



Wallet-HR

Tightly integrated HR solution

Wallet HR-One Stop HR Software

Payroll is one of the complicated activities in business environment. WalletHR helps to automate the payroll process to help the companies to comply with the statutory requirements and to generate timely and accurate reports pertaining to payroll and HR thereby enabling better utilization of manpower resources.

- Dynamic creation of pay groups or category
- Detailed employee master information consisting of academic qualifications, personal details, training details, languages known, previous employment, family, emergency and nominee details
- Import and export of data in excel
- Dynamic creation of earnings and deductions components their calculation
- Online PF and ESI formats
- Multi-location Profession Tax and related returns
- Form P,Q,R,S,T
- Full and Final Settlement
- Loans, Advances and arrears management
- TDS Computation with form 16, quarterly and annual returns in Excel
- Bonus and gratuity management
- Dynamic pay slip configuration
- Emailing of pay slip and tax worksheet
-many more

24Hrs Attendance Management System

24 Hrs attendance management software helps in keeping track of the attendance of employees based on various events like shift, late, overtime, week off, holiday working, on duty etc. **24 Hrs** is tightly integrated with HR data, leaves and payroll where the leave management can be offline or online. In-time and out-time are taken from the time recording machine or database file on a continuous basis and various MIS are generated from this system

- **Recruitment Management**
In Recruitment module manpower requisition is requested and approval is done by manager. Internal resumes can be posted in social media. Final selection process is dynamic and can be decided by the organization. Candidate can login and fill their own details online. Offer letter can be generated.
- **Employee Information Portal**
This portal enables employees to view payslip, tax worksheet and PF balances. The portal also facilitates capture of declaration data for the purpose of income tax calculation. HR can publish various policy documents such as Leave policy, Travel policy, Claims, Birthday, Anniversary, etc., for employees' view.
- **Online Leave Management**
Leaves can be dynamically defined and the rules associated with the leave type can be defined as per the company's policy. Employee can apply for leave online and submit for manager's approval.
- **Performance Management**
In performance appraisal KRA and competency are defined along with rating for each employee dynamically. User, managers and reviewer can provide rating against each KRA and competency and based on which final score can be generated. The manager would be able to recommend promotion or training needs for an Employee.

- **Timesheet & Resource Management**

Resources can be allocated for each project and can be released once the project is completed and re-allocated. Timesheet can either be entered on a daily or weekly basis. This data is shown in the time sheet application, as blocks, where an employee has to fill in the tasks/project that he has worked during this period. Invoice can be generated.

- **CTC based Reimbursement Management**

Reimbursement components pertaining to CTC can be defined in the application. Employee can claim as per the monthly entitlement and submit the required bills for verification. Employee would be able to view his claims details of the past months and would also know the amount to be claimed in the future.

- **Training Management**

In training management user can select the date and topic to attend the training. Manager can approve the requested topic and once the training completed feedback is given by an employee. Based on training cost HR can compare with budget.

- **Travel Management Portal**

The employee can plan his travel online and submit it for approval by his immediate manager. The manager can approve the plan if there is no deviation or forward it to the next level if there are any deviations with respect to eligibility. Once the expenses are approved, the data goes to finance for payout.

- **Dash board on HR, payroll and attendance**

HR Analytics is the back bone of an organization. Wallet HR brings this functionality in various dimensions for various stake holders in the organisation

- **Grievance Management**

Employees can air their grievance through this portal which would be addressed by the manager or the HR or the committee based on the nature of the grievance

- **Exit Management**

Resignations and the exit clearances are automated through this portal. Relieving order can be generated once the exit process is completed. HR gets a dashboard on various dimensions of exit management