sapience
HRM SOLUTION

An integrated
Human Resource Management Solution

- List of Reports and Enquiries

Sapience HRMS is a comprehensive human resource and payroll management solution. Its Modular structure allows maximum flexibility and customization and you can implement only the functionality required by your organization. Sapience HRMS streamlines human resource management by capturing data at the point of entry, applying your business rules and automating transaction processing. Accurate and timely data is the foundation to powerful reporting and analysis in Sapience HRMS. With Sapience HRMS, organizations have access to the information they need at any time to ensure and experience to respond quickly to changing business requirements. Together, they deliver the benefits of a sophisticated, fully integrated and powerful HRM solution.
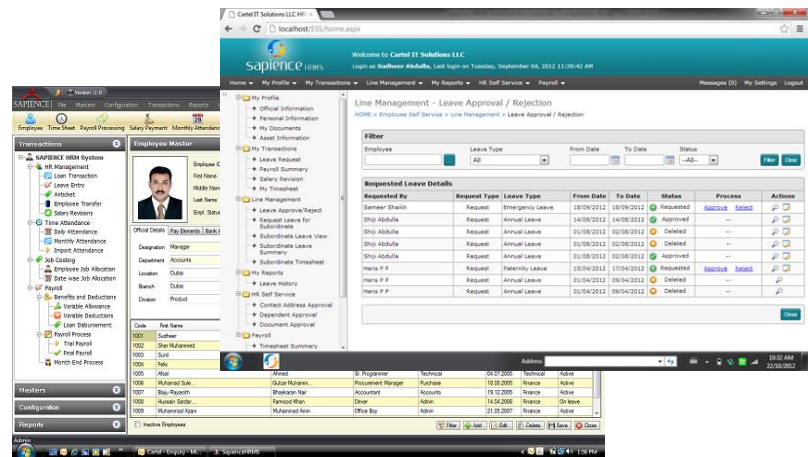
HRM Software integrates HR management and information technology, thus helping in planning and execution of automating HR processes. It was necessary to manage, administer and minimize these costs, and reduce the complexity of people and compensation management.

- **Enterprise-Class Human Resource and Payroll Software**

    Any size of business can enjoy the benefits of a full-featured integrated HR and payroll solution.

- **Local Practice built-in with International Standard**

    Meet the needs of your organization with flexible payroll processing and comprehensive payroll reporting in accordance with international standards and local practices. WPS, gratuity, leave salary calculations, leave fare and their provisions are managed efficiently here to suit Middle East requirement.

- **Employee Details**

    Record personal information of employees, together with their photographs, compensation details, qualification, work experience, grades, employee documents like health card, labour card, passport, visa, etc and its expiry details.

- **In-depth reporting and screen enquiries**

    Sapience HR & Payroll comes with powerful reporting capabilities that enable you to zero in on the data that matters the most. Reports like Pay register, bank transfer statement, job wise hours and cost, budget variance on jobs, annual leave due report, end of service report, etc.

- **Advanced Security and User Management**

    A fully secured application with maximum user control ensure the confidentiality of HR data. Sapience HRMS is designed to meet the local and global and industry diversified requirements. Clients can be benefited for multi-organization, multi-branch, multi-Location, multi-currency and global view functionality.

- **Payroll Services**

    No more worrying about late payment of employee salary and missed deadlines. We provide payroll management module which provide all functionality required by traditional payroll system.

- **Company Calendar**

    Use the Company Calendar to define the Company holidays. And to add to this, each and every employee may have his / her own calendar, where his/her weekly holidays can be maintained.

- **Integrated Job Costing Module**

    Job Costing is a module that can be integrated with the software to maintain job wise attendance, human resource allocation, job wise budgets, direct & indirect costing.

Sapience HRMS - List of Reports and Enquiries

Enquiry

- Employee enquiry by code, name, branch, location, department, designation, grade, reporting to, country, category etc.
- Employee leave due by leave types
- Employee leave calendar by leave types
- Employee leave application status

Reports

- Employee profile
- Employee Ratio Analysis by
    - Branch
    - Location
    - Cost Center
    - Department
    - Designation
    - Nationality
    - Shift
    - Category
- Employee documents' expiry warning
- Employee Transfers
- Employee Bank Accounts
- Employee leave Analysis
- Employee appraisal
- Employee document status
- Separated Employees

PAYROLL REPORTS

- Attendance
    - Summary
    - Detail
- Overtime Analysis
- Job Analysis report
    - Cost distribution report
    - Budget Variance reports
    - Job wise employee analysis
    - Employee wise job analysis
- Prior Month
    - Attendance
    - Variance
    - Payments/Deductions
- Pay slips with Annual Salary information and vacation accrued
- Pay register
    - Detail by employee/pay element
    - Summary by employee
- Cash denomination
    - Detail by employee
    - Summary by denomination

- Bank Statement
  - o Summary
  - o Detail
  - o Transfer Letter
  - o Generation of payroll in Diskette, option in multiple currencies
- Cash Statement
- Leave Analysis- Sick Leave, Vacation, Maternity etc.
- Employee loan due
- Provisions (Current Month and Year to date)
  - o Indemnity
  - o Leave Ticket
  - o Leave Salary
  - o Bonus
- Payroll & GL Link
- Payroll Statement
- Payroll Audit
- Built-in customized reporting tool to create new MIS reports

JOB COSTING REPORTS

- Listing of Jobs
- Resource Allocation
- Job & Employee wise Attendance
  - o Summary
  - o Detail
- Employee & Job wise Attendance
  - o Summary
  - o Detail
- Employee Idle Hours Analysis
- Cost Analysis by
  - o Job
  - o Client
  - o Employee Category
  - o Type of Work
  - o Non Productive Job
- Budget Variance Analysis

EMPLOYEE PERFORMANCE APPRAISAL

- Performance Parameters
- Performance History
- Appraisal Recommendations
- Supervisor Comment
- Appraisal Report