

MEDIUM BUSINESS

ZETA HRMS

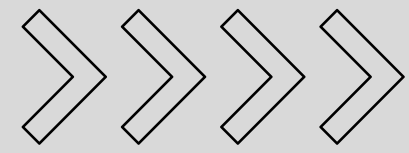
PROFESSIONAL



 **ZETA SOFTWARE**

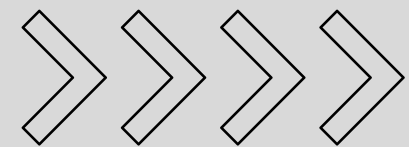
With Knowledge Comes Power

ZETA SOFTWARE SOLUTION



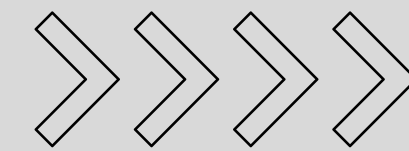
25+

YEARS



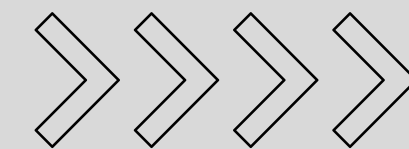
20+

COUNTRIES



2000+

CUSTOMERS



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**



CONTACT US



Zeta UK

72A London Road
London - CR4 4JB
Tel: +44 7456 660565
Email: sales@zetasoftware.com
www.zetasoftware.com

Zeta Dubai

Office 1606, Opal Tower
Business Bay, P.O.Box: 35634
Dubai, UAE
Tel: +971 557 81 4450
Email: sales@zetasoftware.com
www.zetasoftware.com

Zeta Saudi Arabia

P.O Box 4307, Khobar 34621
Kingdom of Saudi Arabia
Tel: +966 50 899 6883
Email: sales@zetasoftware.com
www.zetasoftware.com

Zeta Uganda

Plot 1301, Kings Tower, 3rd Floor, Suite #4
P.O Box 11073, Nsambya, Kampala,
Uganda
Tel: +256 772 518412
Email: sales@zetasoftware.com
www.zetasoftware.com

Zeta Qatar

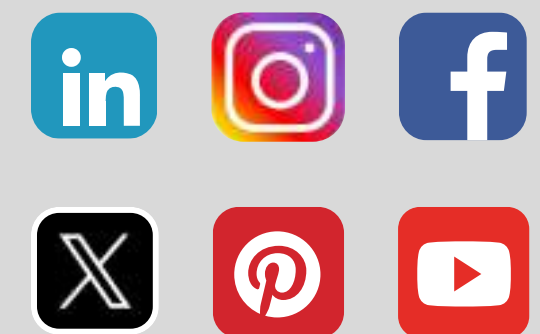
203,Block -2 Sayer - Barwa
Commercial Avenue, Doha, Qatar
Tel: +974 6617 0589
Email: sales@zetasoftware.com
www.zetasoftware.com

Zeta India

R K Chamber, Mamangalam
Palarivattom P.O, Kochi, 682025
Kerala, India
Tel: +91 90370 70711
Email: sales@zetasoftware.com
www.zetasoftware.com

Zeta Oman

P.O Box:864,
PC:130Muscat,
Sultanate of Oman
Tel: + 96895360956
Email: sales@zetasoftware.com
www.zetasoftware.com



www.zetasoftware.com