



HONEYCOMB ERP



HUMAN RESOURCE MANAGEMENT

Human Resource Management is a complete and integrated solution that delivers unmatched capability to manage human capital. It includes attendance, leave and workforce management systems integrated with your employees' performance, evaluation, employment and payroll management systems. Human Resource helps modern businesses to organize and optimize the entire recruit-to-retire process. This helps you hire, manage, schedule, access and retain your vital qualified workforce effectively and share workforce information safely and securely adapting to your company processes and procedures while managing your company growth and internal changes in order to improve worker efficiency, effectiveness, and productivity while increasing employee satisfaction and thereby retention

Human Resource Management

Performance Evaluation

- Performance Areas & Evaluation Factors
- Defining Weightage and Scoring System
- Defining Time Based Employee Targets
- Manage Various Types of Evaluations
- Manage Various Period Based Evaluations
- Systematic Hierarchical Evaluation
- Performance Based Promotions / Appraisals
- Tracks Employee ompetence Levels

Leaves

- Support for Type of Leaves
- Organizational Leave Rules
- Hierarchical Leave Posting & Approval
- Short Leave Management
- Leave Roll Back Option
- Leave Record and History
- Auto Leave Carry Forward Widget
- Leave Encashment

Recruitment

- Employee Requisition Process
- Centralized Job Posting through Job Portal
- Employees Referral Tool
- Detailed Applicant Profile / CV
- Applicant Shortlisting
- E-mail Notifications / SMS to Candidates
- Panel Interview Scheduling
- Joining Letters to Finalized Candidates

Payroll Management

- Pay Scales & Revision History
- Automatic Payroll Preparation,
- Manage Various Allowances & Deductions
- Loan Management
- Overtime Rules and Organizational Policies
- Bonuses & Individual Compensations
- Integrated Tax Rules
- Benefits Management

Transfers

- Internal & External Transfers
- Handles Permanent & Temporary Transfers
- Period & Assignment Specific Transfers
- Manages Hierarchical Demand
- Transfer Approval Procedures
- Employee Transfer Reports & Records

Profile

- Personal Information & Contacts
- Employment History
- Acedemic Information & Skills
- Health Records
- Dependents Information
- Roles, Responsibilities & Authorities
- Benefits Management

Additional HR Module

- Organizational Structure
- Employee Self Services
- Tour & Travel Management
- Career Development
- Training Development
- Discharge & Retirement

Rewards & Punishments

- Reward and Incentive Types
- Discipline & Punishment Types
- Incident Reporting & Logging
- Reward Proposals and Approvals
- Punishment Recommendation and Approvals
- Rewards and Disciplinary Actions
- Employee Rewards and Punishments Reports

Time & Attendance

- Support for various RFID & Biometric Devices
- Management of 24/7 Work schedules
- Work Shift Planning & Association
- Manage Emergency/Ad-hoc Shift Switching
- Holidays Management & Off-day Planning
- Attendance Exemption Management
- Late-Time, Early Leaving Management
- Rule-based Overtime Management



House No. 20, Street 02, E-11/4,
Islamabad - Pakistan.

+92.51.222.8711
info@drl.com.pk

+92.51.222.8714
www.drl.com.pk