

NAYAtel

HRMS



# OVERVIEW

HRMS manages all administrative actions from a central location for your organization. You can automate HR processes, effectively manage regulations, efficiently manage payroll, eliminate human error, identify your employees' strengths and weaknesses, set goals, gather 360 degree feedback and review performance.

We believe in effective human capital management for your profitable business. HRMS has been devised according to the latest trends and requirements in the business industry.

We transform your desired HR processes into reality.



# SPECIFICATIONS

## *Devices Supported*

- Windows
- Android
- iPhone/iPad
- Mac
- Web-based

## *Language Support*

- English

## *Pricing Model*

- Monthly payment
- Annual Subscription

## *Customer Types*

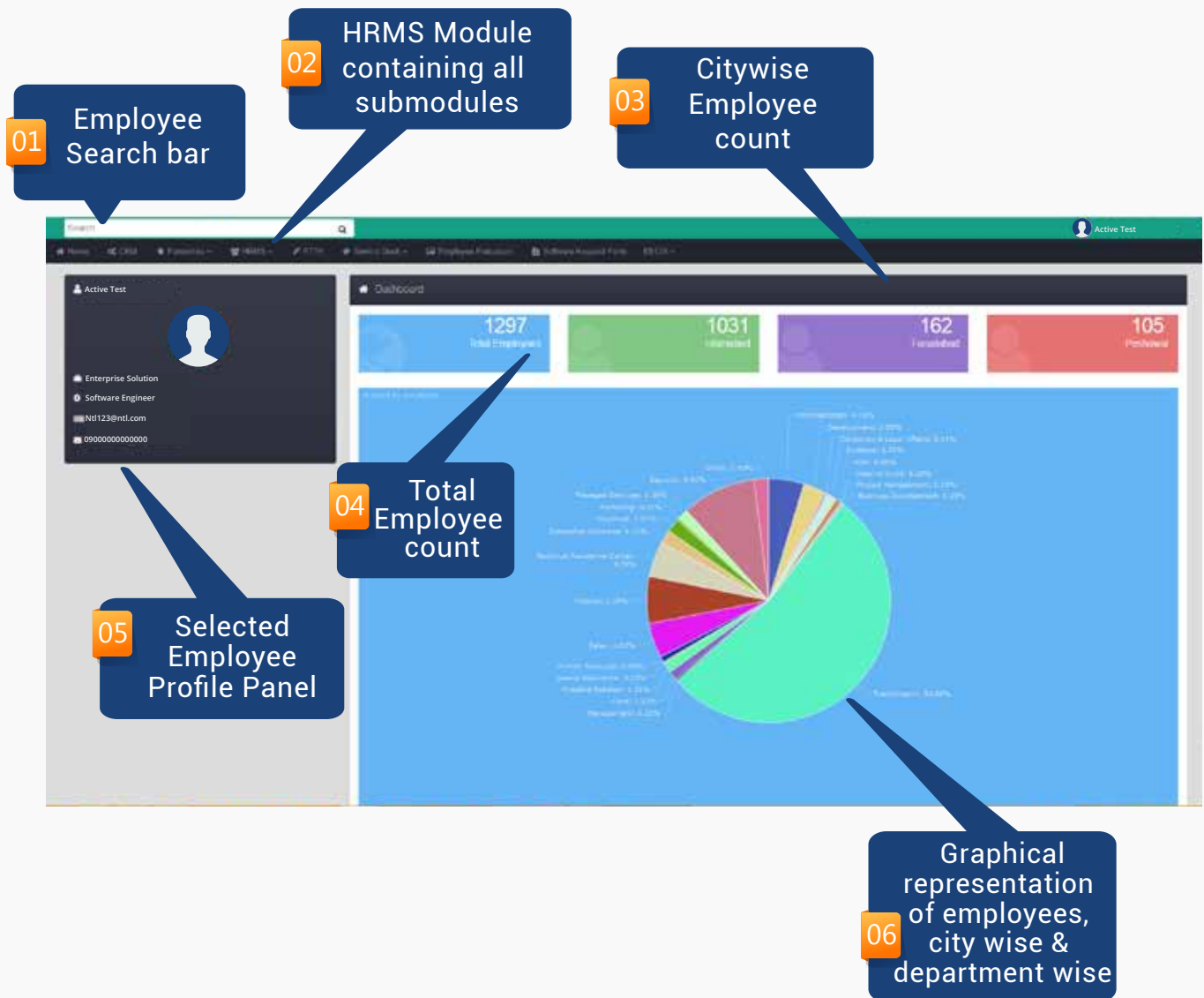
- Small Business
- Large Enterprises
- Medium Business

## *Deployment*

- Cloud Hosted



# NAVIGATION IN HRMS



# HRMS CONTAINS



## **BASIC PROFILE**

Manages Employee Profiling  
& Searching



## **LEAVE MANAGEMENT**

Manages Leave Application,  
Leave Reports



## **PAYROLL MANAGEMENT**

Provides employee Salary  
Management



## **ATTENDANCE MANAGEMENT SYSTEM**

Manages Attendance Record  
Multiple Shifts Schedule  
Overtime



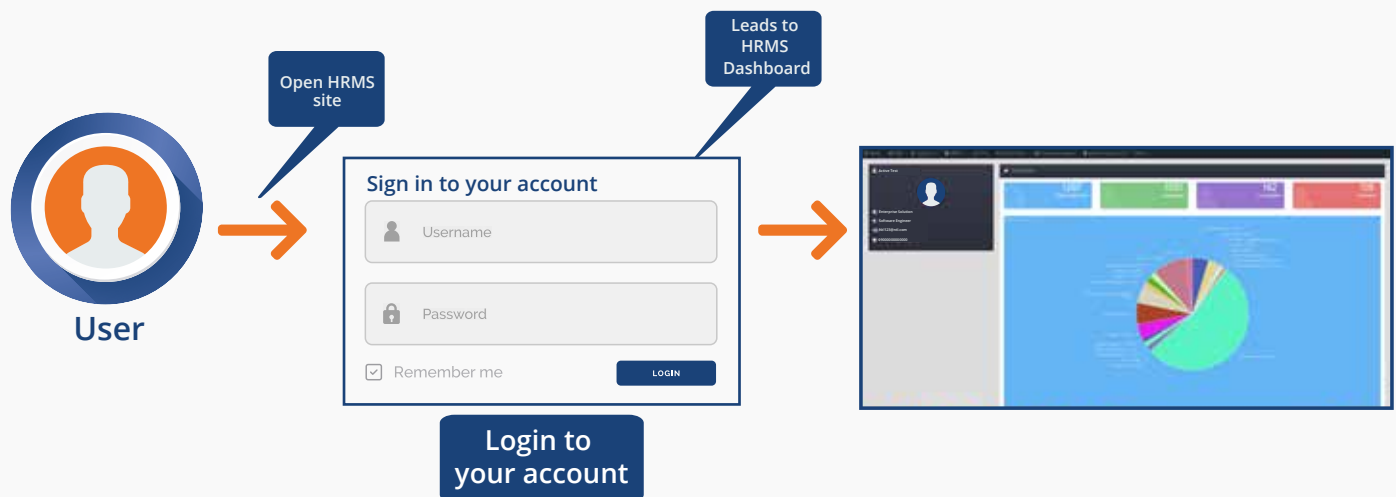
# EMPLOYEE BASIC PROFILING

Providing you a user friendly dashboard application where employee can view their profiles and search for employees.

## *Main features include:*

- Intelligent search
- Dashboard with quick overview of workforce behavior (leaves, new hiring, resignation etc.) in current month
- Employee profile
- Reporting

## *Workflow:*



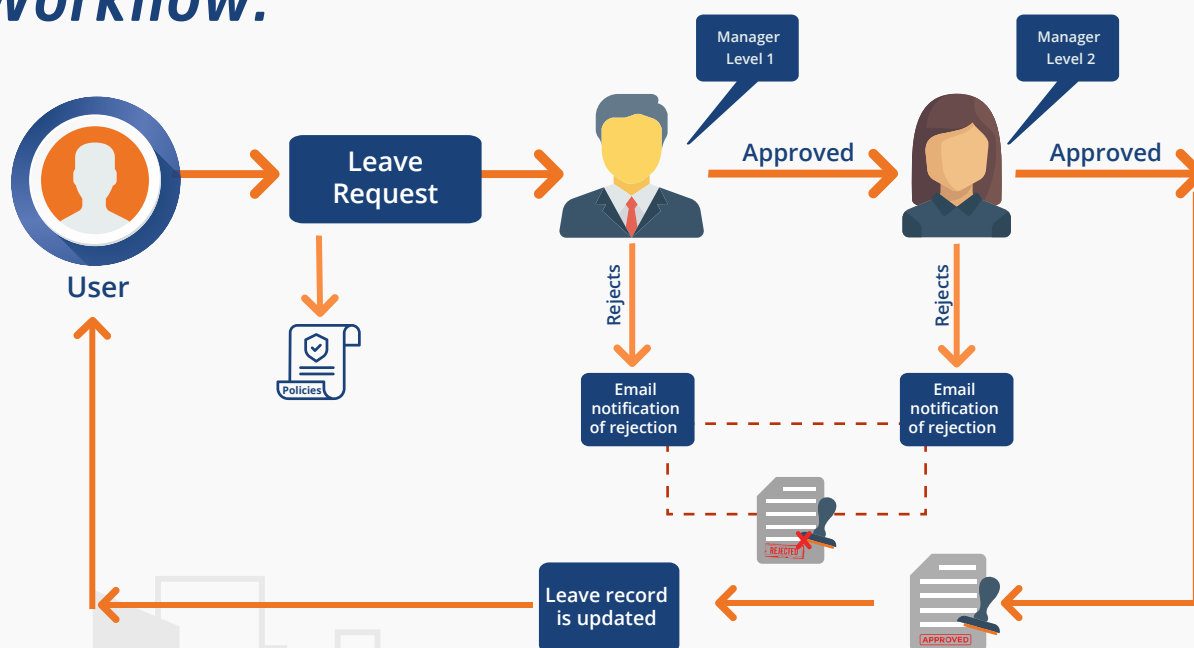
# LEAVE MANAGEMENT

Provides an easy to use workflow tool that simplifies the process flow of planning, applying and approving of leave(s). Employee Self-Service (ESS) feature empowers your employees and department heads to self-manage leave applications and improve approval flow

## *Main features include:*

- Apply leave
- Leave approval
- Leave approval authority
- Leave history
- Pending leave approval notifications on Dashboard
- Leave email alerts
- Reporting

## *Workflow:*



# ATTENDANCE MANAGEMENT SYSTEM

Employee Attendance Management System (AMS) is a simplified windows-based attendance system. The software application can manage the recordings, controlling and monitoring of employee absences and attendance.

The purpose of the system is to allow staff punctuality to work hours. Currently, companies do not have proper, user friendly system to monitor employee's attendance effectively, this leads to grievances between managers and employees. Furthermore, most companies still use paper-based systems to store records of the employees which is subject to human error and biases. With the implementation of this system, traditional paper-based system can be eliminated, digitalizing the traditional day to day operations.

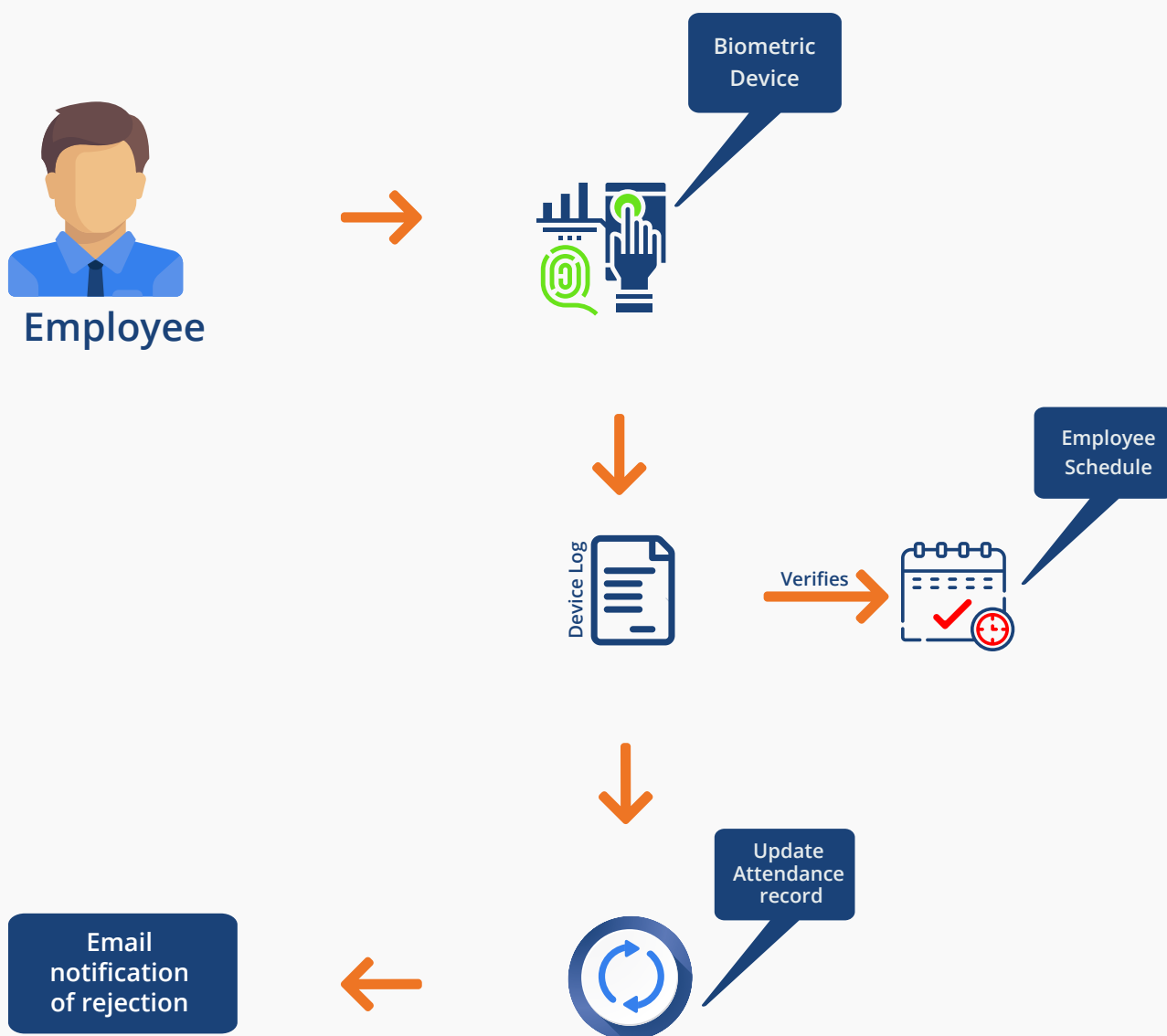
Moreover, the employees' records are more securely saved onto cloud based database. This system also helps to reduce clerical cost such as papers, files and stationery. To create ease-of-use for its users; employees and supervisors, Nayatel has created separate interfaces for both users.

## ***Main features include:***

- Update work schedule
- View Daily attendance
- Calculate working hours
- Calculate overtime on the basis of work schedule
- Marking manual attendance
- Pending attendance completion
- Add gazette holidays
- Overtime approval
- Reporting



## Workflow:



# PAYROLL MANAGEMENT

This efficient system allows you to enter your organization details, tax information, employee details, salary components, and pay schedule to get your payroll up and running right away. Moreover, you can choose different allowances, earnings, reimbursements, and perquisites for different employees. Easily enable or disable individual components, and Payroll system will adjust to your settings and calculate the right pay.

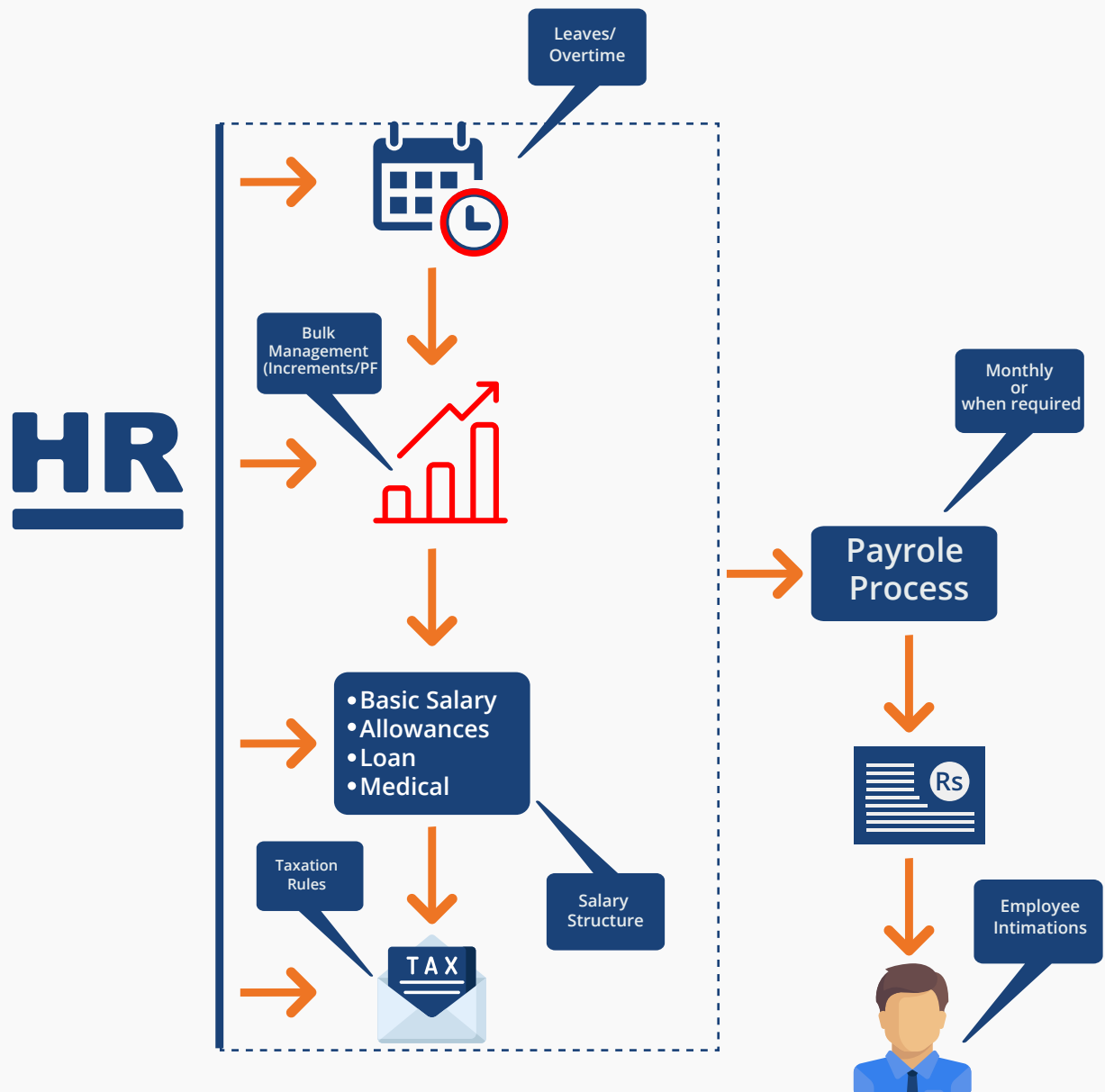
With the help of the system it removes the mundane hassle of calculating and adjusting pay based on employee's annual bonuses and deduction. Furthermore, it can create reports based on historical records of employees and optimizes auditing, making future payroll decisions of employees stress-free.

## ***Main features include:***

- Monthly and annual increments
- Tax management
- Allowances and deductions
- Medical claims
- Leave encashment
- Reporting



## Workflow:



Employee  
Portal

## HEAD OFFICE

GD Arcade, 73-E, Fazal ul Haq Road  
Blue Area, Islamabad

## RAWALPINDI OFFICE

Saeed Plaza, Adamjee Road,  
Saddar, Rawalpindi

## FAISALABAD OFFICE

14 KM, Sheikhpura Road  
Near Gatwala Bridge, Faisalabad

## PESHAWAR OFFICE

Liberty Mall, Opp. Runway,  
Main University Road, Peshawar

Email: [solutions@nayatel.com](mailto:solutions@nayatel.com)

UAN: 111 11 44 44

[www.nayatel.com](http://www.nayatel.com)

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