SKY-HCM EDITION COMPARISION
HUMAN CAPITAL MANAGEMENT

Sl.No.	FEATURES	Basic	Professional	Enterprise
1	**Employee Portfolio Management**			
	Employee definition	✔	✔	✔
	Employee particulars (change log maintenance)		✔	✔
	Transfer	✔	✔	✔
	Promotion	✔	✔	✔
	Termination /Resignation	✔	✔	✔
	Retirement	✔	✔	✔
	Define standard Earnings and Deduction	✔	✔	✔
	Define Other fixed and variable Earnings & Deductions	✔	✔	✔
	Documents upload		✔	✔
2	**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.	✔	✔	✔
3	**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.	✔	✔	✔
	OT Management	✔	✔	✔
4	**Loan Management**			
	Define Loan Type & eligibility	✔	✔	✔
	Define Loan issuance	✔	✔	✔
	Define Interest, EMI	✔	✔	✔
	Loan deduction on salary	✔	✔	✔
	Loan repayment	✔	✔	✔
5	**Audit Trial**			
	Also the system has the ability to do audit report before payroll processing. During this process, if any inconsistency in the data between Attendance Marking system with leave and other transactions, the system will generate a Audit trial report with error and warning messages.	✔	✔	✔
6	**Payroll Processing**			
	Pre-payroll <u>Process</u> : In this process, the system will do OT calculation, late attendance, night shift allowances, yearly allowances or deductions, holiday allowances etc.	✔	✔	✔
	Late attendance, Night shift allowances, yearly allowances or deductions, holiday allowances etc.		✔	✔
	Salary Processing : Process the Payroll based on the inputs provided	✔	✔	✔
	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		✔	✔
	Reimbursement Claim Request			✔
7	**Appraisal/ Pay Revision**			
	Provision for the pay revision employee wise	✔	✔	✔
	Provision for the pay revision - bulk increase on percentage on the selected component and employees.		✔	✔
8	**Arrears Processing**			
	Ability to generate supplementary payroll processing for Arrears calculation for the arrears components.		✔	✔
9	**Bonus Processing**			
	User defined rule based bonus processing and issuance.		✔	✔
10	**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	✔	✔	✔

Sl.No.	FEATURES	Basic	Professional	Enterprise
11	**Reports & MIS**			
	System would able to generate various standard reports, statutory & MIS reports.			
	Standard Reports			
	Pay slip – standard	✓	✓	✓
	- user configurable reports		✓	✓
	Salary Register – standard	✓	✓	✓
	- user configurable reports		✓	✓
	Attendance Report	✓	✓	✓
	Other Earnings Register	✓	✓	✓
	Other Deduction Register	✓	✓	✓
	Loan Deduction Statement	✓	✓	✓
	Loan Balance Statement	✓	✓	✓
	Leave Register	✓	✓	✓
	Bank Advice	✓	✓	✓
	Bonus		✓	✓
	Salary reconcillation between current & previous month		✓	✓
	Salary Remittence status report	✓	✓	✓
	Gratuity accumulation 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 Salary Budget		✓	✓
	Department wise Budget vs Actual analysis		✓	✓
	Leave Analysis		✓	✓
	Analytical Reports			
	Monthly Manpower Strength for Last 12 months-Levelwise / Functionwise			✓
	Monthly Additions/Attrition - Levelwise / Functionwise			✓
	List of Additions during the month			✓
	Manpower Ratio Analysis -Levelwise / Functionwise			✓
	Manpower-Qualification wise			✓
	Agewise Manpower - Annual			✓
	Manpower - Experiencewise			
	Manpower - Tenurewise (current organisation)			
	Employee Stagnation Analysis - Annual			✓
	Separation in last 12 months-Levelwise / Functionwise			✓
	Monthly Separation Levelwise / Functionwise			✓
	Separation Analysis-Reasonwise / Tenurewise / Reasonwise & Tenurewise			✓
	Separation Analysis - Qualificationwise			✓
	Manpower Cost : Budget vs Actual			✓
	New Initiatives - Quarterly			✓
	Employee Master List - Levelwise / Functionwise- Monthly			✓

SKY-HCM EDITION COMPARISION
HUMAN CAPITAL MANAGEMENT

Sl.No.	FEATURES	Basic	Professional	Enterprise
12	**User defined Reports**			
	User defined Reports through 'Sky-Report ' wizard		✓	✓
13	**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	✓	✓	✓
14	**Organization**			
	Multi Company		✓	✓
	Organization Unit			✓
	Positions			✓
	Jobs			✓
	Staff functions for Organization Unit			✓
	Organogram Chart			✓
	Organogram Chart with cost estimation			✓
	Job vacancy			✓
	Job budgeted vs actual			✓
	Organization hierarchy view			✓
15	**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			✓
	Employee visa validity - country wise			✓
	Expatriate Visa Validity			✓
	Employees working in onsite tracking			✓
16	**Benefits**			
	Employee perks & benefits			✓
	Asset tagging			✓
	Office internal communication & seating particulars			✓
17	**Performance Appraisal**			
	Employee Objectives setting - Management by objectives			✓
	MBO Review			✓
	Self			✓
	Manager			✓
	Unit Head			✓
	MBO Review report			✓
	Employee confidential Book Maintenance			✓

Sl.No.	FEATURES	Basic	Professional	Enterprise
18	**Employee Self Service & Manager Self Service**	ADD ON		
	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 :			✓
	Leave Management :			✓
	Online leave application.			✓
	View the approval or disapproval status			✓
	Cancel the applied leave			✓
	Complete work flow for the approval or rejection process			✓
	Leave encashment request			✓
	Leave balance/ register details			✓
	Loan balance /register details			✓
	To extract respective Pay slip			✓
	Loan Request			✓
	Employee self appraisal			✓
	Employee Appraisal review			✓
19	**Recruitment**			
	Employee requirement request (with or without budgeted) thro' MSS & HR			
	Online Registration			
	Online resume posting			
	Profile update			
	Job listing / Job Posting			
	Levels of Interview			
	Job application against listing			
	Application filtering			
	Interview scheduling, email notification			
	Interview panel member assignment			
	Interview panel member notification			
	Online test			
	Test Category			
	Question Bank			
	Online Objective type test			
	Panel members remark update			
	Interview score update			
	Short list for next level			
	Selected candidate update			
	Offer letter generation			
	E-mail intimation to the Intender			
	Selection status view option to intenders			
	Candidate joining date confirmation			
	Candidate joined date update			
	Appointment Order issuance			
	Signed copy of appointment order upload			
	Formal induction Schedule & notification			
	Induction attendance update			
	Pre induction Test			
	Post induction Test			
	Report View and comparison Pre & Post Induction			
20	**Training**			
	Training Plan Creation & Release			
	Training request from Employees through ESS			
	Listing in the ESS and provision for enrollment			
	Confirmation mail sent to reporting authority/unit head			
	Reporting authority confirmation through MSS			
	Assign the trainer for the training schedule and send notification			
	Trainers training calendar			
	Confirmation and reminder notification to employees			
	Training attendance update & view list			
	Online test			
	Pre Training online test			
	Post Training online test			
	Result in pre and post training online test and comparison option			
	Training Score update			
	Feedback template			
	Online feedback update in ESS			
	Feedback analysis view - on various parameters			
	Training material upload option			
	Training material search & view option in ESS			
	Trainer incentive prepare and update option			