

# BIJLI



Free your human resources (HR) staff from time-consuming administrative tasks. **BIJLI** HR payroll software can help you automate key processes – and standardize and consolidate global data – for improved productivity and greater business value. Minimize disruption, adhere to local laws and regulations, and extend your HR processes to all your employees – on-premise or in the cloud. **BIJLI** merges HR Payroll as a discipline and in particular its basic HR activities and processes with the information technology field, whereas the programming of data processing systems evolved into standardized routines and packages of enterprise resource planning (ERP) . Efficient and effective management of “Human Capital” progressed to an increasingly imperative and complex process. The HR function consists of tracking existing employee data which traditionally includes personal histories, skills, capabilities, accomplishments and salary.

## Modules at a glance

- **Recruitment**
- **Payroll**
- **Time & Attendance**
- **Appraisal Performance**
- **Leave Application**
- ***Personnel Administration***
- ***Administer salary & Benefits***
- ***Training Administration***
- ***Disciplinary Management***
- ***Process Exit/Clearance***
- ***Position Management Module***
- ***Job Classification***



# recruitment

*The Recruitment Module within the integrated HR system is the primary tool to support the staffing needs at the company. The benefit of this functionality is that the process begins at the position level with a requisition request to fill a vacant position. The requisition request can be automated for online routing for approval and then sent to the HR office for recruitment. The position number links the information to the job classification, job description and unique position requirements creating the job announcement with little effort. The recruitment process will validate applications that meet minimum qualifications and create lists of eligible applicants based on selection criteria. Tracking the applicants through the scoring and interview process will be made easier with online entry of the status of applications. When the successful applicant is hired, the recruitment module will send the applicant's basic employee and position information into the personnel administration module and flag it as a new employee for the next step in the employment process.*

## **Key requirements in the area of recruitment include:**

- ❖ *Managing the company's staffing needs by identifying vacancies and automatically creating requisitions when approved by the manager.*
- ❖ *Supporting the recruiting function by standardizing the screening and interviewing process.*
- ❖ *Supporting the recruiting function by automating the screening, notification, and hiring process.*
- ❖ *Providing more robust reporting in the areas of staff planning and budgeting.*
- ❖ *Provide the ability for job applicants to apply online. The system will enable applicants to apply via the web (company website/intranet portal) which will positively decrease the "time to hire".*
- ❖ *Improve candidate and applicant visibility. Online applicant data will be available to recruiters and hiring managers as soon as the information is keyed into the system by applicants, thereby improving the process for screening candidates.*
- ❖ *Enhance and improve applicant tracking reporting. The system will provide standard applicant tracking reports.*
- ❖ *Improve applicant communications. The recruitment module provides workflow and communication tools to more effectively communicate with applicants.*



The **Payroll Module** automates the pay process by gathering data on employee time and attendance (from the Time & Attendance Module and Leave Module), calculating various deductions and taxes, and generating periodic pay slips and employee tax reports.

Key requirements in the area of payroll include:

- Workflow processing/approval of payroll data prior to generation of reports (payslips, bank register, journal, etc.).
- Computes regular pay, under time, overtime, allowances and other deductions.
- Automatic creation of payroll journal entries to be imported in any BIJLI accounts software.
- Printing of payroll reports.
- Generation of government mandated reports
- Integration of Payroll Module with other modules within the BIJLI HR system.



## TIME & Attendance

The **Time & Attendance Module** automates time tracking related processes and enhances the organization's performance by eliminating paperwork and manual processes associated with time and attendance needs. It is designed to collate and analyze employee timekeeping and leaves information for the purpose of payroll processing and organizational cost accounting. By sourcing data directly from the timekeeping devices and Leave Module, this module can provide management with valuable data regarding the use of manpower resource within the company.

Key requirements in the area of time and attendance include:

- Administration and management of employee timesheets (including workflow approval prior to payroll processing).
- Create and manage timesheets
- Create Time & Attendance reports
- Integration with biometric devices to capture time in/out data.
- Integration of Time & Attendance module with other modules within the BIJLI HR system.

# Performance Appraisals

*The Appraisal Performance module of the BIJLI is meant to enhance the ability more clearly define performance goals and expectations, and to more effectively manage the performance appraisal process for individual employees.*

*Key requirements in the area of performance management include the functionality to:*

- *Define performance goals and objectives that meet individual unit or manager need*
- *Effectively manage the performance appraisal process so that managers are conducting the appraisals and employees are receiving them.*
- *Identify and track progress towards goals.*
- *Integration of performance management with personnel administration, compensation, training administration.*

# Leave Application

Employee leave data needs to be captured on a daily basis for accurate salary computation. The **Leave Module** keeps track of leaves taken by employees and maintains a daily attendance register together with the Time & Attendance Module which is transferred to the Payroll Module. The Leave Module also allows the user to define various types of leaves that the employee is entitled to and set different leave parameters. Application for leave of absence is processed through the workflow feature of the system where the approver can access information such as leave balances or approved leaves of all employees under his unit to help him/her decide. All actors (employee and approver/s) will be notified of the progress (e.g. leave for approval, leave application is sent to approver, etc.) of the leave application via email .

*Key requirements in the area of Leave management include the functionality to:*

- *Leave parameter setting by HR.*
- *Workflow processing of leave application including notification.*
- *Automatic update of leave balances when availed.*
- *Leave reports*
- *Integration of Leave Module with other modules within the BIJLI HR system.*



The maintenance of employee history is usually handled in **the Personnel Administration Module** of a BIJLI HR. It is the primary staffing and employment history database used to record personnel activity from application to retirement. This is the employee's personal and job information that creates an effective dated history of all the personnel actions that have occurred since their hire date. This module is the central database to which the other BIJLI modules are integrated. The packaged applications maintain history by personnel actions and effective date for hire, job details, supervisor, department, demographics, promotions, salary changes, etc., all with an effective date that is stored. An enterprise-wide business strategy to manage the performance, accomplishments and job history of staff is a benefit that an BIJLI can provide. The overall strategy to leverage the workforce to arrive at the highest level of business performance is the objective of the organization. The BIJLI will provide functionality to support this objective.

Key requirements in the area of personnel administration include:

- Personal information about the employee.
- Job information about the employee.
- Processing of employee separations.
- Supplemental information about the employee that further defines his or her relationship with the company including licenses and certifications/trainings required to perform their duties, equipment assigned by the company, and education and skills the employee might have that add value to their work.
- Integration of personnel administration with all other modules within the BIJLI HR system.



The **Compensation Module** serves purposes. First purpose is to establish compensation policies for the company based on a diverse set of criteria. Establishing these policies requires a high degree of analytical work, interaction with all units of the company, applying clearly defined budgeting requirements and constraints. The second purpose is to ensure that individual employees are adequately and properly compensated, and correctly classified. The expectation is that policies set at a high level will flow down to individual core job and position data records.

Key requirements in the area of compensation include:

- *Defining compensation plans (salary table) based on company defined criteria.*
- *Compensating employees correctly and recording all salary changes.*



The **Training Administration Module** provides a system for organizations to administer and track employee training and development efforts. It allows managers to approve training, budgets and calendars alongside performance management and appraisal metrics.

Key requirements in the area of career planning and training include:

- *Integration of training administration with personnel administration, compensation and performance management.*
- *Tracks career/training planning and timeline.*
- *Training eligibility.*
- *Training budget control.*
- *Training feedback.*

Disciplinary

The **Disciplinary Management Module** will be used to record, manage, and act on supervisor, manager or committee-filed disciplinary actions. It will be a tool to monitor and from to time to investigate such situations, with possible consequences on employee's take home pay etc.

Key requirements in the area of disciplinary management include:

- *Recording, managing and acting on disciplinary actions.*
- *Integration of disciplinary management with other modules within the BIJI system.*

# Employee Separation

*The employee separation process is designed to ensure that separating employees complete required documents, return company property and are provided with appropriate information. It should provide the facility to capture exit interview data, especially from employees who are voluntarily separating from the company in good standing and without pending disciplinary action, the information of which could be used to better manage the remaining manpower resource.*

*Key requirements in the area of exit/clearance include:*

- *Self-service request for termination workflow.*
- *Quit claims workflow processing.*
- *Maintains exit interview information.*
- *Integration of exit/clearance with other modules within the BIJLI.*

# Position Management

**Position Management Module** is used to define traditional hierarchy, grade-wise hierarchy, as well as a reporting hierarchy, detailing direct and indirect reporting relations between specific employees and supervisors. It is also the primary budgeting, staffing, and control tool for managing the company's diverse workforce. The focal function of position management is to deliver a program of service and achieve the company's objectives through sound position management practice. Position management involves the design, tracking, and control of company approved, individual positions.

*Key requirements in the area of position management include:*

- *Position descriptions and characteristics separate and distinct from the employee.*
- *Position authorization and budgeting to ensure that each business unit is complying with corporate mandates.*
- *Robust reporting capabilities in the area of organizational structure.*
- *Budget assistance for analysts and managers during the planning/budget process.*
- *Integration of position management with job classification and compensation, training and development, recruiting, and personnel administration modules.*

# Job Classification

*The general purpose of job classification is to create and maintain job categories and pay grade assignment for comparable work across the organization.*

*Key requirements in the area of job classification include:*

- *Defining job classification rules based on company defined criteria.*
- *Classifying employees correctly and recording all classification changes.*
- *Matching the requirements of the job class with the capabilities of the employee.*
- *Integration of job classification with other modules within the HRIS system.*

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