e-Manage

HRIS

Human Resources
Information System

INTRODUCTION

Human Resources Information System is a solution that manages information of employees and all HR processes.
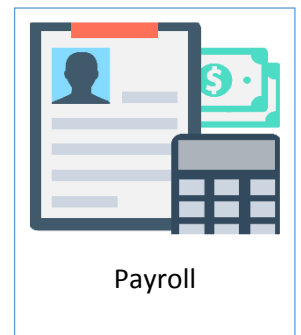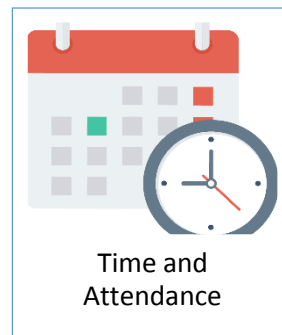
Modules

The HRIS is composed of three modules; Human Information, Time and Attendance, and Payroll.

The Human Resource Information module keeps track of the records of employees.

The Time and Attendance module monitors the attendance of the employees by recording their time in/out in real time.

The Payroll module computes the employee's salary by checking the time and attendance and considering benefits and deductions of the employees.

Human Resource Information

Time and Attendance

Payroll

FEATURES

Fully Web Based

Access the system anywhere in the workplace, on internet anytime!

No need to worry about going to your work area just to be able to access the system. Be able to log on to the system via web browser. Use your laptop or even your mobile phone or tablet to use the system. With the use of these portable devices, access is possible anywhere in the workplace on internet at any time!

Real Time Biometric Time and Attendance System

Record employee's time in and out in real time!

Easily capture image and fingerprint using the biometric device to record employee's time in and out. Be able to see the image of the employee who is timing-in or timing-out right after putting his/her finger on the scanner. Time in/out is automatically updated to the HRIS system in real time so that dept. heads can immediately see who were absent, AWOL, or with attendance problem daily any time of the day. With this, user can check data accuracy immediately.

Comprehensive Reports

Generate all the necessary reports for Human Resources System, Time and Attendance Monitoring and Payroll System

View or print reports daily, weekly or even monthly.

KEY FEATURES:

- Web based, device agnostic that is accessible in any platform or devices.

- Any popular web browser will work and does not need to install any proprietary executable application.

- Attendance Module's Real Time recording of Time In/Out to the system server so that section heads can check in real time who are absent especially those who are AWOL for several days already.

- Calendar based and color coded shift scheduling, attendance monitoring, and problem monitoring.

- Bundled with Facial Recognition Biometric device to avoid the spread of virus or any contagious disease due to touch on finger scan biometric device.

- Bundled with Touch Screen Kiosk so that employees with no computer or network access can check their personal HR information and print their needed personal employee information.

- User friendly Home Dashboard to file Request for Time Off, Request Change Shift, File Overtime, File Under-time, File Offset, File Training & Seminar attendance, File Hourly Attendance for Doctors with continuous man-hours like 40 hours per week for regular and 20 hours per week for consultants.

- Capable to handle the Hospital's gliding, flexitime, and shifting schedules.

- Workflow process of approval of the above Dashboard features according to the Hospital's process of approval.

- Secured access according to admin or user credentials on different modules, features, and menus.

- Limit users on who can view, add, edit, delete, print, and export information from the system.

- Employee Management Module with complete and customizable metadatas that include Personal Info, Educational Info, Family Info, Payroll Info, Other Income/Deduction, Work History, Training/Seminars, Performance Evaluation, Service Record, and others as required.

- Complete Payroll Module features for Hospitals that include unique payroll requirements for hospitals.

Contact Us

Doña Alejandra, Incorporated

G/F ESNA Building, #30 Timog Avenue,

Brgy. Laging Handa, Quezon City

Telephone No. 9217715

dai.global-intelligent-solutions.com