SKY-HCM

SALIENT FEATURES OF SKY-HCM

Core HCM
Single Platform to connect all employees from Entry to Exit

Employee Self Service
Engage employee's day-to-day activities automated online

Manager Self Service
Online Approvals and Work Flow automation

Mobile HCM
Mobile based attendance with Geo-Fencing and mobile ESS & MSS

Talent Management
Unified HR Management includes Recruitment, On boarding & Performance Management.

HR Analytics
Improve your decision making with the right data at the right time.

Transform the Human Resources
Facilitate the business with right tools to achieve high performance of the People. SKY-HCM is designed in line with the Organization goals, start from budgeting the Human resources the end-to-end HR operations.
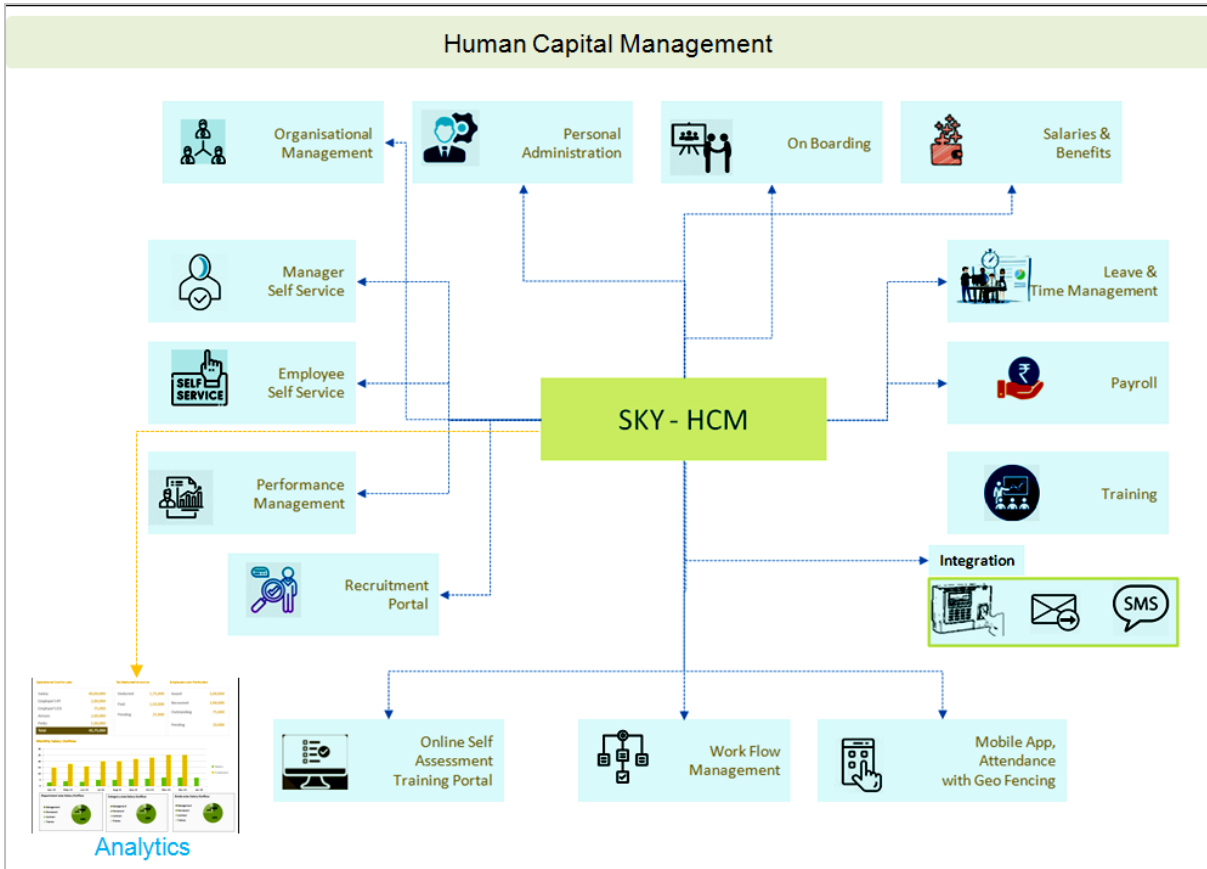
Skysoft Consultancy Services

SKY-ERP Data Sheet

➢ SKY-HCM is a comprehensive Human Capital Management System designed and developed in a state-of-art web based technology.

➢ SKY- HCM is seamlessly integrated with other modules or other products

➢ The system incorporates the best industry practices and is designed to deliver key tangible benefits to clients.

➢ The system offers a full complement of features that address the various needs of HR activities and integrated with Employee self service portal

➢ Sky-HCM is interfaced with Biometric attendance time management system. Have an option of either user defined duty roster or auto shift duty roster

➢ All the reports of Sky-HCM are customizable at client location. All reports come with an option of export facility to Excel spreadsheet. Provision for user defined reports through Sky-Report Wizard.

➢ Also would able to integrate with the latest and emerging technology devices such as sms, e-mail, barcode, RFID, Mobile & Tablet PCs etc.

➢ Can be interfaced with Business Intelligence Tools such as Pentaho for Analytical and Dash board sort of reports.

➢ Sky-HCM has user friendly and familiar screens and is simple to implement with the possibility of quick customization of modules for substantially reducing cycle time and costs.

➢ Sky-HCM is a scalable product as the modules and ESS portal can be included at any point of time as the organization grows.

➢ Sky- HCM is bundled with one year warranty and optional post warranty support.

➢ Sky- HCM is cloud Compatible

Sky-HCM Modules

Human Capital Management System

HCM Package has the flexibility and diversity to cater to the most complex and unique payroll requirements across organizations and industries. This versatile, user friendly, package, offers **user defined Earning / Deduction / Loan Heads & Calculation Formulae / User defined Leave Rules etc**. The package generates all the outputs, statutory & MIS reports required by a HCM application. Every report gives the user a choice of sort order, selection of <u>Branch, Division, Department, Grade</u> etc. and other parameters to generate output as per requirement. Outputs can be on **Screen, Printer or export on any standard formats.**

Functionality, quality and depth of our Package has grown over the years based on our experience, feedback and our 'open-minded' approach of ensuring that the package is totally adapted as per Customer's requirement.

SKY-ERP Data Sheet

✍ Employee Portfolio Management

- Employee definition
- Transfer
- Promotion
- Termination /Resignation
- Retirement
- Define standard Earnings and Deduction
- Define Other fixed and variable Earnings & Deductions
- Documents upload

✍ Leave Management

- To define various types of Leave
- Employee eligibility for the leave
- Leave Rules - defining attributes such as :-
    - Leave accumulation
    - include holidays
    - Encashment
    - Compensation
    - Carry forward etc.

✍ Time office and T &AM INTERFACE

- Define Shift
- Duty roaster
- Auto shift definition
- Ability to mark the employee attendance through manual or Capture the attendance details from the Swipe or Biometric Attendance Marking System.

✍ Loan Management

- Define Loan Type & eligibility
- Define Loan issuance
- Define Interest, EMI
- Loan deduction on salary
- Loan repayment

✍ Audit Trial

- Also the system provides audit report if any inconsistency in the data between Attendance Marking system with leave and other transactions.

✍ Payroll Processing

- Process the Payroll based on the inputs

- Month closing enables to close the present month transaction and moves to History transaction and make ready to process the current month transaction.
- Year End Process enables, to close the present year and carry forward the master, loan, leave details for the subsequent year
- Provision to do Gratuity calculation

Appraisal/ Pay Revision

- Provision for the pay revisal employee wise or bulk increase on percentage on the selected component and employees.

Arrears Processing

- Ability to generate supplementary payroll processing for Arrears calculation for the arrears components.

Bonus Processing

- User defined rule based bonus processing and issuance.

Statutory

- Would able to define and generate related details on statutory on the following:
- EPF – monthly deduction and periodic returns
  ESI - monthly deduction and periodic returns
- IT Planning & IT calculation, Form 16 generation
- Professional Tax
- Labor office reports

Reports & MIS

System would able to generate various standard reports, statutory & MIS reports.

- Standard Reports
  - Pay slip – standard and user configurable reports
  - Salary Register – standard and user configurable reports
  - Attendance Report
  - Other Earnings Register
  - Other Deduction Register
  - Loan Deduction Statement
  - Loan Balance Statement
  - Leave Register
  - Bank Advice
  - Bonus
  - Gratuity Statement
- HR Reports
  - Employee promotions
  - Employee increments

- Left employees MIS
- Joined employees MIS
- Probation period reporting
- Final settlements not done cases
- Experience status reporting
- Disciplinary actions reporting
- Service record of an employee from the date of joining to till date, information regarding increments, promotions, transfers, etc
- Statutory
- ESI Statement & Returns
- PF Statement & Returns
- Professional Tax Report
- Labor contribution deduction report and forms
- Form16
- IT deduction statement

- MIS Reports
  - Employee Addition, Retention & Attrition Reports
  - Department wise Revenue analysis
  - Leave Analysis
  - User defined Reports through 'Sky-Report ' wizard

⤴ System Administration

- Setup
  - Ability to define the basic parameter specific to an organization like weekly holidays, financial year start & End etc.
  - Enable to define the company information
  - Provision to define multiple branches
  - Enable to categorize various department
  - Scale definition
  - Grade definition
  - Branch creation
- User Administration
  - Role creation
  - User creation
  - Assign privileges to the users

⤴ Organization Management

- Multi Company
- Organization Unit
- Positions
- Jobs
- Staff functions for Organization Unit

SKY-ERP Data Sheet

- Organogram Chart
- Organogram Chart with cost estimation
- Job vacancy
- Job budgeted vs actual
- Organization hierarchy view

Personal Administration

- Offer letter generation for Selected Candidates
- Employee Joining formalities
- Employee Personal details
- Skill Details
- ID proof details
- Internal Medical particulars
- Exit interview
- Employee exit formalities

Benefits

- Employee perks & benefits
- Asset tagging
- Office internal communication & seating particulars

Performance Appraisal

- Employee Objectives setting - Management by objectives
- MBO Review
- Self
- Manager
- Unit Head
- MBO Review report
- Employee confidential Book Maintenance

Add-on Modules:

Employee & Manager Self Service Module

- To implement the Sky-ESS module, Sky-HCM is mandatory. In this module every employee will be given and user ID and password to login to the intranet portal to facilitate the employees with the following features :
  - Online leave application.
  - View the approval or disapproval status
  - Cancel the applied leave
  - Complete work flow for the approval or rejection process (both functional and administrative) would be enabled based on the hierarch of the employee
  - Leave encashment request
  - To extract respective Pay slip

- Leave balance/ register details
- Loan balance /register details
- Travel Claim
- Training Request
- Resource Request

Recruitment

- Employee requirement request (with or without budgeted) thro' MSS & HR
- Job listing / Job Posting
- Online Registration
- Online resume posting & Profile update
- Application filtering
- Online Objective type test
- Interview process (scheduling, email notification, panel member assignment. Multi level of Interview & feedback update and short listing
- Job application against listing
- Offer letter & Appointment Order generation
- Employee Induction & Induction online test

Training

- Training request through ESS
- Training Calendar & Publish
- Training enrollment through approval process
- Trainer assignment
- Question Bank and online test provision
- Training attendance
- Online test, score & feedback.

TECHNOLOGY

- SKY-HCM has been developed in a State-of-art Technology in complete web based 3-tier architecture on Dot Net Frame Work with Oracle as a back end database.

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