration
- Fringe Benefit Tax
- Paying Configuration
 - Taxes configuration
 - Professional
 - Income
 - Funds Configuration
 - Provident fund
 - GLWF
 - ESIC
 - Allowances Configuration
 - Medical allowance
 - LTA
 - Conveyance
 - General Configuration
 - Company
 - Employee
 - Rounding
 - Employee group
 - Miscellaneous or various other configurations
 - Leave encashment
 - Overtime
 - Advances
 - Loans
 - Bonus
 - Gratuity
 - Layoff
 - Canteen
 - Message
 - Superannuation
- Monthly payments
 - Pay adjustment
 - Pay run
 - Pay check list
 - Change pay process
 - Pay authorization
 - Post earning
- Overtime
- Bonus
- Pay arrears--transaction
- Pay allowances--transaction
- Loans and advances--transaction
- Pay structure revisions--transaction

Following are the functions that we have included in **MYHRMS** and we shall extend the features as per your needs (After mutual consent)

Internal magazine facility for intranet*

- Exclusive product for Content Management System
 - Automatic generation of all the pages
 - Facility to include X number of pages
 - Facility to edit the Look and feel (GUI) on timely basis
 - Facility to include word documents / PDF document
 - Facility to include image file for .jpg, .gif, .bmp
 - Facility to include audio and video files
 - Facility to rearrange the sections
 - Facility of activating and deactivating pages dynamically

Budget

- MIS Report for HR department
- Department wise total salary
 - Individual salary package
 - Category wise report
- Training Budget
- Staff Welfare Expense
- Cultural Activity Expense
- Sport Activity Expense
- Miscellaneous & Other expenses
- Internal News Magazine
- Personal Loan

Messages

- Internal / external message sending facility and facility for viewing message by authenticated person only

Suggestions

- Facility for all departments / employees to submit suggestion / feedback
- Facility to make the suggestions visible / in-visible according to hierarchy
- Facility to make suggestions as public or private
- Maintenance facility for keeping suggestions track record
- Action Plan Track Record for Suggestion

Policy documents repository

- Facility to store all the HR Policy
- Maintain the view of Policy Categorization

Opinion poll—climate survey

- This feature facilitates you to generate various types of opinion poll for entire company
- This feature also provides the facility to survey regarding the company and then you can generate different type of MIS reports based on survey details

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