



# FS - HRM Solution

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Personnel information management = Employee self service = Leave = Time & attendance = Benefits

# The FS HRM is a hosted solution that caters to all your human resource management needs through the following modules.

## Admin Module



The admin module is the central controller of the system where the HR Manager or other appointed personnel perform all system administration tasks.

These include:

- Defining organization structure / company information
- Manage employee & job information (Personal Data, Job titles, Pay Grades, Employment Statuses)
- Managing project information and other information
- Defining security settings, user rights and permissions.
- Managing your employees' qualification information (Education, Licenses)
- Processing promotions and salary increments
- Managing employee skills (Skills, Languages)
- Configuring and subscribing for E-mail Notifications to receive updates made to the system

## Personal Information Module



This module is a complete employee information management system, which acts as a central employee database and enables HR administrators to:

- Populate and manage the employee's personal information
- Manage & update employee contact & travel information
- Manage employee job information
- Assign supervisors & create reporting structure.
- View & search employee information using the inbuilt search functionality
- Generate custom employee reports

## Leave Management Module



This module allows you to manage your employees' leave requests, approvals etc. using the following functionalities:

- Define leave types relevant to your organization
- Displays information on leave entitlement, leave time, balance, history and paid time off
- Allows employees to apply for leave directly from the system and supervisors may approve or reject leave
- Automatic e-mail notifications to employees and supervisors on leave statuses

## Time & Attendance Management Module



This module automates timekeeping related processes and helps to efficiently organize labor data, improve workforce management and minimize errors in enforcement of company's attendance policies. The admin can:

- Create timesheets to monitor the statuses of projects tasks relevant to each employee.
- Define Days-off (weekends and specific holidays).
- Generate Time Reports for timesheets
- Track attendance tracking

# Manage your human resources effectively and generate reports that help you take informed decisions.

**Employee Self-Service Module** The Employee self-service module provides employees with the ability to:



- Log-in to the system and view and/or update their personal information
- Submit their leave applications
- View their leave summary to keep track of their leave entitlements, leave taken and leave carried forward

**Recruitment Module**



This module gives your company a comprehensive solution for the entire recruitment process. The module allows HR professionals to streamline the applicant tracking process effectively by:

- Archiving candidate/applicant data for future use
- Scheduling Interviews
- Assigning hiring managers for job vacancies
- Reviewing Candidate/applicant history
- Posting vacancies to an RSS Feed on your website
- Parsing resumes and search for phrases or keywords within them

**Performance Module**



This module simplifies the performance review process by:

- Allowing the admin to create performance reviews using KPI's specific to each job title
- Letting employees scale their performance through their performance reviews
- Allowing employees to understand your expectations.

**Reporting Module**



This module allows the administrator to generate the following detailed reports:

- Employee Leave Report for each employee
- Leave Report Overview for all employees
- Turn-over Hiring Report
- Turn-over Termination Report
- Head Count
- Vacancies & Succession Report

# Customization

The FS HRM Solution is highly customizable and can be tailored to fit into your existing workflow.

It can also be enhanced to cover other functionalities specific to your organization.

A preliminary analysis of all requirements and existing systems needs to be carried out in order to ensure that customization requirements are documented and signed off by you before the development starts.

Implementation timeframes depend on the amount of customizations needed.

Customize the FS HRM to fit your organizational requirements



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