

ZETA SOFTWARE
With Knowledge comes control

ZETA HRMS ENTERPRISE

LARGE BUSINESS



ZETA SOFTWARE SOLUTION



25+
YEARS



2000+
CUSTOMERS



20+
COUNRTIES



200K
USERS



HR MANAGEMENT

The HR module within Zeta HRMS centralizes all aspects of human resource management, offering a comprehensive solution for employee administration, payroll processing, and talent management. With features like automated workflows, performance evaluations, and employee self-service, businesses can efficiently handle HR tasks, promote workforce engagement, and ensure compliance with HR policies and regulations, fostering a productive and satisfied workplace environment.



MANAGE YOUR WORKFORCE WITH AN EXTENSIVE HR SYSTEM FOR STRATEGIC UTILIZATION OF EMPLOYEES

- **Employee Enrollment & Approval process**
- **Probation confirmation management**
- **Employee Growth History**
- **Document capturing and can attach unlimited document**
- **Division transfer & Deputation tracking and History**
- **Multiple company and consolidated view**
- **Transfer employee from one company to another**
- **Employee profile history**
- **Address and communication details**
- **Parallel and Multi level approval cycle for request generation**
- **Organizational structure**
- **Profile change request management**
- **Enrollment process through - Excel, Direct and Recruitment**
- **Custom Report builder**
- **Can capture profile details on regional language**
- **GL code & Cost center allocation**
- **Employee ID Generation**

COMPENSATION MANAGEMENT

The Compensation Management module in our HRMS software provides a robust platform for organizations to strategically design, implement, and manage employee compensation structures. From salary benchmarking and incentive programs to performance-based rewards and benefits administration, this module ensures fair and competitive compensation practices. With features like, real-time analytics, and compliance monitoring, businesses can optimize their compensation strategies, attract top talent, and retain a motivated workforce.



- **Unlimited Number Of Benefit Plan**
- **Unlimited Pay Category Rules**
- **User Defined Salary Structure**
- **Grading And Pay Groups**
- **Statutory Benefits Like Pension, PF, ESI, LWF Etc...**
- **Professional Tax And TDS Management**
- **Reimbursements And Advance Management**
- **Bonus, Arrears, Incentives And Other Benefits Processing**
- **Gratuity And Other F&F Benefits**
- **Leave Encashment Process**
- **Travel(Ticket) Management**
- **Leave, Ticket And Gratuity Provision Reports**
- **Temporary Benefits And Deductions**
- **Eligibility Rules**
- **Seasonal Allowance Processing**
- **Seasonal Deduction processing**
- **Non-Payroll Component Allocation**
- **Schooling Benefit to Employees**

LEAVE MANAGEMENT

The Leave Management module in Zeta HRMS simplifies and automates the entire leave process, offering a centralized solution for requesting, approving, and tracking employee leave. With features like configurable leave policies, real-time leave balances, and automated notifications, businesses can efficiently manage employee absences while ensuring compliance with company policies. This module streamlines HR workflows, enhances transparency, and empowers employees with self-service capabilities, fostering a smooth and organized leave management process.



- **Leave Policies Management**
- **Create Unlimited Leave Types**
- **Leave Resumption (Rejoining After Leave) Process**
- **Leave Request, Approve, Cancel And Alter**
- **Leave Resumption Process With User Defined Approval Cycle**
- **Leave Accrual Management**
- **Compensatory Off Management**
- **Multiple Leave Rules With Country-Based Holiday Calendar**
- **Notifications On Leave Management**
- **Leave Policies Management**
- **Create Unlimited Leave Types**
- **Leave Resumption (Rejoining After Leave) Process**
- **Leave Request, Approve, Cancel And Alter**
- **Leave Resumption Process With User Defined Approval Cycle**
- **Leave Accrual Management**
- **Compensatory Off Management**
- **Multiple Leave Rules With Country-Based Holiday Calendar**
- **Notifications On Leave Management**

The Time and Attendance module in our HRMS software provides a comprehensive solution for tracking employee work hours, promoting accuracy in attendance management. With features like biometric integration, automated timesheet generation, and real-time attendance tracking, businesses can streamline workforce management, ensure compliance with labor regulations, and enhance payroll accuracy. This module empowers organizations to efficiently manage employee time, reduce manual errors, and maintain precise records for effective payroll processing.

PROFESSIONAL WAY TO ENHANCE THE EMPLOYEE MORALE THROUGH PUNCTUALITY

Tracking time and attendance is critical for all organizations irrespective of its size. Time and attendance software can also be integrated with zeta human resources management systems. Using our software HR managers can effectively track the productivity and determine ways to improve organizational efficiency and labour management.



- **Location based Holiday Calendar**
- **Off day Management**
- **Daily / Monthly Attendance process**
- **Shift Management**
- **Roster groups and rules**

- **Late In, Early out and Mispunched notifications**
- **Overtime Rules and Calculation**
- **Real time Biometric sync**

- **Roster Automation**
- **Muster Roll**
- **Synch Punch Data**

PAYROLL

The Payroll module in our HRMS software ensures accurate and efficient processing of employee salaries, taxes, and deductions. From automated payroll calculations and tax compliance to customizable pay structures and direct deposit capabilities, our module simplifies payroll management. With real-time reporting and secure processing, businesses can confidently handle payroll tasks, reduce errors, and ensure timely and compliant salary disbursements for their workforce.



- **Payroll Verification Process**
- **10+ Different Methods Of Payroll Process**
- **4 Different Sources For Payroll Run - Daily, Monthly, Biometric And Project Timesheet**
- **Payslip Automation**
- **WPS And Bank Transfer Letter Generation**
- **PF, ESI Electronic Reports**
- **Professional Tax And TDS Reports**
- **Accounts Integration - 2 Ways To Sync, Direct And Download As Excel**
- **Wage Register**
- **Cost Center Wise Payroll Report**
- **Reconciliation And Attrition Reports**
- **Custom Report Builder**

MOBILE APP

The ESS Mobile App extends the convenience of Employee Self-Service to employee's fingertips, allowing seamless access to personal information, leave requests, and HR services on the go. With user-friendly interfaces, real-time notifications, and secure mobile access, the app enhances employee engagement, promotes flexibility, and empowers users to manage HR tasks effortlessly from their mobile devices. Experience the freedom of ESS anytime, anywhere, ensuring a connected and efficient workforce.

- **The app can be downloaded directly from the Play Store.**
- **Easy to read dashboard with the real-time user interface**
- **User can request for Leave, Expense Claim, Salary advance, Salary Certificate etc.**
- **Custom Requests are also taken care of through this app.**
- **Email notifications are made on approval / rejection / cancellation of requests to the employees and their corresponding Line Managers.**
- **Multilevel approval by different line managers can be set for the different requests.**
- **Users can view their Profile details.**
- **Mobile Punching**



LOAN MANAGEMENT

The Loan Management module in our HRMS offers a streamlined solution for managing loans within the organization, from application processing to repayment tracking. With features such as automated approval workflows, real-time status updates, and flexible repayment options, businesses can efficiently handle loan processes. This module ensures transparency, accuracy, and compliance, allowing organizations to effectively administer loans, monitor financial transactions, and support employee financial well-being.

This module helps you to organize the systems and policies for loans, advances and their entitlements. Employees can request loans through the Employee Self Service portal, which are then reviewed and approved by the respective authority. Zeta HRMS loan management helps the organization to recollect the loans and advances through payroll process according to the agreed terms.

- **Unlimited types of loans**
- **Different methods of repayment**
- **Loan holidays**
- **Automatic carry forward**



ESS

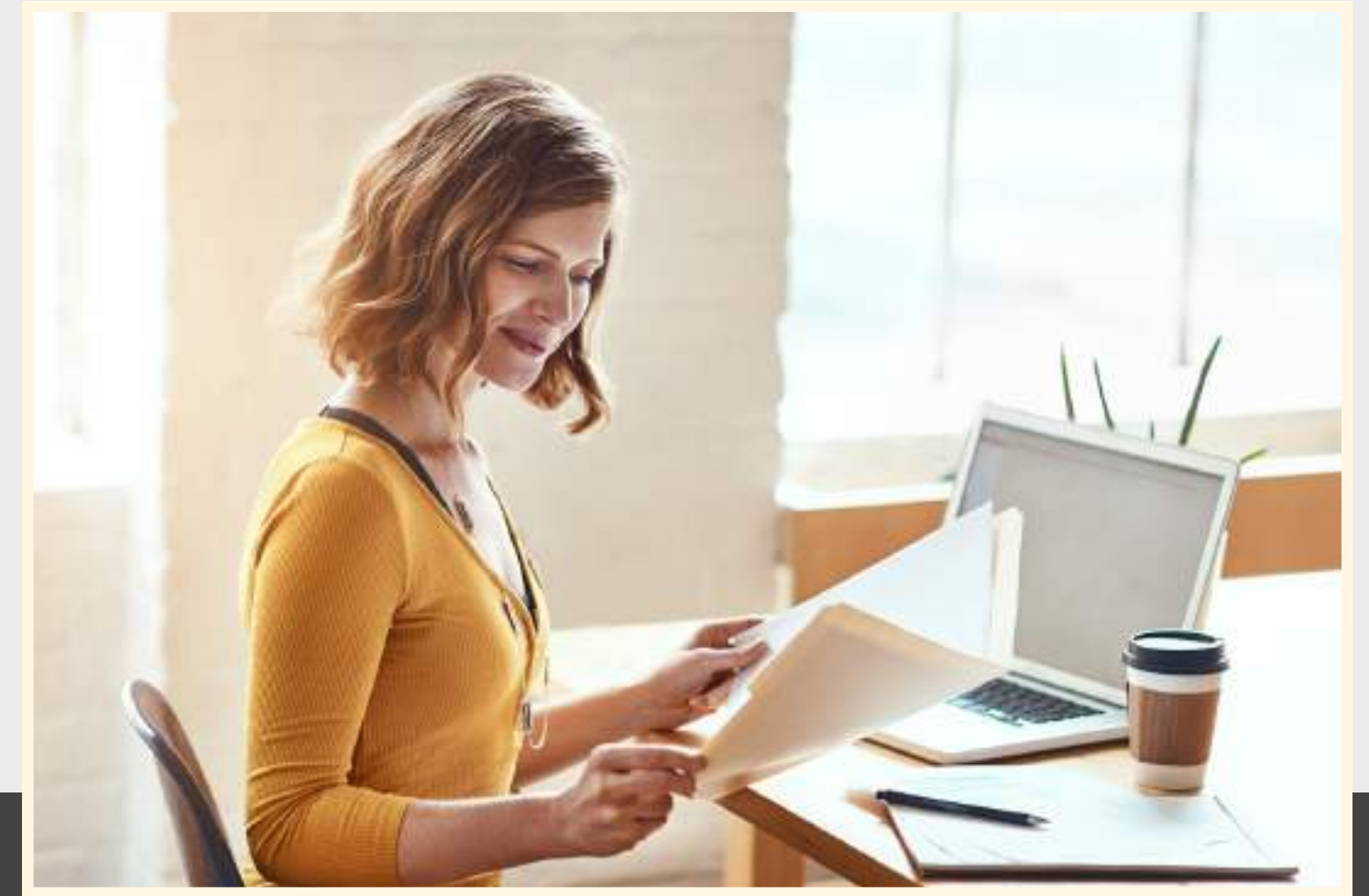
The Employee Self-Service (ESS) module in our HRMS software empowers employees with a user-friendly platform to manage their personal information, leave requests, and access essential HR services. With features like self-service portals, real-time updates, and document access, ESS streamlines communication, enhances employee engagement, and reduces administrative burdens on HR. This module fosters a collaborative and transparent work environment, allowing employees to take control of their HR-related tasks seamlessly.



- **Employee Demographics Change/Update with Approval.**
- **Employee Address Change/Update with Review and Approval.**
- **Employee Dependents Change/Update with Review and Approval.**
- **Employee Contract View.**
- **Employee Salary, Allowances, Benefits, Commission, and Deductions View.**
- **Employee Leave Entitlement View.**
- **Employee Leave Accrual versus Leave Taken View.**
- **Leave Request Entry.**
- **Travel Request Entry.**
- **Automatic Employee Self-Service activation upon hiring/contracting.**
- **Automatic Employee Self-Service Inactivation upon termination.**

EMPLOYEE DOC

The Employee Document Management module in our HRMS software offers a secure and centralized platform for managing and organizing employee documents. From onboarding paperwork and certifications to performance reviews and training records, this module ensures efficient document storage, retrieval, and compliance. With features like version control, access permissions, and automated document expiration alerts, businesses can streamline document management processes, enhance security, and maintain accurate and up-to-date employee records.



- **Document Management**
- **Pre-Defined Templates As Well As User Defined Templates Can Be Created
E.G.: Salary Certificate, Bonus, Increment Letter, Service Certificate, Visa Letter Etc**
- **Appointment Letter Generation**
- **Attach Documents Related To Employee & Company As Well**
- **Company Document Has Expiry Alerts**

ASSET MANAGEMENT

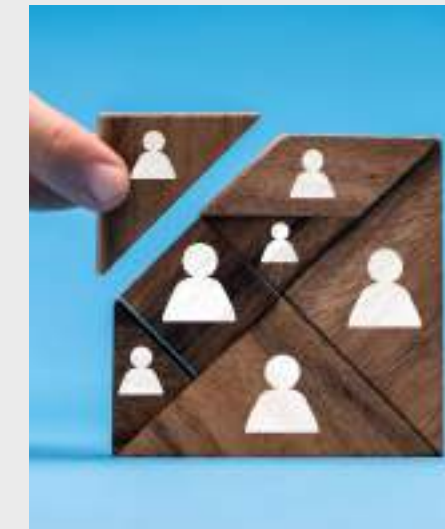
The Asset Management module in our HRMS software provides a seamless solution for tracking and managing assets assigned to employees. From laptops and mobile devices to company vehicles, this module ensures accurate inventory control, maintenance tracking, and compliance. With features like asset assignment history, automated notifications for maintenance, and real-time tracking, businesses can optimize asset utilization, reduce operational overhead, and ensure compliance with company policies.

- **Asset Creation**
- **Asset Issue**
- **Asset Return**
- **Asset Tracking**
- **Alert while calculating End of Service**



RECRUITMENT MANAGEMENT

The Recruitment module within our HRMS software revolutionizes the hiring process, providing a comprehensive platform for end-to-end talent acquisition. From job posting and applicant tracking to interview scheduling and onboarding, this module streamlines recruitment workflows, enhances collaboration among hiring teams, and ensures a seamless candidate experience. With features like resume parsing, automated notifications, and real-time analytics, businesses can attract, evaluate, and onboard top talent efficiently, driving successful recruitment outcomes.



Zeta HRMS can help you select and hire the right candidate increasing the chance of a successful employment experience. Zeta Recruitment is a full featured recruiting system that allows you to streamline your recruiting and hiring process.



- **Applicant Registration.**
- **Submit Application for a Job.**
- **Match of Applicants to Requisitions.**
- **Conduct Interview.**
- **Send Employment Offer Letter.**
- **Send Employment Contract.**
- **Automatic update in HR module.**

LEARNING & DEVELOPMENT

The Learning & Development module in our HRMS software empowers organizations to cultivate a culture of continuous growth and skill enhancement. From training program management and skill tracking to personalized learning paths and performance assessments, this module facilitates comprehensive employee development. With features like e-learning integration, real-time progress monitoring, and skill-gap analysis, businesses can foster a skilled workforce, boost employee engagement, and align individual development goals with organizational success.



A crucial step in any talent management program is grooming employees through training and development. With the right HR system, you can streamline the administrative details of your employee development program and empower your employees as partners in the process.

Zeta HRMS helps you manage the Training and Development process and monitor the total investment you are making in your employees above and beyond compensation and benefits. Zeta Training is a comprehensive training management system which will help an employee to develop certain skills or knowledge which are required to conduct specific job. This module will act as an interface to performance evaluation, career planning, and succession planning.



PERFORMANCE MANAGEMENT

The Performance Management module in our HRMS software facilitates a strategic approach to employee development, goal setting, and performance evaluation. From setting SMART goals and conducting regular feedback sessions to 360-degree performance reviews and performance analytics, this module empowers organizations to align individual contributions with overall business objectives. With a focus on continuous improvement, businesses can optimize employee performance, foster professional growth, and drive organizational success through effective performance management.

- **User Defined Performance Evaluation Parameters.**
- **Unlimited Number of Performance Appraisals.**
- **Unlimited Number of Performance Evaluators.**
- **Overall performance evaluation by supervisor and manager.**
- **Employee performance evaluation comments.**

PROJECT MANAGEMENT

The Project Management module within our HRMS software extends beyond traditional HR functions, offering tools for efficient project coordination and collaboration. From task assignment and progress tracking to team communication and resource allocation, this module ensures streamlined project workflows within the HR context. With features like project timelines, milestone tracking, and integrated communication channels, businesses can enhance project management efficiency and achieve successful outcomes, all within the HRMS ecosystem.



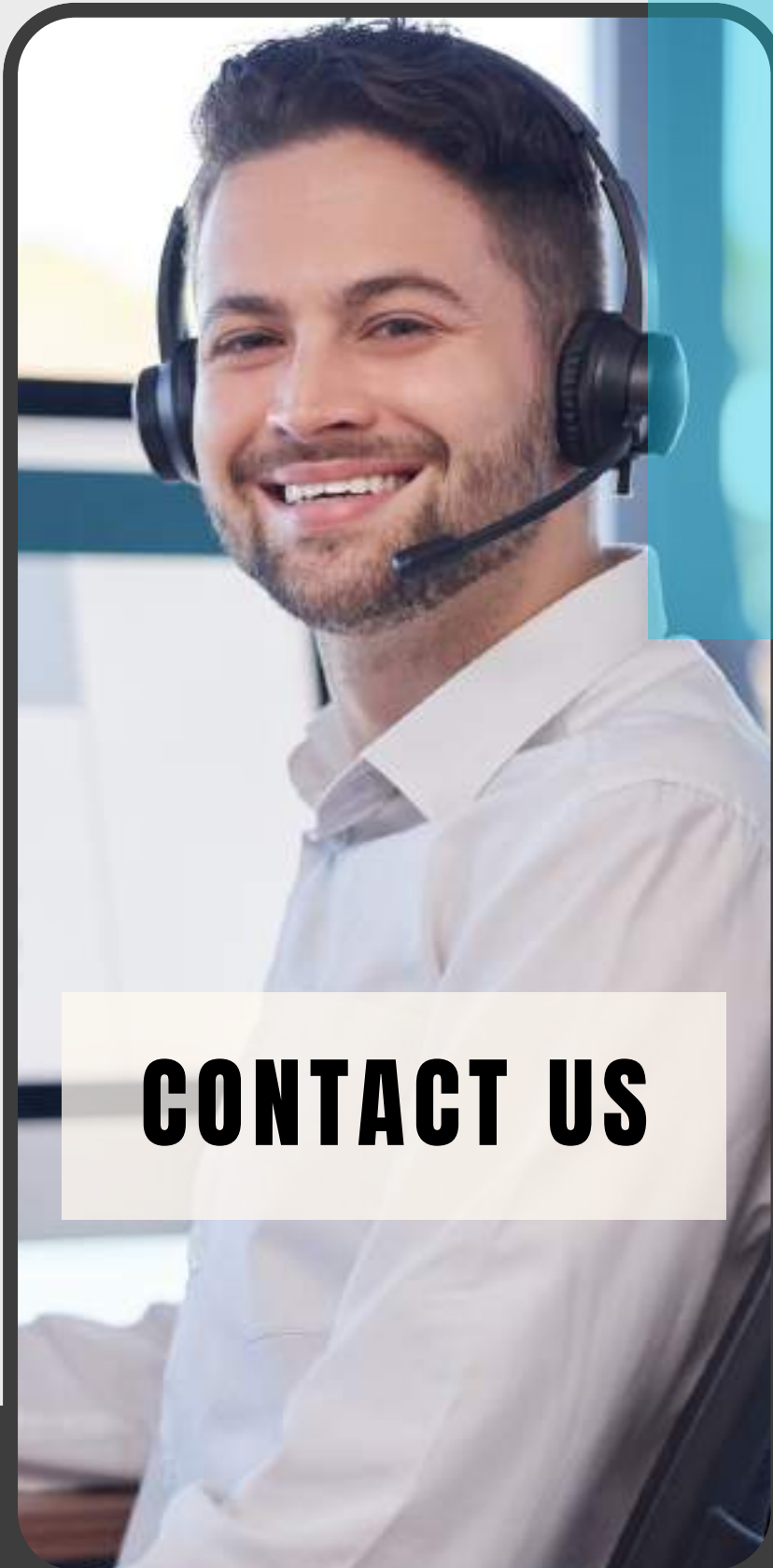
- Create unlimited Projects
- Set rules for each Project
- Daily Job Entry
- Monthly Job entry
- Automatic allocation of employees to a Job
- Integration with Accounts

ANALYTICS & REPORTING

The Analytical & Reporting module in our HRMS software delivers powerful tools for HR data analysis, enabling organizations to derive actionable insights from their workforce information. From customizable HR dashboards and real-time analytics to compliance reporting and workforce trends, this module empowers HR professionals to make informed decisions. With features like ad-hoc reporting and intuitive data visualization, businesses can optimize HR strategies, enhance workforce planning, and ensure compliance with actionable and data-driven intelligence.

- **Data-driven Insights**
- **Customizable Dashboards**
- **Real-time Reporting**
- **Performance Analytics**
- **Compliance Reporting**
- **Predictive Analytics**
- **Cost Analysis**
- **Trend Analysis**
- **Benchmarking**
- **Ad Hoc Reporting**





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