



**hSenid EMPLOYEE INFORMATION MANAGER**

**Information Stored in a Single Database**

All employee information is normally stored in one centralized database. Some of the many advantages of such an approach is reduction of operational work and elimination of duplicate or erroneous records, when compared to having separate applications.

**Vast Choice of Relevant Information**

Compared to most of the other employee database solutions, here you have a large pool of data forms and fields that can be used to track information considered relevant and needed by your company.

**Fast and Easy Access**

The system facilitates fast and easy access to all employee information. HRM and other managers can view whatever they need at a click of a button. Through Employee Self Service, all employees can access and update their own data as well.

**Less Paperwork**

All employee paperwork starting from the appointment letter to certificates and any other employee related documentation can be stored as attachments, thus moving you towards a paperless office.

**Organized Information**

All employee information is presented in a methodical manner, thus making the task of retrieving relevant information easy and less time consuming for the HR department staff.

**Define your Own Fields**

The solution facilitates creation of any additional fields required by the organisation or the users themselves.

**Custom Job Description**

The solution includes an area to define job descriptions according to each company's policy and they can be maintained with the system for employees to view when ever they need to re-align themselves with what the company expects from them.

**Capturing**, maintaining and updating employee related information stands at the very core of any HR management system. It is an elementary stepping stone to all other tasks. This is no less the case in the architecture of a complex Human Resource Information system a fundamental module is needed to build and maintain a database which will serve as the central information crossroad for all other modules and functionalities.

**hSenid's** Employee Information Manager is a comprehensive tool capable of capturing a wide variety of relevant employee data, maintaining them with a high level of security, displaying in a logical manner and providing the necessary information to all other parts of the HRM solution. Its extensive features and functionalities make the system a top-class solution for any company, from small and medium sized up to large corporations with special demands on database functionality.

**hSenid's** solutions are backed by many years of experience. hSenid Business Solutions is specialized in HR Management Information Systems and has extensive experience with implementation and integration of its products across different sectors. Just like the rest of its solutions, Employee Information Manager can easily be integrated with any third party software.

**HRMenterprise**

- 01. Employee Information Manager
- 02. Organizational Structure
- 03. HR Admin Services
- 04. Employee Life Cycle
- 05. Recruitment
- 06. Disciplinary
- 07. Time & Attendance
- 08. Leave Management
- 09. Payroll
- 10. Benefits Administration
- 11. Fund Management
- 12. Pension Management
- 13. Request Tracking
- 14. Competence Management
- 15. Training & Development
- 16. Performance Management
- 17. HR Planning
- 18. HR Dash Board
- 19. Employee Self Service
- 20. Report Navigator
- 21. Analytical Tools



## FEATURES

Employee Information Manager comes as a core module of hSenid's comprehensive HRM Enterprise. Employee Information Manager has the capacity to store all relevant information about the employees of an organization. These records are maintained for each employee and can easily replace the employee detail sheet of the personal file. Employee Information Manager records employee's details from Recruitment to Retirement, also with employee photograph for quick identification. Some of the features and functionalities are described below.

### ✓ PRIMARY INFORMATION

The system captures basic information such as name & address, ID card/passport/driving license information, confirmation & retirement dates, bank information and many more.

### ✓ CENSUS INFORMATION

Census information captures and maintains emergency contact details, family particulars, health information, commuting mode, job preferences etc.

### ✓ MEMBERSHIP INFORMATION

Qualifications of employees are captured and maintained. Furthermore, detailed information on memberships such as professional bodies is maintained.

### ✓ JOB DESCRIPTION/ROLE PROFILE

In this section, all the job related information of each employee is stored in a methodical manner. This includes job specification, exposure, required physical or mental characteristics and Bonding information is supported.

### ✓ REPORTING STRUCTURE

Each employee can be assigned to the structure and hierarchy in the company through the reporting hierarchy. Each employee should have direct and functional/indirect supervisor to whom he/she reports.

### ✓ POSITION IN THE COMPANY

Employee's position in the company is defined in a very precise manner (such as level, salary grade, designation, cost center, division, unit, team etc.), depending on the company's organizational structure.

### ✓ EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

Educational qualifications are stored in a detailed manner, with ratings done according to user defined methods. Previous work experience data is stored as well, including responsibilities and achievements.

### ✓ EMPLOYEE PICTURE

Employee master includes a picture of the employee for easy and quick identification. A coloured employee picture is displayed in a prominent position in the employee master form where it can be easily viewed.

### ✓ ATTACHMENTS

It is possible to store attachments each employee's record. These could be appointment letters or any other documentation. A file can be attached with a brief description and indication of last modification.

### ✓ QUICK NAVIGATOR

Quick navigator facilitates retrieval of personal, company, work or salary related information in a summarized manner. It also facilitates organizing data in any way that the user requires, so as to sort the information in accordance with the user's preferences.



To read more about hSenid, our products, services, customers and why we think you should choose us as your solution provider, please visit [www.hSenid.com](http://www.hSenid.com)

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