



COMPUTER HOME
PRIVATE LIMITED





Catalyst HRMS

Catalyst Human Resources Management Software comprising of three modules – Personnel, Payroll, and ESS portal - offers solutions for all HR processes starting from recruitment of an employee till the time he or she leaves the organization.

Catalyst Personnel enables definition of a variety of organization structures that can be built around functions, positions and reporting structures. Applicant tracking handles recruitment and provides maintenance of unlimited resumes, selection based on user-defined objectives and evaluation criteria, and pre-employment tests activities. Post recruitment, applicant details are transferred from resume to employee personal details for job assignment. Leave or vacation management is *Workflow* enabled. This allows for quick and easy leave application and authorization and maintenance of leave balance.

Catalyst Payroll is a generic, business rule-based system, wherein organization specific rules can be set up for compensation, deduction and statutory elements such as tax and insurance.

Catalyst Benefits allows simple and lucid management of complex benefit programs. Various benefits plans can be logically grouped to enable focused benefit plan administration. Employee and employer specific rules can be easily incorporated. Benefit administration comprises activities such as definition of heads and rules for processing, taking into account the frequency of earnings and deductions.

A high level of employee interaction with HR, is enabled through Catalyst *Self-service Portal*. Using employee self-service employees can apply for leave, request training, view personal data, update the investment details for tax purpose and so on.



Main Features

- Completely web-based.
- Powerful and flexible organization rules engine for handling complex and changing HR rules and policies.
- All important processes are based on maker and checker concept.
- Comprehensive audit trails.
- User friendly GUI hence less learning curve.
- In built workflows for automation of processes.
- Comprehensive statutory, MIS and ad-hoc reporting in various formats like PDF, RTF, Word, CSV and HTML.
- Role Based Security for all modules.
- Single-Sign On Integration option is available.
- Proven and tested for 2000+ employees spread across multiple states of India. Scalable architecture.
- Proven and tested for mergers and acquisitions.

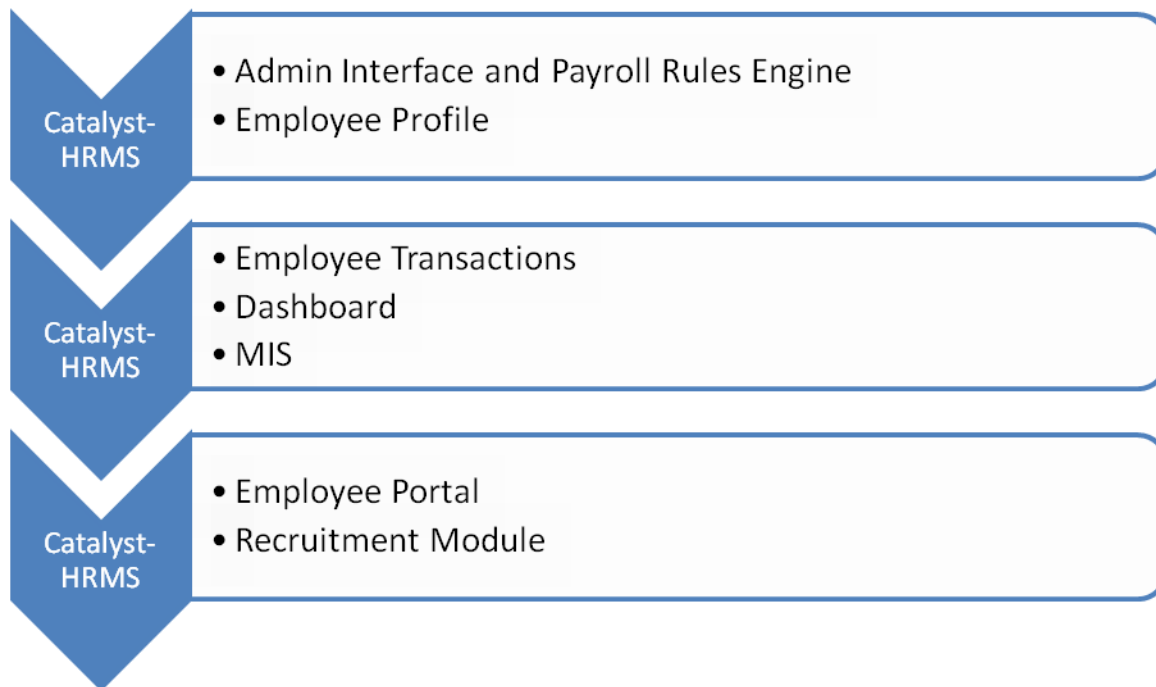


Features of the HR & Payroll Software :-

- Employee self service – Saves time of HR personnel
- Attendance time data capturing from biometric (optional)
- Automisation of Leave and attendance management
- Setting of PF/ESI/PT/TDS/other parameters
- Set complex Company rules / policies in global settings
- Process Salary, TDS, all statutory reports and returns
- Flexible benefit plan module
- Full and final exit management
- Export facility to excel
- Authority selection
- Multiple users having multiple authorities
- Easier to manage updates
- Multi user roll based logins
- Ease in recruitment management (optional)
- Letter of intent / appointment letters (optional)



Modules at a glance



Overview

Rules Engine

- Pre-populated around 40 Earning heads like Basic, FDA, VDA, HRA, conveyance and many more.
- Allows you to define new earning heads which can be of type pro-rata of attendance with paid leaves, deductible based on particular type leaves or fixed.
- Define one or more DA indexes.
- Defines one or more earning calculation rules for each earning head based on specified DA index, based on percentage of one or more earnings, fixed earnings, based on slab-based percentages of one or more earnings.
- Define one or more earning categories.
- Map applicable earning head rules to earning category.



- Map earning category to one or more grade of employees.
- Pre-populated around 30 deduction heads like PF, Professional Tax, LIC and many more.
- Allows you to define new deduction heads which can be fixed based on employee, grade or variable based on earnings as per specified rule.
- Allows to define state-wise professional tax.
- Allows you to define financial year wise income tax computation and projection rules.
- Allows you to define investment types and one or more investments under given investment type.
- Allows you to make investments through salary deductions or through external means.
- Allows you specify deduction rules for the group of employees.
- Pre-populated leaves like CL, PL, SL, ML and LWP. One can define any special type of leaves also.
- Define leave credit rules consisting of frequency of calculation, credit criteria etc.
- Define leave consumption and accumulation leaves.
- Map these leave rules to specified earning categories.
- Define PF calculation rules.
- Define states, regions, areas and branches.
- Define various grades, grade-wise default increment rules, increment frequency and periods.
- Define Leave request, recommend and approval work-flow for each group of employees.
- Define reporting flat or multi-layer hierarchy of employees.
- Only HR staff and HR manager will have access to payroll engine.
- Each rule, its mapping and its enablement needs electronic approval by the HR manager.



- All changes and approvals are kept in the audit-trail and cannot be disabled at any stage.

Employee Profile

- This module is for management of employee profile consisting of many profiles like basic profile, payroll profile, training & education profile, medical profile, skills profile.
- Only designated HR staff and HR manager will have access to this module.
- Creation and approval of newly joined employees.
- Disable profiles of resigned/retired/suspended employees followed by its subsequent approval.

Employee Transaction

- This module is for management of various monthly transactions related to all employees such as leaves transactions, variable earnings and deductions, grade changes, salary increments/decrements, permanent and temporary transfers.
- Calculate ideal salaries, actual salaries and generate payroll.
- Generate income-tax projections and incorporate into salaries if approved.
- Prepare monthly/ quarterly/ yearly statutory reports in any of the format like PDF,.xls,.csv etc.
- This module will have workflow to process leaves credit, bonus/performance bonus calculations, leave encashment calculations, LTA calculations as per the rules specified in the rules engine.
- This module can be accessed by only designated HR staff and HR Management.



Dashboard

- This module is for HR staff for management of HR and payroll transactions from various dashboard views.
- This module displays various dashboard views such as leaves taken by employees for a month, variable earnings/deductions view with control totals along with drill down capability to add/change/delete particular HR/payroll transaction.
- This module has import/export facility. The import/export facility can be customized for existing legacy system.
- This module has unified central interface for authorizing any transaction happening in any of modules of CHPL-HRMS.

MIS

- Management can generate frequently required MIS/Analysis reports.
- Flexible enough to generate ad-hoc report based on user submitted criteria's.
- The configuration and generation of these ad-hoc reports will require IT background and/or IT department assistance.
- All ad-hoc reports generated can be exported to xls, csv files for further presentation enhancements.

EMPLOYEE PORTAL

- This module will have access to every current employee.
- View self profile and request any changes.
 - To view various profiles of logged-in employee
 - To request changes in the profile.
 - To view the status of any change requests.
- View Payslip, Leaves ledger and other payroll transactions related to an employee only.



- View Payslip of any month in the current financial year.
- View leaves statement along with current balances.
- View and enter planned investments and actual investments with scanned image of investment documents as evidence of the investment.
- View Income Tax projections.
- Request Leaves and View status of leave requests
- Pre-pone and post-pone leave requests.
- Send messages / alerts / notifications to HR / Management / Other employees
- Receive messages / alerts / notifications from HR / Management / Other employees.
- Recommendation of leaves if the logged-in employee is recommending authority.
 - View the pending list of leave requests from various employees along with dashboard consisting leaves requested/sanctioned at same location/same period, matching skills availability at the location.
 - Recommend as it is/with changes or do not recommend leaves and forward the leave request to the sanctioning authority.
- Sanction/Partially Sanction/Reject leaves if the logged-in-employee is sanctioning authority.
 - View the pending list of leave requests from various employees along with dashboard consisting leaves requested/sanctioned at same location/same period, matching skills availability at the location.
 - Sanction as it is/with changes or do not sanction leaves and forward the leave request to the sanctioning authority.
- Request for LTA / Leave Encashment as per the policy and rules of the organization.
- Recommend /Sanction LTA and leave encashment.



- To view common circulars / organisation news which are published by HR department.

Access Control and security features

- **Default Role Security:** Every new employee will be automatically assigned as 'Employee' role. The employee role will have access to only Employee portal where-in only self information can be viewed and any valid requests such as new leave request, request for profile change can be done.
- **Exit Security :** Once employee's exit formalities are completed, his/her access to any of the HRMS modules is disabled on permanent basis.
- **Role-wise Access Control :** There are many other roles such as 'HR Manager', 'HR staff', 'Review & Recommend Authority' and 'Sanctioning Authority' which has built-in function specific rights as per the configured work-flow. The HR Manager can configure rights of the role and enroll particular employee to one or more roles.
- **Maker-Checker Security Control :** All changes in profiles, all actions and transactions will be going through typical maker and checker workflow. Only after checker's approval, the change/action will be effective in the HRMS system.
- **Strict Password Policy Enforcement :** Each employee will have to choose strict password as per the password policy configured by the HR manager and will be forced to change the password to non-repeating strict password after the password change frequency elapsed. The password change frequency will be set by the HR manager as one unified policy of the organization.
- **Physical Access Security for High Impact Modules :** The rules engine module which is critical and high impact module will have strict physical access like HR manager's desk. All other modules except employee portal will have physical access security.
- **Critical Data Encryption :** The solution can be deployed to SSL for higher security and all critical information like passwords, other critical information is encrypted at the database level. Even the same information is transported as encrypted information even if SSL is not implemented. (optional)



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