



Tool to Manage Your Most Precious Resources

:BE

:HR

Payroll





## Tool to Manage Your Most Precious Resources

### Key Objectives

- Central repository for personnel information
- Effective management of employee data from joining to separation and beyond
- Better servicing through online MIS and timely/ accurate payroll/ claims disbursal
- No repetitive work
- Reduce employee queries
- Avoid human errors
- Strict compliance to HR policies and procedures
- Interface with the Accounting software

### Special Features

- State of the Art technology
- Web enabled 3-architecture - Speed
- Graphical user interface (GUI) - User Convenience
- Windows 2003 platform - Security
- SQL Server / Oracle RDBMS - Ruggedness
- Firm security which disallows unauthorized access from front-end and back-end
- Access rights can be restricted down to the smallest option of the system
- Audit log for each and every modification of master data from front-end and back-end
- User friendly consistent interface
- Single database to ensure data concurrency, consistency and integrity
- Concurrent multi-user access
- Future scalability and maintainability by ensuring maximum parameterization

### eOrbit - Functional Scope

The System consists of following modules, namely

- Recruitment Management
- Human Resources
- Performance Management
- Leave Management
- Attendance Management
- Payroll Management
- BRE Management
- Employee MIS
- Training Management

### An Insight into Recruitment Management

- Job database to manage job description, requirements, budgeting, status tracking etc
- Key tagging facility for resumes
- Search the resume data bank on experience, qualification, skills or keywords
- Automatic activity login for resumes
- Interview scheduling and management
- Facilities for Panel Members to update Interview Status online
- Track status of any resume
- Emailing of call letters, confirmation letters etc.
- Post selection and monitoring of candidates.
- Lead time analysis and various other MIS reports
- Consultant details and other source details like Advertisement etc
- Query Builder and Reminder facility

### Manpower Planning

Manpower Planning allows the user to maintain manpower budgeting data at company / department / cost level depending on each grade and category of employees. The suite generates the likely headcount on and after every month in the current calendar year depending on staff requisitions / selected candidates and employees likely to separate.

### Staff Recognition

eOrbit allows the user to create new positions / replacements defining the complete job requirements.

### CV Capture

eOrbit allows the user to capture CV's based on the requirements raised by the requisitions or non-specific ones. One can store the following details in the CV.



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- Photograph
- Personal Information
- Academic Qualifications
- Employment History
- Current Compensation

### Interview Scheduling

eOrbit allows the user to record the interview details like Date / Time of interview, Interviewer etc. for each vacant post. eOrbit is smart enough to inform the user in case two candidates are called for interview at the same date / time by the same interviewer. There is provision to print letters as per the result of the interview like appointment, rejection etc.

### An Insight into Human Resources

- Access to HR SPOC's for entering new joinee information
- Auto generation of Ids (Location wise / Numerical Ids)
- Email to employees/Manager/HR/Admin/Finance/IT /Agency Operations giving details of new joinees except emolument details
- Once the ID is created a mail goes to the employee on his personal ID giving details of his Login ID and password for eOrbit (HR Site)
- Employee should be able to log in and insert his demographic details with account no.
- Input of other earnings, PF & Gratuity nominations, medical insurance and declaration of IT in Portal
- Auto generation of appointment letters. A softcopy goes to employee on their personal Id and a copy to HR Helpdesk for their personnel files.

### Selection Process

eOrbit allows the user to input a candidate as employee after being selected by the organization. Following details are captured for each employee:

- Personal Information
- Academic Qualifications

- Employment History
- Leave entitlement
- Dependents detail
- Emoluments
- References
- Other information

### Movements

eOrbit allows you to record Transfers, Promotions, Salary Changes, Designation Change, Confirmations, and Separations of the employees. Each such activity / movement gets recorded in the Staff Movement Register in a chronological order, which becomes a virtual dossier of an employee.

### Reporting

One of the most appealing features of eOrbit is its reports. The presentation is exquisite and so is its exhaustive coverage. It was designed keeping in mind the higher management group. Few of them are cited below:

- Organization Chart
- Staff List
- Employee Detailed / Summary list of leaves
- Appraisals (Detailed / Summary)
- Staff movement report
- Headcount Status Reports
- List of Birthdays in a month
- User has the option to print these reports either for all employees or for a combination of Company/ Department/ Cost center.

### Holidays Management

Herein the user has the option to maintain the weekly off's and Holidays for each department and location in a calendar year.

### User Management

eOrbit allows the user to maintain a list of authorized users. It also gives the facility to set user access rights in each option of the system.



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### An Insight into Performance Management

- eOrbit has an extensive performance management system which helps Human Resources department to manage performance appraisal of employees. Some of the salient features of the module are:
- Setting KRA's for employees irrespective of their designation and department.
- Evaluating employee performance as per KRA's
- Administration of KRA's for each employee.
- Employee based performance management system
- Provision for filling self appraisal forms by employees
- Provision for 180 as well as 360 degree performance review
- Setting goals as well as targets for next performance review
- Archiving of all appraisal details for the employee since joining
- Provision to manage quarterly, semi annual, annual performance system for different categories of employees

### An Insight into Leave Management

eOrbit leave module is one of the most exhaustive options wherein all the parameters are user maintainable. Some of them are:

- Accumulative / Lapsable
- Encashable / Without Pay / Normal
- Count Weekly Off / Holidays
- Max. no. of times leave can be availed
- Applicability during probation
- Carry forward the balance to the following years budget
- Carry forward leaves get lapsed off after a defined cut off date (maintained at the employee level)
- Minimum leaves block configuration
- ORBIT also allows the user to capture/ (auto) approve / cancel / adjust leaves
- Complete workflow for leave management which includes leave request, leave approval.

- Leave balance is increased or decreased only after approval is received from both Manager and HR/Admin
- Provision for employee to cancel an approved leave

### An Insight into Attendance Management

- Attendance Management system for capturing daily attendance online
- Automatic deduction based on inputs from Attendance monitoring system
- Provision for reversal of LWP for exception cases
- Functionality to give proxy to other person to mark attendance
- Provision of Roster management to manage shift timings
- Feature to upload attendance data from external systems

### An Insight into Payroll Management

eOrbit allows the user to generate payroll, overtime, compute IT, update payroll, close financial year and manage employee loans through this module etc.

### Loan management

eOrbit allows the user to setup various loan types. Attributes of loan, which are maintainable in the system, are:

- Interest %
- Loan Evaluation criteria
- Interest Amount
- Disbursement Amount (There can be unlimited number of disbursements)
- Principle Amount
- Disbursement Date
- Equated Monthly Installment
- System also allows capture of Principle repayment in various stages. There is a provision to auto generate loan batch during payroll or run it manually.



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### Payroll Process

eOrbit allows the user to generate the payroll for all employees of a company at one go. The whole activity is completed within minutes. Thereafter the user can view / edit any figure of any employee. Arrears (both earning / deduction) are auto computed by ORBIT. Payroll also takes care of encashable leaves, LWP, Overtime & Adjustment to excess BE.

### Income Tax Management

eOrbit Computes the complete IT of every active employee (which includes the perquisites like lease etc/ professional tax) every month depending on IT declarations, IT slab / IT computation logic setup in masters.

### Reports

- In addition to tax reports and payroll register, eOrbit also generates following to name a few reports:
- Monthly variance report (across any two months) Pay slip (on pre printed stationary)
- YTD payroll register
- Expense wise utilization (Monthly / Annual)
- Loan Movement / Statement reports
- Monthly Income tax worksheet
- Quarterly Form 24
- Form 16

### An Insight into Business Expense (BRE)



### Compensation and Benefit Code Management

eOrbit allows the user to maintain the components of emoluments as main and sub expense heads. User has the flexibility to apply the main and sub expense codes to various grades along with the entitlement amount / budget. However, the budget and entitlement can be redefined for any particular employee. The defaults maintained for any grade aids the data entry operator when setting up emoluments for an

employee the defaults of the employee's grade gets copied into his structure. Thereafter the user can modify the same. Few of the attributes maintained against each expense are:

### Earning or Deduction

- Capture Mode (Through payroll / claim / auto generated)
- GL Account Head No.
- Capitalized Item (Straight line depreciation takes place of such items)
- Taxability

### Formula Management

This is the most advanced and easy to use functionality of eOrbit. Herein the user can maintain various mathematical / conditional formulas using any of the mathematical / Logical operators. These formulas can thereafter be associated with the expenses. Eg: PF is 12% of Basic etc.

### Asset Management

eOrbit allows the user to buy/ sell assets. The buy back logic is maintainable by the user against each asset. System also allows the user to compute the WDV for each asset.

### Claim Management

eOrbit allows the user to capture claims for those employees who have been allocated expenses which are of claim type. If the claim is payable to the vendor then it also computes the TDS to be deducted. For capitalized type of expense the system affects the employees budget only by the depreciated amount.



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### Emoluments Management

This option allows the user to setup the complete emoluments structure of each employee along with the annual budget and the TEC/CTC. The structure includes all the payable / deductible expenses, monthly / annual limits (amount / no. of claims) etc. The utilization automatically gets updated whenever a payment or deduction is made. User has the flexibility to carry forward the balance budget in the next financial year.

### Employee Separation

This option allows the user to the creation and implementation of the full and final settlements for the separated employees.

### An Insight into Employee MIS

- eOrbit provides employee related information through this planet. The following are the salient features of this module:
- Each employee can view his MIS from his own workstation
- Allows the employee to view/print only his details.
- Employee can print blank forms.
- Employee can know his current financial status
- Employee can view / print his personal details
- Supervisor has the provision to print the service certificate, details of all employee etc

### An Insight into Training Management

- eOrbit's Training Management Module allows user to create trainings for the employees.
- Helps in creating a training calendar for all employees
- Maintains repository of training programs, trainers and training locations.
- Allows user to view his/her training calendar depicting trainings which he/she has attended as well as trainings which he has not attended.
- Permits managers to nominate employees for different trainings

- Provides MIS reports for the management and users

### Futuresoft's functional Experience

FutureSoft has a combined experience of over twenty (24) person years in building Human Resources related systems. Our consultants have been closely associated with various multinational organizations in automating their human resources department. The solutions developed and implemented by FutureSoft include,

### List of Clients using eOrbit

- Wipro BPO Ltd. – Handling more than 25,000+ employees (Implemented on multi location)
- Max New York Life Insurance – Handling more than 12,000+ employees
- Cadance – Handling more than 1,500+ employees
- Bank of America – Handling more than 900+ employees (Implemented on multi location)

### ORBIT-SQL Server

The SQL Server version of ORBIT has been implemented in Wipro Spectramind to automate payroll computation of their over 25,000 employees across their contact centers in Delhi, Mumbai, Pune, Bangalore,

ORBIT implementation team won excellence award from the President of Spectramind.

The Orbit companion product allows the employees to access their information from the corporate intranet reducing paper flow and queries handled by the EFA department.

Max New York Life Insurance uses ORBIT to automate payroll processing for their employees and compute commissions payable to their network of agentslt automates computation and administration for over 10,000 employees and claims for its 10,000+ agents across 25 cities.



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### IPMS

IPMS is an integrated suite automating requirements of the Personnel Department of Bank of America - India.

Implemented, since August 1999, it consists of three integrated modules addressing all the functional requirements. The Modules include,

- Human Resources
- Payroll
- Business expense

PAY self service portal implemented on .NET platform has been appreciated across various branches of BankAM.

**Environment :** Windows NT/ SQL Server / Visual Basic/ Crystal Report Writer

### ORBIT-Oracle



ORBIT is a complete HR suite positioned as "Tool to manage most precious resources". The solution has been awarded "On Oracle" accreditation by Oracle Corporation in 1998. Implemented at Jardine Fleming, Mumbai, between 1997-2001, and Cadence since 2001, it consists of five integrated applications addressing all the functional requirements. The Modules include:

- Human Resources
- Payroll
- BRE
- Cheque Printing
- Stay Upto Date (MIS implemented at employee level wherein every employee has the option to view his / her details released by the HR department)

**Environment :** Windows NT/ Oracle/ Visual Basic/ Crystal Report Writer.

The On Oracle logo is a trademark of Oracle Corporation

- Requirements Study of Human Resources Department for Jardine Fleming Hong Kong
- FutureSoft conducted an onsite study of the requirements for Human Resources Department at JF-HK. The scope of the

study included

- International Payroll Requirements for all Asian Countries HR / Payroll KFC

### HR/Payroll KFC

In 1995, FutureSoft automated the Business Related Expenses, Payroll and Income Tax related functions of Kentucky Fried Chicken (KFC), a division of PepsiCo Restaurants. The implemented solution helped KFC to centralize their BRE and payroll processing at Delhi office.

**Environment :** HP-UX 9000 (Series 800)/ Informix Online 5.01 /4GL/SQL/C

### Payroll AEBL

In 1990, FutureSoft automated payroll processing for American Express Bank Ltd. The system included processing for officers, staff and non-staff with a provision for cafeteria expenses management. The solution was initially implemented at all the branches of the bank and later used to centralize processing at Bombay.

**Environment :** Microfocus COBOL/ ISAM

### Payroll / Cash Reimbursements THAI Airways

In 1991, FutureSoft developed payroll and cash reimbursement system for THAI Airways. The solution automated compensations specific to airline industry and is still being used by THAI.

**Environment :** Microfocus COBOL/ ISAM

### Employee Self Service





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### **Personal Information System AMEX TRS**

- In 1991, FutureSoft automated the personnel information related functional areas, which included,
- Tracking of employee movements
- Promotions Planning
- Managing of head count in Active and General pools
- Maintenance of personal information
- Training Management
- Integration with Payroll System

**Environment :** Clipper/ Xbase

### **Employee Loans System AMEX TRS**

In 1994, FutureSoft developed Employee Loans System for AMEX Travel Related Services. The system managed the preprocessing, processing, disbursal, deductions and all other facets of loan processing.

**Environment :** Clipper/ Xbase

### **Payroll System Lufthansa**

FutureSoft was associated with Lufthansa in building, enhancing and maintaining their payroll.

**Environment :** Clipper/ Xbase

### **Y2K Patching of BRE and Payroll Systems for AMEX-FRC**

In 1998, FutureSoft provided Y2K Patching services for Business Related Expenses and Payroll System developed by a third party.

**Environment :** HP-UX 9000 (Series 800)/ Informix Online 5.01 /4GL/SQL/C