


ZETA HRMS

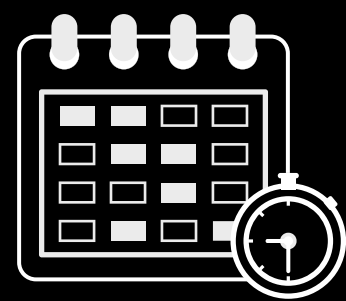
Small Business
ZETA PAYROLL

 **ZETA SOFTWARE**

With Knowledge comes control



ZETA SOFTWARE OVERVIEW



25+
YEARS



20+
COUNTRIES



2000+
CUSTOMERS



200 K
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.

Main Features

- **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**
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- **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**

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