PeopleDesk

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HRIS & Payroll Software

FEATURES & MODULES

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Main Feature / Dashboard

- **Employee**
- **Supervisor**
- **Management**
- **Service Book**

Main Feature / Employee Management

- **Employee**
  - Confirmation
- **IOU**
  - Application
  - Adjustment Report
- **Expense**
  - Expense Application
- **NOC**
  - NOC Application
- **Time Management**
  - Attendance Adjust
  - Attendance Raw Data Process
  - Shift Exchange
  - Flexible Timesheet
- **Overtime**
  - Bulk Overtime
  - Auto Generated
  - Overtime Planning
  - Special Day Planning
- **Leave**
  - Leave Application
  - Leave Adjustment
- **Movement Application**
- **Loan Request**
- **Separation**
- **Benefits**
  - Leave Benefits
- **Disciplinary Action**
- **JD & Skill Setup**
  - JD Bank
  - JD Extend
  - Skills Bank
  - Skills Extend
- **JD & Skill Assign**
  - JD Assign
  - Skills Assign
- **Transfer & Promotion**
  - Transfer & Promotion
  - Joining
- **Onboarding**
  - Application
  - Apply For Documents
- **Interview/Assessment**
  - Employee Assessment
  - Question Creation
  - Interview
- **Manpower Analysis**
  - Workforce Planning
  - Workforce Comparison
- **Remote Location**
  - Employee Locations
- **Reports**
  - Employee List
  - Contract Closing
  - Need Confirmation
  - Employee ID Card
  - Inactive Employees
  - Daily Attendance Report
  - OverTime Report
  - Job Card
  - Joinee Attendance Report
  - Early Out Report
  - Absent Report
  - Employee Breakdown by Designation

- Monthly Attendance Report
- Attendance Details with Location Report
- Monthly IN/OUT Report
- Invalid IN/OUT Report
- Attendance Report
- Emp Roster Report
- Roster Report
- Separation Report
- Monthly Punch Details Report
- Loan History
- Leave History
- Movement History
- Joining Report
- Late Report
- Employee Data Checklist
- PF Fund Report
- Daily Overtime Report
- Monthly Leave Report
- Attendance Summary Report
- Attendance Logs
- Food Allowance Report
- Movement Details History
- Market Visit Report
- Type Wise Leave Report

• Reports Builder
- Custom Report Builder
- Letter Configuration
- Letter Generate

Main Feature / Administration

• Role Management
- Users Info
- User Group
- User Role
- User Role Extension
- User Role Manager

• Leave and Movement
- Leave Type
- Movement Type
- Leave Policy

• Time Management
- Holiday Setup
- Calendar Setup
- Roster Setup
- Holiday Assign
- Calendar Assign
- Offday Assign
- Shift Management
- Monthly Offday Assign
- Holiday/Offday Swap

• Control Panel
- Account
- Business Unit
- Department
- HR Position
- Designation
- Workplace
- Org Bank Details
- Tax Challan Config
- Bank Branch
- Document Type
- Employment Type
- Loan Type
- PayScale Grade
- Separation Type
- Expense Type
- Whistleblower Email Config
- Religion
- Organogram
- Common Approval Pipeline
- Notification Setup
- Management Dashboard Permission
- Bulk Reporter Change
- Deposit Type
- Product Creation
- Manpower Category
- Workforce Hierarchy

• Payroll Configuration
- Payroll Element
- Payroll Policy
- Separation Setup
- Job Class

- Payroll Group
- Bonus Setup
- PF & Gratuity
- Overtime Policy
- Job Grade
- Job Level
- Pay Scale Setup
- Employee with Office Config

- **Disciplinary Policy**
  - Sandwich Leave
  - Late
  - Absent
  - Early Out
- **Announcement**

- **Policy Upload**
- **Log History**
  - Shift Management Log

- **Third Party Integration**
  - Hire Desk
  - Managerium
- **Organizational Organogram**
  - Company Organogram
  - Role-Based Organogram
  - Hierarchical Organogram

Main Feature / Approval

Module details to be added.

Main Feature / Employee Self Service

- **Dashboard**
- **About Me**

- **Time Management**
  - Attendance Adjust Req.
  - Shift Change
  - Shift Exchange
- **Leave and Movement**
  - Leave Application
  - Movement Application

- **Loan & Financial Aid**
  - Loan Request
- **Asset**
  - Asset Requisition
  - Asset List

- **Expense**
  - Expense Application
- **Contact Book**

- **NOC**
  - NOC Application
- **Separation**
  - Application

- **PaySlip**
  - Salary Certificate
  - Salary Certificate Requisition
- **Benefits**
  - Leave Benefits

- **Training & Development**
  - Training Requisition
  - Training Calendar
- **Requisition**
  - Employee Requisition

- **Interview/Assessment**
- **Performance Management**
  - KPI Assessment
  - BAR Assessment

- **Whistleblower**
- **Application**
  - Apply For Documents

Main Feature / Compensation & Benefits

- **Employee Salary**
  - Salary Assign
  - Allowance & Deduction
- **Payroll**
  - Salary Generate
  - Advance Salary Generate
  - Arrear Salary Generate
  - Bonus Generate
  - Increment Proposal
- **Increment**
- **Bank Advice**
- **Benefits**
  - Leave Benefit Payment
  - Leave Benefit Report
- **Salary PaySlip**
  - PaySlip
  - Multiple pay-slip
- **Salary Certificate**
- **Leave Encashment**
- **Income Tax Management**
  - Income Tax Assign
  - Tax Salary Certificate
  - Income Tax Challan
- **Reports**
  - Salary Summary Report
  - Salary Details Report
  - Employee Ledger
  - Employee Salary
  - Bank Advice Salary Report
  - Monthly Payroll Summary
- **Security Deposits**
  - Deposit
  - Disbursement
  - Security Money Report

Main Feature / Asset Management

- **Asset Registration**
  - Asset Profile
  - Asset Registration
- **Asset Requisition**
  - Asset Requisition
- **Asset Tracking**
  - Asset Assign
  - Asset Maintenance
- **Reports**
  - Asset Lifecycle

Main Feature / Performance Management System

- **PMS Settings**
  - Score Settings
  - Behavioral Factor Scale
  - Behavioral Factor Setup
  - Evaluation Pipeline Setup
  - Assessment Timeline Setup
  - Performance Appraisal Config
- **KPI Settings**
  - Objectives/KRA
  - Key Performance Indicator (KPI)

- **KPI Mapping**
  - Department KPI Mapping
  - KPI Mapping
  - Clone KPI
  - Target Setup
- **KPI Assessment**
  - KPI Assessment
  - Admin KPI Assessment
- **BAR Assessment**
  - BAR Assessment
- **Reports**
  - KPI Target Mismatch
  - Yearly Performance
  - Performance Appraisal

Main Feature / Training & Development

- **Dashboard**
- **Training Requisition**
- **Training Plan**
- **Configuration**
- **Reports**
  - Training Calendar
  - Training Inventory

Main Feature / Retirement

- **Separation**
- **Exit Interview**
- **Clearance**
- **Final Settlement**
- **Search**

Main Feature / Log Monitor

- **Application Notification Log**

Main Feature / Benefits Management

- **Provident Fund**
- **PF Policy**
  - PF Investment
  - PF Profit Share
- **Gratuity**
  - Gratuity Policy
  - Gratuity
- **Reports**
  - PF Investment by Type
  - PF Investment by Org.
  - PF Employee Wise
  - PF Annual Statement
  - Employee Gratuity Provision

Main Feature / Loan Management

• **PF Loan**	• **Report** – PF Loan Lifecycle

Main Feature / Recruitment

Module details to be added.