



HUMAN RESOURCE MANAGEMENT SYSTEM



Osource
Osource India Pvt. Ltd

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A well-run business needs a strong, talented workforce. Business owners face various human resource challenges, ranging from competition for top talent to spiraling benefit costs. Globalization is increasing the competitive pressures on businesses while rapid advances in technology require new skills and accelerated development of the workforce.

The changing business environment is putting more pressure on business owners to address human resource as a major part of the strategic competitive plan. Business planning must address the following human resources challenges as a key factor to overall success:

Human Capital Management

A key to your company's success is the ability to attract, retain, and develop talented employees.

Escalating benefits costs

Year after year of spiraling employee benefits costs have left business owners scrambling for cost containment options.

Management System

Compliance and risk of litigation Compliance with governmental regulations requires a great deal of specialized reporting, and mistakes can risk costly fines and other governmental actions.

Human Resource Management System

A Human Resource Management System (HRMS) provides an integrated software solution for automating and managing your organization's core workforce administration and transactions, including:

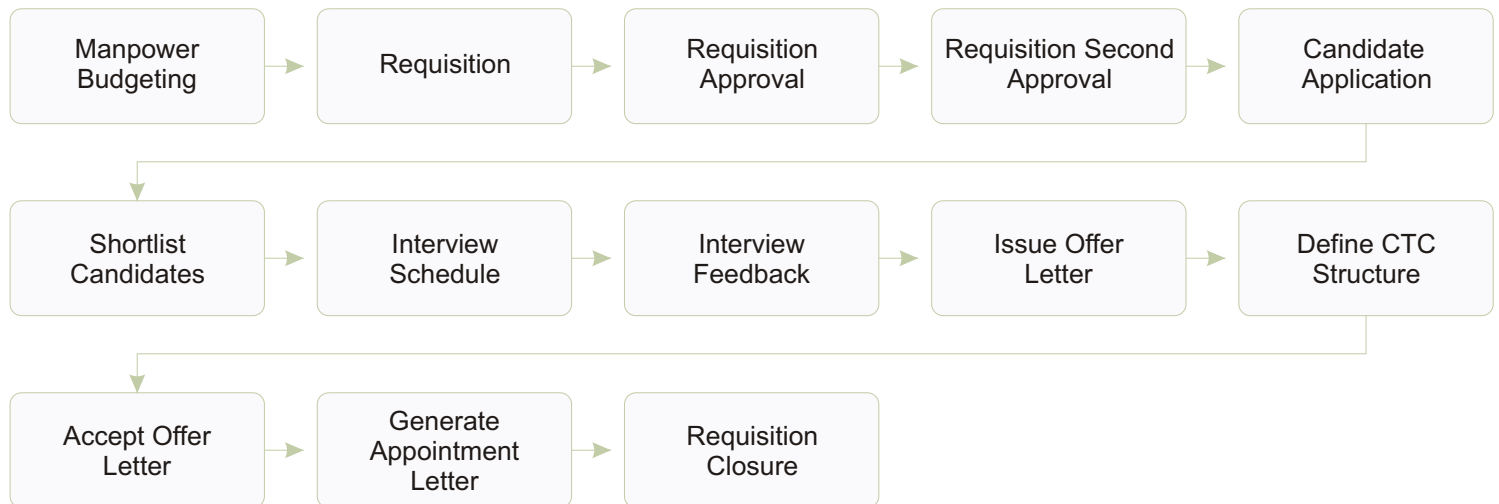
- Compliance
- Time and Attendance
- Recruitment
- Planning, Analysis, and Reporting
- Employee Benefits
- Payroll
- Employee Development, Compensation, and Retention

Osource's HRMS can:

- Reduce routine administration and paperwork, enabling you to focus more on workforce and business strategy.
- Drive costs out of your business by automating core HR practices such as employee benefits and payroll processes for increased efficiency and productivity.
- Increase retention by providing a high level of service to employees while controlling the cost of providing it.
- Make the best possible decisions regarding your workforce with accurate, timely reporting and analysis.
- Reduce the cost of compliance and risks associated with increasingly complex and burdensome regulations, including the avoidance of fines, penalties, and costly litigation.
- Improve processes for recruiting, developing, and retaining people with the required skills and aptitudes to meet current and future organizational needs.



Recruitment



Employee Life Cycle

On Boarding

- Candidate Joining Details
- Induction Document Upload
- Induction Setup
- Induction
- Confirmation - Initiation
- Confirmation - Approval

Transfer

- Employee Name
- Transfer from Location
- Transfer To Location
- Transfer Approved By
- Transfer Effect Date
- Reason For Transfer

Training

- Course Setup
- Training Registration
- Employee Training Registration
- Requisition Approval
- Training Feedback
- Training Online Examination
- Training Result

Promotion

- Employee name
- New Promotion Details
- Promotion Approved By
- Promotion Effect Date
- Revised Salary Details
- Other Required Details

Appraisal

- Appraisal Cycle Definition
- Appraisal Initiation
- Self Appraisal
- Peer Performance Appraisal
- Department Head Appraisal

Separation

- Online Resignation
- Resignation Approval
- Exit Interview
- Resignation Due Clearance
- Resignation Due Updation



Employee Master Details

Contact Details

Employment Details

CTC Details

Nomination Details

Experience Details

Education Details

EMPLOYEE PROFILE

List of Documents

Skill Details

Family Details

Awards & Honors

Language Details

Bank Details

Other Details



Leave

- Leave Type Master
- Leave Entitlement Details
- Leave Application
- Leave Approval
- Leave Revoke Application
- Leave Revoke Approval

Attendance

- Attendance Upload
 - Biometric System
 - Manual Upload
- Team Attendance

CTC Reimbursement

- CTC Claim
- CTC Acknowledgment
- CTC Claim Settlement
- CTC Payment

Payroll Portal

- Monthly Payment Slip
- Yearly Payment Slip
- Investment Declaration
- Tax sheet

Issue Tracker

- Issue Category Definition
- Issue Identification
- Issue Resolution

Travel Expense Requisition

- Travel Requisition
- Travel Requisition Approval
- Travel Desk

Business Expense Reimbursement

- Expense Claim Requisition
- Requisition Approval
- Expense Claim Input
- Expense Claim Acknowledgment
- Expense Claim Settlement
- Expense Claim Payment

Asset Management

- Asset Master
- New Stock
- Asset Numbering
- Asset Issue
- Asset Return
- Asset Scrap

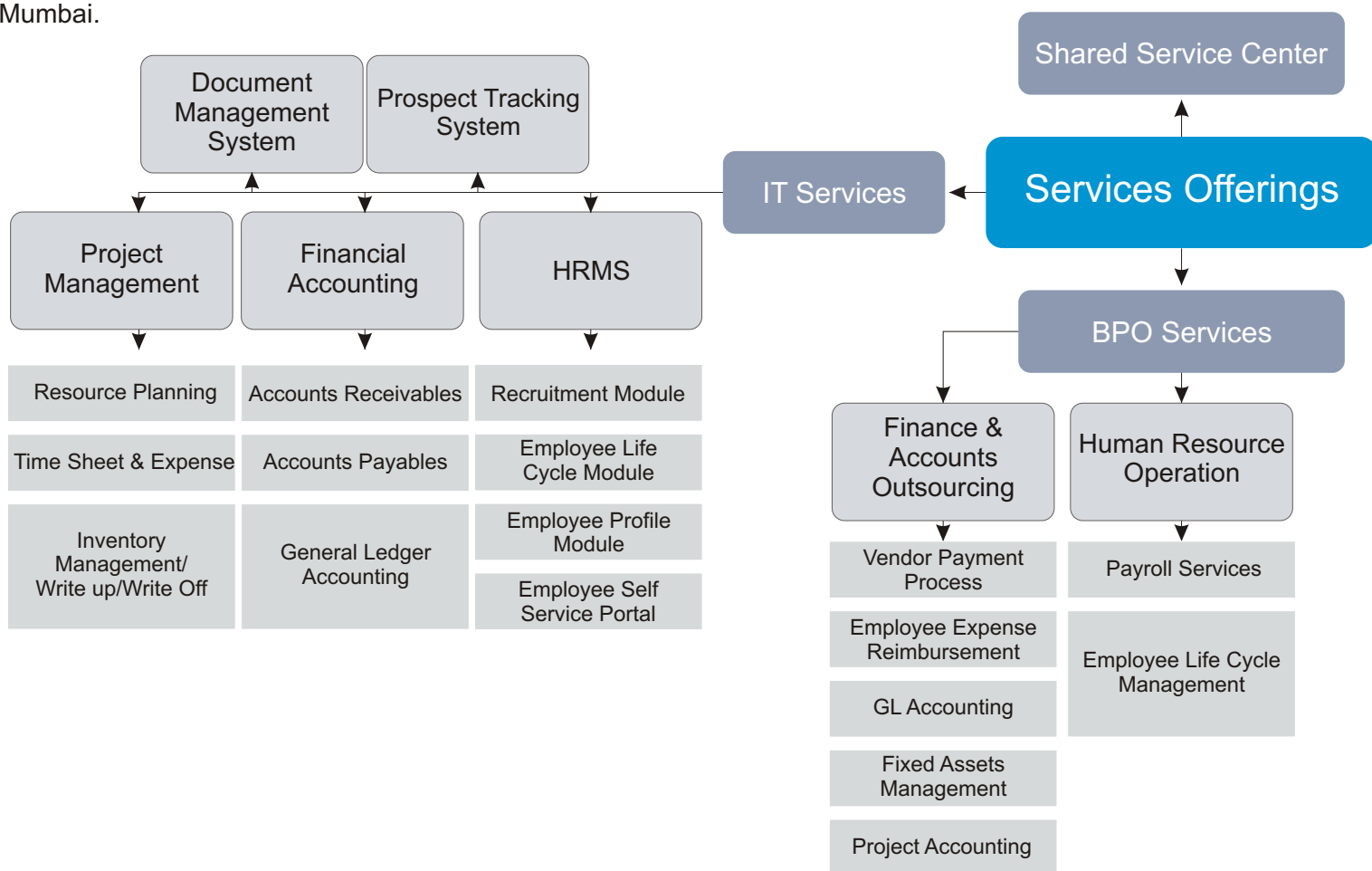
Supports

- Alerts
- Emails
- SMS



Osource, an ISO 9001:2008 certified organization, is one of the leading providers of outsourcing and technology solutions. Osource blends its deep process expertise and best practices with optimum technology (utilization/automation) to deliver a comprehensive solution. Owing to strong focus on coupling business processes & technology platforms, Osource has been one of the first organizations to have offered platform-based outsourcing solutions. Osource's service portfolio consists of both G&A (General & Administrative) and industry-specific services. Osource offers platform-based outsourcing solutions for the Finance & Accounts (FAO) and Human Resources (HRO) domain. These services are offered and seamlessly delivered from multiple delivery centers to meet client's business objectives, process enhancement and cost optimization goals.

Osource also provides premier software solutions and integration services. It offers a full suite of IT solutions and services, including custom application development, application management outsourcing, consulting, legacy modernization and migration, and system integration. Building on the core competence of managing processes remotely, Osource, headquartered in Mumbai has offices in Bangalore & Noida, which is followed by a full-fledged Data Center in Mumbai. Besides, in order to maintain with the business continuity requirements of our customers, we have a separate DR site in Mumbai.



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