



# HRMS Features List

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## HR Services Company

HRBS is continuously building their pool of public and private partners and creating synergies with various groups and individuals interested in business development.

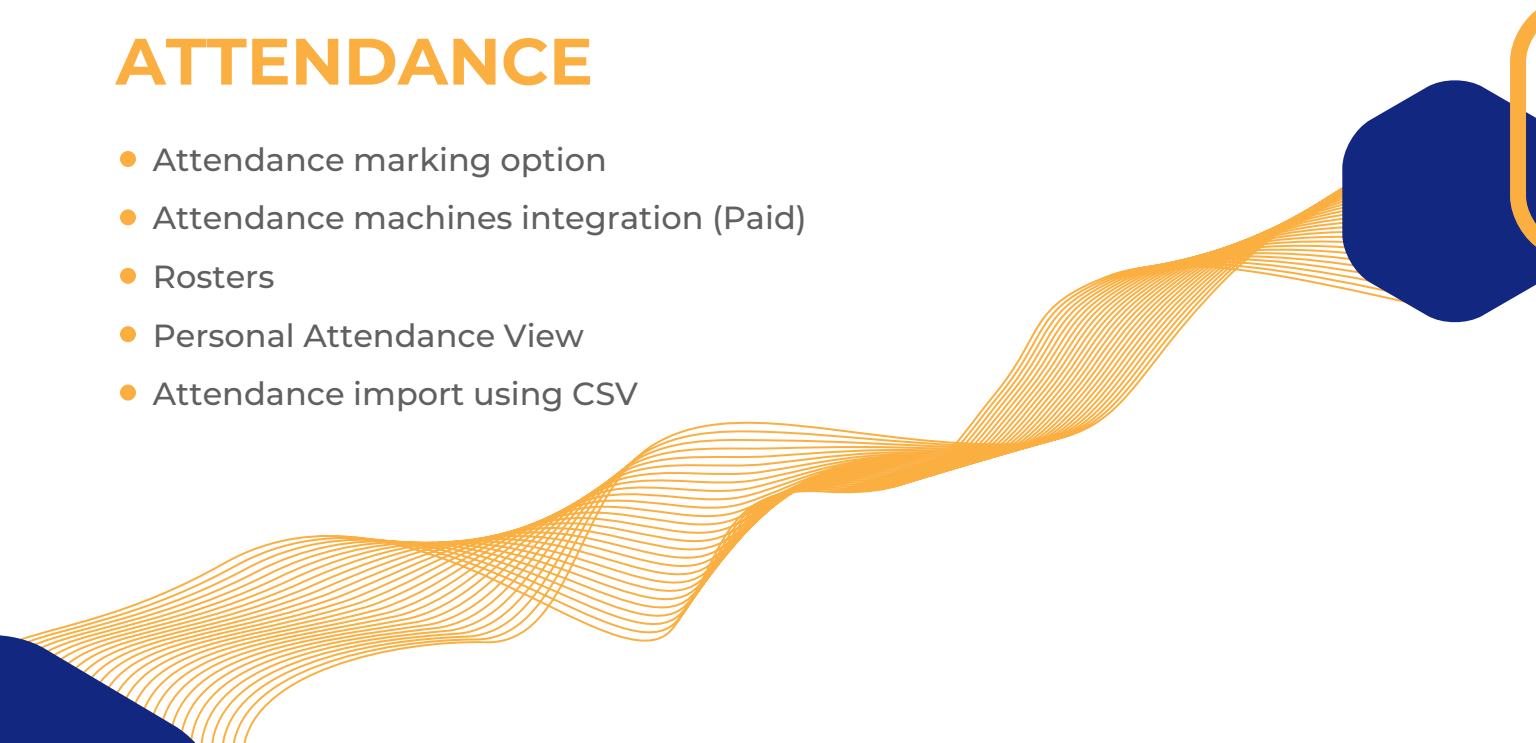
# EMPLOYEES DATABASE

- Personal Information
- Personal Basic Information
- Appointment Information
- Qualification History
- Employment History
- Complete track of personal history in organization
- Immediate contact details
- E-files of personal information
- Family information
- Downloadable CSV report
- Loan Requests
- Leave Requests
- Travel Requests
- Overtime Claims / Reimbursements
- Medical Claims / Reimbursements
- Travel Claims / Reimbursements



# ATTENDANCE

- Attendance marking option
- Attendance machines integration (Paid)
- Rosters
- Personal Attendance View
- Attendance import using CSV





## LEAVE REQUESTS

- Configurable Leave Years
- Multiple leave groups
- Employee Wise leave balance
- Multiple Leave Types

## TRAVEL MANAGEMENT

- Travel Requests
- Travel Claims
- HR Intimations
- Travel Claim Restrictions

## PAYROLL

- Monthly Payroll
- Employee Wise Pay slips
- Tax Certificates
- Yearly Tax Cards / Slab Rates
- Advanced Searchable Payslips

## FLEET MANAGEMENT

- Makes
- Models
- Task
- Infinite vehicles
- Time or mileage-based task
- Routine maintenance
- Accidents
- Violations
- Fuel consumption
- Vehicle timeline
- Insurance renewal
- Financial institutions
- Unscheduled maintenance



## EXPENSE MANAGEMENT

- Expenses Heads
- Expenses Chart of accounts
- Expenses
- Expenses Summary



## ADMIN

- Classifications
- Divisions
- Departments
- Designations
- Locations
- Cities
- Business Segments
- Functional Areas
- Users
- Modules
- Socials
- Login Backgrounds





## DASHBOARDS

- Attendance Dashboard
- Leaves Dashboard
- Admin Dashboard
- HR Dashboard



## ALLOWANCE (FOR CLAIMS)

- Allowances
- Allowance Categories
- Designation wise categories



## NOTIFICATIONS

- Email Notifications



HR Business Solutions

Your Ideal Business Partner