



Human Resource Management System



GET IN TOUCH

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Modules at a Glance

Maco HRMS is a complete module based robust, scalable, full featured & centralized controlled HR system. Every company has required a customized solution to manage their most valuable assets: its people. This application is highly customizable & satisfies all the needs regarding human resource management. Maco HRM extensive reporting tool helps the organization to plan resources effectively.

- **Dashboard**
- **Company/ branch profile**
- **User roles and administration**
- **General Masters & Settings**
- **Employee Profile**
- **Loan Management**
- **Leave Management**
- **Time & Attendance**
- **Roster management**
- **Payroll Management**
- **Accrual**
- **Full and Final settlement**
- **Employee Self Service**
- **Recruitment**
- **Employee Performance Evaluation**
- **Training**
- **Equipments Management**
- **Documents Management**
- **Enquiries and reports**



Introduction to HR Modules

Dashboard: The interface to access the desired information from multiple modules thus optimizing decision making. Dashboard is time saving tool in the hands of Admin/HR for not only better understanding of payroll management, but also leave and attendance trends. Using Dashboard HR/ Admin can have a quick view of pending/completed/ upcoming tasks. Dashboard takes care of major features like salary, total employee, attendance, coming employee life events, bulk mailing and more, thus allowing administrator a complete control on enterprise human resources.

Company/ Branch Profile: This module authorizes the user to create multiple companies/ branches within the same application.

User Roles & Administration: This module allows the Admin to create/ modify and active/ inactive the user. Administrator can assign/ revoke various roles with defined permissions to the individual or group performing the authorized tasks.

Masters: Masters are the predefined values a user stores in the system and can retrieve it anytime. This is a one time job for the Administrator or HR.

General Settings: The module act as an interface to create/ manage different salary components, OT schedules, leave definitions, business hours declaration and employee grading.

Employee Profile: Employee Profile is a key module of any HR department in the organizations. Enjoy enhanced productivity with the following features:

- Keep all the information of employee like personal. Official, skill, education, assets, dependants etc.
- Eliminate the possibility of data loss through management of employee profile.
- Handle employee job information by defining pay grade, salary and other components.
- Timely tracking of employee's past work experience, educational details, skills, etc.
- View and search employee details anytime

Loan Management: This module handles employee loan policies and their eligibility based on different parameters. Any Employee can apply for loans, after the review process if the loan is approved then loan agreement is prepared, which includes payment terms and the loan duration. Loan payments are processed automatically through the payroll at the end of each pay period. The process for the advance is also the same. Loans Management System offers a number of features:

- The type of loan/Advance, maximum limit to be approved for that particular Grade of Employee is approved by the Admin or the authorized user.
- Employee can apply for loan through an application and the authorized user or admin will receive alert notification for the loan request
- The system maintains the records of loan installment and loan repayment by the employee and deducts the installment amount from the salary.

Leave Management: This module enables the Admin to define & manage the leaves of the employees. The key features of Leave Management are:-

- Defines the types of leaves
- Shows complete leave details, leave time, balance, history and paid time, etc
- Displays the off days
- Enable the employees to apply for leave. Supervisors may approve or reject leave.
- Automatic E-mail notifications to reporting manager/ HR

Time & Attendance: This feature-rich module keeps a track on the attendance and business working hours. It manages employee data, improves workforce management and enhances the business productivity. Features include:

- Take advantage of precise project information management.
- Generate timesheets to track employee project
- Define days-off (weekends and specific holidays).
- Organizes all employee timesheets.
- Generate weekly and monthly timesheets
- Clear and concise attendance tracking for HR administrators and managers.

Roaster Management: This module is especially designed to schedule employees' shifts in the organization.

- Shift allocation, scheduling, and time-off tracking.
- Easily collect, automate and analyze employees attendance data.
- Track, alert, and report employees attendance.
- View In, Out and shift timings set by supervisor.

Payroll Management: This module is especially designed for-

- Processing Monthly Salary
- Customized payroll processing
- Highly flexible payroll system
- Generate Payroll reports.
- Preparing bank upload files.
- Handling of Loan, Expenses, Attendance and leave record.
- Full & Final Settlement
- Manage Accrual like gratuity etc.
- Checking salary at three levels.
- Generate Accurate PF, ESI, and LW fund.
- Authorized by HR admin and accounts head.

Accrual: Accrual module allows the eligible employees to accrue PTO (paid time off) every year for vacation or sick leave. The employee even receives the amount based on total calculated interest or different investment for a stipulated time. The system calculates accruals for all plans on a calendar year basis. Accrual occurs automatically for each eligible employee on the last day of his or her pay period, independently of any payroll run.

Employee Self Service: This module allows the employee to update his personal information within sufficient security parameters-without the involvement of HR. The key features are:

- Allows employees to manage personal information and benefits.
- Employees can request for expense, Leaves, Equipments & documents.
- Managers/ HR heads can approve or reject employees' request.
- Employees can view/ download the pay slip & other documents.

Recruitment: Recruitment module helps the HR professionals to effectively manage applicant recruitment process.

- Candidate database
- Interview scheduling
- Recognize hiring managers for job vacancies
- History of applicant/ candidate can be maintained.

Employee Performance Evaluation: This module reviews the employee performance barometer, and check whether the company expectations are being met. The performance chart boosts the employee confidence and productivity.

- Generates performance charts for each individual
- Subordinates are judged on their performance by the supervisors/ Administrator.
- Enhances employee productivity.
- Salary appraisal based on EPE

Training: The objective of the training module is to develop skills and increase the job productivity. Training identifies key positions in the organization and their mapping to required skills. The employee can apply for the training program and upload his training result on the system.

Equipments Management: Management of assets assigned to employees.

- Track asset locations
- Request process for equipments

Documents Management: Various document templates such as, employee contracts, appointment letters, employee termination letters can be created by the Admin and export these documents in the PDF format. The document manager creates, distributes and stores documents that are confidential and/or specific to a particular function such as on-boarding a new employee, completing a performance review, or any other task.

Enquiries &Reports: The reports module gives you the benefit of generating various reports based on various filter criteria and parameters. The reports can be exported to PDF and excel form

Features

Dashboard	Company Profile
<ul style="list-style-type: none"> • Company wise Dashboard 	<ul style="list-style-type: none"> • Single Company creation
<ul style="list-style-type: none"> • All company Dashboard 	<ul style="list-style-type: none"> • Multiple Company creation
<ul style="list-style-type: none"> • ESS Dashboard 	<ul style="list-style-type: none"> • Menu driven & Iconic View of application
<ul style="list-style-type: none"> • Employee information 	Masters
<ul style="list-style-type: none"> • Total Employee records 	<ul style="list-style-type: none"> • Country
<ul style="list-style-type: none"> • New joining in last 30 days 	<ul style="list-style-type: none"> • City
<ul style="list-style-type: none"> • Highest/Lowest attendance last month 	<ul style="list-style-type: none"> • Religion
<ul style="list-style-type: none"> • Appraisal System 	<ul style="list-style-type: none"> • Bank
<ul style="list-style-type: none"> • Last three months salary details 	<ul style="list-style-type: none"> • Insurance companies
<ul style="list-style-type: none"> • Expense details 	<ul style="list-style-type: none"> • Insurance type
<ul style="list-style-type: none"> • Birthday/ Work anniversary details 	<ul style="list-style-type: none"> • Insurance Categories
<ul style="list-style-type: none"> • Customization as per Client 	<ul style="list-style-type: none"> • Designation
User Roles & Administration	<ul style="list-style-type: none"> • Sponsor
<ul style="list-style-type: none"> • Role Creations 	<ul style="list-style-type: none"> • Location
<ul style="list-style-type: none"> • User Creations 	<ul style="list-style-type: none"> • Department
<ul style="list-style-type: none"> • Roles Authorization 	<ul style="list-style-type: none"> • Skills
<ul style="list-style-type: none"> • Password change facility 	<ul style="list-style-type: none"> • Earning Category
<ul style="list-style-type: none"> • HR User mapping 	<ul style="list-style-type: none"> • Grade
General Settings	<ul style="list-style-type: none"> • Currency
<ul style="list-style-type: none"> • Earning deduction Masters creation 	<ul style="list-style-type: none"> • Documents
<ul style="list-style-type: none"> • Expression Builders 	<ul style="list-style-type: none"> • Asset allotment
<ul style="list-style-type: none"> • OT Schedule 	<ul style="list-style-type: none"> • GL Account
<ul style="list-style-type: none"> • Business Hours 	<ul style="list-style-type: none"> • Loan description
<ul style="list-style-type: none"> • Leave Definitions 	<ul style="list-style-type: none"> • Holiday's type
<ul style="list-style-type: none"> • Employee grades 	<ul style="list-style-type: none"> • Email credential
<ul style="list-style-type: none"> • ESI masters 	<ul style="list-style-type: none"> • ESS email credentials
<ul style="list-style-type: none"> • Employee's Benefits (Linked with ESI, PF and LWF) 	<ul style="list-style-type: none"> • Letters
<ul style="list-style-type: none"> • LW funds 	<ul style="list-style-type: none"> • Organizational chart
<ul style="list-style-type: none"> • PF masters 	<ul style="list-style-type: none"> • FAQs
<ul style="list-style-type: none"> • User Expense Map 	<ul style="list-style-type: none"> • Training masters
Employee Profile	<ul style="list-style-type: none"> • Optional fields
	<ul style="list-style-type: none"> • Details per page
<ul style="list-style-type: none"> • Employee Code masters 	<ul style="list-style-type: none"> • Alert Master
<ul style="list-style-type: none"> • Segment masters 	Loan Management
<ul style="list-style-type: none"> • Employee lookups 	<ul style="list-style-type: none"> • Loan & Advances
<ul style="list-style-type: none"> • Employee Profile 	<ul style="list-style-type: none"> • Receipts
<ul style="list-style-type: none"> ➤ Personal 	Time & Attendance
<ul style="list-style-type: none"> ➤ Official 	<ul style="list-style-type: none"> • Work Calendar
<ul style="list-style-type: none"> ➤ Document 	<ul style="list-style-type: none"> • Attendance

➤ Dependent	• Roster Management
➤ Education	• Attendance upload by excel
➤ Skills	• Direct Attendance saving from machine
➤ Bank	Employee Self Service
➤ Business Hours (Leave, Timings)	• Leave apply
➤ Education	• Leave approval by senior and HR
➤ Asset	• Leave Status
➤ Insurance	• Apply for letters
➤ Optional Fields	• Letter receiving to HR
• Employee profile adjustments	• Letter Status
• Employee series adjustments	• Employee's profile
• Application adjustments	• User expense
• Employee cost definitions	• User Expense received by senior and HR
• Employee Costing	• User expense status
Leave Management	• Employee Performance Evaluation
• Leave definitions	• Expense reports
• Leave management	• Loan request
• Leave alteration	• Loan received to senior and HR
Payroll Management	• Documents management
• Employee salary Import via excel	• Reports
• Assigns earnings and deductions	Recruitments
• Generate pay slip	• Candidate list
• Pay slip approval by HR and GL	• Interview schedule
• ESI Post	• Interview
	• Candidate Selection
Salary & Loan information	• Final results
• Last 3 months salary records	• XML generate
• Loan request in last month	Trainings
• Loan approved last month	• Training information
• Appraisal in next 30 days	• Training schedule
Full & final settlement	• Training request
• Full and final settlement form	• Training approved by seniors/ HR
• Full and final by HR	• Training result
• Full and final by GL	• Result Declaration
Accrual	• Training summary
• Accrual masters	Equipments Management
• Indemnity	• Equipment requests
• Air tickets	• Equipment approval by senior/ HR
• Accrual management	Employee Performance Evaluation
• Accrual by HR	• Self-Performance evaluation
• Accrual By GL	• Performance evaluation by senior/ HR
Enquiries & Reports	
• Pay slips	• WPS Report

• JV Reports	• Loan analysis report
• Performance evaluation by HR	• Joiner leaver report
• Assigned leave reports	• Leave reports
• Loan reports	• Absent reports
• Employee loan receipts	• Present reports
• PF reports	• Earning masters report
• ESI details report	• Earning (Employee wise)
• Form 10	• Leave Masters report
• Form 5	• Attendance reports
• Bulk mail reports	• Business Hours report
• User expense register	• Receipt reports
• Vacation reports	• Working Hours report
• Full and Final reports	• Loan due reports
• Account register reports	• Salary status report
• Pay-slip register report	• Bank detail report
• Bank upload report	• Pay slip Reco reports

Highlights

- Access anywhere anytime : 24*7 Available on the cloud
- Easy on Pocket
- Fit for all industry size /Type
- Easy to use and very intuitive
- Instant reporting, HR analytics and deep insights
- An integrated solution with core HR, Payroll, leave, attendance etc
- Complemented by outstanding server uptime and delightful customer support
- High End safety & security
- Complete Data Privacy
- Easily setup & customize
- Customizable Dashboard
- Multiple Location, Division, Department
- Reduces administrative work and refocuses on your people
- Simplifies your payroll processing with selection lists and anytime check processing

Technical Specifications

- **Operating Systems:**
 - a. Windows 7
 - b. Windows 8
 - c. Windows 10
 - d. Windows Server 2003
 - e. Windows Server 2008

- **SQL Version:**
 - a. 2008 R2

- **Visual Studio:**
 - a. 2010

- **Dot net Framework:**
 - a. 3.5
 - b. 4.0

- **Designing:**
 - a. HTML5
 - b. CSS3
 - c. Asp.Net

- **Browser:**
 - a. Best compatible with Google Chrome